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

appraisal.qmul.ac.uk										
WebView	Live	MyHR LIVE	WebView UAT	MyHR UAT	🛶 i_grasp LIVE	vá∉ e-Appraisal	S HRCS	IANDesk 👪	e-Appraisal TEST	🚯 SharePo
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	Welcome to QMUL e-appraisal. SSO Login									
					External u	<u>ser login</u>				

2. Click on My Team



3. In the my Team tab – click on Filters

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Me Organisation My Team	Actions	
My Team		
Appraiser		
> Filters		
	H	► H
Name Last Iz Job Role	Department/institute/school	<u>Appraisal</u> <u>Appraisal Status</u>

4. In Filters – Click on the No Appraisals Tick box and then click on Apply Filters & Shown Statuses button

✓ Filters		
Statuses shown	Add / Update Filter	Current Filters
No Appraisals	Select	Apply Filters & Shown Statuses
Not Started		
Started		
Shared		
Finalised		
Vith Commenters		
Completed		
No Appraisals		
Current Filters		
Apply Filters & Shown Sta	atuses	

5. Your appraisees should appear - click on view profile to see their appraisal forms

Job Role	Department/institute/school	<u>Appraisal</u>	<u>Appraisal</u> <u>Status</u>	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