

## NDM Online PDR System hosted by Simitive: Frequently Asked Questions

### **My reviewer is wrong/not listed. How can this be resolved?**

If the reviewer listed on the form is incorrect, please contact [learning.development@ndm.ox.ac.uk](mailto:learning.development@ndm.ox.ac.uk) to discuss further.

### **I'm on probation so when am I eligible for my first PDR?**

Your first PDR will be due 12 months following the completion of your probation. If you would like to request a PDR sooner then Learning & Development can arrange access to Simitive for you and your reviewer, contact [learning.development@ndm.ox.ac.uk](mailto:learning.development@ndm.ox.ac.uk)

### **Is a PDR mandatory?**

They are hugely beneficial to both reviewee and reviewer so are therefore mandatory for all eligible staff. If you are unsure if you are eligible for a PDR in this current cycle, please contact [learning.development@ndm.ox.ac.uk](mailto:learning.development@ndm.ox.ac.uk).

### **I'm a Researcher but I've been allocated a Professional/Support form. What should I do?**

Please email [learning.development@ndm.ox.ac.uk](mailto:learning.development@ndm.ox.ac.uk) who will be able to look into this for you and ensure you have the correct form assigned.

### **My 2021/22 review form is blank in the looking back section. Why is it not pre-populated with details from my 2021 form?**

For this first cycle using Simitive you will need to manually input your previously agreed objectives and training. For future cycles, these will automatically be populated.

### **I've already had my PDR this year, do I need to do it again using simitive?**

If you've had a PDR since 1<sup>st</sup> July 2021 and the paperwork was sent to the Learning & Development team, then they will be able to confirm with you that a further PDR will not be required in this cycle. Contact [learning.development@ndm.ox.ac.uk](mailto:learning.development@ndm.ox.ac.uk) to discuss.

**My reviewer/reviewer can't see my comments** You need to share your comments and answers with your reviewer/reviewee by clicking the 'Share' button in the banner at the top of the form. Once shared, your reviewer/reviewee will be able to see your answers. If this does not solve the issue, please contact [learning.development@ndm.ox.ac.uk](mailto:learning.development@ndm.ox.ac.uk)

### **What happens once I have finalised my PDR form with my reviewer?**

Once you finalise your review, the form will move to the 'View Finalised forms' section of your 'Me' page.

### **What do the review statuses mean?**

There are 4 statuses that are assigned to review forms.

1. **Not started** – the form has not been started by the reviewer or reviewee. If any part of the form is completed, this will change to 'started'.
2. **Started** – An answer has been saved anywhere in the form. Answers will not be shared with the other party unless the 'Share' button has been used.
3. **Shared** – The reviewer/reviewee has shared their answers with the other user.
4. **Completed** – The form is 'signed off' and can no longer be edited.

**I have finalised my 2021/22 PDR form. Where is it?**

Once you have finalised your PDR form you will no longer see it in 'My Reviews' on your 'Me' page. You will need to select 'View finalised reviews' in order to view your finalised 2021/22 form.

**Why can I not sign off my form?**

There may be a number of reasons for this, such as the form not being shared with the reviewer/reviewee. In your form, please check the 'Why can't I sign off yet?' drop down box which will identify the issue.

**I have changed jobs in the past year. Which position does the 2021/22 form relate to?**

The type of Job Role is displayed in the Me page within Simitive. Your 2021/22 form has been allocated on the basis of the type of role you currently occupy, either Academic or Professional/Support. If this needs reviewing, please contact [learning.development@ndm.ox.ac.uk](mailto:learning.development@ndm.ox.ac.uk).

**I have more than one job. Which job is the 2021/22 form for and how have you determined this?**

If you have more than one job in NDM, we have determined a 'main' job and allocated the form on this basis.

**What happens if I change job this year?**

What happens to your PDR form will depend on the nature of the change to your job.

- For position title changes or re-grades, there will be no change to your form.
- If you move to a different job of the same role type (ie Academic or Professional/Support) in the same unit, there will be no change to your form content or status, objectives and development needs should be reviewed to ensure that they are still relevant.
- If you move to a different job of the same role type in a different unit, there will be no change to your allocated form. Your unit will be updated in Simitive and your reviewer will also change. Your new reviewer will consider the objectives and development needs allocated previously and determine if they are still relevant or if new ones are needed.
- If you change role type (ie Academic to Professional/Support role or Professional/Support to Academic) you will be allocated a new form and your old one will be archived.
- If you commence an additional role, we will consider whether the first role or the new one is considered to be your 'main' role. If it is the first role you commenced, there will be no change. If it is the new role, we will act according to the bullet points above.

**Do students need a PDR?**

No students do not need to hold a PDR unless they are also an NDM employee. Only NDM employees will have access to Simitive.

**I am not receiving email notifications.**

To receive email notifications, you need to have logged into Simitive at least once. You can log in here using your SSO <https://ndmpdr.simitive.com/>

If you have any new actions, e.g. a form has been shared with you, you will receive a notification email the following morning. If you were to notify the other user off system, they will be able to log in and see the changes immediately without having to wait for the notification.