

Appraisal Navigation as an Appraisee

Appraisal Cycle 2026

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Appraisal Navigation as an Appraisee

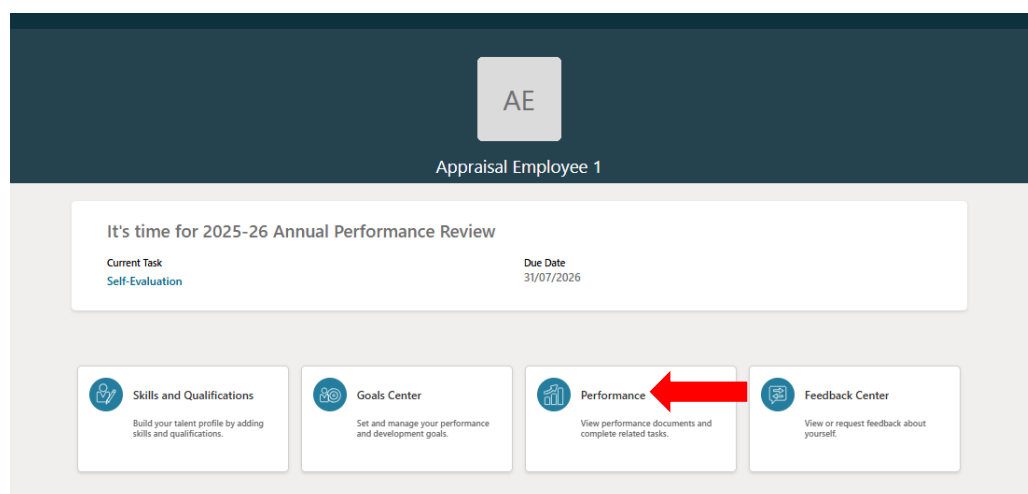
Completing the appraisal document from the appraisee perspective

Completing the Self-Evaluation

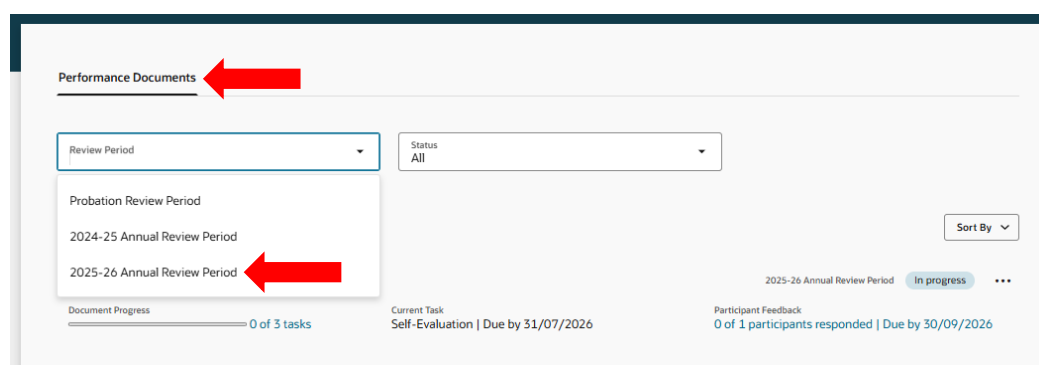
Log onto Horizon and Click on Me and then on Career and Performance on the Horizon home screen



Then select Performance



Click into the Performance Document tab at the top of the screen and then 2025-2026 Annual Performance Review document to start completing it. Previous Probation and Performance Reviews will also show here if you have any. Click on the Annual Performance Review link



Performance Documents Check-Ins

Review Period: 2025-26 Annual Review Period | Status: All

Sort By

Evaluated By Appraisal Manager
2025-26 Annual Performance Review with Rating ←

Document Progress: 0 of 3 tasks | Current Task: Self-Evaluation | Due by 31/07/2026

2025-26 Annual Review Period: In progress | Participant Feedback: 0 of 1 participants responded | Due by 30/09/2026

You will see the screen below. Expand each section and complete your comments then click on Save and Close.

Appraisal Guidance for Employees [Show More](#)

- Request more feedback: Get insights from people you work with. Go to Manage Participant Feedback
- Update your goals: Track and measure your achievements. Go to Goals Center
- Review your competencies: Work on skills for your role and career. Go to Skills and Qualifications

Review and evaluate each topic in your performance document.

Overall Summary

Summary: Appraisal Employee 1 added a comment. Required. [Show more summary info](#)

Employee Comment: test

Rich text editor toolbar: Bold, Italic, Underline, Link, Text Color, List, Bulleted List, Indent, etc.

Your current goal plan will also show at the bottom of the page as a reminder of your goals.

The screenshot shows a '2024-25 Goal Plan' interface. It is divided into several sections: '2024-25 Goal Plan' with a goal 'HR Helpdesk Launch' (No comments); 'Development Plan' with a goal 'Complete Mandatory Trainings' (No comments); 'Questionnaire' with a goal 'Evaluation questionnaire'; and 'Attachments' which includes a 'Drag and Drop' area for files, a 'URL' input field with an 'Add URL' button, and a 'No items to display' message. At the bottom, 'Document dates' are listed: 'Review Period: 2024-25 Annual Review Period', 'Start Date: 01/05/2024', and 'End Date: 30/04/2025'.

Click on each of the goals and input comments on how you have progressed with this goal.

This screenshot shows the detail view for the goal 'Efficient HR Helpdesk System Rollout for Horizon' (No comments). A red arrow points to the 'Show performance goal info' link. Below this is an 'Employee Comment' section with a rich text editor containing various formatting options like bold, italic, underline, and text color. At the bottom, there is a toggle switch for 'Not ready for evaluation' and two buttons: 'Save and Next' and 'Cancel'.

To show the detail of the goal you had written last year , click on Show Performance Goal info and it will appear on the right of the screen along with any update notes you have made throughout the year.

Requesting Participant Feedback

You have the option to add Participant Feedback by clicking the Request More Feedback box at the top of the Performance page.

Appraisal Guidance for Employees Show More

Get insights from people you work with

Request more feedback

Go to Manage Participant Feedback

Track and measure your achievements

Update your goals

Go to Goals Center

Work on skills for your role and career

Review your competencies

Go to Skills and Qualifications

Review and evaluate each topic in your performance document.

Overall Summary

✔ **Summary**
Appraisal Employee 1 added a comment Required

[Show more summary info](#)

Employee Comment

test

⌵ ⌵ A² B I U ↻ A ≡ ≡ ≡ ≡ ≡ ⋮

Click the Add button to add participant feedback.

Participant Feedback
Appraisal Employee

Performance Document 2024-2025 Annual Performance Review Evaluated By Appraisal Manager

Participants

+ Add

After participants are added, you can see them here.

Participant Summary

Role	Role Description	Request Not Sent	Awaiting Reply	Feedback Completed
Matrix/Other Manager		0	0	0
Participant - Only for VCG and Directors		0	0	0
Total		0	0	0

Complete the details, include name of the person providing the feedback and select Provide feedback as Matrix/Other Manager and click Save to send the request.

Participant Feedback Guidance Show More

Participants

+ Add

Select person from **Suggestions** Select Person Provide feedback as **Matrix/Other Manager**

Suggestions

- All internal
- Peers
- Team

Add a message for the participants

B I U

Cancel Save

After the request is sent, you will be able to see the requests sent and their status as below.

Participant Feedback
Appraisal Employee

Performance Document 2024-2025 Annual Performance Review Evaluated By Appraisal Manager

Participants

+ Add Send Request Actions Sort By

PE Probation Employee
Matrix/Other Manager Awaiting reply ...

Selected By Appraisal Employee Due Date 01/08/2025

Participant Summary

Role	Role Description	Request Not Sent	Awaiting Reply	Feedback Completed
Matrix/Other Manager		0	1	0
Participant - Only for VCG and Directors		0	0	0
Total		0	1	0

Performance and Development Goals

You can access your current performance and development goals either from the Performance page by clicking on the Update your goals box or directly from the Career and Performance page and clicking on the Goals Center.

Appraisal Guidance for Employees Show More

Get insights from people you work with
Request more feedback
Go to Manage Participant Feedback

Track and measure your achievements
Update your goals
Go to Goals Center

Work on skills for your role and career
Review your competences
Go to Skills and Qualifications

Review and evaluate each topic in your performance document.

Overall Summary

Summary
Appraisal Employee 1 added a comment
Show more summary info Required

Employee Comment

test

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, More options.

< Career and Performance

AE
Appraisal Employee

It's time for 2024-2025 Annual Performance Review.

Current Task: Manager Evaluation | Due Date: 30/09/2025

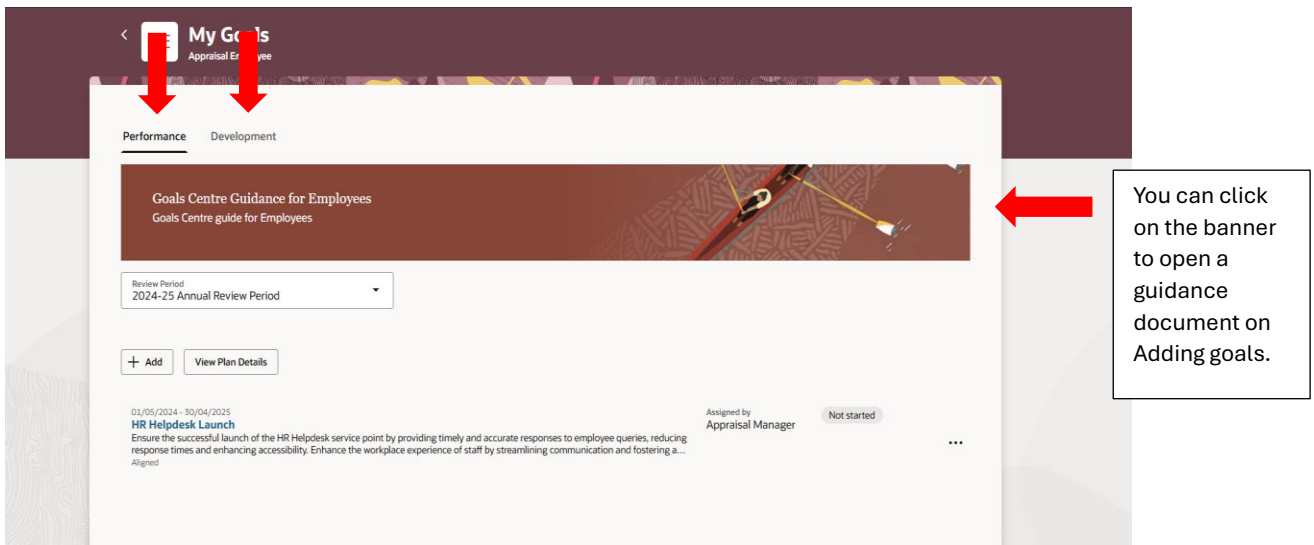
Skills and Qualifications: Build your talent profile by adding skills and qualifications.

Goals Center: Set and manage your performance and development goals.

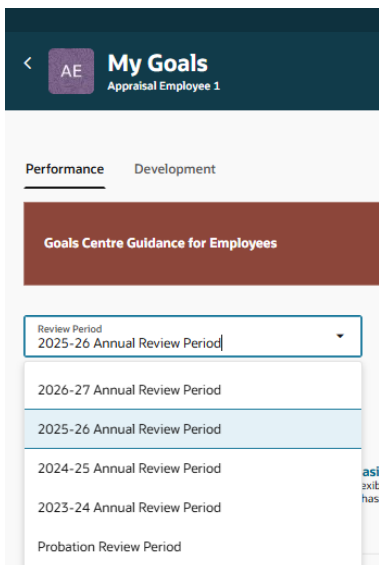
Performance: View performance documents and complete related tasks.

Feedback: View or request feedback about yourself.

You can switch between the different tabs for Performance goals and Development goals by clicking on the relevant tab.

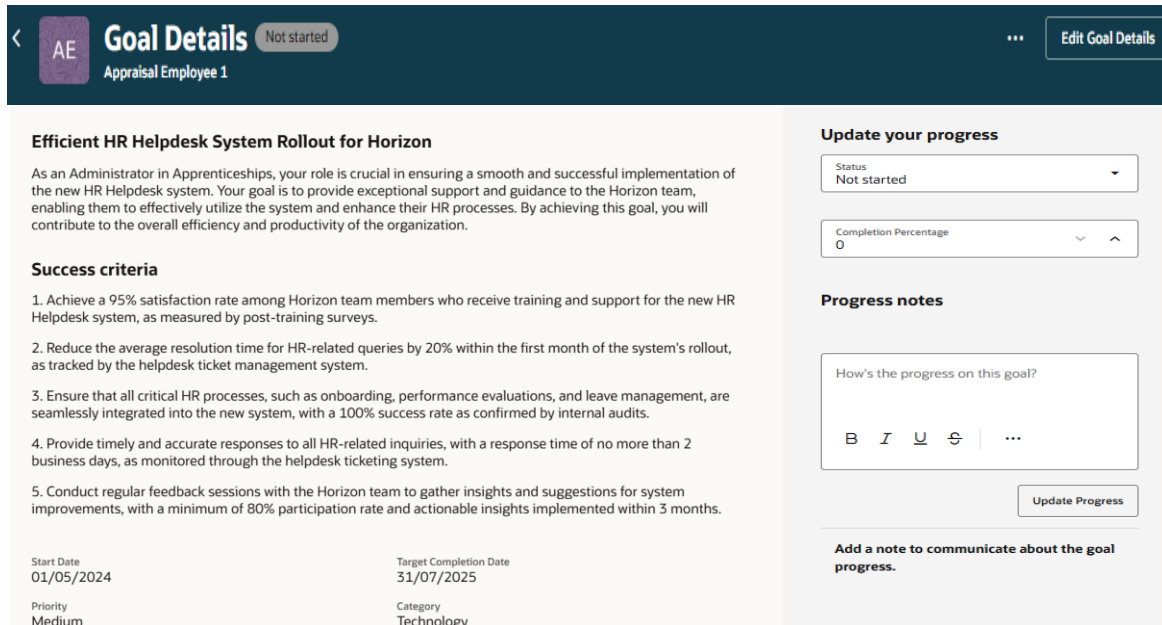
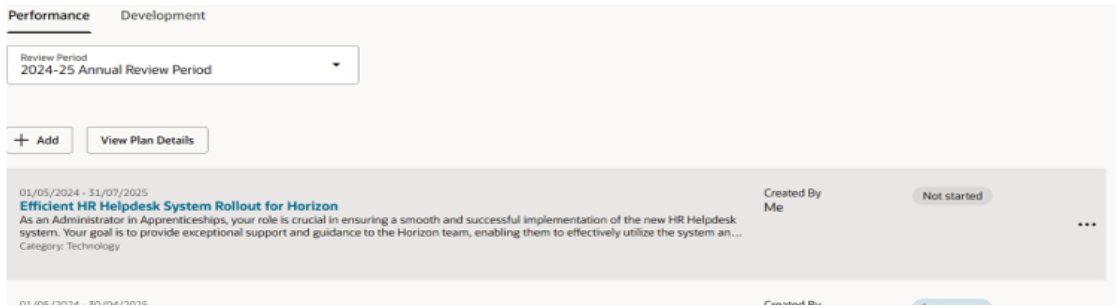


Once in the Goals Center, you can add new goals or click into existing goals to update them. You will need to select the relevant Review Period to update and to add goals to the appropriate year.



Updating an existing goal

To change an existing goal for the current year, click on the relevant goal from your list of goals, click on Edit Goal Details and make the required changes and click on Update.



It is good practice, to update your goal to show what progress is being made on the goal. This can be done by clicking on your goal and then in the Update your progress section, select the status (defaults to not started) and inputting the Completion Percentage and adding information to the Progress Note field. To save this information, click on Update Progress.

You can also use the three dots at the top of the page to Share, Copy, Move or Extend a goal and the Edit Goal button to edit the goal content. If you are copying previous goals a panel appears on the right of the screen where you will need to select the relevant year and goal to copy and click on Add.

Adding a New Goal

In the Review Period drop down field, click on the relevant year (normally the next academic year) and you can either click on Add to create a new goal

Performance Development

Goals Centre Guidance for Employees Show More

Review Period
2026-27 Annual Review Period

+ Add View Plan Details Actions Sort By Display Sequence

Clicking on Add will show the screen to input your new goal for the relevant year. Input the name of your goal and you will have the option to use AI assist button to help you create a Specific, Measurable, Achievable, Realistic and Timebound (SMART) goal. If using this functionality, you **must** review and amend the SMART goal to ensure it is meaningful and realistic and is contextualised for your role, department and university priorities. Once you are happy with the goal click on Add. Any Shared goals you have received will appear on the right-hand panel under Suggested Goals. To add the Shared goal as one of your own goals, click on the + icon.

Create a relevant goal faster with AI Assist
To generate the goal quickly, provide the goal name, then click AI Assist.

What's the name of this goal?

Start writing a clear and concise goal name here. Required

AI Assist View Suggested Goals

Any additional info you want to add?

Add details about this goal here.

What will indicate that this goal is achieved?

Specify the success criteria for this goal here.

Comments

Comments

Start Date: 01/05/2026 📅 Target Completi...: 30/04/2027 📅 Priority: Medium ▾ Category: ▾ Required

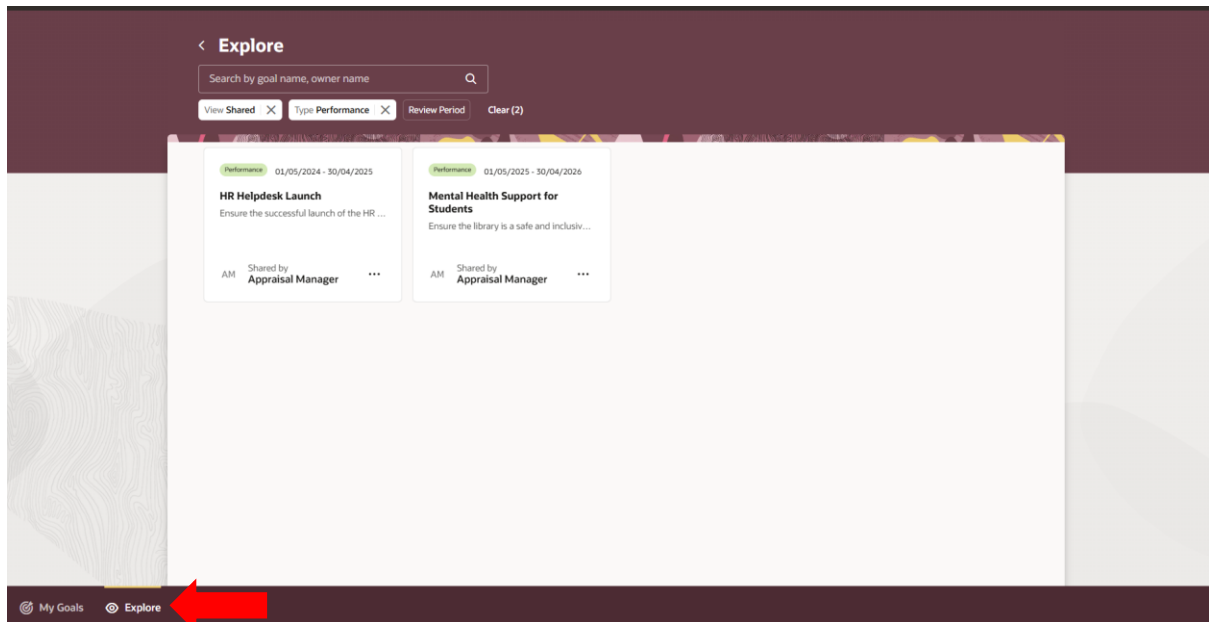
Suggested goals ×

Organization Shared

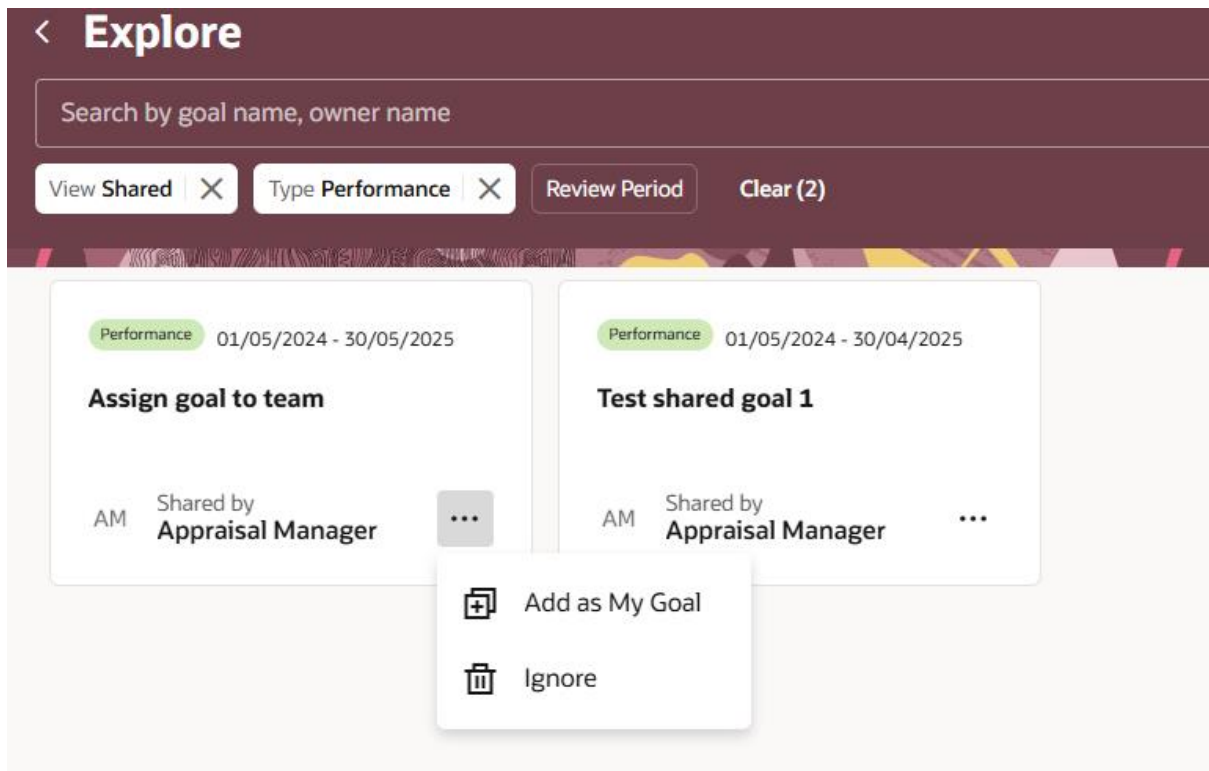
After organization goals are published for the 2026-27 Annual Review Period review period, you can see them here.

Shared Goals

You can also Explore goals that have been shared with you or from the Goal library by clicking on the 'Explore' tab at the bottom of the page. You may need to adjust the filters at the top to display different types of goals. Or the Shared Goals appear on the right-hand panel of any goals (as above).

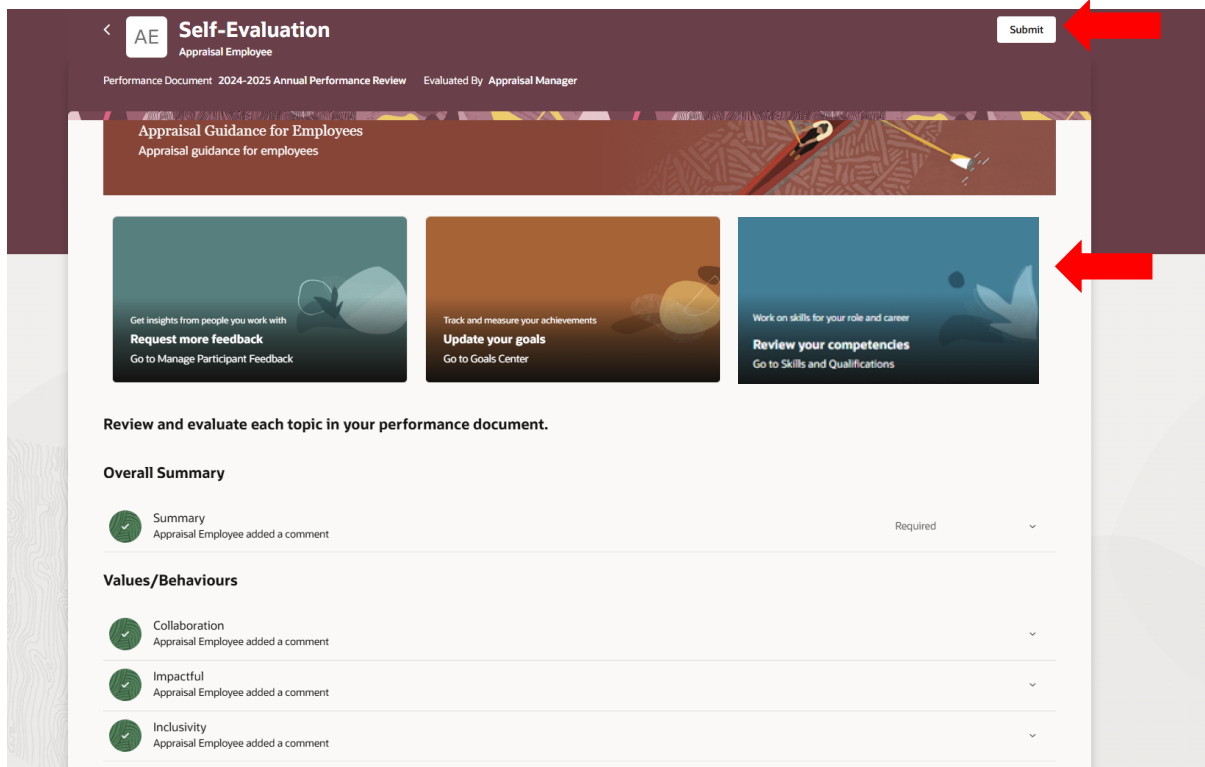


By clicking on the three dots, you can add the shared goal as your own goal and amend accordingly.

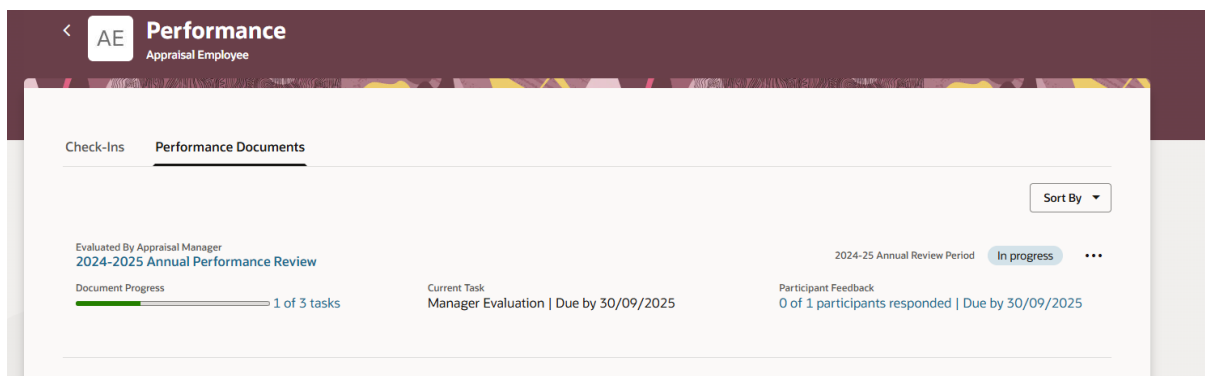


Academic colleagues prior to submitting their appraisal to their line manager should click on Review your competencies which will take you to the Skills and Qualifications page where you should input your Career Pathway and Research Centre information.

Once you have completed all sections of your appraisal document, click the Submit button to send this to your manager for their comments.



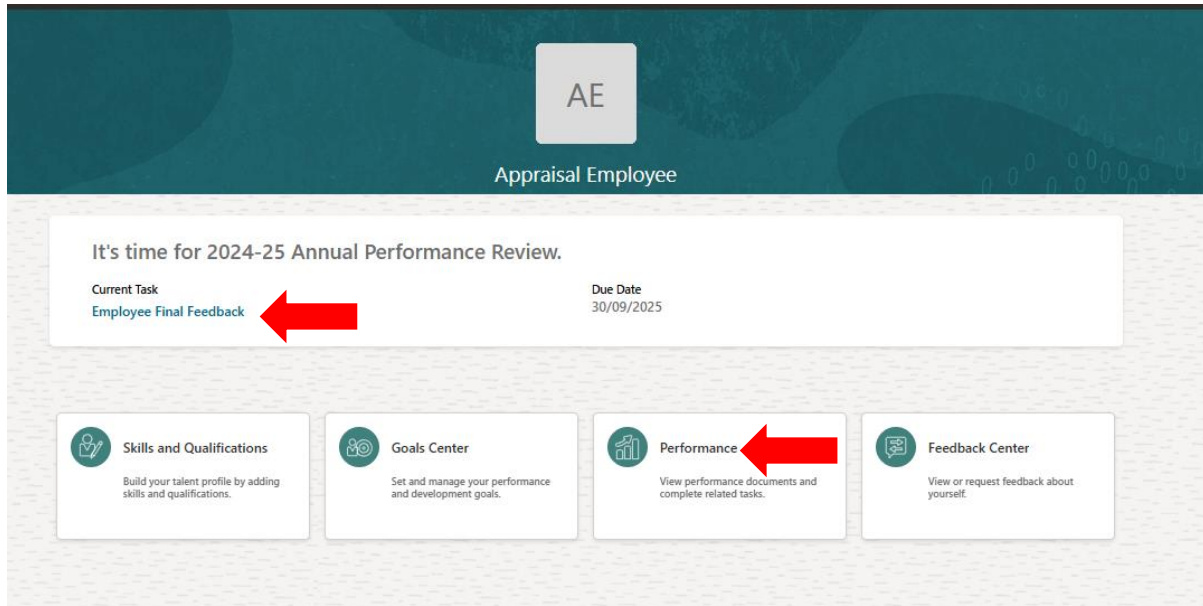
Once you have submitted your appraisal document, you will be able to see the status of the document under the Performance documents tabs and any responses from participant feedback as below.



Final Feedback stage

After your appraisal conversation your manager should complete their comments on your appraisal document, you will receive a notification that you need to complete the final task of the appraisal process by providing your final feedback.

Either click into your performance document using the hyperlink on the notification or enter via the link to Employee Final Feedback or Horizon home page > Me>Career and Performance > Performance.



Complete your final comments and click Submit when finished to complete the appraisal process.

AE Employee Final Feedback
Appraisal Employee

Performance Document: 2024-2025 Annual Performance Review Evaluated By: Appraisal Manager

Save Submit

Appraisal Guidance for Employees
Appraisal guidance for employees

Review your completed evaluation and provide any final feedback.

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, bulleted list, numbered list, and more options.

Required

Overall Summary

✔ **Summary**
Appraisal Manager and Appraisal Employee added comments Manager: B
[Show more info](#)

Manager Rating: B

Manager Comment
You have met your goals.

Check-Ins Performance Documents

Sort By End date, new to old

Evaluated By Appraisal Manager
2024-25 Annual Performance Review

2024-25 Annual Review Period Completed

Manager Rating
A

The Performance Document for the appraisal cycle will now show as completed.