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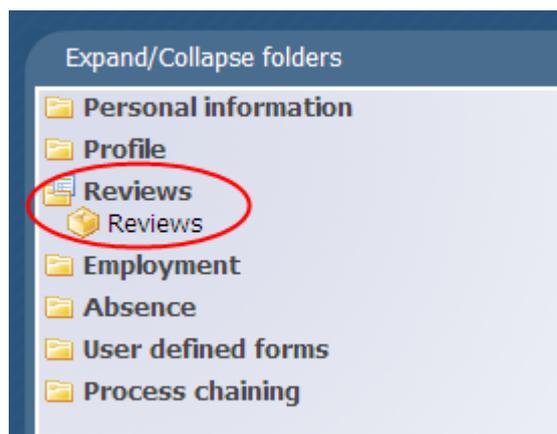
Appraisal Recording

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:

Appraisal Recording

Type	Date occurred	Overall rating	Job title	Next review date
There were no records found for this query				

Expand/Collapse folders

- Reviews
 - Reviewers
 - Review details
 - New - Review details
- Process chaining

4. Select New – Review details

Attachments | Notes |    Find iTrent pages 

Review details: New

Job title

Review type

Date occurred 

Next review date 

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 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.

Review details: New

Job title

Review type

Date occurred 

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

Select all				
Type	Date occurred	Overall rating	Job title	Next review date
 Two-yearly	09/02/2008		Research Associate	09/02/2010

Appraisal Recording

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

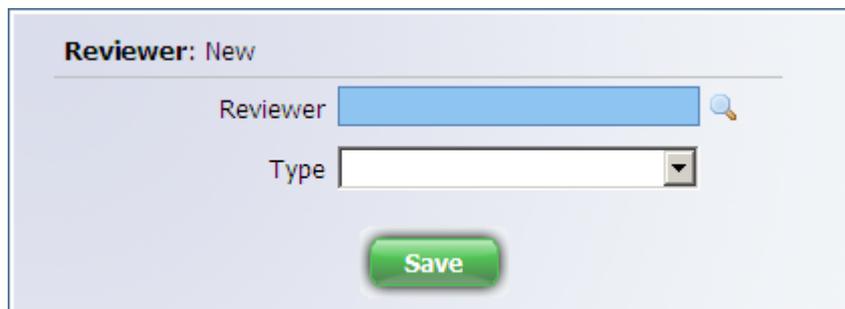


3. Select New – Reviewer details



4. Click on the magnifier to the right of reviewer to search for the reviewer name

Appraisal Recording



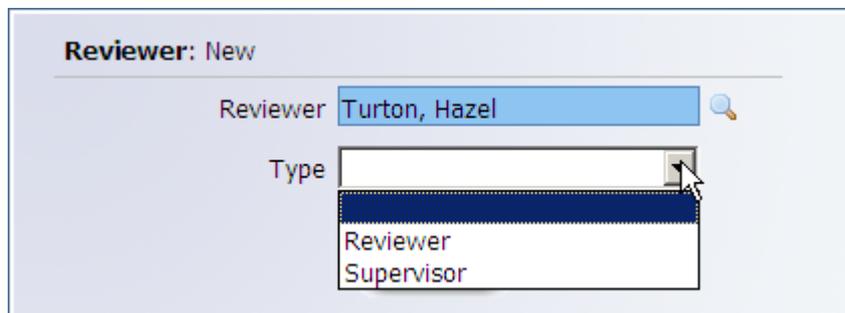
Reviewer: New

Reviewer

Type

Save

5. Select the person. Select whether they are a reviewer or supervisor



Reviewer: New

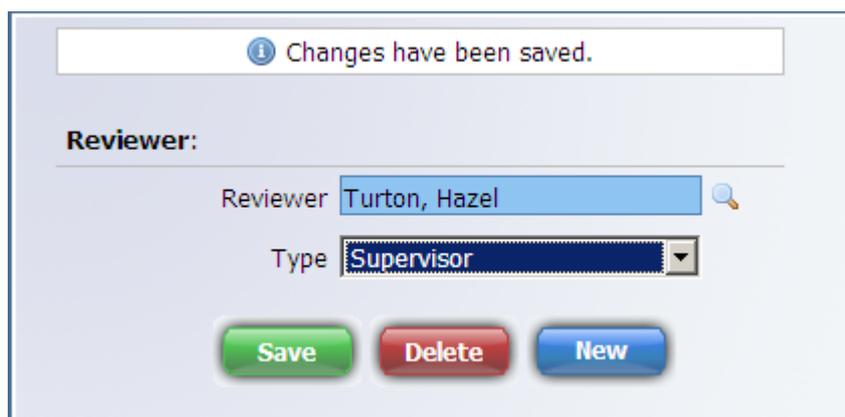
Reviewer

Type

Save

6. Click on the  button

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



Reviewer: New

Changes have been saved.

Reviewer:

Reviewer

Type

Save **Delete** **New**