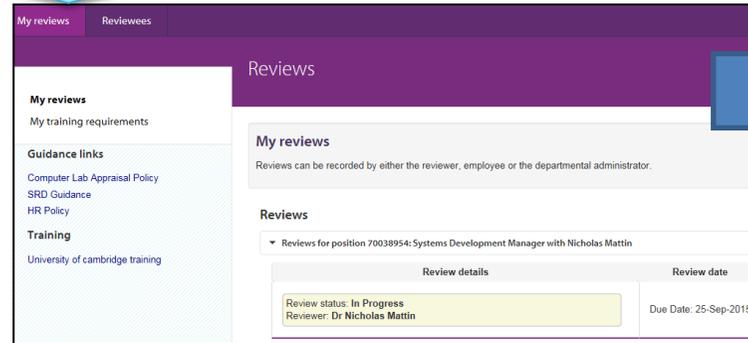


# SRD – Reviewer and Employee Quick Reference

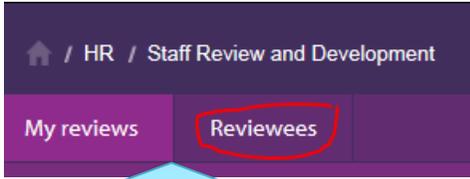
The SRD application is now available to departments across the University. You can use it to record reviews and upload documentation. You will no longer need to use the CHRIS review screen.

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

**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



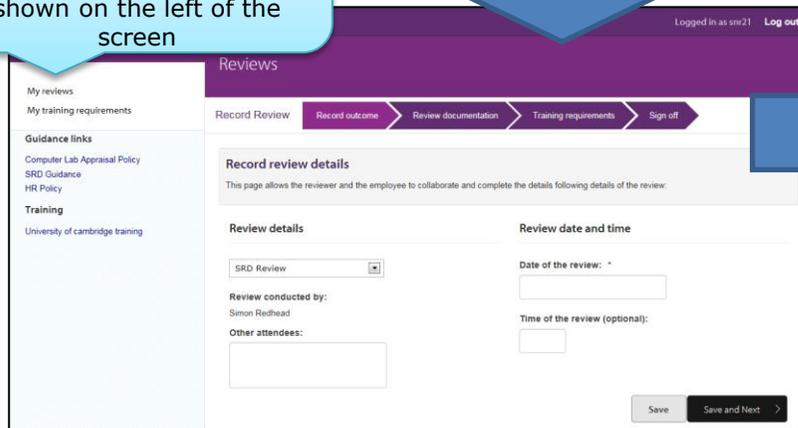
**Step 3:** If you are also a Reviewer you will see a second tab called 'Reviewees'



**Step 5:** Click on the 'Record review' button

**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 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**

SRD Review

**Review conducted by:**  
Simon Redhead

**Other attendees:**  
Margaret Griggs

**Review date and time**

**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

Next page >

**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

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

**Add training requirement**

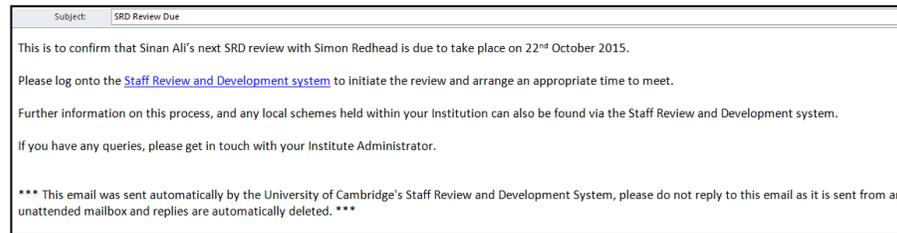
**Description:**  
PRINCE2 Foundation

**Due date:**  
31-Dec-2015

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

Add training requirement

**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



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