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

MyContribution

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

Edinburgh Napier
UNIVERSITY

https://hrconnect.napier.ac.uk/mthrprod_ess/ess/dist/#/main/home/dashboard

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Home

Nadine Van Der Po...
👤 View profile

- 🏠 **Home**
- 📅 My time
- 💳 My pay
- 🎓 Learning
- 📈 **Performance**

Dashboard   News

Latest company news
View all news ›

HR Connect Video Guides

Total Gross Pay TD
Gross for Tax TD
Tax paid TD
Earnings For NI TD
National Insurance TD

Health and Social Care Levy

Helping you to get tax right

Tax and Payroll Update

‹ ●○ ›

1. Click on 'Performance'

Sickness   View all sickness ›

View sickness in calendar

Other absence   View all other absence ›

➕ Add other absence

javascript:void(0);

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Performance

Reviews   Objectives   Development

Review Lifecycles

(All) (✓ Current)

Lifecycle name	Start date ↓	Current stage	Stage target end date	Stage owner
End of Year Review	01 May 2022	Employee inputs self-assessment comments	31 Jul 2022	Nadine Van Der Pompe

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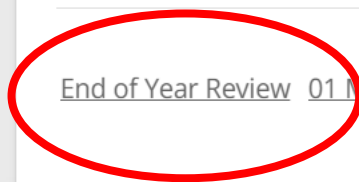
Review Forms

(All) (✓ Current)

Form name	Start date ↓	End date	Due date	Status	Rating	Attachments

- Events present

2022 ▾   Today   ‹ ›

Mon	Tue	Wed	Thu	Fri	Sat	Sun
MAY						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

javascript:void(0);

https://hrconnecttest.napier.ac.uk/mthrtest_ess/ess/dist/#/main/performance/reviews/lifecycle/560745EIIP

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< **Back to Reviews**

End of Year Review

Start

∨ 🕑 End of Year Review
Employee inputs self-assessment comments
Manager completes manager assessment

End

Employee inputs self-assessment comments

Target end date: 31 July 2022

Action responsibility: Nadine Van Der Pompe
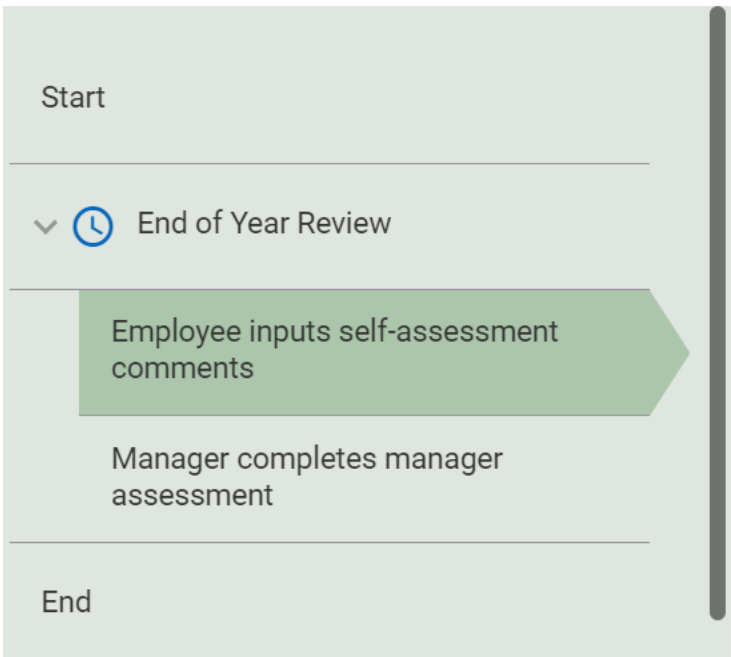
Generate

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

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< Back to Reviews

End of Year Review

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

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

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

Start   Print

https://hrconnecttest.napier.ac.uk/mthrtest_ess/ess/dist/#/main/performance/reviews/lifecycle/560745EIIP

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Performance

‹ **Back to Reviews**

End of Year Review (My End of Year Review (Reviewee)) (1 of 2)

6. Read through the guidance
7. Scroll down

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.

Previous   Save   Summary   Next

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Performance

< **Back to Reviews**

End of Year Review (My End of Year Review (Reviewee)) (1 of 2)

Reviewee Overall WHAT rating

8. Select the overall WHAT rating

Reviewee Overall WHAT rating (required)

Please choose

| Please choose |
| Outstanding |
| Exceeding Expectations |
| Achieving Expectations |
| Developing |
| Below Expectations |

this rating. (required)

Achieving Expectations

Previous   Save   Summary   Next

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End of Year Review (My End of Year Review (Reviewee)) (1 of 2)

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

Reviewee Overall WHAT rating (required)

Achieving Expectations

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

Overall, 2021-22 was an incredibly busy year. If I had to look back over the whole period, I would say my main achievements were;
Provide additional support to departments to complete the MYC activities (from Summer 2021) – this included some bespoke support (such as the support sessions for P&F, the development of a more

Previous   Save   Summary   Next

HR Capability&Engagement - M | MYC End of Year 21-22 Offline N | End of Year Review (My End of Ye | Values-and-behaviours-leaflet.pc

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Performance

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End of Year Review (My End of Year Review (Reviewee)) (1 of 2)

Reviewee Overall HOW rating

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

Reviewee Overall HOW rating (required)

Exceeding Expectations

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

In terms of my delivery, I have made sure continuation of the business happened by standing in for colleagues and taking over their delivery / courses where required. I think I have done well in particular with the professionalism value, by striving to deliver excellent output (e.g. recommended improvements in the managing teams content) and being there when we were severely under staffed.

Submitting your End of Year Review

Previous   Save   Summary   Next

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End of Year Review (My End of Year Review (Reviewee)) (1 of 2)

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

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

Submitting your End of Year Review

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 system and also submit to close the 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

https://hrconnecttest.napier.ac.uk/mthrtest_ess/ess/dist/#/main/performance/reviews/lifecycle/560745EIIP

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Performance

< **Back to Reviews**

End of Year Review

✅ My End of Year Review (Reviewee)

✅ End of Year Review (Reviewer)

Click here to return to the performance life cycle

Summary ⌄ ❯

Guidance reviewee

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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

Start   **Submit**   Print

HR Capability&Engageme ✕ | MYC End of Year 21-22 Of ✕ | End of Year Review - ESS ✕ | My Contribution ✕ | Values-and-behaviours-le ✕ | +

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Performance

< **Back to Reviews**

End of Year Review

- ✅ My End of Year Review (Reviewee)
- ✅ End of Year Review (Reviewer)

Click here to return to the performance life cycle

Summary ∨ ⟩

ⓘ   Your form has been submitted.

Guidance reviewee

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Once you have completed assessing your individual objectives, click START below

Start   Print

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How to complete the EOY in the system

MyContribution

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

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