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Appraisal

Appraisal Recording

Appraisal information is recorded in the Reviews folder. This is a new folder that has been added to your user profile.

1.1 Recording appraisal information

1. Search for the person for whom you wish to enter appraisal information, and select their record

2. Choose the Reviews folder, and then Reviews

3. Where no information has previously been recorded the following screen will be displayed:
4. Select New – Review details

5. If the employee has more than one position, select the correct one from the job title drop down box

6. Enter the review type: - Annual, probationary, two yearly
Appraisal

Appraisal Recording

7. Enter the date that the last appraisal occurred. (For a new starter enter date occurred as their start date).

8. Enter the next review date.

9. Click on the button

10. The changes have been saved confirmation will be displayed and the details will be shown in the object pane
1.2 Entering Reviewer information

1. Search for the person for whom you wish to enter appraisal information, and select their record

2. Select the Reviewers option from the Reviews menu

3. Select New – Reviewer details

4. Click on the magnifier to the right of reviewer to search for the reviewer name
5. Select the person. Select whether they are a reviewer or supervisor

6. Click on the button

7. The changes have been saved confirmation message will be displayed