

How to Guides - Manager

How to complete a Manager Review/Check In

Step 1: Click on the 'Complete Your Review' icon on the Focus Homepage or under the 'Your Reviews' tab. Click on the review or check in you would like to complete.



Step 2: Click 'Get Started' at the bottom right of the page.

Step 3: Enter your comments for goals and overall performance.

Step 4: Select a rating and then click 'Submit'.

Note:

- Your team member will not be able to view your comments or rating until the review/check in period has ended.

The image displays two screenshots of a performance review system interface. The left screenshot shows the 'Mid-year check in 2018/19' for Isabelle King, with a 'Mid-year check in' button circled in red. The right screenshot shows the 'End of Year Performance Review 2017/18' for Sandra Miller, with the 'Overall Performance' section circled in red. Both screenshots show a 'Get started' button at the bottom right.

Mid-year check in 2018/19

Overview

Mid-year check in

Career aspirations

Overview

Check in with a conversation that keeps you on track

Just 3 easy steps and you're done!

1. Comment on goal and development activities
2. Add career aspirations
3. Click Submit

Review Step Progression

Manager Review Due: 24/01/2019

Self Review

Get started

End of Year Performance Review 2017/18

Overview

Goals

Overall Performance

Options

- Add Co-Planners
- Attachments
- Employee Details
- Print review
- Print Reviewee Version

Overall Performance

You're almost done! Sum up the year acknowledging what's been achieved and how it's been achieved. Then click submit.

Comment on overall performance

Select

- ✓ Select
- Outstanding
- Exceeds Standards
- Achieved Standards
- Review Only
- Needs Development
- Unsatisfactory

Enter overall summary comment here

Back Save and Exit Submit