

## Calibration Stage: Apply Ratings before Calibration

This user guide provides instruction for a manager to apply ratings for end of year performance in readiness for the calibration meeting.

### Section 1: How to apply the rating

#### Log in and Access the Form

**1.1** Using the icon on your desktop, log into the e-PDR system with your username and password.

**1.2** Click on the word **'Home'** (top left of screen) and select **'Performance'** from the drop down menu. The 'My Forms' screen will be displayed. Select your employee's PDR form from the list. In the step column, the form is now listed in the 'Pre-calibration' stage of the PDR process.

#### Review the Form

**1.3** This is your employee's final PDR form. Please scroll down and review the content, including any additional overall comments which may have been added by your employee since the End of Year Review Meeting. You can no longer edit.

#### Apply the overall rating

**1.4** In the 'Summary' section at the bottom of the form, click on the **'Overall Form Rating'** drop down menu to select the most appropriate rating for the employee for this PDR cycle. Click on the question mark icon for the definition of each rating option.

**1.5** Add any additional comments into the 'Overall Comments' box and click **'Save and Close'**. Remember to add the date to your comments.

#### Send for Calibration

**1.6** Click on the **'Send for Calibration'** button in the grey bar along the bottom of the screen. This will open up a confirmation screen. There is no option to input into this screen so please click on the **'Send for Calibration'** button to confirm that you want to send the form for calibration.

**1.7** The 'My Forms' screen will open. **The form will sit in your account until calibration has taken place.** In the step column, the form is now listed in the 'Pre-calibration' stage of the PDR process.

#### Next Stage

This rating will now be calibrated alongside ratings you applied to other employees. When this has been completed you will receive an email to notify you that the calibration has been finalised.

