

PDR 2019 to 2020: Supporting Information

Section 1: Eligibility

1. Who is eligible to complete a PDR review (exemptions)?

For the 2019-20 PDR round, only participants on ECDP and all those based in UoG Singapore are required to complete the process.

The following categories are only eligible to **set objectives only**:

- Individuals who started on or after 1 January 2020;
- Individuals who increased their hours from 0.2FTE after 1 January 2020

Section 2: Assessment

1. How will I be assessed if I have only been here for part of the PDR year – e.g. those on maternity/parental/long term sick leave?

Your final rating should be assessed as though you would have maintained the same performance level if you had been here for the full period. Objectives should be pro-rated to take into account that you have been here for only part of the year.

2. What happens if I am promoted to a new grade during the assessment period?

You will still need to complete a performance assessment unless as a result of your promotion you will no longer be a participant in ECDP.

3. What happens if I change line manager during or after the assessment period?

Both your current and previous line manager should agree your overall performance rating.

4. What happens if my line manager is unable to complete my assessment?

If they are on long-term sick and therefore unable to complete this, their line manager will take over this responsibility.

5. Who will complete my assessment if my line manager has left?

Ideally your line manager should provide your new line manager or HR with an indicative rating prior to leaving. As this is not always possible, the next level up will be responsible for providing you with your rating.

6. What if I don't agree with my final assessment?

You should raise this with your line manager in order to understand their rationale and thereafter your local HR team will be able to advise.

Section 5: Timetable

1. What is the timetable for completion?

The PDR process timeline is as follows:

Staff Group	PDR Cycle	Online PDR forms available
All eligible staff	1 July 2019 – 30 June 2020	1 August 2020 – 31 October 2020

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