PDP Cycle

Immediately after the PDP Meeting:
- The Manager:
  - Finalizes the Objective results, Development Plan and Career Development sections
  - Completes the Overall Comments section
  - Sends the form back to the employee for sign off
- The Employee:
  - Completes the Employee's Overall Comments section
  - Signs off the form

During the PDP Meeting:
- The manager and employee discuss the employee's achievements towards objectives, development or career plans and overall feedback.

During the PDP Cycle:
- Both supervisor and employee track achievements to objectives and development throughout the cycle, and record progress.

Before the PDP Meeting:
- The employee prepares for the discussion by reviewing his/her objectives, achievements, development plans and career development over the past year.
- The manager prepares notes on the achievement of objectives, development plans and other feedback to prepare for the discussion.

Ongoing coaching, feedback and development

At the End of the PDP Cycle:
- Supervisor and employee meet to discuss and record:
  - The key performance objectives – responsibilities and results expected in the Performance Plan section
  - The job skills, core skills, knowledge, results expected and the action plan for development in the Development Plan section