

Using Turas Appraisal

Step 1 - At the **beginning** of the review period:-

- Click on **Current Appraisal** button (all pages should be blank)
- Enter agreed **PDP** learning needs and activities to be undertaken in the **year ahead**

If this is entered by reviewee this requires to be accepted by reviewer and if entered by reviewer requires to be accepted by the reviewee

- Enter agreed service/departmental **objectives** to be completed in the **year ahead**

If this is entered by reviewee this requires to be **accepted** by reviewer and if entered by reviewer requires to be **accepted** by the reviewee

Step 2 -Throughout the review period **or before end of year review meeting**:-

- **Update status of PDP** when learning activities have been undertaken
- **Update status of objectives**
- **Update KSF Progress** in preparation for end of year review i.e. enter current levels and enter comments on how you applied what you have learned by undertaking the agreed learning activities to your job.

Step 3 - At the **end** of review period:-

- Complete the three questions in the **Discussion Summary** (this is what was discussed at your meeting)
- **Confirm and agree**

This will sign off full document including PDP, Objectives, KSF Progress and Discussion Summary. **Once confirmed and agreed no changes can be made.** You will now be able to start a new document for next review by clicking on **Current Appraisal** and start off the process above again.

Please note:-

Following your end of year review meeting when the information recorded has been confirmed and agreed, the appraisal will become the **Previous Appraisal** and a new **Current Appraisal** document will appear for you to start again from **Step 1** above