

Appraisal Navigation as Appraiser

Appraisal Cycle 2026

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Appraisal Navigation as an Appraiser

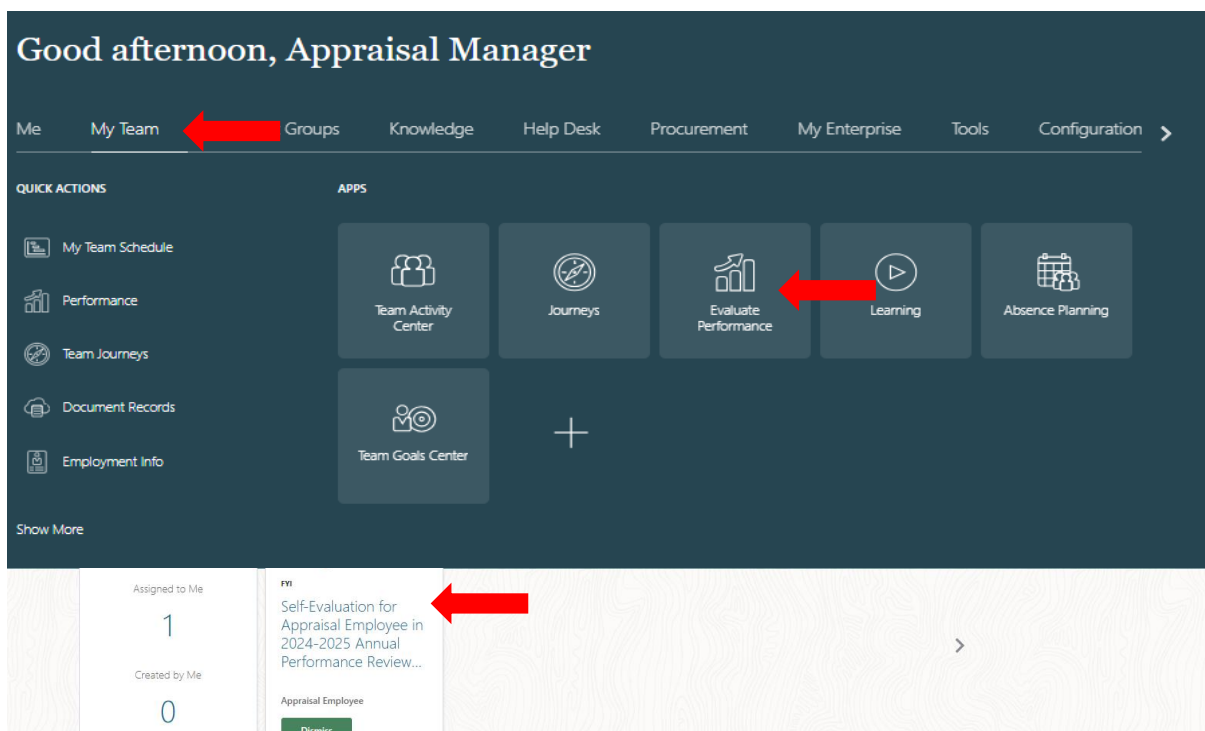
Completing the appraisal document from the appraiser (line manager) perspective

Reviewing Performance for Previous Year

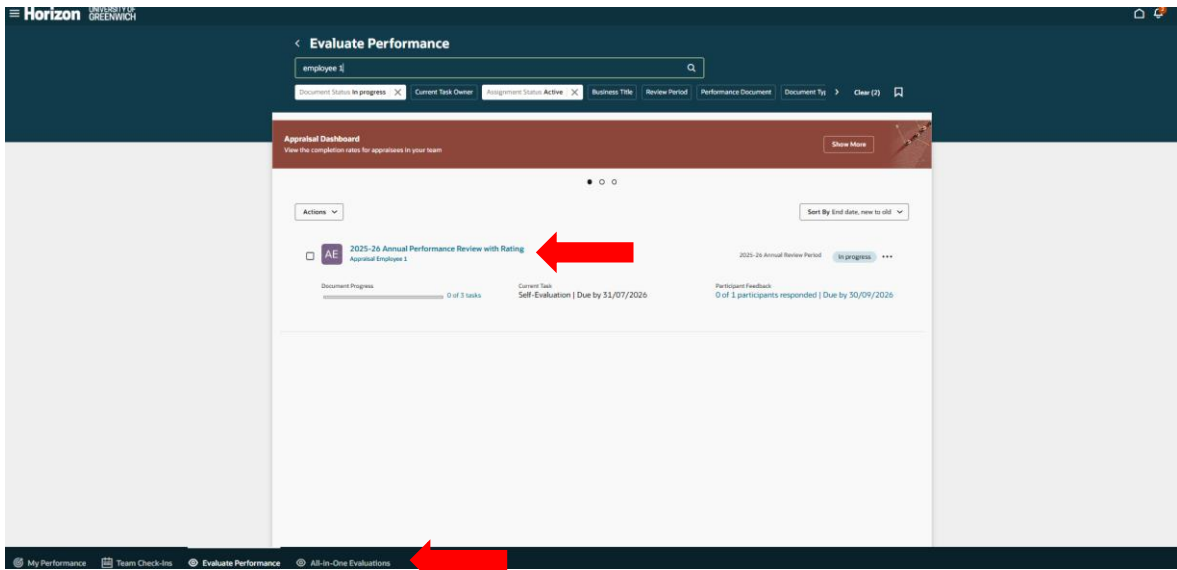
One Member of Staff to Appraise

Log onto Horizon and Click on My Team and then on Performance on the Horizon home screen.

You can see at the bottom of the page that you will also receive a notification when your appraisee submits their appraisal document and you can click directly into it from here.



This will display the 'Evaluate Performance' screen where you can click into each team member's appraisal document to complete your comments or Click on All-in-One Evaluation to view all the appraisal documents of the team members on one screen.



You can scroll along the banner at the top of the screen and click on it to display the Appraisal Dashboard, showing completion status for your team and the Appraisal Guidance for Managers document.



Clicking into each employee's appraisal document from the Evaluate Performance screen will bring up the screen to complete Manager comments as below.

Manager Evaluation
Appraisal Employee

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

Appraisal Guidance for Employees [Show More](#)

- Review employee feedback
Go to Manage Participant Feedback
- Review employee goals
Go to Goals Center
- Review employee competencies
Go to Skills and Qualifications

Review and evaluate the employee on each topic in this performance document.

Overall Summary

Summary
Appraisal Employee 1 and Appraisal Manager added comments Manager: A* Required

Show more summary info

Manager Rating
A*

Manager Comment
test

The Values/Behaviours section and the appraisee’s goal plan will also be displayed by scrolling down the page.

Values/Behaviours

- Collaboration
Appraisal Manager added a comment
- Impactful
Appraisal Manager added a comment
- Inclusivity
Appraisal Manager added a comment

2024-25 Goal Plan

- HR Helpdesk Launch
Appraisal Employee added a comment

Development Plan

- Complete Mandatory Trainings
Appraisal Employee added a comment

Questionnaire

- Evaluation questionnaire

Attachments

Drag and Drop
Select or drop files here.

URL

No items to display.

Document dates

Review Period	Start Date	End Date
2024-25 Annual Review Period	01/05/2024	30/04/2025

Clicking on the 'Show more info' hyperlink in the Summary section brings up a reminder of the performance ratings descriptions, Feedback summary and any Check-in summaries.

Manager Evaluation of Workers
Appraisal Employee 1
Evaluated By Appraisal Manager

Appraisal Guidance for Employees

- Review employee feedback**
Go to Manage Participant Feedback
- Review employee goals**
Go to Goals Center
- Review employee competencies**
Go to Skills and Qualifications

Review and evaluate the employee on each topic in this performance document.

Overall Summary

- Summary
Appraisal Employee 1 and Appraisal Manager added comments
Show more summary info

Manager Rating: A*

Overall Summary

Feedback summary
There's insufficient feedback, for the period, to generate a summary at this time.

Check-Ins
Check-ins summary
There's insufficient data to generate a summary at this time.

Performance rating descriptions

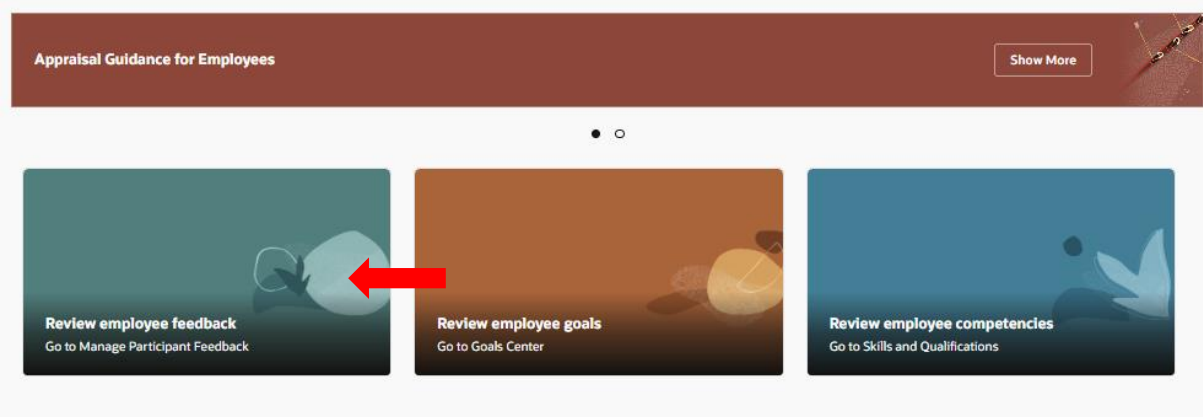
A*
Overall performance is consistently and significantly above the expectations of the role/post. Individual has made progress beyond their ambitious objectives. They support others to achieve success in terms of university impact. The individual exemplifies the university values.

A
Overall performance is above the expectations of the role/post. Individual achieves outcomes beyond the scope of their objectives Assessment recognises the higher degree of effort in meeting ambitious or developmental objectives which support the university's impact. The role holder demonstrates the university values and influences others with demonstrating these.

B
Overall performance meets the expectations of the role/post. Assessment allows flexibility to accommodate those instances where the staff member is deemed competent in their work area, and has achieved the most critical objectives but may not have been able to achieve the more ambitious ones. The individual demonstrates the university values.

C
The performance at this level shows the individual partially met but did not consistently achieve the objectives, including one or more deemed critical. Not all the university values are demonstrated. Performance assessment should only be awarded where additional support provided indicates the individual still needs to improve, and without this there will be a need to commence the informal stage of the Capability procedure.

D



You can click on the 'Review Employee Feedback' box at the top of the page to access the Participant Feedback requested by the appraisee. Click on the three dots to view the feedback.

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

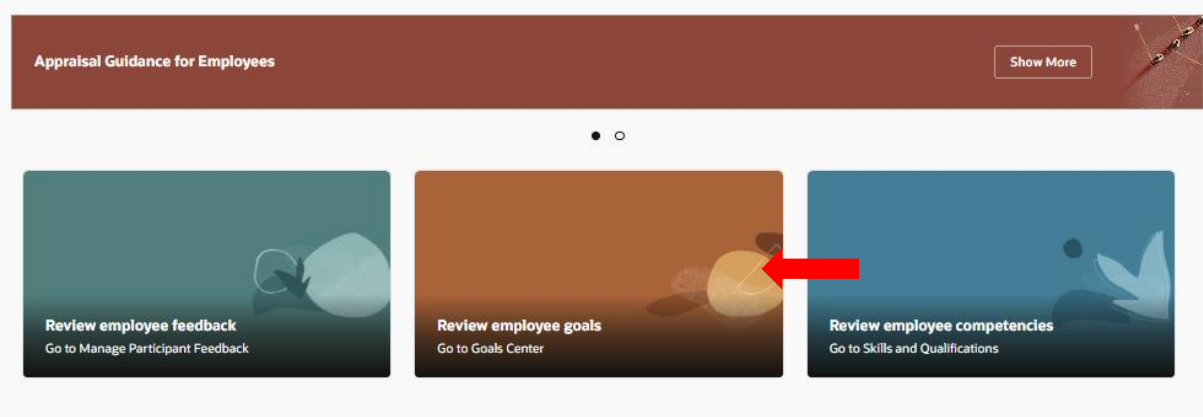
Awaiting reply ...

Selected By Appraisal Employee Due Date 01/08/2025

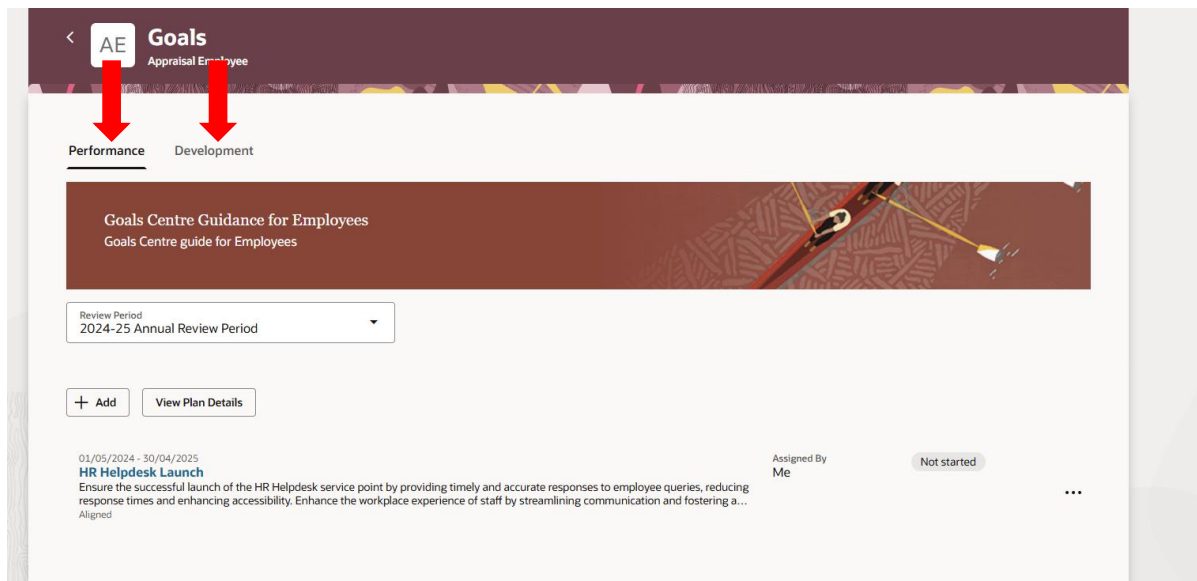
Participant Summary

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

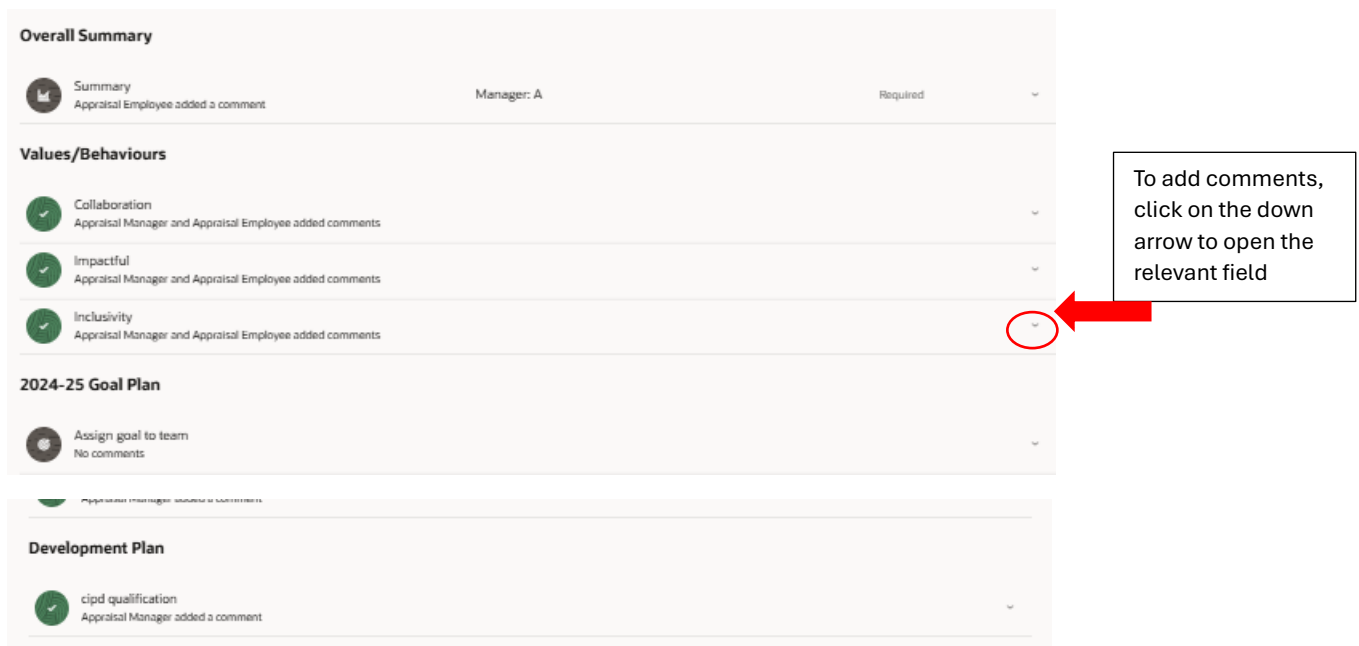
You can also click on the 'Review Employee Goals' box at the top of the screen to take you directly to Goals Center to view the appraisee's goals.



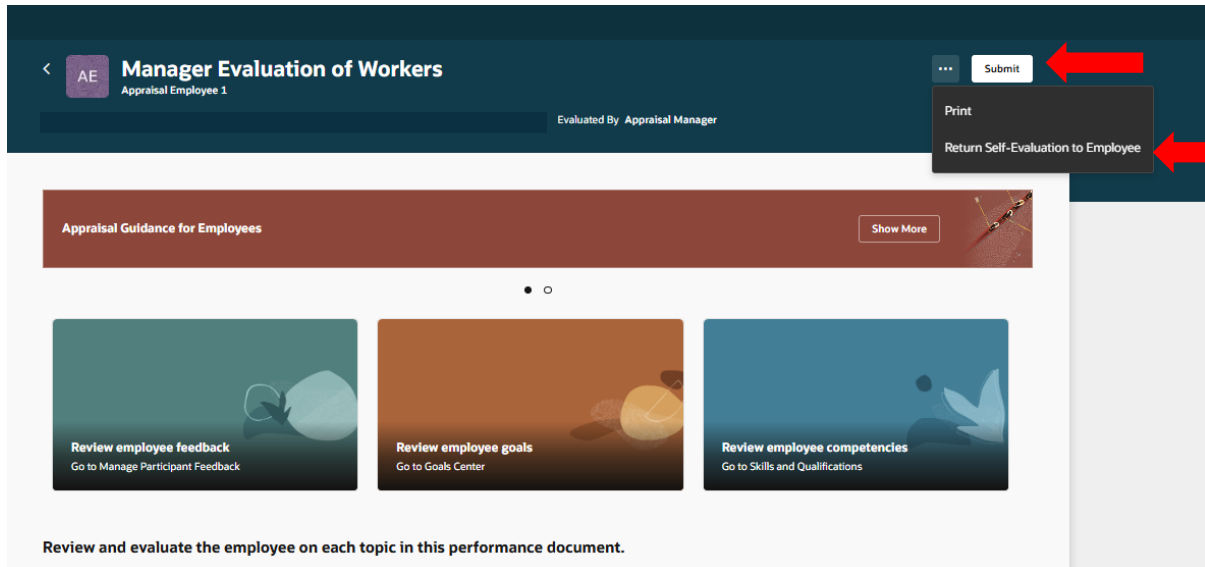
You can switch between the Performance Goals and Development Goals on this screen.



Returning to the performance page, as the appraiser, you will need to complete the Manager Comments and Manager Ratings (this is mandatory) and if you wish, add comments to the Values/Behaviours and Goals sections.



Once this is completed, you can submit the appraisal using the Submit button at the top of the page which will move the appraisal to the Employee Final Feedback stage. Or you may need to return the form to your appraisee for amendment which will move the form back to the Employee Self Evaluation stage, you can do this by clicking on the three dots and selecting Return Self-Evaluation to Employee button.

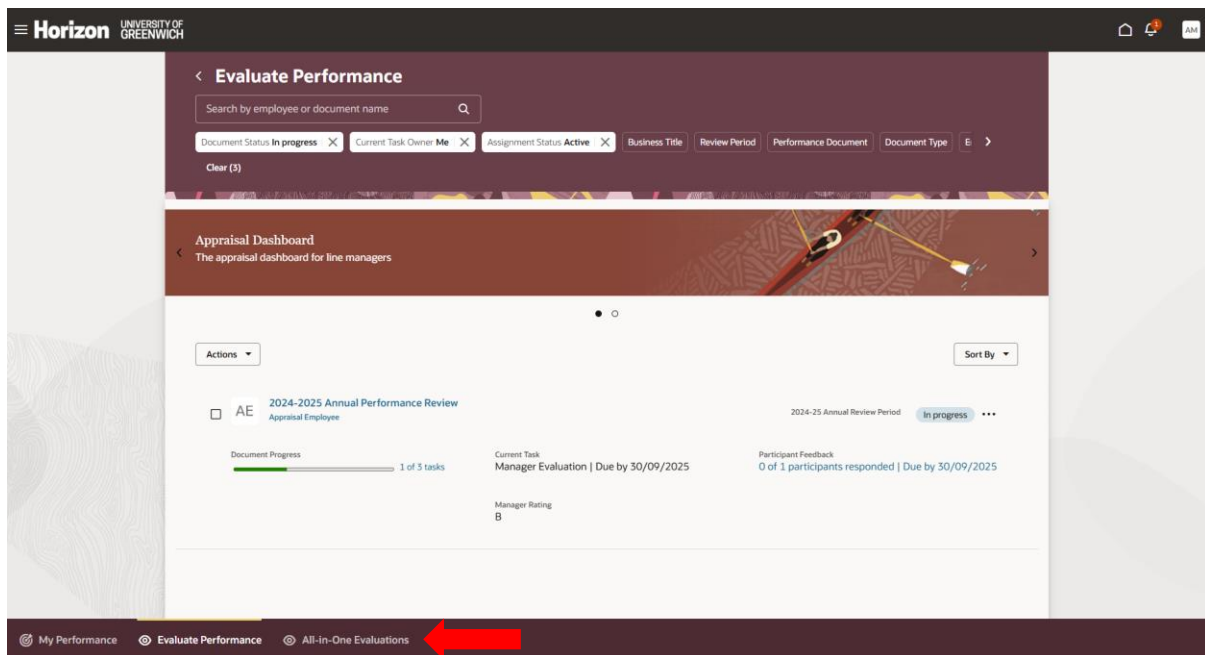


When clicking on Submit the appraisal will be sent to the appraisee for the Final Feedback stage of the appraisal process.

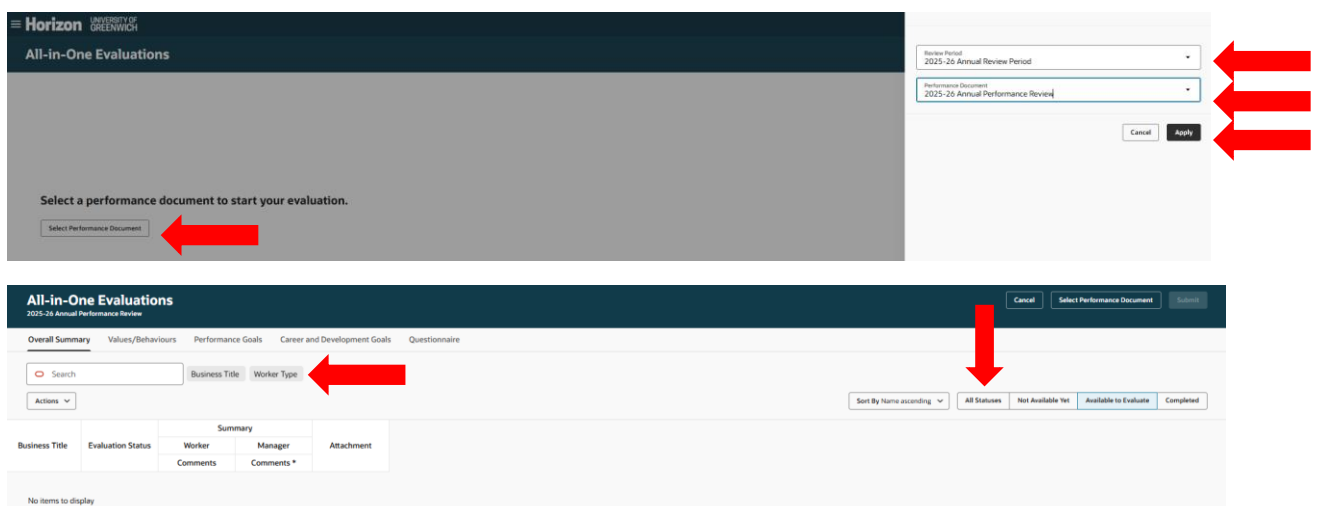
More than one person to appraise

If you have more than one person to appraise, there is alternative functionality to view all the appraisee forms on one page via the All-In-One Evaluation.

To access the All-in-One Evaluation on the 'Evaluate Performance' page, you can also use the tabs at the bottom to enter your own appraisal document by clicking the 'My Performance' button or you can enter the 'All-in-One Evaluations' page which enables you to view and evaluate your whole team in one place.

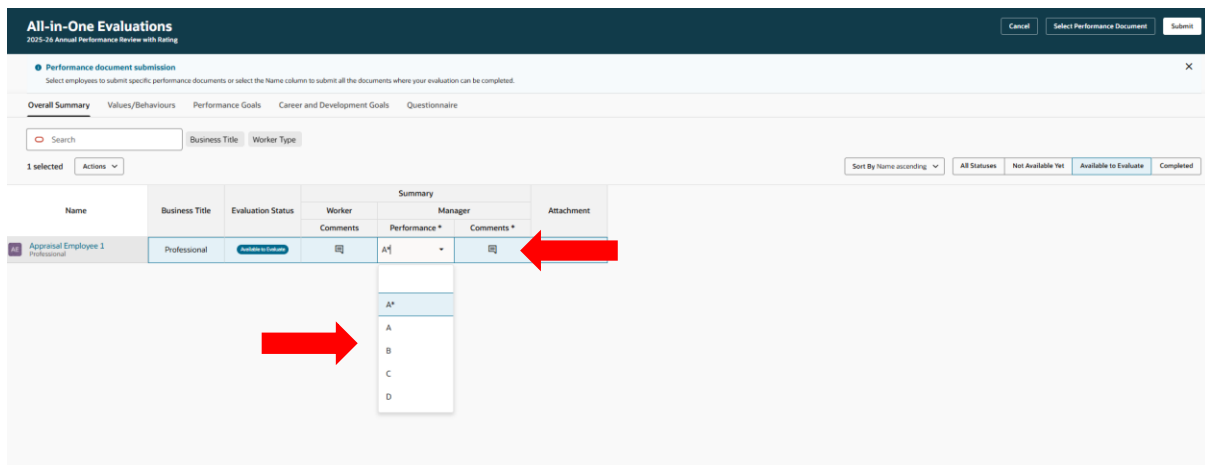


The All-in-One Evaluation Screen appears. Click on Select Performance Document and then select the relevant Annual Review period and document and click on Apply

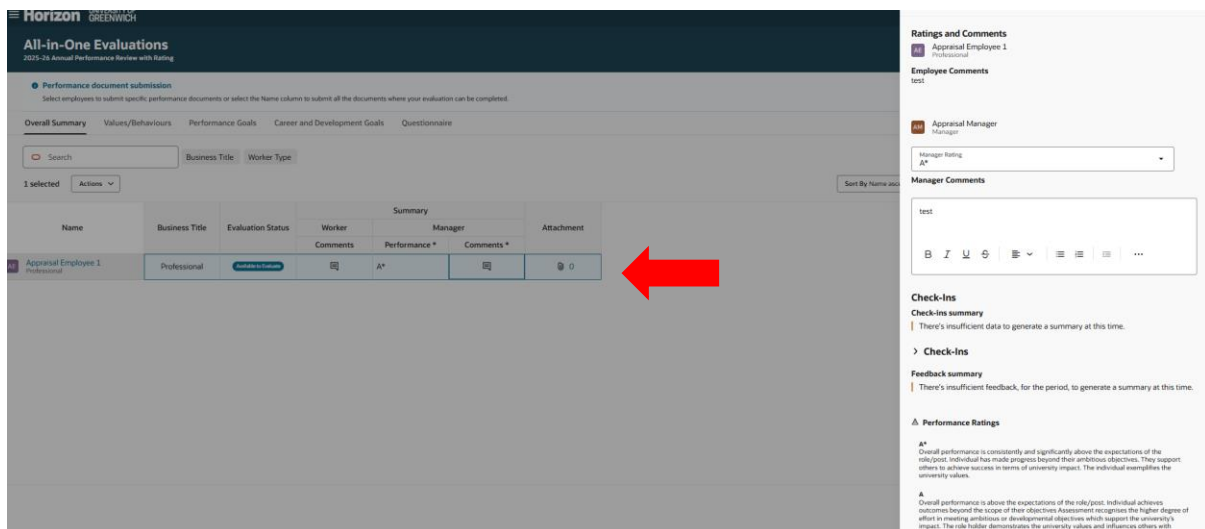


Click on Worker Type and select the relevant worker type from the list. Ensure status is set to All Statuses. All your team should now be listed.

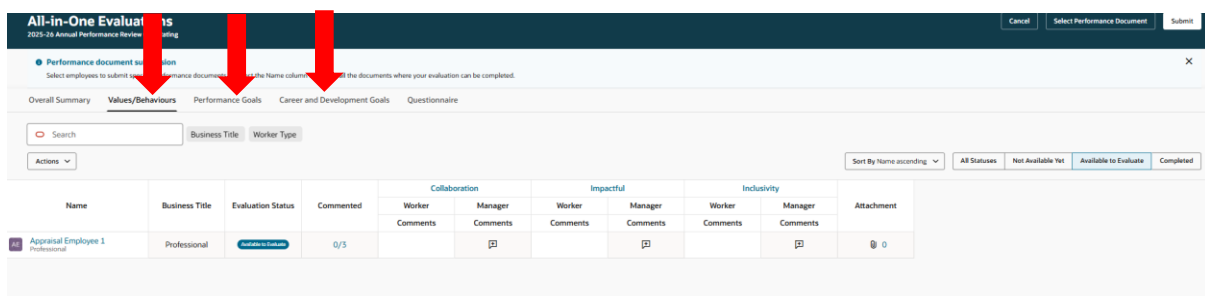
Your team will be displayed in a list. You are able to use the drop-down box under the Performance column to assign a rating.



You can add your manager comments by clicking on the text box under the comments column which brings up the side menu for completion and gives a reminder of the Performance Rating descriptions, a summary of Check-ins and Feedback. If required, you can attach documents to the appraisal by clicking on the paperclip icon.



Click through each of the tabs at the top of the page to make comments on each section.



When you have completed this on the All-in-One evaluations tab, click the Submit button.

Once you have completed manager comments, you can see the status of your team’s appraisals using the ‘Evaluate Performance’ or ‘All-in-One Evaluation’ tabs.

Evaluate Performance screen

All-in-One Evaluation screen

Name	Business Title	Evaluation Status	Summary		Attachment
			Worker Comments	Manager Comments *	
	Professional	Completed			0

Sharing Goals

Appraisers also have the option to share or assign goals with their team by using the actions button or clicking on the three dots of their own goals. Assign goals will automatically be added to the goal area of the relevant team member whilst sharing a goal will appear in the shared goal area and will need to be added by the team member for them to work on throughout the appraisal year.

Goals Centre Guidance for Employees
Goals Centre guide for Employees

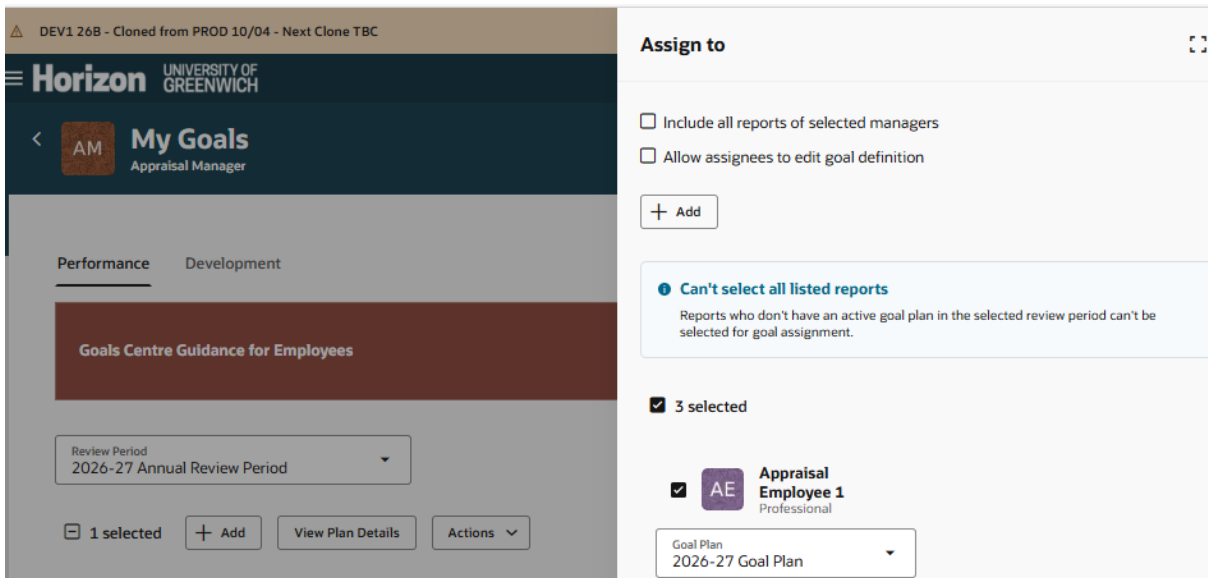
Review Period: 2025-26 Annual Review Period

+ Add View Plan Details Actions

18/03/2025 - 31/03/2025
Connected and Sustainable
Enhance digital literacy and partnerships to foster a sense of community, creating a 'green' and inclusive environment, harnessing technology and innovative solutions to improve operational efficiency. This supports our commitment to the environment...
Category: Collaboration
Created By: Me
Not started

01/05/2025 - 30/04/2026
Mental Health Support for Students
Ensure the library is a safe and inclusive space for students to access mental health resources and support, promoting a holistic approach to student wellbeing. Enhance library services to cater to the diverse mental health needs of students, fostering a culture of wellbeing.
Shared
Created By: Me
Not started

If you wish to assign or share, you can select whether you assign or share to a person in your team or the whole team. For assigning goals, you then have the option for the goal to be assigned to all your indirect reports (include all reports of selected managers) and whether the assignees can edit the goal.



Team Goals Centre

Appraisers also have access to the Team Goals Centre by navigating via My Team>Team Goals Centre.



Select the relevant review period to reveal the data and goal summary of the progress of the appraisees goals.

Team Goals Center
Appraisal Manager's Team

Switch Team

Performance Goals | Development Goals

Review Period: 2026-27 Annual Review Period

Goals Not Started: 15 | Goals in Progress: 1 | Goals Completed: 0 | Goals Aligned: 5

Goals summary

The team is working on several goals related to **staff engagement, goal assignment, and engagement plan development**, as well as **testing and survey processes**.

Goals related to staff engagement and survey processes are **in progress**, while goal assignment and engagement plan development goals are **not started**. Testing goals are also **not started**, with some duplicates across the board.

+ Assign Goal | Sort By Last Name, A to Z

Employee	Goals	Last Updated
Appraisal Employee 1 (Professional)	0 of 8 completed	14/05/2026
Appraisal Employee 1 (Professional)	0 of 5 completed	14/05/2026

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.

Good afternoon, Probation Employee

Me | Help Desk | Tools | Others

QUICK ACTIONS

- Skills and Qualifications
- Personal Details
- Document Records
- Identification Info
- Contact Info

APPS

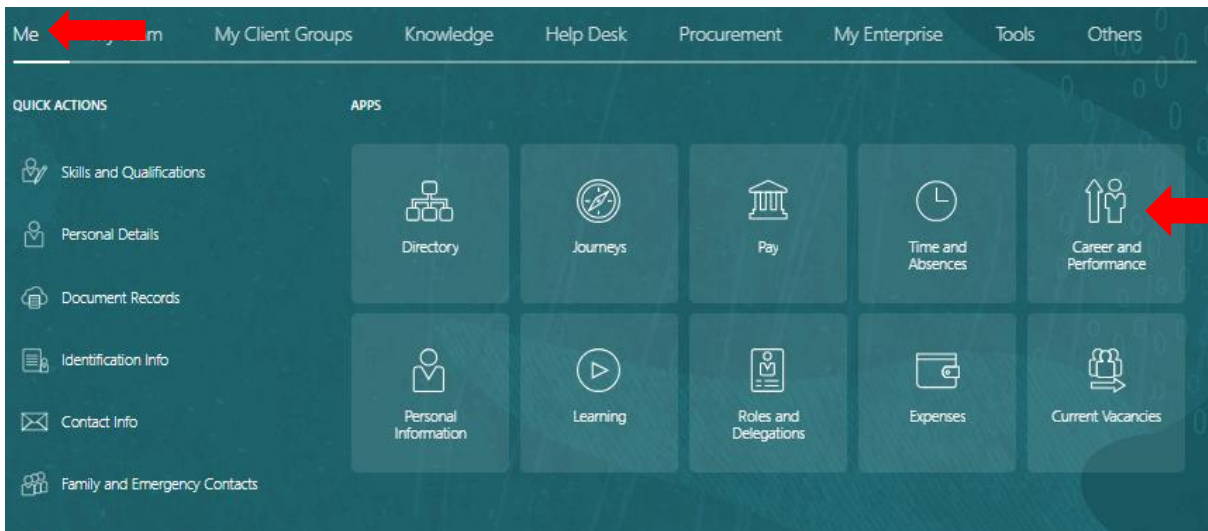
- Directory
- Journeys
- Pay
- Time and Absences
- Career and Performance
- Personal Information
- Learning
- Expenses
- Current Vacancies

Things to Finish

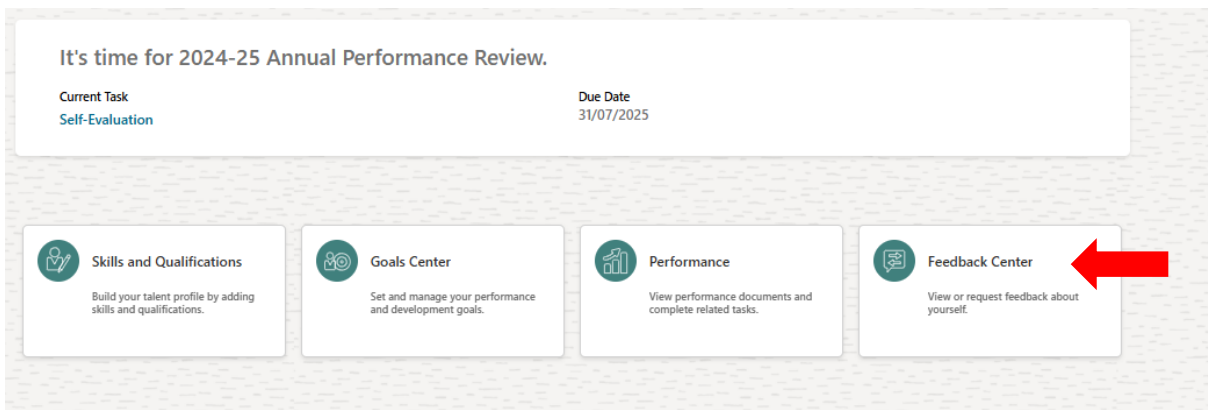
Assigned to Me: 1
Created by Me: 0

1 hour ago
FYI
You Are Requested to Provide Feedback for Appraisal Employee
Appraisal Employee
Dismiss

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 me

Authors
All

Date Range
Past Month

+ Add note about me

After feedback is added, you can see it here.

Feedback requests about me

Status
All

Date Range
Past Month

Request Feedback

After feedback is requested, you can see it here.

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	Requested By	Due Date	
2024-25 Annual Performance Review		30/09/2025	New 
Appraisal Employee Requested on 20/05/2025	Appraisal Employee	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