

P&DR

Did you know that P&DR and Reward and Recognition (R&R) have now been linked? There is now automatic consideration of those who make an “**exceptional contribution**” for a one-off R&R payment.



INSTITUTE OF CANCER SCIENCES

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INSTITUTE OF CANCER SCIENCES P&DR

Information on how to get the most out of Performance & Development review for staff within the Institute of Cancer Sciences



WORLD
CHANGING
GLASGOW



WHAT IS PDR?

Performance Development Review provides dedicated time between staff and their line manager/reviewer to carry out a structured conversation comprising:

- Performance Review
- Setting of objectives
- Planning for professional and career development

It occurs annually, usually over the summer months.

WHY IS IT USEFUL TO ME?

PDR provides an opportunity to reflect on your progress over the year and plan for relevant career development. All feedback is intended to be constructive and help you to get the most out of your job. It can also be a good time to discuss possible changes to your role or further training or opportunities you would like to be given.

HOW IS MY PERFORMANCE ASSESSED?

Step 1: You will be asked to fill out an online self assessment form that summarises how you think you have done in your job that year and highlights any key areas for discussion. If you have done PDR before you will review how far you have progressed with last years agreed objectives.

The exact layout and content of the online form depends on your job family and reflects the roles expected of you.

Step 2: once the form is complete, it will go to your assessor who will read and reflect on it and then arrange a one to one PDR meeting with you.

Step 3: At the meeting you will receive feedback on your performance over the last year and jointly agree objectives for the year ahead.

Step 4: Your assessor will assign a performance rating and discuss this with you – the options available are: Exceptional Contribution, Strong Contribution, Inconsistent Performance or Improved Performance Required. You will then need to electronically sign the form.

Step 5: Throughout the year you should regularly review your progress against these objectives and update as needed.

FIND OUT MORE

You can find out more on the University Human Resources webpages including online tutorials and an overview of the process:

<https://www.gla.ac.uk/myglasgow/humanresources/all/pay/pdr>

REVIEWEE GUIDANCE:

<https://www.gla.ac.uk/myglasgow/humanresources/all/pay/pdr/revieweeguidance>

REVIEWER GUIDANCE:

<https://www.gla.ac.uk/myglasgow/humanresources/all/pay/pdr/reviewerguidance>

OTHER BENEFITS OF PDR

- It is useful to take a step back from your busy day-to-day job to reflect on your overall life plan and career trajectory.
- It was developed in response to requests from employees for more feedback on what they were doing well and where they could improve – it is better to know, than be in the dark!
- It can help gauge progress towards promotion or timing of applications for more senior roles and help identify any extra activities that might be needed for these.
- It is now linked to reward and recognition payments!