



PReP*

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Quick Guide – Appraisee

Version 6.41



**Right skills.
Right place.
Right time.
Right outcome.**



Quick Guide - Appraisee

Personal details



Menu > Profile > to update

personal details. The personal details will pull through to your input form.

Scope of work

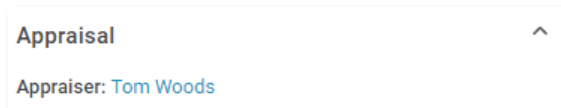
Enter the details of your scope of work – **General Information > Add Area of Work.** These details will appear on your appraisal input form.

Qualifications

Enter the details of your qualifications – **General Information > Add Qualification.** These details will appear on your appraisal input form.

Appraiser





Click on your appraisers name on the **Appraisal** card (on your dashboard) to change your appraiser. Please contact your system administrator if you cannot and need to change your appraiser.



This person will oversee your appraisal process and meeting. This step may be completed by your organisation's administrators.

Supporting information

Go to **Supporting Information > ADD** to:

-  Record details of relevant activities
-  Upload relevant supporting documents
-  Provide reflection if the event has passed
-  **Save** and link to **Categories** to associate to the relevant category - this will place it in the appropriate area of the input form.

Personal development plan (PDP)

Suggest your development needs for appraisal discussion in your PDP (found on blue menu bar) – **PDP > PDPs > Click on the title for the most recent PDP > ADD.**

Development needs will then be available to the appraiser in your appraisal meeting.

Meeting date

Click the link on the **progress bar** on to set or change the appraisal meeting date.



Input form

Click the link on the **progress bar** or the input for status on the **Appraisal** card to start/edit your input form – submit the form to your appraiser for their acceptance before the appraisal meeting.

Input form: Not submitted

Output form

Following your appraisal meeting, your appraiser will prepare an appraisal output form. Once available, click the link in the **Tasks** widget to accept or return the form.

Feedback questionnaire

When the output form has been completed you will need to submit the **Feedback questionnaire** – click the link on the **progress bar** to do so.

Finalise appraisal

When the feedback is finalised you will be directed to the page to complete your appraisal cycle