

Overview

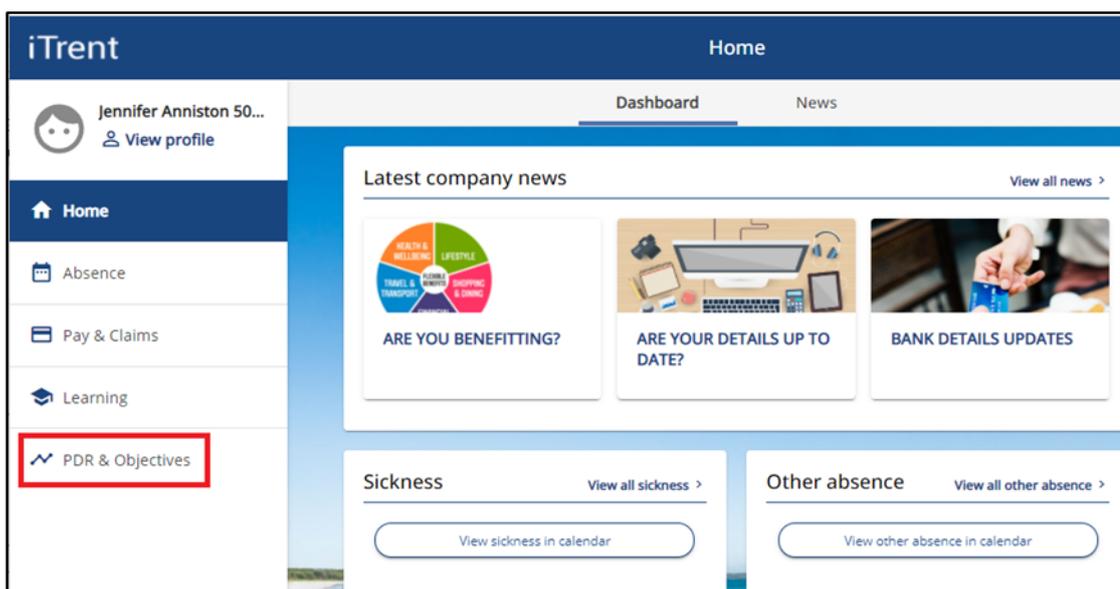
- Once your review is completed in iTrent, the lifecycle and form will no longer show in the default display.
- To retrieve and access completed reviews, you need to use the search function.

This guide covers the following actions.

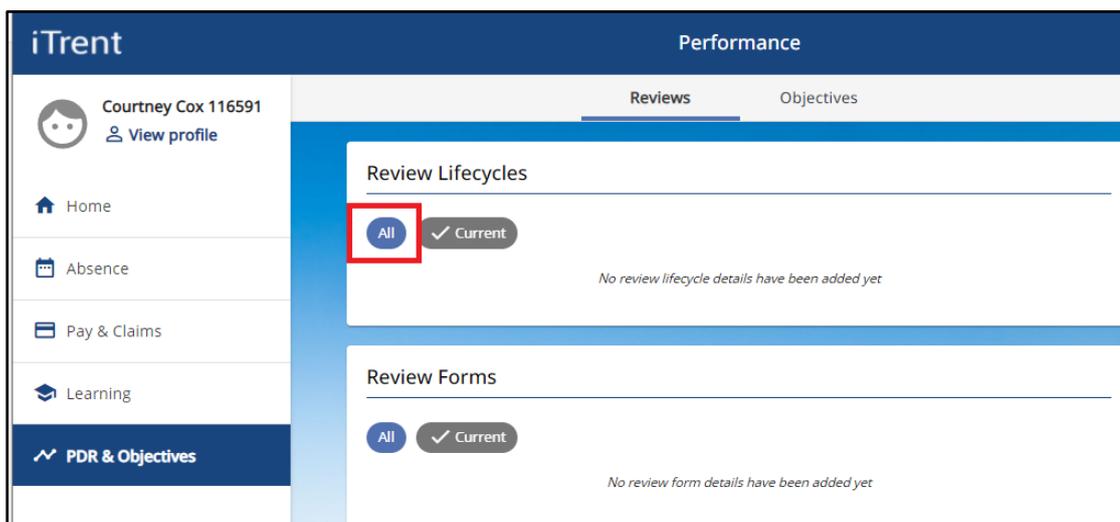
- Retrieving and accessing completed review forms.

ACCESS YOUR COMPLETED REVIEW FORMS

- Login to Employee Self-Service and select the PDR & Objectives menu option, as below.



- If you have previously completed your review lifecycle, the screen will display as below.
- This screen always defaults to “current” (incomplete) review lifecycles.



- Click the All option, as highlighted below, to display a list of any completed review lifecycles.

The screenshot shows the iTrent Performance interface. On the left is a navigation menu with options: Home, Absence, Pay & Claims, Learning, and PDR & Objectives (highlighted). The main content area is titled 'Performance' and has tabs for 'Reviews' and 'Objectives'. Under 'Reviews', there's a 'Review Lifecycles' section with two filters: 'All' (highlighted with a red box) and 'Current'. Below the filters is a table with columns: Lifecycle name, Start date ↓, Current stage, Stage target end date, and Stage owner. One row is visible: PDR 2021 0.1, 02 Jul 2021, Completed (highlighted with a red box).

- Click on the relevant review lifecycle name to access the review form.
- Click the > expand icon, as below, to select and view the pages within the form.

This screenshot shows the 'PDR 2021 0.1' review form. At the top left is a '< Back to Reviews' link. Below it, the title 'PDR 2021 0.1' is displayed. On the left side, there's a vertical list of pages: 'PDR' (highlighted with a green arrow), 'PDR' (with a '>' icon and a green checkmark, highlighted with a red box), and 'PDR Complete'. On the right side, the 'PDR' section contains the following information: 'Target start date: Friday 2 July 2021', 'Target end date: Sunday 2 January 2022', and a paragraph of text explaining that iTrent can support recording key aspects of PDR discussions. At the bottom of this section is a link to 'PDR Guidance Webpage'.

- Click on any of the page links to view the content of that page.

This screenshot shows the 'PDR 2021 0.1' review form with the 'PDR' page expanded. The left sidebar now shows: 'PDR' (with a green arrow), 'PDR' (with a dropdown arrow and a green checkmark, highlighted with a red box), 'REVIEW DATE' (with a green checkmark), 'REVIEWER SUMMARY' (with a green checkmark and highlighted with a red box), and 'REVIEWEE SUMMARY' (with a green checkmark). The right side of the form remains the same as in the previous screenshot, showing the 'PDR' section with target dates and explanatory text.

- The review from screen will then display as below.
- Use the links to navigate through the sections of the form, as below.

