Staff Services Online – Planning, Development and Review Recording

Introduction

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 Stage (Objective Setting) and Final Review stages of their PDR Conversation Record 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.

Procedure

Staff member – Submitting your completed PDR

You can access the 'PDR' section in the homepage of Employee Staff Services Online (SSO).

Staff members can **submit** their PDR Conversation Record in all stages: Planning Stage (Objective Setting), Mid Term Review and Final Review. The next stage will automatically appear in your SSO > PDR screen. You are able to adjust **the date** to reflect the meeting date and either **attach** your PDR Conversation Record or store this locally and simply "**submit**". If you have changed supervisors since your last PDR you will need to manually update this field using **the Staff ID** or the search function. You could save the process and come back later. There are **instructions** on the page to assist each time.

For detailed information about timeline of PDR conversation and deadline of PDR Conversation Record submitting, please refer to PDR webpage - PDR Cycle.

After submitting, this is sent to the staff member's supervisor for approval where they will be able to confirm the PDR record and view the **attachment**.

Supervisor – Confirming PDR Submission

When a staff member submits their PDR a link will be sent to you by notification email for confirmation. Alternatively you can access the "**PDR Approval**" through the Manager SSO homepage:

To approve your staff member's PDR, select the record and click "**confirm**". You are able to view the **attached document** before approving the PDR Conversation Record and can access the document again once it is approved. There are instructions on the page to assist each time.

Supervisors with a large number of direct reports are able to filter their staff in "**Filter Results**" area. Only staff who have submitted a PDR record will appear i.e. it will not provide a prompt for those who are still yet to submit a particular stage.

Supervisors are able to confirm all of their staff at once if preferred by clicking "**Select All**" and "**Confirm All**" once they are happy that all PDR's have been completed.

To submit your own PDR Conversation Record you will need to switch to **Employee SSO** and 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 that they have confirmed. The new Supervisor will receive the next submission of a PDR record providing that the staff member manually updates the PDR record (refer to the Staff Member instructions above).

Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the online enquiry form or email Learning and Development.