My MSD PDR

A date and location for your PDR review meeting are arranged by your reviewer and confirmed in the diary

PDR forms are kept on file. Training needs are collated by HR. Form B is then used in your subsequent one to one meetings for reviewing progress

You complete Form A at least 5 working days before your PDR meeting and share it with your reviewer

Reviewer sends Form B to their line manager (as per form) and then they send this to MSD HR team no later than 10th May 2023 PDR meeting held in a suitable confidential space. Both reviewer and reviewee can take notes with the expectation that the reviewee writes them up

You complete Form B following the meeting and send to your line manager for agreement and comments ideally within 2 weeks