Planning, Development and Review (PDR) recording through SSO

Planning, Development and Review (PDR) is a basic requirement of employment arrangements at the University. PDR discussions between staff members and supervisors are integral in ensuring all staff are clear about their performance objectives and their linkage to the unit, operational and strategic goals and objectives of the University.

Once these conversations have taken place, staff members are required to submit the Planning and Final Review stages of their PDR through Staff Services Online (SSO).

The data is able to be collected by Human Resources and provided to the Executive Deans / Directors of each area for monitoring.

STAFF MEMBER – SUBMITTING YOUR COMPLETED PDR

You can access the “Your PDR” section of Staff Services Online (SSO) through the following menu path:

Or on the SSO employee dashboard:

Staff members can submit their PDR in stage one: Planning (ie. Setting objectives)
The instructions included on this page are sufficient to enable a staff member to submit their PDR. There is the option of adding an attachment (i.e. A copy of the Individual Plan) or not.

The PDR form is then sent to the staff member’s supervisor for approval.

Once the Planning Stage has been completed, the Final Review will be available to submit.

Recording of the Mid-Term Review is not a requirement however employees do have the option of recording their Mid-Term Review. The Mid-Term Review is available as a drop down once the Planning Stage has been completed. If the Mid-Term Review is selected, the Final Review stage will be inserted once the supervisor has approved the Mid-Term Review.

SUPERVISOR – APPROVING PDR SUBMISSION

You can access the “PDR Manager Record” of Staff Services Online (SSO) through the following menu path:
Or on the SSO manager dashboard:

Or you can follow the link sent to you automatically when a staff member submits their PDR.

To approve your staff member’s PDR, follow the instructions on this page. You are able to view the PDF document before approving the PDR record and can access the PDF document again once it is approved.

Supervisors with a large number of direct reports are able to filter their staff based on the PDR status (ie. Pending, confirmed) or search for specific staff member. Supervisors are also able to “Select All” and “Confirm All” once they are happy that all PDR’s have been completed.

To submit your own PDR completion you will need to refer to the instructions for Staff.

If there is a change in supervisor at any time the previous supervisor will still have access to the PDR completion records and attachments and the new supervisor will receive the next submission of a PDR document following that PDR conversation.

Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the online enquiry form or email performanceanddevelopment@adelaide.edu.au.