

## CDR cycle timeline: PS Staff consolidated version

Wrap up your year by submitting your completed CDR form for the year on the HR system by 30th June

June

Agree performance standards for the new cycle with your line manager and agree any desired development plans

August/September

Attend your end of year review meeting, discuss progress, give feedback to your manager and share your thoughts on the year. Complete your form together

June I

Once you and your manager have added comments and are happy with your final form, submit it on the HR system by 30th June

June II

Touch base on performance, development and wellbeing throughout the year