

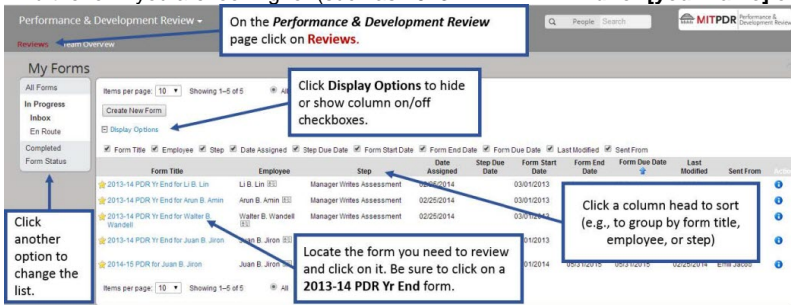
How do I locate a particular PDR form?

How do I locate a particular PDR form?

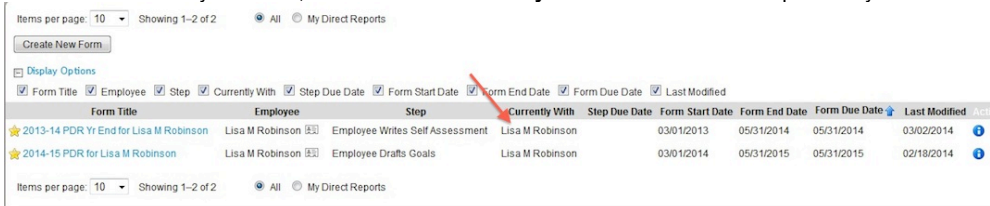
1. After logging in to the PDR tool, click **Home** in the upper left, then choose **Performance and Development Review**



2. Find the form you are looking for (such as **2013-14 PDR Yr End for [your name]** or **2014-15 PDR for [your name]**).



- Only forms awaiting action by you are displayed when **Inbox** is selected. To see other forms, click **All Forms** (or other display filters) in the box on the left.
 - Managers with lots of forms may wish to sort by column.
3. To begin or resume working on a form, click on the **Form Title**.
 4. In folders other than your Inbox, the column for **Currently with** shows who has responsibility for the next action in the PDR process.



Related articles

- Why did my PDR form come back to me after I sent it to my manager?