

PRD Top 5 CoreTalent Queries

1

How do I access the *CoreTalent* System to complete my PRD?

CoreTalent is located on the dashboard of your [CorePortal](#). The PRD icon is on the left hand side beside CoreTime and CoreExpenses.

2

When do I complete the 4 Stages of the PRD Form?

Stage 1 should be submitted at least 1 week in advance of your meeting. Stages 2/3/4 should be completed after the Review Meeting. It is important you both keep notes of the meeting which accurately reflect what was discussed and agreed.

3

Why won't my PRD form save as a draft?

In order to save a draft of your form, you need to insert a small amount of text in each of the boxes within the relevant section.

4

I have completed Section 2/3 of the PRD form, but I can't submit it, why is this?

Check if the previous sections of the PRD form have been signed off in full and submitted by the Reviewer/Reviewee, and contact them if required.. If this issue persists, contact hrrsystems@dcu.ie

5

How do I know what happens next or what action I need to take?

Email notifications are issued once a stage has been submitted by either the Reviewer or Reviewee. These outline the next steps and actions.

