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

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 2: The ‘My reviews’ tab shows all upcoming and completed reviews for all of your positions.

Step 3: If you are also a Reviewer you will see a second tab called ‘Reviewees’.

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.

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.
More information can be found on: the HR Systems web pages

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

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

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

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

**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.