

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.

Your PDR Record

Year	Empl Record	*Supervisor ID	Name	Date Added	PDR Stage	Status	Completion Date	Submitted PDR	Add	View	Delete
1 2014	1	1642466	Julie Le Lievre	29/01/2015	Planning Stage	Pending		<input type="checkbox"/>	Add		Delete
2 2015	1	1642466	Julie Le Lievre	29/01/2015	Planning Stage	Completed	24/08/2015	<input checked="" type="checkbox"/>			Delete
3 2015	1	1642466	Julie Le Lievre	24/08/2015	Mid Term Review	Completed	24/08/2015	<input checked="" type="checkbox"/>			Delete
4 2015	1	1642466	Julie Le Lievre	24/08/2015	Final Review	Pending		<input type="checkbox"/>	Add		Delete

Please contact the HR Service Centre on 8313 1111 for information.

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.