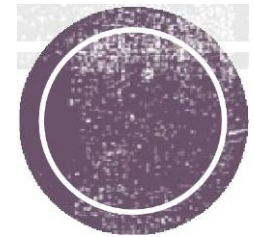
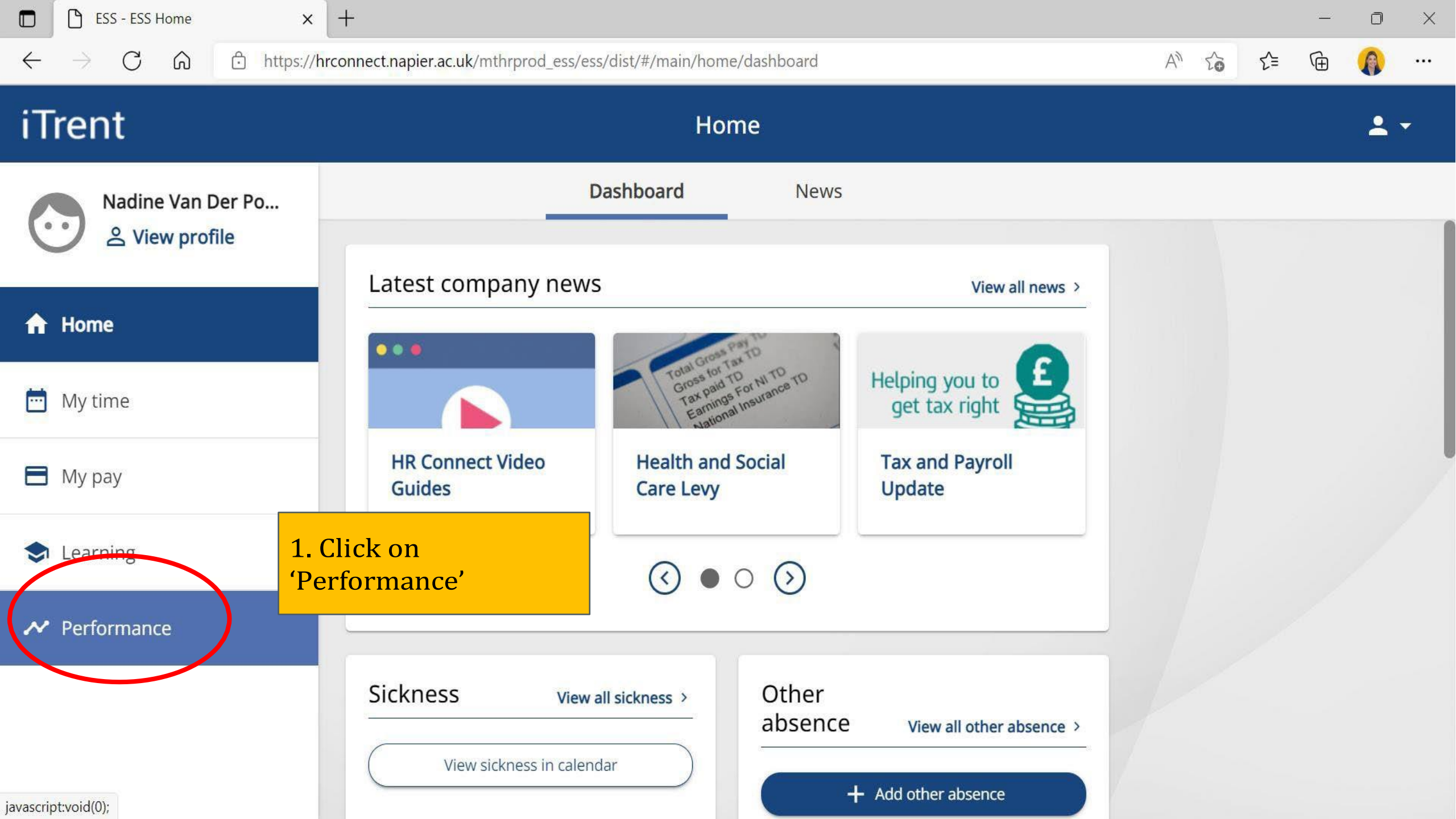


Employee System guide: How to complete the EOY in the system

MyContribution

MyReview **My**Development **My**Career





 **Nadine Van Der Po...**
[View profile](#)

 **Home**

 My time

 My pay

 Learning

 **Performance**

**1. Click on
'Performance'**

Dashboard News

Latest company news [View all news >](#)



**HR Connect Video
Guides**



**Health and Social
Care Levy**



**Helping you to
get tax right**
**Tax and Payroll
Update**



Sickness [View all sickness >](#)

[View sickness in calendar](#)

Other absence [View all other absence >](#)

[+ Add other absence](#)



Performance

Reviews

Objectives

Development

Review Lifecycles

2. Click 'End of Year Review' under 'Review Lifecycles'



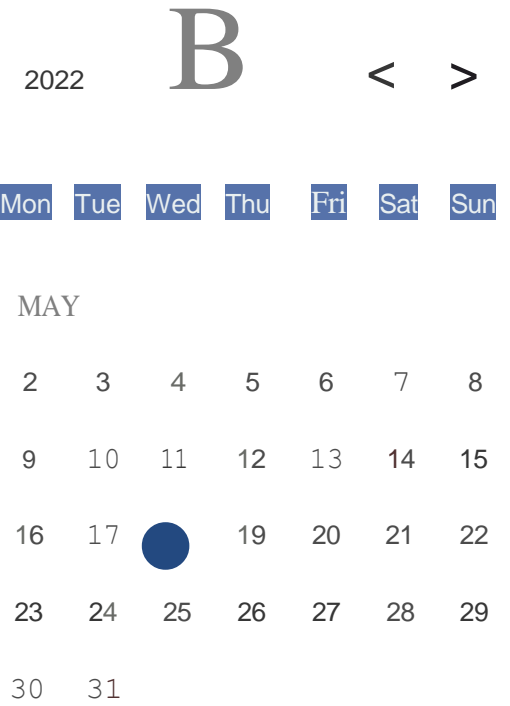
Lifecycle name	Start date ,1.,	Current stage	Stage target end date	Stage owner
<u>End of Year Review</u>	<u>01 May 2022</u>	<u>Employee inputs</u> self-assessment comments	31Jul 2022	Nadine Van Der <u>Pompe</u>

Review Forms



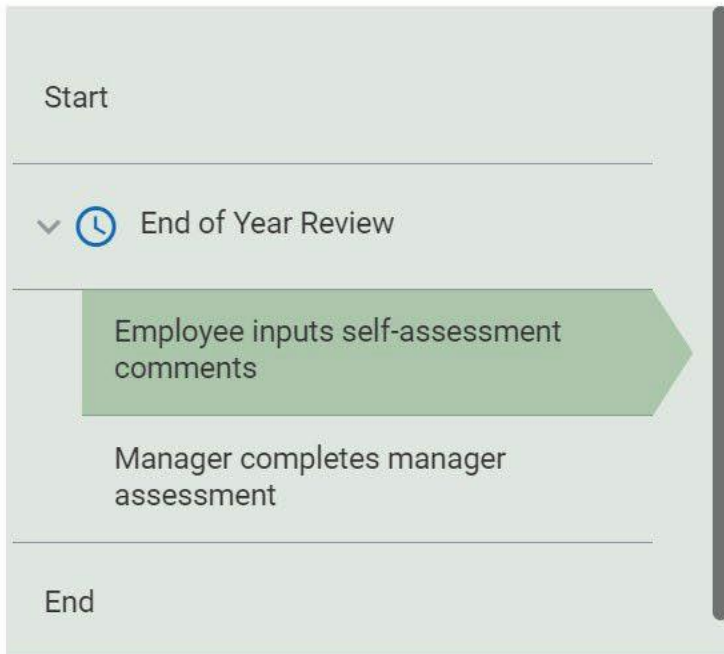
Form name	Start date ,,l,	End date	Due date	Status	Rating	Attachments
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• Events present



[← Back to Reviews](#)

End of Year Review



3. Click on 'generate' to open your end of year form and add your self assessment comments

Employee inputs self-assessment comments

Target end date: 31 July 2022

Action responsibility: Nadine Van Der Pompe



End of Year Review Form 23/24

- ✓ My End of Year Review (Reviewee)
- ✓ End of Year Review (Reviewer)
- ✓ Acknowledging the End of Year Review

[Click here to return to the performance life cycle](#)

Summary



Guidance reviewee

Ahead of your End of Year review conversation with your manager, it is helpful to have completed a progress update and a self-rating against each of your individual objectives. If you would like a quick reminder on how to do this, [click here](#).

Once you have completed assessing your individual objectives, click START below and add overall comments and ratings for WHAT you have achieved and HOW you have achieved your objectives. SAVE your changes, return to this page, and SUBMIT.

Do not submit the form until you are satisfied with your comments, as once you submit it cannot be amended.

Guidance reviewer

To complete the End of Year review as a manager, navigate the forms as below. Remember to save regularly as the system will not automatically save.

1. Access the team member's objective progress and individual objective ratings through the 'objective summary page'. If you would like a quick reminder on how to do this, [click here](#)
2. Review the overall WHAT and HOW comments and rating as recorded by the team member

Start

Print

4. Read through the guidance for the reviewee below
5. Click 'start'

[Click here to return to the performance life cycle](#)

< My End of Year Review (Reviewee) >

Record an overall WHAT and an overall HOW rating, as well as a detailed explanation to support your ratings:

1. An overall rating and comment for WHAT you have achieved across this academic year
2. An overall rating and comment for HOW you have achieved your objectives in line with the [University's values and behaviours](#)

[Click here](#) to find further guidance on our ratings on the My Contribution Pages.

Reviewee Overall WHAT rating

Reviewee Overall WHAT rating (required)

Please choose

Outline a short overall summary to evidence why you have chosen this rating. (required)

Reviewee Overall HOW rating

Reviewee Overall HOW rating (required)

Please choose

Previous

Save

Summary

Next

6. Read through the guidance
7. Scroll down



End of Year Review Form 23/24 (My End of Year Review (Reviewee)) (1 of 3)

Reviewee Overall WHAT rating

Reviewee Overall WHAT rating (required)

Please choose

Please choose

Outstanding

Exceeding Expectations

Achieving Expectations

Developing

Below Expectations

8. Select the overall WHAT rating

Reviewee Overall HOW rating

Reviewee Overall HOW rating (required)

Please choose

Outline a short overall summary to evidence why you have chosen this rating (required)

Submitting your End of Year Review

Once the above sections have been completed, remember to submit your form. This can be done by clicking the Summary button below, then the Submit button on the home page.

Previous

Save

Summary

Next

End of Year Review Form 23/24 (My End of Year Review (Reviewee)) (1 of 3)

1. An overall rating and comment for WHAT you have achieved across this academic year
2. An overall rating and comment for HOW you have achieved your objectives in line with the [University's values and behaviours](#)

[Click here](#) to find further guidance on our ratings on the My Contribution Pages.

Reviewee Overall WHAT rating

Reviewee Overall WHAT rating (required)

Achieving Expectations

Outline a short overall summary to evidence why you have chosen this rating. (required)

The main achievements for 2023-24 were:

.....
.....

Reviewee Overall HOW rating

Reviewee Overall HOW rating (required)

Please choose

Outline a short overall summary to evidence why you have chosen this rating (required)

Submitting your End of Year Review

Previous

Save

Summary

Next

9. Add your overall WHAT comments
10. Scroll down further

End of Year Review Form 23/24 (My End of Year Review (Reviewee)) (1 of 3)

Reviewee Overall WHAT rating

Reviewee Overall WHAT rating (required)

Achieving Expectations

Outline a short overall summary to evidence why you have chosen this rating. (required)

The main achievements for 2023-24 were:

Reviewee Overall HOW rating

Reviewee Overall HOW rating (required)

Achieving Expectations

Outline a short overall summary to evidence why you have chosen this rating (required)

Short summary.....

Submitting your End of Year Review

Once the above sections have been completed, remember to submit your form. This can be done by clicking the Summary button below, then the Submit button on the home page.

Previous

Save

Summary

Next

11. Add your overall HOW rating
12. Add your overall HOW comments
13. Click save and scroll down

[← Back to Reviews](#)

End of Year Review (My End of Year Review (Reviewee)) (1 of 1)

Outline a short overall summary to evidence why you have chosen this rating (reviewee)

In terms of my delivery, I have made sure continuation of the business for my colleagues and taking over their delivery / courses where required. I have demonstrated with the professionalism value, by striving to deliver excellent output in the managing teams content) and being there when we were severely

NOTE: remember to **submit** your form once you have finalised your EOY comments

*(you **cannot** make further changes after you submit, once you submit your line manager can finish their EOY feedback in the system. You will then you will need to confirm the comments made by your manager before you can officially submit)*

Submitting your End of Year Review

Once the above sections have been completed, remember to submit your form. This can be done by clicking the Summary button below, then the Submit button on the home page.

Previous

Save

Summary

Next

End of Year Review Form 23/24

✔ My End of Year Review
(Reviewee)

✔ End of Year Review (Reviewer)

✔ Acknowledging the End of Year
Review

[Click here to return to the performance life cycle](#)

Summary

Guidance reviewee

Ahead of your End of Year review conversation with your manager, it is expected that you will have completed a progress update and a self-rating against each of your individual objectives. If you would like a quick reminder on how to do this, [click here](#).

Once you have completed assessing your individual objectives, click **Save** and add overall comments and ratings for WHAT you have achieved and HOW you have achieved your objectives. **SAVE** your changes, return to this page and click **SUBMIT**.

Do not submit the form until you are satisfied with your comments, as once submitted it cannot be amended.

Guidance reviewer

To complete the End of Year review as a manager, navigate the forms as below. Remember to save regularly as the system will not automatically save.

1. Access the team member's objective progress and individual objective ratings through the 'objective summary page'. If you would like a quick reminder on how to do this, [click here](#)
2. Review the overall WHAT and HOW comments and rating as recorded by the team member

Start

Submit

Print

NOTE: Once you have submitted your review form it will go to your **line manager** for their input. Once your manager has completed their part, **you will receive an email** with the following text:


“Following your end of year review meeting with your manager, they have now added their comments and your end of year rating on HR Connect.

There is an additional step in the process this year for you to acknowledge their comments and rating. Please log into HR Connect to complete this process and submit your form.

Instructions on how to complete this final step in the process can be found here on pages 12-14.”

Review forms

All **Current**

Form name	Start date ↓	End date	Due date	Status	Rating	Attachments
End of Year Review Form 23/24	01 May 2023	30 Apr 2024	31 Jul 2024	In progress		

Once you have received the email mentioned above, you will then need to go back into **HR Connect** and click on **'Performance'**. At this point, you will see the 'Status' under 'Review forms' states 'In Progress'. Click this link.

[< Back to Reviews](#)

End of Year Review Form 23/24

- My End of Year Review (Reviewee)
- End of Year Review (Reviewer)
- Acknowledging the End of Year Review

After clicking the link, you will see in the column at the left-hand side that 2 ticks are green and 1 is in grey. Click the one in grey 'Acknowledging the End of Year review'.

End of Year Review Form 23/24 (Acknowledging the End of Year Review) (3 of 3)

[Click here to return to the performance life cycle](#)

[< Acknowledging the End of Year Review](#) ▾

Acknowledging the End of Year Review

Once the above sections have been completed, remember to submit your form. This can be done by clicking **SAVE**, returning to the **SUMMARY** page, then clicking the **SUBMIT** button on the home page.

I confirm that I understand that once I have submitted this section of the form no further amendments will be able to be made.

Confirmed (required)

After clicking the **Acknowledging the End of Year review** link. This will take you to the page shown on the left. This page requires the tick box 'Confirmed (required)' to be ticked, then click 'summary' then 'submit'. Your review form will then be complete.

[Previous](#)

[Save](#)

[Summary](#)