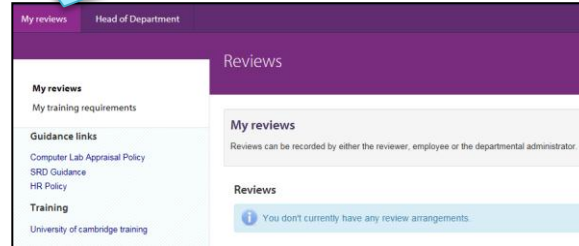


SRD – Head of Department Quick Reference

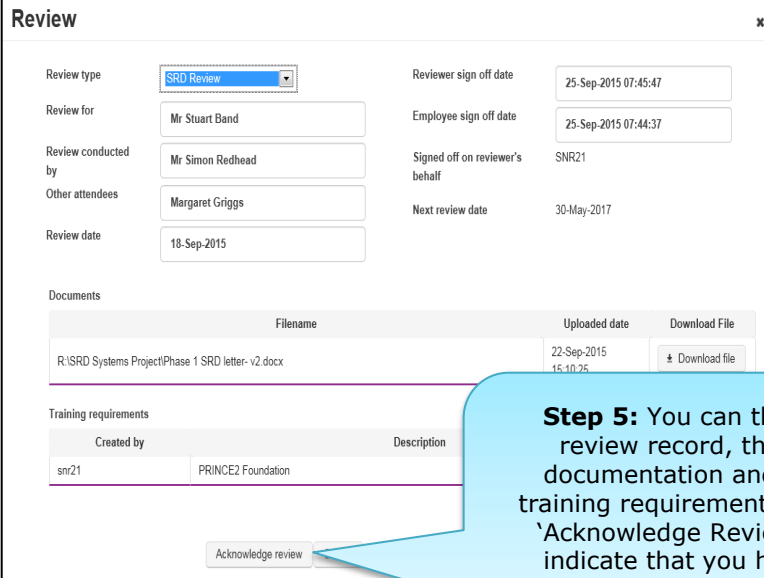
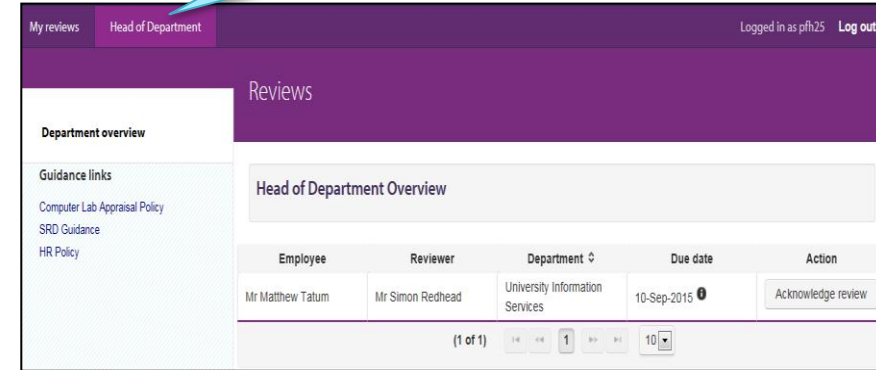
The SRD application is now available to departments across the University. You can use it to record reviews and upload documentation. You will no longer need to use the CHRIS review screen.

Step 1: You can log on to the SRD system at: <http://hrsystems.admin.cam.ac.uk/srd-webapp> using your Raven credentials. You will then see your home screen

Step 2: The 'My reviews' tab shows all of your own personal reviews for all of your positions.



Step 3: Click on the 'Head of Department' tab to show specific HoD facilities. Guidance for the Department is displayed on the left



Step 5: You can then view the review record, the uploaded documentation and the agreed training requirements. Click on the 'Acknowledge Review' button to indicate that you have finished reading and to remove it from the list on your home screen

Employee	Reviewer	Department	Due date	Action
Mr Stuart Band	Mr Simon Redhead	University Information Services	30-Nov-2015	Acknowledge review

Step 4: A list of signed off reviews for your Department/ Institution is displayed. Click on any 'Acknowledge Review' button to see that review record



More information can be found on: [the HR Systems web pages](#)