****

**PDR FORM**

* This form is only for use where your reviewer is not your manager.
* When complete, the form can be uploaded to iTrent.
* If your reviewer is your manager, please complete the online form in iTrent Employee and Manager Self-Service.
* Objectives can be updated separately in the Objectives area of iTrent Employee and Manager Self-Service.
* Further support and guidance can be found on our [PDR Guidance webpage](https://www.leedsbeckett.ac.uk/peopledevelopment/performance-development-review).

**PDR DISCUSSION DATE**

|  |  |
| --- | --- |
| Reviewee Name |  |
| Reviewee Job Title |  |
| Reviewer Name |  |
| Reviewer Job Title |  |
| PDR Discussion Date |  |

**REVIEWER SUMMARY COMMENTS**

Now that the PDR discussion has taken place, please record your final comments. What aspects of the PDR conversation do you want to highlight?

|  |
| --- |
| Reviewer Summary Comments |
|  |

**REVIEWEE SUMMARY COMMENTS**

Now that your PDR discussion has taken place, please record your final comments. What aspects of the PDR conversation do you want to highlight?

|  |
| --- |
| Reviewer Summary Comments |
|  |