

CDR cycle timeline: PS Staff

Discuss objectives for the new cycle with your line manager

August

Agree and finalise your objectives in a one-to-one with your line manager

Sept/October

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

February II

Discuss progress at your end of year review meeting, give feedback to your manager and share your thoughts on the year

July I

Objectives should be discussed through the year at 121s

July

Wrap up your year by submitting your completed CDR form for the year on the HR system by 31st July

September

Draft your performance and development objectives for the year on the online form and save them so your manager can see them

February I

Complete the half-year section of your form, updating your progress against objectives and share this with your manager

June

Complete your CDR form with your progress against all objectives across the year and save this for your manager to view

July II

Once you and your manager have added comments and are happy with your final form, submit it on the HR system by 31st July