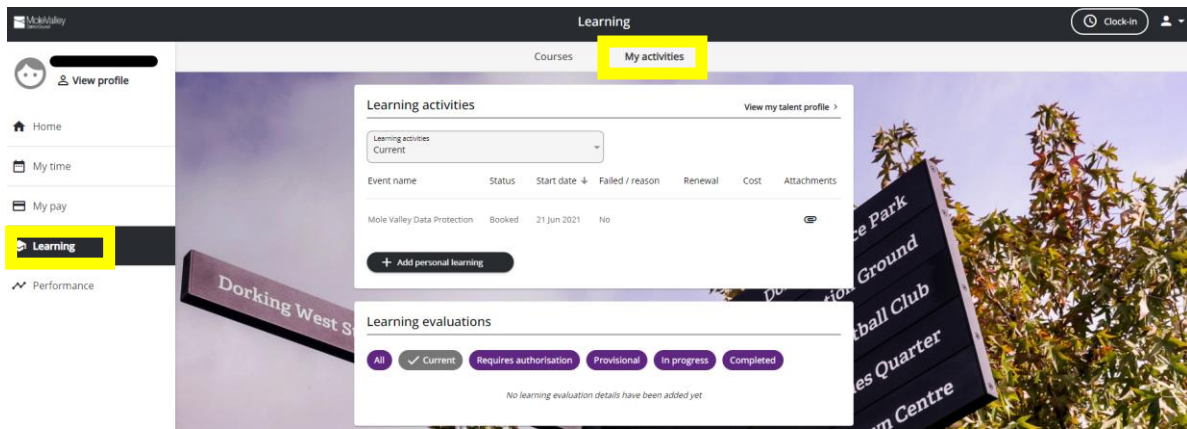


## How to view and download your PDR from Self Service

We recommend that Managers save PDR post meeting forms onto iTrent, against the employee's record. Once complete, you will be able to download a copy of this document via your Self Service.

Select **Learning** on the left hand menu and then **My activities**







Select **All** from the drop down and a full list of your records will appear.

Click on the **paperclip** for the relevant saved document



### Learning activities

[View my talent profile >](#)


Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
Mole Valley Data Protection	Booked	21 Jun 2021	No			
PDR 2021	Completed	11 Mar 2021	No			
PDR - Individual Meeting	Completed	27 May 2020	No			
monthly 1:1	Completed	26 Feb 2020	No			

Click on **edit**:  Edit

< **Back to My activities**

### Document attachments

 PDR  Edit

 Add attachment

Click on **download** arrow: 

### Document attachment details

Close X



\*Document name (required)


PDR

Document type

Please choose

Existing filename

 PDR post meeting form ... 

 Upload file

No file selected

Cancel

This will add the document to your downloaded files, you can view this by clicking **Open File**

