

Turas Appraisal

How to:-

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



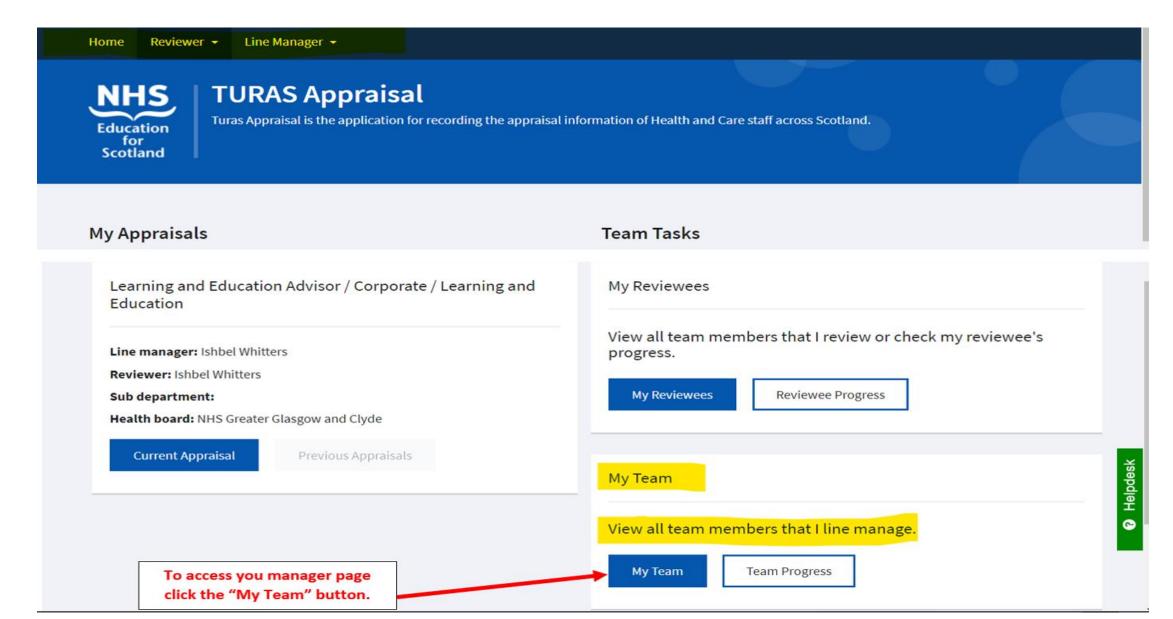


Managers page and functionality

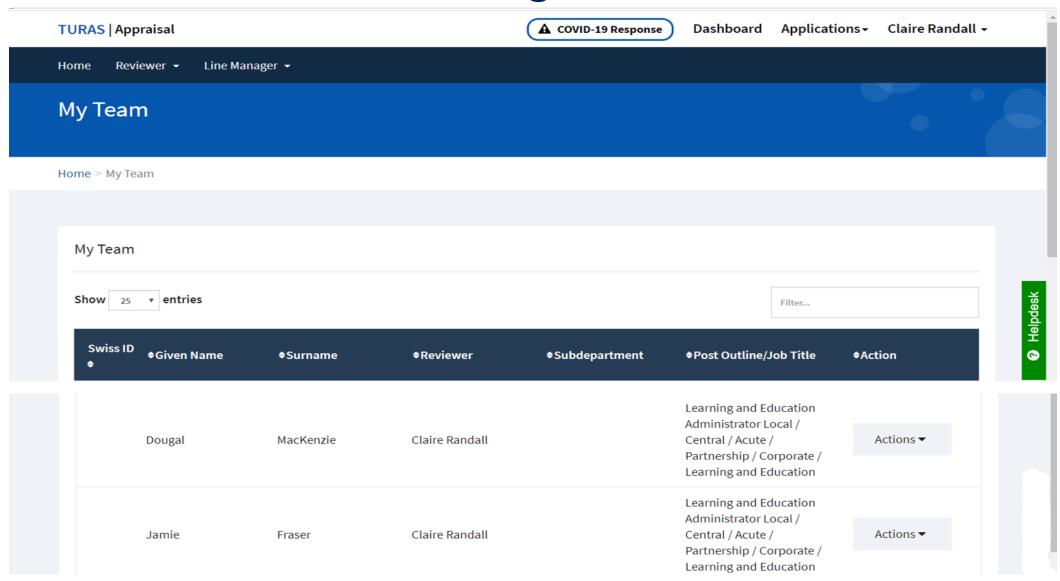
If you have manager's access to Turas appraisal from your manager home page you will be able to:-

- 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

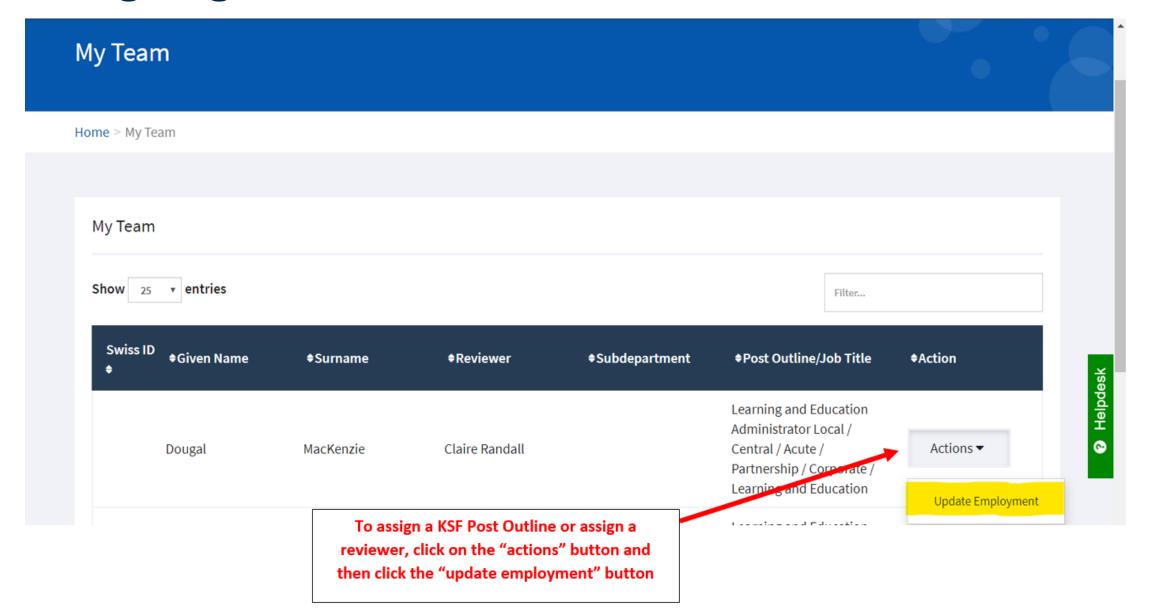
Accessing the Manager page (My Team)



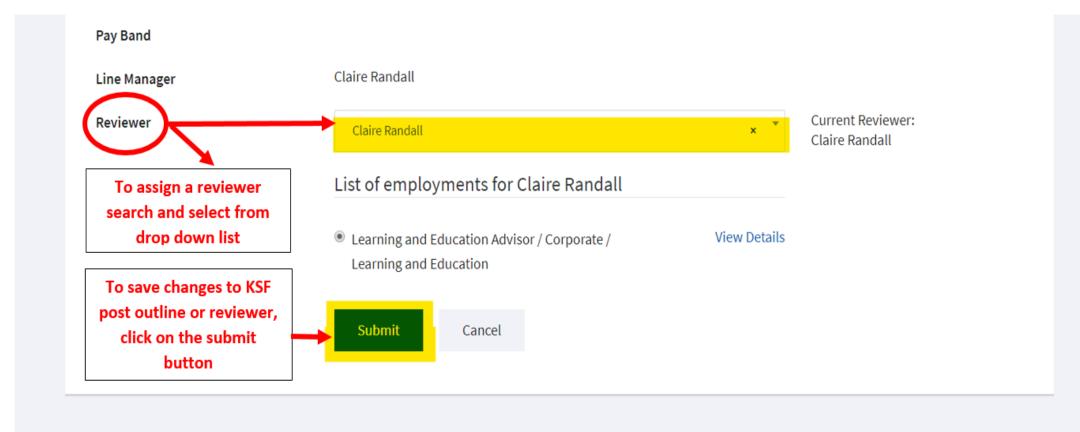
You will see a list of all staff assigned to you as their manager



Assigning KSF Post Outlines and reviewers



To assign a reviewer



P Helpde

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