PDR PROCESS FLOW CHART - WHAT HAPPENS AND WHEN

REVIEWER

Arranges the PDR meeting and accesses the resources on the [PDR webpage](#) to prepare for the meeting.

REVIEWEE

Accesses the resources on the [PDR webpage](#) to prepare for the meeting. Reviews progress since the last PDR; considers the year ahead and potential work/development objectives.

BOTH

PDR meeting takes place.

REVIEWEE

Generates the PDR form in [iTrent](#) and [enters PDR discussion date](#).
Saves, then submits to complete the PDR form.
Remember: *Save. Summary. Submit*.

BOTH

Agree the preferred method for documenting the PDR discussion and objectives*.
This should be done in a way that is helpful and meaningful, whilst ensuring the records are saved securely and confidentially.

BOTH

At regular intervals throughout the year: check-ins (one-to-ones etc.) to discuss objectives progress.

* iTrent **Employee and Manager Self-Service** includes the ability to set, share and update progress on objectives throughout the year, although this is optional.
This simple **Word document PDR Form** can also be used.

Access our [PDR webpage](#) for further information and resources.