

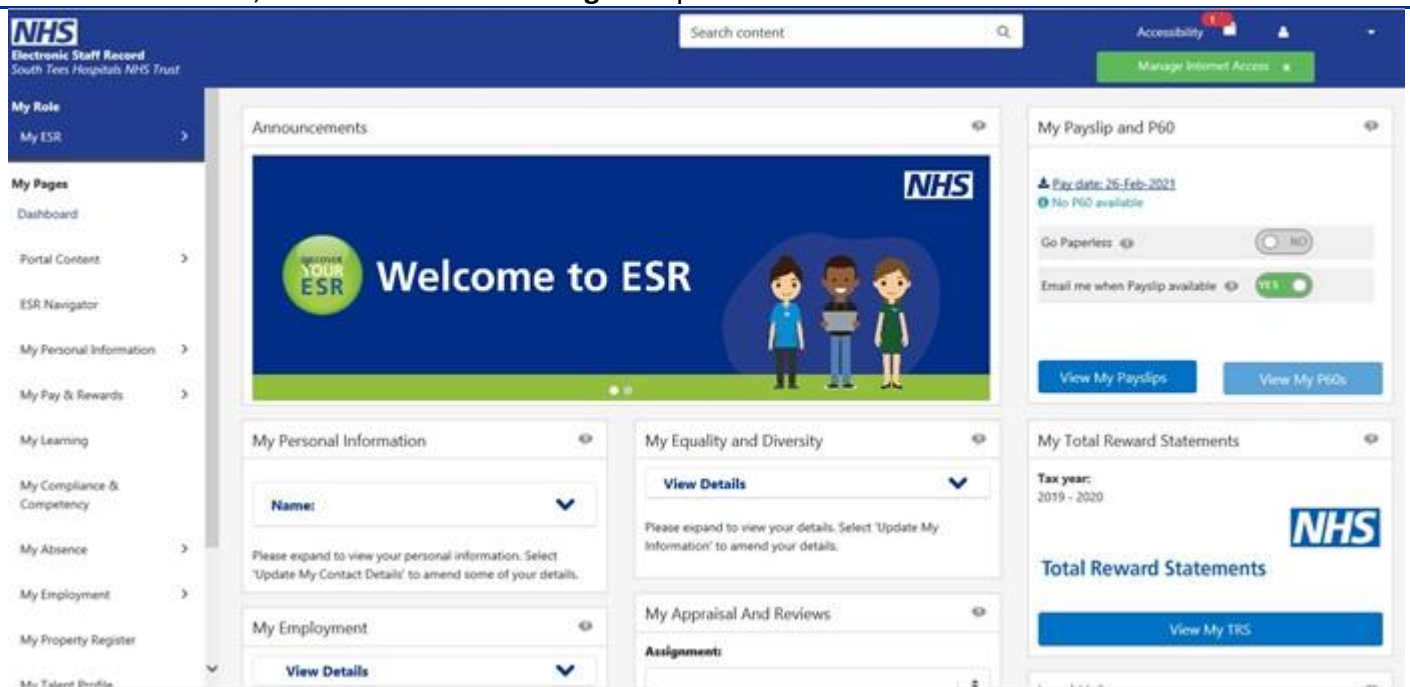
How do I view and update my appraisal?

During the performance appraisal process you can view and update appraisal information in Employee Self Service.


You will receive a notification from your main appraiser from which you view your appraisal details. You can also access your appraisal from the Appraisals and Reviews Link within the My Appraisals menu.

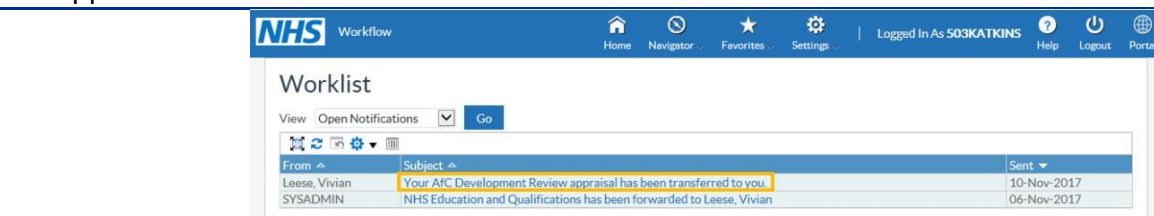
This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service URP.

- Log in to ESR
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service.



NOTE: If you are accessing the ESR Portal via the Internet, although a Notification count will be displayed in the Notifications area, you will not be able to navigate to the Notifications Worklist in ESR.

- Click the **Notifications** icon  to view the notifications you have received.
- Click the **Your AfC Development Review appraisal has been transferred to you** link to view your appraisal.



From	Subject	Sent
Leese, Vivian	Your AfC Development Review appraisal has been transferred to you.	10-Nov-2017
SYSADMIN	NHS Education and Qualifications has been forwarded to Leese, Vivian	06-Nov-2017

Details of the appraisal will be displayed, along with any comments from your main appraiser.

- Click the **scrollbar** to view the remainder of the notification.
- Click the **Update Action** link (found near the bottom of the page) to view the full details of your appraisal.
- On the next page, click the **Update** button (near the top of the page) to update the Appraisal.
- Any objectives associated with the appraisal will be displayed in the **Objectives** section.

Objective Name	Start Date	Target Date	Achievement Date	Update Details	Delete	Duplicate	Quick Update
Customer Service Skills	01-Jan-2018	31-Mar-2018					

- Click the **Quick Update** icon next to the appropriate objective.
- Click in the **Comments** field and enter any comments you wish to include. Click the **Apply** button to continue.
- Based on the training you have recently completed, you may want to update your competency profile in the **Competencies** section (you may need to use the **scrollbar** to move down the page).
- Click the **dropdown arrow** in the **Proficiency Rating** field next to the appropriate competency.
- Click the appropriate proficiency level from the **Proficiency Rating** dropdown menu to update the competency level.
- Click the **Update Details** icon (a pencil) next to the appropriate competency.
- A comment may be entered to support the proficiency rating requested. To enter text, click in the **Comments** field and type your comment. Click the **Apply** button to continue.

You may want to review your **Learning Path**:

- To locate the 'Learning Path' section, click the **scrollbar** to move down the page.

Course	Component Status	Completion Date	Update	Delete
503 Customer Service Skills	Not Enrolled	31-Mar-2018		

- Learning Paths will be listed in this section, with options to **Update** or **Delete**.
- Click the **Add Courses** button to add a course to your learning path.
- On the next page, click in the **keyword** field to begin your search for a course. Enter here the search criteria for the course you're seeking. Then, click the **Go** button to execute the search.

Tip: a date entered here will convert to the ESR format of DD-MON-YYYY. Alternatively, a date can be selected from the Calendar icon next to the Completion Date field.

Depending on the type of appraisal you are completing, you may be required to complete a questionnaire providing details of your development.

- Click the **Complete Questionnaire** button in the **Questionnaire** section of your Appraisals page.

Questionnaire Name	Last Answered On
KSF Review	

- A message will be displayed to advise that the page has an extended timeout period of 1 hour. Click the **OK** button to continue.
- You can complete the questionnaire as required. Use the **scrollbar** to move up and down the page.

NOTE: After approximately 1 hour working on this page, a prompt will be displayed to advise that your ESR Session will expire in 10 minutes. You must ensure that you click the Apply button before the 10 minutes have elapsed; otherwise, your data will not be saved.

- When you have completed the questionnaire, click the **Apply** button.

On the next page, the Last Answered field displays when you last answered the questionnaire.

- Click the **Share with Main Appraiser** button to continue.
- On the next page, enter your feedback in the **Feedback on Overall Rating** field.
- Then, click in the **Notification Message for Main Appraiser** field to enter your comments.
- Once you have entered your feedback, click the **Submit** button (near the top-right corner of the page)

to share with the main appraiser.




If the appraisal was updated from the workflow notification, you will return to this page once the changes have been submitted.


Once you have submitted your appraisal, you cannot update it until the main appraiser returns ownership of the appraisal to you and requested your input.

- Click the **Portal** icon  in the top right-hand corner of the page to return to the **My ESR Dashboard**.

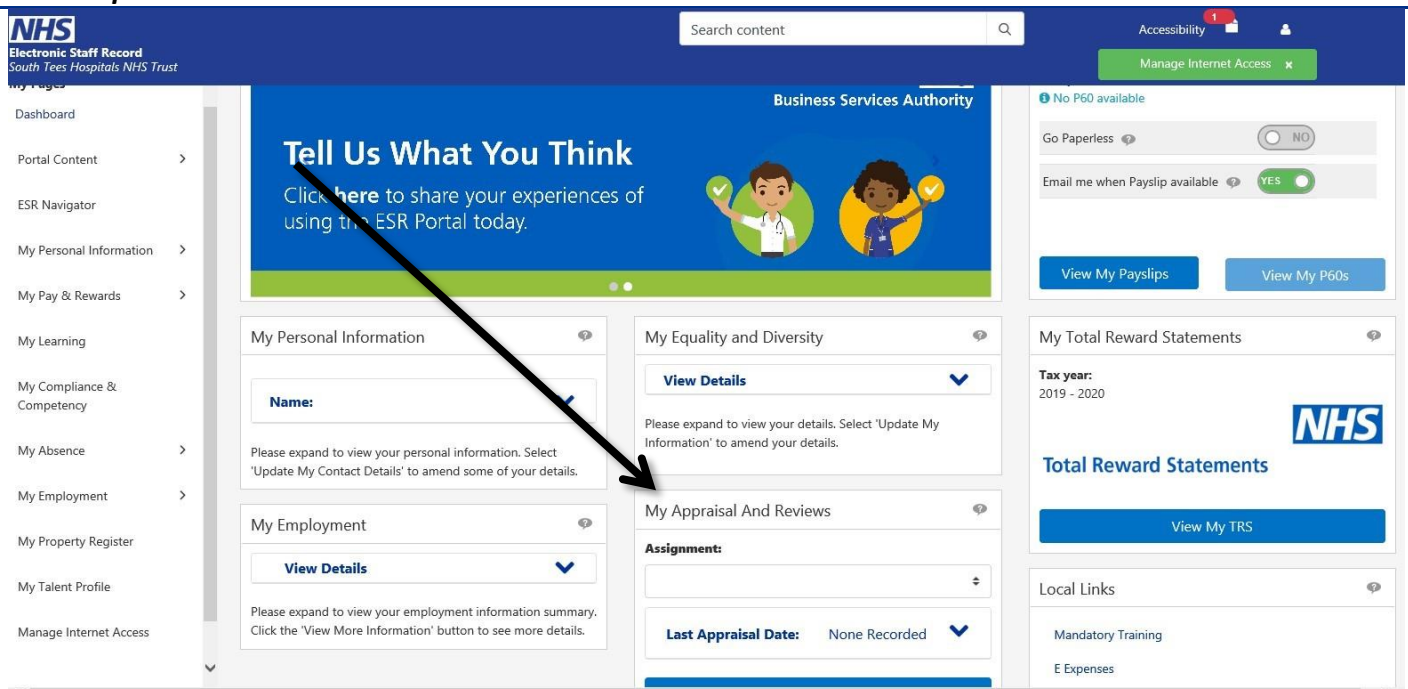
Once your appraisal has been finalised and completed, you will receive a notification advising of this. The appraisal details can be viewed from the notification and from the My Appraisals and Reviews section. In addition, any Learning Paths created as part of the appraisal process will be available to view in the MY LEARNING section.

To access the notification of your completed appraisal:

- Click the **Notifications** link  in the **My ESR Dashboard** to view any notifications you may have received.
- Click the **Your AfC Development Review appraisal has been completed** link to view the details
- Details of the appraisal are displayed. Click the **OK** button to close the notification.

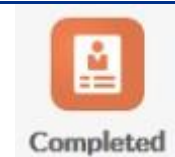
- Click the **Portal** icon  to return to the **My ESR Dashboard**.

In your My ESR Dashboard, the completed appraisal details can also be viewed in the My Appraisal and Review portlet.






- Click the **My Appraisal and Reviews** link.

- On the next page, the Appraisals in Progress form will be displayed. To view any completed appraisals, click the **Completed** icon.




- To view the details of a completed appraisal, click the **Details** link on the page displaying your completed appraisals.

Initiator ^	Appraisal Date ^	Appraisal Purpose ^	Plan ^	Period Start Date ^	Period End Date ^	Details	Print	Delete	Journal
Leese, Mrs. Vivian	18-Nov-2017	AfC Development Review		01-Nov-2016	31-Oct-2017				

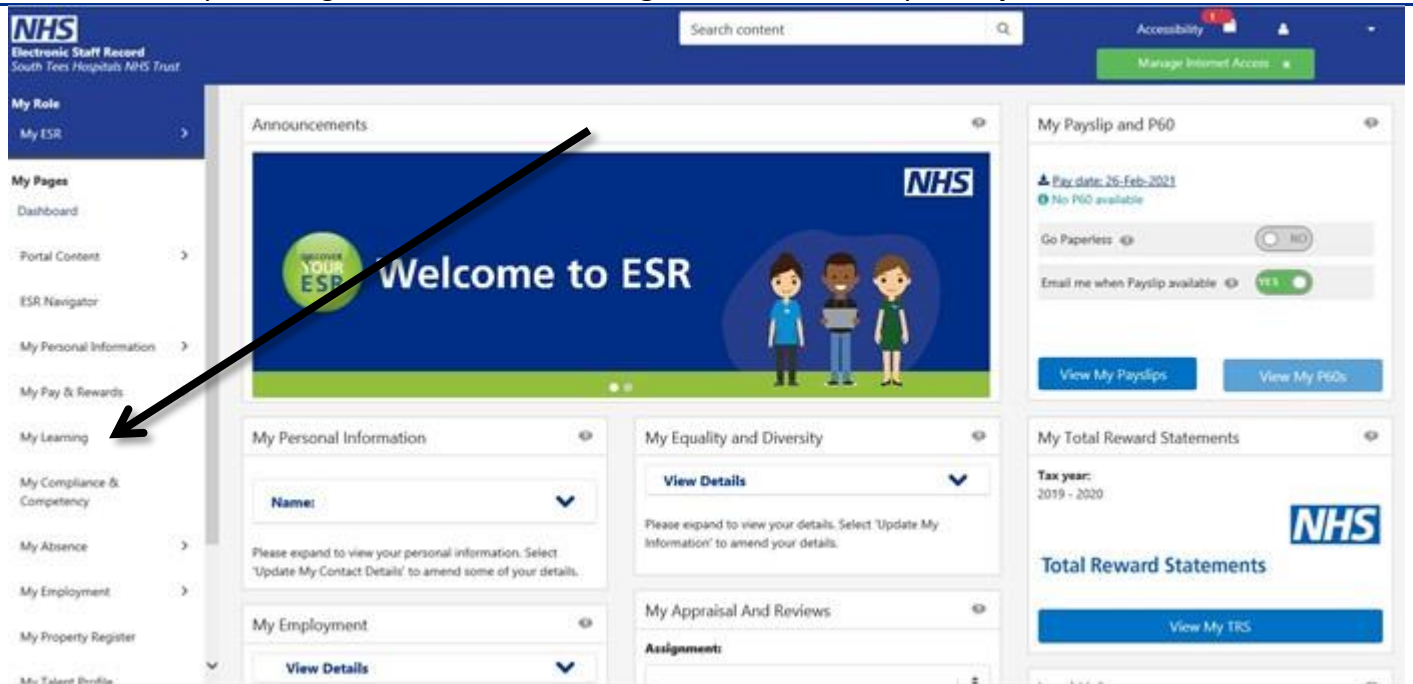
A copy of the appraisal can be printed by selecting the Print icon.

- On the next page, the completed appraisal details will be displayed. Use the **scrollbar** to move up or down the page.
- After reviewing the information, click the **Back** button to return to the **Employee Self Service homepage**.

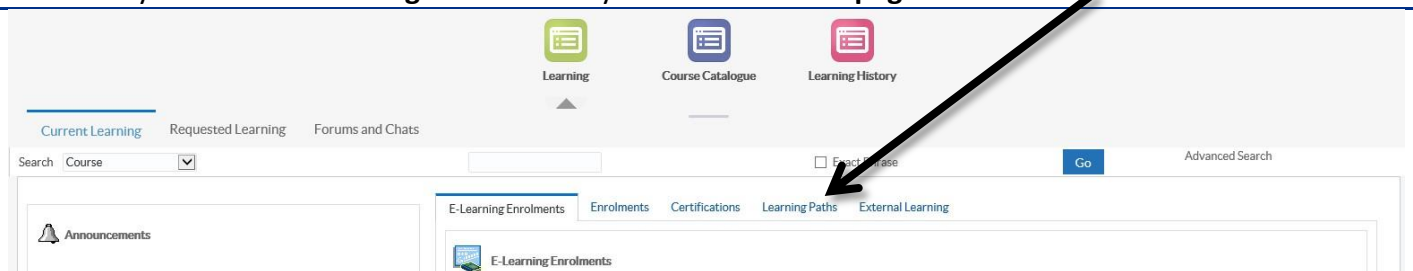
- Click the **Portal** icon  to return to the **My ESR Dashboard**.

To view the **Learning Path** that was created as part of the appraisal process:

- Click the My Learning link in the **sidebar navigation** to the left of your **My ESR Dashboard**




- Once this appraisal is completed, the Learning Path is displayed in your Learning Paths area, accessed when you click the **Learning Paths** tab on your **Learner Homepage**.



- To view details of the courses within the Learning Path, and to enrol on associated classes, click the **Learning Path Name** link listed.
- To complete a course, you can click the **Find Offerings** icon (a magnifying glass) and enrol in one of the associated classes.

For further details, please view the 'How do I enrol on Training' user guide.

- Click the **Portal** icon  to return to the **My ESR Dashboard**.