The Appraisal Process Using the Horizon System – Appraisee

Beginning Your Appraisal

1. To begin your appraisal, go to **Me > Career and Performance > Performance.**

QUICK ACTIONS	A995				
∯f Stills and Qualifications	<u>R</u>	ሱ ግ	町	â	9
Personal Details	Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Document Records					
kdentification Info	ÛĈ	∾	\bigcirc	ē	+
Contact Info	Career and Performance	Personal Information	Learning	Expenses	
Show More					
t's time for 2020-21 Annual Per	formance Review				
urrent Task elf-Evaluation		Due Date 30/09/2021			
Skills and Qualifications	Goals	Perfo	rmance	Career D	evelopment
Build your talent profile by adding skills and qualifications.	Set and manage performance goals	View p	erformance documents and te related tasks.	View detail plan, caree	s about your developme r interest, and career

2. Change the review period to the current academic year

	Review Period	2021-22 Annual Review Period	\sim
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You will then be able to view all tasks that need to be completed by both yourself and your Line Manager as part of the appraisal process.

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2021-2022 Annual Performance Review	Anna Radley	,
	No participants Due 30/09/2022	
Current Task	Task Completion	
elf-Evaluation Due 30/09/2022	0 / 4	
All Tasks		
Self-Evaluation Due 30/09/2022		
O Manager Evaluation Due 30/09/2022		
Employee Final Feedback Due 30/09/2022		

Feedback from additional managers

As appropriate you can add an additional participant to provide feedback if you are working to a different manager throughout the year.

1. Select **No participants** then **Add** to include a participant manager.

Anna Ra	idley			
No part	icipants D	ue 30/09/20	22	
Task Co	mpletion			
			0/4	

2. Type in the relevant person in **Add Person** then **Send Request**.

Add Participa	ants	Save and Close	Send Request	Cancel
(Current Participants			
6	Select Participants		^	

3. You are also required to submit a timeframe and comment for your participant manager to complete their portion of the appraisal.

Participants		
iian Atkins		
Due		
23/07/2021	0 ⁰	Der
Anne de Destinium de		
essage to Participants		

Stage One: Self-Evaluation

1. To enter your appraisal, click on Annual Performance Review

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2021-2022 Annual Performance Review	Anna Radley	
	No participants Due 30/09/2022	
Current Task	Task Completion	
Self-Evaluation Due 30/09/2022	0/4	
All Tasks		
Self-Evaluation Due 30/09/2022		
O Manager Evaluation Due 30/09/2022		
O Employee Final Feedback Due 30/09/2022		

2. Click on Edit by Overall Summary.

Here you can enter your thoughts and observations based on your objectives from the previous year. Once completed click **Save**. You can edit this section again if desired.

Overall Summary		Edit ^
Employee Comments Show Additional Info	4	

3. Under **Evaluation Topics** you can evaluate how you met your objectives through the values of the university eg. Collaboration, Impactful and Inclusivity.

Once completed click Save and Close. As before, you can still edit this section again.

Evaluation Topics	^
Values/Behaviours 0 of 3 commented	Evaluate
Performance Objectives 0 of 0 commented	Evaluate
Career and Development Objectives 0 of 0 commented	Evaluate
Questionnaire	Evaluate

 Under Attachment you can include copies of achievements or feedback. If you are submitting feedback to a participant manager, it is good practice to submit your appraisal documents from the previous year.



- 5. Once you are happy with the content inputted select **Submit** in the top right corner. If you have not completed all the sections a warning will appear.
- 6. You will be able to see that your self-evaluation has been submitted as a green tick will appear next to Self-Evaluation in the task bar. Your appraisal is now with your Line Manager to review.

Stage Two: Managers Evaluation

- 1. Your Self-Evaluation is now with your Line Manager to review.
- 2. They will look at the comments you have provided and draft a response in preparation for your appraisal meeting.
- 3. At this stage your line manager can roll back the appraisal process to the self-evaluation if there are additional comments you would like to add.
- 4. Following your appraisal conversation your Line Manager may amend some of the comments made and submit a manager rating.
- 5. They will then submit the appraisal onto the next stage.

Stage Three: Employee Final Feedback

- You will now have an opportunity to review the completed appraisal. As before, click on Me
 Career and Performance > Performance.
- 2. Change the review period to the current academic year
- 3. Click on **Annual Performance Review** to review the feedback and rating provided by your Line Manager.

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2021-22 Annual Performance Review	A By Anna Radley
	No participants Due 30/09/2022
Current Task	Task Completion
Provide Final Feedback Due 30/09/2022	2/4
All Tasks	
Self-Evaluation Due 30/09/2022	
Manager Evaluation Due 30/09/2022	
Provide Final Feedback Due 30/09/2022 Provide Final Feedback Due 30/09/2022	

4. If your appraisal process including feedback from a participant manager, you will be able to view this by clicking **Show Additional Information**.



5. Once you have reviewed the content of the appraisal document, click on **Continue** to approve the appraisal.



6. You will then be asked to input a final comment about your appraisal.

Provide Fin Charles Allen (Ch	al Feedback _{nariie)}		Save and Close	Sub <u>m</u> it	Cancel
(Comments				
	Employee Comments				
	Write final comments here	I			
		Paragraphs: 1, Words: 4, Characters (v	with HTML): 25		

7. Then click **Submit** to send the appraisal back to your manager for their final comments

Stage Four: Managers Final Feedback

- 1. Your Line Manager now has a final opportunity to review the content of the appraisal and read any comments you may have submitted.
- 2. They will also have a final opportunity to provide a final comment.
- 3. They will then **Submit** the appraisal document to complete the appraisal process.