

Overview

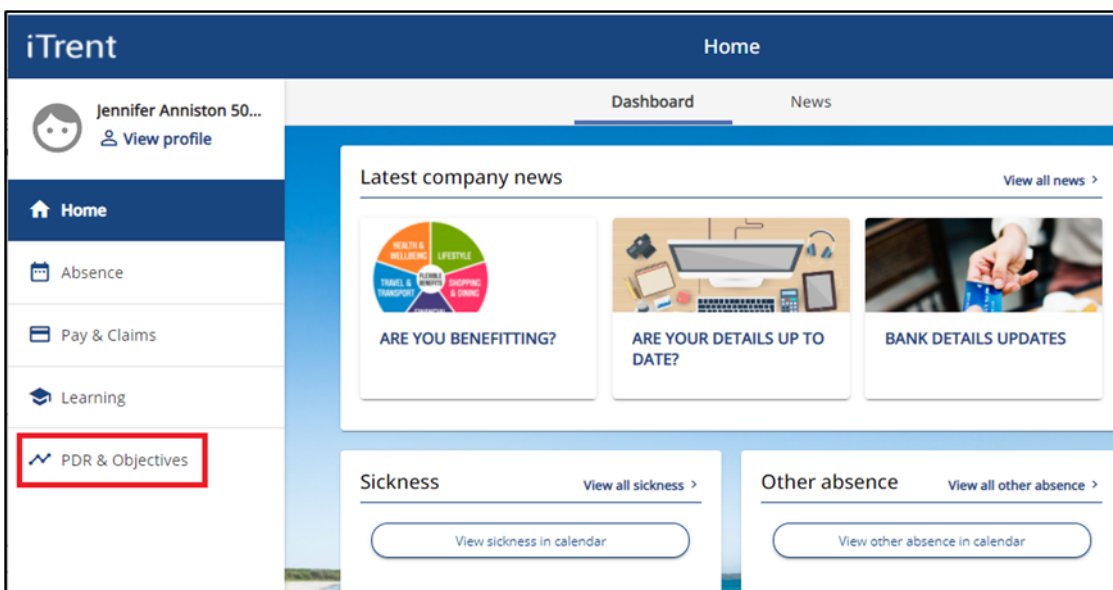
- The annual PDR discussion is recorded separately from your objectives in Self-Service.
- To start the process, you need to generate the review lifecycle and record the PDR discussion date.
- We recommend that you record the discussion date after the meeting takes place.
- You must submit the Review Date screen before the rest of the lifecycle form can be completed.
- After the PDR discussion, your manager can record, save and submit their comments.
- Your manager might wish to share and confirm their comments outside of iTrent before submitting.
- Once their comments are submitted, you will receive an email notification.
- At this point, you can login, view their comments and record, save and submit your own comments.
- You can save your comments and submit them at a later stage. Once submitted they cannot be amended.
- Once the reviewer and reviewee comments have been submitted, the process is complete in iTrent.
- **If your reviewer is not your manager**, they will not have access to your details via iTrent.
- You can use iTrent to record the PDR discussion date.
- You will need to complete a paper form using the [Word template](#)
- For guidance on how to upload the Word document to iTrent, please see the separate guide.

This guide covers the following actions.

- Accessing your reviewer's comments.

ACCESS YOUR REVIEWER'S COMMENTS

- After the PDR discussion, your manager can record, save and submit their comments.
- Your manager might wish to share and confirm their comments outside of iTrent before submitting.
- Once their comments are submitted, you will receive an email notification.
- Login to Employee Self-Service and select the PDR & Objectives menu option, as below.



- At this point the lifecycle tile will show you as the stage owner and the current stage as reviewee summary.
- Click on the review lifecycle name, as below, to open the lifecycle.

The screenshot shows the iTrent Performance interface. On the left is a navigation menu with items like Home, Absence, Pay & Claims, and Learning. The main content area is titled 'Performance' and has tabs for 'Reviews' and 'Objectives'. Under 'Reviews', there's a section for 'Review Lifecycles' with filters for 'All' and 'Current'. A table below lists lifecycle details:

Lifecycle name	Start date ↓	Current stage	Stage target end date	Stage owner
PDR 2021 0.1	01 Jul 2021	REVIEWEE SUMMARY	01 Jan 2022	Jennifer Anniston 506003

- The lifecycle screen will open, as below.
- Click on the reviewer summary link, as below.

This screenshot shows the 'PDR 2021 0.1' lifecycle screen. On the left, a progress bar shows stages: 'PDR', 'REVIEW DATE' (completed), 'REVIEWER SUMMARY' (highlighted with a red box), and 'REVIEWEE SUMMARY' (in progress). The right side displays the 'REVIEWEE SUMMARY' section with the following information:

- Target end date: Saturday 1 January 2022
- Action responsibility: Jennifer Anniston 506003
- Text: iTrent can support the recording of key aspects of your PDR discussions. This section enables the reviewer and reviewee to record a summary of this year's PDR conversations. Objectives can be updated separately in the objectives area of iTrent Employee Self-Service and Manager Self-Service. Further support and guidance can be found on our PDR Guidance Webpage
- Link: [PDR Guidance Webpage](#)

- The lifecycle form will open as below.
- Click on the reviewer summary link, as below.

This screenshot shows the 'PDR Form' screen. On the left, a progress bar shows stages: 'REVIEW DATE' (completed), 'REVIEWER SUMMARY' (highlighted with a red box), and 'REVIEWEE SUMMARY' (in progress). On the right, there is a blue button that says 'Click here to return to the performance life cycle' and a 'Summary' dropdown menu with a right-pointing arrow.

- The reviewer summary section of the lifecycle form will open, as below.
- Scroll down to read your reviewer's comments.

PDR Form (REVIEWER SUMMARY) (2 of 3)

[Click here to return to the performance life cycle](#)

< REVIEWER SUMMARY ▾ >



This page is for Meryl Streep 103895 to complete

Employee name	Jennifer Anniston 506003
Job title	Actor 280105
Reporting manager	Meryl Streep 103895
Reporting manager job title	Director 299700

Further support and guidance can be found on our [PDR Guidance webpage here](#).

Now that your PDR discussion has taken place, please record your final comments. What aspects of the PDR conversation do you want to highlight?

Once you have saved and submitted your comments, you cannot make any amendments. Please share and confirm your comments with the reviewee if required before submitting.

Reviewer Summary Comments

A great year with lots of projects delivered and new skills developed. Well done.