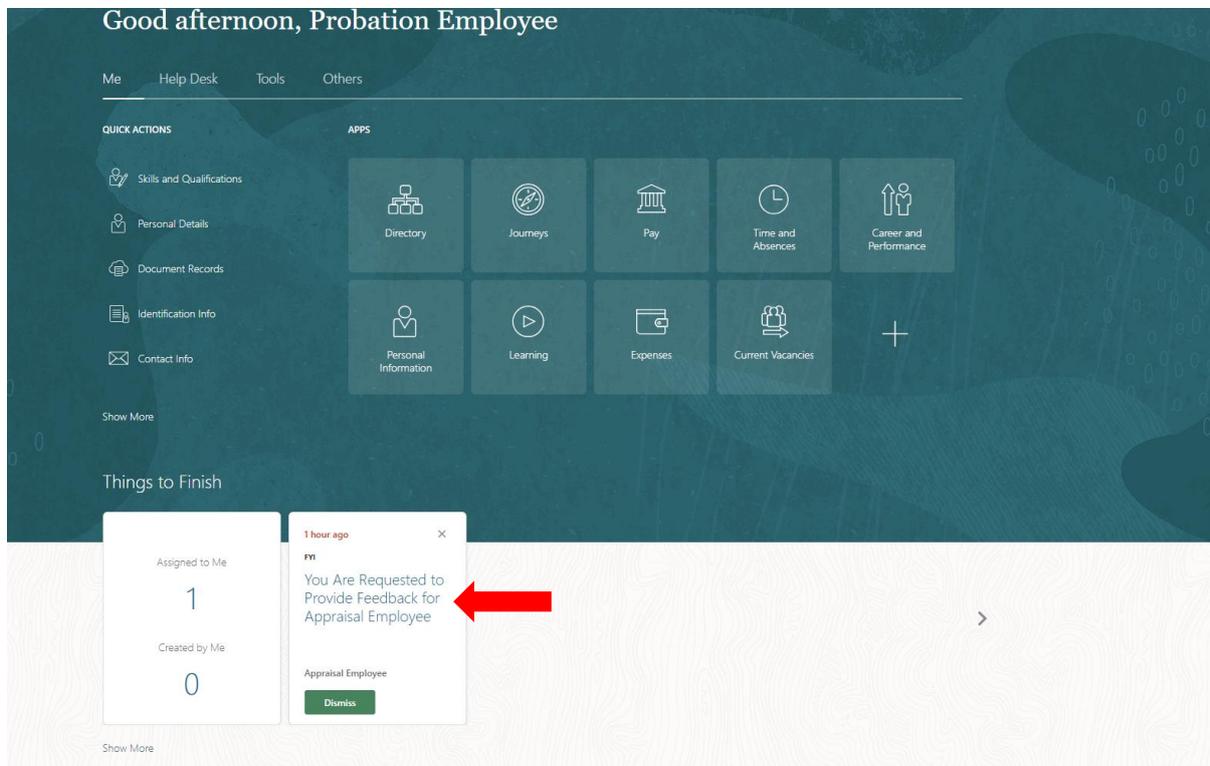


Appraisal Navigation as a Participant Manager

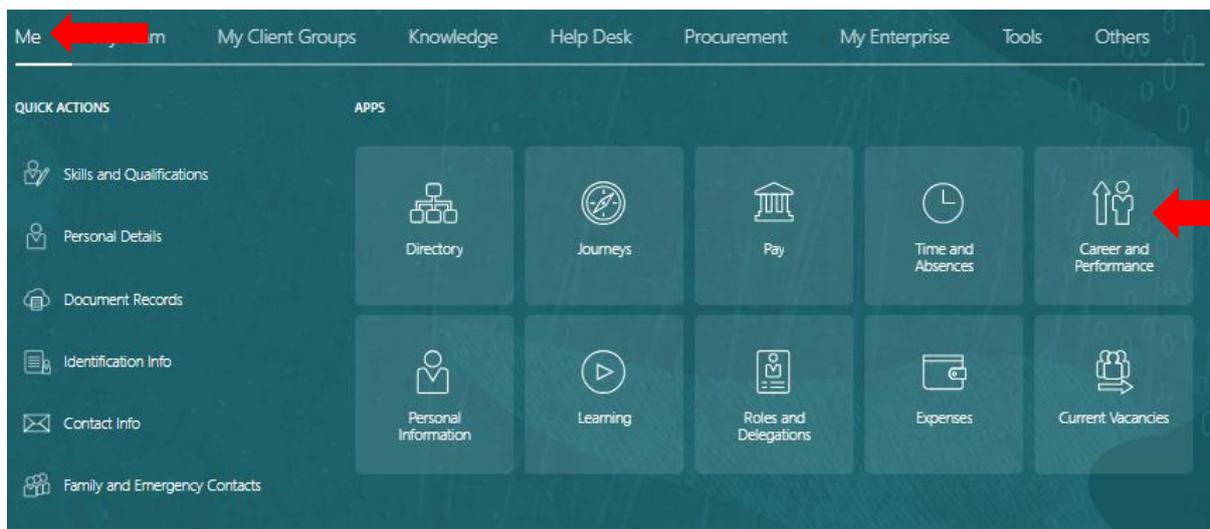
Appraisal Cycle 2025

Completing feedback as a Participant Manager

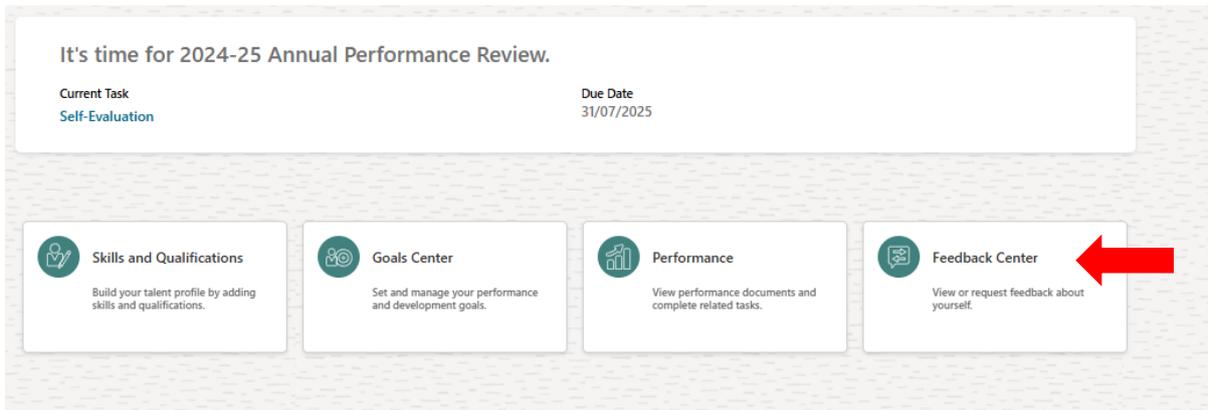
You will receive a notification in the bell and Things to Finish at the bottom of the home page on Horizon to provide feedback as a Participant Manager. Click on the notification to take you directly to where you can complete feedback.



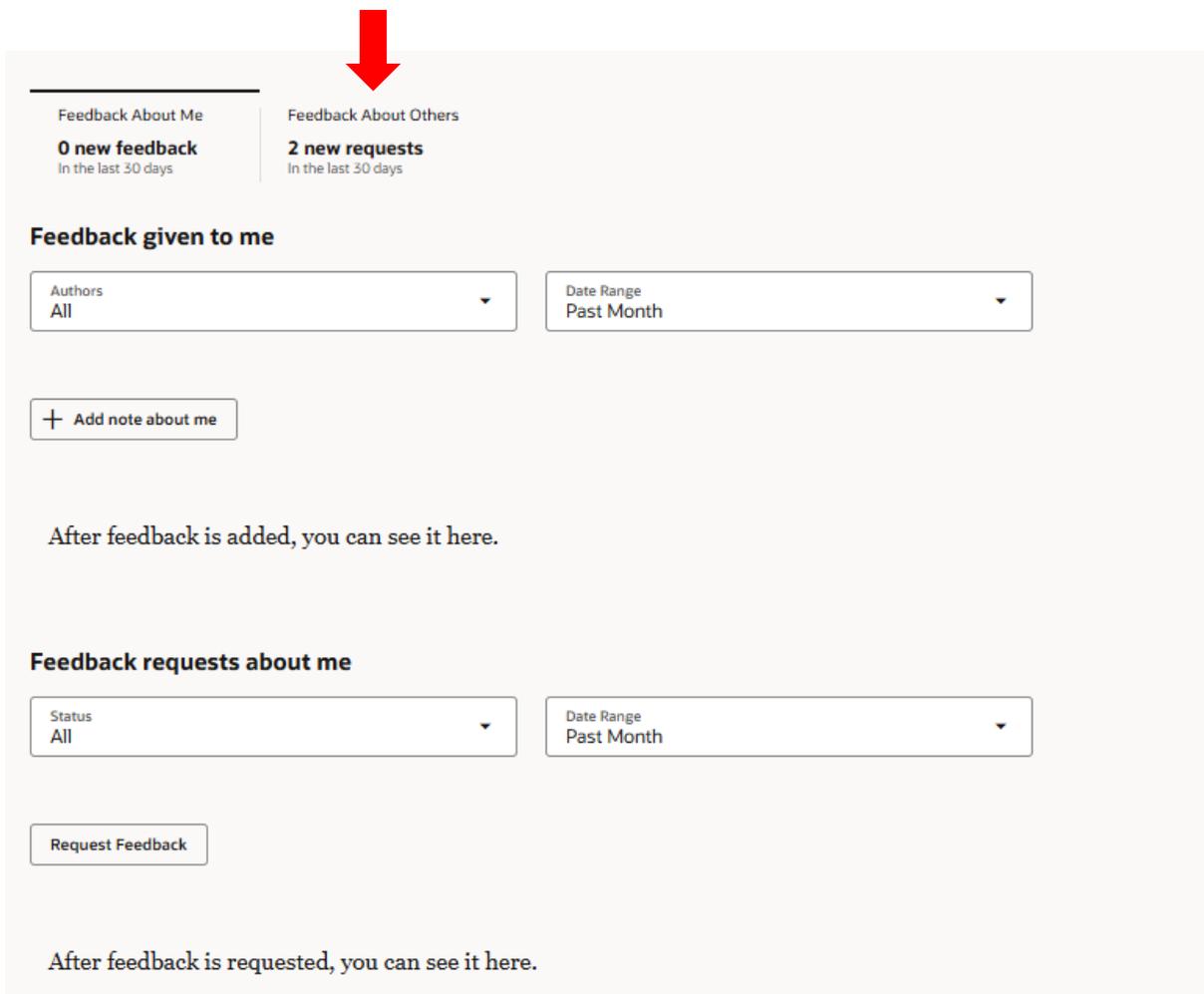
An alternative way to access the Participant Manager section to provide feedback is via Me>Career and Performance



And then click on the Feedback Center.



This will open up the Feedback Center that show the Feedback about me or for others. To provide feedback to others click on Feedback about Others



Feedback About Me
0 new feedback
In the last 30 days

Feedback About Others
2 new requests
In the last 30 days

Feedback given to others

Recipients: All | Date Range: Past Month

+ Give Feedback

Feedback requests about others

Status: All | Date Range: Past Month

Performance Document Name 2024-25 Annual Performance Review	Requested By [Redacted]	Due Date 30/09/2025	New	
Performance Document Name 2024-25 Annual Performance Review	Requested By Appraisal Employee	Due Date 30/09/2025	New	

On the Feedback about Others page, click on the pencil icon to provide feedback to the relevant person as the Participant Manager.

You will then be required to provide the required feedback on the appraisal document, including Participant Rating and Participant Comments and click on Submit.

Participant Feedback
Appraisal Employee

Performance Document 2024-25 Annual Performance Review Evaluated By Appraisal Manager

Review and provide feedback on each topic in this performance document.

Overall Summary

Summary
No comments Participant: No rating Required

Show more info

Participant Rating

Participant Comment

Save and Close Cancel

Values/Behaviours

- Collaboration
No comments
- Impactful
No comments
- Inclusivity
No comments

2024-25 Goal Plan

- Assign goal to team
No comments

The Participant Manager feedback will now show as complete on the Feedback About Others page.

Clicking on the three dots will enable you to view the feedback or reopen the feedback.

Appraisal Employee
Requested on 20/05/2025

Completed

Performance Document Name: 2024-25 Annual Performance Review
Requested By: Appraisal Employee
Completion Date: 20/05/2025