How do I change my objectives after meeting with my PRDP Supervisor?

During **Step 2: PRDP Supervisor confirms objectives with employee** your PRDP Supervisor should make changes to the objectives you drafted in **Step 1: Employee drafts objectives** if required.

If your PRDP Supervisor has met with you and requested that changes be made to your objectives you are also able to do this in **Step 3: Employee signs off on objectives**.

When you log back in to your PRDP and move to the *Performance Plan* screen you can view the objective title, tasks and performance indicators for each objective set.

To make changes to an objective select “Edit” and your PRDP will revert to the screen you used when setting your objectives in the first step.
You can now make changes to the objective title, tasks and performance indicators, target date and upload an attachment if required. It is recommended that objectives are not deleted but instead the status is changed to “No longer achievable”. Additional objectives can also be added if required.

**Note:** Changes can be made to the Professional Development Plan at any time during the PRDP cycle.
Changing your objectives
Online Performance Review and Development Program (PRDP)

Once you have finished making changes to your objectives select “Rate” to change your PRDP back to the view screen where you will be able to add comments if required.

To complete this step, move to the “Review summary” page, click on “Finalise” and then on “Go to next step” to progress your PRDP to **Step 4: Monitoring objectives.**