EmployeeConnect

Performance Review Manual

Contents

Terminology

Performance Review	The parameters and standard metrics that define the structure of how performance will be measured for the relevant period.
Performance Appraisal	The tool used to measure and assess an individual's performance. It is a worksheet made up of the standard metrics defined on the Performance Review and modified to suit the individual.
Appraisal Worksheet	The Appraisal form on which appraisal activity and comments are recorded by the Participant and the Evaluator.
Current Appraisals	All appraisals where the Overall Review Status has not been set to 'Closed' on the Performance Review Setup form.
Historical Appraisals	All appraisals where the Overall Review Status has been set to 'Closed' on the Performance Review Setup form.
Participant	The person who's performance is being assessed.
Evaluator	The person who assesses the performance of the Participant(s).

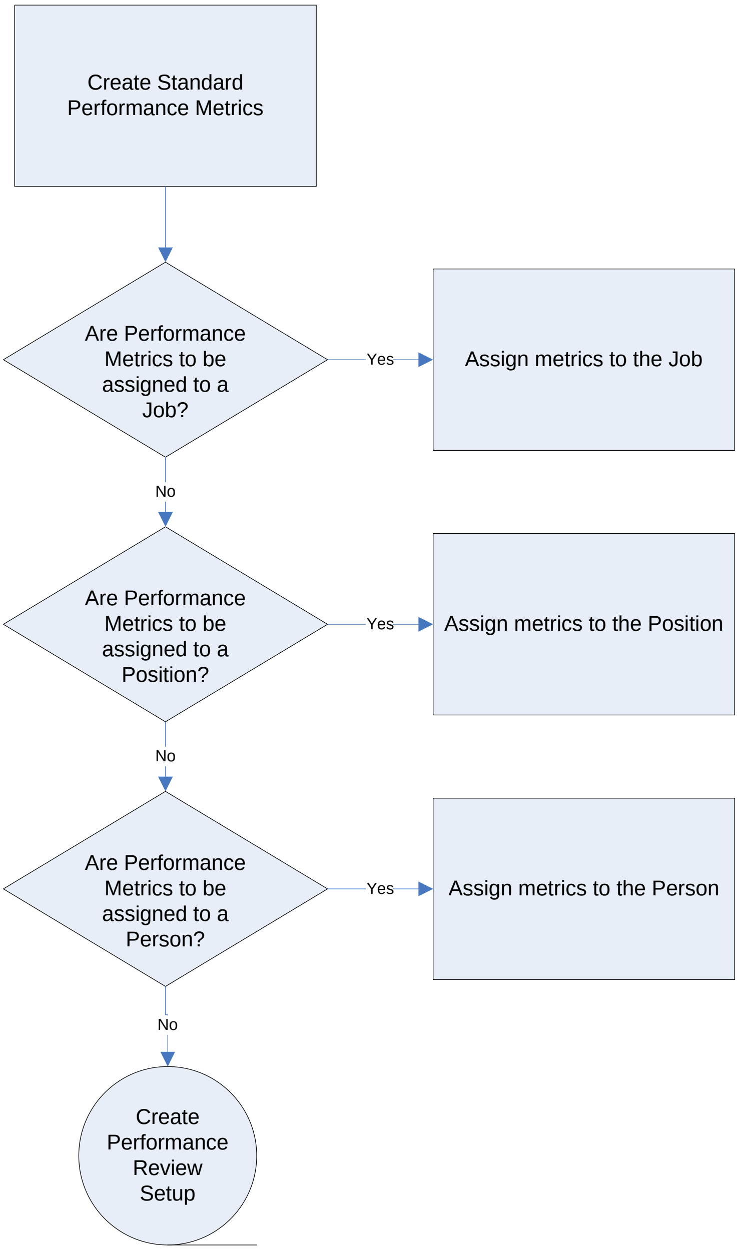
Performance Metrics

Metrics are used in three different areas within Cirrus.

- Organisation – Associated with positions and jobs. Used as the list of competencies required to perform the job
- Performance – Associated with positions, jobs and people. Used as the goals/KPIs/objectives that an individual needs to achieve.
- Training – Associated with training courses. Used as the competencies that will be achieved by undertaking the training.

This section will concentrate on the use of metrics in the Performance module.

Process Diagram for Performance Metric Creation and Assignment

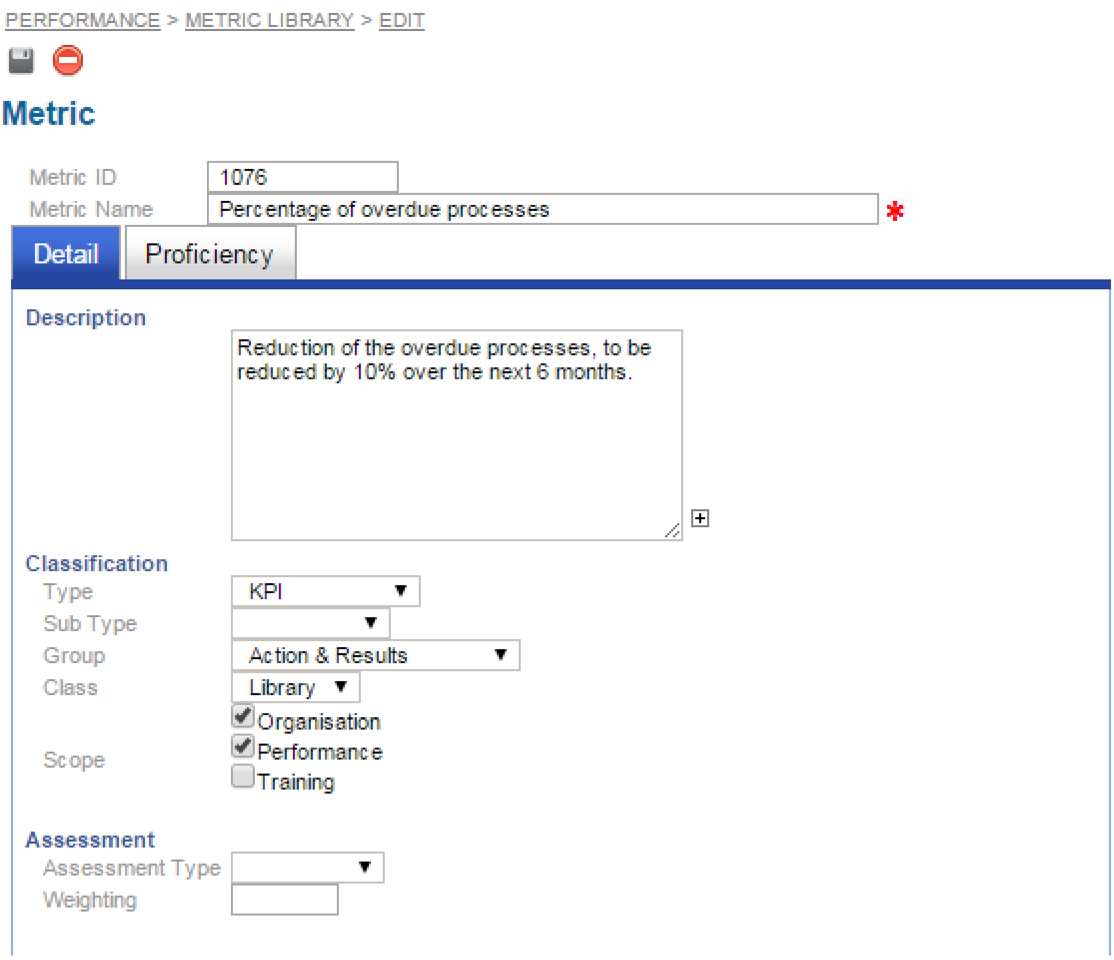


Performance metrics are added to a participant's performance appraisal when they are:

- Assigned to their job or position (see the Organisation section of the manual)
- Assigned to a specific participant
- Attached to the performance review template metrics (see below)
- Added to the participant's performance appraisal via the library of metrics (see below)
- Created for a specific participant within their appraisal (see below)

Creating a Performance Metric

Go to Modules > Performance > Metric > Add Metric

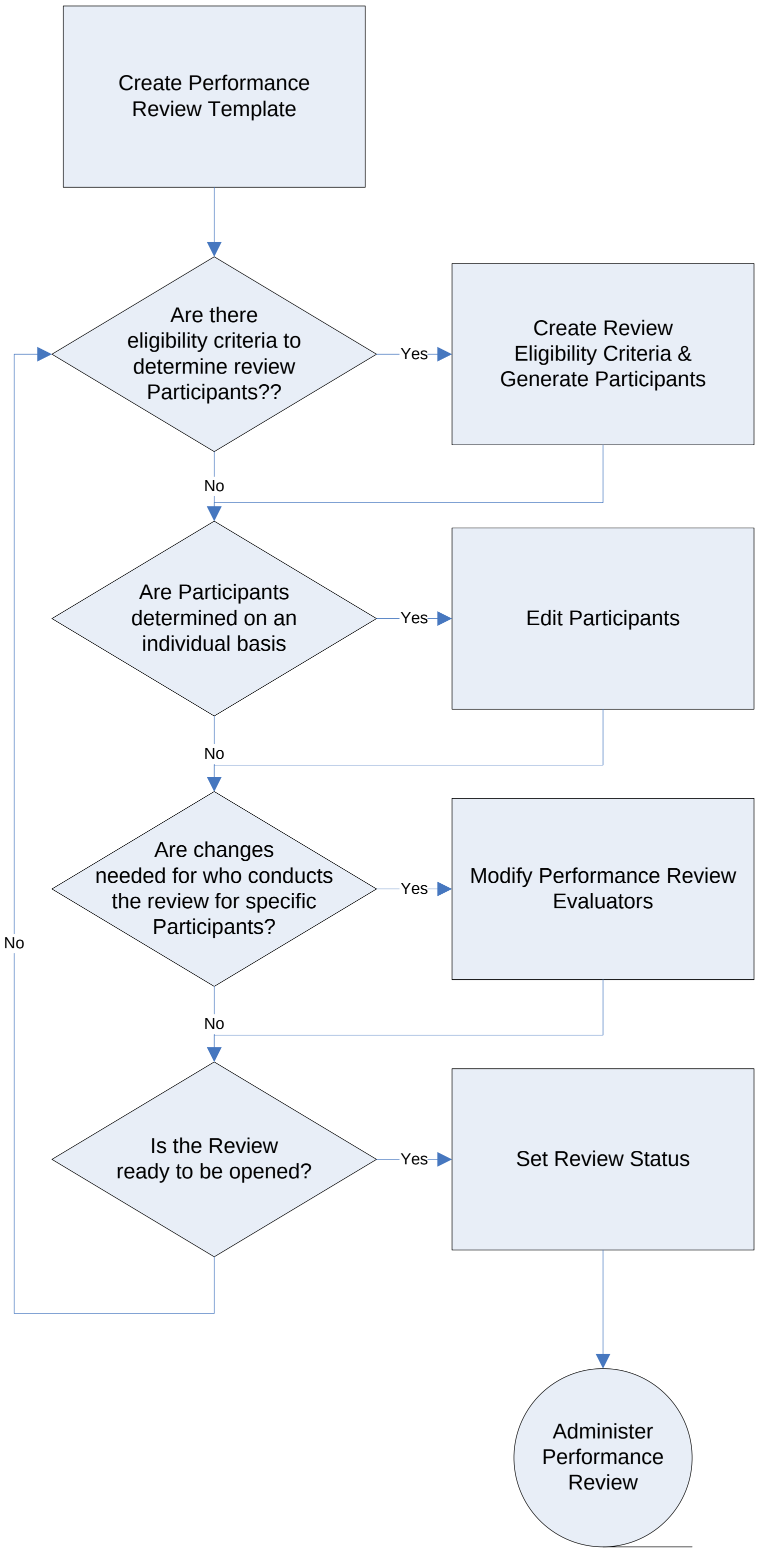


Metric ID	A numeric value unique to this metric (Note: use a large number or prefix your metrics with an alpha character to ensure it will not cause an issue later)
Metric Name	A short name to identify the metric
Description	SMART definition for the metric
Type	Objective, Goal, KPI, Skill, Development, and Competence are the metric types that are used in the performance module.
Sub-Type	A list of all options defined for list value type “MetricSubType” where the parent code is one of the above “MetricType” values. This is not a required field.
Group	Add a group from the list box if appropriate. Options are for list value type “MetricGroup”. This is not a required field.

Class	Select 'Library' if this metric is to appear in the Metric Library for this metric type.
Scope	Check 'Performance' in order for this metric to be used in performance reviews. More than one value can be checked if the metric is also to be used in organisation or training.
Assessment Type	This field is not relevant for use within the performance module.
Weighting	Set the weighting for the metric so it can be used in calculating the section and overall score of the performance appraisals.
Proficiency	The performance module does not use the proficiency levels at this time. This section relates to competency metrics so you can set different levels (e.g., beginner, intermediate, advanced, expert or low, medium, high).

Creating the Performance Review

Process Diagram for Performance Review Setup



Review Template

The review template determines how the appraisal worksheet will look and how the participant, evaluator, and 360 reviewers will interact with each tab in the worksheet.

Creating/modifying a review template

Go to Modules > Performance > Setup > Review Template

Click on the at the bottom of the Performance Review Template report to create a new review template.

Edit	Copy	Review ID	Review Name	Type	Class	Status
		2014e	2014 Annual Employee Review	Manager	Annual	
		2014x	2014 Executive Review	Manager	Annual	
		2013a	2013 Annual Review	Manager	Annual	
		2015e	2015 Annual Employee Revie	Manager	Annual	

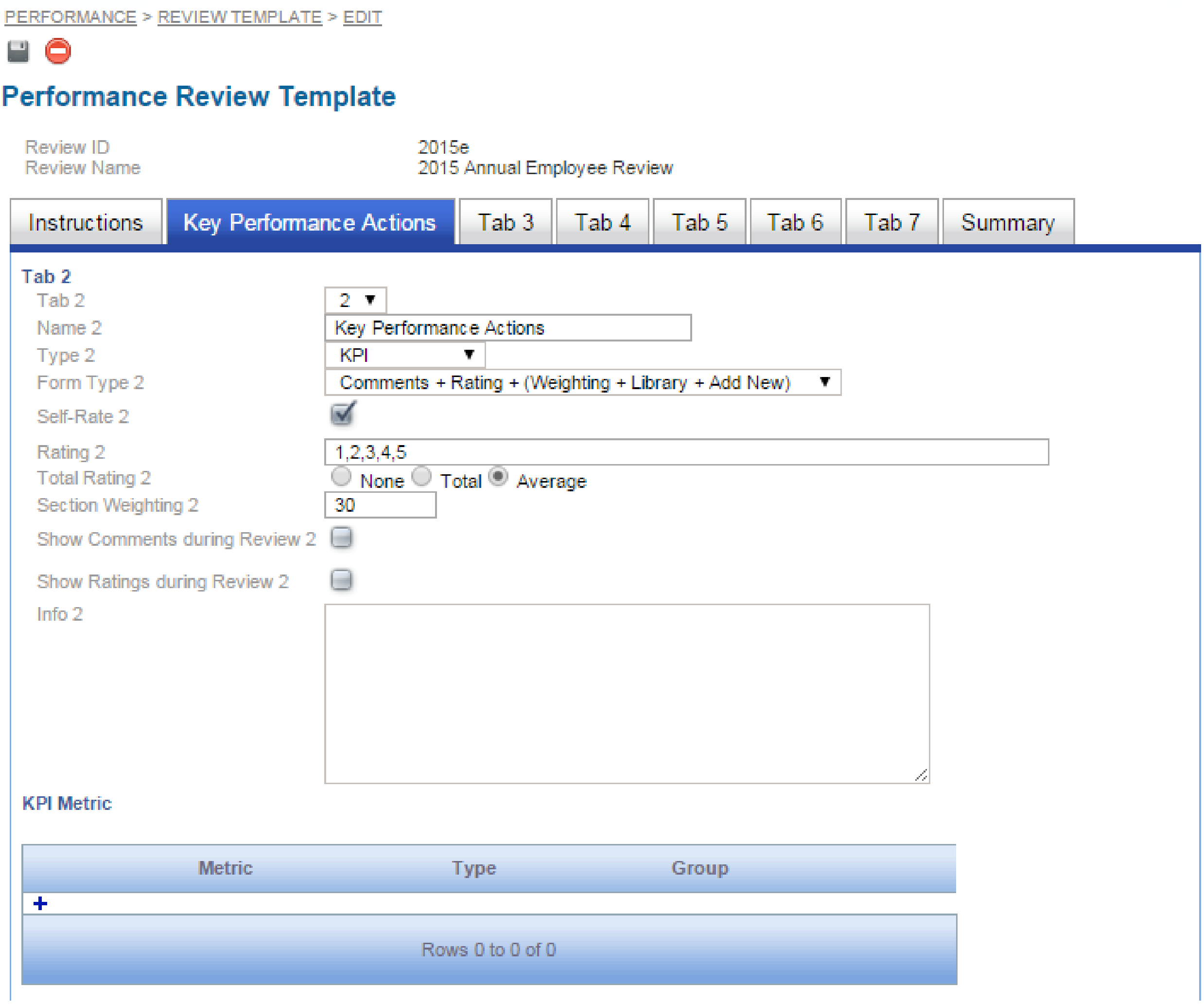
Rows 1 to 3 of 3

Add the information in the newly created row in the report and click on icon to save the record.

Click on the icon alongside an existing review record to copy the details into a new review template. Please note that the copy feature only copies the review template; it does not copy the linked metrics for the template.

Note that the values under Type and Class are labels only. Choosing the review type of 360 means that participants and evaluators will choose 360 reviewers during the appraisal process. There is no difference to the review setup or function based on the review class options.

Click on the icon to open the Performance Review Template and setup the structure for the appraisal worksheet.



The Performance Review Template form consists of 8 Tabs. Each tab on the form corresponds to a tab on the appraisal worksheet.

Introduction (Tab 1)	Used to provide review instructions and information (MANDATORY)
Tab 2 – 7	Used to display different types of metrics on the appraisal worksheet
Summary (Tab 8)	Used to provide overall rating and comments as well as signifying that the Appraisal is complete (MANDATORY)

Tab Fields

The fields on each tab are the same and function as described below.

Tab	Leaving this field blank will remove the tab from the appraisal worksheet. Choose the number available in the drop-down list to include the tab (as shown above).

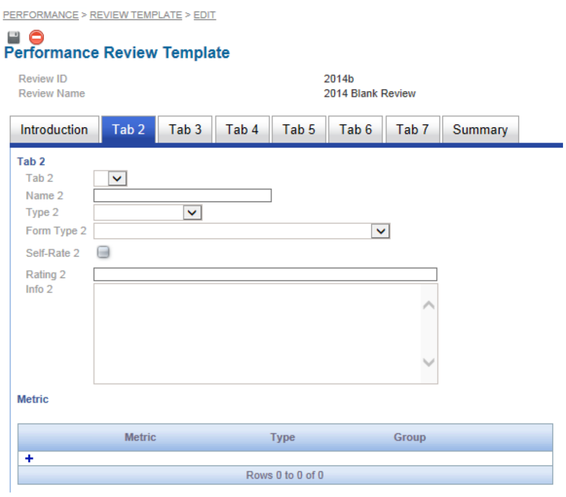
Name	The name of the tab as it is to appear in the appraisal worksheet. The text you enter will replace the text “Tab #” in the header of this form, also, as shown in the screen image on the previous page.
Type	The type of metric to be displayed on Tabs 2 through 7 of the appraisal worksheet. Values are KPI, OBJECTIVE, SKILL, GOAL, COMPETENCE and DEVELOPMENT. Note that not all Types have to be used, but each type must only be used once.
Form Type	The type of interaction that the participants and evaluators will have with each metric on the appraisal worksheet. See below for definitions of each Form Type.
Self Rate	Check this if the Participant is to rate themselves where a Rating Form Type is selected.
Rating	Comma-separated text to be included as the rating options for the tab where a Rating Form Type is selected. Be sure that there are no spaces after each comma. For example: 1,2,3,4,5 or 1=Excellent,2=Above Average,3=Average,4=Below Average,5=Poor
Total Rating	Choose “None” if the tab is not scored. Choose “Total” for a score calculated as the sum of the ratings of each metric on the tab. Choose average if the score is the average of the ratings of each metric on the tab.
Section Weighting	Define the numeric weighting (between 0 and 100) for the tab. This weighting is applied to the score for the tab when determining the overall score. Leave it blank if there is no weighting or if the tab is not scored.
Show Comments during Review	Check the box if you want comments for metrics on the tab to display to the participant and evaluator prior to the completion of the review.
Show Ratings during Review	Check the box if you want ratings for metrics on the tab to display to the participant and evaluator prior to the completion of the review.
Info	Information that is to appear at the top of the tab. This can be formatted using HTML.
Metric	An embedded report that allows metrics from the library to be added. These metrics will be assigned to every review Participant. Note that the relevant metrics have to be created in the Metric area first. Also note that the Performance Review Template has to be saved after the “Type” field has been populated in order for the metrics to be displayed. The metrics will appear on the appraisal worksheet in the same sequence that they appear here.

Form Type Definition

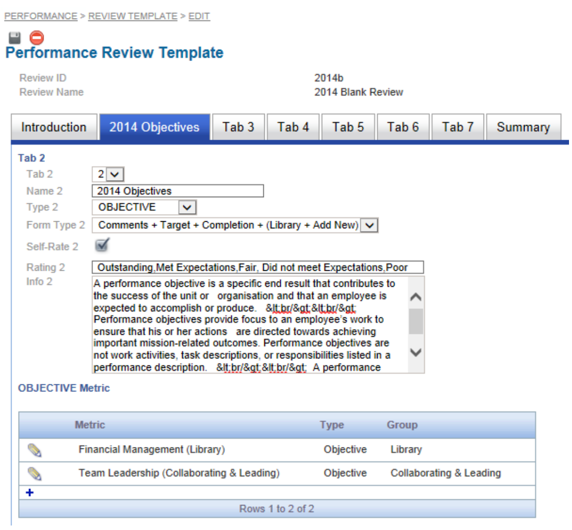
The names of Form Types describe the standard components used within that form and which will govern how the Participant and the Evaluator interact with that tab on the appraisal worksheet.

Comments	Comments can be made by both the participant and the evaluator.
Add New	An "Add New" button will appear at the bottom of the tab which allows new free text metrics to be added.
Library	A "Library" button will appear at the bottom of the tab which allows a standard metric from the library to be added.
Rating	Provides a drop-down list to select the rating for each metric. Option values are those entered in the "Rating" field for the tab on the Performance Review Template form.
Weighting	Displays the weighting value that is entered against the standard metric. Editing of the weighting for added metrics is allowed when the performance worksheet is in edit mode.
Target + Completion	Adds a "Target Date" field and a "Completion Date" field to each metric. The fields are editable by the person who added the metric.
Radio Group Rating Only	Only the titles of the metrics are displayed and a rating scale based on the option values listed in the "Rating" field for the tab.

Before



After



Tips

- An appraisal worksheet can have as few as two tabs and as many as eight tabs. The number of tabs is determined by populating the “Tab” field on the Performance Review Template form. Tabs 2-7 are optional.
- The Summary tab is required if participants and evaluators are to mark their appraisal worksheet as being “Complete”. Alternatively an Administrator can mark the Appraisal as “Complete” via Appraisal Overrides.
- A Review template should not be changed once a Review Period has been closed, as any changes will appear in all Worksheets based on that Review template, even closed ones. Instead, a new Review template should be created, or the ‘Copy’ function used, to create a new Review template for each Review Setup.

Review Setup

Modules > Performance > Setup > Review Setup

Creating a Performance Review template automatically creates a new Performance Review Setup record.

PERFORMANCE > REVIEW SETUP

Performance Review Setup

Search Clear Search Advanced

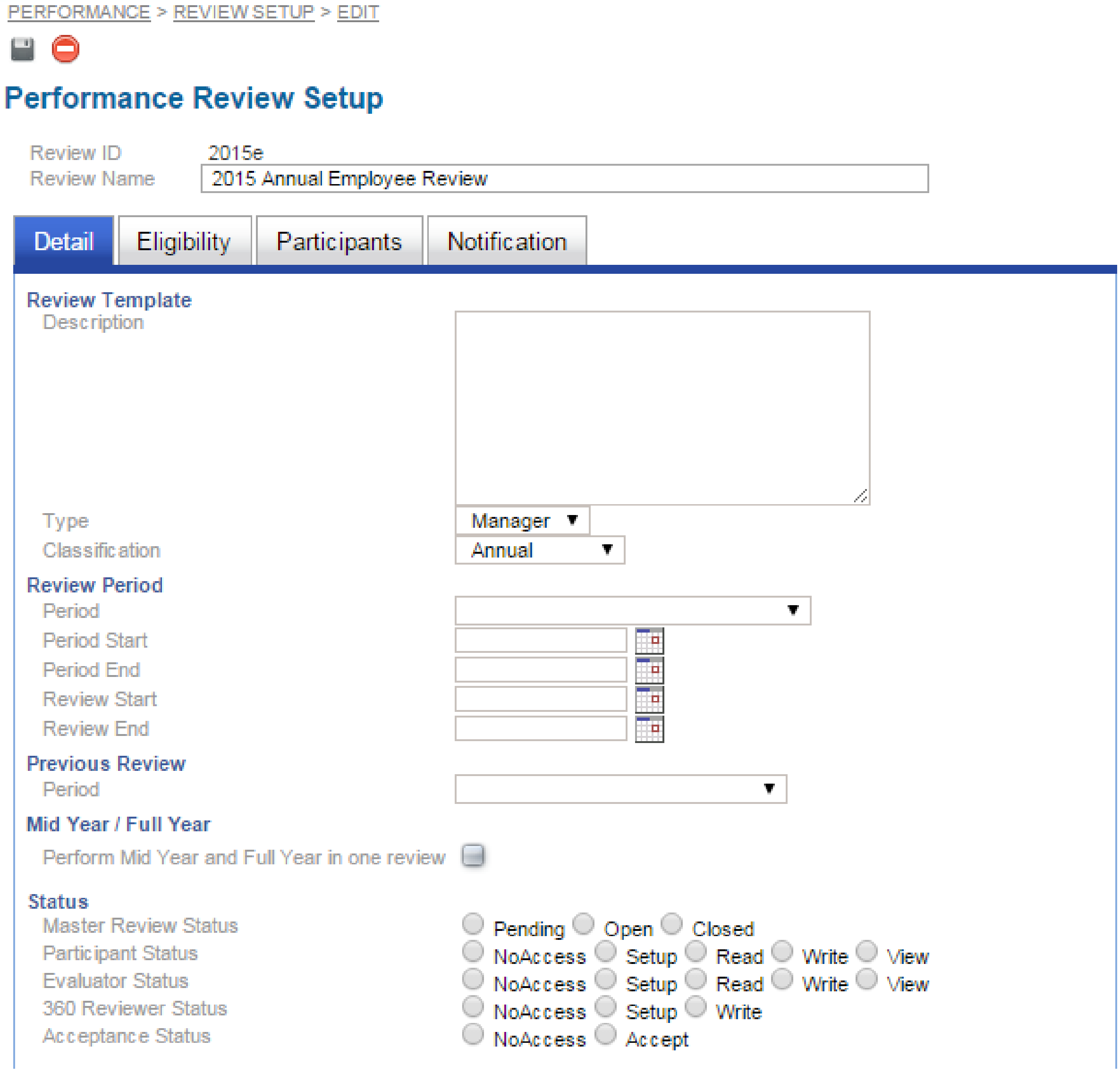
Edit	Review ID	Review Name	Type	Class	Start Date	End Date	Master Status	Participant Status	Evaluator Status
	2014e	2014 Annual Employee Review	Manager	Annual	2014-02-01	2014-12-01	Closed	Write	Write
	2014x	2014 Executive Review	Manager	Annual	2014-02-01	2014-12-01	Closed	View	View
	2013a	2013 Annual Review	Manager	Annual	2013-02-01	2013-12-01	Closed	View	View
	1008	RenoTest	Manager	Annual	2014-02-02	2014-10-28	Open	Write	Write
	2014d	2014 Documentation Review	Manager	Annual					

+

Rows 1 to 5 of 5

Click on the edit icon to open the Review Setup form.

Details Tab



Description	Add a Description for the Review
Type	Choose if the review is undertaken by the Manager or if it is a 360 review
Classification	Select one of the following: Annual, Mid Year or Probationary
Period	Select the review period from the drop-down list provided. The option values are those defined for the list value type “PerformancePeriod”.
Period Start	Start date of the review period. Complete this field if no period was selected in the previous field. Use the pop-up calendar to select.
Period End	End date of the review period. Complete this field if no period was selected above. Use the pop-up calendar to select.

Review Start	Start date of the review. If left blank or set in the past or current date, then the review template is active immediately. If set in the future, the review template remains inactive until the date entered. Use the pop-up calendar to select.
Review End	End date of the review. If left blank, the review template will remain active until and end date is set here. Use the pop-up calendar to select.
Previous Review	Choose a previous period to link to this review template. Any metrics defined as goals from the previous period will appear on the objectives tab. If these metric types are not included in this review template, leave this field blank.
Mid Year/Full Year	Check this box if there are to be separate comments and ratings for mid-year and full-year phases of this review.

Status

The Status fields are used to control access to the appraisal worksheet

Master Review Status – Overrides the Participant/Evaluator status...

- Pending – Admin is setting up the review and no one has access.
- Open – The Participant/Evaluator status is used
- Closed – The review is view only (i.e., document download)

Participant and Evaluator Status – Only applicable if the Master Review Status = Open

- NoAccess – No-one can access the appraisal worksheet
- Setup – Add metrics (and related weightings) to the Worksheet, but not rate/comment
- Read – See the appraisal worksheet but not update
- Write – Edit ratings/comments/weightings to the appraisal worksheet and the metrics therein
- View – Download the review as a Word document. No access to the worksheet itself.

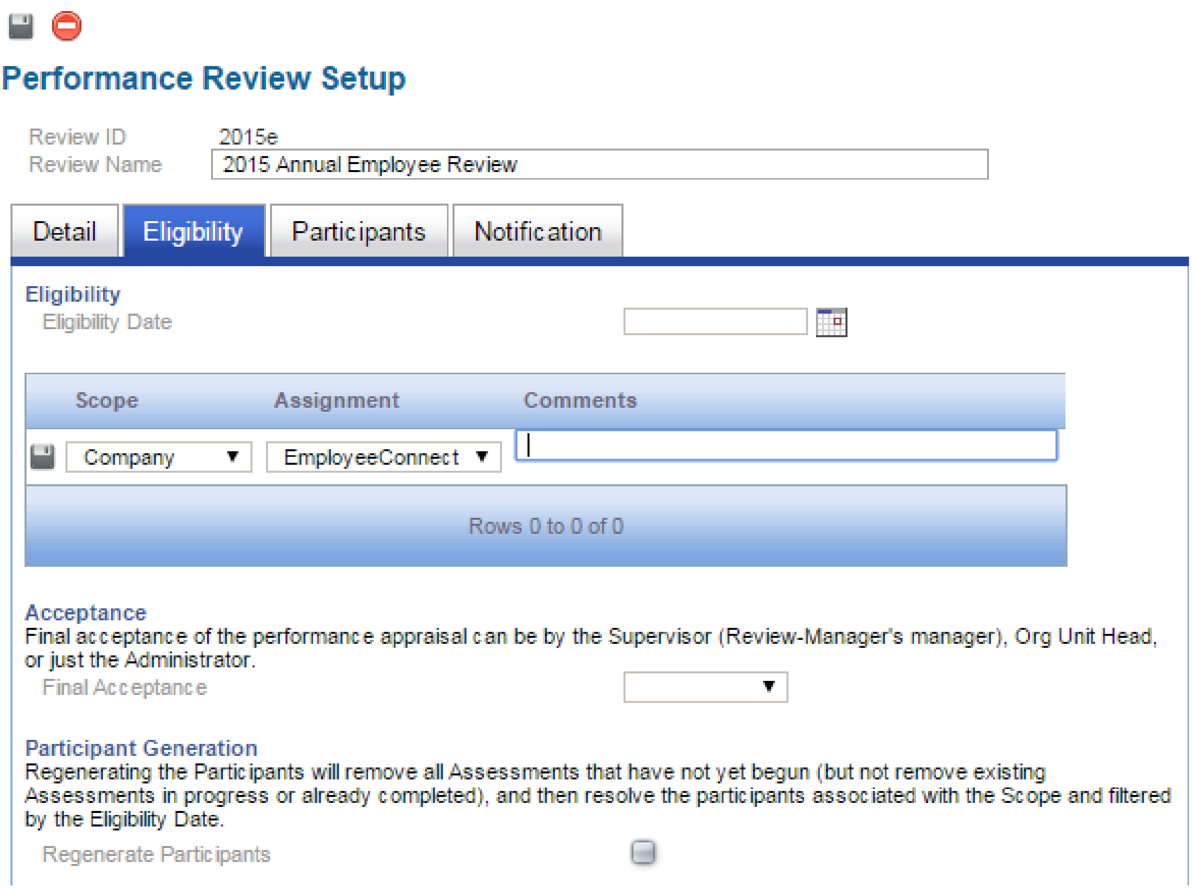
360 Reviewer Status – Only relevant if the Review template has Type defined as 360

- NoAccess – Participant and Evaluator cannot select 360 reviewers
- Setup – Participant and Evaluator can select 360 reviewers (assuming Master Review Status is "Open".
- Write - Participant and Evaluator can select 360 reviewers. 360 Reviewers can add comments to the performance appraisals that they have been assigned.

Acceptance Status – This relates to the selection made on the Eligibility tab of the Performance Review Setup form. Options are: Supervisor (2-up manager), Org Unit (head of org unit), or Admin.

- NoAccess – Person assigned to complete final acceptance cannot access the performance appraisals.
- Accept - Person assigned can complete final acceptance of the performance appraisals. This is typically after the Participant and Evaluator have completed the appraisal.

Eligibility Tab



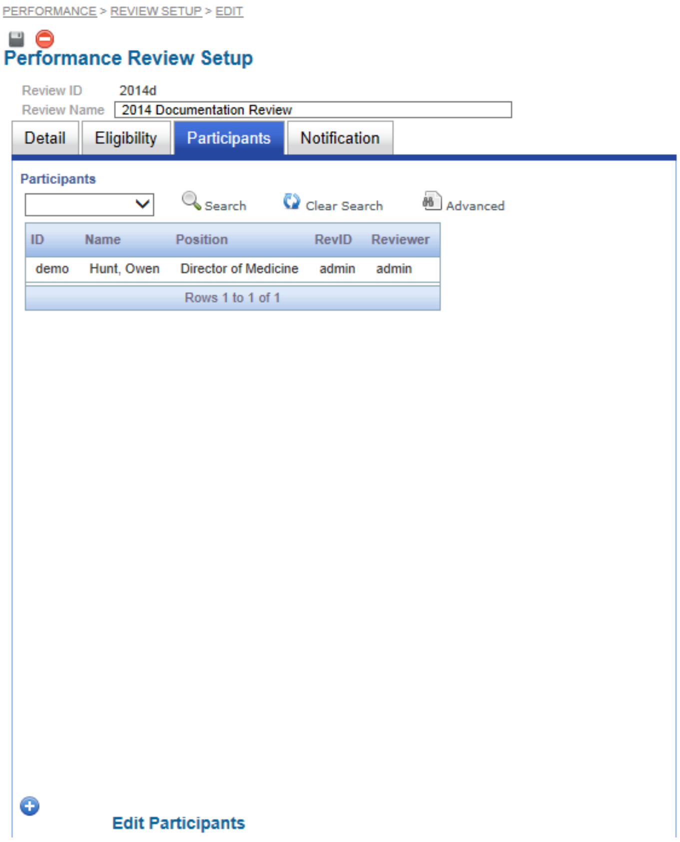
The Eligibility tab is used to allocate Appraisals to Participants in bulk. Participants can also be assigned individually on the Participants tab

On the Eligibility tab enter any criteria that would determine eligible Participants. If no criteria are selected, then all Active employees are eligible.

Eligibility Date	The date compared to an employee's Anniversary Date which will determine if they are eligible to participate in the Performance Review. Employees whose Anniversary Date is before or equal to this date are eligible.
Scope	Select a Scope and the associated Assignment to limit eligible employees. Add multiple scope records to further refine the eligible participant list. Options are: Company, Location, Manager, Org Unit, Position Level, Position Type, and Region
Final Acceptance	If approval of performance appraisals is required after the Participant and Evaluator complete the appraisal, then select from the available options: Admin (HR/Performance Administrator), Org Unit, or Supervisor (2-up manager).

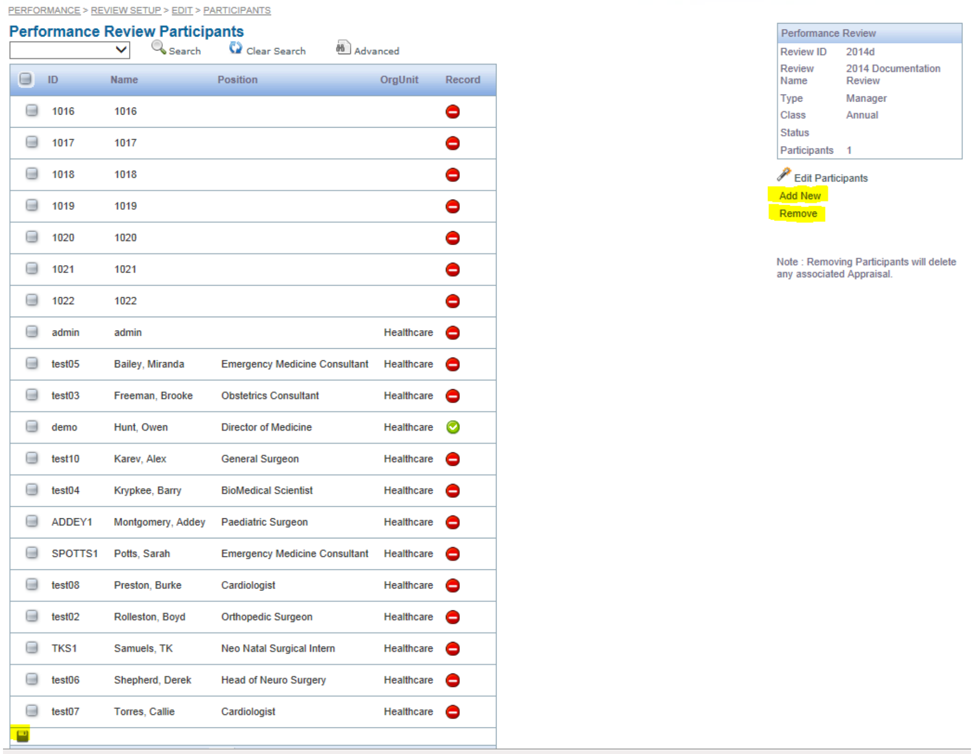
Regenerate Participants	Check this box and save the form to assign a Performance Appraisals to everyone in the eligibility criteria.

Participants Tab



The Participants tab displays the Participants who have been allocated the review.

Click on Edit Participants (at the bottom of the page) to add or delete individual participants



Search for Participants, check the box next to the required Participant and click the save icon at the bottom of the report.

- Green symbols indicate allocated appraisals
- Red symbols indicate unallocated appraisals

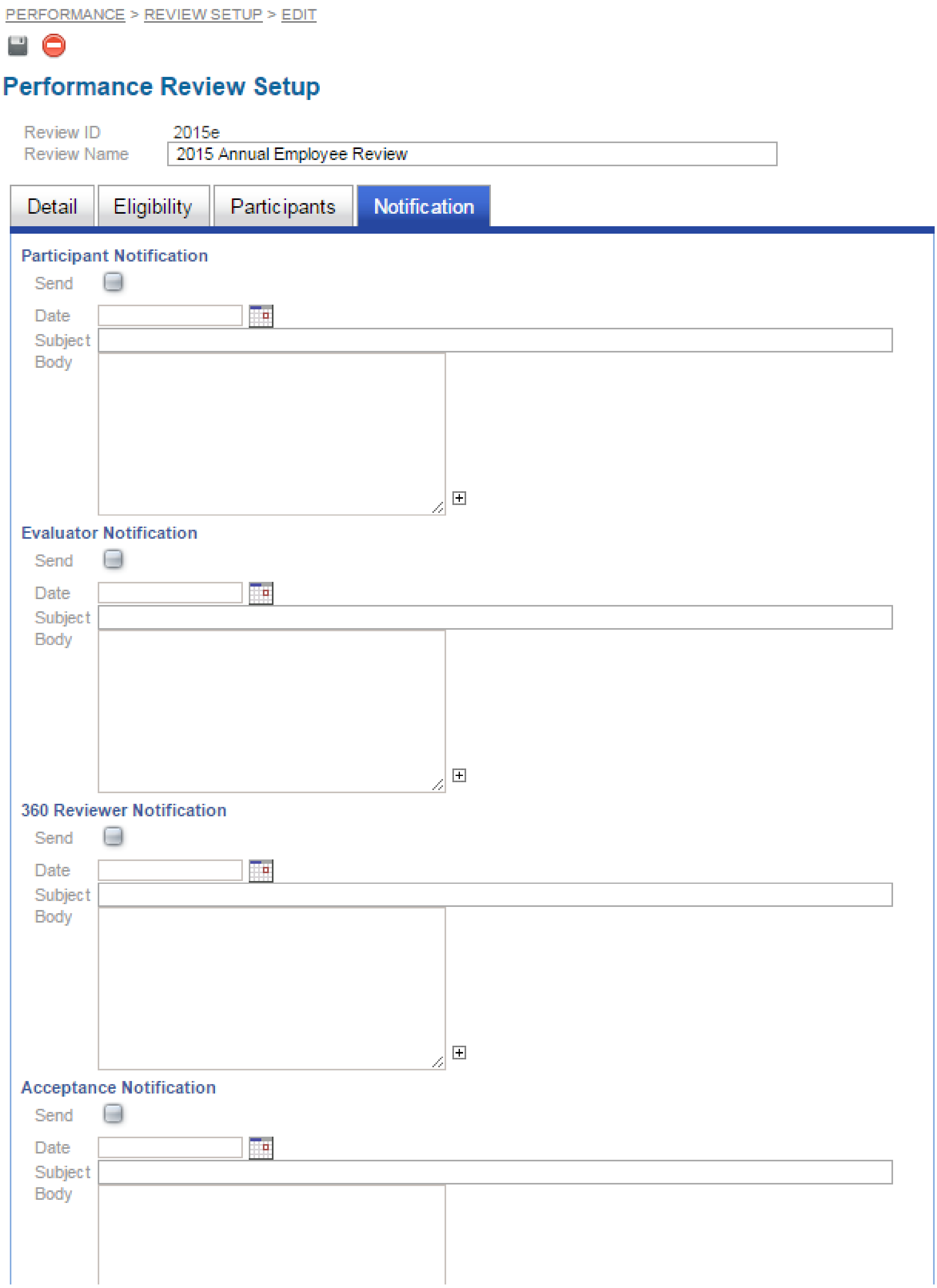
You can select allocated and unallocated at the same time and saving the report will perform the opposite function.

Click on “Add New” in the right hand pane to filter the participant list to only display those employees who don’t already have this Appraisal assigned to them.

Click the “Remove” link in the right hand pane to filter the Participant list to only display those employees who have already got the review assigned to them.

Notification Tab

Only complete this tab if you want to send a generic email to participants, evaluators, 360 reviewers, or acceptors.



Participants & Evaluators

Modules > Performance > Setup > Participants & Evaluators

PERFORMANCE > PARTICIPANTS EVALUATORS

Performance Review Participant & Evaluators

Search   Clear Search   Advanced

Participants	Review ID	Review Name	Evaluators	Type	Class	Period	Start Date	End Date	Status
	2014e	2014 Annual Employee Review		Manager	Annual		2014-02-01	2014-12-01	
	2014x	2014 Executive Review		Manager	Annual		2014-02-01	2014-12-01	
	2013a	2013 Annual Review		Manager	Annual		2013-02-01	2013-12-01	
	2015e	2015 Annual Employee Review		Manager	Annual		2015-06-01	2015-12-31	

Rows 1 to 4 of 4

Use the Performance Review Participants & Evaluators report to add or remove Participants and change the designated Evaluators on Performance Reviews.

Note that participants and evaluators can also be managed via:

- Modules > Performance > Dashboard;
- Modules > Performance > Setup > Review Setup

Click either the icon under Participants or Evaluators to view the members of that group.

PERFORMANCE > PARTICIPANTS EVALUATORS > PARTICIPANTS

Performance Review Participants

Search   Clear Search   Advanced

ID	Name	Position	RevID	Reviewer
237	ACKROYD, Dan	Senior Customer Service Officer - Laurieton	623	O'NEILL, Rachel
admin	admin		726	726
test10	Alex Karav	POS test10	demo	Hunt, Owen
test04	Barry Krypkee	POS test04	test09	Richard Webber
test02	Boyd Rolleston	POS test02	demo	Hunt, Owen
test03	Brooke Freeman	POS test03	demo	Hunt, Owen
test07	Callie Torres	POS test07	demo	Hunt, Owen
test01	Chris Warner	POS test01	demo	Hunt, Owen
test06	Derek Shepherd	POS test06	demo	Hunt, Owen
demo	Hunt, Owen	Director of Operations	admin	admin
test05	Miranda Bailey	POS test05	demo	Hunt, Owen
test08	Preston Burke	POS test08	demo	Hunt, Owen
test09	Richard Webber	POS test09	demo	Hunt, Owen

Rows 1 to 13 of 13

Performance Review	
Review ID	1008
Review Name	A new test
Type	Manager
Class	Annual
Status	Open
Participants	14

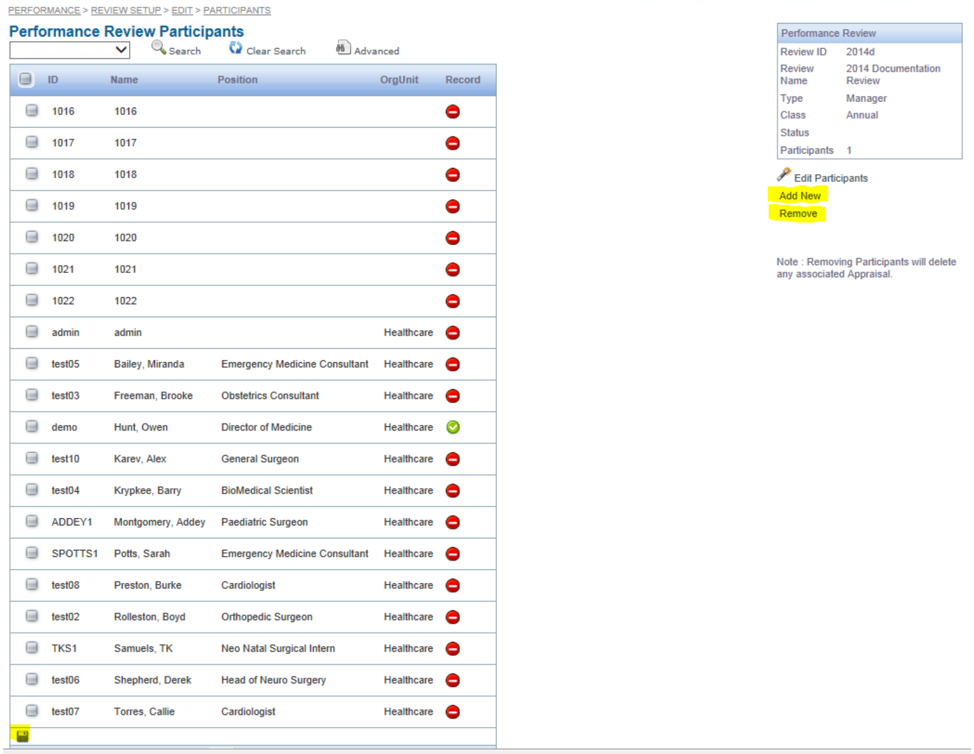
Edit Participants

Add New

Remove

Note : Removing Participants will delete any associated Appraisal.

Click on Edit Participants (left hand pane) to add or delete individual participants



Search for Participants, check the box next to the required Participant and click the save icon at the bottom of the report.

- Green symbols indicate allocated appraisals
- Red symbols indicate unallocated appraisals

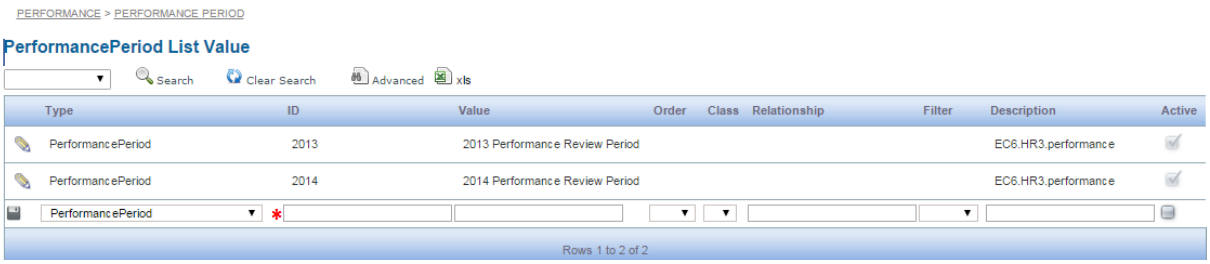
You can select allocated and unallocated at the same time and saving the report will perform the opposite function.

Click on “Add New” in the right hand pane to filter the participant list to only display those employees who don’t already have this Appraisal assigned to them.

Click the “Remove” link in the right hand pane to filter the Participant list to only display those employees who have already got the review assigned to them.

Performance Period

Modules > Performance > Setup > Performance Period



The performance period is also used in the Remuneration module so that performance ratings can be used in remuneration reviews.

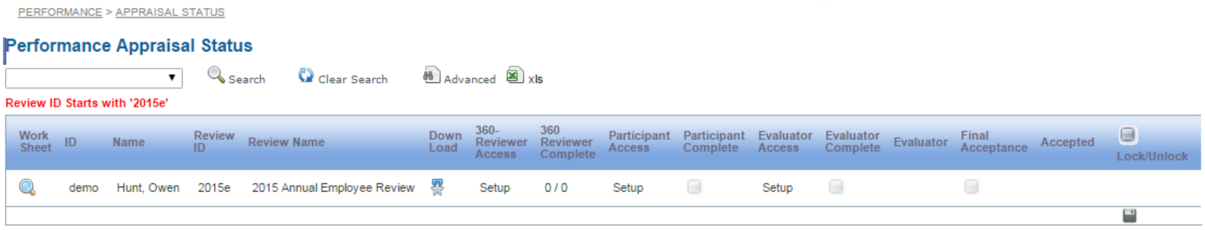
Maintaining Appraisals During the Review Period

Appraisal Status

Modules > Performance > Maintenance > Appraisal Status

Performance Administrators and Human Resources users access this report to check the set-up status and completion level of performance appraisals. The worksheet can be viewed and downloaded as a Word document. There is also a feature to lock or unlock one or more appraisals, providing an appraisal-specific level of security beyond the general security status defined in review setup.

Use the various search options to filter the information available.



Worksheet	Use this link to view the appraisal worksheet.
ID	The ID of the participant
Name	The name of the participant
Review ID	The ID of the review template
Review Name	The name of the review template
Download	Click the link to download the appraisal data to a MS Word document.
360 Reviewer Access	Displays the relevant status from the review set-up form.
360 Reviewer Complete	Displays the number of 360 reviewers that have completed an appraisal plus the total number of 360 reviewers assigned to an appraisal.
Participant Access	Displays the relevant status from the review set-up form.
Participant Complete	The box is checked if the participant has completed the appraisal (i.e., the Complete Confirmation box has been checked on the performance appraisal).
Evaluator Access	Displays the relevant status from the review set-up form.
Evaluator Complete	The box is checked if the evaluator has completed the appraisal (i.e., the Complete Confirmation box has been checked on the performance appraisal).

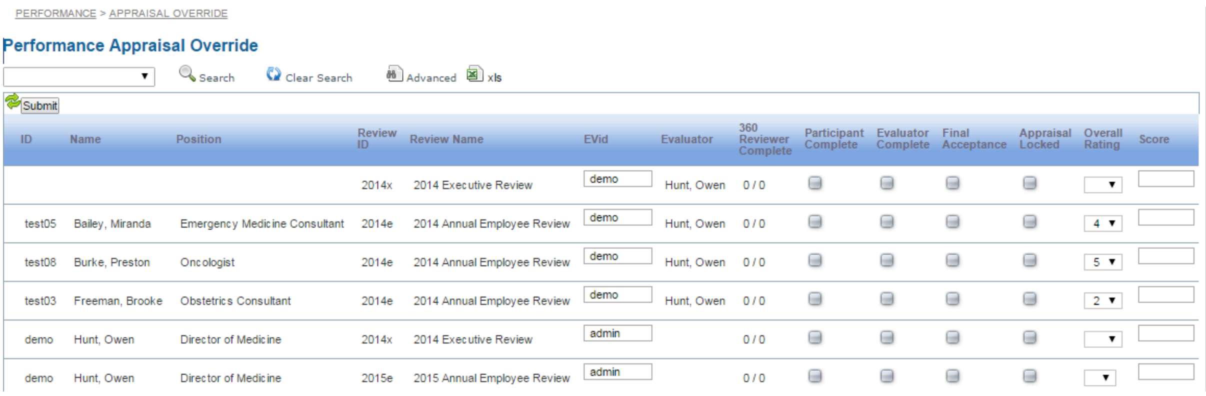
Final Acceptance	The box is checked if the acceptor has completed the appraisal (i.e., the Complete Confirmation box has been checked on the performance appraisal).
Accepted	Displays the name of the acceptor of the performance appraisal, if available.
Lock/Unlock	A check box appears if both the Participant and the Evaluator have confirmed that they have completed the Appraisal. Check the box and click the icon to lock the appraisal worksheet so that it can't be edited. Check and click again to unlock.
Lock/Unlock All	Check the box in the report header area and click the icon to lock all appraisal worksheets where both the Participant and the Evaluator have confirmed that they have completed the Appraisal. This also sets or clears the appraisal timestamp (if there is no date, the current date is set; if there is a date, it is cleared).

Manage Appraisal Overrides

Modules > Performance > Maintenance > Appraisal Override

Performance Administrators and Human Resources users access this report to set override values for current Performance Appraisals.

Change values and click the "Submit" button to save the changes.


PERFORMANCE > APPRAISAL OVERRIDE

Performance Appraisal Override

Search Clear Search Advanced xls

Submit

ID	Name	Position	Review ID	Review Name	EVid	Evaluator	360 Reviewer Complete	Participant Complete	Evaluator Complete	Final Acceptance	Appraisal Locked	Overall Rating	Score
			2014x	2014 Executive Review	demo	Hunt, Owen	0 / 0						
test05	Bailey, Miranda	Emergency Medicine Consultant	2014e	2014 Annual Employee Review	demo	Hunt, Owen	0 / 0					4	
test08	Burke, Preston	Oncologist	2014e	2014 Annual Employee Review	demo	Hunt, Owen	0 / 0					5	
test03	Freeman, Brooke	Obstetrics Consultant	2014e	2014 Annual Employee Review	demo	Hunt, Owen	0 / 0					2	
demo	Hunt, Owen	Director of Medicine	2014x	2014 Executive Review	admin		0 / 0						
demo	Hunt, Owen	Director of Medicine	2015e	2015 Annual Employee Review	admin		0 / 0						

EVid	Allows entry of a new Evaluator ID
Participant Complete	Performs the same function as the Employee Complete Confirmation check box on the Overall/Summary tab in the appraisal worksheet
Evaluator Complete	Performs the same function as the Evaluator Complete check box on the Overall/Summary tab in the appraisal worksheet
Final Acceptance	Performs the same function as the Acceptance Complete check box on the Overall/Summary tab in the appraisal worksheet

Appraisal Locked	Locks the appraisal worksheet so that it can't be edited; unlocks the worksheet if further work needs to be done on the selected appraisals.
Overall Rating	Allows an overall rating to be entered as per the Overall Rating field on the Summary tab in the appraisal worksheet
Score	Allows a score to be entered by an administrator rather than the evaluator.

Final Acceptance

Modules > Performance > Maintenance > Final Acceptance

Work in progress - a new maintenance report.

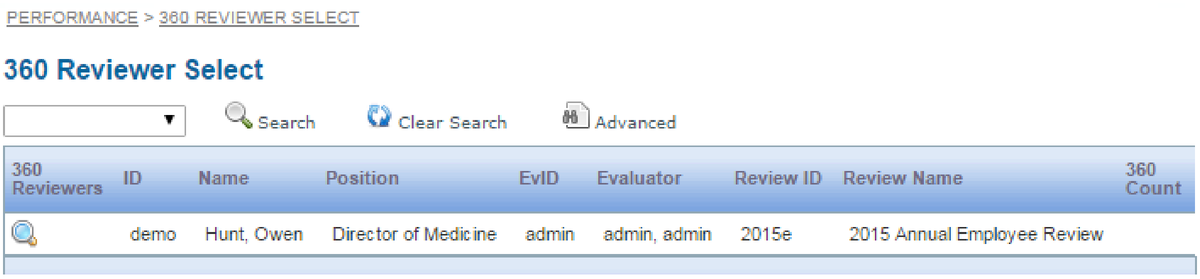
Manage 360 Reviewer Assignments

This subsection of the maintenance tab is used to view and assign people as 360 reviewers for performance appraisals.

360 Reviewer Selection

Modules > Performance > Maintenance > 360 Reviewer Select

This report lists each participant in 360 reviews with a count of the number of assigned 360 reviewers. Use the search fields to filter the records displayed. Drill down to add 360 reviewers for a participant by clicking the magnifying glass icon.



Performance 360 Reviewers – [Person]

Modules > Performance > Maintenance > 360 Reviewer Select > 360 Reviewers

This report allows for one or more people to be selected at a time as 360 reviewers of the selected appraisal.

PERFORMANCE > 360 REVIEWER SELECT > 360 REVIEWERS

Performance 360 Reviewers - Hunt, Owen

Search Clear Search Advanced

Location Starts with 'Sydney'

	360 Type	ID	Name	Position	OrgUnit	Record
	Subordinate	test05	Bailey, Miranda	Emergency Medicine Consultant		
		test08	Burke, Preston	Oncologist		
	Team	test03	Freeman, Brooke	Obstetrics Consultant		
	Subordinate	test04	Krypkee, Barry	BioMedical Scientist		
	Subordinate	test02	Rolleston, Boyd	Orthopedic Surgeon		
	Subordinate	test06	Shepherd, Derek	Head of Neuro Surgery		
	Subordinate	test10	Test, Agency	General Surgeon		
	Subordinate	test07	Torres, Callie	Cardiologist		
	Subordinate	test09	Webber, Richard	Pediatrician		

Rows 1 to 9 of 9

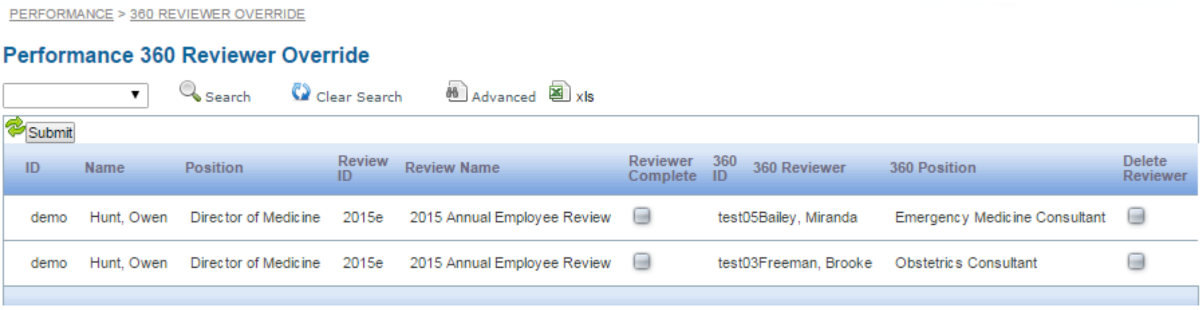
Check the boxes at the left for each person you wish to assign where the Record icon is red, and then click the Save icon at the bottom left to save your choices. The results are displayed. To remove assignments, mark any boxes where the Record icon is green, and then save. The Record icon will again display as red.

	360 Type	ID	Name	Position	OrgUnit	Record
	Subordinate	test05	Bailey, Miranda	Emergency Medicine Consultant		
	Team	test03	Freeman, Brooke	Obstetrics Consultant		
	Subordinate	test07	Torres, Callie	Cardiologist		
		test08	Burke, Preston	Oncologist		
	Subordinate	test04	Krypkee, Barry	BioMedical Scientist		

Manage 360 Reviewer Overrides

Performance > Maintenance > 360 Reviewer Overrides

This report allows administrators to view the completion status of each 360 reviewer for each participant. They can also complete 360 reviews on behalf of the assigned and delete assignments.



ID	Name	Position	Review ID	Review Name	Reviewer Complete	360 ID	360 Reviewer	360 Position	Delete Reviewer
demo	Hunt, Owen	Director of Medicine	2015e	2015 Annual Employee Review		test05	Bailey, Miranda	Emergency Medicine Consultant	
demo	Hunt, Owen	Director of Medicine	2015e	2015 Annual Employee Review		test03	Freeman, Brooke	Obstetrics Consultant	

Reviewer Complete — Mark each box to complete the 360 review on behalf of the reviewer. Click the Submit button in the top left of the report header to save the changes.

Delete Reviewer — Mark each box for 360 reviewers that are no longer to be assigned to the appraisal. Click the Submit button in the top left of the report header to save the changes.

Note: You can mark some records as “complete” and others as “delete” at the same time and click submit once to save all changes.

Add a New 360 Reviewer

Performance > Maintenance > 360 Reviewer AddNew

Administrators can use this form to add a new 360 reviewer to a current performance appraisal. All fields are mandatory.

Review ID — Select from a list of review templates which are designated as 360 reviews.

Participant — Select the participant who is to be appraised by the 360 reviewer

Type — Choose from a list of options to define the 360 reviewer: Peer, Subordinate, Team, Superior, Org Unit

360 Reviewer Select the person to perform the 360 review for the previously selected review/participant.

View Appraisal Results

View Overall Results

Modules > Performance > Results > Current > Overall Results

This report displays the overall rating and score, if available, of the appraisals for all currently active reviews, as recorded by the Evaluator on the last tab in the appraisal worksheet.

The worksheet can be opened or downloaded from this report. The report is therefore an ideal place from which HR can access the current review for all Participants.

PERFORMANCE > RESULTS > OVERALL RESULTS

Performance Appraisal Results

Search Clear Search Advanced xls

Work Sheet	ID	Name	Review ID	Review Name	Status	Overall Rating	Score	Down Load	Evaluator
	test05	Bailey, Miranda	2014e	2014 Annual Employee Review	InProgress	4			Hunt, Owen
	test08	Burke, Preston	2014e	2014 Annual Employee Review	InProgress	5			Hunt, Owen
	test03	Freeman, Brooke	2014e	2014 Annual Employee Review	InProgress	2			Hunt, Owen
	demo	Hunt, Owen	2014x	2014 Executive Review	InProgress				
	demo	Hunt, Owen	2015e	2015 Annual Employee Review	InProgress				
	test04	Krypkee, Barry	2014e	2014 Annual Employee Review	InProgress	1			Hunt, Owen
	test02	Rolleston, Boyd	2014e	2014 Annual Employee Review	InProgress	3			Hunt, Owen
	test06	Shepherd, Derek	2014e	2014 Annual Employee Review	InProgress	4			Hunt, Owen
	test10	Test, Agency	2014e	2014 Annual Employee Review	InProgress	2			Hunt, Owen
	test07	Torres, Callie	2014e	2014 Annual Employee Review	InProgress	4			Hunt, Owen
	test01	Warner, Chris	2014e	2014 Annual Employee Review	InProgress	4			Hunt, Owen
	test09	Webber, Richard	2014e	2014 Annual Employee Review	InProgress	3			Hunt, Owen

Rows 1 to 12 of 12

View Appraisal Completion rates

Modules > Performance > Results > Completion Rate

Displays a summary of how many people have completed each active review and allows access to the rating matrix. Users can drill down to display the number of Appraisals completed by each Evaluator for the specified review.

PERFORMANCE > RESULTS > COMPLETION RATE

Performance Appraisal Completion Rate

Search | Clear Search | Advanced | xls

Review ID	Review Name	Rating Matrix	Type	Class	Status	Appraisal Count	360 Reviewer Completion	Participant Completion	Evaluator Completion	Appraisal Completion	Evaluator DrillDown
2014e	2014 Annual Employee Review		Manager	Annual	Open	10					
2014x	2014 Executive Review		Manager	Annual	Open	1					
2015e	2015 Annual Employee Review		360	Annual	Open	1	0 / 2 (0%)				

Rows 1 to 3 of 3

Rating Matrix	Click on this icon to open the rating matrix
Appraisal Count	Displays the total number of Participants assigned to the Review.
Participant Complete	Displays the number and percentage of all Participants who have checked the Employee Complete Confirmation box on the Overall/Summary tab of the appraisal worksheet.
Evaluator Complete	Displays the number and percentage of all Evaluators who have checked the Manager Complete Confirmation box on the Overall/Summary tab of the appraisal worksheet.
Appraisal Completion	Displays the number and percentage of all Appraisals that have been “Locked” via the Appraisal Override report or by Evaluators on the Performance Appraisal Status report.
Evaluator DrillDown	Displays a report with review completion rates summarised by each Evaluator

PERFORMANCE > COMPLETION RATE > EVALUATOR DRILLDOWN

Performance Appraisal Evaluator Completion Rate

Search | Clear Search | Advanced | xls

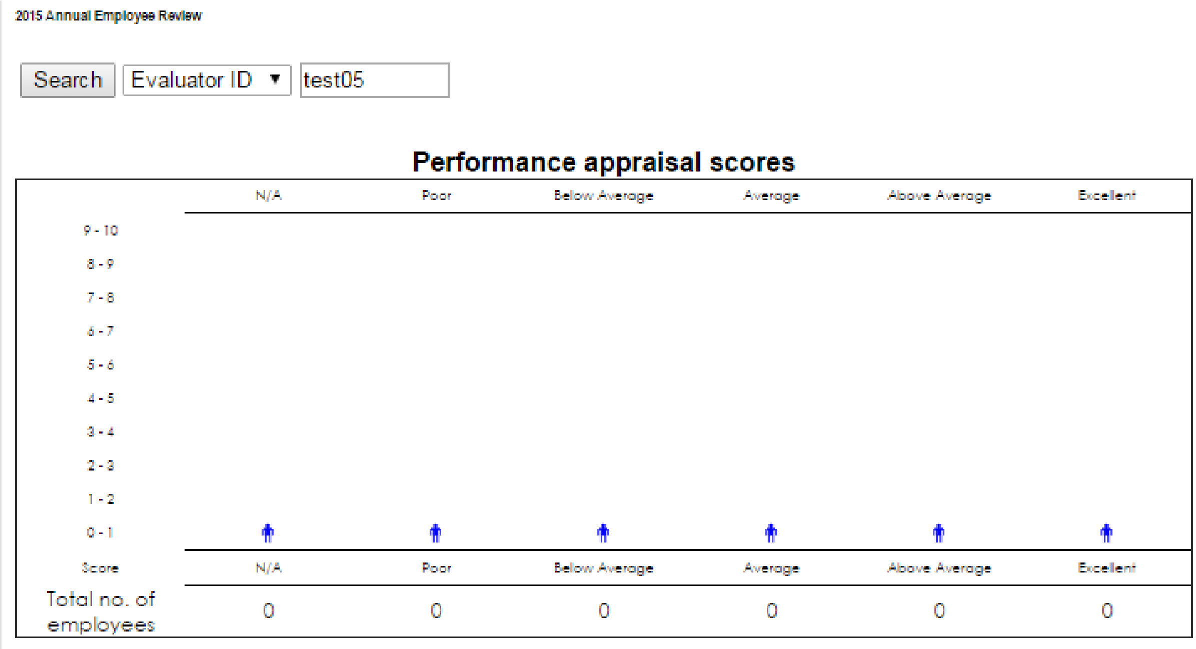
Review ID	Review Name	Rating Matrix	Eval ID	Evaluator	Position	OrgUnit	Appraisal Count	Participant Completion	Evaluator Completion	Appraisal Completion
2015e	2015 Annual Employee Review						1	0 (0%)	0 (0%)	0 (0%)
2015e	2015 Annual Employee Review		test05	Bailey, Miranda	Emergency Medicine Consultant		1	0 (0%)	0 (0%)	0 (0%)

Use the Completion Rate link under Modules > Performance > Results > Completion Rate to view the Appraisal completion rates for historical (i.e.,’Closed’) Reviews.

View Rating Matrix

Modules > Performance > Results > Rating Matrix

The Rating Matrix is a graphical representation of the performance appraisal scores.It opens in a separate browser tab. An example can be seen below.


2015 Annual Employee Review
Search
Evaluator ID
test05
Performance appraisal scores
N/A
Poor
Below Average
Average
Above Average
Excellent
9 - 10
8 - 9
7 - 8
6 - 7
5 - 6
4 - 5
3 - 4
2 - 3
1 - 2
0 - 1
Score
Total no. of employees
0
0
0
0
0
0

Historical Results

Appraisal History

Modules > Performance > Results > Appraisal History

Displays appraisals for closed reviews (i.e., where the review status = 'Closed'). This report allows access to the appraisal worksheet and to download the appraisal as a Word document.

Use the Overall Results link to access the Active (i.e., 'Open') review

PERFORMANCE > APPRAISAL HISTORY

Performance Appraisal History

Search Clear Search Advanced xls

ID Starts with 'demo'

Down Load	Work Sheet	ID	Name	Review ID	Review Name	Evaluator	Overall Rating	Score	Appraisal Complete
		demo	Hunt, Owen	1008	A new test	admin	5	80.0000	2014-06-30
		demo	Hunt, Owen	1010	Tab Test	admin			
		demo	Hunt, Owen	1011	Ratings Test	admin			
		demo	Hunt, Owen	1012	Tab Test 2	admin			
		demo	Hunt, Owen	2013a	2013 Annual Review	admin			2013-12-07
		demo	Hunt, Owen	2014x	2014 Executive Review	admin			
		demo	Hunt, Owen	1007	Sam's Test Review	admin			

Rows 1 to 7 of 7

Completion History

Modules > Performance > Results > Completion Rate History

This is a view of the completion report filtered for closed reviews only.

PERFORMANCE > RESULTS > COMPLETION RATE HISTORY

Performance Appraisal Completion Rate

Search Clear Search Advanced xls

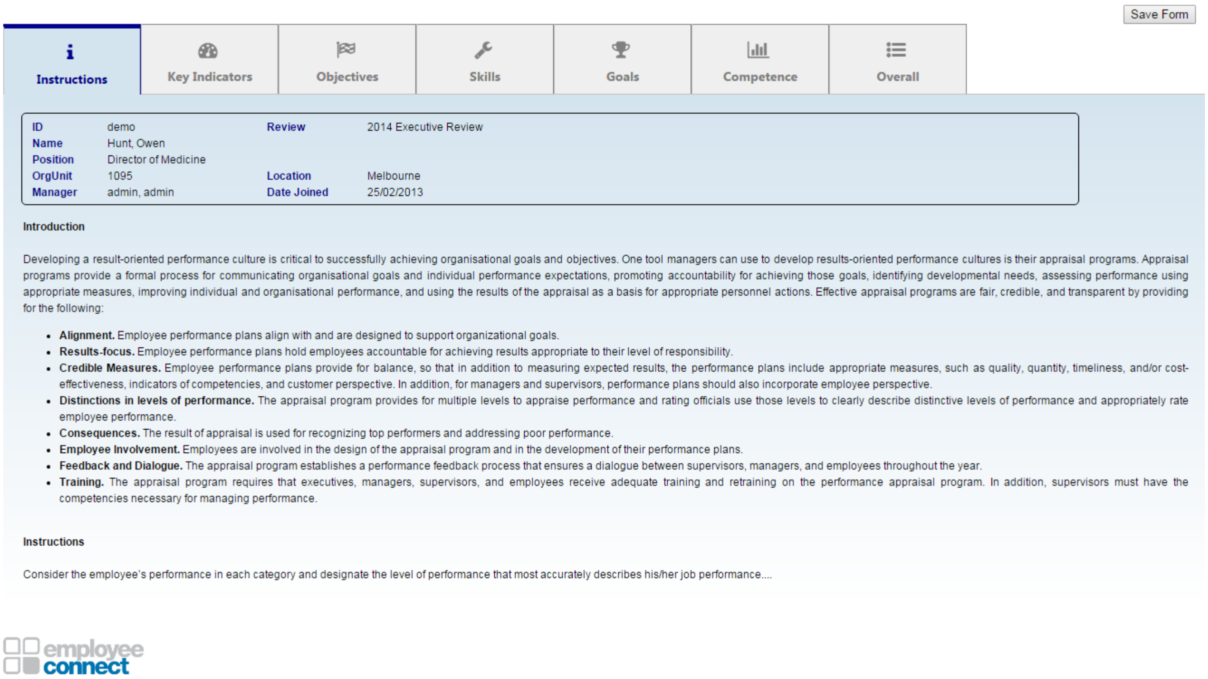
Review ID	Review Name	Rating Matrix	Type	Class	Status	Appraisal Count	360 Reviewer Completion	Participant Completion	Evaluator Completion	Appraisal Completion	Evaluator DrillDown
2013a	2013 Annual Review		Manager	Annual	Closed	11		11 (100%)	11 (100%)	11 (100%)	

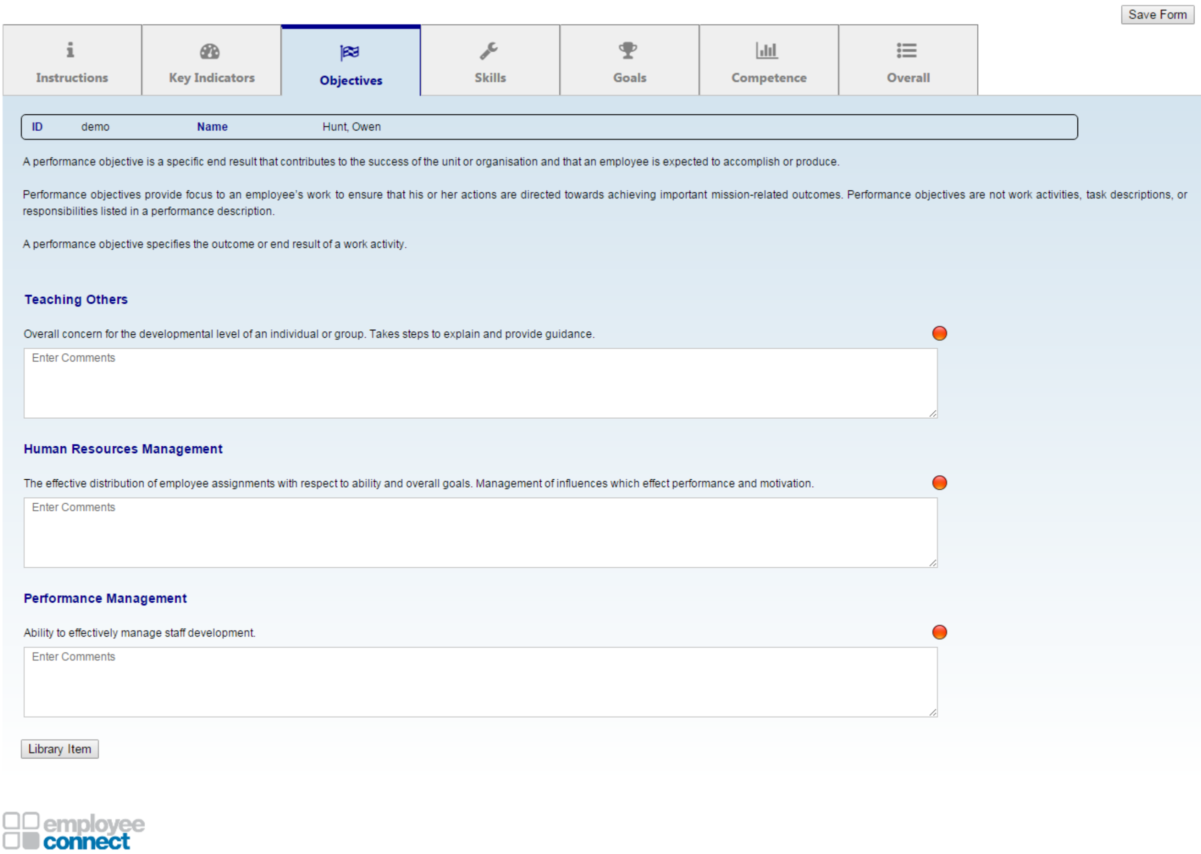
Employee Menu

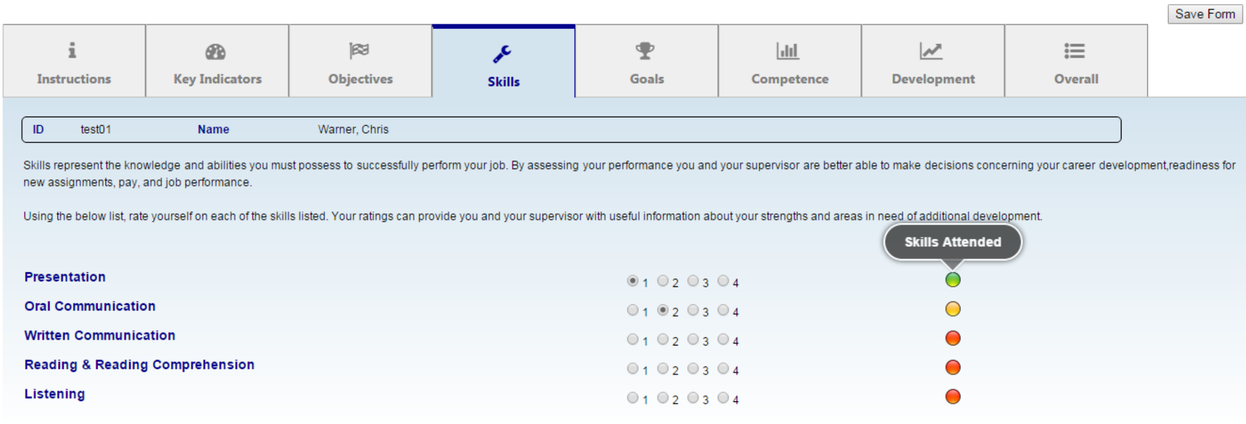
Current Review

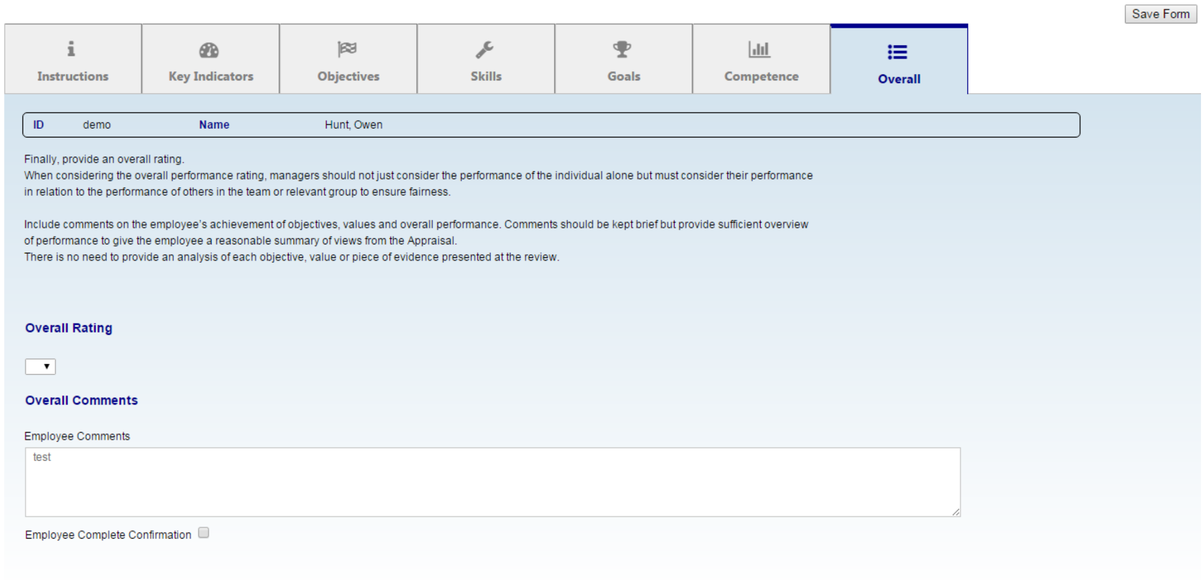
Modules > Performance > Employee > Current Review

The Current Review link opens the current active appraisal worksheet in a new browser tab. For the Worksheet to open, the Participant must be assigned to the review, the Master Review Status must = 'Open' and the Participant Status must not be set as "No Access". If no appraisal meets these criteria for the login user, the link is not visible. A sample worksheet is shown below, displaying various tabs.









Second Review

Modules > Performance > Employee > Second Review

If a person is assigned to more than one review template that is open and available to setup, read, or edit by the participant, the second appraisal worksheet can be accessed via this link. If no appraisal meets these criteria for the login user, the link is not visible.

Select 360 Reviewers

Modules > Performance > Employee > 360 Reviewers

Opens the report described above at “Performance 360 Reviewers – [Person]”. The link is only visible when the performance review setup includes 360 Reviewer Status = Setup and the review type is 360.

Second 360 Reviewers

Modules > Performance > Employee > Second 360 Reviewers

Opens the report described above at “Performance 360 Reviewers – [Person]”. The link is only visible when the performance review setup includes 360 Reviewer Status = Setup, the review type is 360, and the login user has more than 1 current 360 review.

Appraisal Download

Modules > Performance > Employee > Appraisal Download

The Appraisal Download link opens the current active Appraisal in a Word document which can be printed or saved. Similarly to the Worksheet, the DOCX will only open if the Participant is assigned to the review, the Master Review Status must = ‘Open’ and the Participant Status must not be set as “No Access”.

Second Download

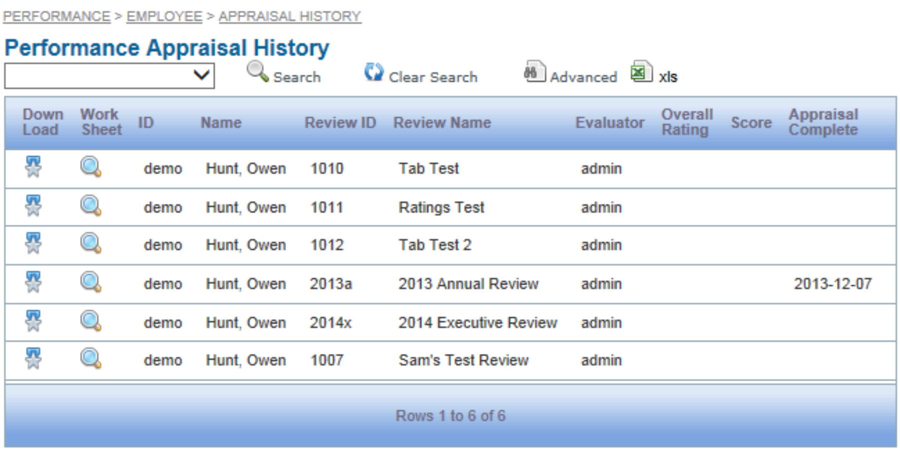
Modules > Performance > Employee > Second Download

The Second Download link opens the current active Appraisal in a PDF document which can be printed or saved. Similarly to the Worksheet, the PDF will only open if the Participant is assigned to the review, the Master Review Status must = ‘Open’ and the Participant Status must not be set as “No Access”. This link only appears if the user has more than one current performance appraisal.

Historical reviews

Modules > Performance > Employee > Appraisal Download

Opens a report which allows the employee to access all past Appraisals (i.e., not the current appraisal) in which they were the participant.


PERFORMANCE > EMPLOYEE > APPRAISAL HISTORY

Performance Appraisal History

Search Clear Search Advanced xls

Down Load	Work Sheet	ID	Name	Review ID	Review Name	Evaluator	Overall Rating	Score	Appraisal Complete
		demo	Hunt, Owen	1010	Tab Test	admin			
		demo	Hunt, Owen	1011	Ratings Test	admin			
		demo	Hunt, Owen	1012	Tab Test 2	admin			
		demo	Hunt, Owen	2013a	2013 Annual Review	admin			2013-12-07
		demo	Hunt, Owen	2014x	2014 Executive Review	admin			
		demo	Hunt, Owen	1007	Sam's Test Review	admin			

Rows 1 to 6 of 6

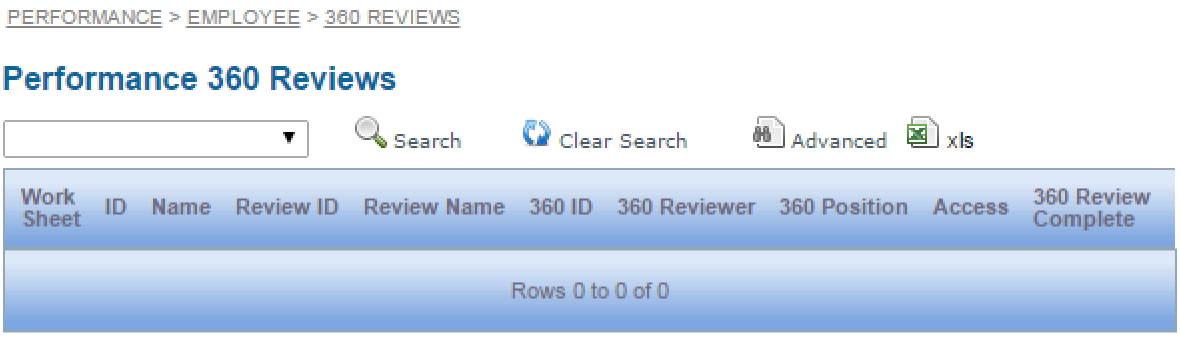
Down Load Opens the Appraisal in a PDF document

Work Sheet Opens the appraisal worksheet

Access to 360 Reviews

Modules > Performance > Employee > 360 Reviews (Count)

When the user has been assigned to complete 360 Reviews for others, the number of assignments will display as the “count” on the link. If the review setup also includes 360 Reviewer Status = Write, the user will be able complete the 360 reviews assigned.

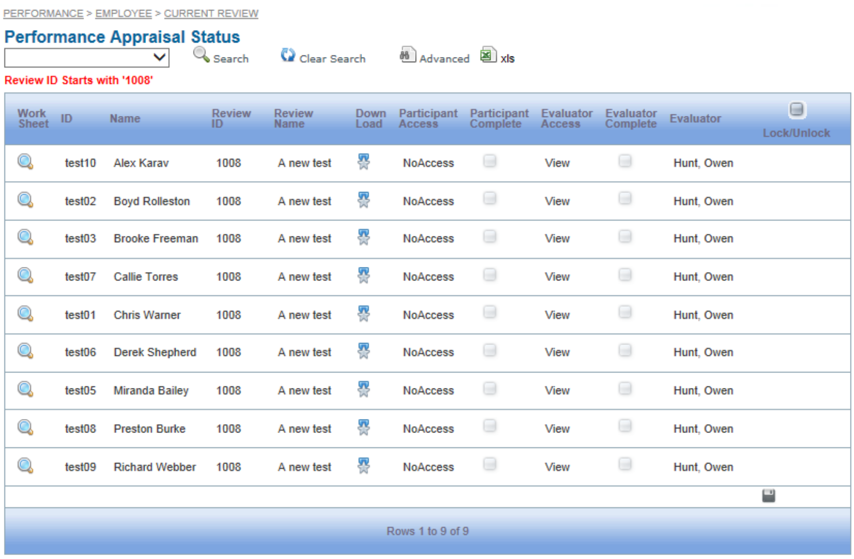


Manager

Current Review

Modules > Performance > Manager > Current Review

Opens a report which displays the current Active Appraisals for which the login user is defined as the evaluator.


PERFORMANCE > EMPLOYEE > CURRENT REVIEW

Performance Appraisal Status

Search Clear Search Advanced xls

Review ID Starts with '1008'

Work Sheet	ID	Name	Review ID	Review Name	Down Load	Participant Access	Participant Complete	Evaluator Access	Evaluator Complete	Evaluator	Lock/Unlock
	test10	Alex Karav	1008	A new test		NoAccess		View		Hunt, Owen	
	test02	Boyd Rolleston	1008	A new test		NoAccess		View		Hunt, Owen	
	test03	Brooke Freeman	1008	A new test		NoAccess		View		Hunt, Owen	
	test07	Callie Torres	1008	A new test		NoAccess		View		Hunt, Owen	
	test01	Chris Warner	1008	A new test		NoAccess		View		Hunt, Owen	
	test06	Derek Shepherd	1008	A new test		NoAccess		View		Hunt, Owen	
	test05	Miranda Bailey	1008	A new test		NoAccess		View		Hunt, Owen	
	test08	Preston Burke	1008	A new test		NoAccess		View		Hunt, Owen	
	test09	Richard Webber	1008	A new test		NoAccess		View		Hunt, Owen	

Rows 1 to 9 of 9

Work Sheet	Opens the Worksheet
ID/Name	ID and Name of each Participant
Review ID/Name	ID and Name of the related review template for the appraisal
Down Load	Opens the Appraisal as a PDF document for printing or saving
Participant Access	Displays the current access status for the employee
Participant Complete	Displays a check if the employee has checked the 'Employee Complete Confirmation' check box on the last tab in the appraisal worksheet
Evaluator Access	Displays the current access status for the Evaluator
Evaluator Complete	Displays a check if the Evaluator has checked the 'Reviewer Complete Confirmation' check box on the last tab in the appraisal worksheet
Lock/Unlock	Displays a check box if both the employee and the evaluator have checked the Appraisal as 'Complete' on the last tab in the appraisal worksheet. Checking this box and saving the record will prevent either the employee or the evaluator from editing the Appraisal.

360 Reviewer Selection

Modules > Performance > Manager > 360 Reviewer Select

This report lists each participant in 360 reviews with a count of the number of assigned 360 reviewers. Use the search fields to filter the records displayed. Drill down to add 360 reviewers for a participant by clicking the magnifying glass icon. Unlike the link in the HR Administration section, this link is filtered to list appraisals for which the login user is defined as the evaluator.

PERFORMANCE > 360 REVIEWER SELECT

360 Reviewer Select

Search Clear Search Advanced

360 Reviewers	ID	Name	Position	EvID	Evaluator	Review ID	Review Name	360 Count
	demo	Hunt, Owen	Director of Medicine	admin	admin, admin	2015e	2015 Annual Employee Review	

Access to 360 Reviews

Modules > Performance > Manager > 360 Reviews (Count)

This report provides access to the evaluator of appraisals to view the responses and status of the 360 reviews. The report finds only those records in which the login user is the evaluator.

PERFORMANCE > EMPLOYEE > 360 REVIEWS

Performance 360 Reviews

Search Clear Search Advanced xls

Work Sheet	ID	Name	Review ID	Review Name	360 ID	360 Reviewer	360 Position	Access	360 Review Complete

Rows 0 to 0 of 0

Historical Reviews

Modules > Performance > Manager > Appraisal History

Opens a report which displays past appraisals for which the login user is defined as the evaluator.

PERFORMANCE > MANAGER > APPRAISAL HISTORY

Performance Appraisal History

Search Clear Search Advanced xls

Down Load	Work Sheet	ID	Name	Review ID	Review Name	Evaluator	Overall Rating	Score	Appraisal Complete
		test05	Bailey, Miranda	2013a	2013 Annual Review	Hunt, Owen			2013-12-07
		test08	Burke, Preston	2013a	2013 Annual Review	Hunt, Owen			2013-12-07
		test03	Freeman, Brooke	2013a	2013 Annual Review	Hunt, Owen			2013-12-07
		test04	Krypkee, Barry	2013a	2013 Annual Review	Hunt, Owen			2013-12-07
		test02	Rolleston, Boyd	2013a	2013 Annual Review	Hunt, Owen			2013-12-07
		test06	Shepherd, Derek	2013a	2013 Annual Review	Hunt, Owen			2013-12-07
		test10	Test, Agency	2013a	2013 Annual Review	Hunt, Owen			2013-12-07
		test07	Torres, Callie	2013a	2013 Annual Review	Hunt, Owen			2013-12-07
		test01	Warner, Chris	2013a	2013 Annual Review	Hunt, Owen			2013-12-07
		test09	Webber, Richard	2013a	2013 Annual Review	Hunt, Owen			2013-12-07

Rows 1 to 10 of 10

The report allows past appraisals to be opened either in the Worksheet or as a PDF document.

Appraisal Worksheet

The structure of the Worksheet will vary depending on the setup of the template, however there are standard key elements.

The appraisal worksheet can consist of between 3 and 8 Tabs, depending on what is setup on the review template.

Security settings

Various rules are applied to the appraisal worksheet when the review status is Setup or Write. These rules are described below.

Participant/Evaluator Setup

- When in "Setup" mode, the entry fields for comments and ratings are disabled. Participants and evaluators may add metrics to the tabs where this function has been enabled (see above: *Creating the Performance Review -> Review Template -> Creating/modifying a review template*).
- Only the user who adds a metric can delete the added metrics. Titles and descriptions of added metrics can be edited by the person who added the metric.
- Metrics inherited from the review template are mandatory.
- Weightings for added metrics can be edited by the evaluator only.

Participant/Evaluator Write

- The titles and descriptions of added metrics are not editable.
- Weightings for added metrics can be edited by the evaluator only.
- If the evaluator has not completed work in the appraisal, the participant cannot see any of the evaluator's comments or ratings (this rule applies to both mid-year and full year confirmations) unless the review setup allows.
- If self-rating has been selected in the review setup, then the participant's comments and ratings fields are shown to the evaluator when the participant has completed the appraisal (this rule applies to both mid-year and full year confirmations) unless the review setup allows.
- Only the participant can edit the self-rating fields on the various tabs.
- If the review template includes mid-year review within an annual review, then the participant and evaluator initially see only the mid-year comments and ratings fields for editing.
- After both participant and evaluator complete the mid-year review, these fields are locked and are visible to both parties during the full-year portion.
- Separate fields are provided for participant and evaluator comments and ratings for the full-year portion, following the same security rules as the mid-year (participant cannot see evaluator comments and ratings until the evaluator has completed the appraisal – unless the review setup allows).

360 Reviewer Write

- Only the comments fields are editable by 360 reviewers.

- Participant and evaluator comments and ratings are not visible to 360 reviewers.
- The overall rating field is not visible to 360 reviewers.

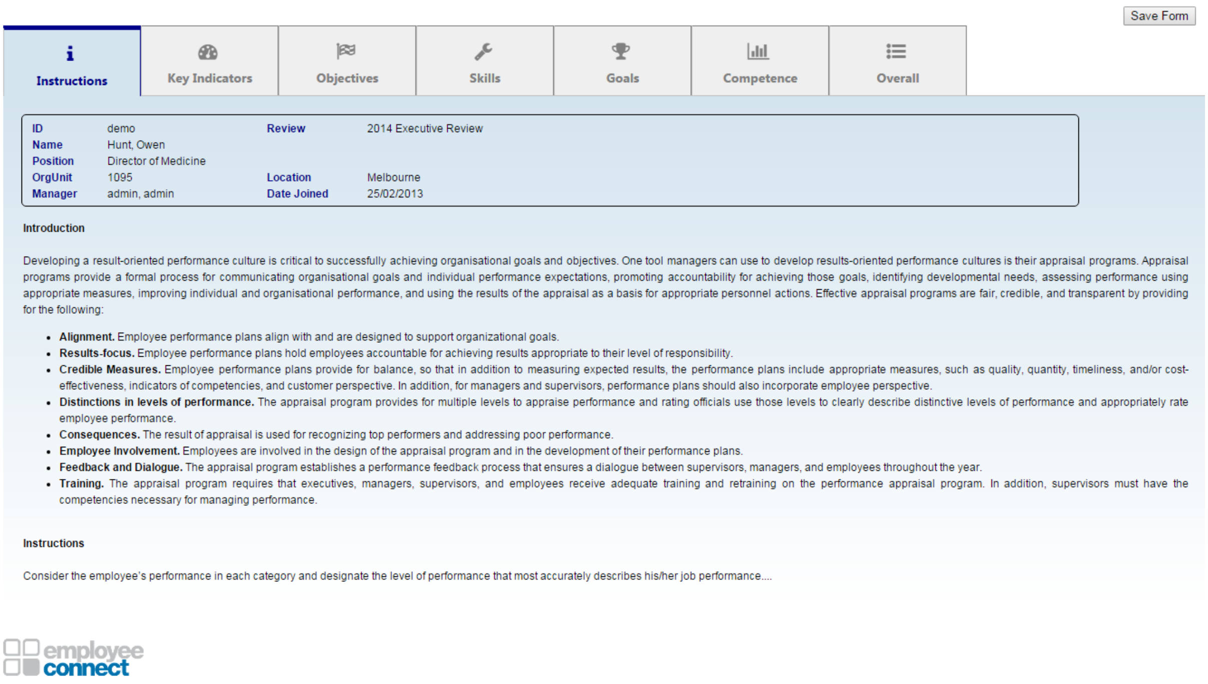
Participant/Evaluator Read

- If the evaluator has not completed the appraisal, the participant cannot see the evaluator's comments and ratings, unless the review setup allows. The metric title, description, and weighting are shown above this.
- If self-rating is included, the participant comment and rating for each metric appear first with the participant's name displayed above. The evaluator's comment and rating appear below the participant's.
- This layout is repeated for each metric.
- Mid-year details are shown on a separate sub-tab in the same manner when full-year details are available.

Worksheet Tabs

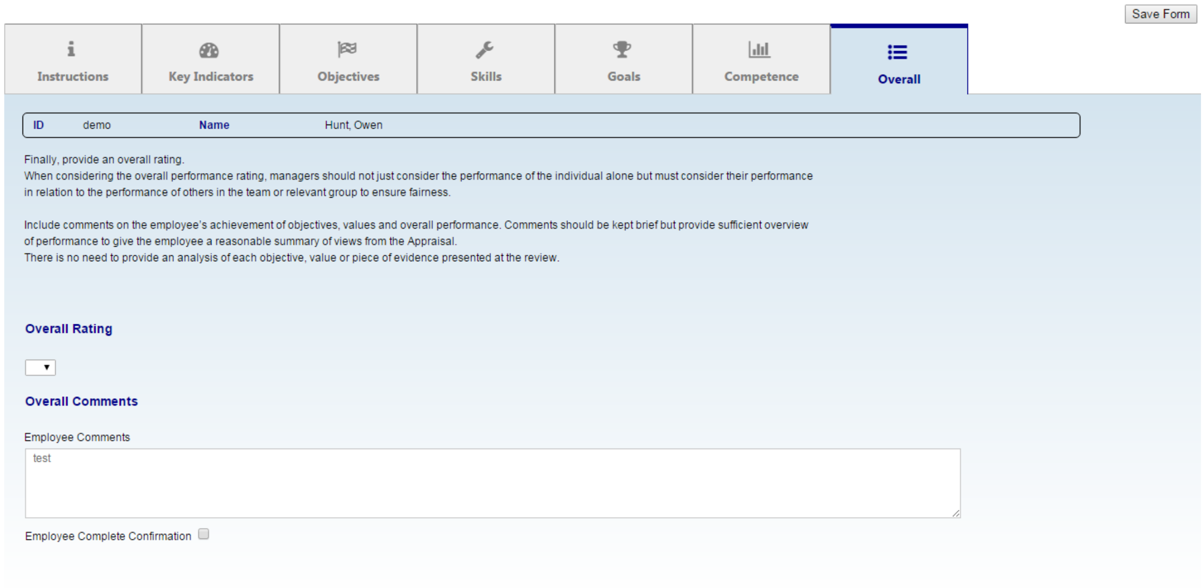
Introduction Tab

The first tab provides general information about the review and the person being appraised.



Summary Tab

If sectional weighting is included on any of tabs 2-7, then the sectional weightings are shown above the overall rating field as read-only text.



Sectional Weightings — If sectional weightings have been defined for tabs 2-7, they will be displayed (read-only) in sequence with the tab labels and percentages displayed above the Overall Rating field.

Section	Rating Score	Weighting %	Weighted Score
Competence	0	50%	0
Objectives	0	%	0
Key Indicators	6	50%	3

Overall Rating — Valid rating options are entered on the Review template prior to assigning the review.

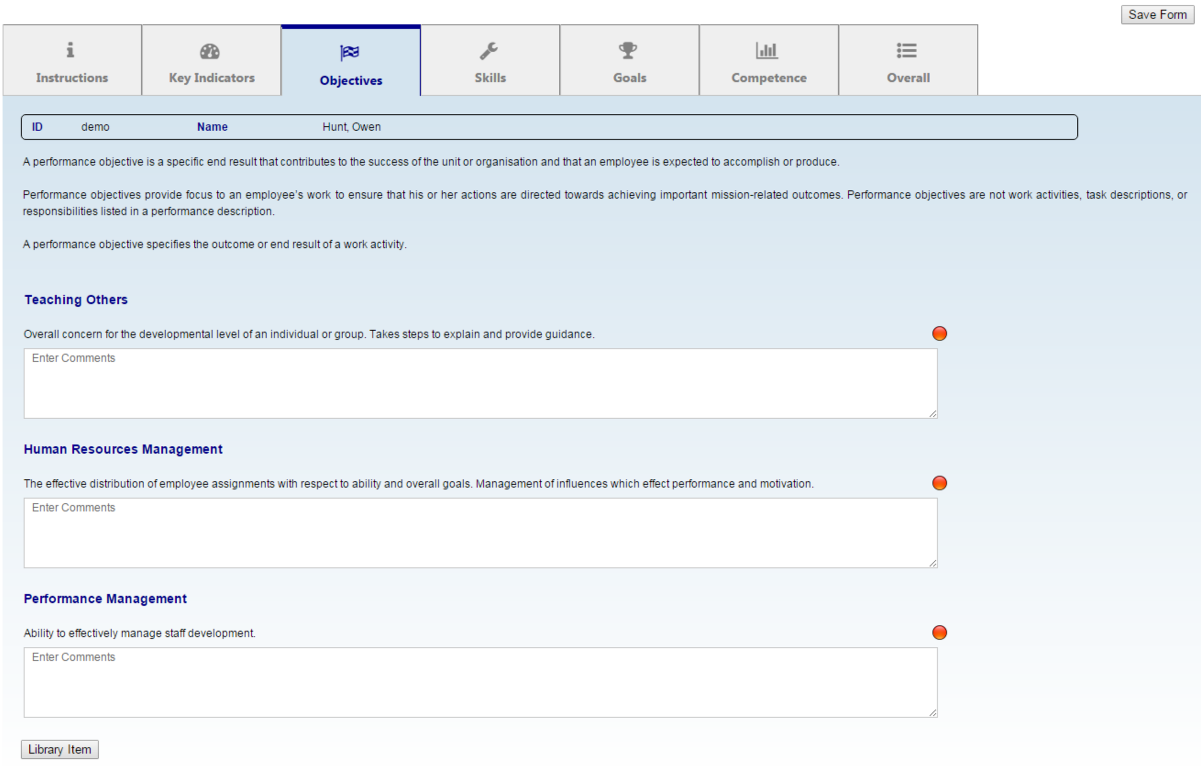
Particpant/Evaluator Comments — Overall comments entered by both the participant and the evaluator

Complete Confirmation Check boxes — The Employee and evaluator check the box once they have completed their input to the review.

- Checking the box and saving the Worksheet will enable the other party to see comments and ratings.
- The box can be un-checked and re-checked as many times as required, however each time the comments are made invisible to the other party.
- The check boxes can't be un-checked once the appraisal has been "locked"

Tabs 2-7

Only the first and last tabs in the Worksheet are fixed. The use of the other tabs is dependent on the template setup. These tabs are used to group the various metrics by type: KPI, Skill, Objective, Goal, Competence, and Development.

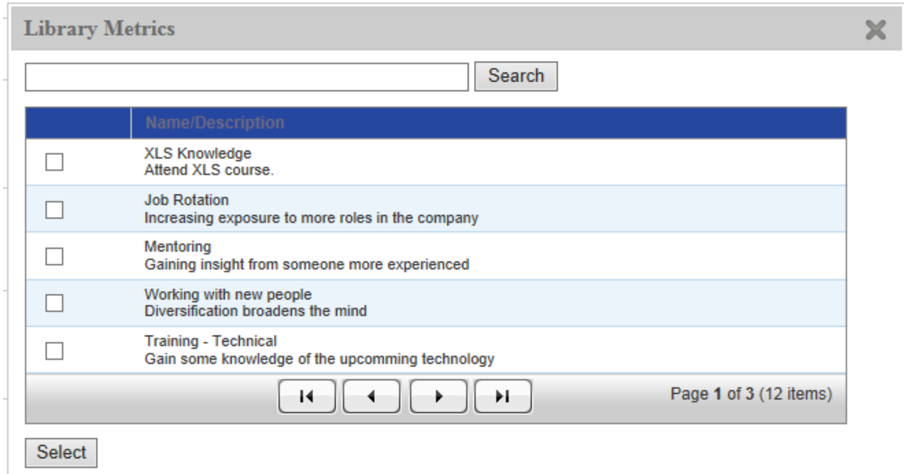


The type of metrics displayed and how the participant and the evaluator interact with those metrics is dependent upon the review template setup; however the following characteristics are standard:

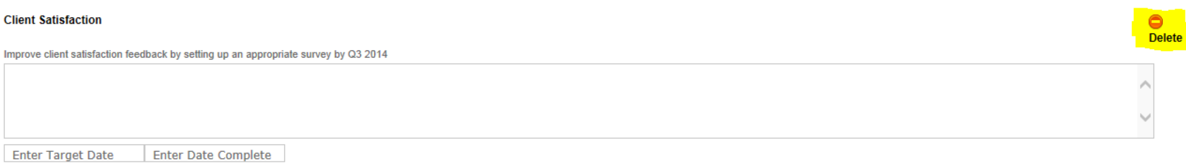
- Only the assigned participant can edit their own comment/ratings
- Only the evaluator can edit their own comment/ratings
- HR can view comments and ratings made by both the participant and the evaluator at any time during the review process but cannot edit them.
- Employees can only view the evaluator comments/ratings once the evaluator has indicated that the appraisal is complete by checking the Reviewer Complete Confirmation ☐ box on the last tab in the appraisal. For mid-year completion, the field displays: Mid Year Confirmation ☐.
- Reviewers can only view the participant's comments/ratings once the participant has indicated that the appraisal is complete by checking the Employee Complete Confirmation ☐ box on the last tab in the appraisal.
- The [Save Form] button does not have to be clicked when moving between tabs in the worksheet. Clicking the button saves changes made to every tab since the last time the

button was clicked. The button can be clicked as often as liked in order to save changes, however saved changes cannot be undone. Closing the worksheet without clicking the button will cause any changes made on all tabs since the last time the button was clicked to be lost.

- The Add New button opens a new blank metric on the current tab in the worksheet. The user can enter the title and description. It will display in the sequence it was added.
- Please note these new metrics will be added to the metric library and the Metric Id will be assigned sequentially from number 1.
- The Library Item button opens a list of standard metrics of the type applicable to the current tab in the Worksheet.



- The list of library metrics displayed only includes metrics of the relevant type and which have not already been added to the Participants Appraisal.



- The Delete icon is displayed next to metrics that can be deleted from the appraisal worksheet. Metrics that have been added by the participant or the evaluator are the only metrics that are permitted to be deleted. Metrics assigned via the review template cannot be deleted.
- The participant can only delete metrics that they added themselves and the evaluator can only delete metrics they added themselves. Neither can delete metrics added by the other.
- Hover text is provided to describe the color-coded status icons for all metrics:
    - Red indicates that both parties need to complete an item.
    - Yellow indicates that one party has completed, but the other hasn’t.
    - Green indicates that both parties have completed the item.