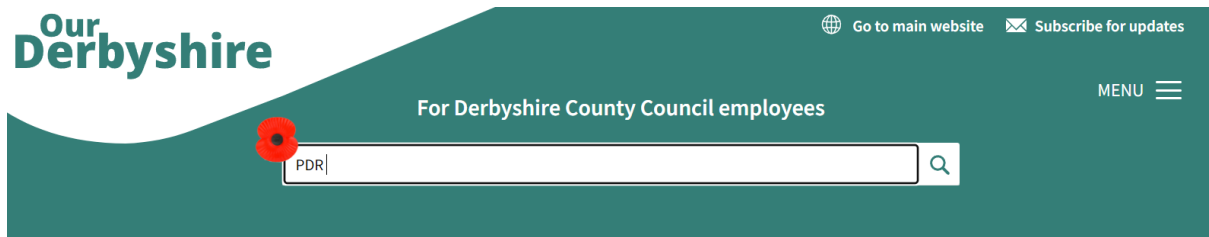


A guide to saving PDR (Performance Development Review) documentation to the HR Files (EDRM) and how to amend the document once saved.

Accessing PDR documentation [via the Our Derbyshire Homepage](#).

1. Using the search bar input the search term 'PDR'.



2. Select 'Performance Development Review (PDR)'.



[Home](#) > Search results

Search results

21 results were found for search keyword PDR .

[Personal development review \(PDR\) training for managers and individuals](#)

As part of our commitment to support everyone through the PDR cycle this year, we have created some e-learning training courses.

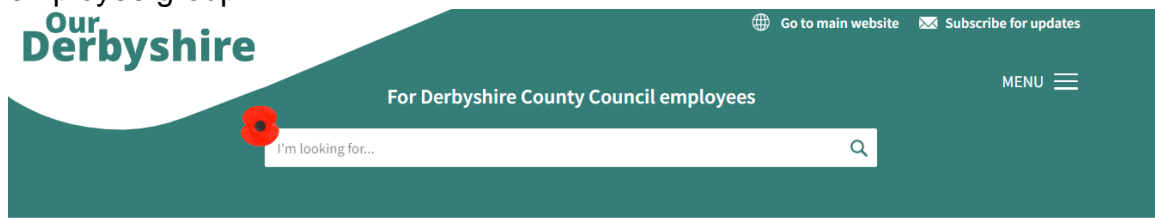
[Performance Development Review \(PDR\)](#)

Search options

[Webpages \(21\)](#)

[Documents \(28\)](#)

- To the left of the page under 'In this section' review and select the relevant employee group.



[Home](#) > [Learning & development](#) > [Leadership development and performance management](#) > Performance Development Review

In this section

- [Performance Development Review](#) >
- [Grade 14+ senior leaders](#) >
- [Line managers grade 13 and below](#) >
- [Current My Plan users](#) >
- [All other users](#) >

Performance Development Review (PDR)

Here you can find out about Performance Development Review (PDR), our new approach to performance management for 2023-24, and what it means for you.















Having a good performance management approach is considered best people management practice for all organisations and it is important that all colleagues understand what to do according to their job role.

Performance management ensures that everyone is focused on the right things and are working on delivering their team plan. Local team plans are aligned to the department's service plans, and those service plans are aligned to the council plan so, ultimately, good performance management ensures that everyone is doing their part to achieve our council ambition.

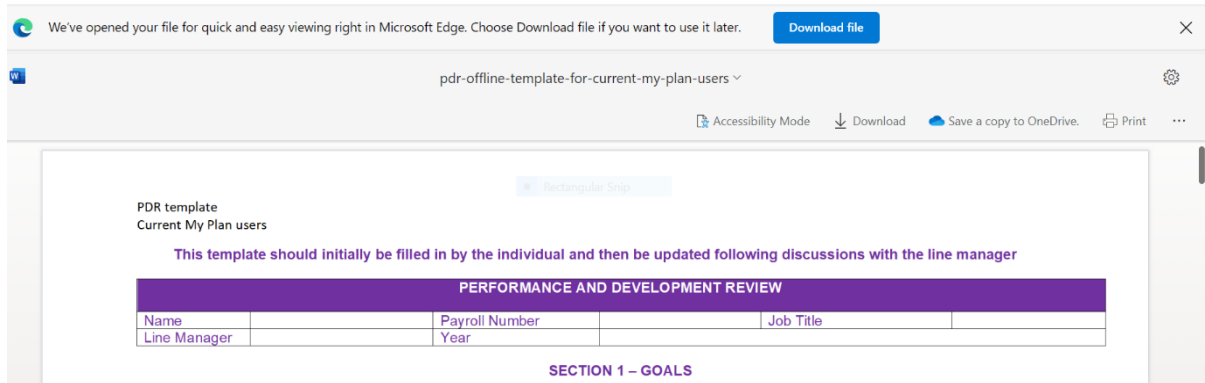
This short video explains what performance management is, what is changing and why, as well as a summary of each approach.

- Scroll to the end of the page and review 'the Related documents' section. Select the PDR template – Word version.

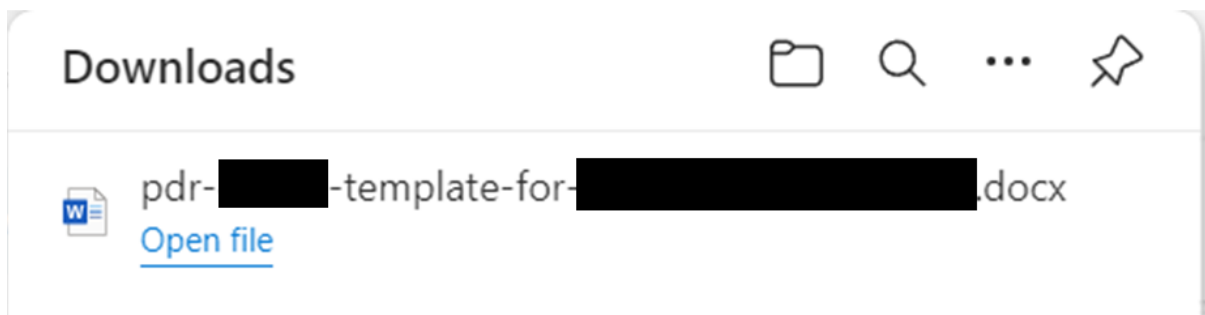
Related documents

	PDR Guidance for Current My Plan Users (266KB)	
	One-to-one meeting preparation for [redacted] (136KB)	
	One-to-one template for [redacted] Word version (46KB)	
	PDR [redacted] template for [redacted] Word version (50KB)	
	PDR Development Discussions Guidance for [redacted] (249KB)	
	PDR coaching questions (86KB)	
	PDR tips for wellbeing conversations (165KB)	

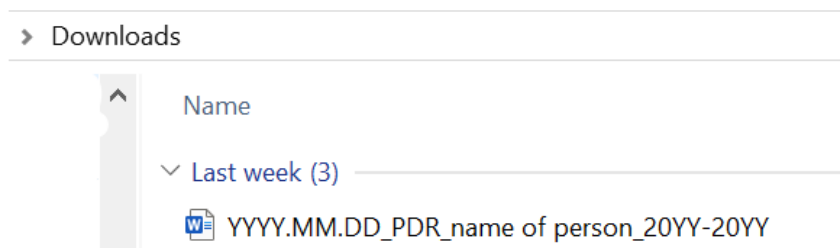
5. Once the PDR template has opened – select the option to ‘Download file’.



6. Once downloaded the file will appear in a downloads list. In the top ribbon there is an icon of a folder and when hovered over is titled ‘Open downloads folder’. Select this icon.



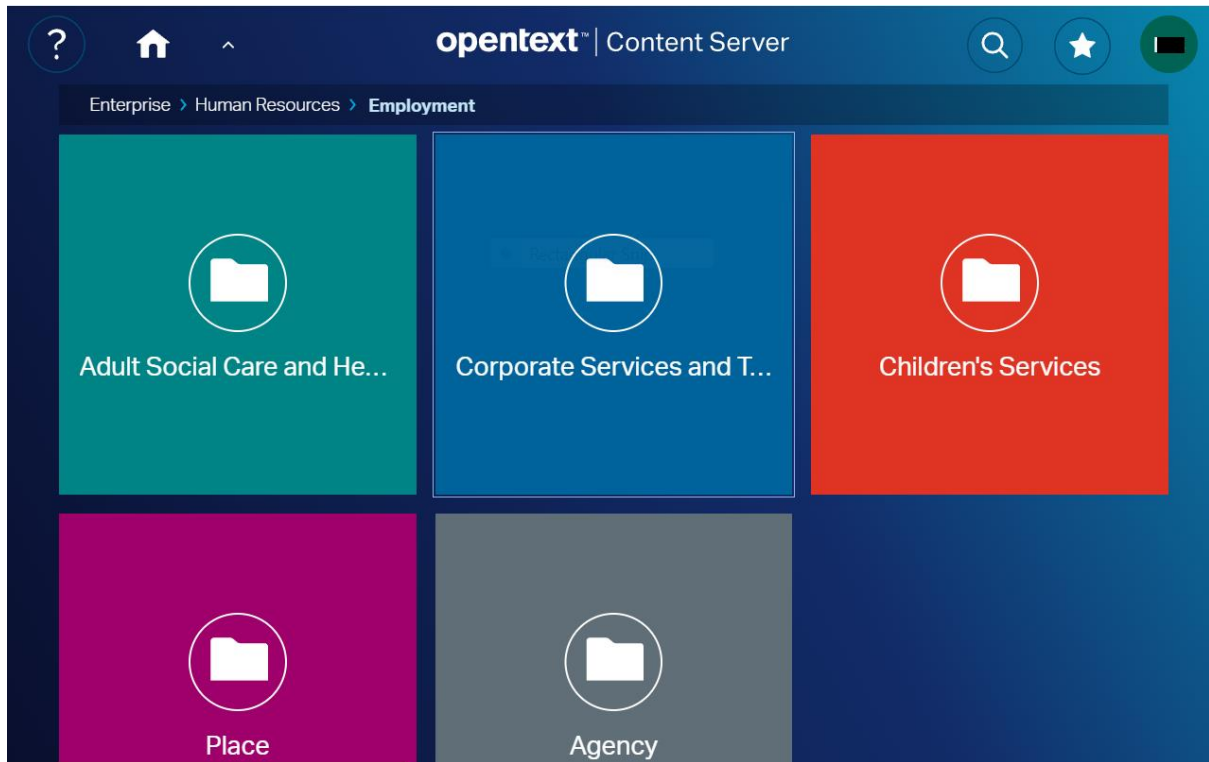
7. Hover over the file and right click to view the menu. Select ‘Rename’ and continue to rename the file using this sequence: Year, month, day, (the date the start of year meeting took place), PDR (the project initials), the name of person and the financial year.



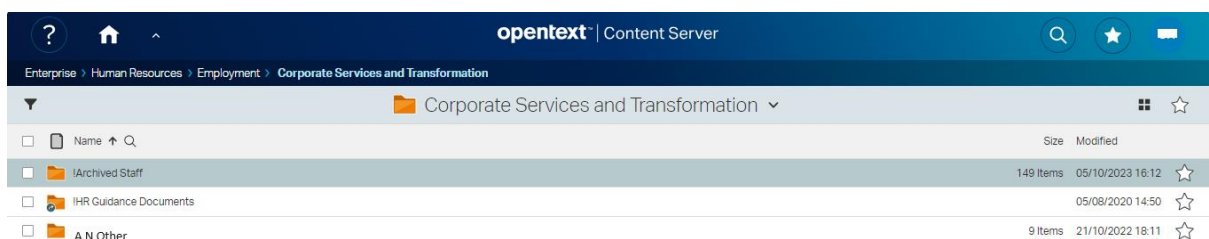
8. To access your employee HR file, select the shortcut located on your Desktop titled ‘HR Files’.



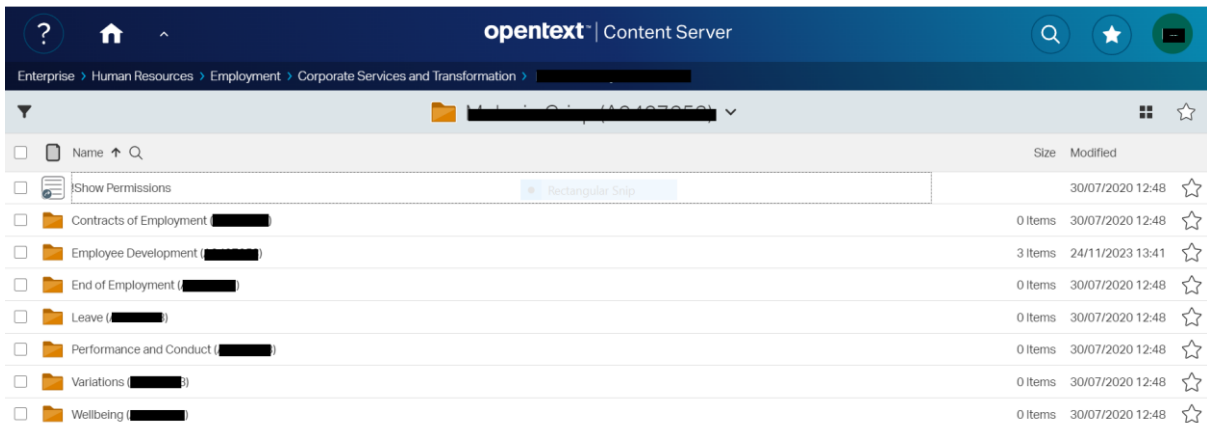
9. Select the relevant department to access your personal HR file.



10. Colleagues with line management responsibility who are recognised as 'SAP Chief' will have access to their own file and the files of individuals they have line management responsibility for. Select your own name or the name of the individual whose PDR information you need to access.

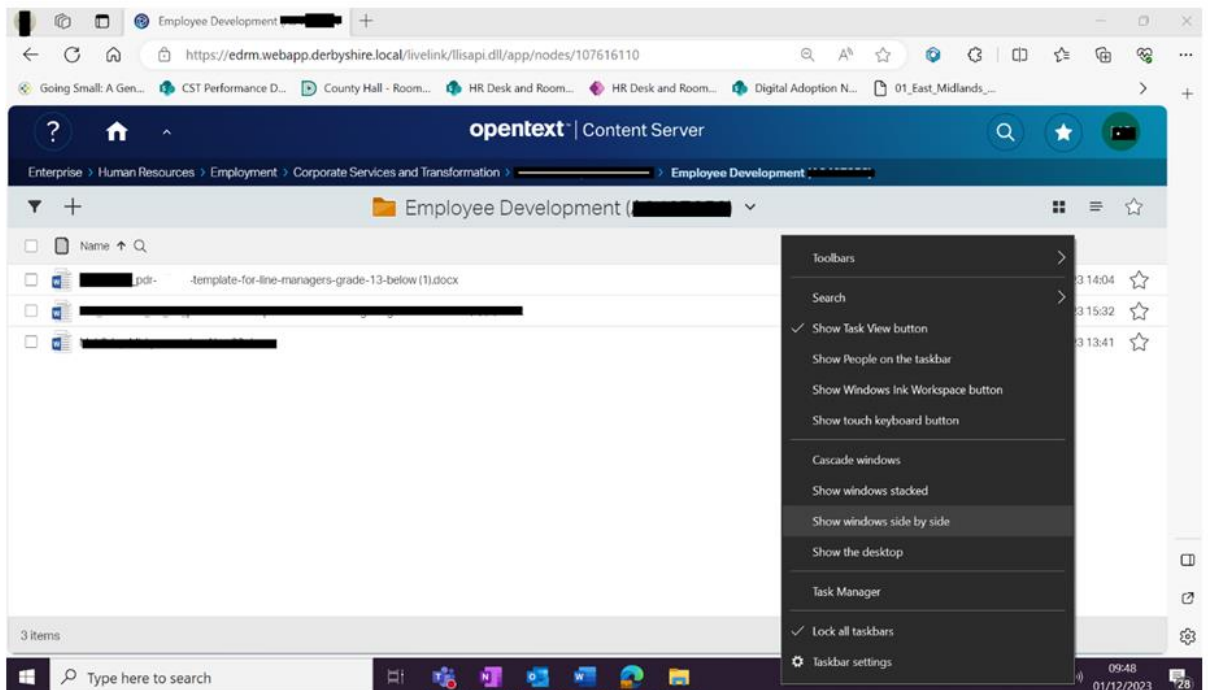


11. The 'Employee Development' file is where the completed PDR template will be saved. Select Employee Development to open the folder.

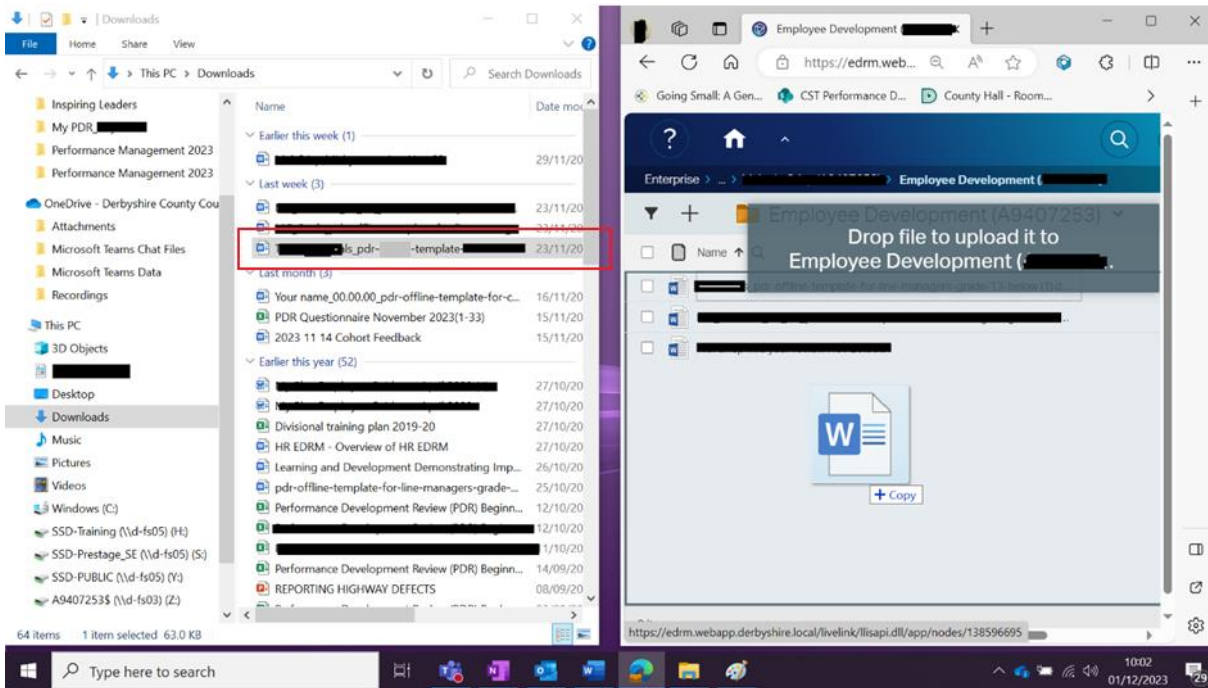


12. To prepare your display, ready to drag and drop the newest and downloaded version of the PDR Word template into the folder, minimise all windows other than the 'Downloads' and 'Employee Development' folders.

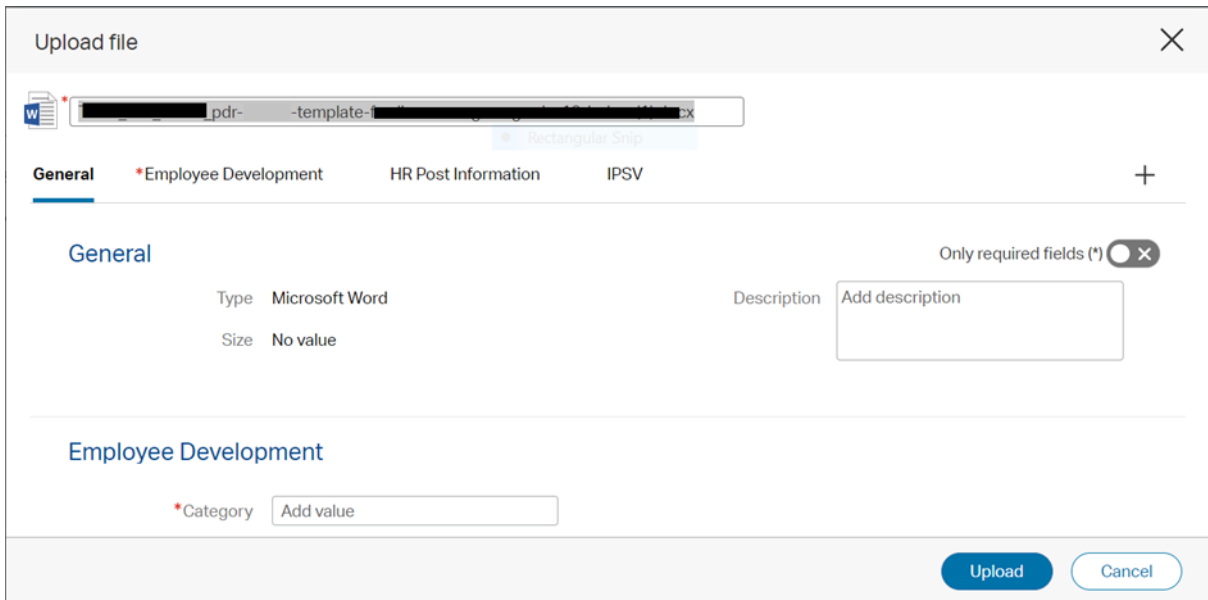
13. Right click the taskbar at the very bottom of the display. Select 'Show windows side by side'.



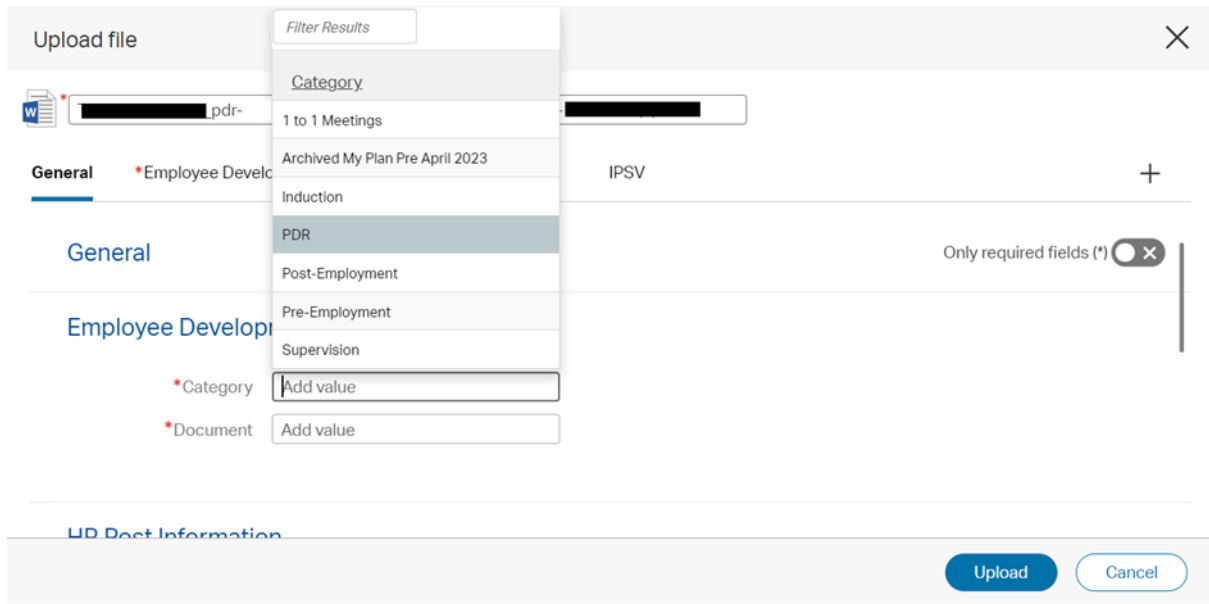
14. Click and hold the renamed PDR template and drag and drop into the 'Employee Development' folder.



15. Maximise the 'Employee Development' screen.

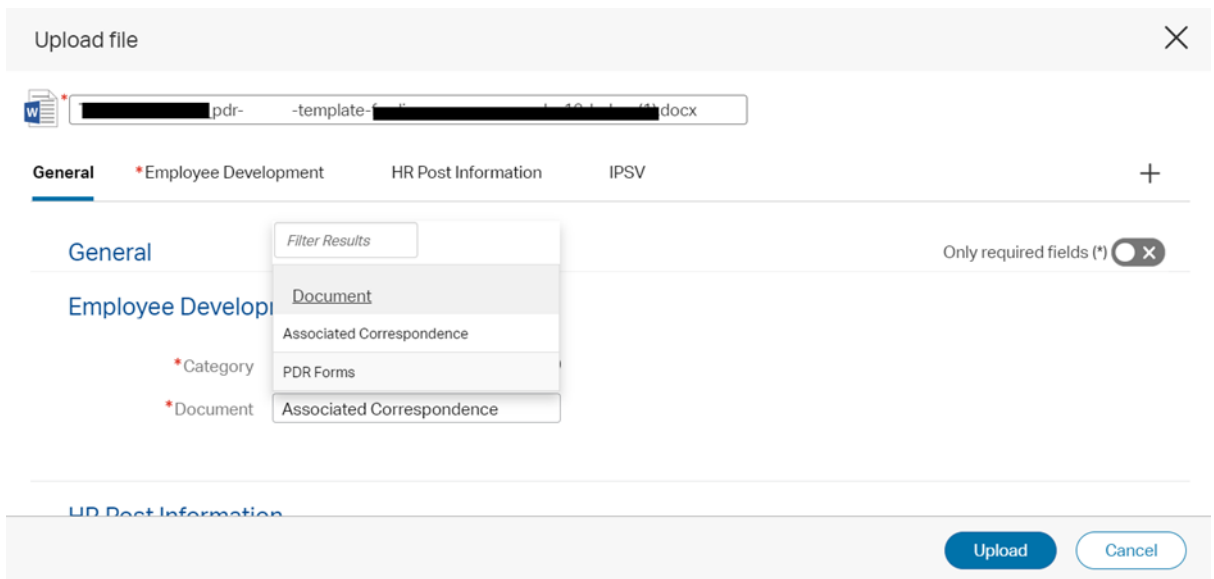


16. Using the right hand-side scroll bar, scroll down, and click into the 'Category' selection box and select 'PDR'.



17. Click in the 'Document' selection box and select 'PDR Forms'. The category 'PDR Forms' is where each performance development review meeting, including the beginning, mid and year-end reviews will be captured and saved. 'Associated Correspondence' could relate to any associated PDR documentation e.g. emails.

18. Select 'Upload' on the bottom right of the window.

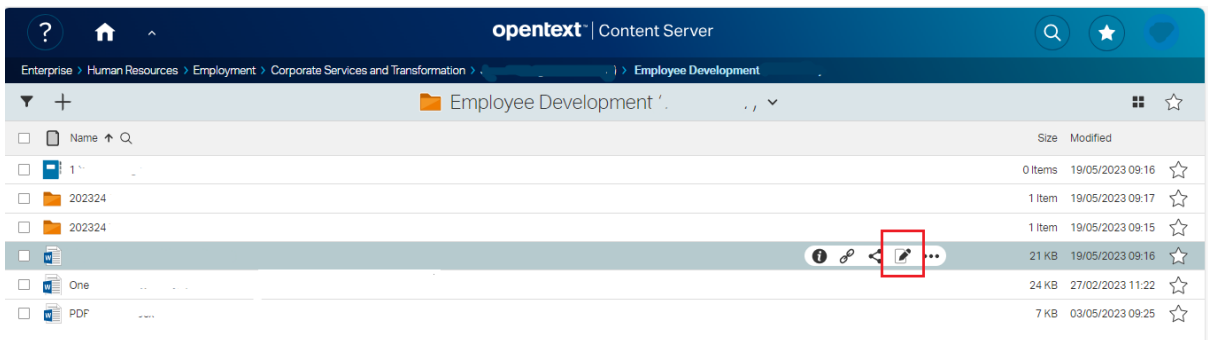


19. An 'Uploading item' progress bar appears.

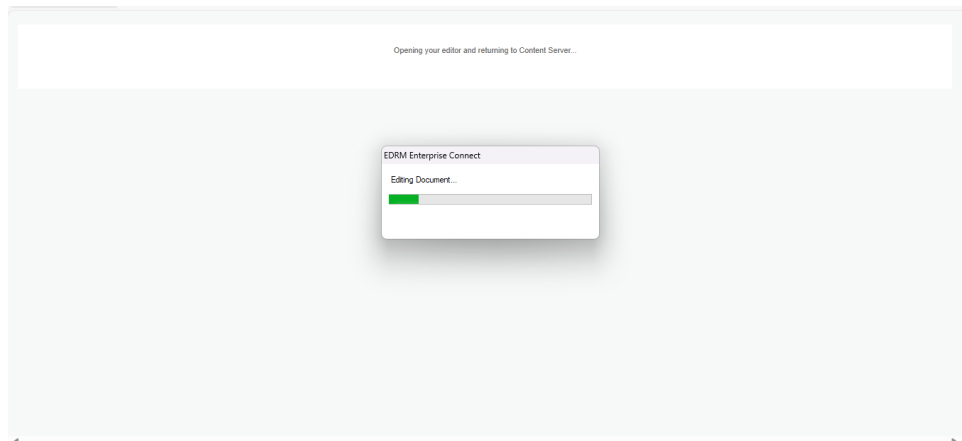


20. The 'Employee Development' folder now has the PDR template, ready to capture and edit.

How to edit a document already created



1. Select the pen icon by the document to be amended.



2. The document will open.
3. Once editing is complete, save the document.

