

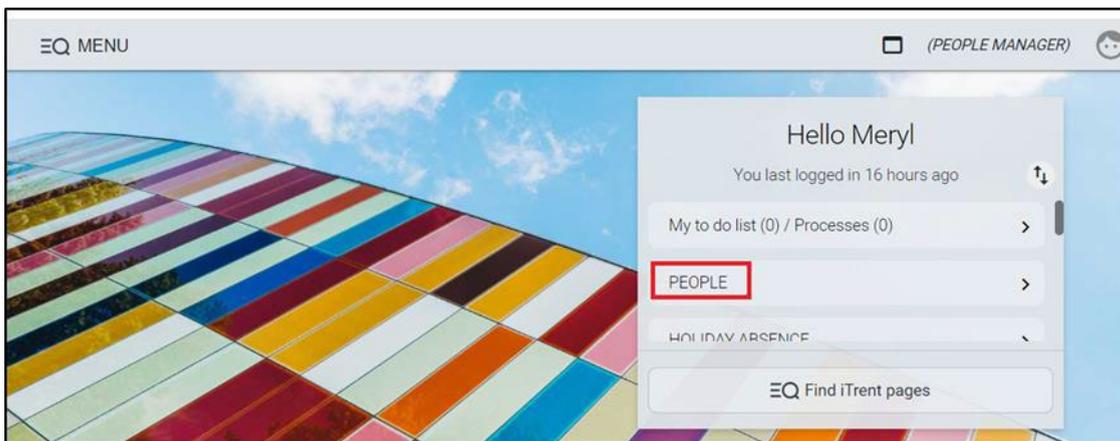
Overview

- You can access your reviewees' PDR form, once they have recorded their PDR discussion date and completed the process.
- Once the lifecycle is complete, it no longer shows in the default display. To retrieve and view completed forms, you will need to amend the search criteria from Current to All.
- **If you are not the manager of your reviewees**, you will not have access to their details via iTrent.
- The reviewee should still use iTrent to record the PDR discussion date.

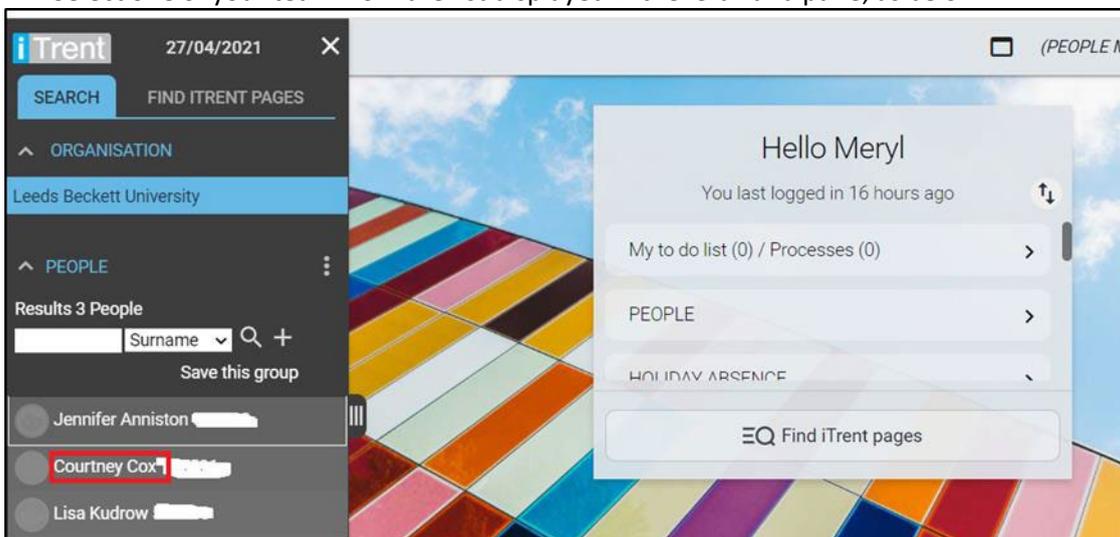
This guide covers how to retrieve completed review forms in Manager Self-Service.

RETRIEVE COMPLETED FORMS

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



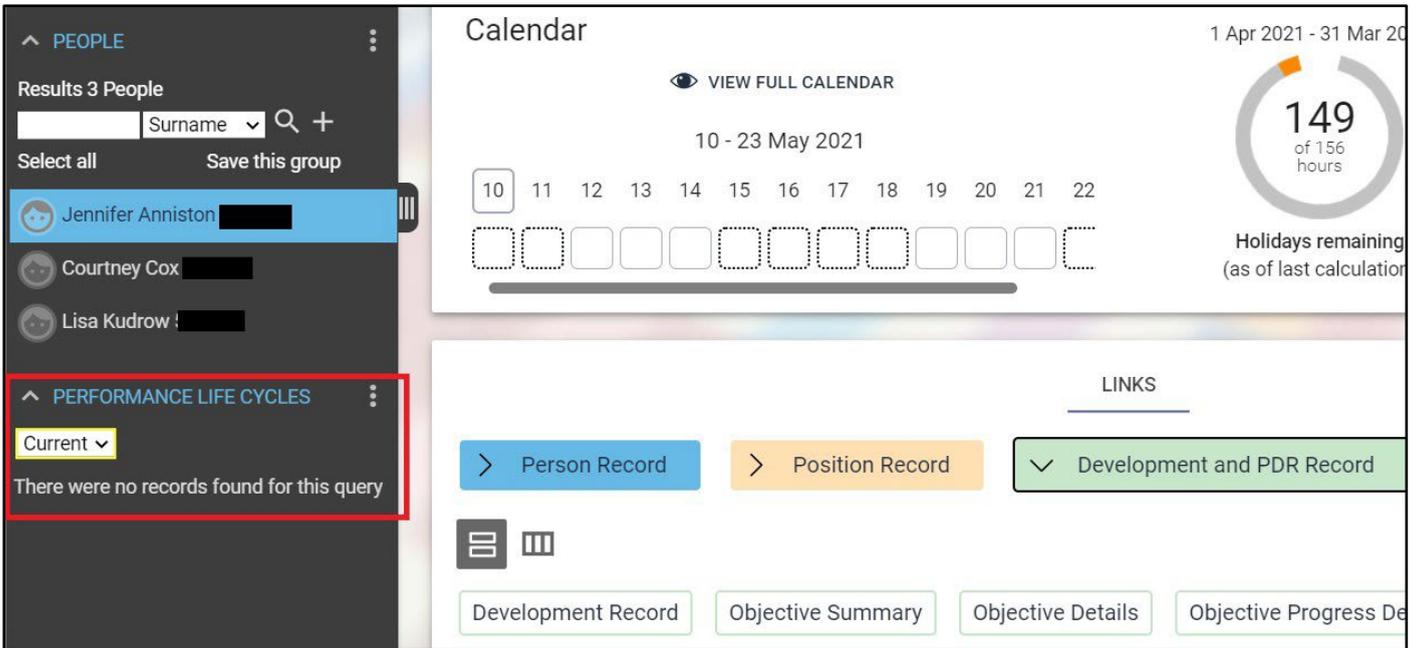
- Select one of your team from the list displayed in the left-hand pane, as below.



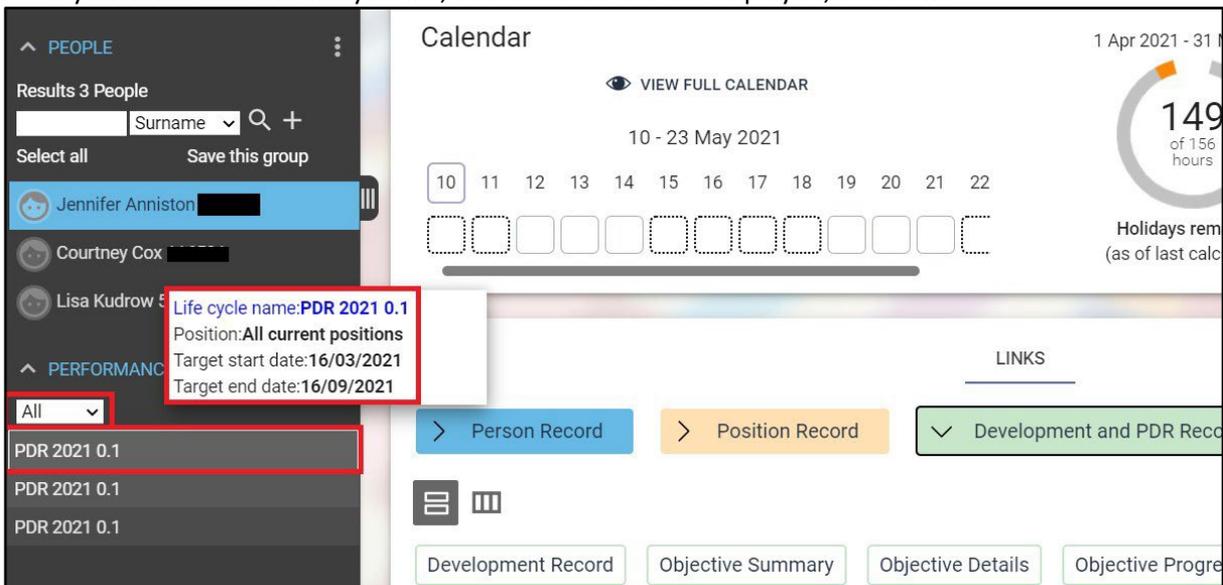
- The person summary screen will then display.
- Scroll down and click the development and PDR record folder as below.



- When you click the PDR lifecycle link, as above, the screen will indicate there are **no current records**, as below.



- Change the search criteria from Current to All, using the drop-down list, as below.
- A list of completed lifecycles will then be displayed in the left-hand pane, as below.
- The completed lifecycles are listed in descending date order, with the most recent first.
- If you hover over the lifecycle list, additional details are displayed, as below.



- Click on the lifecycle you wish to retrieve, as above.

- The completed lifecycle screen will then display as below.

Life cycle PDR 2021 0.1 ▼ MENU ↻ 🖨 📎

PDR

> ✓ PDR

PDR Complete

PDR

Target start date: Tuesday 16 March 2021

Target end date: Thursday 16 September 2021

iTrent can support the recording of key aspects of your PDR discussions. This section enables the reviewer and reviewee to record a summary of this year's PDR conversations. Objectives can be updated separately in the objectives area of iTrent Employee Self-Service and Manager Self-Service. Further support and guidance can be found on our PDR Guidance Webpage

[PDR Guidance Webpage](#)

- Click on the PDR link, as above, to access the review form.
- Click on any of the section links in the left-hand pane, to access that section of the form.