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

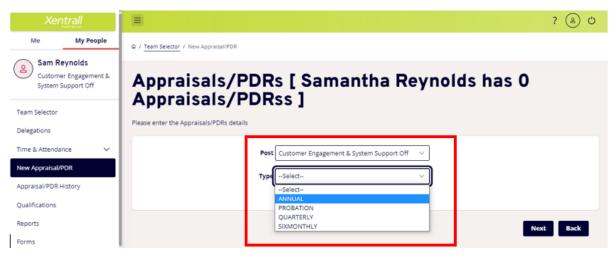
Locate the	employee	and click	Select
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Time & Attendance Customer Engagement & System Support Off (POS011640) Employee Personal Details	
Implementation Implementation Implementation Implementa	
Delegations Delegations Time & Attendance Employee Personal Details	Calant
	Y@XENTRALL.ORG.UK
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Help & Support Website Sam Reynolds Customer Engagement & System Support Off (POS011639) Too7433	Exentrall.org.uk

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

Xentrall		? 😩 🖒
Me My People	0277929	
Sam Reynolds Customer Engagement & System Support Off	Kayleigh Kidd Image: Kayleigh kidd@xentrall.org.uk Customer Engagement & System Support Off (POS011634) Image: Kayleigh kidd@xentrall.org.uk Image: Kayleigh Kidd 01642 526918	Select +
Team Selector Delegations Time & Attendance V	Juliet Lawley ☑ JULIET.LAWLEY@XENTRALL.ORG.UK Customer Engagement & System Support Off (POS011640) ☑ JULIET.LAWLEY@XENTRALL.ORG.UK Image: Note of the system Support Off (POS011640) ☑ JULIET.LAWLEY@XENTRALL.ORG.UK Image: Note of the system Support Off (POS011640) ☑ JULIET.LAWLEY@XENTRALL.ORG.UK Image: Note of the system Support Off (POS011640) ☑ JULIET.LAWLEY@XENTRALL.ORG.UK	Select +
New Appraisal/PDR Appraisal/PDR History Qualifications	Rosslyn Piper ⊠ rosslyn.piper@xentrall.org.uk Customer Engagement & System Support Off (POS011637) © 1006378 ⊠ rosslyn.piper@xentrall.org.uk 01642 526485	Select +
Reports Forms Forms History	Sam Reynolds Customer Engagement & System Support Off (POS011639) Torrag	Select –

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



Click Next

Three additional fields will appear to complete.

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Me My People	습 / Team Selector / New Appraisal/PDR		
Sam Reynolds Customer Engagement & System Support Off	Appraisals/PDR Appraisals/PDR	s [Samantha Reynolds ss]	has 0
Team Selector	Please enter the Appraisals/PDRs details	-	
Delegations			
Time & Attendance 🗸 🗸	Post	Customer Engagement & System Support Off	
New Appraisal/PDR	Туре	ANNUAL	
Appraisal/PDR History			
Qualifications	Completion Date	17/05/2022	
Reports	Status	Completed v	
Forms	Result	Not Applicable 🗸	
Forms History			
Documents			Submit Back

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

Click Submit.

NOTE:

You can save a summery of the discussion in the **Documents** section of MyHR. For guidance on using Document Storage, please <u>click here</u>