

Turas Appraisal

How to:-

Use the Reviewer Team Progress Dashboard



Reviewer's Team Progress Dashboard

The Reviewer's Team Progress Dashboard has 2 sections and provides "real time" information on progress and shows:-

Section 1

- 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

Reviewer's Team Progress Dashboard cont'd

Section 2

- 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 Reviewer 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 Reviewer Team Progress Dashboard click the reviewee progress button

Helpdesk

Reviewer Team Progress Dashboard – Section 1

Team Progress

Reviewee's Progress

Claire Randall (Learning and Education Advisor / Corporate / Learning and Education)

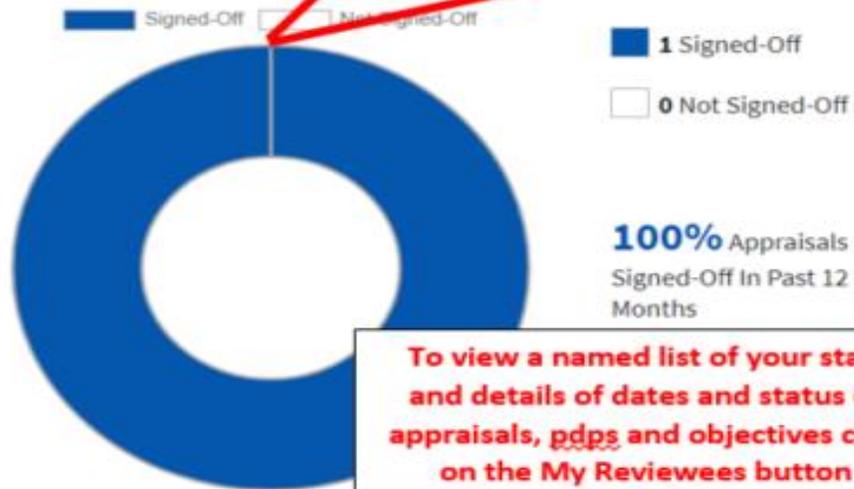
Employment Details

Home > Reviewee's Progress

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

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.

Appraisals In the Past 12 Months



Signed-Off Appraisals with PDP Activities



Signed-Off Appraisals with Objectives



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

You are responsible for the appraisals of 1 reviewees.

My Reviewees

Reviewer Team Progress Dashboard – Section 1

Reviewees named list

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

Reviewee Progress Details
Claire Randall (Learning and Education Advisor / Corporate / Learning and Education) Employment Details

Home > Reviewee's Progress > Reviewee Progress Details

My Reviewee 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

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	20/09/2020	Yes	Yes	Not started	Actions

Showing 1 to 1 of 1 entries

Previous **1** Next

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

[Download as CSV](#)

Reviewer Team Progress Dashboard – Section 1

Reviewees named list - Actions

Reviewee Progress Details

Claire Randall (Learning and Education Advisor / Corporate / Learning and Education)

Employment Details

Home > Reviewee's Progress > Reviewee Progress Details

My Reviewee Progress

Download as CSV

Show 25 entries

Filter...

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	20/09/2020	Yes	Yes	Not started	Actions

Showing 1 to 1 of 1 entries

Click on the "actions" button to view options for viewing appraisals

- View Current Appraisal
- View Last Signed Off Appraisal
- View Previous Appraisals

Reviewer Team Progress Dashboard – Section 2

Reviewers 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](#)