### Planning, Development and Review (PDR) - Instructions for changing PDR Supervisor in SSO

**Steps for completion:**

1. Ensure your supervisor's details are correctly displayed in the table below, and amend if necessary using the search icon in the 'Supervisor ID' field.

2. Select which stage of the PDR process you are submitting a record for (Planning Stage or Final Review).

3. If you would like to attach a copy of your Individual Plan for PDR for your supervisor’s review please use the Add button to do so.

4. Once you have completed the relevant fields (and attached your Individual Plan if applicable), then please press save and a notification will be sent to your supervisor for them to review your entry and acknowledge that this stage is complete. (Note: the page will not close automatically. Once you have pressed save, log out of SSO.)

**Corrections to PDR information:**

1. Please contact the HR Service Centre if you require any changes to your PDR information. Changes may be required if you have attached the incorrect document or if you have submitted the wrong PDR stage. Should there be a change in supervisor during the PDR cycle, please contact the HR Service Centre to reset your PDR stage so that you can submit your PDR to your new supervisor.

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#### Your PDR Record

<table>
<thead>
<tr>
<th>Year</th>
<th>Emp ID</th>
<th>Supervisor ID</th>
<th>Name</th>
<th>Date Added</th>
<th>PDR Stage</th>
<th>Status</th>
<th>Completion Date</th>
<th>Submitted PDR</th>
<th>Add</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>1</td>
<td>1642456</td>
<td>Julie Le Lievre</td>
<td>29/01/2015</td>
<td>Planning Stage</td>
<td>Pending</td>
<td>24/08/2015</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>1</td>
<td>1642460</td>
<td>Julie Le Lievre</td>
<td>29/01/2015</td>
<td>Planning Stage</td>
<td>Completed</td>
<td>24/08/2015</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
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<td>2015</td>
<td>1</td>
<td>1642456</td>
<td>Julie Le Lievre</td>
<td>24/08/2015</td>
<td>Mid Term Review</td>
<td>Completed</td>
<td>24/08/2015</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>1</td>
<td>1642466</td>
<td>Julie Le Lievre</td>
<td>24/08/2015</td>
<td>Final Review</td>
<td>Pending</td>
<td>24/08/2015</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Please contact the HR Service Centre on 83 13 1111 for information.

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1. To change your supervisor click on the magnifying glass next to the Supervisor ID.
2. Look up your new supervisor by name or ID number and select their name.
3. Complete your PDR submission as per normal.