

Performance Appraisal System: changes for 2019

Appraisees

There are no changes in the way the system works for Appraisees – the changes relate to how the Appraisal form is locked by the Manager.

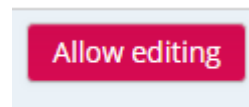
Managers

All the completion check boxes have been removed and replaced by a **Final Submission / Allow editing** toggle button available only to Managers.



When in normal editing mode the **Final Submission** button is displayed. When this is clicked the current contents of the form is saved and marked as **Final** and the Performance Appraisal form is no longer editable by Manager or Appraisee.

However once the Manager has finalised the Appraisal, the Allow Editing button will be available to revert the form to initial editing mode.



In editing mode, all boxes in the form are available for editing by Managers. Appraisees will be able to edit all boxes except Appraiser scores and Appraiser Summary.

In locked mode, no Save buttons are displayed and this message is displayed at the top of the form:

This appraisal has been finalised - no more editing allowed