

Turas Appraisal

How to:-

Use the Manager Team Progress Dashboard



Manager's Team Progress Dashboard

The Manager's Team Progress Dashboard has 3 sections and provides “real time” information on progress and shows:-

Section 1

- Team Progress selection
 - Can be run to show details of all staff assigned to the manager
 - If the manager has assigned reviewers to some or all the staff assigned to them, the reports can be run for individual reviewers

Manager's Team Progress Dashboard cont'd

Section 2

- Current Appraisals
 - Percentage of signed-off appraisals in past 12 months
 - Number of appraisals signed-off
 - Number of appraisals not signed off
 - Named list with sign off dates and status of appraisals, pdps and objectives
- Signed-off appraisals with PDP Activities
 - Number of signed off appraisals that have a PDP activity recorded and the number without PDP activity recorded
- Signed-off appraisals with Objectives
 - Number of signed off appraisals that have an objective recorded and the number without an objective recorded

Manager's Team Progress Dashboard cont'd

Section 3

- To do list
 - The Team Progress Dashboard provides a to do list showing any outstanding actions e.g. where information required to be “accepted” or “signed-off”
 - Where there is an outstanding action there will be a link to take you to the page that requires to be updated

To access your Manager Team Progress Dashboard

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 your Manager Team Progress Dashboard click the team progress button

Helpdesk

Manager Team Progress Dashboard – Section 1

My Team Progress

The screenshot shows the 'Team Progress' header for Claire Randall. Below the header, there is a 'Welcome Back Claire' message and a 'My Team Progress' section. In this section, the 'Reviewer' dropdown menu is set to 'All Reviewers'. A red arrow points from a text box stating 'Default setting is "All Reviewers"' to the dropdown menu. To the right of the dropdown is a blue 'Update Data' button. A 'pdesk' logo is visible in the bottom right corner.

To change selection to an individual reviewer:-

This screenshot shows the same dashboard but with the 'Reviewer' dropdown menu set to 'Dougal MacKenzie'. A red text box above the dropdown contains the instruction: 'Can select individual reviewers to view their dashboard. If choosing an individual reviewer please click on "Update Data" button'. Two red arrows originate from this text box: one points to the 'Dougal MacKenzie' dropdown menu, and the other points to the 'Update Data' button. The 'pdesk' logo is also present in the bottom right corner.

Manager Team Progress Dashboard – Section 2

Team Progress

Team Progress

Current Appraisals

This diagram shows details of appraisals signed-off in last 12 months from when dashboard viewed and can be downloaded as PDF

Download as PDF

Signed-Off Not Signed-Off

1 Signed-Off
1 Not Signed-Off

50% Appraisals Signed-Off In Past 12 Months

You are responsible for managing **2** reviewees.

Reviewees

To view a named list of your staff and details of dates and status of appraisals, pdps and objectives click on the Reviewees button

Signed-Off Appraisals with PDP Activities

With PDP Activities Without

1 With PDP Activities
0 Without

Signed-Off Appraisals with Objectives

With Objectives Without

0 With Objectives
1 Without

The diagrams below are in relation to pdp activities and objectives that are included in the signed-off appraisals in the Current Appraisals on the left.

Helpdesk

Manager Team Progress Dashboard – Section 2

Reviewees named list

Click on the **Reviewees** button at the bottom of the Current Appraisals

Team Progress

Show entries

The details below show the status of the signed-off appraisals and what date they were signed off. If more than 12 months ago it is now overdue

This details below show information on pdps and objectives included in the signed-off appraisals *

This page can be downloaded [Download as CSV](#)

Information on whether or not the Current Appraisal is in progress

Swiss ID	Name	Signed-Off Appraisal	Date Signed-Off	PDP Activities (Signed-Off Appraisal)	Objectives (Signed-Off Appraisal)	Current Appraisal	Action
	Dougal MacKenzie	Signed off in last 12 months	14/09/2020	Yes	No	Started	Actions ▾
	Jamie Fraser	Signed off more than 12 months ago	25/04/2019	No	No	Not started	Actions ▾

Showing 1 to 2 of 2 entries

*** Please note that this will only say "Yes" if learning activity added not just the learning need within a pdp**

Can update employment details (KSF Post Outline and Reviewer) or view previous appraisals via the actions button

Manager Team Progress Dashboard – Section 3

My To Do List

My To Do List

Will show any outstanding actions that you have to update and also take you directly to the page that you need to update the action on

 Dougal MacKenzie has updated their PDP and objectives and is awaiting your review.

[View Dougal's PDP](#)