

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.

Please Note – WSCC staff must not use this section. They must use the Corporate Online PDR system instead.

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

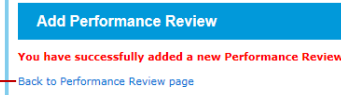
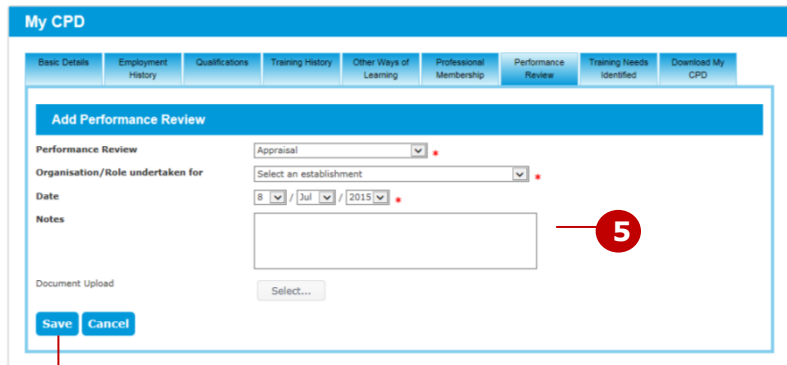
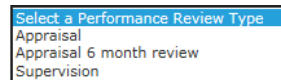
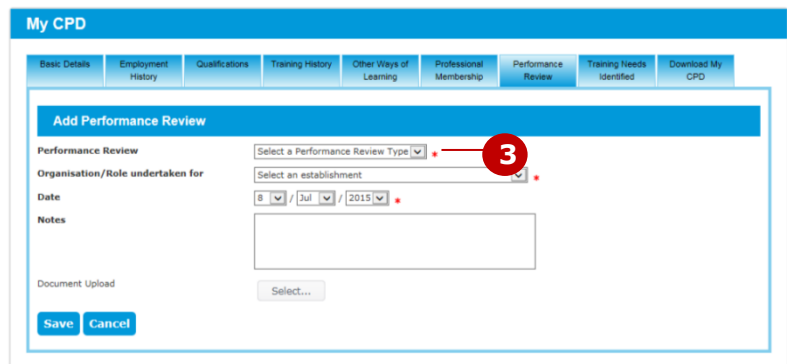
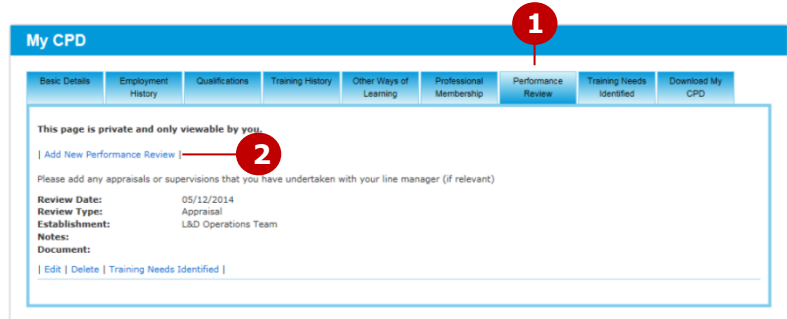
- 5 Complete the rest of the form with the relevant information

- 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



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