

PERFORMANCE REVIEWS

The **Performance Reviews** section is the area in which you can record the details of all of your Performance Review meetings. You can add notes and documents in support of these meetings.

Try This Yourself:

Before trying this ensure that you have logged on to the Gateway and accessed the My CPD area

- 1 Click the **Performance Review** tab

The Performance Review section will appear

- 2 To add a new Performance Review click **Add New Performance Review**

- 3 Click **Select a Performance Review Type**

A list of Performance Review types will appear

- 4 Click the correct type

- 5 Complete the rest of the form with the relevant information

- 6 Click **Save**

A message will appear saying **You have successfully added a new Performance Review**

- 7 Click **Back to Performance Review page**

Your Performance Review will now appear

This screenshot shows the 'My CPD' interface with the 'Performance Review' tab selected. A red circle '1' points to the 'Performance Review' tab. Below the tabs, a message states 'This page is private and only viewable by you.' A red circle '2' points to the 'Add New Performance Review' link.

This screenshot shows the 'Add Performance Review' form. A red circle '3' points to the 'Select a Performance Review Type' dropdown menu.

Select a Performance Review Type
Appraisal
Appraisal 6 month review
Supervision/1:1
Objective Setting

This screenshot shows the 'Add Performance Review' form with 'Appraisal' selected in the dropdown menu. A red circle '4' points to the dropdown menu. A red circle '5' points to the 'Notes' text area.

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Add Performance Review

You have successfully added a new Performance Review

Back to Performance Review page

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For Your Reference...

1. You can add documents to your Performance Review by clicking **Select...** in step 5 above then navigating to where the file is stored.

Handy to Know...

- The Performance Review section can only be viewed by you and your manager.