

Performance and Development Review: System Guidance

Purpose

This guide will help you access the Performance Development Review (PDR) System, guide you through completion of your own form, that of your reviewees if applicable, and highlight resources available if you require help or further information.

Getting Help

Many frequently asked questions or common difficulties experienced during completion of PDR have been highlighted in the Troubleshooting at the end of this document. If your question has not been answered within this section, please log an enquiry via the People and Organisational Development (P&OD) Helpdesk on the link below.

[Log a call with the P&OD Helpdesk here.](#)

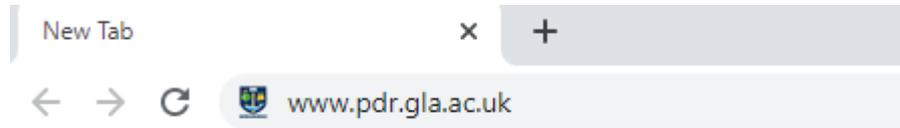
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Logging into the PDR System

The PDR system is located at www.pdr.gla.ac.uk and you should be prompted to key in your GUID and password to gain access. **Please note that you cannot access the system from within CoreHR.**



The resource you have attempted to access requires that you log in with your University of Glasgow credentials.

GUID

Password

Don't Remember Login



- > [IT Services Home](#)
- > [GUID for Staff](#)
- > [GUID for Students](#)
- > [Helpdesk](#)
- > [ACCESSIBILITY STATEMENTS](#)

The PDR Homepage

When you log into the PDR system you should see your form on the welcome screen under your name and job title. You may see more than one form if you completed PDR via this system last year, or if you have more than one appointment in the University.



Welcome,
Human Resources Administrator, People And Organisational Development

2020-21 PDR	2019-20 PDR
<p>📅 401302-28 Appointment ID</p> <p>📝 Manager</p> <p>📝 Reviewer</p> <p>📅 Due Date</p> <p>🚫 Incomplete Incomplete</p> <p>Edit</p>	<p>📅 011109-13 Appointment ID</p> <p>📝 Manager</p> <p>📝 Reviewer</p> <p>📅 Due Date</p> <p>✅ Complete Complete</p> <p>View</p>

At the top right side of the page you should see the five links below.



Each is explained briefly:

Help opens a page containing tabs where you can find more information about the PDR process or system. Please note additional **Help** can also be found on each page via the question mark symbol



Menu will open a list of options **if you have any additional permissions within the system**. For those staff who are a reviewer / line manager you can find the link here to '**My Staff PDR**'. This is the option you will use to access the forms of those staff you are reviewing or view those who are in your area.

Sign Out ends your session within the system.

Home returns you to the PDR homepage.

Feedback allows you to provide feedback on the PDR system and all comments are welcome.

Historical PDR Submissions on CoreHR

Please note prior PDR submissions made via CoreHR are not available via the new system.

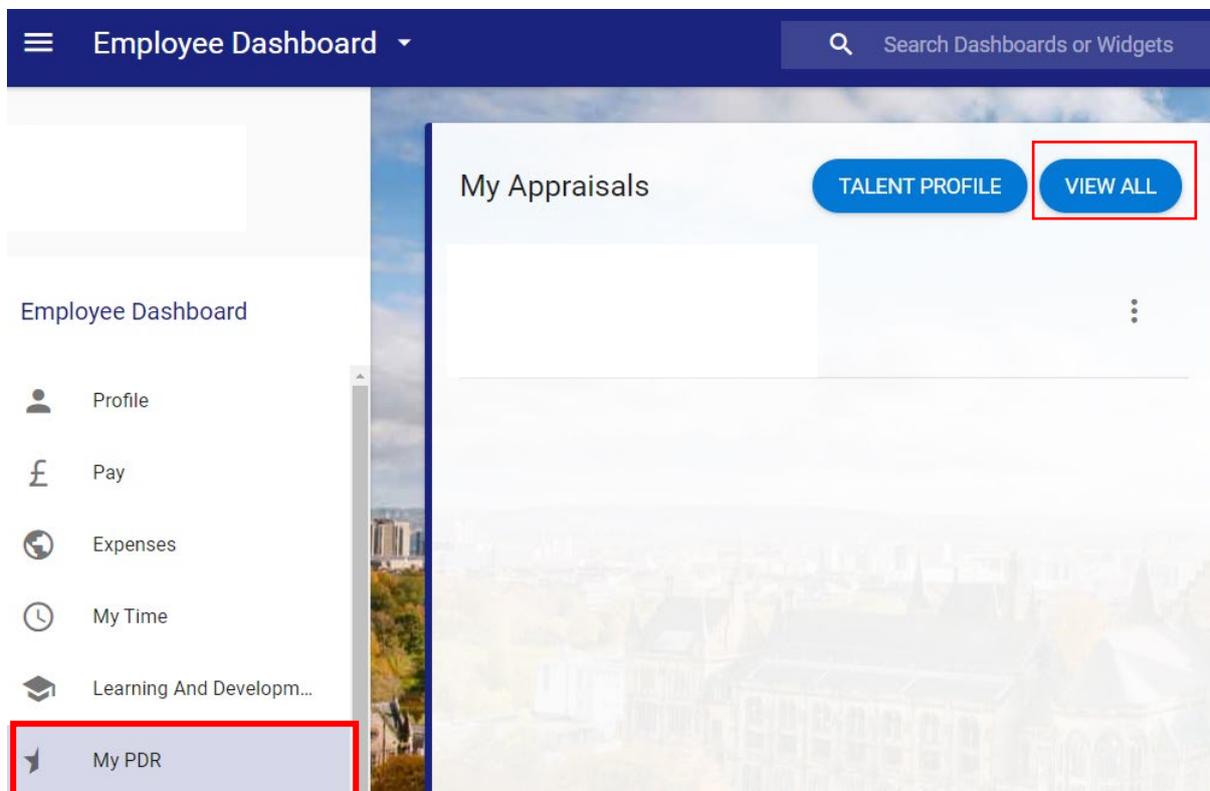
To access historical PDR forms on CoreHR, log in via this link:

https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page

Follow the steps below:

1. Ensure you have selected the 'Employee Dashboard' at the top left of the screen
2. Choose 'My PDR' from the list of options down the left side
3. Click 'View All' to the right of 'My Appraisals' (see below image)
4. Change the dropdown to show 'All Appraisals'

This will display all previous submissions made. All enquiries regarding **CoreHR** should be directed via the P&OD Helpdesk under the category of **HR Systems**.



Exemptions and Eligibility for PDR

The following groups of staff are fully exempt from the PDR process:

- Those on an NHS clinical academic pay scale
- **All Operational staff within Facilities Management and Commercial Services, Grade 6 and below (for 2021 only)**
- Those who are on a contract of less than 0.2FTE
- Those who have been absent/on leave or furloughed for the majority of the review period.

The following staff are required to set objectives only:

- Staff who started on or after 1 January 2021
- Staff who increased their hours to greater than 0.2 fte after 1 January 2021

Absence/Leave

Where there has been a significant period of absence within the PDR year, i.e., long-term sick leave, maternity/paternity leave, research leave, furlough, etc., such staff may be exempt from participating in the PDR process, with exemptions permitted by the local People & OD team.

However, if exempt, objectives and development plans will be required to be refreshed and updated on the staff member's return to work to enable future engagement in the process.

Resignation

Where a staff member is due to leave the University during the annual review period there will be no formal end of year assessment, however, regular informal review meetings should take place between the line manager and the staff member in accordance with operational needs.

If you have been assigned a PDR form and believe you should be exempt, please log a call with your local People and OD team via the Helpdesk. [Log a call with the P&OD Helpdesk here.](#)

Your PDR Form

To launch your PDR form, click anywhere in the box marked '2020-2021 PDR'.

Each member of staff in the University has a unique PDR form associated with their appointment(s).

For example, staff on the Research and Teaching (R&T) track should have an R&T form, those on the Learning Teaching and Scholarship (LTS) track will have an LTS form, and most Professional Services' staff will complete a PDR Light form. You can confirm which form you have been assigned at the top of the screen. **Staff who have multiple posts will have a form relevant to each appointment.**



If you believe the form you have been assigned is incorrect, please log a call via the P&OD Helpdesk. [Log a call with the P&OD Helpdesk here.](#)

Staff who began in post **after January 1st 2021** will be assigned an Objectives Only form. **If you believe you have been assigned this form in error, please log a call via the P&OD Helpdesk. [Log a call with the P&OD Helpdesk here.](#)**

Features Within Your Form

Each PDR form contains the four options explained below:



Close will return you to the PDR Homepage automatically saving any text you have entered.

Print will download a version of your form into Microsoft Word which you can then Print.

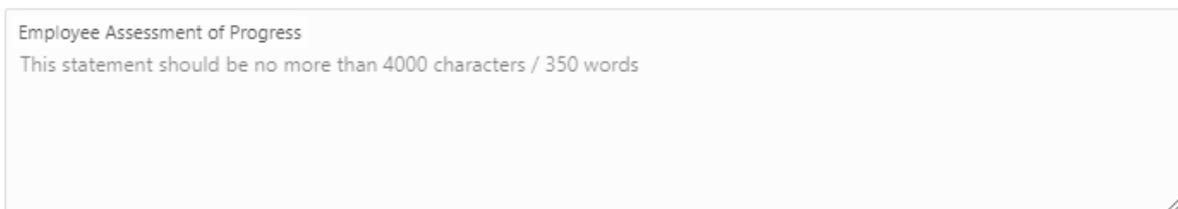
E-mail a Copy will generate a copy of the full form to your e-mail inbox as a Microsoft Word attachment.

Save will save your progress.

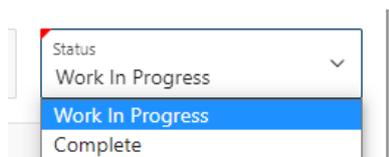
Your Objectives: How to Create, Delete, and Edit

Editing Current Objectives

Future Objectives entered in a previous PDR round become **Current Objectives** the next year, and you can provide comment on your advancement of these by clicking into the objective and entering comment in the Employee Assessment of Progress box. **Remember to click Save before closing.**

A rectangular text box with a light gray border. At the top left, it says 'Employee Assessment of Progress'. Below that, in a smaller font, it says 'This statement should be no more than 4000 characters / 350 words'. The rest of the box is empty, with a small cursor icon in the bottom right corner.

You can also change the status of these objectives using the drop-down options as shown here.



Auto-populated Objectives from CoreHR

For those staff who completed PDR via CoreHR two years ago, Current Objectives have been imported to the system. Those objectives can be identified by 'Assigned by: Core Import' as shown in the picture below.

If you have changed appointment since completing via CoreHR the objectives may not appear. In this instance please contact the P&OD Helpdesk to see if these can be transferred. [Log a call with the P&OD Helpdesk here.](#)



Team Objectives 19 - 20

Assigned by: Core Import

Cycle: Current

Due:

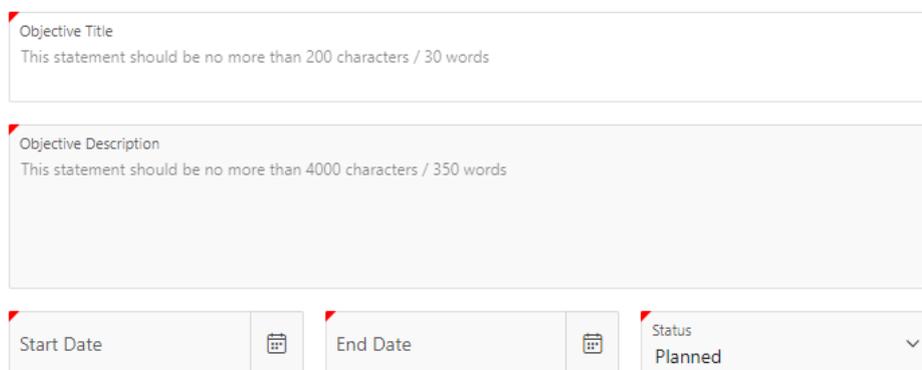
Description:

Please note you cannot edit the Title or Description for Current Objectives assigned by Core Import.

Creating a Current Objective

You may wish to add an objective you have been working towards over the last year.

To do this click the “Create” button  and a box will appear as below where you can enter a title, description, Start Date, End Date, and Status. The red triangle denotes a mandatory field.



The form consists of several input fields:

- Objective Title:** A text box with a red triangle in the top-left corner. Below the box, it says "This statement should be no more than 200 characters / 30 words".
- Objective Description:** A larger text box with a red triangle in the top-left corner. Below the box, it says "This statement should be no more than 4000 characters / 350 words".
- Start Date:** A date picker field with a red triangle in the top-left corner and a calendar icon.
- End Date:** A date picker field with a red triangle in the top-left corner and a calendar icon.
- Status:** A dropdown menu with a red triangle in the top-left corner. The current selection is "Planned".

Once you have created the objective, clicked **Save** and finally **Close** the objective will appear.

Deleting an Objective

If any previously agreed objectives (such as those imported from CoreHR) are no longer relevant you may wish to mark them as such via the **Status** drop-down or delete them entirely.

We recommend discussion with your line manager/reviewer prior to deletion of any Current Objective.

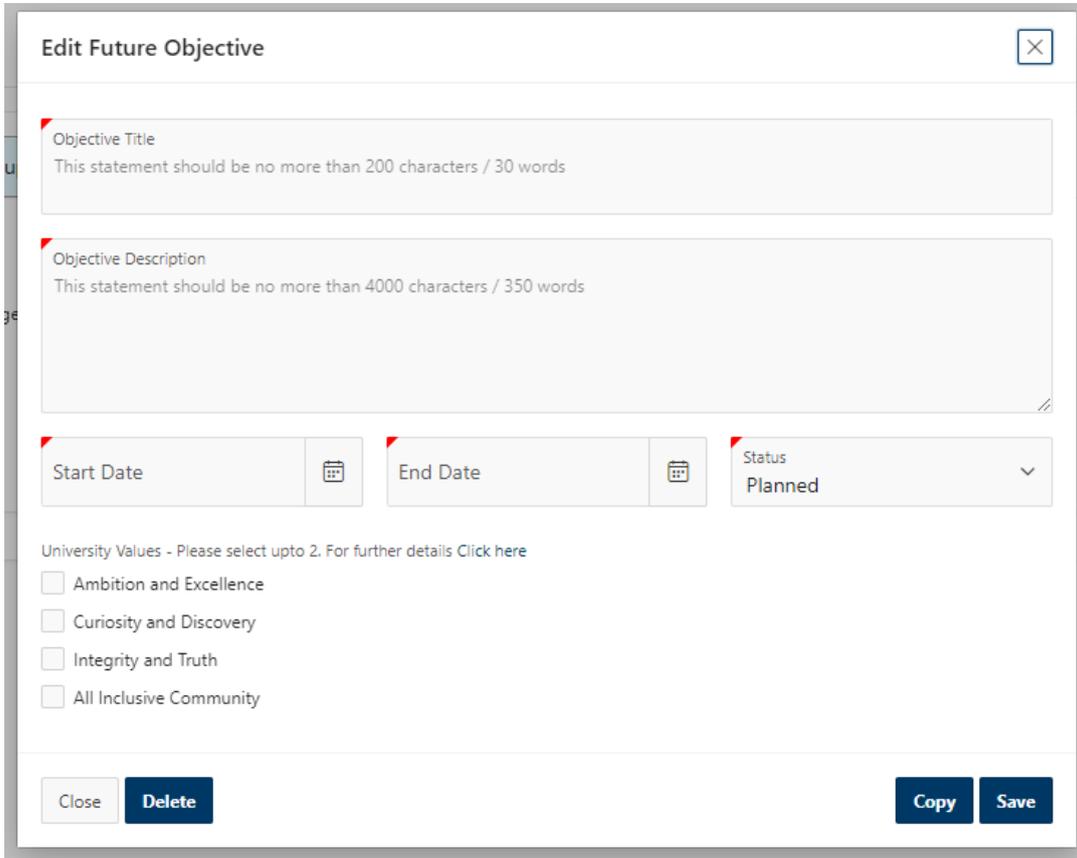
To delete any objective, click on it and then choose **Delete** at the bottom on the box. 

Future Objectives

Your **Future Objectives** are what you will set in this PDR round and work towards over the next year. When the 2022 PDR round opens, the objectives you create here will become your **Current Objectives** that you report back on.

You may choose to create a Future Objective which lasts more than one year, but you should remember to specify what elements you will work on over the next year to show advancement.

To create a **Future Objective** click the “Create” button  and a box will appear as shown. The red triangle denotes a mandatory field.



Once you have created the objective, clicked **Save** and finally **Close** the objective will appear.

Within the **R&T and LTS** forms there is a box where you can document your intention to apply for Academic Promotion in the next round. This information will be viewable to your line manager via their ‘**My Staff PDR**’ screen.

University Values

You can align your Future objectives with up to two University Values if you wish to do so.

More information on the Values can be found here: <https://www.gla.ac.uk/explore/strategy/values/>

Copying an Objective

You may wish to duplicate an objective if you have more than one which contains similar information. To create a duplicate, you should click to open the existing objective (current or future), followed by the word **Copy**, and the system will auto close and auto open the edit screen for the new objective.

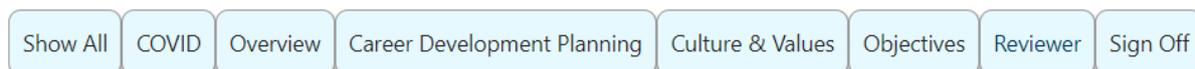
Once you have finished editing the objective, clicked **Save** then **Close** and the new objective will appear.

PDR Forms and their Content Explained

This section will look at the different types of form in the PDR system and the tabs specific to them in more detail. The section will also cover the auto-populated tabs i.e. **Publications/Scholarly Outputs, Research Income** and **Supervision** where data is added automatically to your form.

PDR Light Form

This is the form completed by most Professional Services' staff who began their role prior to January 1st 2021.



Show All provides a collated view of all tabs in the form.

COVID provides a space to highlight the impact of the current situation on your work since July 2020.

Overview allows you to detail your progress over the last year including successes and challenges.

Career Development Planning allows you to outline any development activity have you completed in the last year and detail your plans for the coming year.

Culture and Values allows you to comment on your general contribution to the University Community, including display of the University's values.

Objectives are what you will review/set in this PDR round and work towards over the next year.

Reviewer is the section which will be completed by your reviewer/line manager on your performance.

Sign-off is what you will click to release the form to your reviewer.

Research and Teaching (R&T) Form

This is the form completed by most staff on the R&T, RO and RS track who began their role prior to January 1st 2021.



Show All provides a collated view of all tabs in the form.

COVID provides a space to highlight the impact of the current situation on your work since July 2020.

Overview allows you to detail your progress over the last year including successes and challenges.

Career Development Planning allows you to outline any development activity have you completed in the last year and detail your plans for the coming year.

Culture and Values allows you to comment on your general contribution to the University Community, including display of the University's values.

Objectives are what you will review/set in this PDR round and work towards over the next year. Within the **Future Objectives** tab there is also an option to provide commentary on any future intention to submit an Academic Promotion application.

Publications is auto populated with all publications made within the last six years. You are required to select up to six of the most significant.

Research Income is auto populated with applications and awards based within the period 1 July 2020 to 30 June 2021. Within the **Additional Information** tab there is also an option to provide commentary on any future intention to submit a research application in the coming year.

Supervision is auto-populated with data on all PGR students who were actively supervised in the last 12 months (1 July 2020–21 June 2021).

Impact allows you to detail where your research is having impact and what has been done within the review period to enhance the impact of your research.

LTP allows you to provide an overview of the development of your learning and teaching practice and your contribution to teaching within the review period.

LME allows you to provide evidence of where your leadership, management and engagement has instigated change within the University to the wider benefit of staff, students or the broader community, including display of the University's stated values.

Esteem allows you to detail any professional and academic distinctions / awards gained and any service to national or international learned societies and/or public bodies within the review period.

Reviewer is the section which will be completed by your reviewer/line manager on your performance.

Sign-off is what you will click to release the form to your reviewer.

Do we reference the criteria in the system as if not it maybe useful putting in a link to these within this document

Learning Teaching and Scholarship (LTS) Form

This is the form completed by most staff on the LTS track who began their role prior to January 1st 2021.



Show All provides a collated view of all tabs in the form.

COVID provides a space to highlight the impact of the current situation on your work since July 2020.

Overview allows you to detail your progress over the last year including successes and challenges.

Career Development Planning allows you to outline any development activity have you completed in the last year and detail your plans for the coming year.

Culture and Values allows you to comment on your general contribution to the University Community, including display of the University's values.

Objectives are what you will review/set in this PDR round and work towards over the next year. Within the **Future Objectives** tab there is also an option to provide commentary on any future intention to submit an Academic Promotion application.

Scholarly Outputs is auto populated with all publications made within the last six years. You are required to select up to six of the most significant.

Research Income is auto populated with applications and awards based within the period 1 July 2020 to 30 June 2021. Within the **Additional Information** tab there is also an option to provide commentary on any future intention to submit a research application in the coming year.

Supervision is auto-populated with data on all PGR students who were actively supervised in the last 12 months (1 July 2020–21 June 2021).

Impact allows you to detail where your research is having impact and what has been done within the review period to enhance the impact of your research.

LTP allows you to provide an overview of the development of your learning and teaching practice and your contribution to teaching within the review period.

LME allows you to provide evidence of where your leadership, management and engagement has instigated change within the University to the wider benefit of staff, students or the broader community, including display of the University's stated values.

Esteem allows you to detail any professional and academic distinctions / awards gained and any service to national or international learned societies and/or public bodies within the review period.

Reviewer is the section which will be completed by your reviewer/line manager on your performance.

Sign-off is what you will click to release the form to your reviewer.

Again maybe worthwhile referencing the LTS criteria

R&T / LTS Veterinary Clinical Form

This is the form completed by most staff on the R&T/LTS Clinical track who began their role prior to January 1st 2021.



Show All provides a collated view of all tabs in the form.

COVID provides a space to highlight the impact of the current situation on your work since July 2020.

Overview allows you to detail your progress over the last year including successes and challenges.

Career Development Planning allows you to outline any development activity have you completed in the last year and detail your plans for the coming year.

Culture and Values allows you to comment on your general contribution to the University Community, including display of the University's values.

Objectives are what you will review/set in this PDR round and work towards over the next year. Within the Future Objectives tab there is also an option to provide commentary on any future intention to submit an Academic Promotion application.

Publications is auto populated with all publications made within the last six years. You are required to select up to six of the most significant.

Research Income is auto populated with applications and awards based within the period 1 July 2020 to 30 June 2021. Within the **Additional Information** tab there is also an option to provide commentary on any future intention to submit a research application in the coming year.

Supervision is auto-populated with data on all PGR students who were actively supervised in the last 12 months (1 July 2020–21 June 2021).

Impact allows you to detail where your research is having impact and what has been done within the review period to enhance the impact of your research.

LTP allows you to provide an overview of the development of your learning and teaching practice and your contribution to teaching within the review period.

LME allows you to provide evidence of where your leadership, management and engagement has instigated change within the University to the wider benefit of staff, students or the broader community, including display of the University's stated values.

Esteem allows you to detail any professional and academic distinctions / awards gained and any service to national or international learned societies and/or public bodies within the review period.

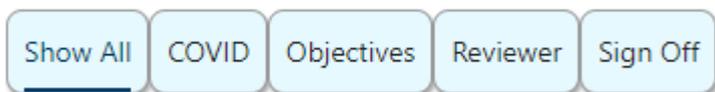
Clinical Service Provision should be used to provide a statement outlining clinical services involvement in relation to service income and case load.

Reviewer is the section which will be completed by your reviewer/line manager on your performance.

Sign-off is what you will click to release the form to your reviewer.

Objectives Only Form

This the form completed by most staff who began their role after January 1st 2021.



Show All provides a collated view of all tabs in the form.

COVID provides a space to highlight the impact of the current situation on your work since July 2020.

Objectives are what you will review/set in this PDR round and work towards over the next year.

Reviewer is the section which will be completed by your reviewer/line manager on your performance.

Future Objectives are what you will set in this PDR round and work towards over the next year.

Sign-off is what you will click to release the form to your reviewer.

Auto-Populated Sections

This section covers the three tabs within the R&T, LTS and Clinical forms which have data imported to them automatically from a central source.

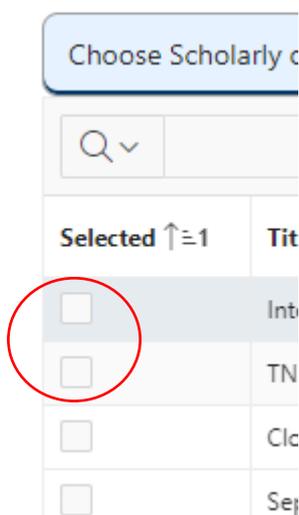
Publications / Scholarly Outputs

This tab (Publications for those with an R&T form and Scholarly Outputs for those on LTS) will pull through all publications from the University's research publication's service made since 01 January 2015.

You are required to select and provide details for up to six of your most significant outputs using the check box at the side of each publication. These are highlighted with a circle in the picture below.

The details should be added into the Additional Information tab.

Further help and information can be found by clicking the Help  symbol.



Selected ↑=1	Tit
<input checked="" type="checkbox"/>	Int
<input type="checkbox"/>	TN
<input type="checkbox"/>	Clo
<input type="checkbox"/>	Sej

If your scholarly output is **not** listed in Enlighten please add it to the Additional Information tab.

All enquiries regarding any of the information included in this section should be sent to research-enlighten@glasgow.ac.uk.

Research Income



In this section the financial and related information in respect of applications and awards is based on the period **1 July 2020 to 30 June 2021**.

Applications must be submitted within the review period above to be pulled through.

Using the E-mail Support button will send all enquiries regarding any of the information included in this section to your College Research Support Office.

E-mail addresses for each Research Office can also be found in the Help button at the top of the screen or at the end of this guide.

Further help and information can be found by clicking the Help  symbol.

Within the **Additional Information** tab there is a box where you can document your intention to apply for a Research Application in the coming academic year. This information will be viewable to your line manager via their **'My Staff PDR'** screen.

Supervision



The information in this section is sourced from MyCampus and provides data for all PGR students who were actively supervised by an individual in the review period (**1 July 2020–21 June 2021**).

The information provided includes the start date of the individual's supervisory period, the supervisor's status as 'principal supervisor' or 'second supervisor' and the average percentage supervisory load for the individual supervisor **within the review period**.

Please note: Information relating to Research Associates/Assistants and Technicians will require to be completed by individual staff members as the information cannot readily be accessed currently through central systems.

Using the E-mail Support button will send all enquiries regarding any of the information included in this section to your College Graduate School.

E-mail addresses for each Graduate School can also be found in the Help button at the top of the screen or at the end of this guide.

Further help and information can be found by clicking the Help  symbol.

The Sign Off Process

When you have completed all mandatory elements within your form you should use the Sign Off tab to send your form to your reviewer. They will then add their commentary and rating if applicable.

The system will prompt you to complete any mandatory sections via a hyperlink.



When you are finished, click  to sign off your form.

Clicking the Validate button will prompt you to confirm that **no further commentary can be added to the form with the exception of Future objectives.**

Please note that if you require to make further edits following your Review Meeting, the form can be unlocked by your Reviewer if needed.

PDR Sign Off

Please confirm below and submit your PDR. Please note that once submitted there will no further opportunity to make any amendments to the form with the exception of future objectives

I confirm I have reviewed and completed my PDR for submission.

Once you have checked the box you will be able to Submit your form. You and your reviewer/line manager will receive an e-mail confirming that you have completed. An example of this is shown below.

If you do not receive this e-mail, contact the P&OD Helpdesk who will be able to confirm the sign off has taken place. [Log a call with the P&OD Helpdesk here.](#)

from: pdrdataenquiries@glasgow.ac.uk

to:

cc:

<< Start email contents>>

has completed this year's PDR and you are now able to review and discuss the content with them.

The review can be found on the following link: <https://www.pdr.gla.ac.uk>

<< End email contents>>

Sign Off: [Line Managers / Reviewers Only](#)

Once a staff member has signed off their PDR form, you will both receive e-mail confirmation.

Prior to this you will only be able to add commentary in the Reviewer tab and will not be able to sign the form off as fully complete.

from: pdldataenquiries@glasgow.ac.uk

to:

cc:

<< Start email contents>>

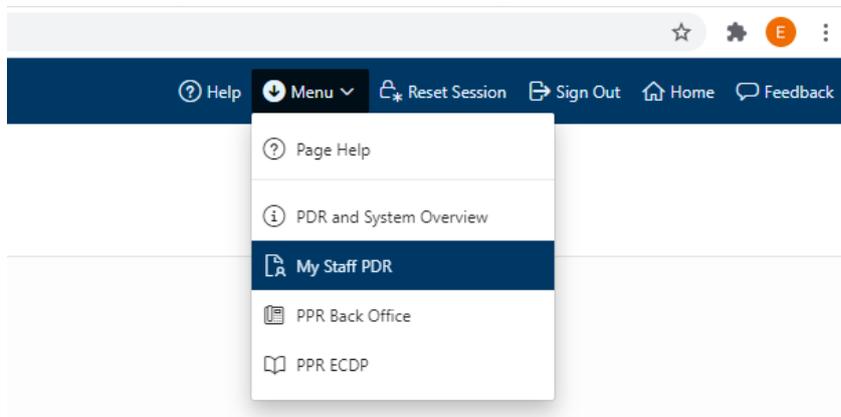
has completed this year's PDR and you are now able to review and discuss the content with them.

The review can be found on the following link: <https://www.pdr.gla.ac.uk>

<< End email contents>>

To view your staff's PDR form log in at www.pdr.gla.ac.uk and key in your GUID and password to gain access. **Please note that you cannot access the system from within CoreHR.**

To access the forms of your reviewees or to view staff in your area you should click  on the top right side of the screen and then choose My Staff PDR as shown below:

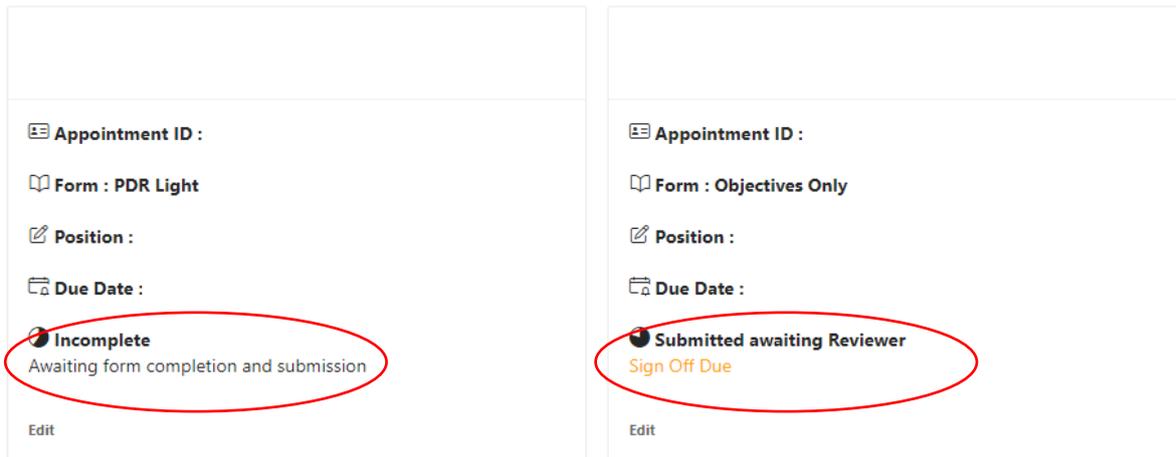


The first tab shows a pictorial view of all PDR status' in your area.



Next on the screen you will see Direct Reports, and clicking into any of the boxes will open that staff member's form.

You can see which staff members have signed off along the bottom of each tile as shown:



When you click to open a form, the Reviewer tab allows you to add commentary on general performance, and you can view all objectives via the Objectives tab.



Please note: You will not be able to sign the form off until the staff member signs the form off first. You will receive e-mail confirmation when this happens and the Sign Off option will remain locked until then as shown below.



There is no sign off possible at this time

You may be required to review a staff member who is not one of your Direct Reports, and in this case you should open their form from within the Staff Hierarchy list further down the same page.

Staff Hierarchy					
Person	Form Name	Manager GUID	Hierarchy	Org Level	PDR Link
	PDR Light				Open
	PDR Light			2	Open

Org Level	PDR Link
1	Open

Ratings (ECDP/UoGS staff)– Line Manager/Reviewer Only

Performance ratings are required only for staff on the Early Career Development Programme (ECDP); staff employed at University of Glasgow, Singapore; or, where performance concerns have been highlighted relative to any other member of staff.

For more information on ratings please refer to the PDR Policy on the website at <https://www.gla.ac.uk/myglasgow/humanresources/all/pay/pdr/>

Once the staff member has signed off their form, ratings can be added via the Rating tab.



You will not be able to add a rating until the staff member has signed off their form.

To add a rating simply select it from the list of drop-down options:

PDR Assessment (for Reviewer only)

Select the rating from the options below

*

- Exceptional Contribution
- Strong Contribution**
- Inconsistent Performance
- Improved Performance Required

Managing Performance – [Line Manager/Reviewer Only](#)

An IPR outcome is only applicable where a staff member has previously been involved in discussion about their level of performance. This may have involved local People & OD support and:

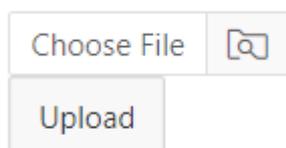
- a previous discussion between the line manager and a reviewee as part of the normal management feedback processes (one-to-one meetings) or a previous inconsistent performance assessment
- objectives having been set for the required areas of performance improvement with a jointly agreed plan to implement these plans
- the reviewee having been given a realistic opportunity to have made some impact upon the required improvement objectives

In all cases, visible evidence of documented under-performance resulting in an Inconsistent Performance or IPR outcome must be provided, and a record uploaded onto the PDR System of all meetings and a copy of the agreed Performance Improvement Plan (PIP) and any updates.

To upload a PIP first select **Manage Performance** from the Reviewer tab.

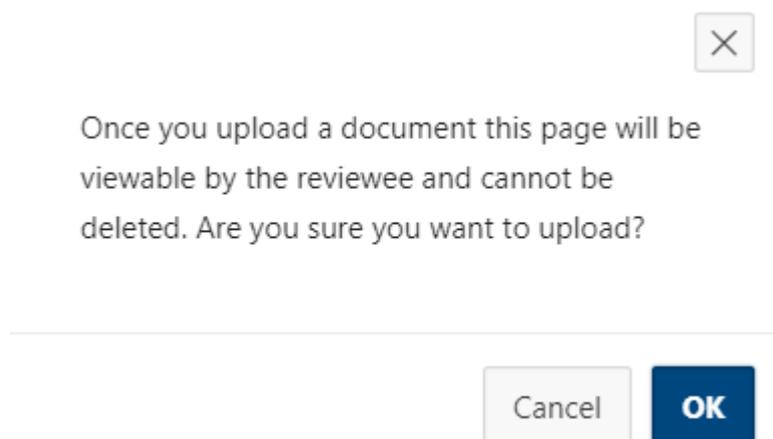
Choose the rating from the drop down menu.

Use the buttons below to upload the file from your computer.



The image shows a file upload interface. It consists of two buttons: a 'Choose File' button with a folder icon to its right, and an 'Upload' button positioned below the 'Choose File' button.

When you click to upload, the following dialogue box will appear:



The image shows a confirmation dialog box. At the top right is a close button (X). The main text reads: 'Once you upload a document this page will be viewable by the reviewee and cannot be deleted. Are you sure you want to upload?'. At the bottom are two buttons: 'Cancel' and 'OK'.

When you click Ok the file will be uploaded and both the reviewee and the reviewer will be able to view it, and make commentary in the box below. Remember to click **Save** when completed.

Further information can be found within the FAQ and Question Mark buttons.

For more information on Managing Performance please refer to the PDR Policy.

Troubleshooting

What should I do if I think I am exempt from completing my PDR?

Log a call with the P&OD Helpdesk choosing the sub-category "Eligibility / Exemption". Your enquiry will be answered by a colleague in your college P&OD team who will be able to confirm your exemption and adjust the records to reflect accordingly.

There is no PDR form on my home page

Log a call with the P&OD Helpdesk choosing the sub-category "PDR Form". Your enquiry will be answered by a colleague in your college P&OD team who will be able to check this for you.

My line manager or my reviewer are incorrect

Log a call with the P&OD Helpdesk choosing the sub-category "Incorrect Reviewer". Your enquiry will be answered by a colleague in your college P&OD team who will be able to correct this for you.

I have two posts and I think the form is attached to the wrong post

Log a call with the P&OD Helpdesk choosing the sub-category "PDR Form". Your enquiry will be answered by a colleague in your college P&OD team who will be able to check this for you.

How do I see my previous PDRs on Core?

Please refer to the top of page 5 in this guide which explains how to find previous PDR forms.

I have been assigned an Objectives Only form – why is this and can I change it?

If you began your current post on or after 1 January 2021, or if you increased their hours to greater than 0.2 fte after 1 January 2021 you will be assigned the Objectives Only form.

In a minority of cases and in agreement with your line manager you can opt to complete the fuller form. To have this corrected, log a call with the P&OD Helpdesk choosing the sub-category "PDR Form" and copying in your Line Manager/Reviewer. Your enquiry will be answered by a colleague in your college P&OD team who will be able to check and make corrections to this for you.

I think I have the wrong form

Log a call with the P&OD Helpdesk choosing the sub-category "PDR Form". Your enquiry will be answered by a colleague in your college P&OD team who will be able to check this for you.

I created an objective and saved but it has not appeared

You may need to refresh your screen to make the objective appear but if this does not work please log a call with the P&OD Helpdesk choosing the sub-category "Objectives". Your enquiry will be answered by a colleague in your college P&OD team who will be able to investigate this.

I want to extend one of my current objectives created in Core

Unfortunately this is not possible. We suggest creating a new Objective in this instance using the Create button.

I cannot see current objectives and I have not changed post

The dates entered against previously set objectives may be incorrect. You can check this on the last PDR you completed on the HR/Payroll system 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 "01/07/19 and 30/06/2020" the objective will have to be re-entered into the "Current Objectives" section within the PDR form with a date within this range.

I cannot see current objectives because I have changed post or been promoted

Log a call with the P&OD Helpdesk choosing the sub-category "Objectives". Your enquiry will be answered by a colleague in your college P&OD team who will be able to check this for you contact the development team to have them pulled through.

I want to copy one of my objectives

Please refer to page 10 in this guide for information on how to copy an objective.

Can I set an objective which is longer than a year?

Yes. Though 30 June 2022 is the end date of the next PDR round, the system will allow objective dates exceeding the end of this cycle to be entered. If your objective spans more than one year it will be copied and re-entered into next year's form when it launches in 2022.

Where can I get more further information on my career track criteria?

<https://www.gla.ac.uk/myglasgow/humanresources/all/pay/promotion/acpromotion/acadpromo/promotioncriteria/>

Where can I get more information on the University Values?

<https://www.gla.ac.uk/myglasgow/staff/values/>

How do I know if my staff have signed off their form?

Use the menu button in the top right, choose My Staff PDR and in the first tab you will see the current status of your staff PDR forms. You will also receive an e-mail when they have signed off.

How can I find out who I should be reviewing?

Use the menu button in the top right, choose My Staff PDR and in the first two tabs you will see the current status of your staff PDR forms. If you think this is incorrect please log a call with the P&OD Helpdesk choosing the sub-category "Incorrect Reviewer". Your enquiry will be answered by a colleague in your college P&OD team who will be able to correct this for you.

How do I access a form for someone I am reviewing if they are not a Direct Report?

Use the menu button in the top right, choose My Staff PDR, and scroll down to the staff hierarchy. Look for the staff member's name and choose the link to **Open** from the right side of the screen.

How do I know my form is signed off?

You will receive an e-mail when you complete the Sign Off. On the homepage your form will show a status at the bottom of the box which will change to show Sign Off Due when you have completed. You can also log a call with the P&OD Helpdesk choosing the sub-category "Sign Off Enquiry". Your enquiry will be answered by a colleague in your college P&OD team who will be able to check this for you.

What do I do if I disagree with my rating?

We would always recommend talking to your line manager/reviewer in the first instance. You can also log a call with the P&OD Helpdesk choosing the sub-category "PDR Ratings". Your enquiry will be answered by a colleague in your college P&OD team who will be able to advise you on next steps.

I am a reviewer and I cannot sign off a form for my staff

You will not be able to Sign Off before your staff member has signed off. If they have signed off and you still cannot make progress please log a call with the P&OD Helpdesk choosing the sub-category "Sign Off Enquiry".

I have uploaded a PIP but I need to delete it?

Please log a call with the P&OD Helpdesk choosing the sub-category "Managing Performance".

I have an enquiry about a missing Publication

Please contact research-enlighten@glasgow.ac.uk

I have an enquiry about my Research Income data

Use the Question Mark button within the tab to see if your enquiry can be answered and if not use the Email Support button to contact your College Research Office.

I have an enquiry about my Supervision data

Use the Question Mark button within the tab to see if your enquiry can be answered and if not use the Email Support button to contact your College Graduate School.

Where can I find evidence of any training I have previously undertaken?

Log in to the [HR/Payroll system](#). Select Employee Dashboard on the top left, and then click into your Learning and Development tab on the left of the screen.

I have signed off but need to unlock the form after the PDR meeting to make edits?

In some cases your line manager/reviewer can do this for you or alternatively please log a call with the P&OD Helpdesk choosing the sub-category "Sign Off Enquiry". Your enquiry will be answered by a colleague in your college P&OD team who will be able to unlock your form.