



## Quick guide to Set up an Appraisal – Employees

Log into ESR with your Username and Password or Smartcard

Go to My Appraisals and Reviews

On the right side click on Create Standard Appraisal – click GO

New page opens: first line choose: Performance Appraisal

(Pay increments are given automatically by Payroll)

Start date: the last appraisal date – you can check Spida or the start date in the role / job

End date: a year – (the time between Appraisals)

Template: click the Magnifying glass - put 269 – Quick select to attach the Appraisal questionnaire

Appraisal Date: Date of the Appraisal

Next Appraisal date: that is the next one –next year

Main reviewer: if the name is wrong: click next to the name – click the X then Click the Magnifying Glass then Enter the surname of the correct Reviewer- Go – Quick Select

Click Save and Close – if you want a draft – your Supervisor will not know you are working on the Appraisal

Click Add Details – if you want to complete the Appraisal

New page opens – Click Complete Questionnaire – you get a 1 hour warning- please CLICK APPLY EVERY 10/15 MINUTES. THIS WILL SAVE YOUR WORK.

There is no minimum requirement on how many words you need to write.

You do not need to answer all questions – answer all those that you feel comfortable.

Complete All the Appraisal questions that you are happy.

Click Apply when you are ready – then Share with Main Appraiser – this will send the Appraisal to the Supervisor.

Click Submit and then the Manager will receive this and you can set up a meeting to discuss.

If you need any help: [sft.ess.support@nhs.net](mailto: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](mailto:sft.ess.support@nhs.net)