



How to.....complete your six-monthly and annual Performance Reviews

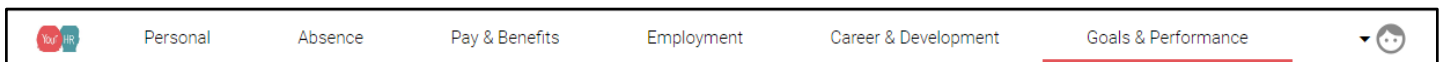
Purpose:

This guide will show you how to complete your Performance Review Forms at your six-month and annual reviews. You will receive email reminders to let you know the forms are ready for completion on Your HR. At this point, you should have updated all the progress that you have made against each objective and action. If these are not up-to-date, please refer to '**ESS 3 How to add or update Progress against your objectives and actions**'

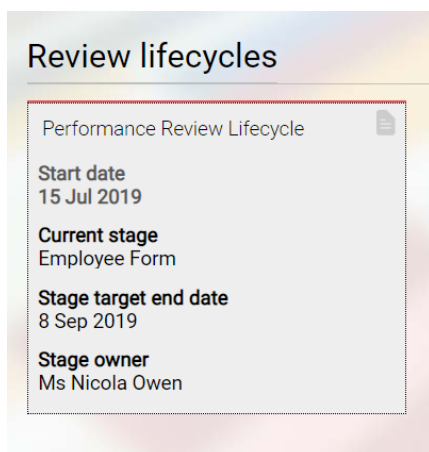
Logging in to YourHR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **Employee Self Service Homepage**.

Select **Goals and Performance** from the options at the top of the screen



- On your screen under **Review lifecycles**, you will see your **Performance Review Lifecycle** which you need to click on to commence either your 6 or 12 monthly performance review:



- 6 Month (or End of Year):**

Lifecycle Performance Review Lifecycle

- Click on **Employee Form** and then the **Generate** button. You will see the screen below

Lifecycle WARCC PRF - Performance Review Form 6mth

- ✔ Personal Details
- ✔ Objective Setting
- ✔ Employee Comments
- ✔ Manager Review

[Click here to return to the performance life cycle](#)

Summary

Six-Monthly Performance Review Form

The purpose of this review form is to record the outcomes from your six-month and end of year performance review meetings.

Click on **Start** to commence completion of the form and then use the arrows at the top of the page to progress. Your entries will be saved automatically as you progress through the form.

Once the form is fully completed please ensure you click on the **Submit** button to complete the process and avoid delays.

Start

Print

- Click on **Start** and you will see the Personal details screen
- Click on the Calendar icon and input the date of your review
- Click the **Next** button and you will be presented with a list of your personal and strategic objectives. Check that everything is up-to-date and then click on **Next**

- The **Employee Comments** screen will give you some reminders as to what to consider and document when preparing for your review. (You may also like to refer to the Leadership Competencies)
- When you have completed your Comments, click on **Summary** and **Submit**. If you are not ready to submit your form to your manager yet, you can **Save** instead and close the form to return to later. (If you click on **Next**, rather than **Summary**, it will take you to the manager's page which you cannot complete)
- Your manager will be able to view the form and your comments before your meeting
- After your Performance Review meeting, your manager will add their comments to the Review form.
- When your review form has been approved by your Line Manager, it will disappear from your main screen on YourHR. If you need to see it in full again, you can click on the search icon by the **Review Forms** heading:

Review forms



- You will then see the below screen where you can search for **All** or **Current** reviews (as well as any PDP's)

Review form search

Filter

All

Results: 3 items

WAROO PDP - Personal Development Plan

Duration
1 Apr 2019 -

Due date
1 Apr 2019

Status
Completed

Review rating

WAROO PRF - Performance Review Form 6mth

Duration
1 Apr 2019 -

Due date
1 Apr 2019

Search

Cancel

Creation Date	May 2019
Author	AH