

Entering Performance Development Reviews Using the Appraisals Screen in Lattice

- Step 1 Go to the Appraisals Screen via one of the following menus:
 - Employee Details
 - Development
 - Appraisals
- Step 2 Press the F2 key to search for your employee using the Employee List or enter the employee number, if known.



Step 3 Type the surname of the employee and press Enter.

RAISALS		HELP
Employee Name	- Employee Listing —	Barcode Emp.Id PG
Hooper, Sally Maree		440371 HS
HOOPER, SANDRA KAY		
Hooper, Wendy Casual		
HOOPER, Wendy Michelle		
HOOPER, WENDY MICHELLE		
Hooton, Jean Margaret		
Hooyberg, Stephen		
HOPCROFT, Stanley Cecil		
HOPE, ANN		
HOPE, Anna Jeffreys		
Hope, Anne Jannell		
Hope, Brian Charles		
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Step 4 Use the Down Arrow to select the correct name and press Enter. The Employee number will now populate. Press Enter again.

1	APPRAISALS	KEY
>	Emp_: CH 440000	



Step 5 Enter 'A' to add a new record.

APPRAISALS		ADD
CH 440000 HOOPER Pos: 607427 Tit]	Wendy e_: DoN-Health Service Mgr	Michelle
Appraisal Skills %_: Position Duties %: Job Goals %: Overall Assessment_: Reviewed by: Comments:		Review Date_: / / Next Review_: / /

Step 6 Press F2 on the 'Appraisal Skills' field to see a list of acceptable codes or enter the code directly, as per below:

- PACP Performance Meeting Offered and Accepted
- PCMP Performance Review Completed
- PDEC Performance Meeting Offered and Declined

Step 7 Once the code has been selected, complete the rest of the details.

APPRAISALS		۵DD
CH 440000 HOOPER Pos: 607427 Title_: DoN-Hea	Wendy lth Service Mgr	Michelle
<pre>> Appraisal Skills %_: 0 PACP Position Duties %_: 0 Job Goals %: 0 Overall Assessment_: 100 Reviewed by: Janet King Comments:</pre>	PERF MTG OFFERED&ACC Revi Next	.ew Date_: 08/10/2018 Review_: 08/10/2019

