**Using Turas Appraisal**

**Step 1 -** At the **beginning** of the review period:-

* Click on **Current Appraisal** button (all pages should be blank)
* Enter agreed **PDP** learning needs and activities to be undertaken in the **year ahead**

If this is entered by reviewee this requires to be accepted by reviewer and if entered by reviewer requires to be accepted by the reviewee

* Enter agreed service/departmental **objectives** to be completed in the **year ahead**

If this is entered by reviewee this requires to be **accepted** by reviewer and if entered by reviewer requires to be **accepted** by the reviewee

**Step 2 -Throughout** the review period **or before end of year review meeting**:-

* **Update status of PDP** when learning activities have been undertaken
* **Update status of objectives**
* **Update KSF Progress** in preparation for end of year review i.e. enter current levels and enter comments on how you applied what you have learned by undertaking the agreed learning activities to your job.

**Step 3 -** At the **end** of review period:-

* Complete the three questions in the **Discussion Summary** (this is what was discussed at your meeting)
* **Confirm and agree**

This will sign off full document including PDP, Objectives, KSF Progress and Discussion Summary. **Once confirmed and agreed no changes can be made.** You will now be able to start a new document for next review by clicking on **Current Appraisal** and start off the process above again.

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| **Please note:-** |

Following your end of year review meeting when the information recorded has been confirmed and agreed, the appraisal will become the **Previous Appraisal** and a new **Current Appraisal** document will appear for you to start again from **Step 1** above