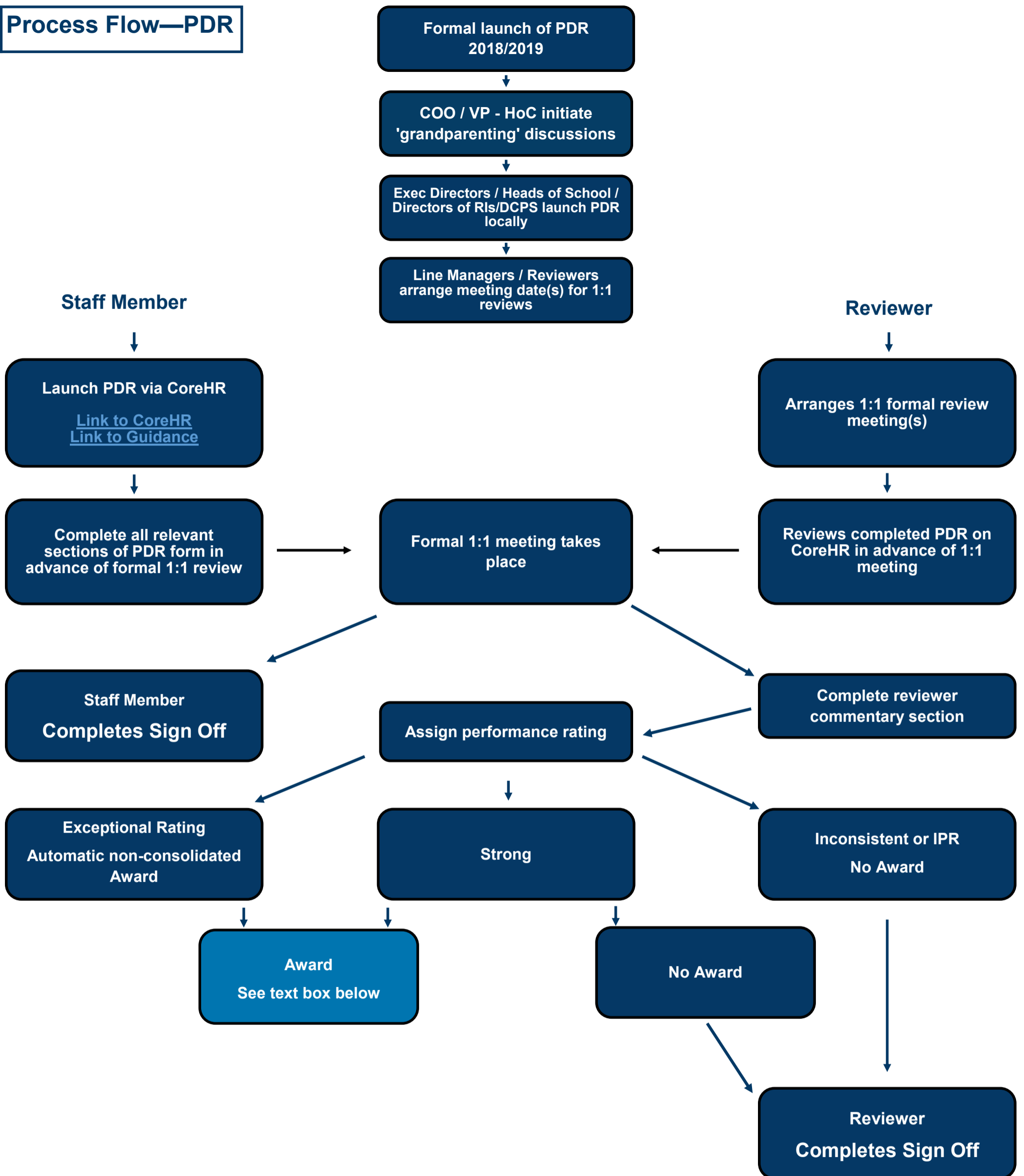


Process Flow—PDR



Rewarding Contribution

- 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.

Sign Off

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.