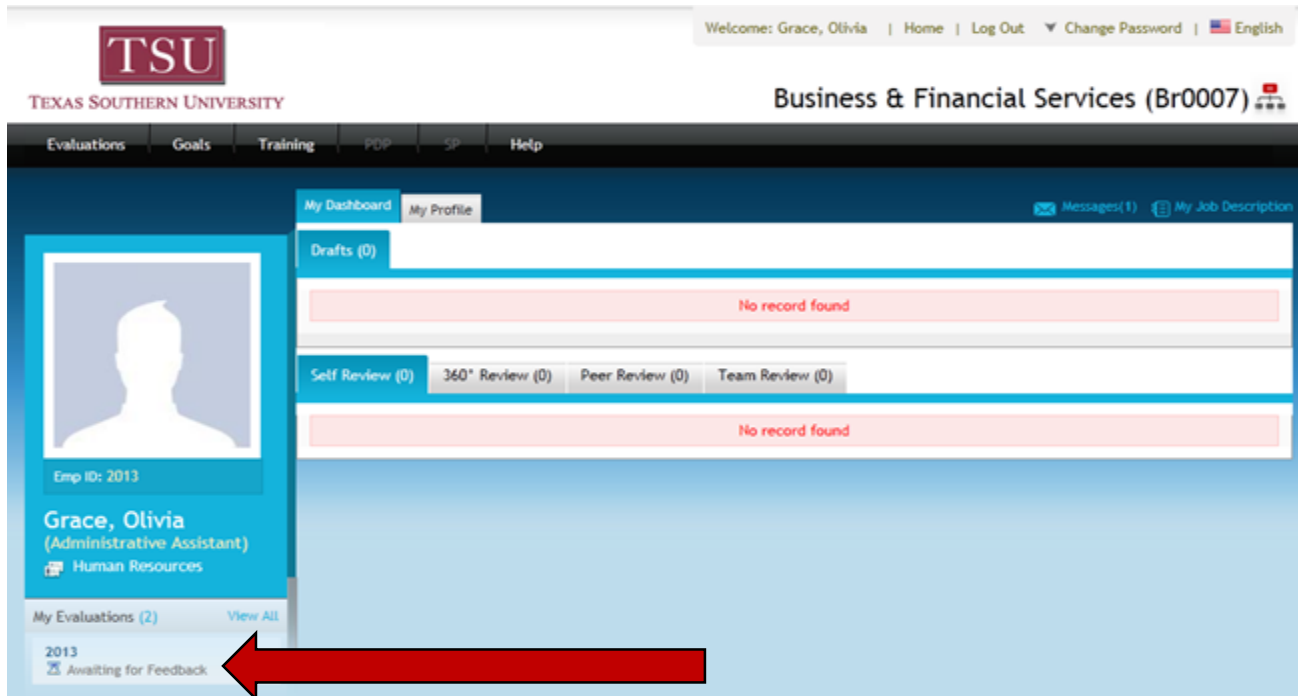


How to review your appraisal and give electronic feedback

Step 1 – log in

Step 2 – Click on “Awaiting Feedback”



Step 3 – Review the appraisal. You can do this by clicking on each area of the appraisal to see your manager’s notes, or you can click on “print” to download the appraisal and review your manager’s notes.

Step 4 - Select either “Agree” or “Disagree” and add in your comments.

