Completing your online Performance Development Review

**Accessing your form**
To access your form you need to log onto the HR-Payroll Self Service System. This can be accessed via a direct link [https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page](https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page) or via the Icon on your University desktop.

**Logging in**
To log in to the HR system you should enter your university GUID and your GUID password. This is the same information that you use to access all other university systems and your computer. The HR-Payroll system is available on and off campus 24 hours a day.

**Manager/Employee Dashboard**
After signing in to the system it may be that, you land on a “Manager Dashboard” instead of your own “Employee dashboard” which is where you will complete your online PDR. If you are a line manager or an administrator with HR System access, you will land on the Manager dashboard. To navigate between the two dashboards you should click on the COREHR icon in the top left of the screen and select the appropriate dashboard from the drop down options.

**Opening your PDR form**
To open your form, you must be on your Employee dashboard and should click on My PDR from the list of tabs down the left hand-side of the screen.

During the PDR window you can open your form from two areas within this tab. You can select the button along from the area labelled My PDR Review. Alternatively, you can double click on the form from the right hand-side under the area labelled All Reviews including Current.
Completing your review

There are various different forms available within the system, these forms are split based on items such as Job Category, Length of Service (still within your probation period) or if you are part of the Early Career Development Programme. The correct form will have been assigned to you at the beginning of the PDR period therefore you won’t have to pick the appropriate form.

The different forms exist because the questions asked within are specific to a group of staff and therefore may not apply to the entire University population. All forms have the same basic structure and are completed in the same way.

There are tab down the left hand side of the form labelled “Performance, Development Overview”, “Objectives & Progress”, “Research” (where your contract is R&T), “Learning”, “Sign Off” etc.

You can navigate between the tabs by clicking on each tab and the main screen will update to reflect the content. Within the main screen there are buttons which allow you to type into a free text box and then .

Objectives

The Objectives & Progress screen allows you to record your objectives that you hope to achieve for the coming year(s) as well as recording and maintaining your progress in regards to this objective.
Objectives from previous forms that span across multiple PDR years will automatically appear within your form and will continue to move through each year’s form so long as the dates are applicable.

To add a new objective you should click on the **Add Objective** button and the below pop-up screen will appear.

![Add Objective Screen](image)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Employee Input</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Insert a brief name for the objective.</td>
</tr>
<tr>
<td><strong>Detailed Description</strong></td>
<td>This drop down box allows you to type in a more detailed description of the objective.</td>
</tr>
<tr>
<td><strong>Dates</strong></td>
<td>You should enter the anticipated start and end dates of your objective. These can be changed later in the year should your timeline change due to unforeseen circumstances.</td>
</tr>
<tr>
<td><strong>Progress</strong></td>
<td>This progress bar allows you to indicate in percentage format how complete your objective is. This can be updated</td>
</tr>
<tr>
<td><strong>Assigned To</strong></td>
<td>It is possible for a reviewer to create an objective within their own PDR form and then assign this objective to an employee they are reviewing.</td>
</tr>
<tr>
<td><strong>Employee Assessment of Progress</strong></td>
<td>This area is available to that the employee can comment throughout the year on their progress in efforts to achieve the objective.</td>
</tr>
<tr>
<td><strong>Reviewer’s Assessment of Progress</strong></td>
<td>This is optional, it is not compulsory that a reviewer should fill in this box. Should the reviewer wish to make comments on the process or progress of the objective then they can use this comments box.</td>
</tr>
</tbody>
</table>
It is possible to add, as many objectives as you wish within this section and span the objectives across as many years as is sensible.

**Learning**

This section of the PDR form allows you to record any CDP that you may have undertaken over the previous PDR year as well as book onto many University provided courses for the year coming.

The section labelled “My Learning & Development History” is where you will be able to see a list of University provided courses that you have previously completed as well as any future courses you may have booked to attend.

The “Book a Course” section allows you to review all the courses that are available to book via the HR System and to book onto them should it be applicable.

The “Ad Hoc Request” section of the system allows you to record any courses that are applicable to your role at the university but were completed out with the university e.g. a night course from another HEI.

**Publications (only applicable to certain PDR forms)**

For those employed on the Research & Teaching track, you should select and provide details for up to six of your most significant publications since 1 January 2014. When explaining your choice of publication, please 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.

For R&T staff, publications are marked according to whether they are compliant with the REF Open Access policy. GREEN = Fully compliant; AMBER = Action Required; RED = Potentially not Eligible. If your publication falls into the AMBER or RED categories, please contact the library at research-enlighten@glasgow.ac.uk. Information on the REF Open Access policy can be found at this link https://www.gla.ac.uk/myglasgow/openaccess/howdoimakemypublicationsopenaccess/

For those employed on the Learning, Teaching & Scholarship track, you should give details of up to six of your most significant scholarly outputs since 1 January 2014. Where the output is in the form of a journal publication, please refer to indicators of quality as appropriate to your discipline (e.g.
these could include citation metrics). For other types of output, please provide external verification of quality (see guidelines).

**Supervision (only applicable to certain PDR forms)**

Within the Supervision section of the system you should be able to add a list of students you are supervising (50% or more).

**Research Income (only applicable to certain PDR forms)**

Within the Research Income section you can see (and add to) a list of research applications you have submitted, a list of your current research awards, any commercial applications that have been submitted and finally any current commercial awards.

**Sign Off**

The sign off section is the final part in a PDR form, and must be completed by both the reviewee and the reviewer.

Your Reviewer must complete the sign off section in the first instance – your reviewer will assign a final rating (Exceptional Contribution, Strong Contribution, Improved Performance Required and Inconsistent Performance) and sign off on this by entering their password.

Once a final rating has been assigned to you, you will then have the opportunity to acknowledge the final rating and sign off on it by also entering your password. For both the reviewer and the reviewee the password will be the one used to access the HR-Payroll system.