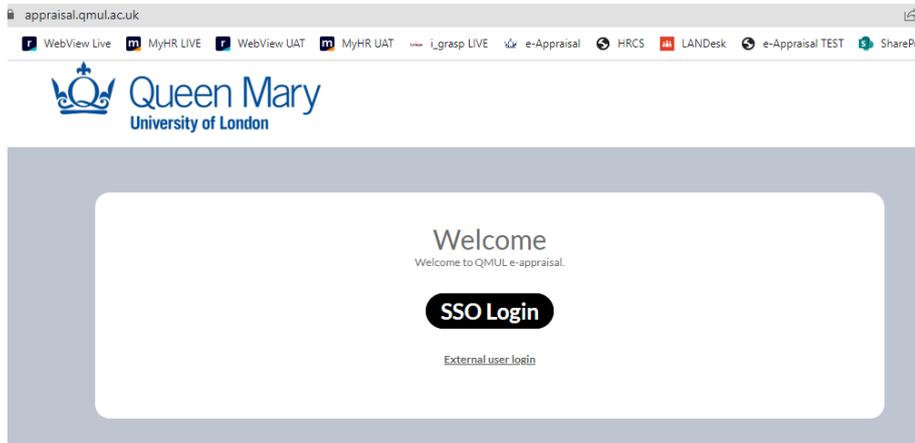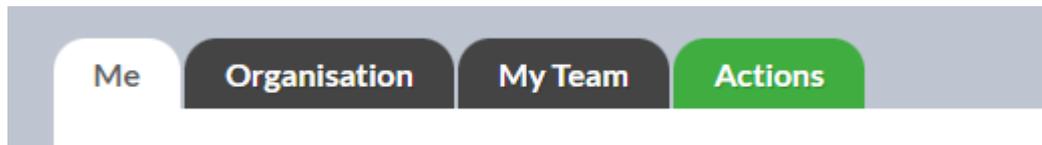# How to view appraisees on e-appraisals

The e-appraisal system is being readied for the next appraisal season which has meant a few temporary changes to the current login process and the process for view appraisees. These changes are temporary while 2022 form allocations are completed.
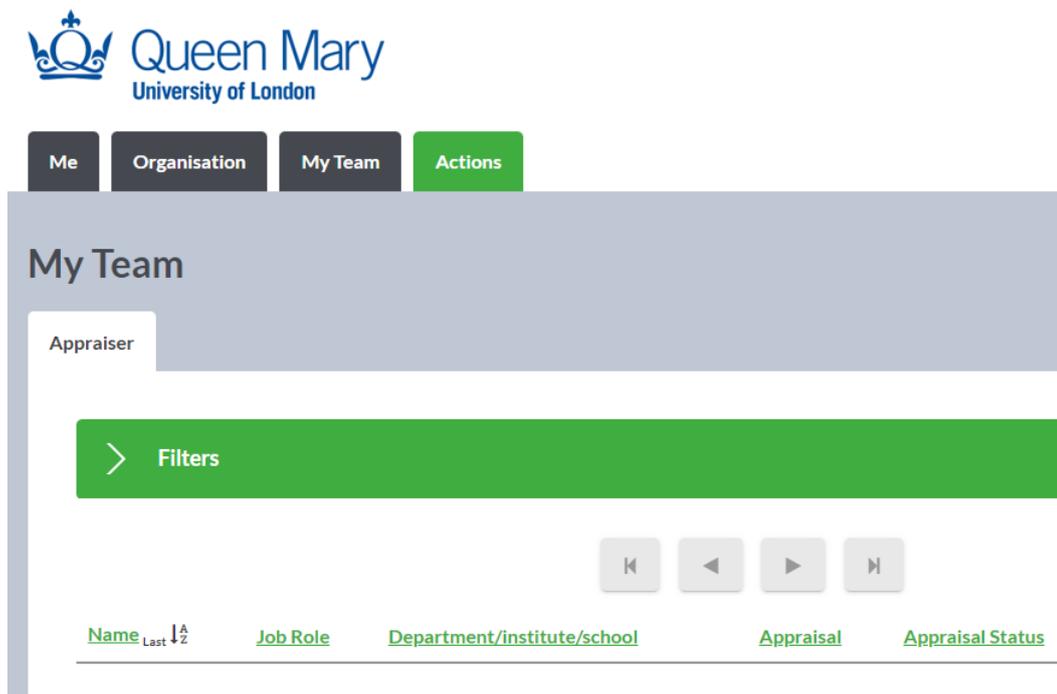
1. Login to e-appraisal by clicking on SSO login

2. Click on My Team

3. In the my Team tab – click on Filters

4. In Filters – Click on the No Appraisals Tick box and then click on Apply Filters & Shown Statuses button
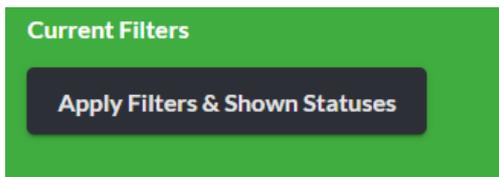
5. Your appraisees should appear – click on view profile to see their appraisal forms

Job Role	Department/institute/school	Appraisal	Appraisal Status	Next Step	My Actions
HR SYSTEMS ANALYST/DEVELOPER	IT SERVICES	-	No Appraisals		View Profile
HR SYSTEMS ANALYST/DEVELOPER	IT SERVICES	-	No Appraisals		View Profile
HR SYSTEMS ANALYST/DEVELOPER	IT SERVICES	-	No Appraisals		View Profile