

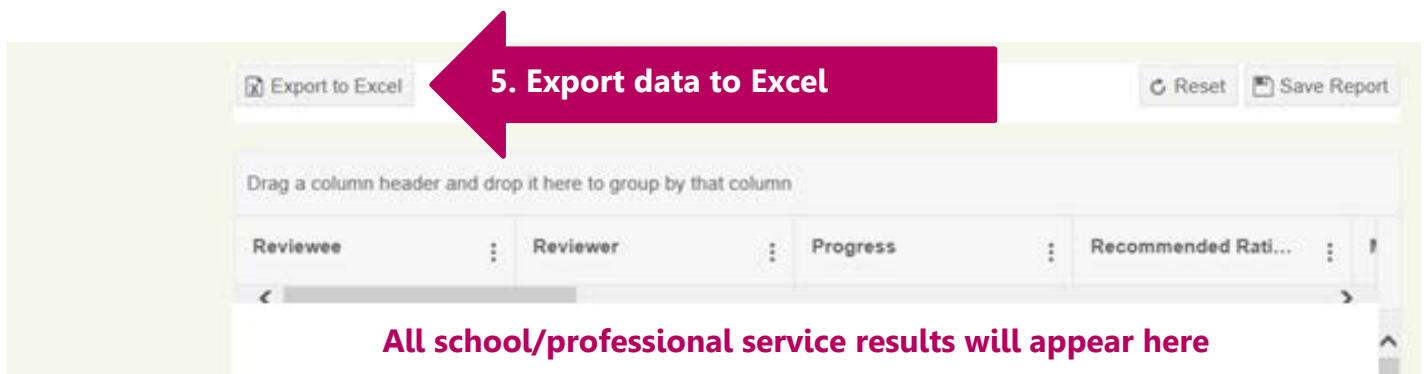
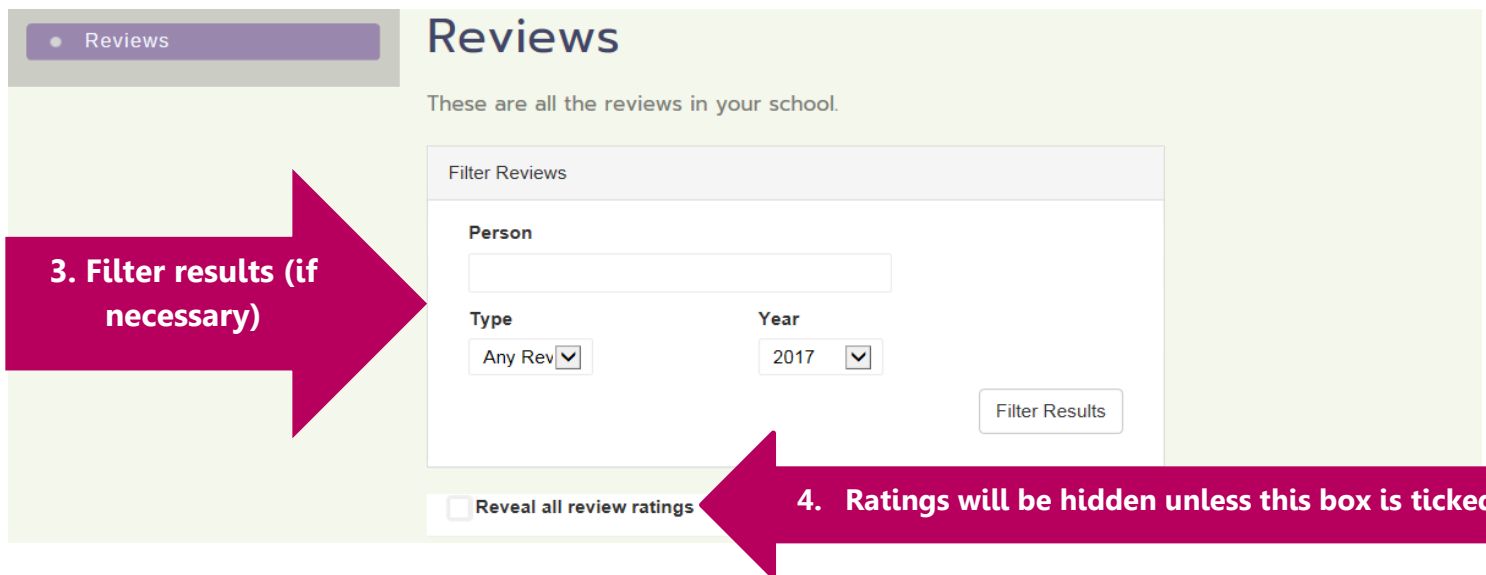
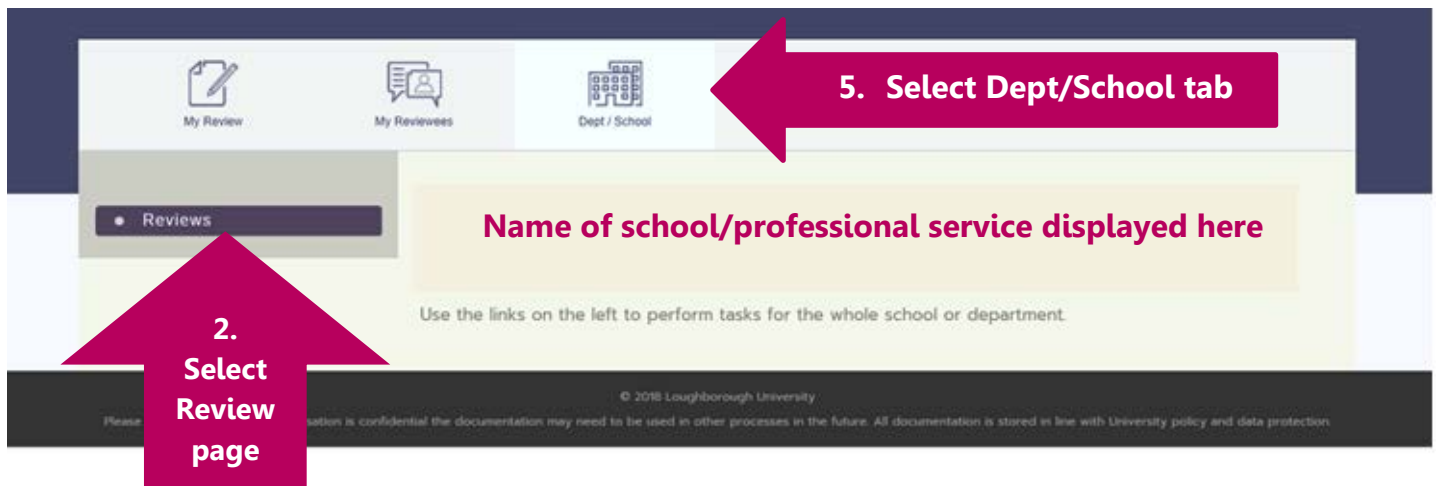
1. Assigning 'Senior Reviewers' on the PDR Online System

All SRG members **must** be assigned this level of access by the Dean or Director of Service. This ensures that their results **do not** appear in the summary report for other SRG members to see. (Please note, only those with 'senior moderator' access can action this on the PDR online system.)

The screenshot displays the PDR Online System interface. At the top, there are three tabs: 'My Review', 'My Reviewees', and 'Dept / School'. A red arrow points to the 'Dept / School' tab with the text '1. Select dept/school tab'. On the left sidebar, there is a menu with options: 'Reviews', 'Assign Reviewers', 'Review Exemptions', 'Assign Roles', and 'Reporting'. A red arrow points to the 'Assign Roles' option with the text '2. Select assign roles'. The main content area shows the 'Add a New Member' form. It has a title 'Add a New Member' and a subtitle 'Add someone to a role'. There are two input fields: 'Person' and 'Role'. A red arrow points to the 'Person' field with the text '3. Input name of SRG member'. Below the 'Role' field, there is a dropdown menu with three options: 'Administrator', 'Senior Moderator', and 'Senior Reviewer'. A red arrow points to the 'Senior Reviewer' option with the text '4. Select Senior Reviewer'. There is also an 'Add to Role' button on the right side of the form.

2. Extracting Summary Data from the Online System

Anyone with 'senior reviewer' access on the PDR online system will be able to extract this data by following these steps: *(please note those with 'moderator' access will be able to see all results, including those of the SRG members)*. It is recommended that all members of the Senior Reviewer Group should extract and familiarise themselves with the data for their school/professional service.



3. Moderating Ratings on the PDR Online System

After the SRG meeting those with 'senior moderator' access will be able to moderate ratings where applicable.

Where ratings are moderated this **must** be discussed with the individuals involved, before it is updated on the PDR online system.

Initial

- Guidance
- Personal Details

Preparation

- Review of Past Year
- Training and Development
- Overall Comments

Meeting Record

- Setting Objectives
- Reviewer's Comments
- PDR

Moderation

- Comments

Comments

Moderated Performance Rating

[Dropdown menu]

Comments

Please enter any comments you have relating to the performance rating.

Format [B I U] (inherited size) [List icons]

1. Select comments page

2. Select moderated rating, as agreed in SRG

3. Input rationale for moderation

Release to Reviewee

Please check the box below to indicate that you are happy to release the moderated rating and comments to your reviewee.

I confirm that I have spoken to the Reviewee about their moderated rating and I am happy for the Reviewee to be able to view their rating within the system

4. Check the box above and sign off. Once this is done the reviewee will be able to view the moderated rating

Sign off [Moderator Sign off]