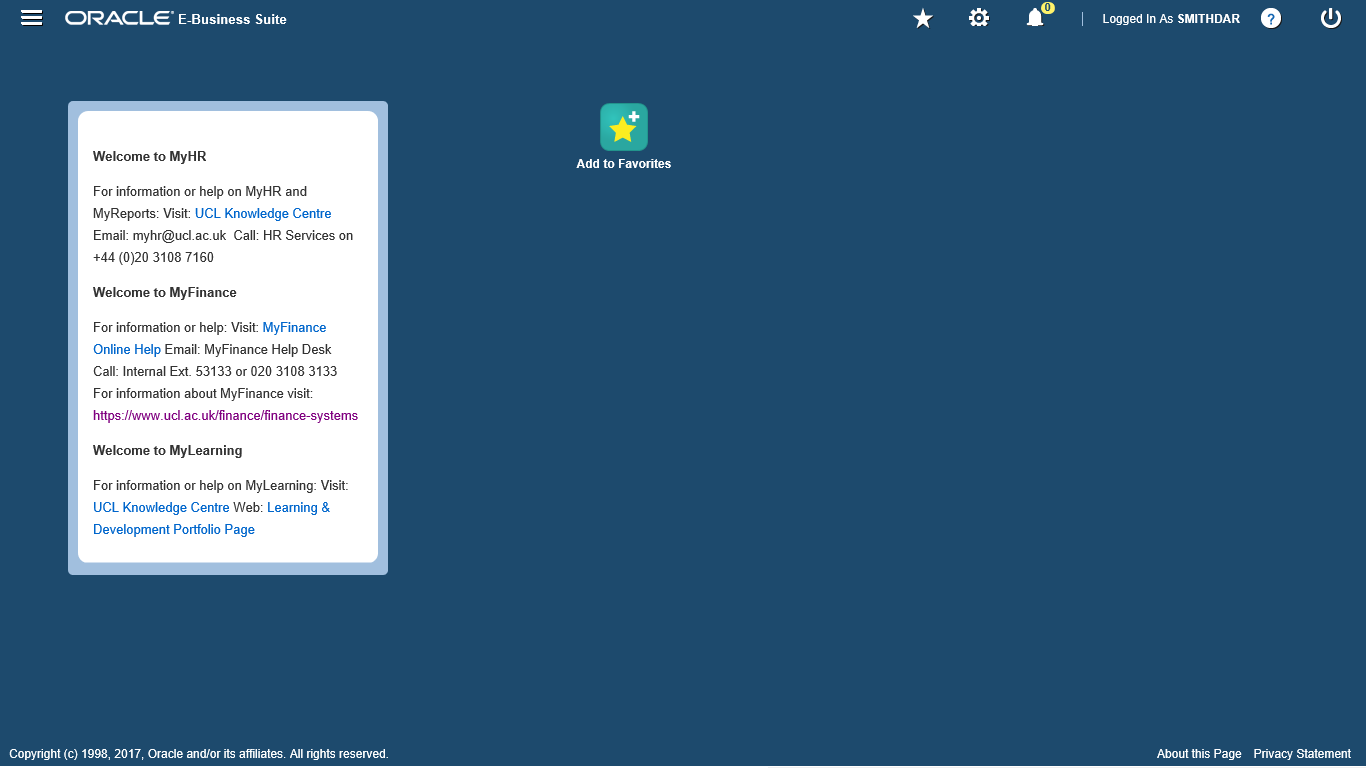
## Create Employee Performance Appraisal Review



| **Step** | **Action** |
| --- | --- |
|  | Select the Navigator menu.  Click the **Navigator** icon. |
|  | The list of Responsibilities displayed in the main menu is dependent on your role within UCL.  Next, you will navigate to the UCL Manager Self Service responsibility in order to create an employee performance appraisal meeting. |
|  | Select the required sub folder.  Click the **UCL Manager Self Service** link. |
|  | Select the required sub folder.  Click the **My Team Employment Information** link. |
|  | Select the required web page.  Click the **Appraisal** **Dates** link.  Graphical user interface, application, Word  Description automatically generated |
|  | **Note:** A list of your current direct reports will be displayed. If any employee has more than one assignment (job role) this will be indicated by a suffix e.g. **123456-2**.  Next, Select the **Action** icon alongside the chosen employee to create/update employee review dates.  In this example we are viewing information for the employee **Simon Dobins**. |

Graphical user interface, application, Word

Description automatically generated

| **Step** | **Action** |
| --- | --- |
|  | Select the required icon.  Click the **Action** icon. |

Graphical user interface, application, Word

Description automatically generated

| **Step** | **Action** |
| --- | --- |
|  | **Performance Appraisal** is automatically populated in the Review Type box.  Click the **Create Appraisal** button.  A screenshot of a computer  Description automatically generated with medium confidence |

Graphical user interface, application, Word

Description automatically generated

| **Step** | **Action** |
| --- | --- |
|  | Select the field to enter a review date.  Click in the **Date of Review** field. |
| **Step** | **Action** |
|  | Enter the performance appraisal review date.  Enter the **Date of Review**: **02-Aug-2019** |
|  | Choose whether to notify the employee of the review (this may not be necessary if review has already taken place).  Checking the box will send a notification of the review date, time, and location to the employee. They will receive a notification in their Worklist. |

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Description automatically generated

| **Step** | **Action** |
| --- | --- |
|  | Click the **Notify Employee being Reviewed** option. |

Graphical user interface, application, Word

Description automatically generated

| **Step** | **Action** |
| --- | --- |
|  | If required, an additional **Reviewer** can be added. This could be someone assisting in the review meeting. |
|  | Select the icon to add an additional reviewer.  Click the **Add Reviewers** button. |
|  | Enter a name.  Enter the **Name**: **Flowers, Mrs** |
|  | Select the name from the list.  Click the **Flowers, Mrs May** link. |
|  | Save your changes.  Click the **Continue** button. |
|  | Review the details for the created meeting before you **Submit** the Review Meeting. |

Graphical user interface, application, Word

Description automatically generated

| **Step** | **Action** |
| --- | --- |
|  | Submit your review dates.  Click the **Submit** button. |
|  | Return to the Home page.  Click the **Home** button. |
|  | This topic showed you how to create an employee performance appraisal record.  **End of Procedure.** |