

MyView Dashboard Guidance

Appraisal Guidance for Managers

Reviewed July 2021

carmarthenshire.gov.wales

Introduction

Appraisals support us to improve. The process focuses on our strengths and aims to recognise good work and successes. To help you and the service grow we explore what you have done well, what has gone well for the service and how we can work together to achieve our ideas.

Based on strengths; appraisals focus on building on what's working, so we can do more of it; not trying to fix the 'problem' but avoid it in the first place, and move from what is wrong, to what is strong.

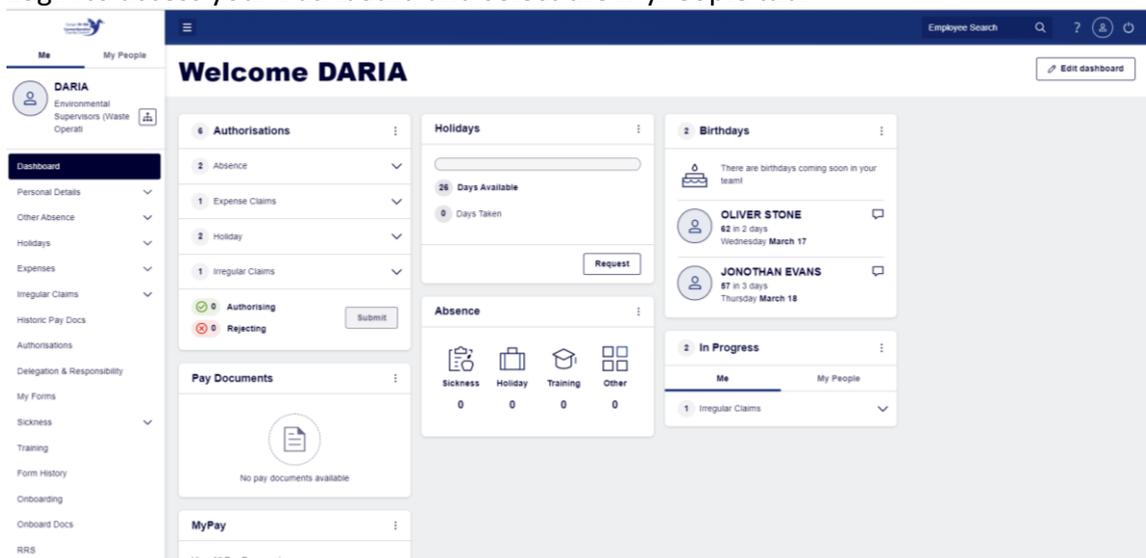
The new approach is:

- One piece of paper (a prompt sheet available on the link below) to guide you through; split into three themes - Recognise. Grow. Together. ([Appraisals \(Recognise. Grow. Together\)](#))
- Based on our core values
- Simple and useful
- No more forms! You can record this however you like.

ResourceLink have had many queries about the Appraisal module on the system and requests from managers wishing to use this method of recording. For this reason, we have created a user guide to support you through the process.

The MyView Dashboard Appraisal module allows the Manager to record the details of a members of Staff Appraisal through MyView. Once Saved, this document will then be available to view by that individual.

Login to access your Dashboard and select the MyPeople tab.

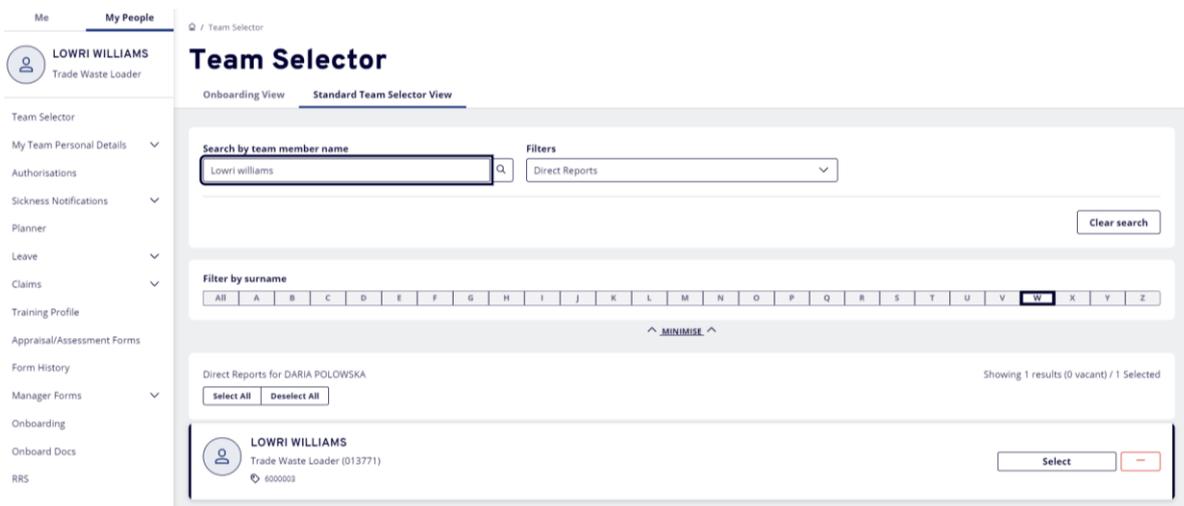


Your Dashboard will appear:

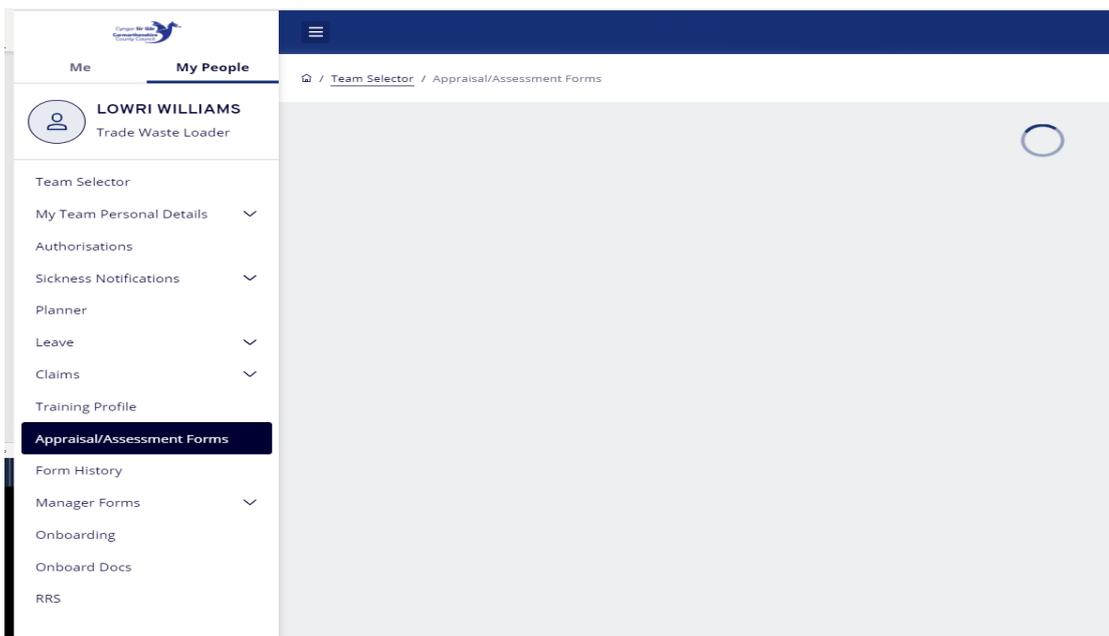
You will need to click on your My People tab, in the left-hand panel above your name. The staff who directly report to you will then appear listed beneath the Search Filters.

To Select a Person:

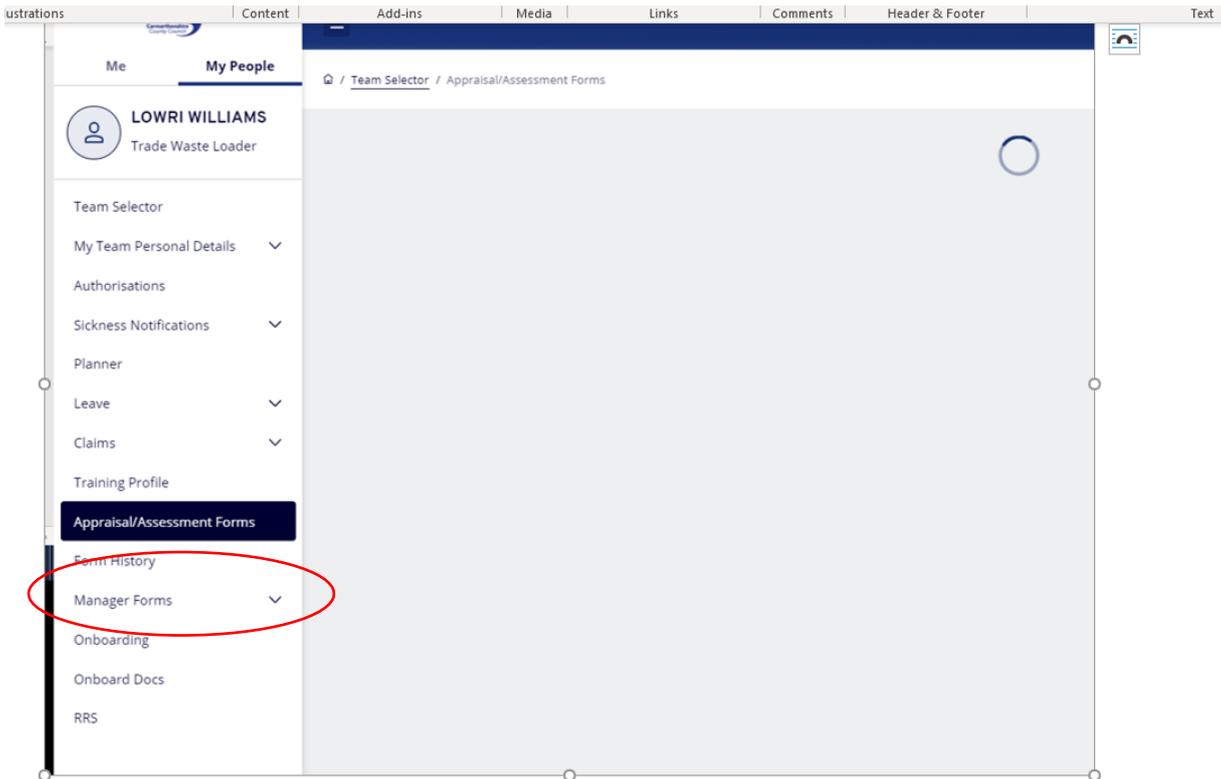
To select a member of staff, you can either change the Search Filter to select the Whole Team or Direct Reports, Search by team member name, by typing the employees name into the search filed or click on the letter of the surname to display a reduced list of names:



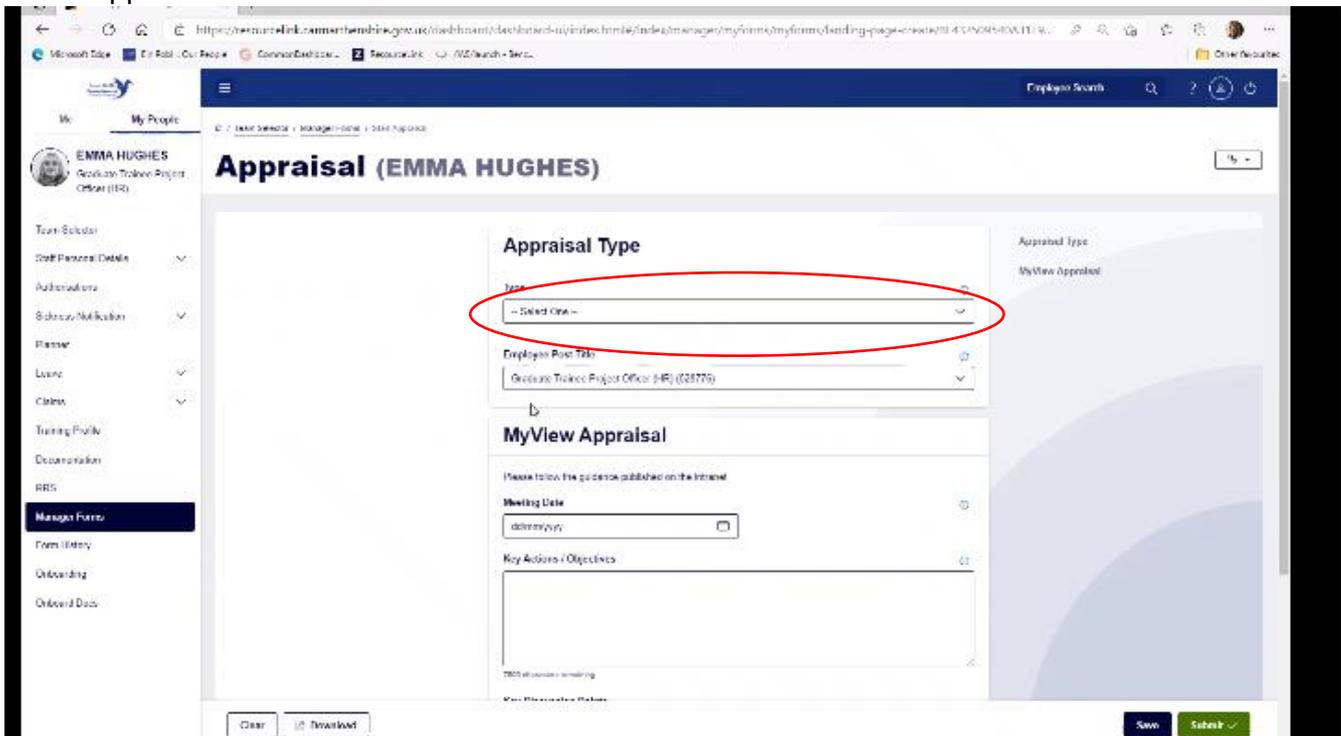
To select an individual employee, **click** on the **select** button next to the employee's name and the left-hand menu will become available for you to administer the staff record. **Click** on Appraisal/Assessment Forms.



Click on Manager forms



Select Appraisal



Appraisal date details are optional, but the recording of the review date is considered good practice. If you are going to use this facility to manage your appraisals and you want your staff to have time to consider their comments you must **SAVE** the form NOT Submit it and update it for them before submitting it.

Note: Only line managers have access to update this form and it can not be updated once it has been submitted only deleted by ResourceLink.

Employee Search

Employee Post Title
Graduate Trainee Project Officer (R) (228776)

Appraisal Type
MyView Appraisal

MyView Appraisal

Please follow the guidance published on the intranet

Meeting Date
20/05/2021

Key Actions / Objectives

7000 characters remaining

Key Discussion Points

7000 characters remaining

Review Date
18/06/2021

Clear Download Save Submit

Click save to update it at a later date. **Submit it** if it is complete.

Note: This is the screen your staff will be able to view they will NOT be able to enter any comments you must do this before submitting the form.

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Please follow the guidance published on the intranet

Meeting Date
20/05/2021

Key Actions / Objectives

7000 characters remaining

Key Discussion Points

7000 characters remaining

Review Date
23/10/2021

Clear Download Save Submit

Should you need further assistance please contact us at resourcelink@carmarthenshire.gov.uk