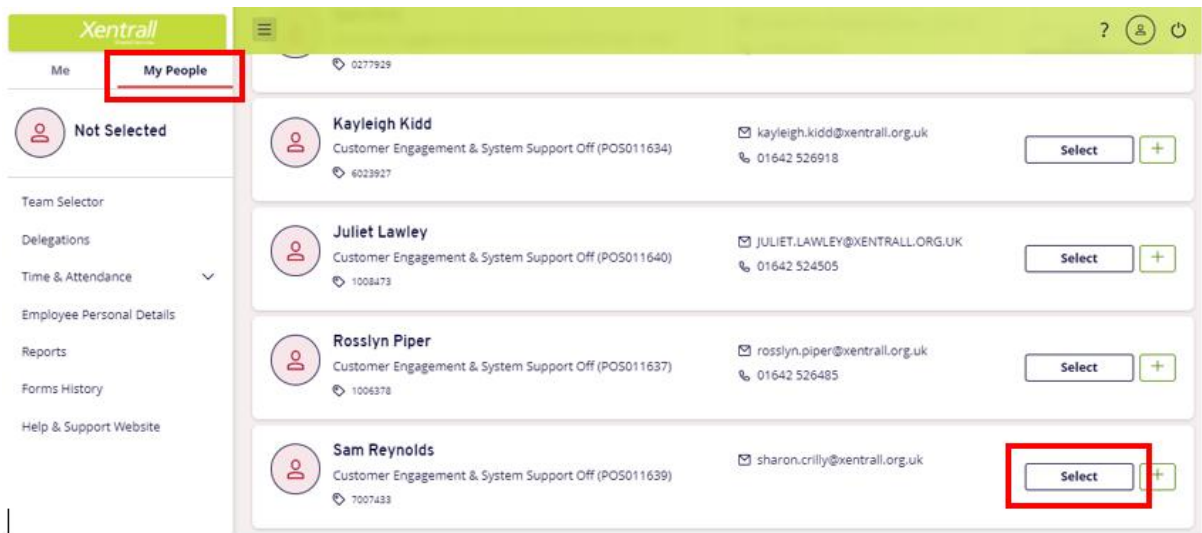


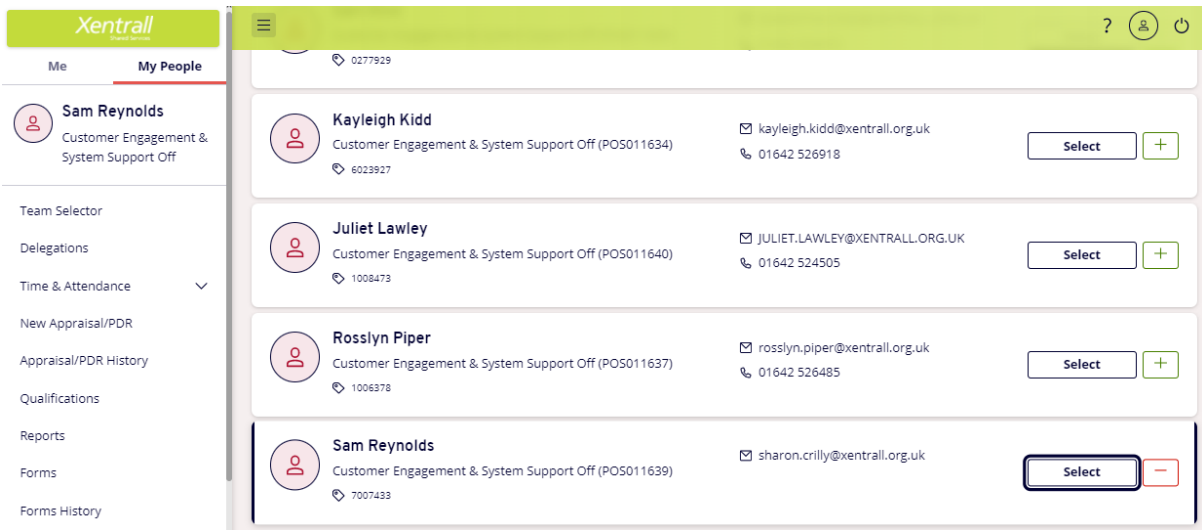
Appraisals/PDR

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.

- Click the MyPeople tab
- Locate the employee and click Select



- The menu on the left hand side will change to show New 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), and 'Next' and 'Back' buttons.

- Click Next
- Three additional fields will appear to complete.

The screenshot shows the 'New Appraisal/PDR' form after clicking 'Next'. The left sidebar is the same. The main content area has the same header. The form fields are: 'Post' (Customer Engagement & System Support Off), 'Type' (ANNUAL), 'Completion Date' (17/05/2022), 'Status' (Completed), 'Result' (Not Applicable), and 'Submit' and 'Back' buttons.

- 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](#)