



How to..... view and sign-off six monthly and annual Performance Reviews

Purpose:

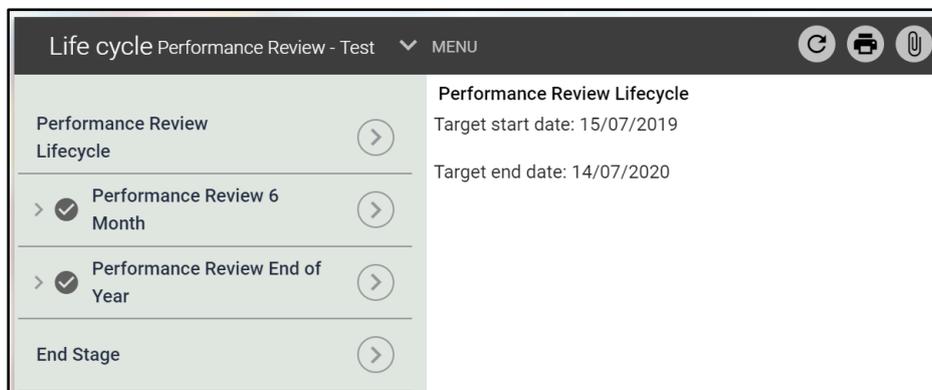
This guide will show you how to view, add comments to and sign-off an employee's six-monthly (or annual) Performance Reviews through **People Manager**. The performance review form will be completed on Your HR by your direct report and you can review it before your Performance Review meeting. Only add **your** comments **AFTER** the meeting though, as once you have submitted them, you will be unable to amend them.

Logging in to Your HR:

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 the **People Manager** option, then select role as **People Manager**.

Viewing the completed review form before the Performance Review meeting

- After you have logged in to **People Manager**, select the name of the relevant direct report (displayed on the left hand side of the screen)
- Scroll down to **Performance and Succession**, click on this heading and select **Performance Lifecycles**
- From the left hand side, select **Performance Review Lifecycle**



- Click on the grey arrow to the left of the six monthly or annual review and click on **Manager Form**. You will then be able to view a copy of the summary screen that the direct report will have seen when completing their comments for the review.
- Click **Start** and review the personal details screen
- Click **Next** and review the objective setting screen (N.B anything with a “+” symbol means that you can expand the section to review hidden information, such as actions and progress)
- Click **Next** and review the employee comments screen

Adding your Comments to the review form after the Performance Review meeting

- Follow the steps above and then:-
- Click **Next** and you will see the manager review screen. Here you can input your comments. **DO NOT ADD PERFORMANCE RATINGS OR SUCCESSION PLANNING DETAILS.** We are not using these on the module, for 19/20 at least, and the system doesn't like it!!

Managers Comments

In this section the manager is to enter their comments addressing any areas of good work or areas needing attention, also including any information that needs to be kept on the employees review.

Line Manager comments •

Click below to add the employees performance rating and review or add to the employee potential, this will feed into the 9 box grid.

Review rating (Performance) _____ ★

- When you have completed this screen, click on **Save** and then **Summary** so you can **Submit** the form to the system.

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