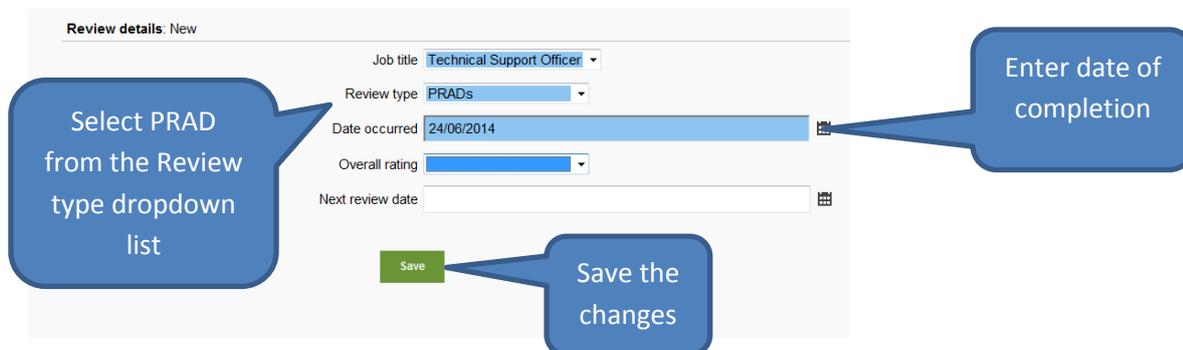
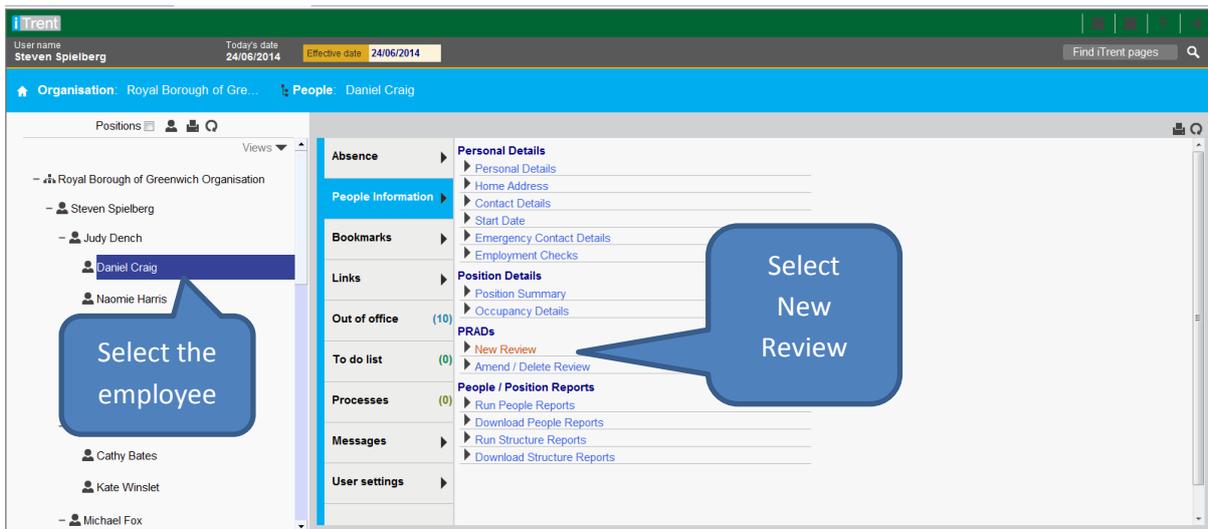
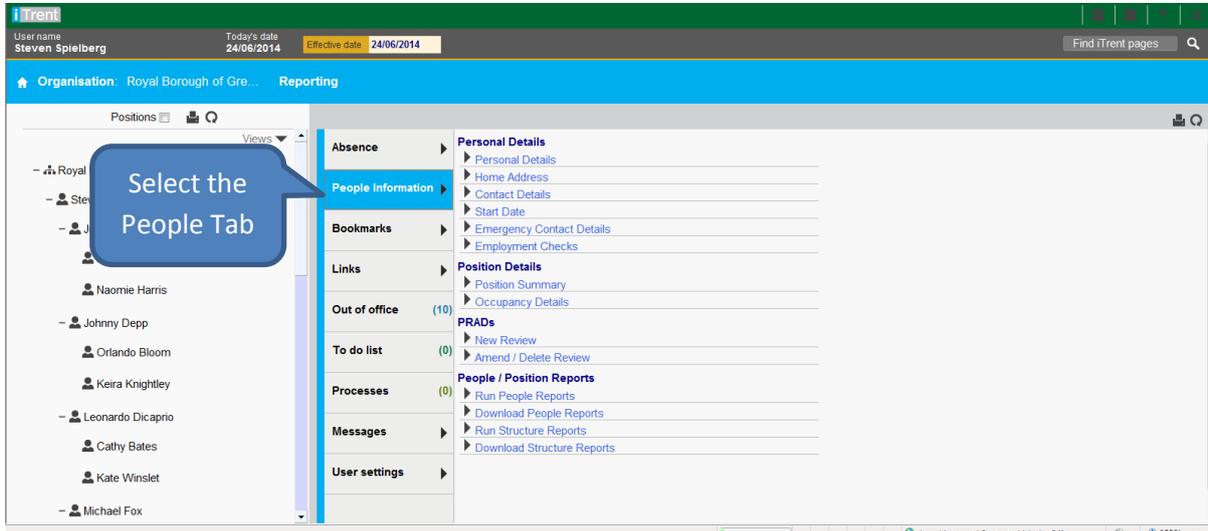


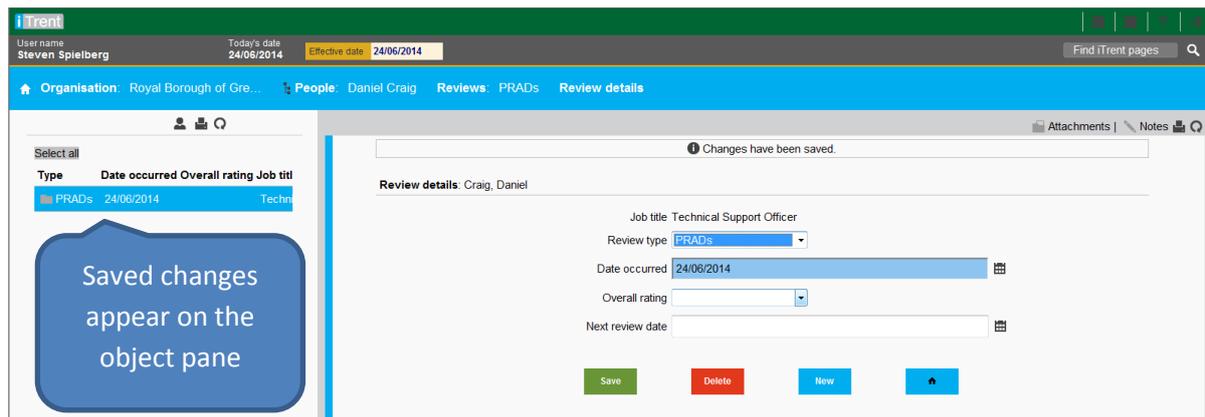
Performance Review and Development Scheme (PRADS)

Recording a PRAD on iTrent

Managers should record the completion date of the PRAD in iTrent. When the form is saved on iTrent the manager will receive an automated message to remind them to send any training needs to the Workforce Development Team.



Performance Review and Development Scheme (PRADS)



The screenshot shows the iTrent interface for recording a PRAD review. The top navigation bar includes 'Organisation: Royal Borough of Gre...', 'People: Daniel Craig', 'Reviews: PRADS', and 'Review details'. A message at the top states 'Changes have been saved.' The form fields are: Job title: Technical Support Officer; Review type: PRADS; Date occurred: 24/06/2014; Overall rating: (dropdown menu); Next review date: (calendar icon). At the bottom are buttons for 'Save', 'Delete', 'New', and a home icon. A blue callout box on the left contains the text: 'Saved changes appear on the object pane'.

Managers will receive the email below when they save the form

Dear <<~REPORT_MANGR.TWF_DUM_JOB>>,

You have entered a new PRAD review date for <<~FORMATTED_NM.TWF_PER_BLOB>> on iTrent.

Please complete the Team Summary Report which can be found by clicking the link below
[Team Summary Report](#)

If there are any training needs, please visit the Learning and Development pages on the intranet to book.

<http://gcint-share-001.gcint.gc.gov.uk/sites/hrintranet/learning/Pages/LearningandDevelopment.aspx>

Kind regards

HR Workforce Development Team

Address: 3rd Floor, The Woolwich Centre, 35 Wellington Street, Woolwich, SE18 6HQ

Email: HR-WorkforceDevelopment@royalgreenwich.gov.uk

Tel: 020 8921 4981

This is a system generated email. Please do not reply directly to this message. If you have any queries, please contact the appropriate person(s) directly.