PDR Admin Responsibilities

- Provide first-line support to users in area, escalating to Help Desk or HRIS (pdr-tech@mit.edu) as needed
- Run reports on the status of all forms in area
  - Remind people to complete their forms
- “Route” forms forward or back a step as needed (e.g., if someone pushed a button by accident)
- Inform HRIS (pdr-tech@mit.edu) of changes to reporting relationships

PDR Lead Responsibilities

- Held by local HR staff or top administrative person
- Functions include everything in the PDR Admin role, plus the following
  - Keep Senior Leader informed and involved
  - Determine local deadlines and process details
  - Communicate with local PDR users
  - View individuals’ forms, goals, and managers’ summaries by running additional reports
  - Manage change, e.g., around ratings and calibration
  - Share best practices with one another
  - Ensure that data is ready for EVPT’s Compensation Reporting Tool

Contact PDR-Tech@mit.edu for assistance