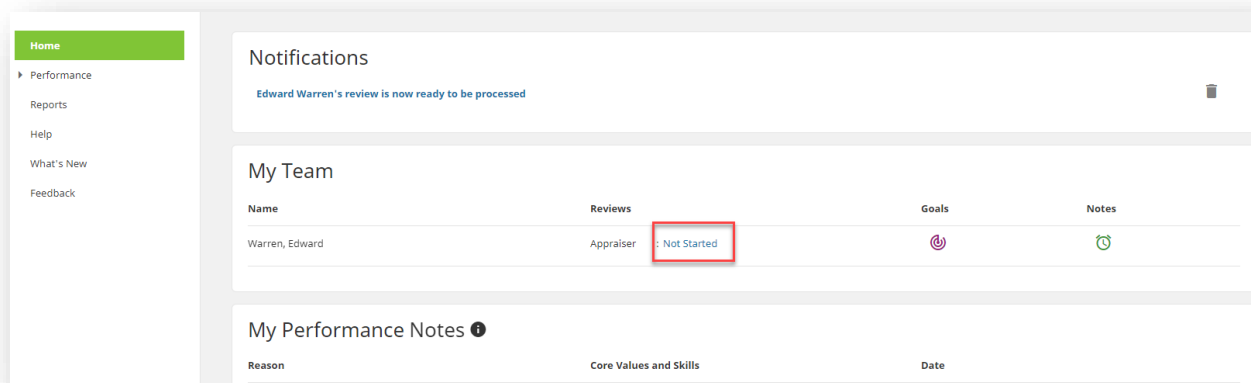


Quick Guide - Completing an Appraiser Review

Once an employee self-evaluation has been completed by your employee, you will get a notification to log in and complete an evaluation of your employee.

Navigation and Access

To access your employee's performance review, select the review from the **My Team** section on your home page.

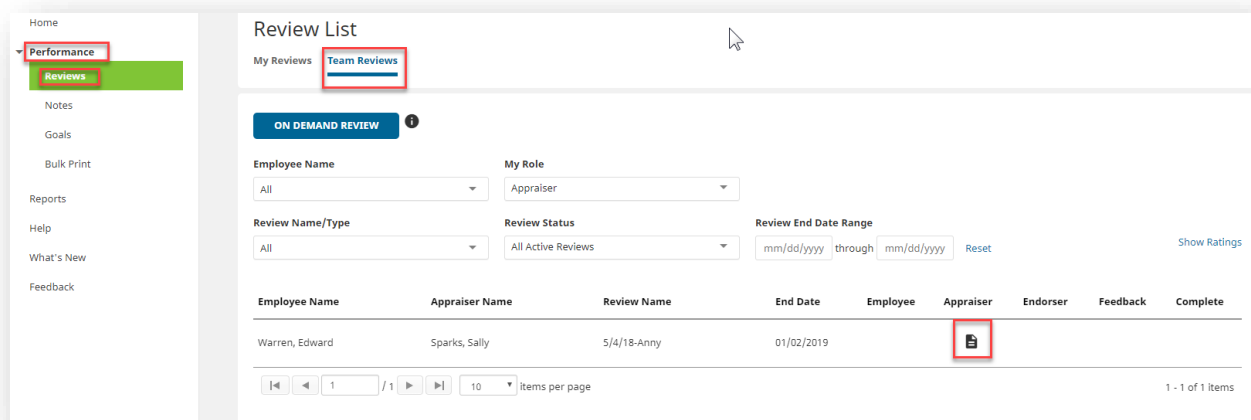


The screenshot shows the home page dashboard. On the left is a navigation menu with 'Home' selected. The main content area has a 'Notifications' section with a message: 'Edward Warren's review is now ready to be processed'. Below this is the 'My Team' section, which contains a table with the following data:

Name	Reviews	Goals	Notes
Warren, Edward	Appraiser : Not Started		

Below the 'My Team' section is the 'My Performance Notes' section, which has a table with columns: Reason, Core Values and Skills, and Date.

Or you can access by navigating to **Performance, Reviews**, and then **Team Reviews**. Select the paper icon to enter into the performance review.



The screenshot shows the 'Review List' page. The left navigation menu has 'Performance' and 'Reviews' highlighted. The main content area has a 'Team Reviews' tab selected. There are filters for 'ON DEMAND REVIEW', 'Employee Name' (All), 'My Role' (Appraiser), 'Review Name/Type' (All), 'Review Status' (All Active Reviews), and 'Review End Date Range' (mm/dd/yyyy through mm/dd/yyyy). A 'Show Ratings' link is also present. Below the filters is a table with the following data:

Employee Name	Appraiser Name	Review Name	End Date	Employee	Appraiser	Endorser	Feedback	Complete
Warren, Edward	Sparks, Sally	5/4/18-Anny	01/02/2019					

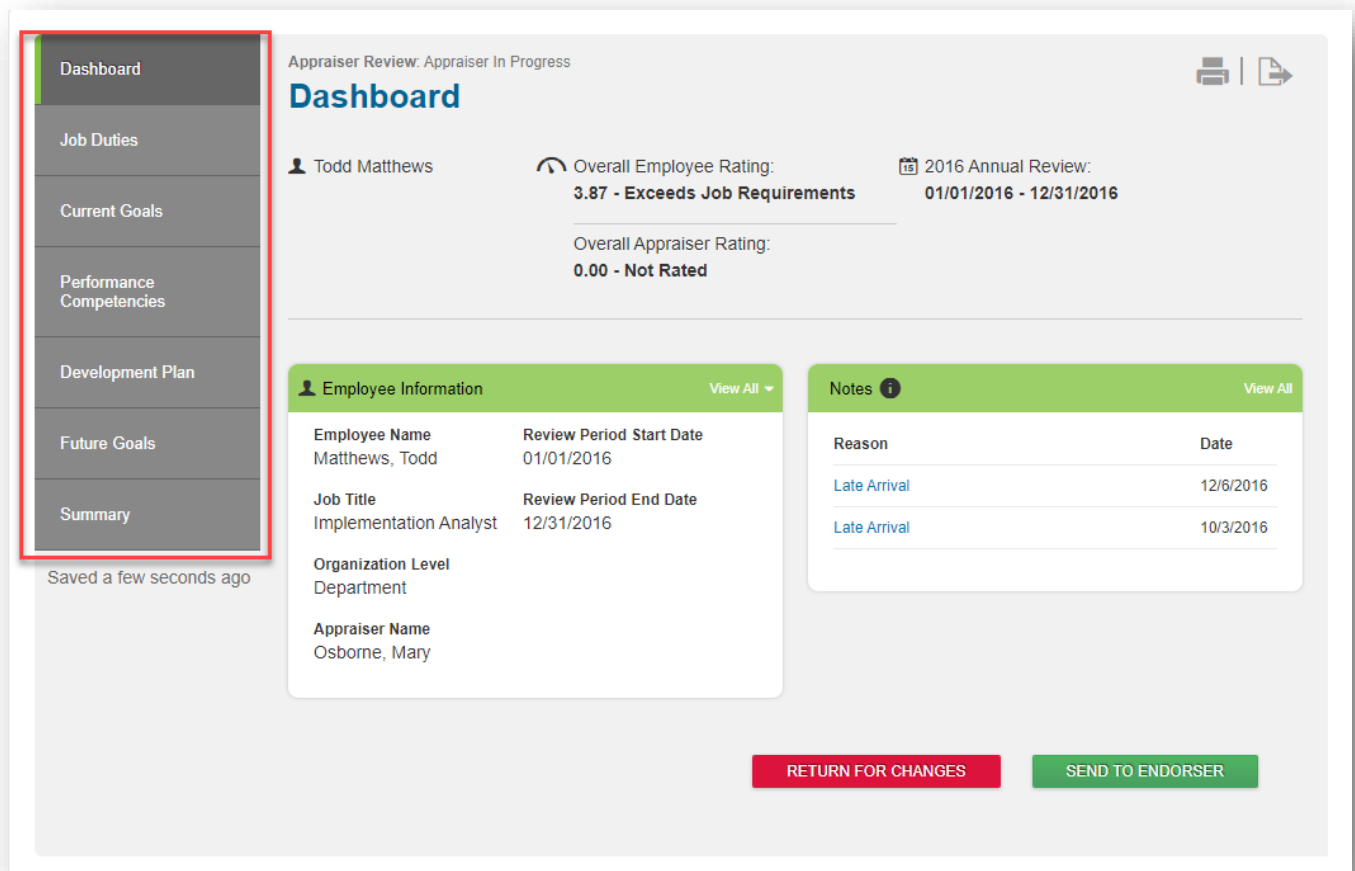
At the bottom, there is a pagination control showing '1 / 1' items per page and '1 - 1 of 1 Items'.

Completing the Review

Navigation

If employees are doing self-evaluations, you will be able to see what the employees had rated themselves and any comments written in the review.

To complete the performance review, click on each section of the review in the review navigation screen. In the sections that need to be rated, select the appropriate rating and add supporting comments.



Appraiser Review: Appraiser In Progress

Dashboard

Todd Matthews

Overall Employee Rating: **3.87 - Exceeds Job Requirements**

2016 Annual Review: **01/01/2016 - 12/31/2016**

Overall Appraiser Rating: **0.00 - Not Rated**

Employee Information View All

Employee Name	Review Period Start Date
Matthews, Todd	01/01/2016
Job Title	Review Period End Date
Implementation Analyst	12/31/2016
Organization Level	
Department	
Appraiser Name	
Osborne, Mary	

Notes View All

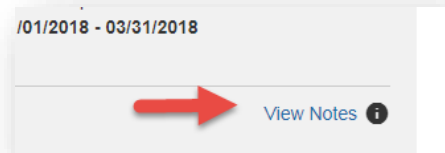
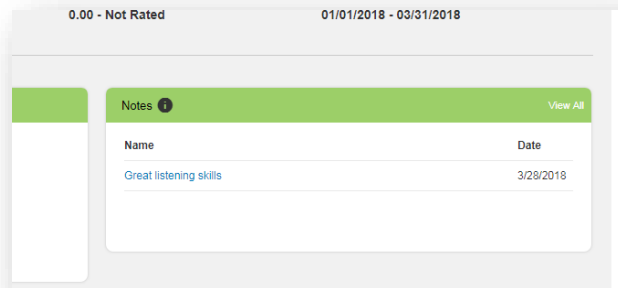
Reason	Date
Late Arrival	12/6/2016
Late Arrival	10/3/2016

Saved a few seconds ago

RETURN FOR CHANGES **SEND TO ENDORSER**

Performance Notes

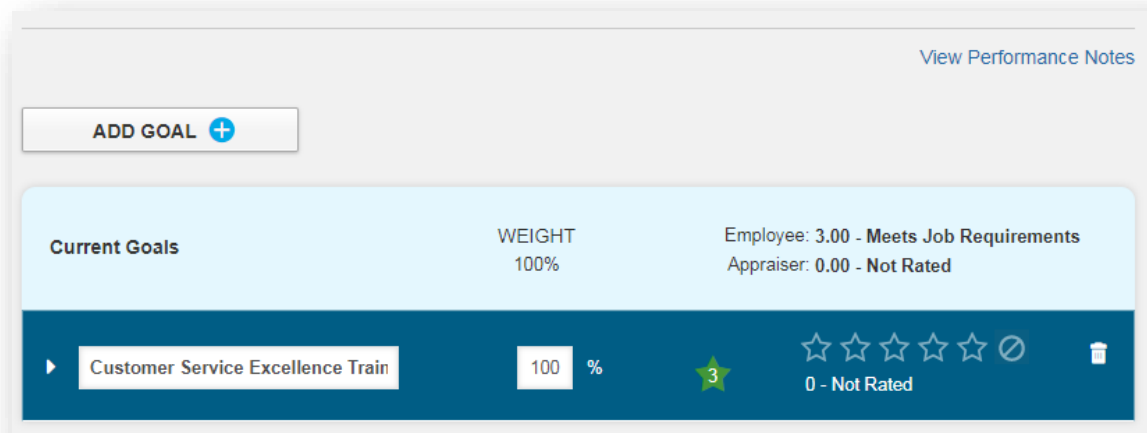
In any section of the review, you can view performance and peer notes that have been entered for your employee.



Current Goals

Current goals are the goals that have been created under the goals section of the system which have end dates falling within the period of performance being reviewed.














If your company has current goals as a part of their performance review, it is necessary that each goal is rated and weighted before you can complete the review. The total weight of all goals must add up to 100%.



Performance Competencies

If your company has performance competencies as a part of their performance review, it is necessary that each competency is rated.

To rate the competency click on the arrow to the left of the competency:

Performance Competencies	WEIGHT	GAP	Employee: 3.74 - Meets Job Requirements
	100%	0.00	Appraiser: 0.00 - Not Rated
▼ Adaptability	20 %		3.75 - Exceeds Job Requirements 0.00 - Not Rated
 Accepts criticism and feedback			 0 - Not Rated
 Adapts to changes in the work environment			 0 - Not Rated
 Changes approach or method to best fit the situation			 0 - Not Rated
 Manages competing demands			 0 - Not Rated
EMPLOYEE COMMENTS			
I have been extremely adaptable understanding that with a growing company, changes will happens for the good. I can change my process when required and I can be understanding of why these changes take place.			
APPRAISER COMMENTS 			
<div style="border: 1px solid #ccc; height: 80px;"></div>			

Each competency factor under each competency must be rated before you can submit your review to your appraiser.

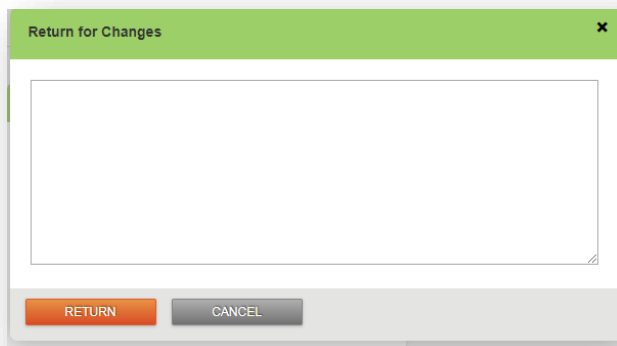
Return the Review for Changes

At any point before you complete your appraisal, you are able to send the review back to the employee for additional comments or any changes to how they filled out their self-review.

You can return to the employee by clicking on the **Return For Changes** button

RETURN FOR CHANGES

Enter any comments you would like for the employee to read and click Return:



It is important to note that the employee will not see any ratings for comments on the ratings/sections you have completed already.

Completing the Appraisal

If you have endorsers in the workflow process, click on **Send to Endorser**

SEND TO ENDORSER

Once approved by the endorser, you can proceed to the face to face stage. If there are no endorsers you can proceed to the face to face meeting with your employee.

After the Face to Face

Once the face-to-face discussion has been completed, click **Send for Post-Review Feedback**

SEND FOR POST-REVIEW FEEDBACK

to save and submit the form back to the employee for post-review feedback.