

How to Guides

How to complete a 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 and click submit

Note:

- You will not be able to view Manager comments or rating until the review/check in period has ended.

Two screenshots of the performance review interface. The left screenshot shows the 'Mid-year check in 2018/19' for George Chavez. The interface includes a sidebar with 'Overview', 'Mid-year check in', and 'Career aspirations'. The main content area shows a progress bar at 0% and a section titled 'Check in with a conversation that keeps you on track'. Below this, there are three steps: '1. Comment on goal and development activities', '2. Add career aspirations', and '3. Click Submit'. At the bottom, there is a 'Review Step Progression' section with 'Manager Review' and 'Self Review' (over: 24/01/2019) both marked as complete. A 'Get started' button is circled in red at the bottom right. The right screenshot shows the 'End of Year Performance Review 2017/18' for Sandra Miller. The interface includes a sidebar with 'Overview', 'Goals', and 'Overall Performance'. The main content area shows a progress bar at 50% and a section titled 'Overall Performance'. Below this, there is a text area for 'Comment on overall performance' with a red circle around the 'Enter overall summary comment here' text. At the bottom right, there are 'Back', 'Save and Exit', and 'Submit' buttons, with the 'Submit' button circled in red.