

CDR cycle timeline: PS People Managers

Make sure you have 1-1s in the diary for the year for all your team members.

August

Agree and finalise objectives with your team members in one-to-one meetings. Make sure these are documented on the CDR form and keep a record of these

Sept/October

Discuss progress to date at a 1-1 with your team members. Revise and adjust together objectives as needed

February

Discuss progress at your end of year review meeting, seek feedback from your team and their thoughts on the year

July I

Objectives should be discussed through the year at 121s

July

Make sure your staff have submitted their completed CDR form for the year to the HR system by 31st July and that you have authorised it

August/September

Share the overarching divisional/departmental objectives with your team and discuss team objectives and KPIs as a team

January

Make sure each team member knows which coming 1-1 will be the half-year check in and make sure your team fill in and send you the updated CDR form

June

Put in a longer meeting in the coming weeks to discuss end of year progress and remind the team to send your their completed forms in advance of this meeting

July II

Once you and your staff member have added comments and are happy with the final form, make sure it is submitted on the HR system by 31st July and that you have authorised it