PDR Guidance 2018-19 – Research & Teaching
Within this document you will find a step by step guide to completing the 2018/19 PDR form. Further resources and guidance can be found on the Performance, Pay and Reward webpages.

How to access your PDR form (Applicable to Reviewee)

- Login to Core Portal [here](#)
- Click on the ‘Corehr’ dropdown menu at the top left of your screen
- Select ‘Employee Dashboard’

  ![Employee Dashboard](image)

- Within your employee dashboard select ‘My PDR’

  ![My PDR](image)

- You will now see your 2018-19 PDR form, click on the form to access.

  ![My PDR Reviews](image)

- If you are unable to see your 2018/19 form, please select view all then select ‘All reviews’ from the dropdown menu. After doing so, if you still cannot see a 2018/19 PDR form please contact the PPR team at [hr-ppr@glasgow.ac.uk](mailto:hr-ppr@glasgow.ac.uk)
How to access your Reviewee's PDR form (Applicable to Reviewer)

- Login to Core Portal [here](#)
- Click on the 'Corehr' dropdown menu at the top left of your screen
- Select 'Manager Dashboard'

- Select ‘My Staff PDR’ then ‘View all’

- Select ‘Current PDR’ and you will then see a list of your Reviewees

- If you are unable to see your reviewee’s name please contact your [local HR team](#) who can ensure that the review is assigned to you.
1. Employee Performance & Development Overview (Applicable to Reviewee only)

- Please complete all eight mandatory questions within this section.
- Select the ‘Save’ button before proceeding.
2. Current Objectives (Applicable to Reviewee and Reviewer)

- Any objectives set within the 2017/18 PDR round will pre-populate within this section.

- To review and update progress, select next to the objective and select 'edit'.
- Progress can then be updated within the 'Employee's Assessment of Progress' and 'Reviewer's Assessment of Progress' box.
- Please note that you will see two 'Employee's Assessment of Progress' and 'Reviewer's Assessment of Progress' boxes, please disregard the second.
- Select **Save** before proceeding.
FAQ: I have changed my appointment and can’t see my objectives.
RESPONSE: If you have changed appointment between the current and previous PDR rounds, your objectives may be attached to your previous appointment. You can check this by selecting the filter next to the search box, selecting ‘All my Objectives’ and ‘All Appointments’.

If you can now see your objectives this means that they are attached to your old appointment. Please contact the Performance, Pay and Reward Team at hr-ppr@glasgow.ac.uk who can assign your objectives to your new appointment.

FAQ: I can’t see my objectives but haven’t changed appointment
RESPONSE: The dates set against your objectives may be incorrect. You can check this by selecting the ‘My Objectives’ tab on the left (underneath ‘My PDR’) and selecting the filter next to the search box, picking ‘All my Objectives’ and ‘All Appointments’.

You can then check the dates on the objectives, if the end date does not fall between ‘01/07/18 and 30/06/2019’ the objective will have to be re-entered into the ‘Current Objectives’ section within the PDR form with a date within this range.
3. Future Objectives (Applicable to Reviewee only)

- Select ‘Add new SMART Objective’, insert an objective title then select the cycle ‘Future Objectives’ from the dropdown list. The objective will then auto-populate with the correct dates, objective type and your appointment. Please do not select ‘Default Cycle’, this contains the objectives from the 2017/18 PDR cycle.

- Select **Save** before proceeding.

- Once saved the objective will be created with a status of ‘Draft’. You should then select **Edit** and edit to add a longer description of the objective.

- Select **Save Progress** before proceeding. Your objective will now be saved with the status of ‘Work in progress’.

**FAQ:** Am I only able to add an objective with an end date as far out as 30 June 2020?

**Response:** 30 June 2020 is the end date of the next PDR round. The system will only allow objective dates within this cycle to be entered, if your objective spans more than one year it should be copied and re-entered into next year’s form when it launches in 2020. You can no
longer add objectives spanning more than a year which means you need to select only the relevant milestone within a longer-term objective which will be completed within the forthcoming PDR year.

4. Learning (Applicable to Reviewee only)

- This section displays courses booked and attended via the Core HR system.
- Book to attend scheduled courses by using the 'Book a Course' box.
- Record courses attended externally via the 'Ad Hoc Request' box.

**FAQ:** I have completed courses, however, they do not appear on the list.  
**Response:** Only courses that have been booked through CoreHR or added through Ad Hoc request will appear on this list if you select all courses. If you did book through CoreHR please contact the relevant course provider directly (Employee and Organisational Development, IT Service, etc) to check that your attendance has been recorded.
5. Publications (Applicable to Reviewee only)

- A report of all publications, sourced from Enlighten, should be included with this application. Please use the tab to select your most significant (4-6) outputs. When explaining your choice of publication, please highlight the contribution that each output has made to advancing the field and refer to indicators of quality as appropriate to your discipline.
- Examples include: reference to the REF panel criteria, citation metrics, or quality indicators highlighted in internal calibration exercises. In the case of jointly authored outputs, please state your contribution to the work.
- The following CASRAI (Consortia Advancing Standards in Research Administration Information) document may be helpful in articulating roles and contributions: http://dictionary.casrai.org/Contributor_Roles
- You may wish to place this six-year record in context of your whole career.
- If any of your information is incorrect and you need to use the tab on this page could you please include your College and School and the detail of what needs to be corrected.
6. Supervision (Applicable to Reviewee only)

- Please use the **Add Item** tab to add students you have supervised over the period 1 July 2018 – 30 June 2019.
- PGR students / Residents (Veterinary Clinical) in supervision during time period under review. NB: Students with a status of “Not registered” or “Graduate only” are not included.
- If any of your information is incorrect and you need to use the **Mail** tab on this page could you please include your College and School and the detail of what needs to be corrected.
7. Research Income (Applicable to Reviewee only)

- The data within this section is for the period 1 July 2018 to 30 June 2019.
- In order to see your applications or awards you will have to use the tab and then select from your list of applications and awards in order to add the data to your form. **Please note**, that different types of awards will sit in different sections of this screen so you should ensure that you have reviewed each of these sections prior to seeking help for missing information.
- If any of your information is incorrect and you need to use the tab on this page could you please include your College and School and the detail of what needs to be corrected.
8. Reviewer Commentary (Applicable to Reviewer only)

- The Reviewer should complete the mandatory 'Reviewer Commentary' box and the 'Reviewer's agreed Development Plan' if applicable.
- Select **Save** before proceeding.
9. **Rating (Applicable to Reviewer only)**

- The Reviewer should select the appropriate rating from the dropdown menu. Performance outcomes should be informed by general contribution, achievement of in-year objectives and overall performance in the post over the review period.
- Select **Save** before proceeding.
10. Rewarding Contribution (Applicable to Reviewer only)

- A PDR rating of ‘Exceptional’ will automatically result in a non-consolidated award however in a very small number of cases and following discussion and agreement with the Head of School/RI/Service, the Reviewer/Line Manager may wish to nominate the staff member for a contribution point, in which case this should be indicated by selecting the drop-down option of ‘consolidated increment’.
- Exceptionally, where there is an overwhelming case to recognise a staff member who has been assessed as having been ‘Strong’ over an extended number of years and where the case has been discussed and agreed with the Head of School/RI/Service, this should be indicated by selecting one of the two drop-down options of either ‘one-off payment’ or ‘consolidated increment’. Please note that where a consolidated increment is to be applied, this will require prior approval from the VP/Head of College/DCPS or, in the case of University Services, the Chief Operating Officer.
- Where no Rewarding Contribution award is to be made, there is no requirement to complete this section.

Please select before proceeding.
11. Sign Off (Applicable to both Reviewee and Reviewer)

**Reviewee**

*Please note that the Reviewee must sign off prior to the Reviewer.* Once all reviewee sections have been completed select the ‘Sign Off’ button, there will be a prompt to enter your password. Once this has been entered, the form has been signed off by the reviewee.

**Reviewer**

In the majority of cases, this section should be completed immediately following the PDR Rating stage in order to conclude the process for 2018-19. **In those cases where the staff member has been nominated for either a non-consolidated award or a contribution point, this stage can only be completed following approval from the Head of School/RI/Service.** When the Reviewer signs off the PDR process, the performance outcome and any recommendation for an award, or otherwise, will become visible to the member of staff.

**FAQ:** I cannot sign off my PDR form.

**Response:** Please check that all mandatory fields are complete or marked as n/a if not applicable, you will be unable to sign off without doing so.

**FAQ:** If I don’t agree with the performance rating given to me by the Reviewer, how do I record this?

**Response:** If you do not agree with the rating given, you should email your Line Manager copied to your local HR team outlining the reasons why you do not agree with the overall performance rating and/or commentary.