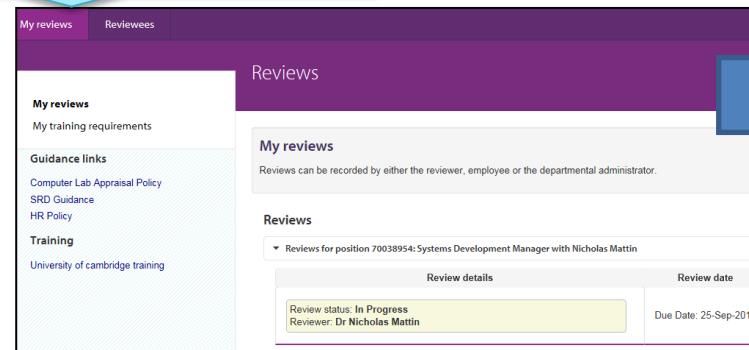


SRD – Reviewer and Employee Quick Reference

The SRD application is now available to departments across the University. You can use it to record reviews and upload documentation. You will no longer need to use the CHRIS review screen.

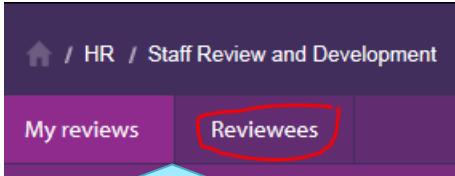
Step 1: You can log on to the SRD system at:
<http://hrsystems.admin.cam.ac.uk/srd-webapp>
using your Raven credentials. You will then see your home screen

Step 2: The 'My reviews' tab shows all upcoming and completed reviews for all of your positions



The screenshot shows the 'My reviews' tab selected. It displays a list of reviews for a position: '70038954: Systems Development Manager with Nicholas Mattin'. The review status is 'In Progress' and the reviewer is 'Dr Nicholas Mattin'. The due date is listed as '25-Sep-2015'.

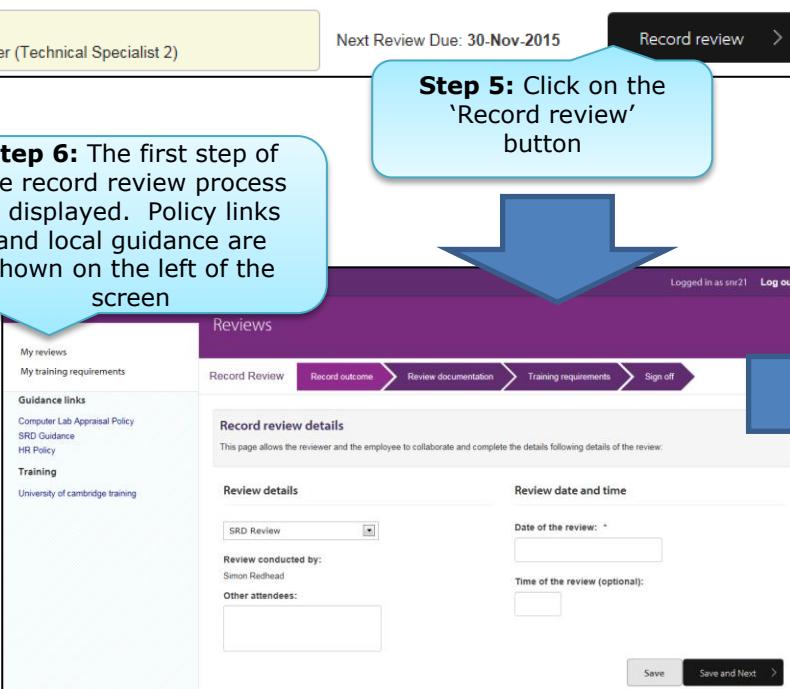
Step 3: If you are also a Reviewer you will see a second tab called 'Reviewees'



The screenshot shows the navigation bar with the 'Reviewees' tab highlighted in red.

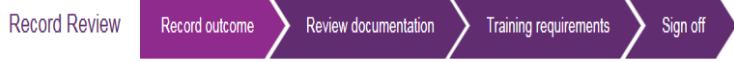
Step 4: Both Reviewers and Reviewees can record reviews. Click on the tab that reflects your role within the review and you will see a list of reviews that are due

Step 5: Click on the 'Record review' button



The screenshot shows the 'Record review' details page. It includes fields for 'Review conducted by' (Simon Redhead), 'Other attendees', 'Review date and time', and buttons for 'Save' and 'Save and Next >'. A breadcrumb trail at the top indicates the steps: Record Review, Record outcome, Review documentation, Training requirements, Sign off.

Step 6: The first step of the record review process is displayed. Policy links and local guidance are shown on the left of the screen



Step 7: The breadcrumb trail at the top of the screen will lead you through the steps in the review recording process

SRD – Reviewer and Employee Quick Reference

Step 8: Record the review type, date, time and attendees

Review details

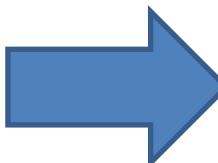
Review date and time

Review conducted by:
Simon Redhead

Other attendees:
Margaret Griggs

Date of the review: *
18-Sep-2015

Time of the review (optional):
10:30



Step 9: Upload any documentation associated with the review by clicking on the 'Choose' button

Attach documents

+ Choose

Uploaded documents

Successful R:\SRD Systems Project\Phase 1 SRD letter- v2.docx is uploaded.

Filename	Uploaded by	Date uploaded	Actions
R:\SRD Systems Project\Phase 1 SRD letter- v2.docx	Simon Redhead	22-Sep-2015 15:10:25	Download File

Step 11: Once all of the details have been recorded both the Reviewer and Employee sign off the record to agree that it is accurate

Employee sign off

Employee name:
Mr Stuart Band

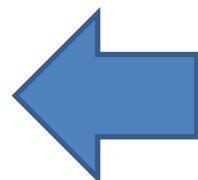
Awaiting employee sign off

Reviewer sign off

Reviewer:
Mr Simon Redhead

Next review date*
--Please select --

DD-MMM-YYYY



Add training requirement

Description:
PRINCE2 Foundation

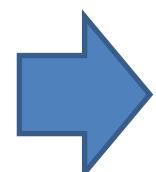
Due date:
31-Dec-2015

Contents: (max of 400 characters)
Planning
Risk Management
Benefit measurement

Add training requirement

Step 10: Add details of agreed training requirements with a due date, description and contents summary

Note that once both parties have signed off the review record, the Head of Department will be informed, the next review date will be calculated and when the next review becomes due you will both receive an email notification



Subject: SRD Review Due

This is to confirm that Sinan Ali's next SRD review with Simon Redhead is due to take place on 22nd October 2015.

Please log onto the [Staff Review and Development system](#) to initiate the review and arrange an appropriate time to meet.

Further information on this process, and any local schemes held within your Institution can also be found via the Staff Review and Development system.

If you have any queries, please get in touch with your Institute Administrator.

*** This email was sent automatically by the University of Cambridge's Staff Review and Development System, please do not reply to this email as it is sent from an unattended mailbox and replies are automatically deleted. ***



More information can be found on:
[the HR Systems web pages](#)