

CDR cycle timeline: PS Staff

Discuss objectives for the new cycle with your line manager

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

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

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

August

Sept/October

February II

July I

Objectives should be discussed through the year at 121s

July

February I

June

July II

September

Wrap up your year by uploading your completed CDR form for the year to the HR system by 31st July

Draft your performance and development objectives for the year on a new CDR form and share them with your manager

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

Complete your CDR form with your progress against all objectives across the year and share this with your manager

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