Manager's access instructions to online CDRs (and PDRs)
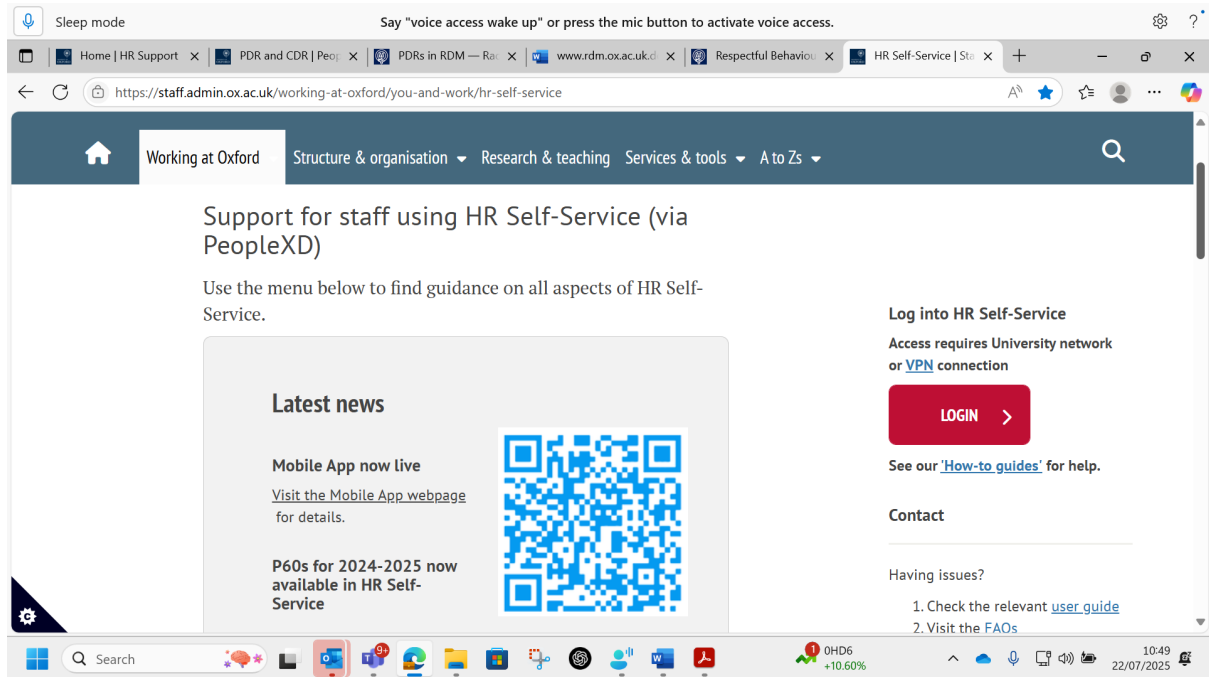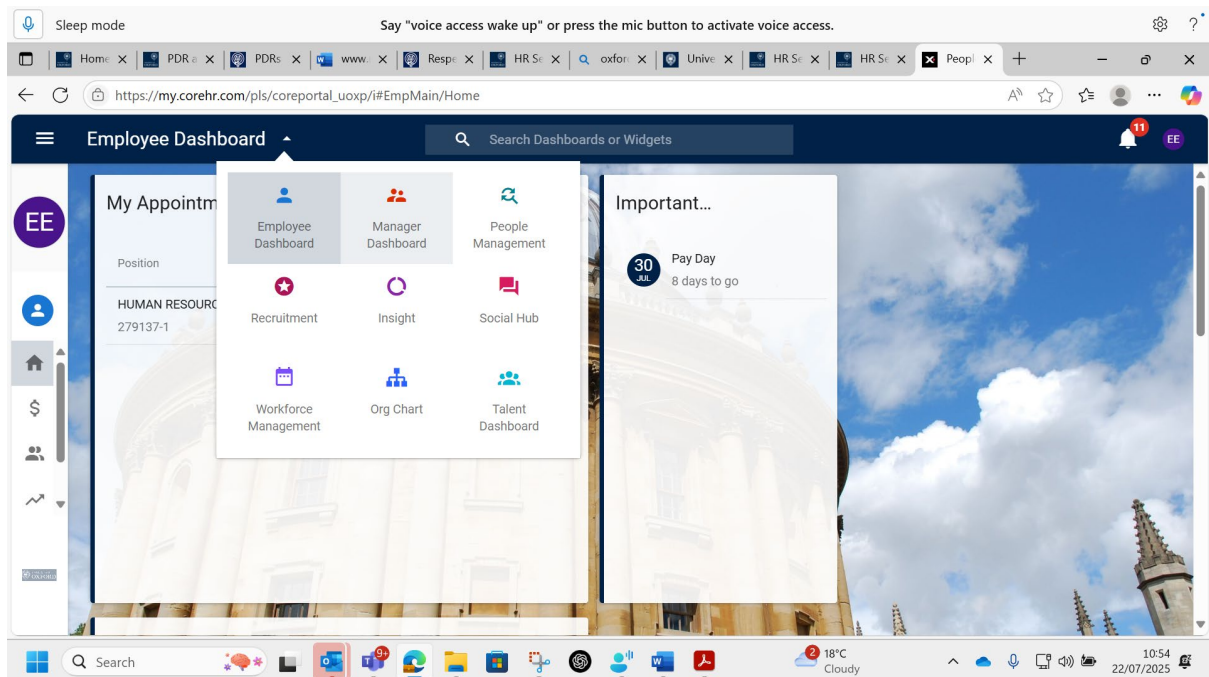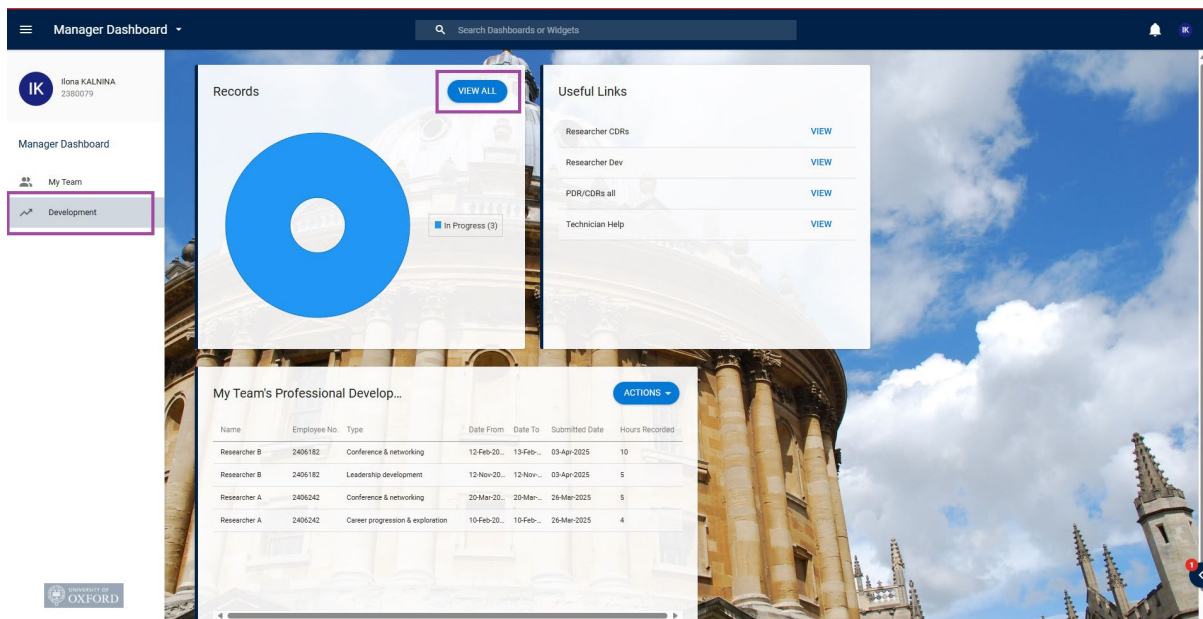
1) Click here: HR Self-Service | Staff Gateway (via the University website)
2) Right hand side of page, click red button 'LOGIN' to Log into HR Self-Service – ensuring you connect via University network or VPN


3) From Employee Dashboard drop down select Manager dashboard

4) On left hand bar chose arrow (my Development) and under 'Records' widget click on 'VIEW ALL'

5) The Dashboard shows all reviews assigned to you as a Reviewer, as well as the status on the completion (Awaiting Employee Action, Awaiting Manager Action or Complete). Click on three dots on the right end to Launch the review
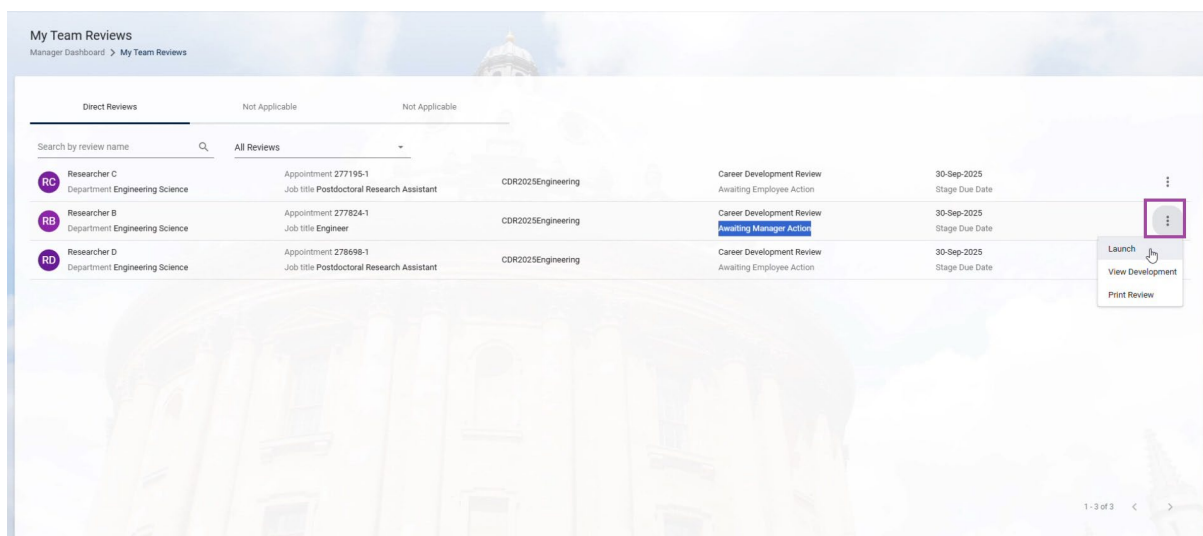
6) Work through the questions with the individual – clicking through the sections on the left to move between them

CDR2025Engineering (Researcher B - 277824-1)
Manager Dashboard > My Team Reviews > CDR2025Engineering (Researcher B - 277824-1)

CAREER DEVELOPMENT REVIEW (30-SEP...

Current Role

Career Goals

Professional Development

Further Comments

Sign Off

Go through each section to view questions

Sign off when all completed. Please save half way through.

Current Role

1. What is working well for you in your current role? - (Question 1 of 2)

Please reflect on your previous years achievements, progress and job satisfaction. Are you better at collecting or analysing your data? Writing an academic article or another output to have impact? Enjoying your first experience of supervising a junior researcher? Are you strengthening your professional network? Or working towards an independent Research Project?

Researcher B

Comments

I love my role

Liona KALNINA

Comments

Reviewer's comments go here

7) When the individual has signed off, you need to click sign off