**Faculty of Biology, Medicine and Health**

**Interim P&DR Process for PSS staff 2018**

**Background**

The Faculty was due to move to the University online P&DR system in May 2018. However the system is not available to use as had originally been planned. Therefore the following interim arrangements have been put in place.

* PSS staff will have a P&DR in the period May – July 2018
* Your line manager will confirm the name of your reviewer to you.
* Your reviewer will contact you to arrange the P&DR meeting
* The P&DR form can be accessed at (<http://www.staffnet.manchester.ac.uk/bmh/pss-activities/hr-activities/pdr-pes-contribution-mapping/> )
* The P&DR form replicates the content of the online form.
* Please download a copy of the form, complete the relevant sections as indicated on the form, and then submit, via email, to your reviewer at least 1 week in advance of the P&DR
* Following the P&DR meeting your reviewer will complete the rest of the form and send a copy to you and keep a copy for themselves
* Additional guidance about the University P&DR process can be found at [P&DR FAQ's for Reviewees](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=28531) - please note that certain sections of this guidance will not be applicable as they relate to the online P&DR system
* If you have any queries about the process please contact your line manager in the first instance