

HR Connect - process overview



STAGE 1

Manager inputs final calibrated rating and submits it for their team member to review and acknowledge

Click on 'My Contribution', 'Performance Lifecycle' and select the '**Senior Manager End of Year Review 23/24**' lifecycle from the left-hand-side of the screen, then generate the '**Senior Manager Calibrated Review Form**'. Please input the final calibrated rating agreed at the ULT calibration meeting, tick the '**Confirmed**' box, then click on '**Summary**' followed by the '**Submit**' button.



STAGE 2

Colleague receives an email notification to review and acknowledge their Calibrated Rating

Within the Reviews Lifecycle, click '**Senior Manager End of Year Review 23/24**' and the 'Final Calibrated Acknowledgement' box will appear. Please add any comments you may wish to make and tick the '**Confirmed**' box. Once complete, click '**Save**', and then '**Summary**' button. Once you are back on the summary page, click '**Submit**' and '**Ok**'.

An email will be sent to your manager to let them know you have completed your step in the process.



STAGE 3

Manager performs the final submission, once they receive an email that the calibrated rating is acknowledged by their team member

Click on 'My Contribution', 'Performance Lifecycle' and select the '**Senior Manager End of Year Review 23/24**' lifecycle from the left-hand-side of the screen. Navigate to the 'Final Submission' section and ensure that you read through the instructions on this page by ticking the '**Confirmed**' box. To save and submit the form, click on '**Save**', then on '**Summary**' followed by '**Submit**' button.



STAGE 4

Colleague receives an email notification to let them know they can view their final calibrated rating

Process Completed.