

PDR Process Guidance

Quick tips:

- Make sure you have a stable internet connection and do not refresh the page whilst completing the form.
- The key distinction is:
 - Q21 = Are you ready to share your PDR with your line-manager?
 - Q22 = Has your PDR been discussed, agreed and fully completed?
- **Always click 'Submit' to save your progress.**
- **Click 'Save my response' after the first time you submit the form.**
- Go to 'Filled forms' to find your saved answers.
- Please note that the workflow has been set up to only send messages during normal working hours 9am – 5pm Monday to Friday. Feel free to submit or amend your PDR at any time but any related workflow actions will only be completed during working hours.
- Please be patient with the workflow – it's a big one, so it might need about half an hour to work its magic.
- Contact HR if you have any questions and are unsure how to proceed (personnel@law.ox.ac.uk).

Detailed guidance for completing the form:

1. Complete your PDR

Please work through each section of the form as fully as possible, reflecting on your achievements, objectives, development needs and career aspirations.

You **do not need to answer every question**. Not all questions are mandatory. Our main goal was to make the form as flexible as possible, and collate the two University forms.

You **do not need to complete the form in one go** either. Never close the page/tab until you have saved your progress (see section 2 below).

2. Saving your progress – Q21

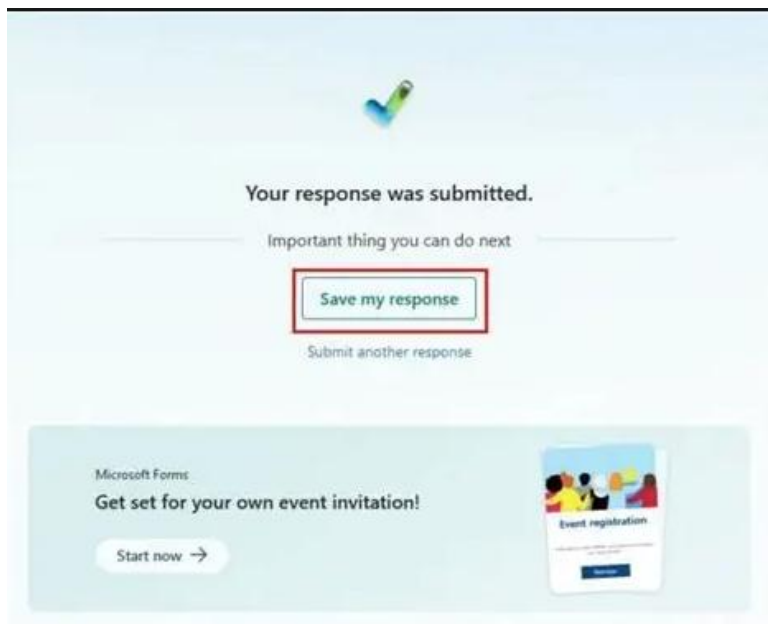
If you are submitting the form simply to **save your progress** and you are not yet ready for your line-manager to review it, select **"No" at Q21. You must still answer the remaining questions and press the 'Submit' button at the end of the form.** Your form will remain editable and **will not be shared with your line-manager**.

You can repeat this process as often as necessary while you work on your PDR. **Make sure to resubmit the form each time it is edited to save your progress.**

September 2026

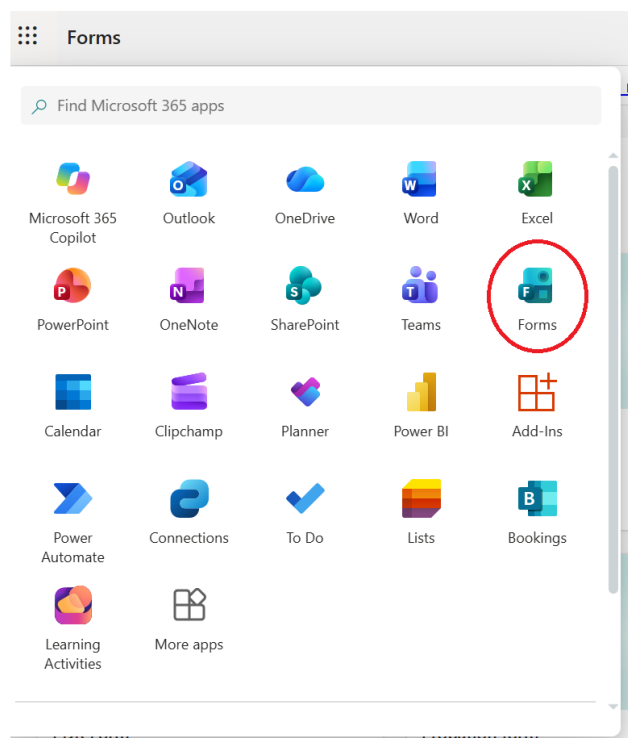
Make sure to click the ‘Save my response’ button after submitting the form for the first time.

You will only be prompted to do this the first time you submit the form. (Screenshot below)

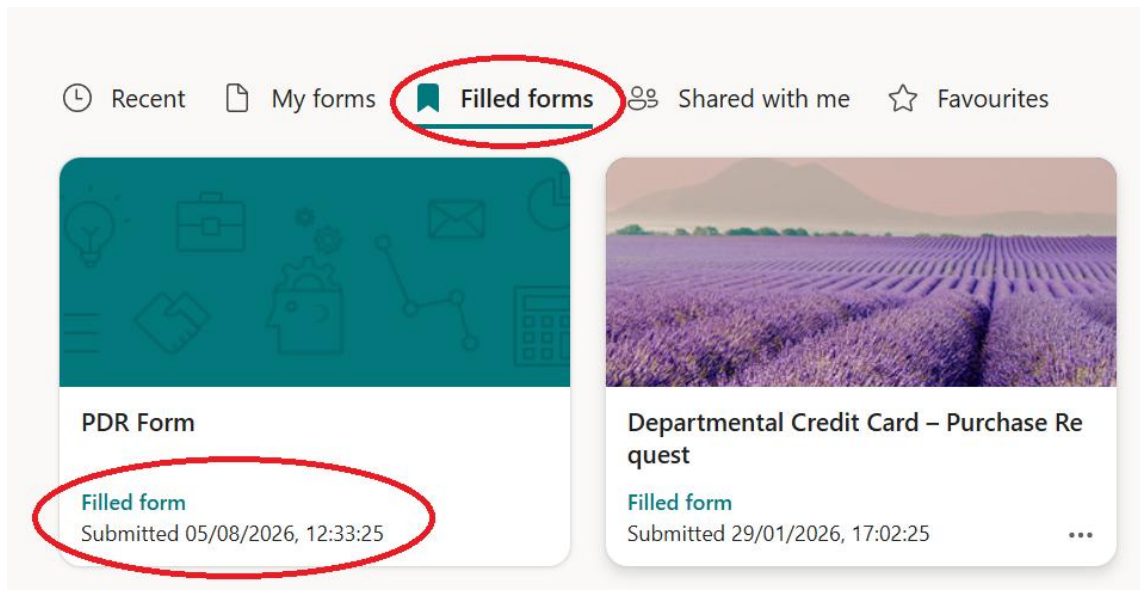


3. Going back to your form

3.1. Go in the Forms App within your browser:



3.2. Click on ‘Forms’, then scroll down a bit and click on ‘Filled forms’ to find the form you want to keep editing – screenshot below:



4. Sharing your PDR with your line-manager ahead of the PDR meeting – Q21

Once you have completed Sections 1–4 and are ready to share them with your line-manager, select **“Yes” at Q21. You must still answer the remaining questions and press the submit button at the end of the form.**

A PDF copy will then be sent automatically to **you and your line-manager**, ready to support your PDR discussion.

Please allow for up to 30 minutes for the workflow to process the PDF copy and the email. **Kindly note that the workflow was set up so that it only works during core working hours** (to avoid emails sent outside core working hours).

5. Finalising your PDR – Q22

Your PDR should be reviewed and finalised with your line-manager as part of your final PDR meeting. Please ensure that your line-manager has filled out their comment section.

Once the discussion has taken place and you and your line-manager have agreed the PDR, select **“Yes” at Q22** to confirm that it is complete.

A final PDF will automatically be sent to **you, your line-manager and HR.**

6. HR Follow-up

If any development and training needs are highlighted in your PDR, HR may follow up with relevant information and links. These will be sent out by email to you and your line-manager. Feel free to get in touch with HR directly for further advice, using personnel@law.ox.ac.uk.