

Overview

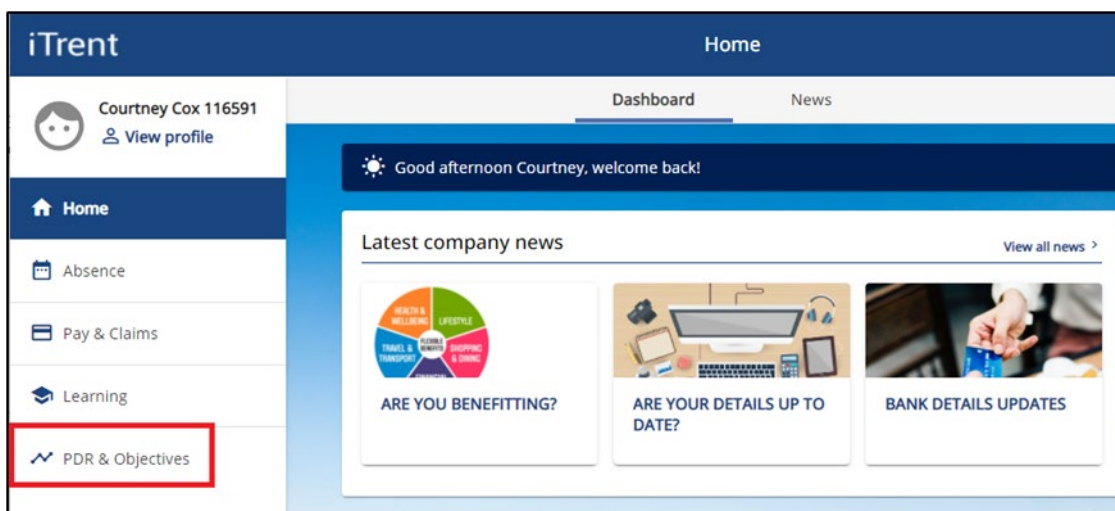
- You can download a summary of your objectives to save as a PDF file or print to hard copy at any time.
- You should “download” from Self-Service rather than “Print”.
- Using “download” ensures additional details, including progress records, are included.
- Once you have downloaded the objectives, you can save to your computer/laptop or print a hard copy.
- The download will include any current objectives and objectives completed within the past 12 months.

This guide covers the following actions.

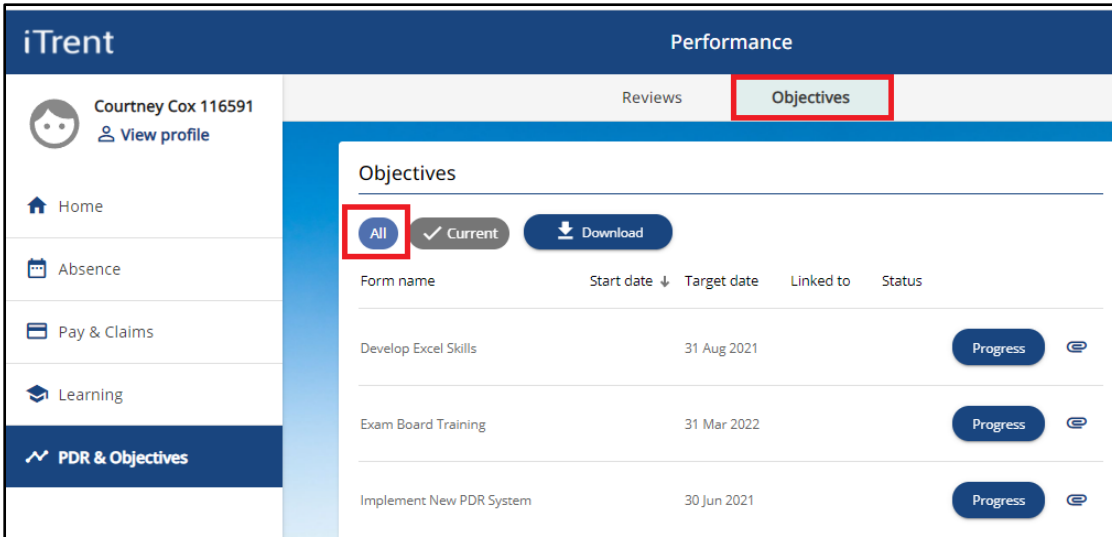
- Retrieving objectives.
- Downloading objectives.
- Saving or printing objectives.

RETRIEVE ALL OBJECTIVES

- You should change the default view to All objectives before downloading.
- Login to Employee Self-Service and click on the PDR & Objectives menu option, as below.

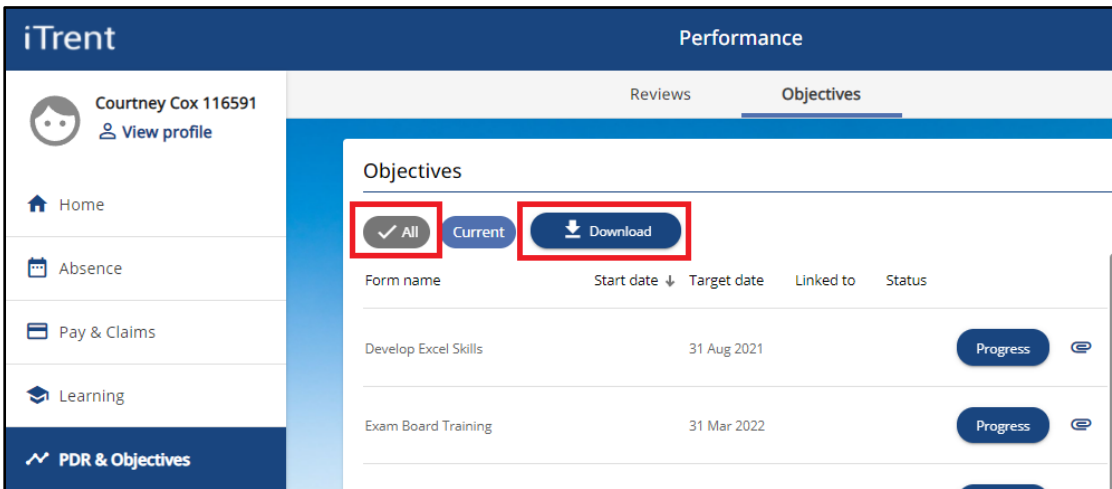


- Click on the Objectives menu option, as below.
- Any objectives which are in progress, that you have already added, automatically display.
- To retrieve all your objectives, including any that have been completed, click on All, as below.
- The display list will update to include completed as well as in progress objectives.

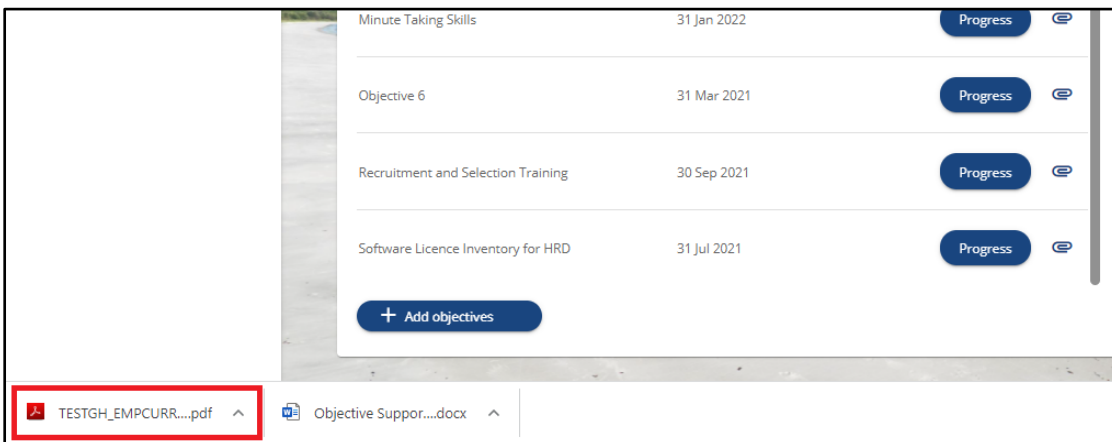


DOWNLOAD OBJECTIVES

- Once you have selected All, click the Download button, as below.
- The download may take a few moments to generate.



- Once the download has generated, click to open in a new browser session.
- The download will include all objective details, including any progress records, as below.



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iTrent | Leeds Beckett University

Current Objectives

Effective From: 18/01/2022

Employee: Courtney Cox (116591)

Include Progress: Yes

Include Actions: Yes

Include Completed Objectives: 1 Year(s)

Objective Title: Develop Excel Skills

Objective Description: To attend the university's Excel course to develop my skills.

Type	Start Date	Completion Date	Objective Rating	Objective Linked to
Development		31/08/2021(Target)		

Objective Progress: The courses are all fully-booked until the end of June. I am on a waiting list for new course dates once these are released in July.

Date	Status	Percentage Complete	Created by
19/05/2021	In progress		Courtney Cox 116591

Objective Title: Exam Board Training

Objective Description: To attend exam board training before next year's exam boards

Type	Start Date	Completion Date	Objective Rating	Objective Linked to
Development		31/03/2022(Target)		

Objective Title: Implement New PDR System

Objective Description: To work with the project group to scope, configure and implement a new PDR system via iTrent.

Type	Start Date	Completion Date	Objective Rating	Objective Linked to
Work based		30/06/2021(Target)		

Objective Progress: This project is now on hold for 2022-23.

Date	Status	Percentage Complete	Created by
15/10/2021	In progress		Courtney Cox 116591

- You now have the option to save as a PDF file to your computer/laptop or to print as hard copy.