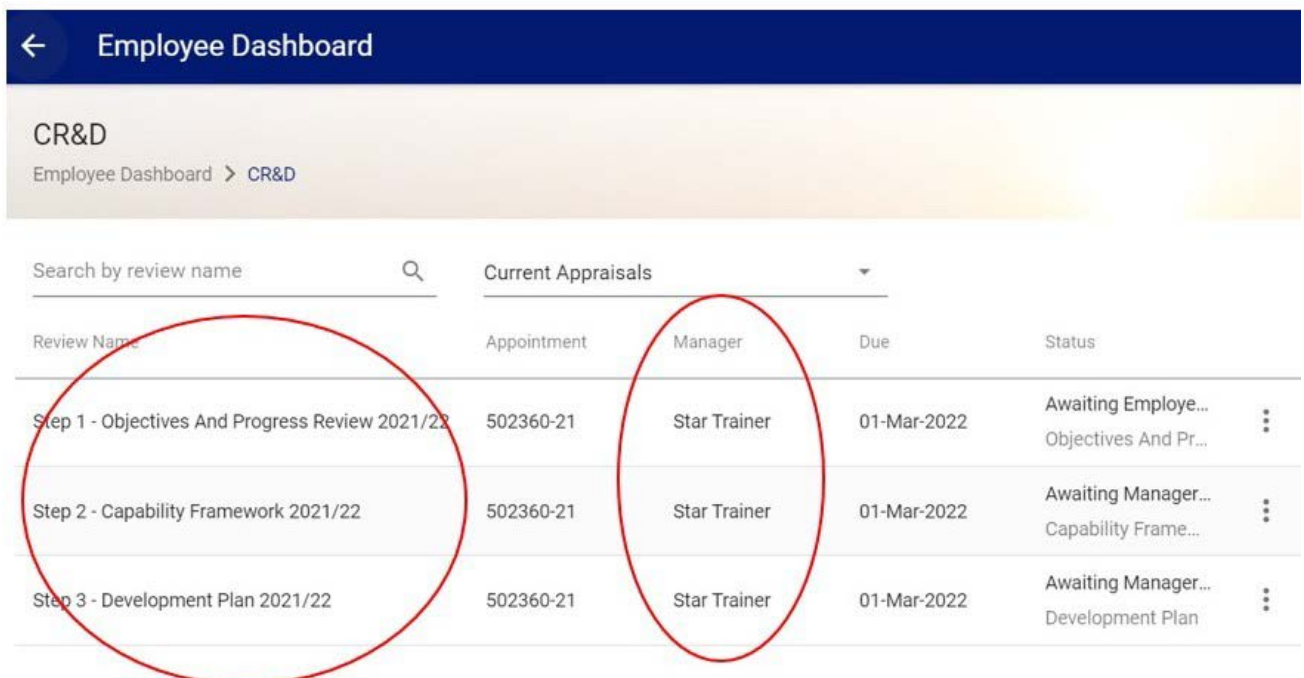


We are excited to tell you that following the upgrade to CoreHR in May the new CR&D Cycle is now available on CoreHR and runs until 1 March 2022.

What should I do now?

Get started by logging into [Corehr](#) and then:

- Check that you have the correct manager showing for CR&D. If this is not correct please email peopledevelopment@aberdeencity.gov.uk with your details and who the manager should be changed to. Please copy in your line manager to the email requesting the change. We will then process this for you.



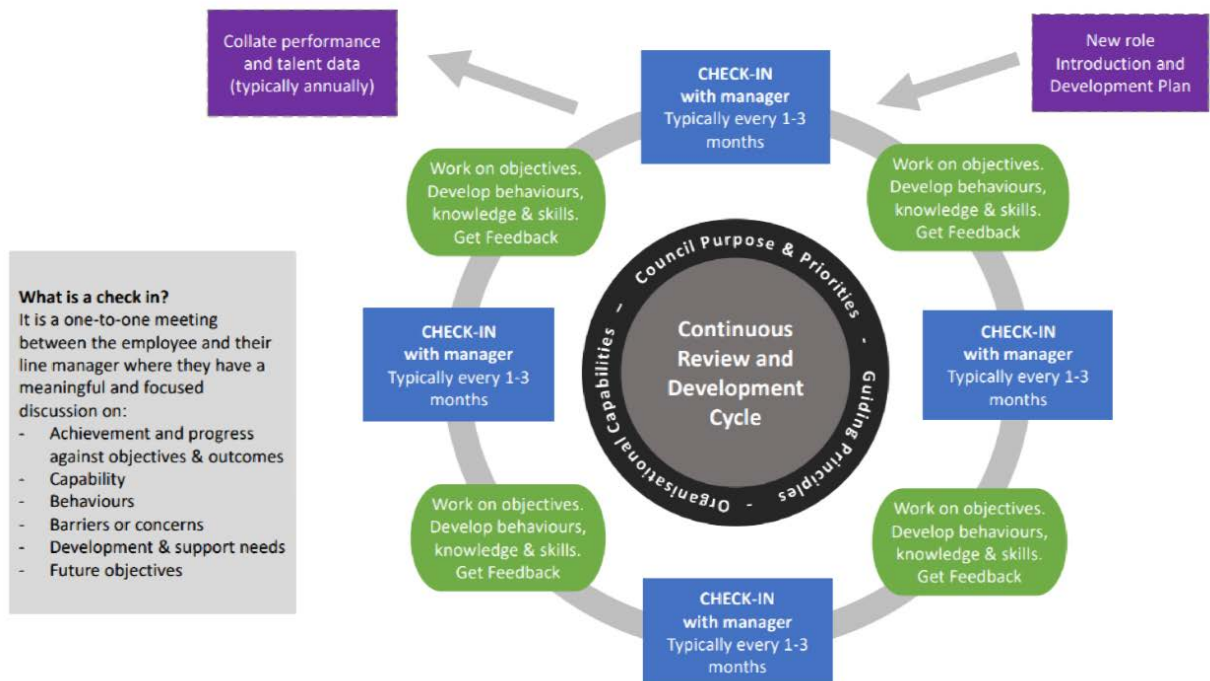
The screenshot shows the 'Employee Dashboard' with a 'CR&D' section. Below the breadcrumb 'Employee Dashboard > CR&D', there is a search bar and a table titled 'Current Appraisals'. The table has columns for 'Review Name', 'Appointment', 'Manager', 'Due', and 'Status'. Three rows are visible, all for 'Star Trainer' as the manager. The first two rows are circled in red in the original image.

Review Name	Appointment	Manager	Due	Status
Step 1 - Objectives And Progress Review 2021/22	502360-21	Star Trainer	01-Mar-2022	Awaiting Employe... Objectives And Pr...
Step 2 - Capability Framework 2021/22	502360-21	Star Trainer	01-Mar-2022	Awaiting Manager... Capability Frame...
Step 3 - Development Plan 2021/22	502360-21	Star Trainer	01-Mar-2022	Awaiting Manager... Development Plan

- Ensure you can see Steps 1, 2 and 3 for 2021/22
- **Step 1 – Objectives and Progress Review 2021/22 – Add your objectives for the coming year now.** Make sure you are updating your objectives regularly to reflect progress, so that when it comes to the final rating at the end of the year, both you and your manager can reflect back on progress against those objectives
- **Step 2 – Capability Framework 2021/22 – Update or input your capability framework ratings.** (If you completed this section last year, the ratings have been pulled through from last year so it is simply a case of revisiting and updating your self-assessment.) What has changed? How

have you improved your ratings since you last completed the assessment?

- If you have any identified gaps in your Capability Framework you can bridge these with the learning found [here](#). Simply select your Level and the area which has the gap.
- **Step 3 – Development Plan 2021/22** - Update your development plan. Have you undertaken the development specified last time? add anything new you wish to develop this year, and/or from discussions with your line manager, note what further development has been identified
 - Continue to visit [People Development pages](#) on People Anytime for new and exciting learning coming your way.
- If you have not had a one-to-one with your line manager for a while, **book in your next catch up conversation**. Catch ups are a great opportunity to talk about your objectives and reflect on how your knowledge, skills and behaviours are measuring up against the Guiding Principles, measured through the Capability Framework.



For help on the CR&D process please visit our [CR&D Pages](#) on People Anytime which have useful guides, videos and FAQs.

As always, we welcome your feedback on the CR&D process. Please send any comments or feedback to peopledevelopment@aberdeencity.gov.uk