

Overview

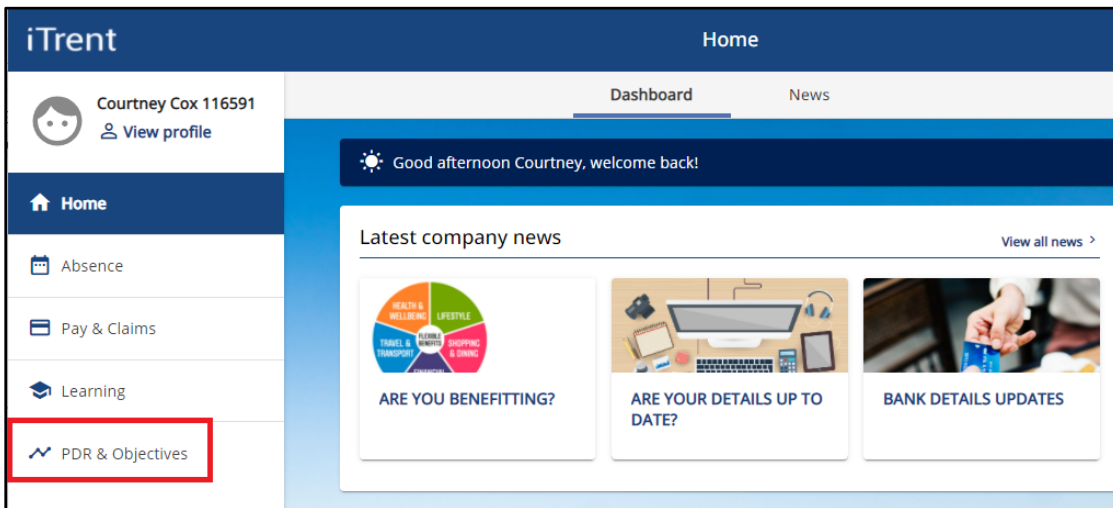
- We advise that completion dates are not added until after your annual PDR discussion.
- If you complete an objective by mistake, the completion date can be removed to return it to current status.
- When you complete an objective, it no longer shows in the default display within Self-Service.

This guide covers the following actions.

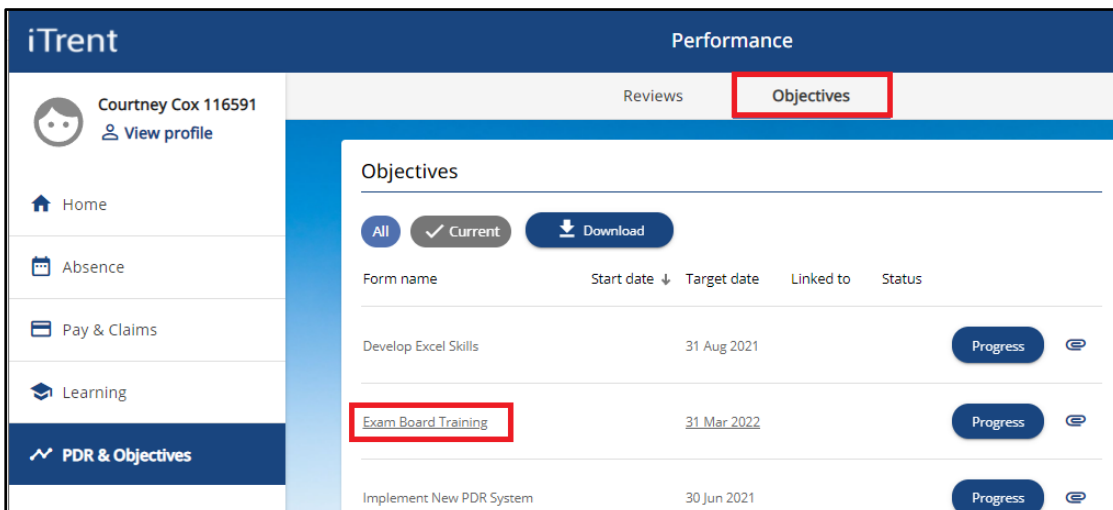
- Completing objectives.
- Retrieving/updating completed objectives.
- Un-completing objectives.

COMPLETE OBJECTIVE

- Login to Employee Self-Service and click on the PDR & Objectives menu option, as below.



- Click on the Objectives menu option, as below.
- Any objectives which are in progress, that you have already added, will be displayed.
- To complete an objective, click on the relevant objective name, as below.
- This will open the Objective Details window.



- Add the Completion Date.
- Click the Save button to save your changes.
- We advise that completion dates are not added until after your annual PDR discussion.
- If you complete an objective by mistake, the completion date can be removed to return it to current status.
- When you complete an objective, it no longer shows in the default display within Self-Service.
- Please see the next section of this guide for how to retrieve/update/un-complete completed objectives.

[< Back to Objectives](#)

Objective details

Objective title (required)

Type (required)

Attachment date (required)

Description

Target completion date

Completion date

Position

[> Document attachments](#)

Save
Delete

RETRIEVE/UPDATE COMPLETED OBJECTIVE

- When you complete an objective, it no longer shows in the default display within Self-Service.
- To retrieve/update completed objectives, click on the All button, as below.
- The display list will then update to include completed as well as in-progress objectives.

The screenshot shows the iTrent Performance Objectives page for Courtney Cox 116591. The page has a sidebar with navigation options: Home, Absence, Pay & Claims, Learning, and PDR & Objectives. The main content area is titled 'Objectives' and includes a 'Current' filter and a 'Download' button. A table lists the following objectives:

Form name	Start date	Target date	Linked to	Status
Develop Excel Skills		31 Aug 2021		Progress
Exam Board Training		31 Mar 2022		Progress
Implement New PDR System		30 Jun 2021		Progress
Minute Taking Skills		31 Jan 2022		Progress

- Click on the name of the completed objective, as above, to open the Objective Details screen.
- From here you can view, edit or un-complete the objective.
- The section below covers how to un-complete an objective.

The screenshot shows the Objective details screen for 'Exam Board Training'. The page has a 'Back to Objectives' link at the top left. The form contains the following information:

- Objective Title (required):** Exam Board Training
- Type (required):** Development Work based
- Attachment date (required):** 01/11/2021
- Description:** To attend exam board training before next year's exam boards
- Target completion date:** 31/03/2022
- Completion date:** 13/01/2022
- Position:** All

UN-COMPLETE OBJECTIVE

- When you complete an objective, it no longer shows in the default display within Self-Service.
- To retrieve completed objectives, click on the All button, as below.
- The display list will then update to include completed as well as in-progress objectives.

The screenshot shows the iTrent Performance Objectives page for Courtney Cox. The 'All' button is highlighted with a red box. The 'Exam Board Training' objective is also highlighted with a red box. The table below shows the list of objectives:

Form name	Start date ↓	Target date	Linked to	Status
Develop Excel Skills		31 Aug 2021		Progress
Exam Board Training		31 Mar 2022		Progress
Implement New PDR System		30 Jun 2021		Progress
Minute Taking Skills		31 Jan 2022		Progress

- Click on the name of the completed objective, as above, to open the Objective Details window.
- From here you can un-complete the objective.
- Remove the date from the Completion Date field, as below, and click Save to save your changes.
- **Do not** click the red Delete button at the bottom of the window, as this will delete your objective.
- The objective will now show in the default display within Self-Service.

The two screenshots show the Objective Details window for 'Exam Board Training'. The left screenshot shows the 'Completion date' field with the date '13/01/2022' highlighted in a red box. A blue arrow points to the right screenshot, where the 'Completion date' field is empty and the 'Save' button is highlighted in a red box.