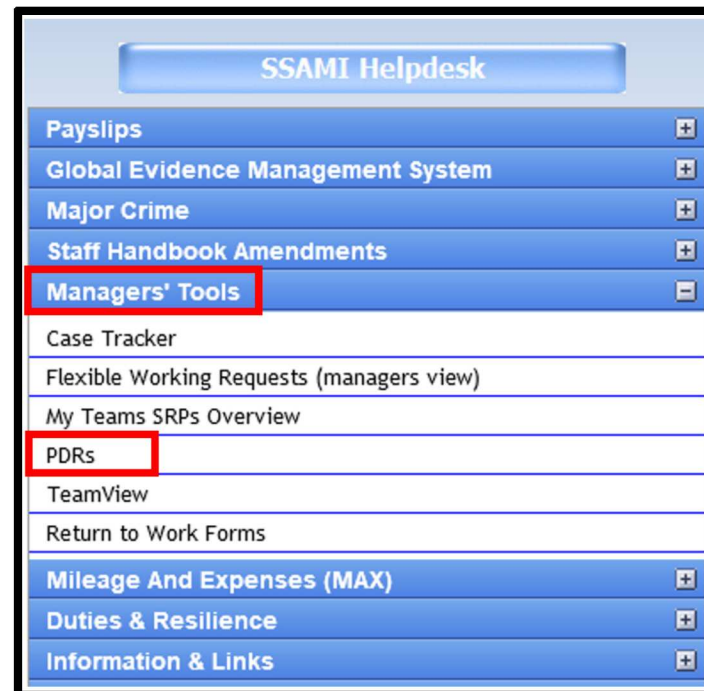
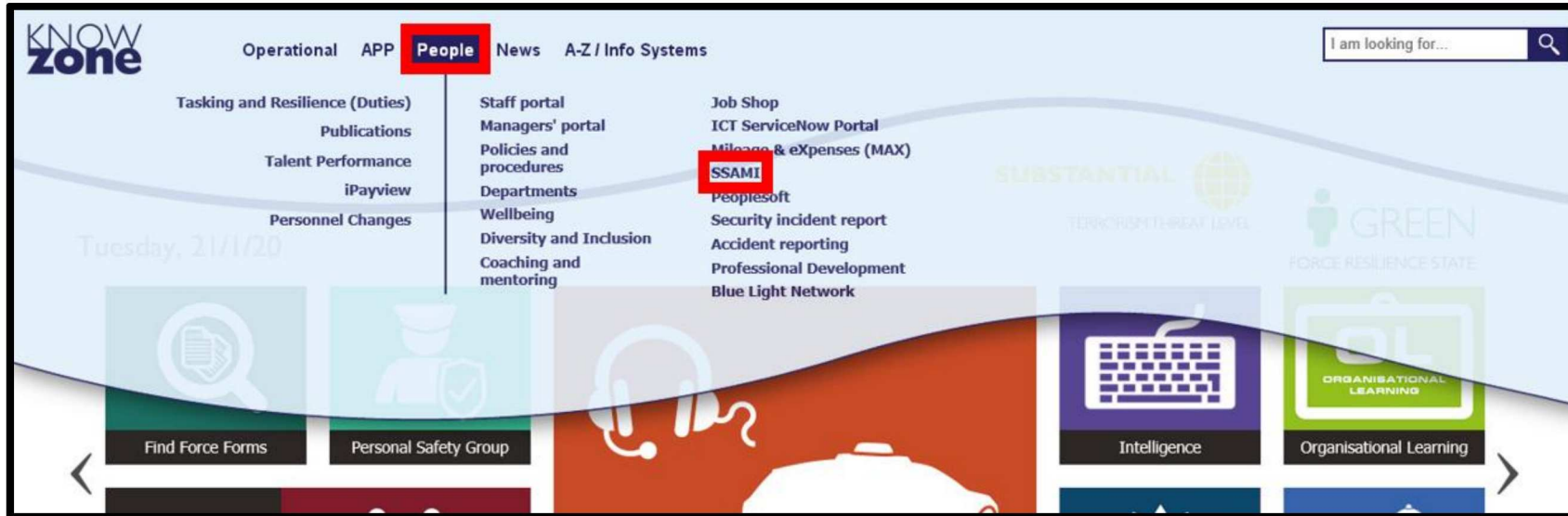


The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the frame, creating a modern, dynamic feel. The central area is a plain, light grayish-white, providing a high-contrast backdrop for the text.

SSAMI PDR

How to access your SSAMI PDR home screen



SSAMI PDR home screen



Click this icon
to return to your
home screen

My PDRs (C2709)	PDR Conversations	End of Year PDRs	Reporting to me for PDR (view only)
Create New	Create New	Create New	
2019/20		Existing <input type="button" value="Open"/>	

Click here to access
your PDR

My PDRs (C2709)	PDR Conversations	End of Year PDRs	Reporting to me for PDR (view only)
Create New	Create New	Create New	
		Existing <input type="button" value="Open"/>	

Click here if you
don't have the
2019/20 button

All officers and staff will complete a 19/20 SSAMI PDR
Most T shoulder numbers do not need a TVP PDR
Some T shoulder numbers will be individually notified by their department to
complete a TVP PDR

How to change your PDR manager



Click this icon
to return to your
home screen

My PDRs (C2709)	PDR Conversations	End of Year PDRs	Reporting to me for PDR (view only)
Create New	Create New	Create New	
2019/20		Existing <input type="button" value="Open"/>	

Edit My PDR

Name	Lisa Coulling	Shoulder Number	C2709
LPA / OCU / Dept	Director of People/People/Leadership & Career	Role	People Advisor (L&PD)
PDR Line Manager	C7976 (Alison Sercombe) <input type="button" value="Change"/>	Reporting Year	2019/20 <input type="button" value="v"/>

Edit PDR Line Manager

Current PDR Line Manager	C7976	
New PDR Line manager	C6093	<input type="button" value="Check"/>
<input type="button" value="Save Changes"/>		

Enter your PDR Line Manager's shoulder number, click check then click select from the pop up box

	Shoulder	Name
<input type="button" value="Select"/>	C6093	Budd,Stephanie Louise
<input type="button" value="Select"/>		
<input type="button" value="Select"/>		

Edit PDR Line Manager

Current PDR Line Manager	C7976	
New PDR Line manager	C6093	<input type="button" value="Check"/>
Budd,Stephanie Louise		
<input type="button" value="Save Changes"/>		

Managers with a T shoulder number can be selected

Your Competency & Values Framework examples



Click this icon
to return to your
home screen

My PDRs (C2709)	PDR Conversations	End of Year PDRs	Reporting to me for PDR (view only)
Create New	Create New	Create New	
2019/20		Existing <input type="button" value="Open"/>	

Competency & Values Framework

This section is designed for you to record the best examples under each heading for you to talk about during the PDR discussion. One example is required under each heading using the CARL mnemonic : Circumstances * Actions * Result * Learning

Resolute, Compassionate & Committed

(Maximum characters: 2000) You have 2000 characters left.

Inclusive, Enabling and Visionary Leadership

(Maximum characters: 2000) You have 2000 characters left.

Intelligent, Creative and Informed Policing

(Maximum characters: 2000) You have 2000 characters left.

For more information on each competency click the

1 good quality example per box required, written in the CARL format
(Circumstances, Actions, Results, Learning)
Evidence from 1st April 2019 can be added
2000 characters max per box
If copying from a draft, paste by pressing 'Ctrl' and 'v' together
(do not use right mouse click)
Remember to save at the bottom when you have finished
This will be locked once your line manager signs off your End of Year

Adding a CPD



Click this icon
to return to your
home screen

My PDRs (C2709)	PDR Conversations	End of Year PDRs	Reporting to me for PDR (view only)
Create New	Create New	Create New	
2019/20		Existing <input type="button" value="Open"/>	

Continuous Professional Development				
<input type="button" value="Add New CPD"/>				
Learning Type	Reason For Learning	Goal	Progress	Application of Learning

New CPD

Learning Type (E-Learning, Courses, Reading etc)

Reason For Learning (Why ?)

Goal (What ?)

Progress (How ?)

Application of Learning (How this has changed your performance)

Example CPD

Max 200 chars

Max 200 chars

Max 200 chars

Max 200 chars

Max 200 chars

Continuous Professional Development				
<input type="button" value="Add New CPD"/>				
Learning Type	Reason For Learning	Goal	Progress	Application of Learning
Example CPD				

To edit and update the CPD, click 

CPD's are created by the individual only

Conversations



Click this icon
to return to your
home screen

Managers should record all one to one conversations they have with their team members using the 'add conversation' option (see slide 10).

Conversations replace the previous mid year review and best practice would be to have a conversation every 4-6 weeks

There are a number of conversation reasons, but many conversations will fall under the category of 'one to one'

Evidence in the free text box should be brief and kept to the relevant points of the discussion

Wellbeing should be discussed but you do not need record any confidential details in the conversation summary

You can have as many PDR Conversation entries as you like relating to the various topics

To avoid any unnecessary loss of data, conversations can't be edited or deleted by the individual or manager once they have been saved

Conversations



Click this icon
to return to your
home screen

Assessment of Promotion Application - for police constables only. This relates to Step One of the National Police Promotion Framework. Is the candidate competent in current rank and can they be supported to take the Sergeants promotion exam.

Business Interests - any information relating to business interests can be added here to refer to for the End of Year sign off

Change of Assessing Officer - to be completed when there is a change of line manager by the outgoing line manager

Objective setting - Objectives / goals are an effective way to measure progress against some key deliverables of our force strategic objectives. Anyone can have objectives which should be agreed between the manager and individual

One to One - An opportunity to reflect and record discussions held, this will be the most used reason

PIP Level One Completion - when this stage of development is complete.

PIP Level Two Completion - When this stage of development is complete.

PIP Level Three Completion - When this stage of development is complete

Poor Performance - Reflection of discussions about formal UPP Process

Practice requiring improvement - to record conversations for Police Conduct Regulations

Progress against Objectives - Reflection of discussions on progress against objectives

Project Work - Any extra projects taken on that sit outside the core role can be discussed here

Reflective Practice - to record conversations for Police Conduct Regulations

Satisfactory Performance Transferees - for police officers who have transferred into TVP and have settled in well

Step 1 NPPF Confirmation - Step 1 of National Police Promotion Framework

Step 4 NPPF Confirmation (WBA) - Step 4 of National Police Promotion Framework

Successful Completion of Trial Period - For police staff who have been at risk and have moved into new roles

Adding conversations to your own PDR



Click this icon to return to your home screen

My PDRs (C2709)	PDR Conversations	End of Year PDRs	Reporting to me for PDR (view only)
Create New	Create New	Create New	
2019/20		Existing <input type="button" value="Open"/>	

Conversations	Add Conversation
---------------	------------------

PDR Conversation

Reason

Assessment of promotion application
Change of Assessing Officer
Objective Setting
One to One
PIP Level One completion
PIP level Three Completion
PIP level Two Completion
Poor Performance
Progress against Objectives
Project Work
Satisfactory performance transferees
Successful completion of trial period.

Details of conversation

(Maximum characters: 2000)

Save

Click the arrow to select the reason from the list

PDR Conversation

Reason

One to One

Details of conversation held.

Conversation details. |

(Maximum characters: 2000) You have 1978 characters left.

Save

You can't edit any conversation once it has been saved. You will need to contact [Personal Development & Leadership](#) to delete it for you

Adding conversations to someone else's PDR



Click this icon
to return to your
home screen

My PDRs (C2709)	PDR Conversations	End of Year PDRs	Reporting to me for PDR (view only)
Create New	Create New	Create New	
2019/20		Existing <input type="button" value="Open"/>	

PDR Conversations

Full Shoulder Number (i.e. P1234)

PDR Conversation

Shoulder Number	<input type="text" value="C8476"/>	Name	<input type="text" value="Jonquil Williams"/>	Reporting Year	<input type="text" value="2019/20"/>	Reason	<div>Assessment of promotion application Change of Assessing Officer Objective Setting One to One PIP Level One completion PIP level Three Completion PIP level Two Completion Poor Performance Practice requiring improvement Progress against Objectives Project Work Reflective Practice Satisfactory performance transferees Step 1 NPPF Confirmation Step 4 NPPF Confirmation (WBA) Successful completion of trial period.</div>
-----------------	------------------------------------	------	---	----------------	--------------------------------------	--------	---

Check name and click back if incorrect

If name is correct, select reason from the list and click continue

Name	Stephanie Budd	Shoulder Number	C6093
LPA / OCU / Dept	Director of People/People/Leadership & Career	PDR Line Manager	Allison Sercombe
Role	Lead Adviser	Reporting Year	2019/20
Reason	Assessment of promotion application	PDR ID#	1360

Summary of conversation.
Wellbeing should be discussed but do not record any confidential details here.

(Maximum characters: 2000) You have characters left.

Remember - conversations can't be edited after saving

End of Year PDR information for Managers



This section will be available from the beginning of February each year
This is for managers to complete, individuals can view it from their My PDR page

My PDRs (C2709) Create New <small>2019/20</small>	PDR Conversations Create New	End of Year PDRs Create New Existing <input type="button" value="v"/> <input type="button" value="Open"/>	Reporting to me for PDR (view only) <small>C8476 Williams, Jonquil</small>
--	--	--	--

Select PDR	<small>Jonquil Williams C8476 (Reporting year - 2019/20) v</small>	<input type="button" value="Continue >>"/>
-------------------	---	--

Click the arrow
and select a
member of your
team

If a member of your team is missing, ask them to add you as their PDR manager on their My PDR page (see slide 4)
If someone is on your list that shouldn't be, ask them to put their correct manager on their My PDR page (see slide 4)

End of Year PDR information for Managers



Click this icon
to return to your
home screen

Name	Jonquil Williams	Shoulder Number	C8476
LPA / OCU / Dept	Director of People/People/Leadership & Career	Role	Performance Advisor (People)
PDR Line Manager	Alison Sercombe	Reporting Year	2019/20
Is CPD Current & Relevant	Yes	Under capability Procedures / UPP?	No

Select the relevant
option from each
drop down

Business Interests	No Business Interests
Eye Sight & Driving License Checked ?	Driving licence and vision checked to be satisfactory for driving force vehicles
Is all mandatory training up to date?	{Please Select from Below}
Are there any changes to your financial status or disclosable associations ?	{Please Select from Below}
WBA Confirmation	N/A
Successful ARC Completion	N/A
Step One - NPPF Confirmation	N/A

This section will only appear for officers

Click on the  for further information

End of Year PDR information for Managers



Click this icon
to return to your
home screen

☒ I, Lisa Rose Coulling, have discussed this PDR with MY line manager whose shoulder number is

Summary

Overall Rating

Select: Achieved

C6093

PDR Line Manager must
enter **their** manager's
shoulder number, click
search then click select in
the pop up box

Select	Shoulder	Name
Select	C6093	Budd,Stephanie Louise
Select		
Select		
Select		

Overall Rating

Select: Achieved

The overall rating will default to Achieved
Select Not Achieved if person is under capability procedures/UPP
(see slide 12)

The Exceeded rating has been removed from PDR and a separate
pay recognition process will be introduced

Save Save & Sign Off

Click save if you want to come back to it later

Click save & sign off to lock the End of Year section and the My PDR page. No
further editing or conversations can be added, however you can still view it

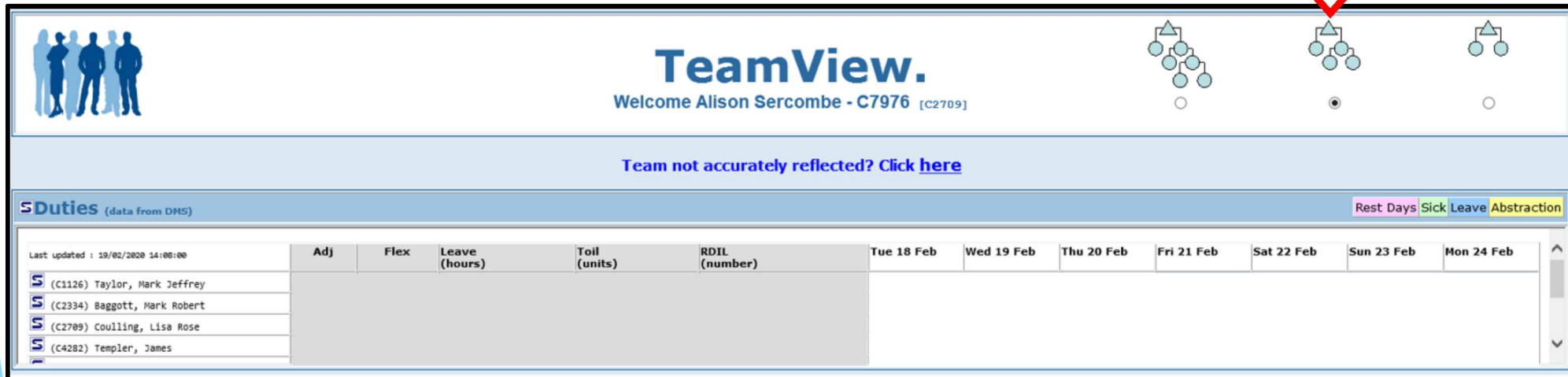
Corporate Closure has been extended to 29th May 2020 due to COVID-19

Second line managers

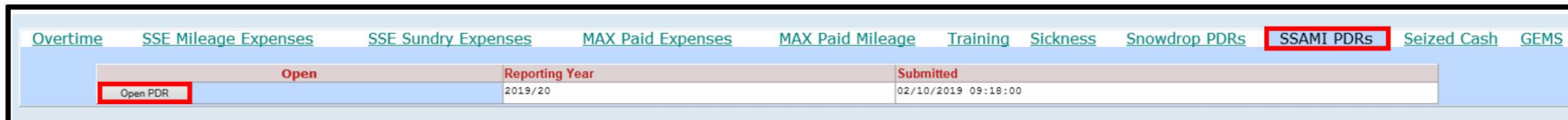
Second line managers do not need to add to or sign off the PDR for second line staff but they can view the PDR for every member of their team by going to the main SSAMI page and then TeamView

Click the  next to the person you want to view

Select 2 level view to show second line reports




The screenshot shows the 'TeamView' interface. At the top, there's a header with a group of people icon, the title 'TeamView.', and a welcome message 'Welcome Alison Sercombe - C7976 [C2709]'. To the right of the header are three organizational chart icons; the middle one is selected. Below the header is a link: 'Team not accurately reflected? Click [here](#)'. The main section is titled 'SDuties (data from DMS)' and has tabs for 'Rest Days', 'Sick', 'Leave', and 'Abstraction'. It displays a table with columns for 'Last updated', 'Adj', 'Flex', 'Leave (hours)', 'Toil (units)', 'RDIL (number)', and dates from 'Tue 18 Feb' to 'Mon 24 Feb'. The table lists four staff members: (C1126) Taylor, Mark Jeffrey; (C2334) Baggott, Mark Robert; (C2709) Coulling, Lisa Rose; and (C4282) Templer, James. Each name has a small 'S' icon to its left.

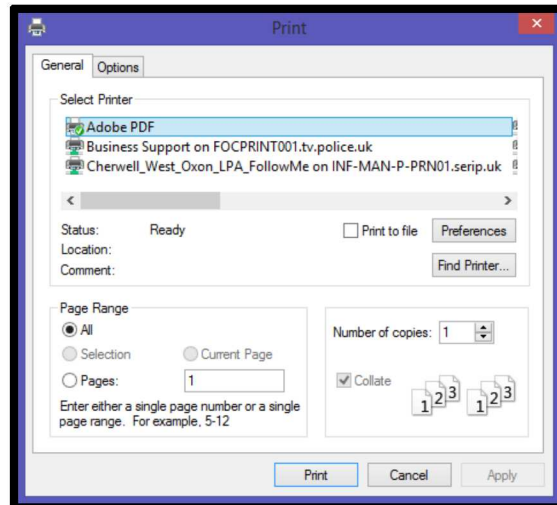
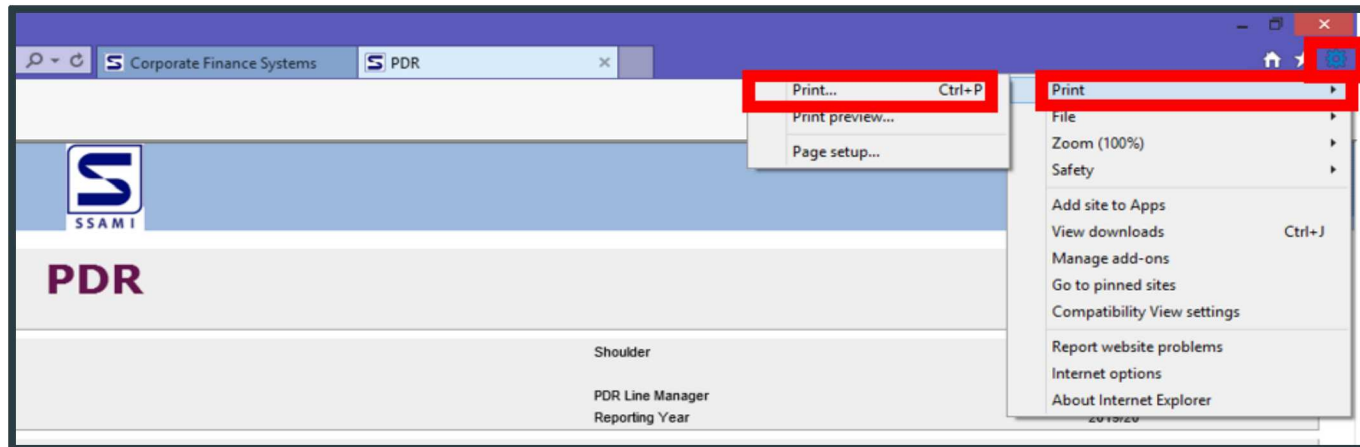


The screenshot shows the 'SSAMI PDRs' section of a system. It has a navigation bar with links: 'Overtime', 'SSE Mileage Expenses', 'SSE Sundry Expenses', 'MAX Paid Expenses', 'MAX Paid Mileage', 'Training', 'Sickness', 'Snowdrop PDRs', 'SSAMI PDRs' (highlighted with a red box), 'Seized Cash', and 'GEMS'. Below the navigation bar is a table with columns: 'Open', 'Reporting Year', and 'Submitted'. The table contains one row with the values: 'Open PDR', '2019/20', and '02/10/2019 09:18:00'. The 'Open PDR' text is highlighted with a red box.

To save or print your PDR



Click the  icon on the bottom right of the screen to produce the print preview screen
From the print preview screen, click the settings icon at the top right



To save, select Adobe PDF and save in your own documents
If you don't have the Adobe PDF option, contact ICT
To print, select the relevant printer

Further information

Please save all your Talent Performance PDRs by 31st March 2020. All data within the system will be deleted from 1st April 2020

Officers with an anniversary PDR closure date between 1st April 2019 and 30th September 2019 were advised to do a 19/20 PDR on Talent Performance to prevent any gaps in PDR evidence. This needs to be fully signed off by 29th February 2020 as all 19/20 PDRs on Talent Performance will be locked from 1st March 2020. You are also required to complete a 19/20 PDR on SSAMI.

If you have any further questions, please look at the PDR page on the staff portal <http://knowzone/int-sp-tvp-pdr> or email [Personal Development & Leadership](#)