

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

MyContribution

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



Jenna Heatlie has submitted their end of year review in HR Connect - Message (HTML)

File Message Help Tell me what you want to do

Delete Archive Reply Reply All Forward Share to Teams Move Tags Editing Immersive Translate Zoom Report Message

Name Team member has submitted their end of year review in HR Connect

ITTEST_DO_NOT_REPLY_HR_Connect@napier.ac.uk
To Van Der Pompe, Nadine
Wed 18/05/2022 15:15

Suggested Meetings + Get more add-ins

Start your reply all with: Will do. Completed. Will do, thanks! Feedback

Name Team member has submitted their end of year review in HR Connect

You should arrange for an end of year review meeting to be held. Following the End-Year Review meeting please input your manager assessment on HR Connect.

Once your team member has finalised and submitted their self assessment, you will receive an email in your inbox to complete the manager assessment





1. Click on 'My Team'

Hello Nadine

You last logged in 2 hours ago

My links

- My Team**
- Reports
- Task Redirection
- Peer Group Management



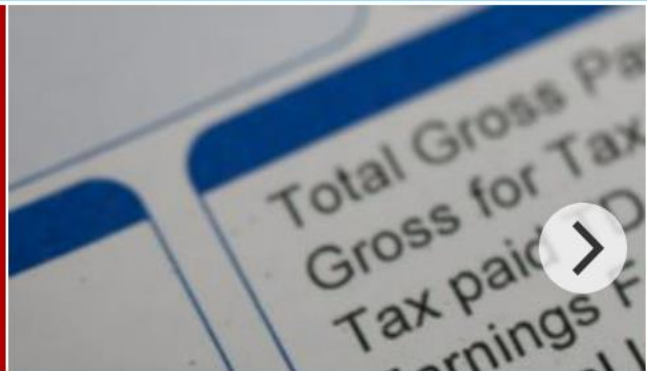
My to do list (0) / Processes (0)



Nobody is out of the office today



Covid19 Sickness Absence Update



Health and Social Care Levy

SEARCH FIND ITRENT PAGES

ORGANISATION

Edinburgh Napier University

PEOPLE

Results 4 People

Surname

Select all Save this group

2. Select the appropriate team member

Laurna Macaulay

Nadine Van Der Pompe

Millar, Campbell

Nadine Van Der Pompe

Personal

Known as **Nadine**
40012259 (Personal ref.)
07488287479 (Personal)

Employment

Capability Development Manager | PR0018 - Sighthill | Learning & Development
36.25 hours | Employee | Full Time | Permanent | Grade 6
Occupancy started on 01/12/2018

Reporting manager
Campbell Millar
Head of HR Capability & Engagement

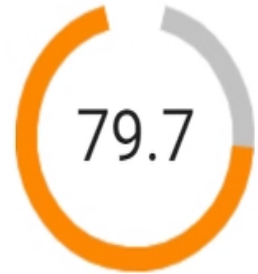
Calendar

VIEW FULL CALENDAR

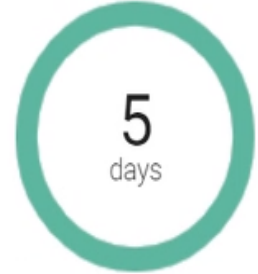
19 May - 01 Jun 2022

19 20 21 22 23 24 25 26 27 28 29 30

1 Sep 2021 - 31 Aug 2022



19 May 2021 - 19 May 2022



iTrent 19/05/2022

SEARCH FIND ITRENT PAGES

ORGANISATION

Edinburgh Napier University

PEOPLE

Results 4 People

Surname

Select all Save this group

Nadine Van Der Pompe

Millar, Campbell

19 May - 01 Jun 2022

19 20 21 22 23 24 25 26 27 28 29 30

79.7

Holidays remaining (as of last calculation)

5 days

Days off sick (as of last calculation)

3. Click on 'My Contribution'

4. Click on 'Performance Review Lifecycle'

LINKS

Personal Information Job Information Sickness Holidays and Other Absence

Learning and Development **My Contribution** Online Pay Claims

Performance Life cycle My Contribution Forms Review Details Objective summary Objective details

Objective progress details Objective action details New Objective

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SEARCH FIND ITRENT PAGES

ORGANISATION

Edinburgh Napier University

PEOPLE

Results 4 People

Select all Save this group

- Rhona Bain
- Bernie Crolla
- Laurna Macaulay
- Nadine Van Der Pompe**

PERFORMANCE LIFE CYCLES

Current

Millar, Campbell

Nadine Van Der Pompe

5. (The end of year form is now open) click on 'Manager completes manager assessment'

Life cycle End of Year Review MENU

Start

End of Year Review

- Employee inputs self-assessment comments
- Manager completes manager assessment**

End

Manager completes manager assessment

Target end date: 31 July 2022

Action responsibility: Campbell Millar

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SEARCH FIND ITRENT PAGES

PEOPLE

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

- Annual
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- Annual

PERFORMANCE REVIEW FORMS

Millary Campbell

< Life cycle

Nadine Van Der

6. Scroll down – read the guidance for the reviewer

Performance review form End of Year Review MENU

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

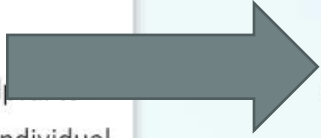
Summary

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.



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SEARCH FIND ITRENT PAGES

PEOPLE

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

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PERFORMANCE REVIEW FORMS

7. Click start = after reading the guidance

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
3. Add your final comments and ratings under the reviewer section
4. Return to this summary page and SUBMIT to complete the End of Year review

START PRINT

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SEARCH FIND ITRENT PAGES

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

Annual

Annual

Annual

Annual

Annual

Annual

Annual

PERFORMANCE REVIEW FORMS

Millar, Campbell

(People Manager)

< Life cycle Nadine Van Der Pompe

This page is for Nadine Van Der Pompe

Performance review form My End of Year Review (Reviewee)

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 HOW rating

8. Scroll down
9. Read the reviewee's EOY overall self assessment



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SEARCH FIND ITRENT PAGES

PEOPLE

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Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

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PERFORMANCE REVIEW FORMS

Millar, Campbell

Reviewee Overall HOW rating
Exceeding Expectations

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

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

Submitting your End of Year Review

Once the above sections have been completed by clicking the Summary button below

10. Click 'next' once you have read the reviewee's self assessment comments

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SEARCH FIND ITRENT PAGES

PEOPLE

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

Annual

Annual

Annual

Annual

Annual

Annual

Annual

PERFORMANCE REVIEW FORMS

Millar, Campbell

Performance review form End of Year Review (Reviewer) (2 of 2) MENU

End of Year Review (Reviewer)

Record an overall WHAT and an overall HOW rating for the team member, as well as a detailed support your ratings:

- 1. An overall rating and comment for WHAT has been achieved across this academic year
- 2. An overall rating and comment for HOW this has been achieved in line with the **University's values and behaviours**.

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

Reviewer Overall WHAT rating

Reviewee Overall WHAT rating
Achieving Expectations

Reviewer Overall WHAT rating

11. Scroll down



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SEARCH FIND ITRENT PAGES

PEOPLE

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

Annual

Annual

Annual

Annual

Annual

Annual

Annual

PERFORMANCE REVIEW FORMS

Millar, Campbell

Reviewer Overall WHAT rating

Reviewee Overall WHAT rating
Achieving Expectations

Reviewer Overall WHAT rating

Outline a short overall summary to evidence why you have chosen this rating.
Overall, 2021-22 was an incredibly busy

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

12. Add reviewer overall WHAT rating and comments
13. Add reviewer overall HOW rating and comments

Reviewee Overall HOW rating
Exceeding Expectations

Reviewer Overall HOW rating

iTrent 19/05/2022

SEARCH FIND ITRENT PAGES

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

Annual

Annual

Annual

Annual

Annual

Annual

Annual

PERFORMANCE REVIEW FORMS

Miller Campbell

(People Manager)

Reviewer Overall HOW rating

Reviewee Overall HOW rating Exceeding Expectations	Reviewer Overall HOW rating Exceeding Expectations
Outline a short overall summary to evidence why you have chosen this rating 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	Outline a short overall summary to evidence why you have chosen this rating. Test

Reviewer Final End of Year Rating

Use the rating matrix below to complete the reviewee's final overall End of Year rating. To read more about how to use this matrix, visit our [My Contribution Pages](#) and read the End of Year page.

14. Scroll down



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SEARCH FIND ITRENT PAGES

PEOPLE

Results 1 Person

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Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

Annual

Annual

Annual

Annual

Annual

Annual

PERFORMANCE REVIEW FORMS

Millar, Campbell

Reviewer Final End of Year Rating

Use the rating matrix below to complete the reviewee's final overall End of Year rating. To read more about how to use this matrix, visit our [My Contribution Pages](#) and read the End of Year page.

End of Year Meeting Date

Use the rating matrix below to complete the reviewee's overall What & How Rating.

15. Add the date when the conversation took place
16. Scroll down

	Below Expectations (BE)	Developing (D)	Achieving Expectations (AE)	Exceeding Expectations (EE)
Outstanding	BE	AE	EE	0
Exceeding				

May 2022

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

Today is Thu, 19 May 2022

iTrent 19/05/2022

SEARCH FIND ITRENT PAGES

PEOPLE

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

Annual

Annual

Annual

Annual

Annual

Annual

PERFORMANCE REVIEW FORMS

Millar, Campbell

End of Year Meeting Date 19/05/2022

Use the rating matrix below to complete the reviewee's overall What & How Rating.

Exceeding Expectations ▾

17. Use the matrix and determine the **final overall** rating
18. Scroll down

		Overall HOW Rating				
		Below Expectations (BE)	Developing (D)	Achieving Expectations (AE)	Exceeding Expectations (EE)	Outstanding (O)
Overall WHAT Rating	Outstanding	BE	AE	EE	O	O
	Exceeding Expectations	BE	AE	AE	EE	O
	Achieving Expectations	BE	D	AE	AE	EE
	Developing	BE	D	D	AE	AE
	Below Expectations	BE	BE	BE	BE	BE



iTrent 19/05/2022

SEARCH FIND ITRENT PAGES

PEOPLE

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

Annual

Annual

Annual

Annual

Annual

Annual

Annual

PERFORMANC

Millar, Campbell

Key	
O	Outstanding
EE	Exceeding Expectations
AE	Achieving Expectations
D	Developing
BE	Below Expectations

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

(you cannot make further changes after you submit, when you submit the form as a line manager you will finish the EOY process)

Submitting the End of Year Review

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

19. Click on 'save'
20. Click on 'summary'

PREVIOUS **SAVE** SUMMARY

iTrent 19/05/2022

SEARCH FIND ITRENT PAGES

PEOPLE

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

Annual

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Annual

Annual

Annual

Annual

Annual

PERFORMANCE REVIEW FORMS

Miller, Campbell

Life cycle Nadine Van Der Pompe

Performance review form End of Year Review MENU

Summary

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

Guidance reviewee

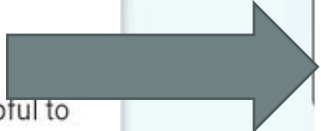
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Do not submit the form until you are satisfied with your comments, as once you



21. Scroll down
(green tick indicates completion of EOY feedback)



iTrent 19/05/2022 X

SEARCH FIND ITRENT PAGES

PEOPLE

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

Annual

Annual

Annual

Annual

Annual

Annual

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Annual

PERFORMANCE REVIEW FORMS

Miller Campbell

have achieved your objectives. SAVE your changes, return to this page, and SUBMIT.

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SEARCH FIND ITRENT PAGES

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

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- Annual
- Annual
- Annual
- Annual
- Annual

PERFORMANCE REVIEW FORMS

Millar, Campbell

hrconnecttest.napier.ac.uk says

You are about to submit this form, select OK to continue or cancel to return to the form

OK Cancel

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

Guidance reviewer

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START SUBMIT PRINT

iTrent 19/05/2022

SEARCH FIND ITRENT PAGES

Results 1 Person

Surname

Select all

Nadine Van Der Pompe

PERFORMANCE REVIEWS

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- Annual

PERFORMANCE REVIEW FORMS

Millar, Campbell

(People Manager)

< Life cycle

Nadine Van Der Pompe

Your form has been submitted.

This review form is now complete and cannot be modified.

Performance review form End of Year Review MENU

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

Summary

Guidance reviewee

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START

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

MyContribution

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

