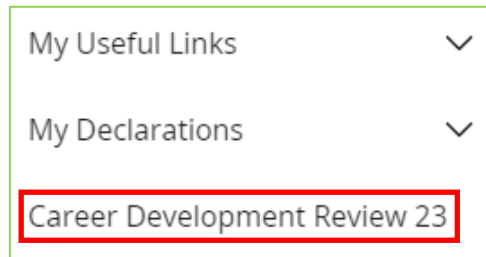# Career Development Review 2023

This guide explains how to complete the Career Development Review and how to check for your manager's comments.

Step 1 – Open the CDR Form

Log in to MyView. On the left hand side menu, click on **Career Development Review 2023**.

Step 2 – Complete the CDR Form

Information/Your Data sections

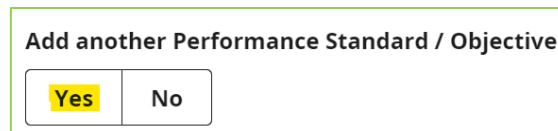Read those sections carefully to understand how to complete the form.

Your form

Which Post are you completing this form for?: If you are in multiple posts, pick the one you are completing the form for, so your CDR form is sent to the right line manager.

Performance Standard / Objective

Answer each box with as much detail as possible.

In order to add more performance standards / objectives, click **Yes** on the following box:

You can include up to 10 performance standards / objectives.

Personal development plan

Answer each box with as much detail as possible.

In order to add more development objectives, click **Yes** on the following box:

Add another development objective?
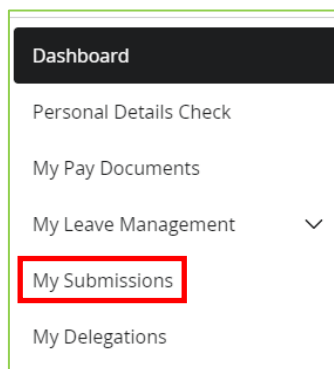
Yes | No

Manager's overall comments on progress

Leave this blank for your line manager to complete.

Step 3 – Saving or submitting the CDR Form

Save/Submission

If you have part-completed the CDR form, you can click on **Save**. Once you are ready to go back to it, click on My Submissions in the MyView left hand side menu.

Click on the title of the form to edit it.

Description	Event	Status	Raised Date ⌄
Career Development Review Scheme (CDR) 2023	MyForms	○ Open	18 May 2023

Once you have completed all fields and are happy to submit the form, click on **Submit/Update**. You will not be able to edit your form once submitted. Your line manager will get a notification that you have submitted your CDR form.

To see your submitted answers, go to My Submissions in the left handside menu of MyView. Click on the title of the form to see your submission.

Step 4 – Seeing your manager's comments

Once your line manager has submitted their comments, you will receive a notification via email. Go to MyView and then the My Submissions tab. Then click on your CDR form to see the comments.