

### The Process



### Log On

<http://hrweb.mit.edu/performance/pdr>

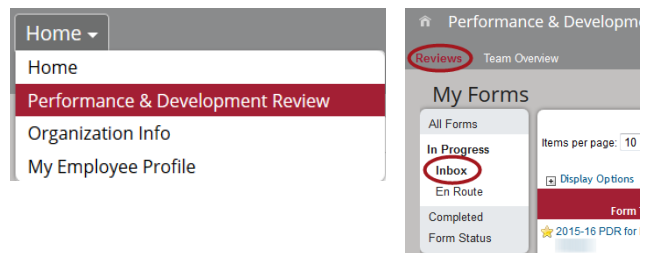
**PERFORMANCE & DEVELOPMENT REVIEW** →

### Open Form

From main navigation menu (upper left), **navigate:**

**Performance and Development Review → Inbox**

**→ 201x-1x PDR for *Employee Name***

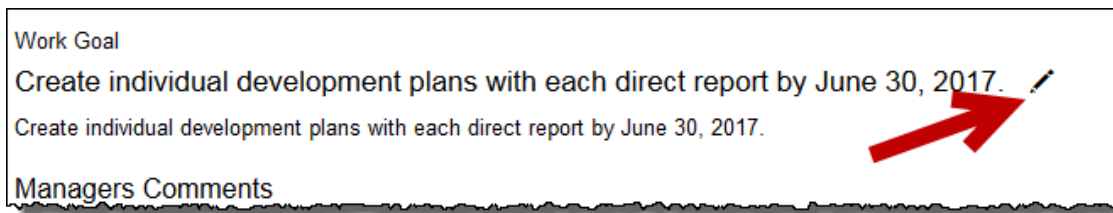


### Add, Edit and Comment on Work Goals and Development Goals

Update goals, if needed –

To add: Click **“Add Goal”** at upper right of section instructions. Then **click Write a Goal** in the pop up box.

To edit: **Click pencil icon**



Click **“Save Changes.”**

**Caution:** Be sure to click the appropriate **“Add Goal”** button at the **\*top\*** of the section you're currently working in – either Work Goals or Development Goals. Otherwise, you could accidentally create a Development Goal when you intended a Work Goal.

### Add additional accomplishments and additional development activities

Add accomplishments and activities not included in Work Goals or Development Goals.

### Edit and comment on Specific Job Knowledge & Skills

Edit **Specific Job Knowledge & Skills** if they've changed. Enter comments about performance on job knowledge and skills.

## To Save Mid-Year Update Form, but not end Mid-Year Update Step

Click “Save and Close” at bottom of form. (No email notifications at this point; communicate outside system.)

Cancel

Save and Close

Either employee or manager can open form next at any time to edit entries (just not both at same time). Repeat as needed.

Employee & manager **meet**. After conversation(s), either can enter any final updates.

## To End Mid-Year Update Step (Can only be accomplished by Manager)

Manager clicks “Mid-Year Finished” at bottom of form.

Cancel

Save and Close

Mid-Year Finished

On next screen, Manager

1. can add note to employee (optional) which will be sent to the employee via email notification
2. clicks “Mid-Year Finished” again (required).

**Caution:** If second “Mid-Year Finished” button is not clicked, form does not move on from Mid-Year step.

Back to: Inbox  
2016-17 PDR for Tammy Test

Route Map

Assessment

Signature

1 - Goal Setting | 2 - Mid-Year Updates | 3 - Self Assessment | 4 - Mgr Assess, Calibrate & Finalize | 5 - Acknowled

Due 01/31/2017

Mid-Year Finished

You're about to send this form to the next person(s) specified in the workflow.

Forward Form to Tammy Test

Comments by Mike MacDonald  
Hi Tammy, I feel we had a great check-in. I am closing out your Mid-Year Update step so you will be able to prepare your Year End Self-Assessment.

Comments provided here will be included in email notification(s).

Mid-Year Finished

Send notification to the employee that mid-year updates are finished and the form is ready for the year-end review. Add a message above (optional).

Cancel & Return to Form

The form is now only available to employee for the Self-Assessment step, which can be scheduled in the future. If the manager needs edit access to their employee’s form, reach out to the [local PDR Contact](#). The goal-setting and mid-year update process is now complete. No further action needed until the Year-End Review.

For more information, visit the [PDR Knowledge Base](#)