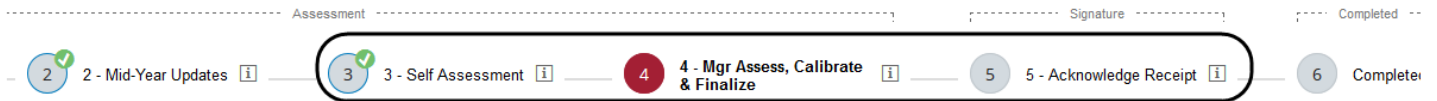


### The Process



### Log On

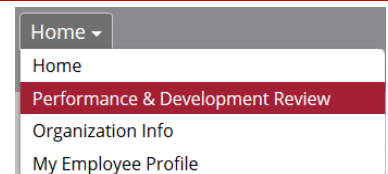
<http://hrweb.mit.edu/performance/pdr>

**PERFORMANCE & DEVELOPMENT REVIEW** →

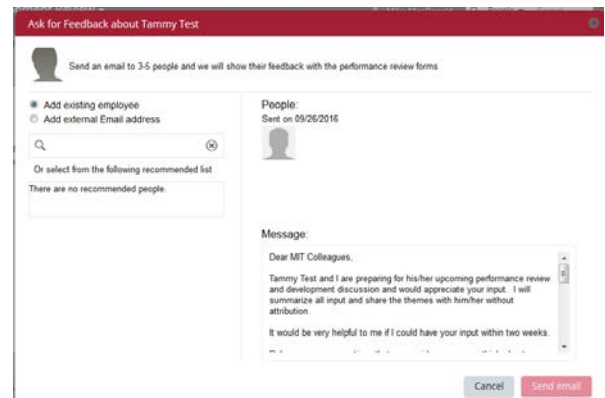
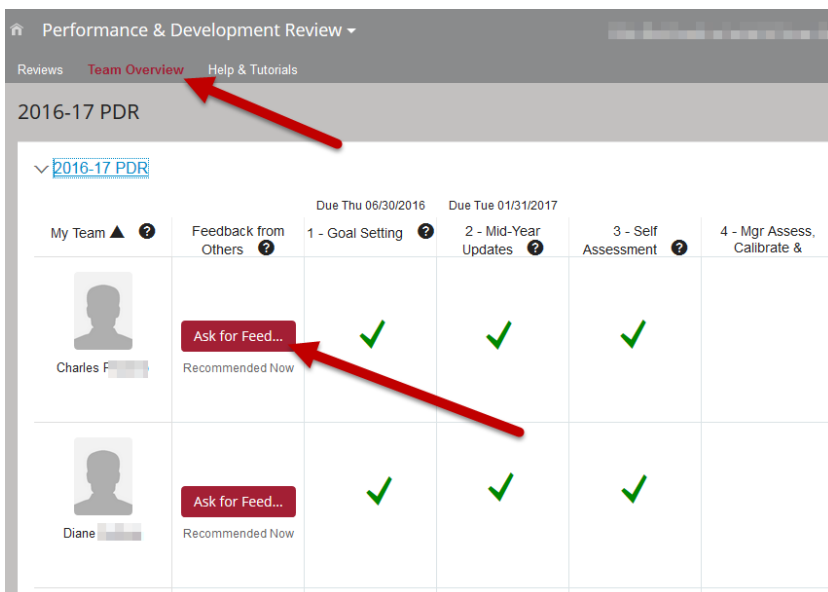
### Using “Ask for Feedback” feature

“Ask for Feedback” will allow manager to send an email to any email address. The best time to use this is while the employee performs their Self-Assessment. The manager can customize the email message. (Note: The email will be sent from “SYSTEM, system@successfactors.com”)

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

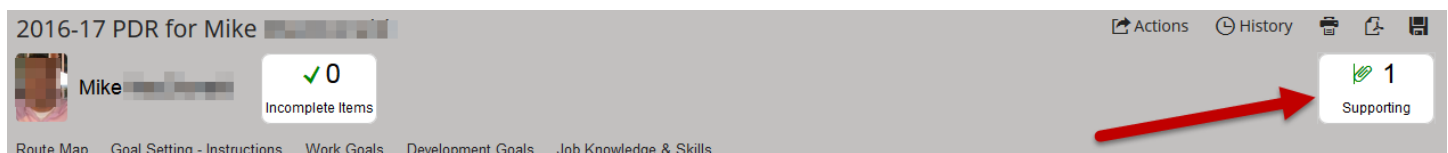


**Performance and Development Review → Team Overview → Ask for Feedback**



Replies to the email will be automatically appended to the manager’s view of the employee’s PDR form in the “Supporting” tile. The feedback will remain attached to the employee’s PM form and cannot be edited or deleted.

**The employee will not be able see the feedback in their view of the form.**



## Write Assessment

**Note: Employee Assessment must be finished before Manager Assessment can begin.** When you receive email notification that employee has completed self-assessment, Navigate

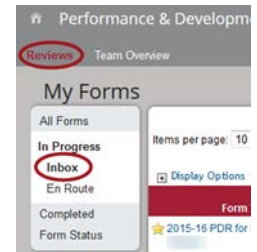
**Performance and Development Review → Inbox → 201x-1x PDR for Employee Name or Team Overview**

**Rate and Comment: Work and Development Goals, Job Knowledge & Skills, Competencies\***

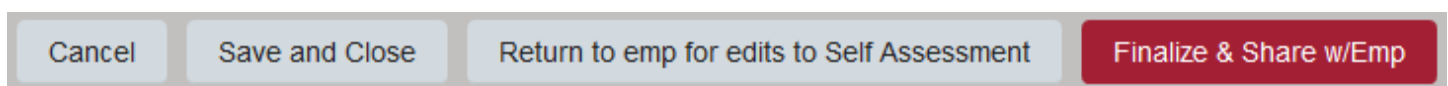
\*Click on **“Writing Assistant”** in the competency for help with review language. (This is optional)

**Add Comment: Additional Accomplishments and Additional Development Activities**

**Choose Overall Rating and add Brief Summary of Overall Performance**



## Form Options

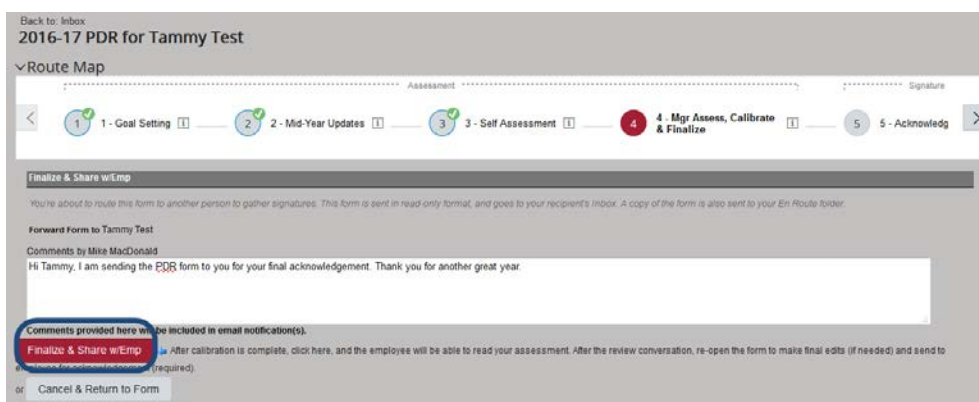


- To save form but not send to anyone: Click **“Save and Close”**
- To send back to Self-Assessment step to allow employee to make changes to form: Click **“Return to emp for edits to Self Assessment”**
- To end Manager Assessment step: Click **“Finalize & Share w/Emp”** Do not click Finalize and Share w/Emp until after the overall rating is finalized in the calibration process. Until then, click Save and Close. After calibration, return to the form and enter any resulting changes in the assessment, and/or overall rating. When you are ready for your employee to see their overall rating, click Finalize and Share w/Emp.

On next screen, Manager

1. can add note (optional) to the employee email notification.
2. clicks **“Finalize & Share w/Emp”** again (required). An email notification is sent to the employee.

**Caution:** If second **“Finalize & Share w/Emp”** button is not clicked, form does not move on from the Manager Assessment step.



The form is now only available to the employee for the **Acknowledge Receipt** step. If the manager needs edit access to their employee’s form, reach out to the [local PDR Contact](#). Remind your employee to acknowledge receipt. You will receive an email notification once this is done.

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

PDR Quick Card - Year End Assessment for Managers.docx (for Managers)