

Marking an appraisal as completed

Only appraisals marked as completed will be counted towards appraisal compliance. Use this manager's guide to check any appraisals which are marked as 'in progress' or 'saved' and follow the steps to mark them as 'completed'.

1. Log into ESR with your smartcard.
2. On the ESR landing page, click the manager tab below

The screenshot shows the NHS Electronic Staff Record (ESR) landing page. At the top left is the NHS logo and the text 'Electronic Staff Record Liverpool University Hospitals NHS FT'. A search bar labeled 'Search Content' is in the top right. Below the search bar, the 'Manager' tab is highlighted with a red box and a red arrow. The main content area features an 'Announcements' section with a banner for 'BOOST YOUR IMMUNITY' and 'GET VACCINATED WITH THE FLU + COVID-19 VACCINES'. The banner includes the text 'Flu and COVID-19 can be life-threatening, so protect yourself, your family and patients. Don't delay, get your vaccines now.' Below the banner are buttons for 'View My Payslips' and 'View My P60s'. The left sidebar contains navigation links for 'My Pages' such as 'Dashboard', 'Portal Content', 'ESR Navigator', 'My Personal Information', 'My Pay & Rewards', 'My Learning', 'My Compliance & Competency', and 'My Absence'.

3. On the ESR Manager Tab, click 'Manage appraisals'

The screenshot displays the NHS Electronic Staff Record (ESR) Manager interface. The top navigation bar includes the NHS logo, 'Electronic Staff Record Liverpool University Hospitals NHS FT', a search bar, and user information for 'Grace Gillen'. The 'Manager' tab is selected. The main content area features three dashboard cards:

- Team Absence:** Shows a gauge chart with a needle at 1.54%. Legend: 0-5 (yellow), 5-10 (red). Buttons: Refresh, Print, Export, Manage Absence.
- Team Appraisals:** Shows a gauge chart with a needle at 100.00%. Legend: 0-60% (red), 60-80% (yellow), 80-100% (green). Buttons: Refresh, Print, Export, Manage Appraisals (highlighted with a red box).
- Team Compliance:** Shows a gauge chart with a needle at 93.33%. Legend: 0-60% (red), 60-80% (yellow), 80-100% (green). Buttons: Refresh, Print, Export, Manage Compliance.

A red arrow points from the instruction '3. On the ESR Manager Tab, click 'Manage appraisals'' to the 'Manage Appraisals' button.

4. Using the orange tabs at the top, you can now check the status of your appraisals:

In Progress tab- any appraisals listed here are either 'saved', 'in progress', 'planned' or 'ongoing with main appraiser' are not marked as complete and will not count towards appraisal compliance.

Completed tab- any appraisals listed here are marked as complete and will be counted in appraisal compliance.

The screenshot shows a user interface for managing appraisals. At the top right, it says "Logged In As 287GGILLEN01". Below this are three navigation tabs: "In Progress" (highlighted with a red box and a red arrow), "Completed" (highlighted with a green box and a green arrow), and "Performance". Below the tabs, there are two sub-sections: "Main Appraiser" and "Reviewer and Participant". The main heading is "Appraisals and Reviews As Main Appraiser", with a button "View Appraisals and Reviews in People Hierarchy". A descriptive text below the heading explains the tabs. Underneath, there is a section titled "Appraisals and Reviews In Progress" with a "Create" button, a dropdown menu set to "Standard Appraisal", and a "Go" button. A table below shows a list of appraisals with columns for Initiator, Appraisee, Appraisal Date, Appraisal Status, Appraisal Purpose, Plan, Participation Status, Period Start Date, Period End Date, Download, Select a File, Clear Offline Status, Upload, Print, and Details. The first row shows an appraisal for "Gillen, Miss Grace Frances (Grace)" with a status of "Ongoing with Main Appraiser" and a date of "04-Jan-2023".

Logged In As 287GGILLEN01

In Progress **Completed** Performance

Main Appraiser Reviewer and Participant

Appraisals and Reviews As Main Appraiser

[View Appraisals and Reviews in People Hierarchy](#)

These tabs list in progress and completed Appraisals and Reviews for which you are the Main Appraiser. To see Appraisals and Reviews for people in your people hierarchy (for which you may not be the Main Appraiser), click [View Appraisals and Reviews in People Hierarchy](#).

Appraisals and Reviews In Progress

Create

	Initiator	Appraisee	Appraisal Date	Appraisal Status	Appraisal Purpose	Plan	Participation Status	Period Start Date	Period End Date	Download	Select a File	Clear Offline Status	Upload	Print	Details
<input type="checkbox"/>	Gillen, Miss Grace Frances (Grace)	[REDACTED]	04-Jan-2023	Ongoing with Main Appraiser	Performance Appraisal		Open	03-Jan-2022	03-Jan-2023		<input type="button" value="Choose file"/> No file chosen				

Viewing appraisals marked as 'in progress' and marking them as complete

5. On the Appraisals and Reviews as Main Appraiser page find the record that has an appraisal status which says the following:

- Saved
- In progress
- Planned
- Ongoing with main appraiser

All of the above are appraisals which **are not marked** as complete and you need to follow the next steps.

6. Click the icon that say's 'details'.

Logged In As 287GGILLEN01

In Progress Completed Performance

Main Appraiser Reviewer and Participant

Appraisals and Reviews As Main Appraiser

View Appraisals and Reviews in People Hierarchy

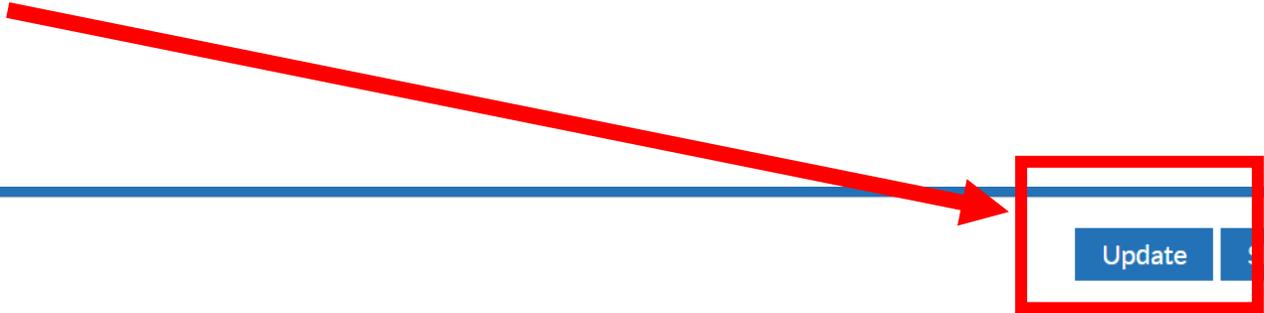
These tabs list in progress and completed Appraisals and Reviews for which you are the Main Appraiser. To see Appraisals and Reviews for people in your people hierarchy (for which you may not be the Main Appraiser), click View Appraisals and Reviews in People Hierarchy.

Appraisals and Reviews In Progress

Create Standard Appraisal Go

Initiator	Appraisee	Appraisal Date	Appraisal Status	Appraisal Purpose	Plan	Participation Status	Period Start Date	Period End Date	Download	Select a File	Clear Offline Status	Upload	Print	Details
<input type="checkbox"/>	Gillen, Miss Grace Frances (Grace)	04-Jan-2023	Ongoing with Main Appraiser	Performance Appraisal		Open	03-Jan-2022	03-Jan-2023		Choose file No file chosen				

7. On the next page, click 'update'.



Details: Main Appraiser

Employee Name [Redacted]
Employee Number [Redacted]
Job [Redacted]

Organisation 287 Organisational Development (841776)
Organization Email Address [Redacted]
Supervisor [Redacted]

[Update](#) [Share with Appraisee](#) [Printable Page](#)

Setup Details

Initiator Gillen, Miss Grace Frances (Grace)
Appraisal Purpose Performance Appraisal
Period Start Date 03-Jan-2022
Period End Date 03-Jan-2023
Template General Review

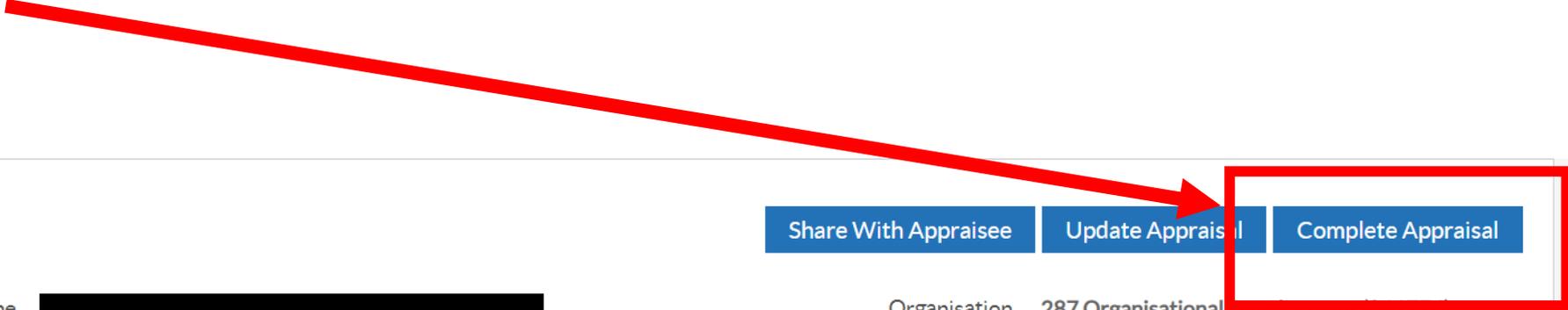
Main Appraiser Gillen, Miss Grace Frances (Grace)
Appraisal Date 04-Jan-2023
Next Appraisal Date

Competencies

...

Details	Competency	Current Proficiency Level
	No results found.	

8. Click 'complete appraisal'.



[Details: Main Appraiser >](#)

Main Appraiser Review

Employee Name
Employee Number
Job

Share With Appraisee Update Appraisal **Complete Appraisal**

Organisation 287 Organisational Development (641776)
Organization Email Address
Supervisor

Setup Details

Initiator Gillen, Miss Grace Frances (Grace)
Appraisal Purpose Performance Appraisal
Period Start Date 03-Jan-2022
Period End Date 03-Jan-2023
Template General Review

Main Appraiser Gillen, Miss Grace Frances (Grace)
Appraisal Date 04-Jan-2023
Next Appraisal Date

[Change Main Appraiser](#)

Progress through gateway

Overall Rating
Overall Comments
Appraisee Feedback

9. Click 'continue'.

[Details: Main Appraiser](#) > [Main Appraiser Review](#) >

Give Final Ratings: Main Appraiser

Cancel

Save as Draft

Continue

Employee Name

Employee Number

Job

Organisation

287 Organisational Development (841776)

Organization Email Address

Supervisor

Competency Ratings

Click Show to view the main appraiser's, the appraisee's, and all participants' ratings.

...

Details	Competency	Current Proficiency Level	New Proficiency Level
	No results found.		

Overall Competency Information

Enter overall comments about the appraisee's competency levels.

Comments

9. Click 'submit'.

[Details: Main Appraiser](#) > [Main Appraiser Review](#) > [Give Final Ratings: Main Appraiser](#) >

Give Final Ratings: Review

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

To make changes to the appraisal, click Back. To complete the appraisal, click Submit.

Employee Name [Redacted]
Employee Number [Redacted]
Supervisor [Redacted]

Organisation [Redacted]
Job [Redacted]

Competency Ratings

Total Score
Comments

Details	Competency	Current Proficiency Level	New Proficiency Level
...	No data exists.		

...

10. When the following message appears, click 'yes'.

The screenshot shows a web application interface for reviewing an appraisal. At the top, there are navigation links: "Details: Main Appraiser > Main Appraiser Review > Give Final Ratings: Main Appraiser >". The main heading is "Give Final Ratings: Review". Below the heading, there is a message: "To make changes to the appraisal, click Back. To complete the appraisal, click Submit." In the top right corner, there are four buttons: "Cancel", "Printable Page", "Back", and "Submit".

Employee information is displayed: "Employee Name" [redacted], "Employee Number" [redacted], "Supervisor" [redacted], "Organisation" "287 Organisational Development (841776)", and "Job" [redacted].

A "Warning" dialog box is centered on the screen. It contains the following text: "Warning", "You have chosen to complete this appraisal.", and "You cannot update a completed appraisal. Do you want to continue?". At the bottom of the dialog are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red square, and a red arrow points from the instruction text above to this button.

Below the dialog, there is a table with the following structure:

Details	Competency	Current Proficiency Level	New Proficiency Level
	No data exists.		

At the bottom of the page, there is a section for "Objectives" with fields for "Total Score" and "Comments".

A confirmation message will now appear and your appraisal is now marked as completed.

11. You can now check your appraisals status under the completed tab on the appraisals section.

Click on the **Completed** tab- you can now check that your appraisals appear under this tab.

Logged In As 287GGILLEN01

In Progress Completed Performance

Main Appraiser Reviewer and Participant

Appraisals and Reviews As Main Appraiser

[View Appraisals and Reviews in People Hierarchy](#)

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<input type="checkbox"/>	Gillen, Miss Grace Frances (Grace)		04-Jan-2023	Ongoing with Main Appraiser	Performance Appraisal		Open	03-Jan-2022	03-Jan-2023		<input type="button" value="Choose file"/> No file chosen				