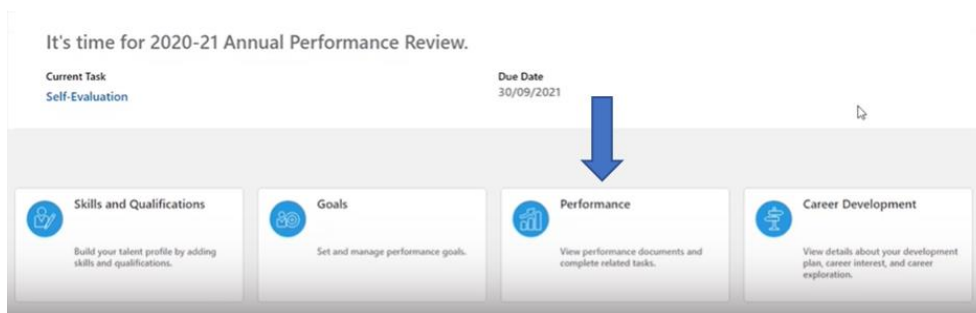
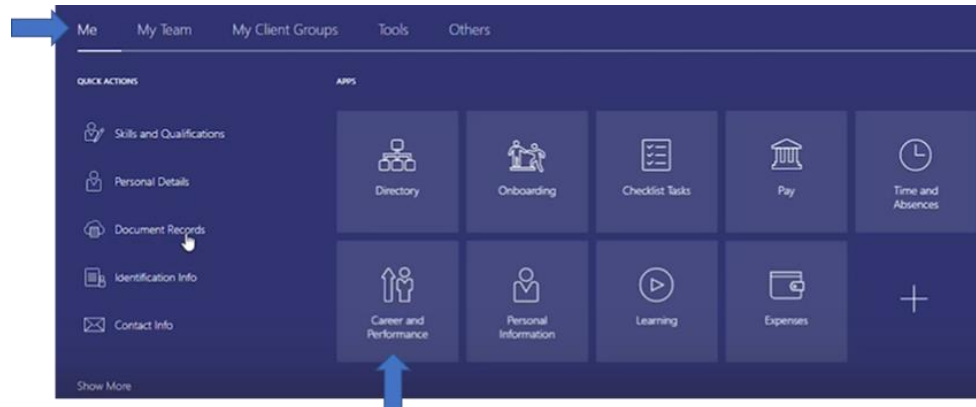


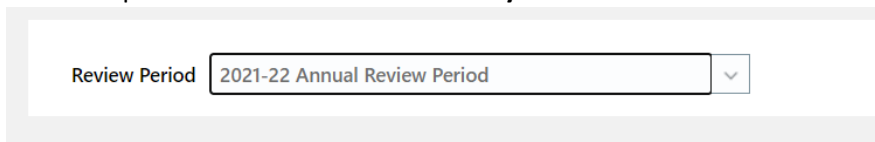
The Appraisal Process Using the Horizon System – Appraisee

Beginning Your Appraisal

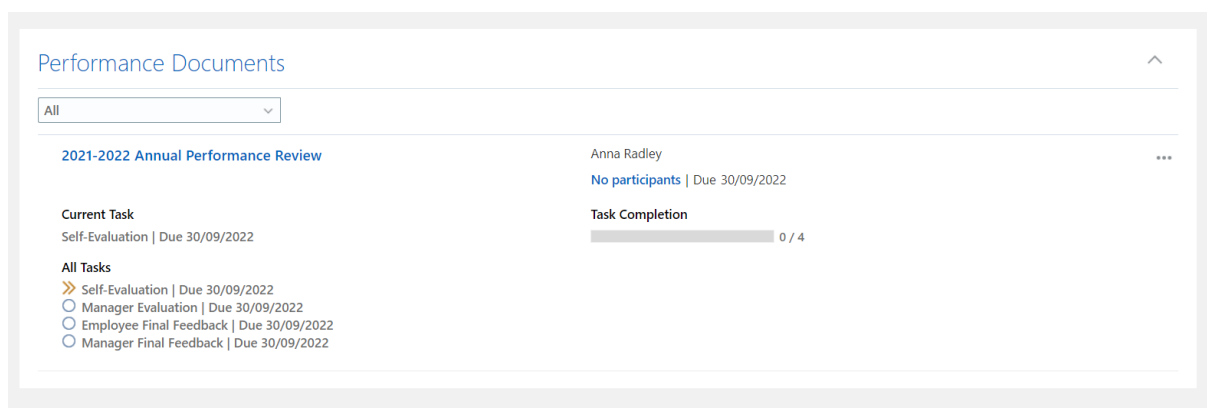
1. To begin your appraisal, go to **Me > Career and Performance > Performance**.



2. Change the review period to **the current academic year**



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.




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.

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



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

Details

Participants

Sian Atkins

*Due

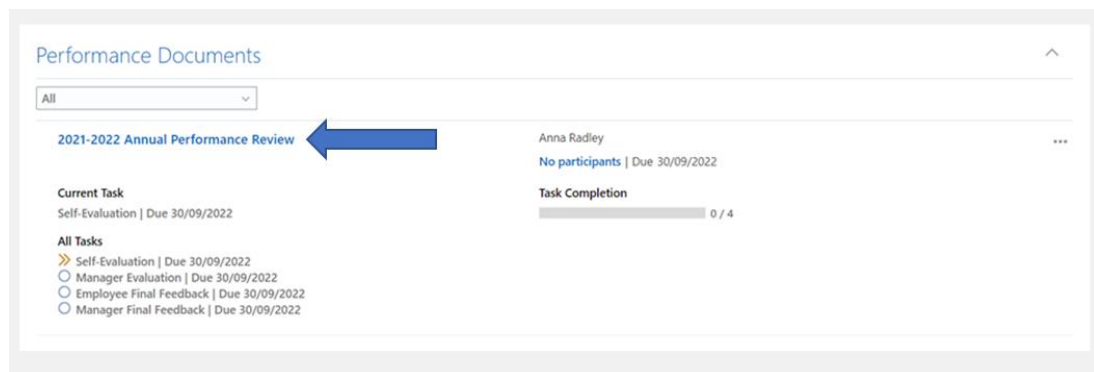
23/07/2021

Message to Participants

Hi Sian, please provide your feedback by the date in

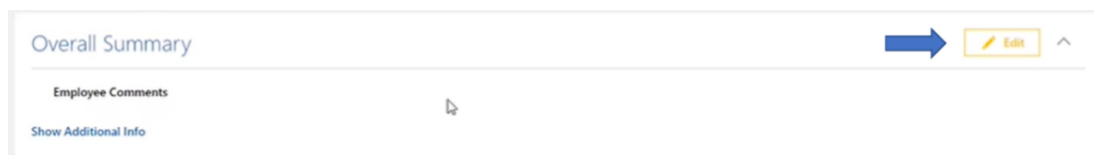
Stage One: Self-Evaluation

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

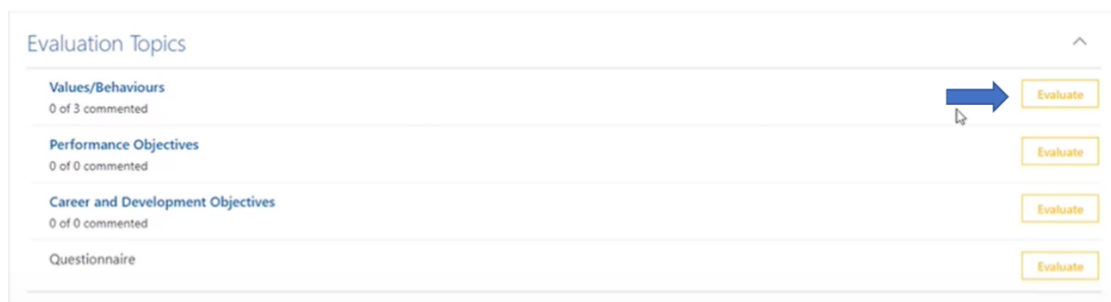


2. Click on **Edit by Overall Summary**.

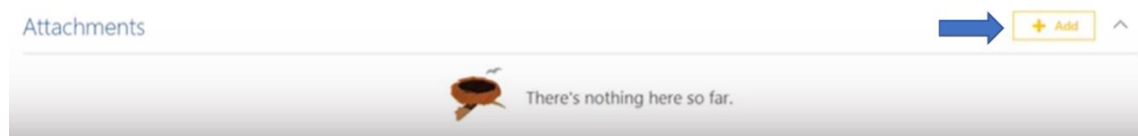
Here you can enter your thoughts and observations based on your objectives from the previous year. Once completed click **Save**. You can edit this section again if desired.



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.



4. 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.



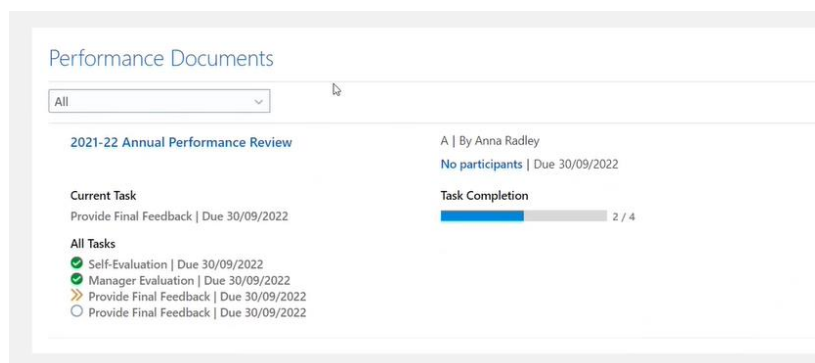
5. Once you are happy with the content inputted select **Submit** in the top right corner. If you have not completed all the sections a warning will appear.
6. You will be able to see that your self-evaluation has been submitted as a green tick will appear next to Self-Evaluation in the task bar. Your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

Stage Two: Managers Evaluation

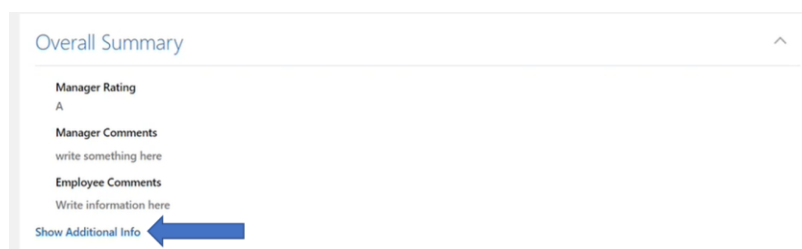
1. Your Self-Evaluation is now with your Line Manager to review.
2. They will look at the comments you have provided and draft a response in preparation for your appraisal meeting.
3. At this stage your line manager can roll back the appraisal process to the self-evaluation if there are additional comments 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

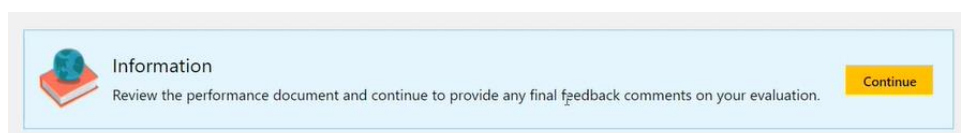
1. You will now have an opportunity to review the completed appraisal. As before, click on **Me > Career and Performance > Performance**.
2. Change the review period to **the current academic year**
3. Click on **Annual Performance Review** to review the feedback and rating provided by your Line Manager.



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 Final Feedback
Charles Allen (Charlie)

Save and Close Submit Cancel

Comments

Employee Comments

Tahoma 2 B I U

Write final comments here

Paragraphs: 1, Words: 4, Characters (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.