

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

Xentrall			? 😩 ୯
Me My People	© 0277929		
Not Selected	Customer Engagement & System Support Off (POS01163 © 6023927	⊠ kayleigh.kidd@xentrall.org.uk % 01642 526918	Select +
Team Selector Delegations Time & Attendance V	Customer Engagement & System Support Off (POS01164 © 1008473	Ø JULIET.LAWLEY@XENTRALL.ORG.UK 40)	Select +
Employee Personal Details Reports Forms History	Customer Engagement & System Support Off (POS01162 © 1006378	In rosslyn.piper@wentrail.org.uk 01642 526485	Select +
Help & Support Website	Sam Reynolds Customer Engagement & System Support Off (POS01163 © 7007433	⊠ sharon.crilly@xentrall.org.uk 89)	Select +

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

Xentrall Street Series		? 😩
Me My People	© 0277929	
Sam Reynolds Customer Engagement & System Support Off	Customer Engagement & System Support Off (POS011634)	☑ kayleigh.kidd@xentrall.org.uk Select +
Team Selector Delegations Time & Attendance V	Customer Engagement & System Support Off (POS011640)	☑ JULIET.LAWLEY@XENTRALL.ORG.UK
New Appraisal/PDR Appraisal/PDR History Qualifications	Customer Engagement & System Support Off (POS011637)	☑ rosslyn.piper@xentrall.org.uk
Reports Forms Forms History	Sam Reynolds Customer Engagement & System Support Off (POS011639) T007433	⊠ sharon.crilly@xentrall.org.uk 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.

Xentrall Transformer		? 😩 🖒
Me My People	ြာ / Team Selector / New Appraisal/PDR	
Sam Reynolds Customer Engagement & System Support Off	Appraisals/PDRs [Samantha Reynolds has 0 Appraisals/PDRss]	
Team Selector	Please enter the Appraisals/PDRs details	
Delegations		
Time & Attendance 🛛 🗸	Post Customer Engagement & System Support Off	
New Appraisal/PDR	Type ANNUAL	
Appraisal/PDR History Qualifications	Completion Date 17/05/2022	
Reports	Status Completed V	
Forms	Result Not Applicable V	
Forms History		
Documents	Submit	Back
Haln & Sunnort Wahcita		

- 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 <u>click here</u>