



Quick guide to access Appraisals – MANAGERS/ADMINISTRATORS/ SUPERVISORS

Log into ESR – Manager: use your Smartcard

Administrator/ Supervisor: use your Smartcard / Username & Password

Once you have the front page – where you see your Payslip, etc:

Go to ESR NAVIGATOR select either on the left side:

269 Manager Self Service Or 269 Supervisor Self Service (Limited Access)

On the right side scroll down to My Team Career Information – Appraisals and Reviews

You will see the Appraisal submitted to you – click on the YELLOW PENCIL

If you are not the main Reviewer (Appraiser) – click Change Main Appraiser – delete your name – add the Surname of the correct Supervisor.

Click on Update Appraisal – then Complete Questionnaire – you will get a 1-hour warning - please CLICK APPLY EVERY 10/15 MINUTES. THIS WILL SAVE YOUR WORK.

Complete all the questions that require answers / you are comfortable with.

Click Apply once finished – this will need to be done 2 times (twice)

You have 2 choices:

Either:

1. When you select Share With Appraisee you will be taken to the **Share Appraisal Details with Appraisee** screen (below) before submitting- this is a read only version. Please **ensure you tick the box “Main Appraiser Retains Ownership”** in the Appraisal Ownership section. And add this note in the Notification Message to Appraisee: *“I have now updated your Appraisal, please could you let me know by email within 7 days if you have any concerns.”* Press Submit.

Or:

2. Complete Appraisal if the Appraiser and Appraisee agree to complete the Appraisal.

If you need any help: sft.ess.support@nhs.net

Other guides:

<http://intranet/website/staff/howdoi/esrselfserviceguides/appraisalsinesr/index.asp>

Comments and Feedback

Thank you for taking the time to read this guide, we hope you found it useful.

However if there are any improvements we could make please let us know at

sft.ess.support@nhs.net