

System guide:

How to find (and print) previously completed performance review forms

MyContribution

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





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Dashboard

News

☕ Good morning Nadine, welcome back!

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HESA Staff Data - Is your information u...

Employee Self Service

iTrent

HR Connect Video Guides



Setting up Email Payslips & P60s



2) Click on 'Performance'



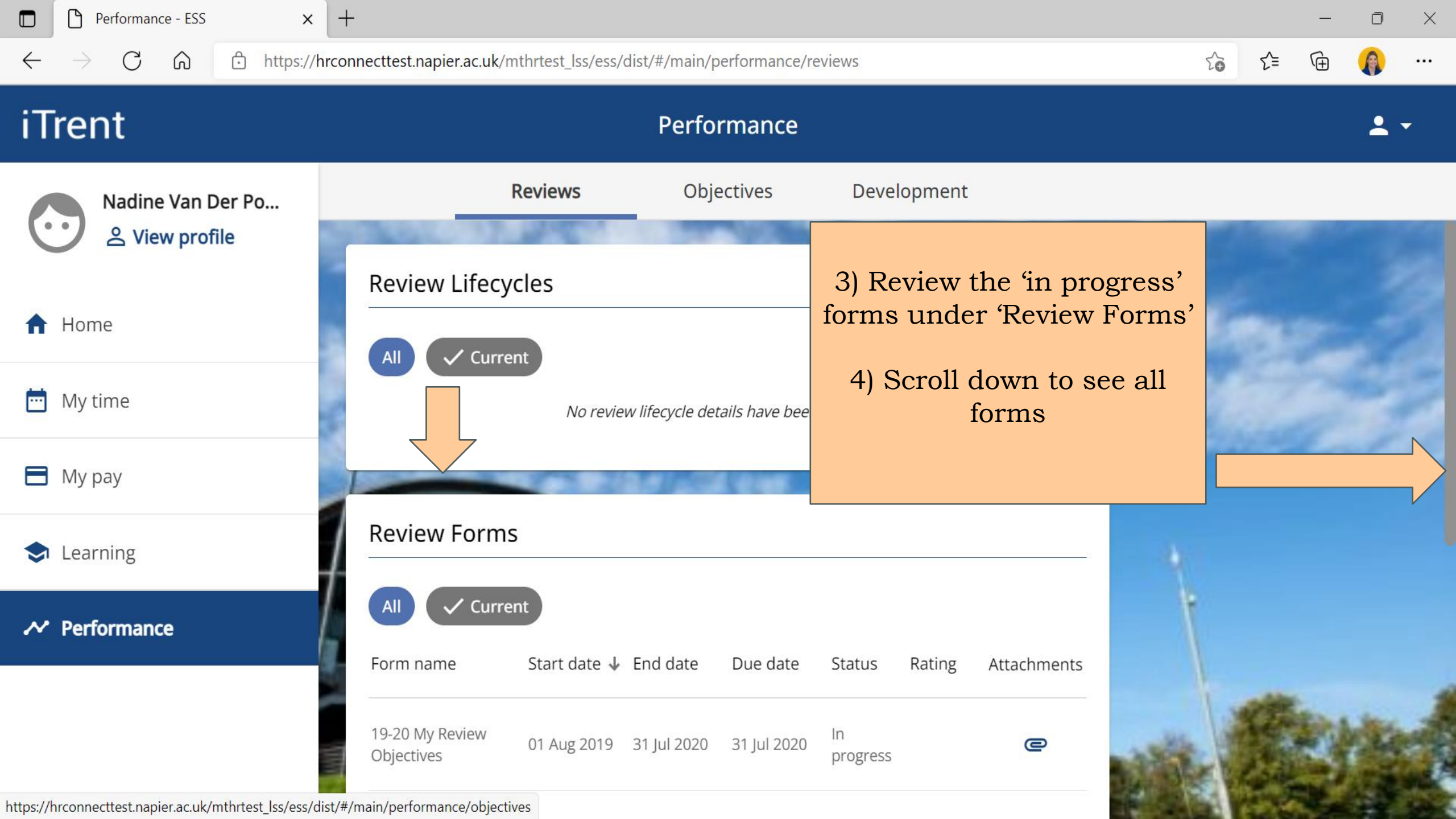
1) Open HR connect self service

Sickness

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Other absence

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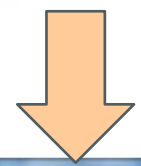
Reviews

Objectives

Development

Review Lifecycles

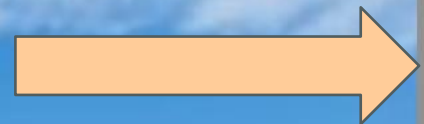
All **Current**



No review lifecycle details have been recorded

3) Review the 'in progress' forms under 'Review Forms'

4) Scroll down to see all forms



Review Forms

All **Current**

Form name	Start date ↓	End date	Due date	Status	Rating	Attachments
19-20 My Review Objectives	01 Aug 2019	31 Jul 2020	31 Jul 2020	In progress		

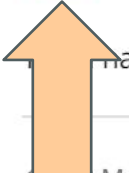
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Reviews Objectives Development

All Current



Name	Start date ↓	End date	Due date	Status	Rating	Attachments
19-20 My Review Objectives	01 Aug 2019	31 Jul 2020	31 Jul 2020	In progress		
18-19 My Review Objectives	01 Aug 2018	31 Jul 2019	31 Jul 2019	In progress		
18-23 My Development My...	01 Aug 2018	31 Jul 2023	31 Jul 2023	In progress		
18-19 My Review Objectives	01 Aug 2018	31 Jul 2019	31 Jul 2019	In progress		
17-18 My Development My...	01 Aug 2017	31 Jul 2018	31 Jul 2018	In progress		

5) Click 'all' if you wish to see the completed Review Forms (for example last year's End of Year)

(NOTE: Review Forms from 2019-20 and older will show in progress, as they were build differently, however, you could open these old forms and click 'submit' to complete them)



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Performance

Reviews

Objectives

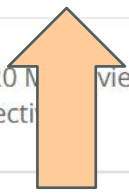
Development

No review lifecycle details have been added yet

Review Forms

All Current

Form name	Start date ↓	End date	Due date	Status	Rating	Attachments
End of Year Review Form (Standard)	01 May 2020	30 Apr 2021	31 Jul 2021	Completed		
19-20 N Objecti View	01 Aug 2019	31 Jul 2020	31 Jul 2020	In progress		
Objective Setting Form (Standard)	01 Aug 2019	31 Jul 2020	30 Apr 2021	Completed		



6) Select the Review you would like to see and / or print

[← Back to Reviews](#)

End of Year Review Form (Standard)

Summary

i This review form is now complete and cannot be edited.

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 give yourself an overall rating for WHAT and HOW. SAVE your changes, return to this page, and SUBMIT.

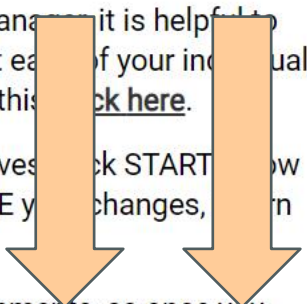
Do not submit the form until you are satisfied with your comments, as once you

Start Print

9) Click 'back to reviews' to return to the main performance page

7) Select 'print' to get a PDF and the option to print the document

8) Select 'start' to review the End of Year feedback on the system



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