

# PDR Cycle



**STAGE 1: OBJECTIVE SETTING**

*Completion Dates:*  
 - Vice Chancellor: 31<sup>st</sup> July  
 - Senior PDR: 31<sup>st</sup> Aug  
 - Academic & Professional Services: 31<sup>st</sup> Aug (30<sup>th</sup> Sept if new objectives not already set as part of end of year review)

(Note: action could be completed within 'end of year review')

TASK	TASK	TASK
<b>Start PDR Form, complete the following sections:</b> - Reviewee Name - Job Title - College/School/Professional Services Area - Reviewer Name - Indicate this is an 'Objective Setting Meeting' 	<b>Conduct Objective Setting Meeting:</b> - Discuss & agree each objective with reviewee - Where appropriate, discuss the milestones to be achieved & the outcomes expected - Agree timelines for completion - Agree a minimum of x4 and a maximum of x8 objectives for the 12 month period - Discuss training and development required to meet objectives - If appropriate, discuss career objectives 	<b>Complete PDR Form:</b> - Objective number, using one objective per page - Describe the agreed objective, breaking it into milestones with preferred outcomes - Complete the timescale - Complete the date the objective was set - Ensure both parties sign of PDR Documentation 

**Reporting Date: 15<sup>th</sup> Oct**

**STAGE 2: MID-POINT REVIEW**

*Completion Dates:*  
 - Vice Chancellor: 23<sup>rd</sup> Dec  
 - Senior PDR: 23<sup>rd</sup> Dec  
 - Academic & Professional Services: 31<sup>st</sup> March

TASK	TASK
<b>Update PDR Form</b> - For each objective box, use the tick box to confirm the progress status - Provide commentary on 'progress against objective' - Ensure both parties sign of PDR Documentation 	<b>Conduct Mid-Point Review Meeting:</b> - Review performance against each objective for the preceding 6 months, determine what has been achieved & what is outstanding - Determine whether the reviewee 'achieved', is 'on-target', 'behind schedule' for each objective. - Consider whether any objectives are 'revised' or 'No longer applicable' 

**Reporting Date: 31<sup>st</sup> March**

**STAGE 3: END OF YEAR REVIEW**

*Completion Dates:*  
 - Vice Chancellor: 30<sup>th</sup> June  
 - Senior Team: 30<sup>th</sup> June  
 - Academic & Professional Services: 31<sup>st</sup> Aug

(Important note: Objective setting activity (1) can also be completed in the end year review)

TASK	TASK
<b>Update PDR Form</b> - For each objective box, use the tick box to confirm the overall status - Provide commentary on overall 'progress against objective' - Complete 'Overall Review of Performance' section - Made any review comments to the 'PDP' & 'Career Aspirations' sections - Ensure both parties sign of PDR Documentation 	<b>Conduct End-of-Year Review Meeting</b> - Arrange a private room to hold the meeting - Ask the reviewee to prepare for the meeting by reviewing their own performance (using the PDR review form) - At the meeting, review each objective with the reviewee, discuss what went well and what did not go was well as planned - Ask the reviewee for any feedback they may have received - Was the objective met to the quality & timeframe? 

**Reporting Date: 15<sup>th</sup> Sept**

**STAGE 5: RATINGS CONFIRMED**

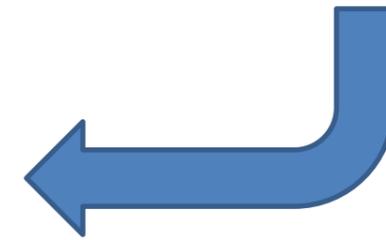
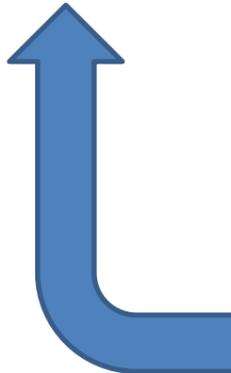
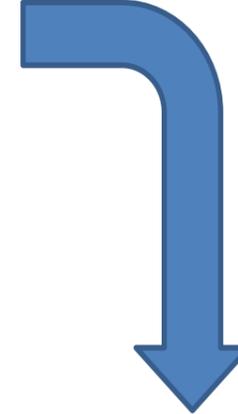
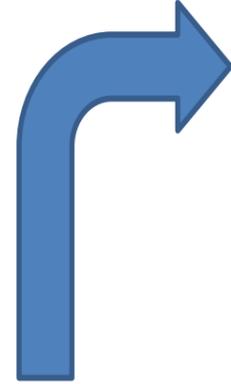
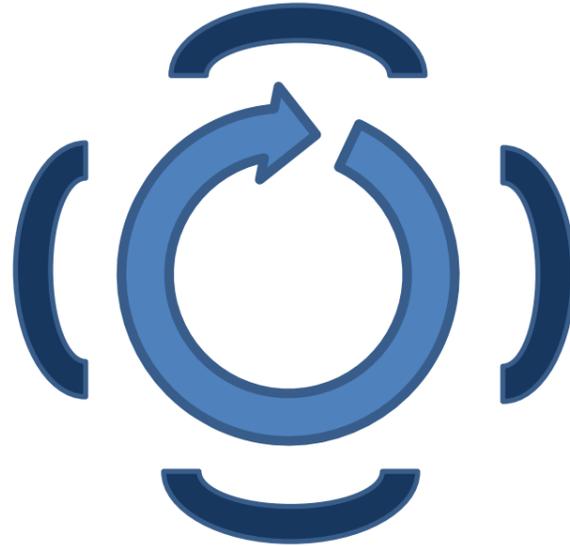
*Completion Dates:*  
 - Vice Chancellor: 31<sup>st</sup> Aug  
 - Academic & Professional Services: 30<sup>th</sup> Sept

**Reporting Date: 30<sup>th</sup> Sept**

**STAGE 4: CALIBRATION**

*Completion Dates:*  
 - Vice Chancellor: 31<sup>st</sup> July  
 - Academic & Professional Services: 15<sup>th</sup> Sept

**Reporting Date: 15<sup>th</sup> Sept**



Back Office Management Process

**KEY:**

 = Meeting

 = Form Completion