

## 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 Feeback Center.

Current Task Self-Evaluation		Due Date 31/07/2025		
Build your talent profile by adding skills and qualifications.	Goals Center Set and manage your performance and development goals.	View performance documents and complete related tasks.	View or request feedback about yourself.	

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	Feedback About Others			
<b>O new feedback</b> In the last 30 days	2 new requests In the last 30 days			
Feedback given to r	ne			
Authors All	•	Date Range Past Month	•	•
+ Add note about me	lded, you can see it here.			
Feedback requests	about me			
Status All	•	Date Range Past Month		•
Request Feedback				
After feedback is re	equested, you can see it here	2.		

Feedback About Me Feedback About Me O new feedback 2 new reque In the last 30 days In the last 30 days	but Others ests V <sup>5</sup>			
Feedback given to others Recipients All	▼ Date Range Past Month		•	
+ Give Feedback				
Feedback requests about others	Date Range     Past Month		•	
			New	
Performance Document Name 2024-25 Annual Performance Review	Requested By	Due Date 30/09/2025		
Appraisal Employee Requested on 20/05/2025			New	
Performance Document Name 2024-25 Annual Performance Review	Requested By Appraisal Employee	Due Date 30/09/2025		_

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.

AE Participant Feedback		Submit
ormance 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 Show more info	Participant: No rating	Required
Participant Rating		
Participant Comment		
$T \rightarrow A_{\alpha} \rightarrow A^{\pm} \rightarrow B$		
Save and Close Cancel		
Values/Behaviours		
Collaboration No comments		~
Impactful No comments		v
Inclusivity No comments		~
2024-25 Goal Plan		

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		