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Performance DNA Manager Guide

Personal Development Reviews

5/12/2025



Personal Development Reviews

The new PDR feature allows agents to specify their personal development objectives and have these objectives reviewed and approved by their manager.

The feature is divided into two new widgets: PDR and PDR Dashboard. The PDR page is primarily for agents to define their development objectives, whilst the dashboard allows managers to edit, approve and check the status of their reports' PDRs.

PDR Dashboard Widget

Managers can view the status of their reports' PDRs, as well as edit and approve PDR objectives submitted by their reports via the **PDR Dashboard** widget.

PDR Dashboard		
User → PDR Dashboard		
LOGIN ID	NAME	STATUS
CTB20	Malkhazni Dratchev	Submitted 
CTB44	Juanito Gairbekov	In Progress
CTB32	Zelim Kadiev	Approved 
CTB38	Penultimo Kadyrov	Not Started
CTB8	Bekbulat Korgay	Not Started
CTB14	Batir Korgay	Not Started
CTB50	Zulikhan Panova	Not Started
CTB26	Selavdi Timayev	Not Started

Selecting the **PDR Dashboard** widget from the navigation menu will display the logged-in manager's list of direct reports, including their Login ID, name and PDR status. The status column will contain either: **Not started**, **In Progress**, **Submitted for Approval** (available for review and approval by the manager) or **Approved** (for PDRs that have been approved by the manager). Reports' PDRs will become available for viewing and editing by the manager once they've been submitted. Once a PDR has been approved it will become available to both the agent and manager in read-only mode.

The screenshot displays a software interface for setting personal development review objectives. At the top, a navigation bar includes tabs for 'ENVIRONMENTAL*', 'FINANCE*', 'VISION*', 'OPERATING EFFICIENCY', and 'CUSTOMER'. To the right of these tabs are two buttons: 'SAVE YOUR PROGRESS' and 'PROPOSE OBJECTIVES'. Below the navigation bar, a section titled 'ENVIRONMENTAL DESTRUCTION:' contains the instruction: 'Take all the steps necessary to ensure the profitability, especially if it leads to environmental damage.' The main area is divided into two sections: 'REVISIONS' (with a pencil icon) and 'OBJECTIVES' (with a plus icon). Under 'OBJECTIVES', there is a 'NEW OBJECTIVE' button. The 'OBJECTIVE DETAIL:' section contains a text area with the text: 'Increase the amount of revenue from new sources by not less than €10,000 during the next year.' Below this, the 'HOW WILL THIS BE ACHIEVED:' section contains a text area with the text: 'Greater focus on multichannel sales.' At the bottom, there are four input fields: 'TARGET TYPE' (a dropdown menu with 'Goal' selected), 'WHAT WILL BE MEASURED:' (a text field with 'Revenue'), 'WHAT IS THE TARGET:' (a text field with '€10000'), and 'TARGET DATE:' (a date picker with '5/10/2018' selected).

PDR Dashboard Widget

Managers will only be able to see the PDRs of users who are directly below them in the hierarchy.