Guidance Notes

Performance Development Review (PDR) completion in MyView

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/live/Portal/
Select Performance Development Review from the menu once you are logged in.

3 For each member of your team complete the form to let us know when Performance Development Reviews have been completed. Selecting the Employee, then `Next`.
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.

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](mailto:HRSystems@rhul.ac.uk) so we can investigate further.

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.

You can also use the ‘**Search Employee**’ function if you have a large team.
4  Enter the information for that Employee and when you are done select Submit. (Save-No-Submit will save the information for you but will not submit it for processing).

5  On Submitting you will get a message confirming that the PDR information has been successfully updated.
6 A summary record of the changes you have made will be shown on the main Performance Development Review page. **(Authorised)** = records that have been Saved and Submitted, these records cannot be changed. **Open** = records that have been saved but not submitted – Save-No-Submit, these records can be updated.

7 On the Performance Development Review form use the crosses to Open or Close parts of the screen.

8 If you have any questions or queries about how PDR information should be recorded on MyView, please contact HRSystems@royalolloway.ac.uk or call extension 6411.