

Guidance Notes

Performance Development Review (PDR)

1 Introduction

To provide a more robust and compliant mechanism to capture data regarding Performance Development Review completion rates a simple form is now available on MyView to allow managers to record when a PDR meeting has taken place and confirm that the PDR process has been completed.

The data provided will be recorded on an individual's employee record within the HR and Payroll System. This information will be used to report PDR completion rates for each School, Department and Professional Service to College Executive.

1.1 Who should complete a Performance Development Review (PDR)?

A PDR should be completed by the following groups:

- All staff with a Permanent or Fixed Term Contract.
- Newly appointed staff within Professional Services should complete a PDR to set objectives to cover their probationary period and use these objectives to inform their Probationary Review.
- Staff going on maternity leave should complete a PDR before their maternity leave starts and have objectives set on their return to work.

1.2 Who should NOT complete a Performance Development Review (PDR)?

The following groups are not required to complete a PDR:

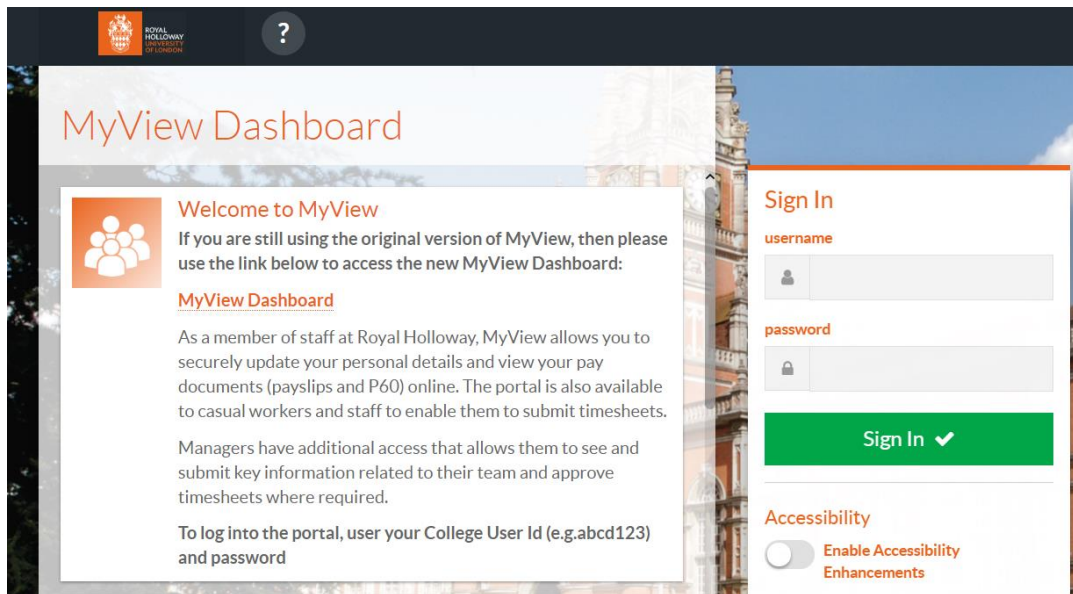
- Academic staff on probation
- Staff on long-term sickness
- Staff leaving the College
- Student Workers
- Visiting Teachers

2 Getting Started with MyView

If you manage a team of people, you will have access via MyView to record PDR information for your direct line reports and their team.

Log into [MyView](#) using your College ID and password.

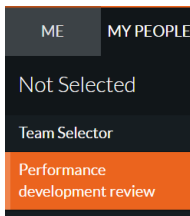
<https://myview.rhul.northgate-is.com/dashboard/dashboard-ui/index.html#/landing>



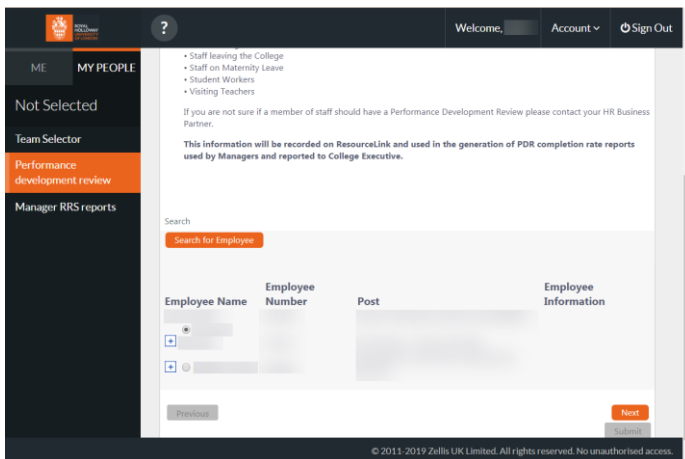
The screenshot shows the MyView Dashboard login page. At the top left is the Royal Holloway University of London logo and a question mark icon. The main heading is "MyView Dashboard". On the left, there is a "Welcome to MyView" section with a group of people icon. The text reads: "If you are still using the original version of MyView, then please use the link below to access the new MyView Dashboard: [MyView Dashboard](#)". Below this, it explains that as a staff member, users can update personal details and view pay documents online, and that managers have additional access to view and approve timesheets. It concludes with the instruction: "To log into the portal, use your College User Id (e.g.abcd123) and password". On the right, there is a "Sign In" section with input fields for "username" and "password", a green "Sign In" button with a checkmark, and an "Accessibility" section with a toggle switch for "Enable Accessibility Enhancements".

3 Adding Performance Development Review details

1. For each member of your team complete the online form to let us know when Performance Development Reviews have been completed. Select MYPEOPLE then Performance development review.

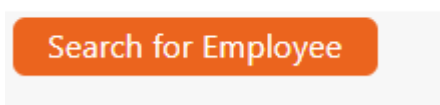


2. Department Managers who are completing this information on behalf of the whole department **do not** have to complete a form for **Student Workers & Visiting Teachers**. This information will be automatically excluded from the department's completion reports.
3. If you cannot see the details of someone that you were expecting to see or have someone showing as reporting to you incorrectly, then contact HRSystems@rhul.ac.uk so we can investigate further.
4. For each member of your team select the Employee you want to provide the information for, then click 'Next' to display the Performance Development Review form for that employee.

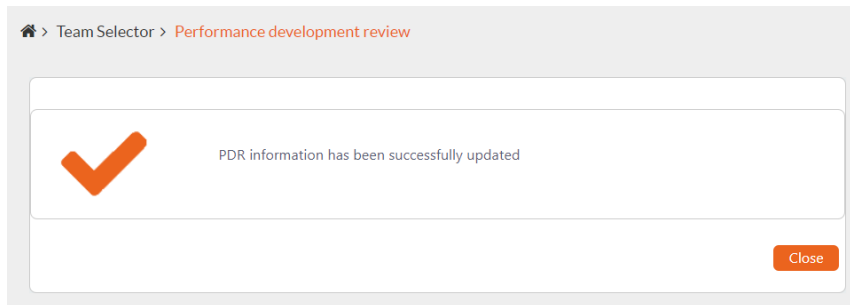


5. You can also use the 'Search Employee' function if you have a large team.

Search



6. Enter the information for that Employee and when you are done select Submit. (N.B Remember to select the correct PDR Year).
7. On **Submitting** you will get a message confirming that the PDR information has been successfully updated.



8. This information will be recorded on ResourceLink and used in the generation of PDR completion rate reports used by Managers and reported to College Executive.
9. If you have any questions or queries about how PDR information should be recorded on MyView, please contact HRSystems@royalholloway.ac.uk or call extension 6411.