

Completing your career and professional development reviews

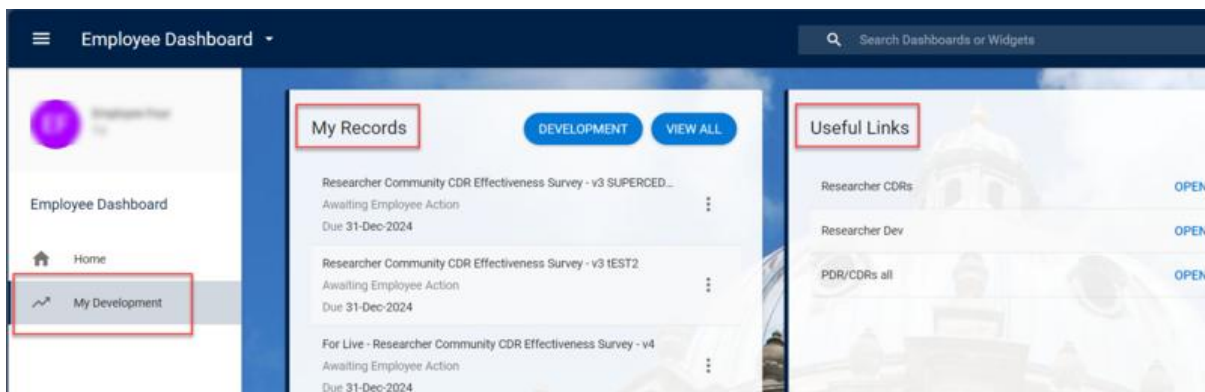
Logging in

IMPORTANT: Before logging in, ensure you are connected to a University network (VPN connection may be required; WiFi alone will not work).

- Log in via the [HR Self-Service landing page on Staff Gateway](#) using your Single Sign-On.

Open a review

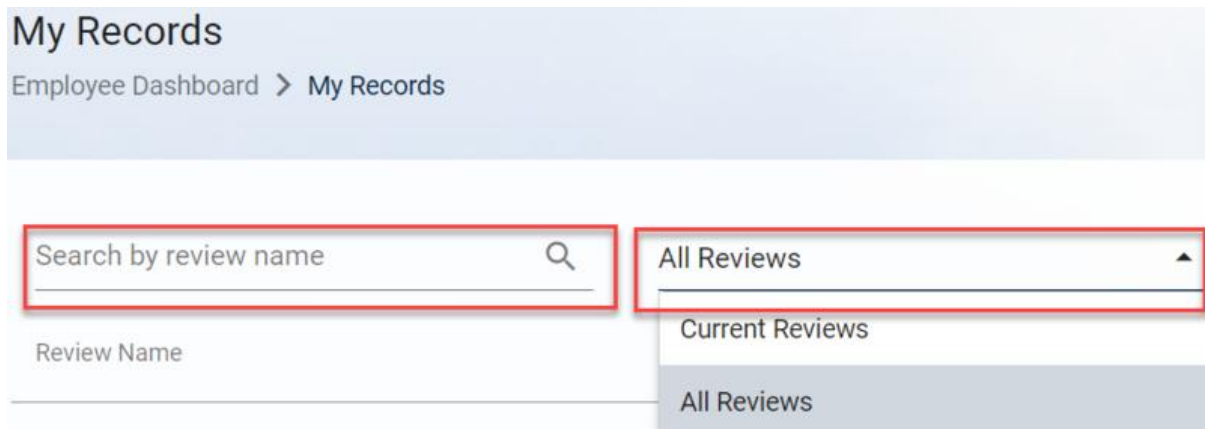
1. Navigate to the **My Development** tab on the left of the screen.
2. Multiple menus will then appear:
 - a. **My Records:** Access reviews assigned to you and record your professional development. (This may say 'My Appraisals' if you are a manager)
 - b. **Useful Links:** Access University resources for the CDR and PDR processes. (This may say 'PartnerLink' if you are a manager)



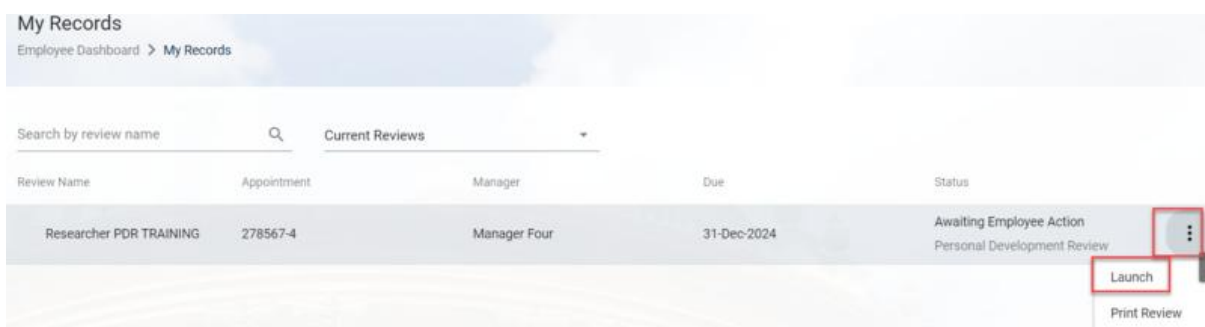
3. To view all assigned reviews, select **VIEW ALL** under **My Records**.



4. To search for reviews:
 - Use the **Search by review name option**. OR
 - Amend the filter from **Current Reviews** to **All Reviews**.



5. Open the review by clicking the ellipsis (**three dots**) next to it and selecting **Launch**.
*Note: There is the option to select **Print Review**, which allows you to generate an off-line PDF copy (if needed).*



Complete a Career Development Review and/ or Professional Development Review:

1. Answer the set of optional questions under the following headings (referring to the guidance for each question as necessary):

Career Development Review

- Current Role
- Career Goals
- Professional Development
- Further Comments

Professional Development Review

- Looking Back
- Looking Forward
- Further Comments

2. If you wish to share any documentation during your review, add links to these within the **Comments** field of the relevant question (eg OneDrive links).
3. Questions are labelled (eg 'Question 1 of 2') to help ensure none are missed.
4. Complete the questions that are separated over the tabs, whilst referring to the guidance above.
5. Click **Save** after completing each section.
6. You can either 'sign off' the review immediately or return to complete it later.

Sign off a review

1. If needed, refer to the '**Open and complete a review**' guidance above to open the review.
2. Navigate to the **Sign Off** tab and select **Sign Off**.
3. Confirm by answering **Yes** to the text prompt.
 - Note: Once signed off, the review cannot be edited. Contact the Reviewer for any changes.
4. Notify the Reviewer manually, as the system does not send an automatic notification or email.
5. Once completed, the review will appear on your **My Development** page and will be sent to the Reviewer for their sign-off.

Review sent back by the Reviewer

If your Reviewer has returned the review for updates, follow these steps:

1. If needed, refer to the 'Opening and completing a review' guidance above to open the review.
2. Navigate to the **Sign Off** tab to view the Reviewer's notes.
3. Make required changes.
4. Click **Save**.
5. Follow instruction to 'sign-off' the review and notify the Reviewer off-system, as no system notification is sent.

Questions or support

If you have any questions, require support, or would like to discuss My Development in more detail or a step-by-step tutorial, please contact HR team via recruitment@nds.ox.ac.uk.