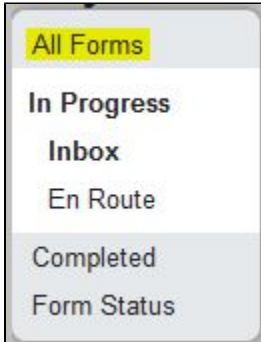


Why can't I find an employee's form to finalize it after our face to face meeting?

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1. Click on **All Forms** on the My Forms page to locate the form in question. (See [How do I locate a particular PDR form?](#))



2. If the form is in the step, "Employee writes self assessment," then you must have clicked the "Send Back" button by mistake, rather than "Save for 1:1 Meeting." To continue the process, you can either ask the employee to go into the form and click **Send to Manager**, or your local PDR Administrator can move the form forward for you.

Related articles

[Why did my PDR form come back to me after I sent it to my manager?](#)