

How to Guides - Managers

View your teams past reviews

Step 1: Click on the 'Your Team' tab on the homepage and then click the 'Your Team' drop down.

Step 2: Click on your team member, then 'Performance' and then 'Reviews'

Step 3: Click on the review you want to view

Note:

- If a review wasn't completed you won't be able to open or view it.

The screenshot shows the 'Your Team' interface. At the top, a navigation bar includes 'Home', 'Your Focus', 'Learn', 'Reports', 'Admin', and 'Your Team'. The 'Your Team' tab is selected and highlighted with a red circle. Below the navigation bar, the text 'Your Team' is displayed. A red circle highlights the 'Your Team' dropdown menu. Below this, a message states: 'You can view all your direct reports from here. Use the arrows on the left hand side, under your profile, to scroll up and down and see all members.'

Below the message, there are two bullet points:

- **To view direct report's goals or development plans,** click on your team member, click 'Performance' and then 'Objectives' (Goals) or 'DevP' only see goals with an 'Approved' status. To view all goals that aren't in a draft status, click 'Actions' and then 'View all Goals.'
- **You can't PDF goals from any Your Team pages.** To PDF goals, go to the top navigation tab 'Your Focus', click 'Your Goals' and then click 'Goals' tab. Click the arrow across from your team members to expand their goals. Expand one team member's goals at a time, and click 'Options' at the top right of the page. Then click 'Download PDF'. Click the arrow across from the team member again to contract the goals.

Below the bullet points, the breadcrumb trail reads: 'My Team: Claire Todd-Miller (Admin) » Mila Jurgen » George Chavez'. A checkbox labeled 'Show only my subordinate(s)' is checked.

The main content area shows a list of team members on the left and a detailed view of a team member's performance on the right. The team members listed are George Chavez, Kim Keep, and Isabelle King. Isabelle King is highlighted with a red circle. The detailed view for Isabelle King shows the 'Performance' tab selected, with a red circle around it. Below the 'Performance' tab, the 'Reviews' tab is selected, also with a red circle. The 'Reviews' tab shows two reviews:

Review Title	Status	Completed Date	Standard
End of Year Performance Review 2015/16	complete	22/05/2016	Achieved Standards
End of Year Performance Review 2016/17	complete	24/04/2017	Outstanding