

Turas Appraisal

How to:-

Assign a post outline and/or a reviewer to a member of your team



Managers page and functionality

If you have manager's access to Turas appraisal from your manager home page you will be able to:-

- View all staff members assigned to your Turas Appraisal account
- Assign/replace their KSF Post Outline
- Assign a reviewer to a member of staff if you are not going to be the reviewer
- View their previous appraisal if they have one

Accessing the Manager page (My Team)

The screenshot displays the NHS TURAS Appraisal interface. At the top, there is a navigation bar with 'Home', 'Reviewer', and 'Line Manager' options. Below this is a blue header with the NHS Education for Scotland logo and the text 'TURAS Appraisal' and 'Turas Appraisal is the application for recording the appraisal information of Health and Care staff across Scotland.' The main content area is divided into two columns: 'My Appraisals' and 'Team Tasks'. The 'My Appraisals' section shows details for a Learning and Education Advisor, including their line manager (Ishbel Whitters), reviewer (Ishbel Whitters), sub department, and health board (NHS Greater Glasgow and Clyde). It features buttons for 'Current Appraisal' and 'Previous Appraisals'. The 'Team Tasks' section has two sub-sections. The first, 'My Reviewees', includes a description and buttons for 'My Reviewees' and 'Reviewee Progress'. The second, 'My Team', includes a description and buttons for 'My Team' and 'Team Progress'. A red arrow points from a text box at the bottom left to the 'My Team' button. A vertical 'Helpdesk' button is located on the right side of the page.

Home Reviewer Line Manager

NHS
Education
for
Scotland

TURAS Appraisal
Turas Appraisal is the application for recording the appraisal information of Health and Care staff across Scotland.

My Appraisals

Learning and Education Advisor / Corporate / Learning and Education

Line manager: Ishbel Whitters
Reviewer: Ishbel Whitters
Sub department:
Health board: NHS Greater Glasgow and Clyde

Current Appraisal Previous Appraisals

Team Tasks

My Reviewees

View all team members that I review or check my reviewee's progress.

My Reviewees Reviewee Progress

My Team

View all team members that I line manage.

My Team Team Progress

To access you manager page click the "My Team" button.

Helpdesk

You will see a list of all staff assigned to you as their manager

TURAS | Appraisal COVID-19 Response Dashboard Applications Claire Randall

Home Reviewer Line Manager

My Team

Home > My Team

My Team

Show 25 entries

Swiss ID	Given Name	Surname	Reviewer	Subdepartment	Post Outline/Job Title	Action
	Dougal	MacKenzie	Claire Randall		Learning and Education Administrator Local / Central / Acute / Partnership / Corporate / Learning and Education	Actions
	Jamie	Fraser	Claire Randall		Learning and Education Administrator Local / Central / Acute / Partnership / Corporate / Learning and Education	Actions

Helpdesk

Assigning KSF Post Outlines and reviewers

My Team

Home > My Team

My Team

Show 25 entries

Filter...

Swiss ID	Given Name	Surname	Reviewer	Subdepartment	Post Outline/Job Title	Action
	Dougal	MacKenzie	Claire Randall		Learning and Education Administrator Local / Central / Acute / Partnership / Corporate / Learning and Education	Actions Update Employment

To assign a KSF Post Outline or assign a reviewer, click on the "actions" button and then click the "update employment" button

Helpdesk

To assign a KSF Post Outline

Update Employment

Required fields are marked with an asterisk *

Employment Type *	Agenda For Change
Job Title	Test 2 - Appraisee
Health Board *	NHS Greater Glasgow and Clyde
Division	Not Selected
Directorate	Not Selected
Department	Not Selected
Sub Department	Not Selected

Post Outline

Learning and Education Administrator Local / Central / Acute / Partnership / ... x

To assign a KSF Post Outline, search and select from the drop down list

To assign a reviewer

Pay Band

Line Manager Claire Randall

Reviewer Claire Randall

Current Reviewer: Claire Randall

To assign a reviewer search and select from drop down list

List of employments for Claire Randall

Learning and Education Advisor / Corporate / Learning and Education [View Details](#)

To save changes to KSF post outline or reviewer, click on the submit button **Submit** Cancel