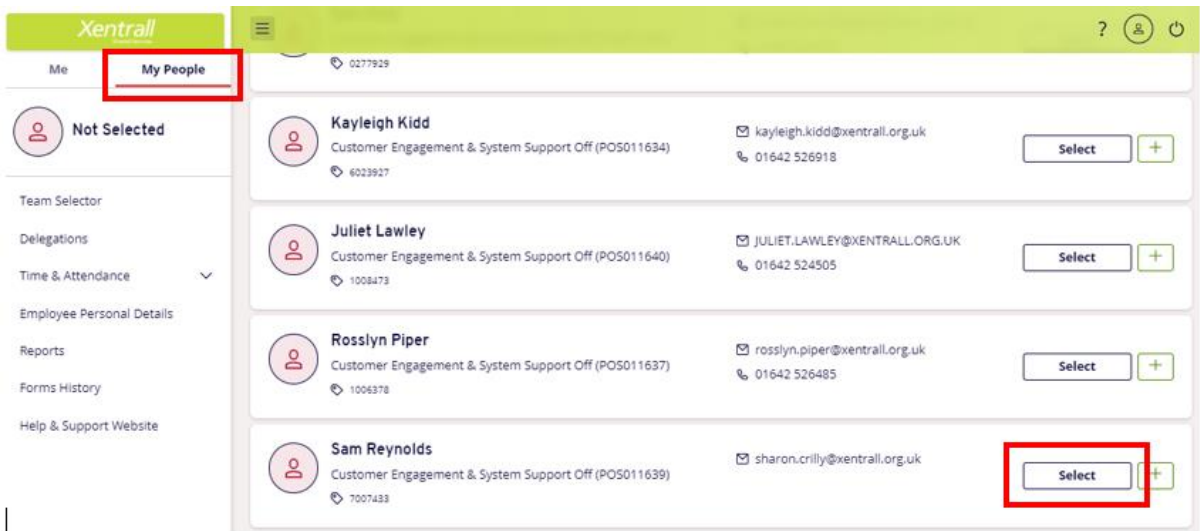


Appraisals/PDR

The appraisal/PDR section of MyHR allows managers to log that an appraisal/PDR has been completed, but does not store the full details of the discussion.

To log an appraisal/PDR, open the MyPeople tab

Locate the employee and click Select



The menu on the left hand side will change to show Log Appraisal/PDR



Use the drop down list to select the relevant Post and the Type of Appraisal/PDR

The screenshot shows the 'New Appraisal/PDR' form in the Xentrall system. The left sidebar contains navigation links: Me, My People, Team Selector, Delegations, Time & Attendance, New Appraisal/PDR (highlighted), Appraisal/PDR History, Qualifications, Reports, and Forms. The main content area has a header 'Appraisals/PDRs [Samantha Reynolds has 0 Appraisals/PDRs]' and a sub-header 'Please enter the Appraisals/PDRs details'. The form fields are: Post (Customer Engagement & System Support Off), Type (dropdown menu with options: ANNUAL, PROBATION, QUARTERLY, SIXMONTHLY), Completion Date (17/05/2022), Status (Completed), and Result (Not Applicable). The 'Next' and 'Back' buttons are at the bottom right.

Click Next

Three additional fields will appear to complete.

The screenshot shows the 'New Appraisal/PDR' form after clicking 'Next'. The form is now titled 'Appraisals/PDRs [Samantha Reynolds has 0 Appraisals/PDRs]' and the sub-header is 'Please enter the Appraisals/PDRs details'. The form fields are: Post (Customer Engagement & System Support Off), Type (ANNUAL), Completion Date (17/05/2022), Status (Completed), and Result (Not Applicable). The 'Submit' and 'Back' buttons are at the bottom right.

Status has a drop down menu with multiple options. Only use **COMPLETED**

Click Submit.

NOTE:

You can save a summary of the discussion in the **Documents** section of MyHR. For guidance on using Document Storage, please [click here](#)