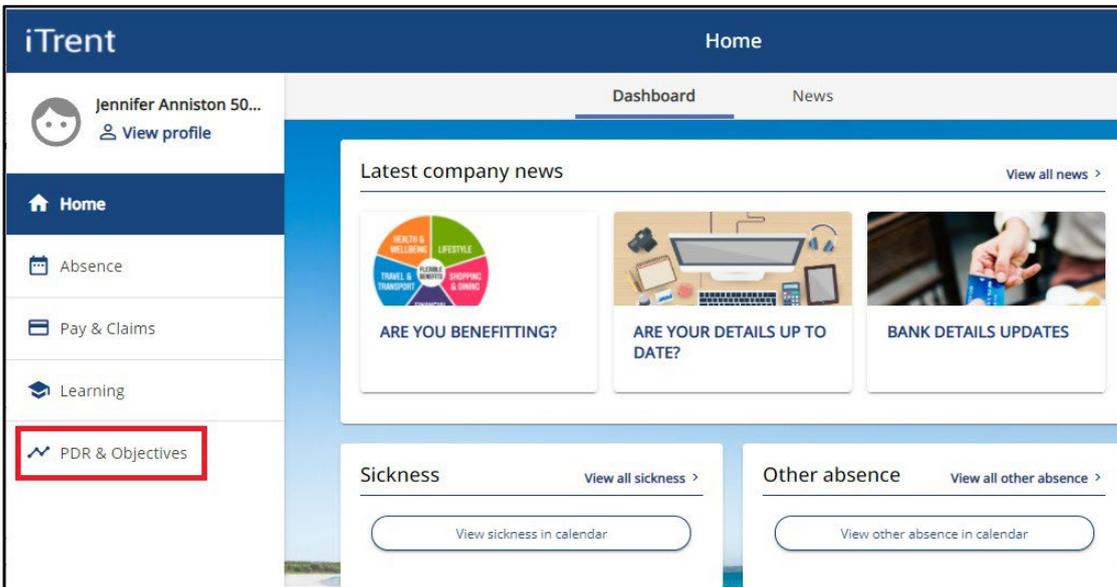


- The annual PDR discussion is recorded separately from your objectives in Self-Service. *The recording of objectives in Self-Service is optional.*
- To complete the process, you need to generate the review lifecycle and record the PDR discussion date.
- We recommend that you record the discussion date after the meeting takes place.
- Once you save AND **submit** the online form, the process is complete in iTrent. The date cannot be amended.

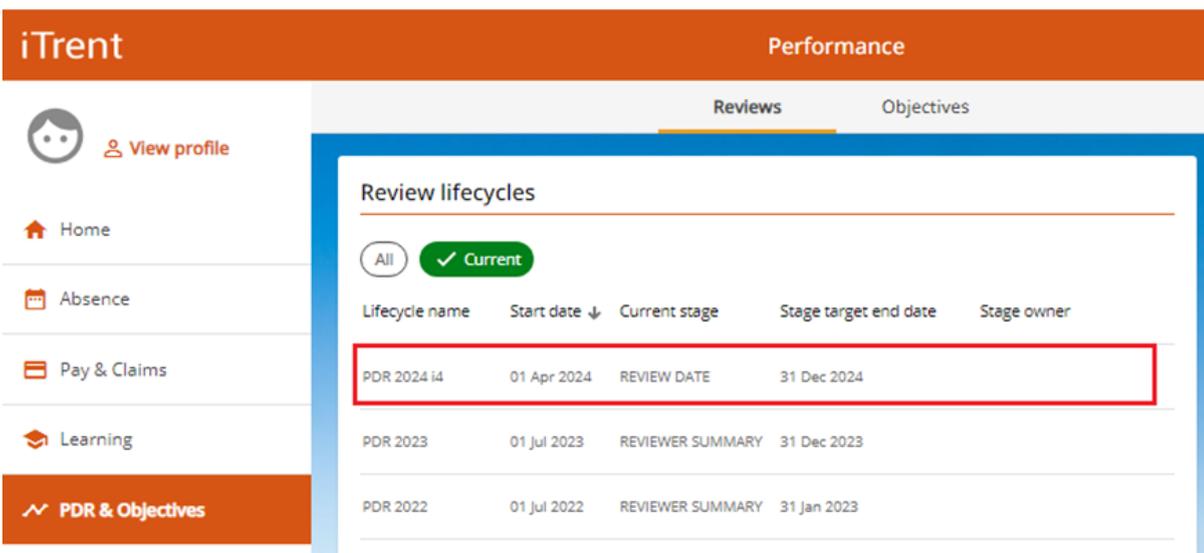
This guide covers how to generate your review lifecycle and record and submit your PDR discussion date.

GENERATE YOUR REVIEW LIFECYCLE

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



- At this point the lifecycle will show with you as the stage owner and the current stage as review date.
- Click on the review lifecycle name, as below, to open the lifecycle.



- The lifecycle screen will open.
- Click the Generate button to generate the lifecycle form.

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- Click the Start button, as below, to access the review date screen and record the discussion date.

- After generating, the lifecycle form will open and display as below.

RECORD YOUR PDR DISCUSSION DATE

- Record the date of your PDR discussion in the 'Review date' field

Review Date

Please record the date of your PDR discussion below. If you have more than one position at Leeds Beckett, you only need to enter the PDR date for your main role.

Review date

10/05/2024

(required)



Once you have recorded the date, click the Save button, then click the Summary button and finally click the Submit button. This will save the discussion date and mark the PDR process as complete for 2024.

- Click the Save button towards the bottom of the screen.
- A green tick against the review date link confirms that the date has been recorded, as below.
- Click Submit to complete the process.

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- When you click Submit, you will be asked to confirm that you wish to submit, as below.
- Click OK to submit.

- When you submit the screen, a confirmation message displays as below.