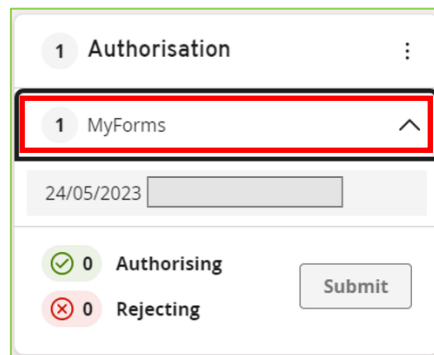


This guide explains how to view and add comments to your staff's Career Development Review Form.

Step 1 – Accessing your employee's CDR Form

Once your staff has submitted their CDR form, you will receive an email notification.

Log in to MyView and go to your dashboard Authorisation widget. You will be able to see the form submitted by your staff. Click on the form and review it.



Step 2 – Entering your comments

Click **Edit** at the bottom of the form to edit any comments made by your staff and to add your own.



Once you are done, click on **Save**.



Then click on the **Authorise** or **Reject** button to submit the form. Your staff will receive a notification and they will be able to see your comments.