# How to review an Appraisal on Progress

Reviewers and Divisional Service and Administration staff will have access to the Progress dashboard, to enable them to track the status of submissions.

When a staff member submits their review, you will be able to access their review on progress and assess their performance is satisfactory and salary progression.

Logging into the review

Log into Progress with your University credentials.
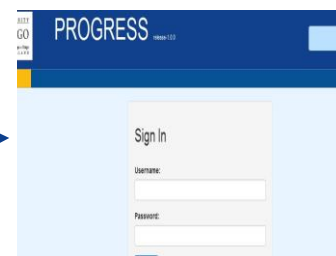
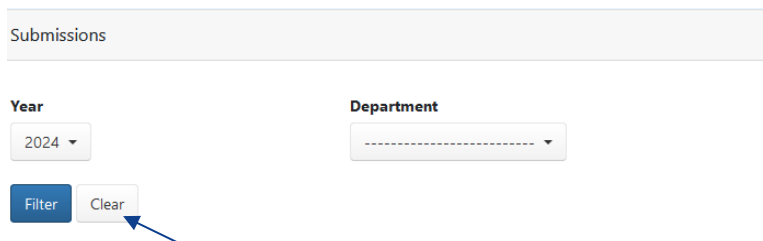## 1. View eligible staff review submission in Progress

1.Once you have logged into Progress the dashboard will be displayed.

To access the submissions, select the **Workflow Type.**

When selected the workflow type will turn yellow.

Ensure the **user type** is set to Reviewer.

2.You will see drop-down menus in the submission area. Use these filters to view the submissions by year or department. Then click on **filter**.

A list of all eligible staff will appear in the submission area.

2. Completing Staff Appraisal Review

Actions

You may make bulk decisions or individual decisions by selecting some or all records.

[Bulk Letter Export] [Bulk Letter Print] [Submit Forward →]

Legend
- *Submission is ready to be submitted.*
- *Submission is not ready to be submitted. You must edit the submission before submitting.*
- *Submission may be bulk exported or printed.*
- *Submission does not have the correct status to submit.*

☐	Submitter Name	Workflow Title	Year	Department	School	FTE	Status	Position Category	Overall Outcome
☐	▬▬▬▬▬▬	APA 1 reviewer test SJE May 2024	2024	Anatomy	School of Biomedical Sciences	1.0	HR Review	LL	Performance Satisfactory
☐	▬▬▬▬▬▬	APA 1 reviewer test SJE May 2024	2024	Anatomy	School of Biomedical Sciences	1.0	Draft	ARF	To be reviewed

Showing 1 to 2 of 2 entries

1.To access an applicants completed review click on the staff members name highlighted in blue.

2.In the top section of the applicant's statement their personal information is displayed, and who is assessing their review.

3. Below the application's personal information, is the applicant's statement, CV and supporting material for you to review.

Submission for APA 1 reviewer test SJE May 2024 01/10/2023

APPLICANT STATEMENT (submitted 19/06/2024)

Teaching:

testing testingtesting testingtesting testing testing testing testing testing testing testing testing testing

Research/Professional Practice:

N/A

Service:

testing testingtesting testingtesting testing testing testing testing testing testing testing testing testing

Key Objectives and Academic Goals:

None entered

More Information:

testing testingtesting testingtesting testing testing testing testing testing testing testing testing testing

Leave:

testing testingtesting testingtesting testing testing testing testing testing testing testing testing testing
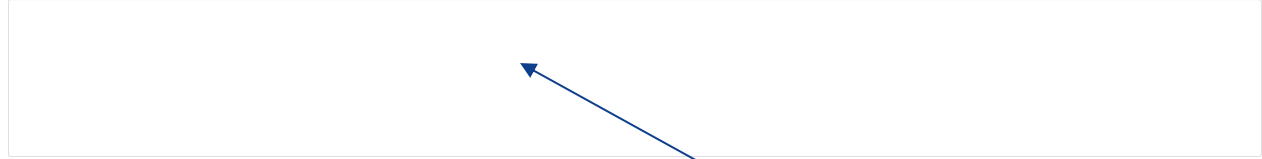
CV AND SUPPORTING MATERIAL

File	File Description

3. Entering Review comments and Key Objectives

REVIEW COMMENTS

The First Reviewer meets with the staff member to discuss performance and career development. The Reviewer assesses the staff member's performance in the review period, confirms the objectives for the staff member for the next review period, and outlines any support that will be provided.

Characters Input: 0
Character Limit: 5000

1.Enter your review comments and key objectives in the **Review** field.

4. Entering Review comments and Key Objectives

Interview Date:

Satisfactory Performance? ● Yes ○ No

Proposed Salary Step: LL06

2. Date when the review took place, in the **Interview Date field** and whether performance was satisfactory, and a progression increase is recommended.

5. Updating supporting documentation

You may wish to upload supporting documents. Documents can be uploaded in the format of doc, docx, xls, xlsx and pdf. The limit of the size each document is 15MB.

REVIEWER SUPPORTING MATERIAL

*You may attach additional material related to this submission. **Maximum 10 attachments.***

File   **File Description**

Select file...   📁 Browse ...

1.Click on the arrow on the right-hand side of Reviewer Supporting Material field to expand the section.

2.To attach documents, click on **Browse**. This takes you through to the drives where your documents are located. Select the document you wish to upload.

3

Upload File +

> 3. When the document appears in **File**, click on it, then **Open** and **Upload File.**
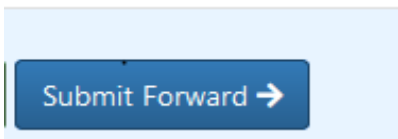
If you want to remove a document after you have saved it, click on the **X** button beside the file name in the Reviewer Supporting Materials area.

6. Submitting the Review

DECLARATION

☐   I confirm that all required documents have been provided (Please Tick)*

> 1. Once you have completed the review and all the required documentation has been provided tick the **Declaration box.**

Submit Forward →

> 2. To submit the submission, click on the **Submit Forward** button. If you are the only reviewer, or the last reviewer, the submission will be forwarded to HR.
>
> If there is another reviewer, the review will be submitted to them to review.

Once submitted a message will appear at the top right of the screen informing you, the submission has been submitted successfully.

The system does not notify the staff member when a submission has been submitted. The staff member will be able to read the comments on Progress once they have been notified by Human Resources.

Additional Information

Incomplete submissions

The Head of Departments and Divisional Service and Administration staff can send the submission back to the staff member if they need to add further information.

In the Dashboard click on the staff member you wish to return the submission to. Then click **Return to Previous** under the Actions field. Once completed advise the staff member the submission has been sent back to them.

Re-assigning the Review to another reviewer (Annual Performance Appraisal)

HoD and Divisional Service and Administration staff can delegate the review to a supervisor/principal investigation, and they will become the reviewer.

This change can be performed by the HoD or Divisional Service and Administration staff.

Where the review has been assigned to another reviewer, they are able to make comments on the employees' performance in the Review Comments field. Where a HoD delegates a review, they still have access to the review and can make or edit comments in the First Reviewer Comments field.

Promotion applications

Staff who applied for promotion are included in the review.

- For staff unsuccessful in their promotion, a review must be completed.

- For staff successful in their promotion, it is up to the HoD whether a review is needed. Even if no assessment of the review period is necessary, HoD may wish to discuss and record objectives and academic goals with staff who are promoted.