Accessing and Completing PDR Forms
Reviewee’s Guide
How to Access your PDR Form

Log on to HR-Payroll System Self Service from the SSD desktop icon
Or
via weblink below which is accessible via My Glasgow or from HR Service webpage
https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page

The following will display:

Enter your GUID and password and click Sign In. HR-Payroll Self Service is available on and off campus 24/7.

The screen displayed after sign in will depend on your access. If you are a line manager you will see your team displayed on the right hand side in My Team box, if you are an administrator the My Team box will be empty.

- Select ‘Employee Dashboard’ under the ‘Corehr’ dropdown
- On the left hand side select ‘My PDR’ and then ‘Launch Review’.

How to Complete Your PDR Form

Objectives & Progress

- On the left hand side select ‘Objectives & Progress’
- Here you will be able to view any objectives which may have been assigned to you by your Line Manager (their name/photo will show if assigned by them) and create your own objectives and sub-objectives.
- For this year, you will need to enter the objectives agreed at last year’s PDR in order for these to be assessed against and commented on.
- Any new objectives created for the next year will automatically populate when viewed at a later date. **Ensure that the start date for next year’s objectives is 30th June 2016 in order that they can be viewed as part of this year’s form. You will see an alert stating that the Objective Dates are outside the range of the PDR Profile, asking if you wish to save – please select ‘Yes’**.
Select ‘Add Objective’ which will take you to the following screen:

- Under ‘Title’, insert a brief name for the objective, you can provide a more detailed description underneath this.
- Under ‘Status’, note if the objective is ‘Complete’, ‘In Progress’ or ‘Not Started’ and add relevant commentary under ‘Employee’s Assessment of Progress’.
- Select ‘Save’
- You can edit and delete your objectives, and create ‘Sub Objectives’ as per below:

Sub-objectives will help with assigning objectives to any other employees.

**Note:** If your line manager assigns an objective to you, you will not be able to update this, however you should create a sub-objective which will be your objective. You can also see the status of the original objective assigned to you when updated by your line manager.

Please use the PDR guidance and training tools available to help you create your objectives.

**Performance Dev Overview**

- Complete the questions on the ‘Performance Dev Overview’ tab

**Note:** Your line manager/reviewer will be unable to view these comments until you have signed off your form.

**Tip:** Use the relevant Handy Hints guidance notes to assist you with answering these questions.

**Learning**

The ‘Learning’ tab will allow you to view your training record and history and also to book courses. When requesting ad-hoc training, these requests will be dealt with locally.
If you select the option, you will be given the option to “View Course Details”, by selecting this option a pop up window will appear and information such as course description and times will display.

Please see attached for guidance on booking on to a course.

Research & Teaching Staff Only

Please select the additional tabs regarding Publications, Research Income and Supervision, following the instructions on each tab as appropriate. See the Systems Outputs & Definitions document for guidance regarding the data included.

Sign Off – Initial

Please note that PMDS is a 2 stage process. You will do an initial sign off at this section and then a final one to complete the process.

- Once you have completed all the sections and are ready for these to be submitted to your line manager, please select ‘Sign Off’ on the left hand side.
- The summary at the top of the page will remind you how many items have been completed.
- Select ‘Sign Off’ underneath ‘Employee’ which should show your name and photo.
- Enter your password and select ‘Confirm’
- This will send an email to your line manager to enable them to review accordingly in advance of your meeting.

Note: if you navigate into this area prior to final sign off from your line manager, this area will appear blank.

Sign Off – Final Rating

Once the meeting has been conducted, your line manager will log in and assign a PDR Assessment and you will receive an email.

- Log into HR/Payroll Self Service
- Select ‘Launch Review’ from the middle of the page
- Select ‘Sign Off’
• Answer question as per below – do you agree with this rating? Yes/No (if no you can add commentary)

**Note:** PDR Assessment given by manager will show under their name/photo.
• Select ‘Sign Off’, enter your password and select ‘Confirm’