

# Do I need to use the PDR tool for my review?

## Do I need to use the PDR tool for my review?

- MIT's Performance and Development Review (PDR) tool is currently designed for use by the Executive Vice President and Treasurer (EVPT) areas (Audit, Campus Planning, EHS, Facilities, Human Resources, IS&T, MIT Medical, MIT Police, Office of Major Agreements, Office of the EVPT, Sustainability, Treasury & Planning, and VPF) as well as a small number of staff in the Office of Digital Learning.
- Administrative and Support staff within these areas use PDR for goal setting, mid-year updates (optional), and year-end reviews every year.
- For assistance or questions about the process, contact your local PDR contact. See: [Staff available to assist with the PDR tool](#)
- Certain other areas are preparing to begin using PDR soon. If you are wondering whether your organization is among them, contact your local HR administrator.

## Related articles

[Performance and Development Review tool - Help Resources](#)