LEAP Appraisal Guide

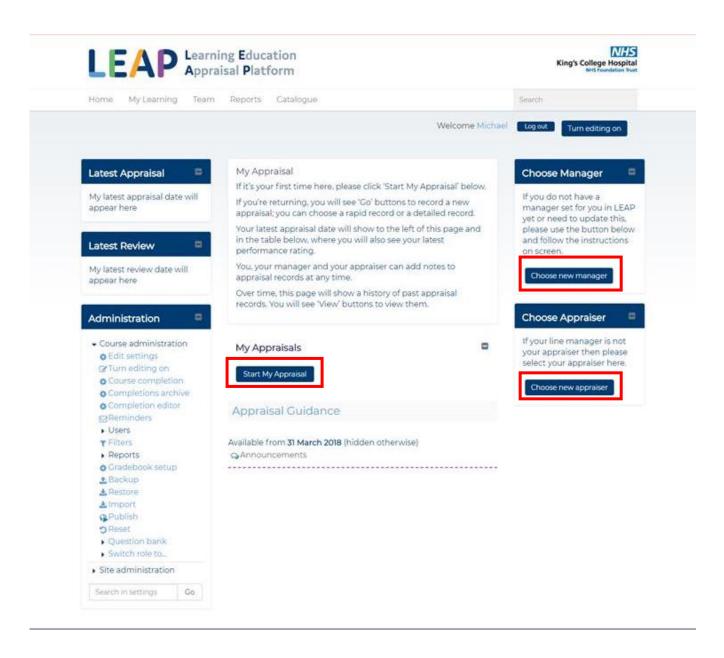
To access the new Appraisal system please follow the steps below:

1. Once logged into LEAP, Select the view option under 'Appraisal' on the home page.

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My Learning Calendar View		My Dashboard View	ŝ	Choose Manager If you do not have a manager set for you in LEAP yet or need to update this, please use the button below and follow the instructions on screen.

2. This will open the Appraisal page. Before you begin you need to choose your manager and choose your appraiser. This can be located on the right-hand side of the page, shown below.

Once you have confirmed these, select 'Start My Appraisal' shown below to begin.



3. This will open the 'Rapid Appraisal Record'. For the first time, you will just record your most recent appraisal date and performance rating (looking back). The minimum information you can input is date & rating.

Selecting 'Save and Return' will allow you to go back and make amendments to the form and selecting 'Finalise Appraisal' will lock the form. This option should be used when the form is complete.

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4. Once you have finalised the first appraisal, this will then unlock this year's appraisal (Looking forwards), beginning with 'Objectives'. You can add Objectives by selecting the 'Add Objective' button shown below.

Please note, you can upload a document or include a note at the bottom of any stage of the appraisal

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 This should display in the Objectives form. Once completed, select save to complete and lock, or select save as draft to come back to it. Once they are saved the objectives cannot be amended. Once you have saved the objectives, select the 'Next' button to move onto the next stage.

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6. The Development Action form should then display. Add your development Action, and then to fill out the form. Select 'Save and Return' to go to the appraisal home page or select 'Next' to proceed to 'Ongoing Reviews'.

PMENT To support you in your role and in meeting your objectives you may have some areas of development. Here you can record your agreed development actions. IG Add Development Action	OBJECTIVES	Development Action	
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Output What is your agreed development action? Your answer		some areas of dev	your role and in meeting your objectives you ma velopment. Here you can record your agreed dev	
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8. Ongoing Reviews page should display next. Locate and click on 'Add Review' shown below, to start your review.

OBJECTIVES	Review
DEVELOPMENT	Here you can record your review conversations. You can select the objective and/or development action that you discussed, and record the notes of your
	progress.
END OF YEAR	Add Review
RAPID APPRAISAL RECORD	You can optionally upload files here Maximum size for new files: Unlimited, maximum attachments: 10
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	Next Save and Return Notes You can record any additional notes here.
	Add note
	Save note

9. This will then display the form for your review. You can select the options that relate to your review where necessary, such as 'Objective' and 'Development Action'.

Once the review is saved, this cant be amended. Once you are happy with the review, select next at the bottom to proceed.

DEVELOPMENT	Review
	Here you can record your review conversations. You can select the objective and/or development action that you discussed, and record the notes of your
) ongoing Reviews	progress.
) END OF YEAR	Ongoing Reviews 1 Remove
) RAPID	Enter the date of the review conversation
ECORD	Your answer
	Objective to Review
	Select Objective
	Development Action
	Select Development Action
	What would you like to stop, start, continue?
	Your answer
	Save as draft Save
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	You can optionally upload files here
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	Files
	You can drag and drop files here to add them.
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	Next Save and Return
	Notes
	You can record any additional notes here.
	Add note
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11. Fill out the 'End of Year' form in the required fields and select 'Finalise Appraisal' at the bottom of the page.

) ONGOING EVIEWS	the objectiv	n record your end of year review conversation. You can selec es for individual rating, review your development and record overall performance rating.
END OF YEAR	Enter your	most recent end of year (appraisal) conversation date
) RAPID PPRAISAL ECORD	Your answ	ver
	Rating	
	Select	Objective
		ent Review
		the key learning and development you achieved from d development actions?
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12. If the user wishes to do a quick appraisal, they should complete the 'Rapid Appraisal' which is located at the bottom of the list on the left-hand side. This will give the user a minimum appraisal. Enter the necessary fields and select finalise appraisal.

) OBJECTIVES	Rapid Recor	d
DEVELOPMENT	You must enter an	d save your appraisal date and performance rating here
) ONGOING EVIEWS	to record your ann	ual appraisal. This will update your appraisal status.
	Enter your most	recent end of year (appraisal) conversation date
) END OF YEAR	Your answer	
) RAPID PPRAISAL RECORD		
	What is your ove your appraiser?	rall rating for this appraisal period, as agreed with
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13. You can download your appraisal at any time as a PDF by selecting the 'Download PDF' option at the top of the appraisal. This would be required if, for example, you wished to print your Appraisal.

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