Entering Performance Review Information in MyHR for Ascender
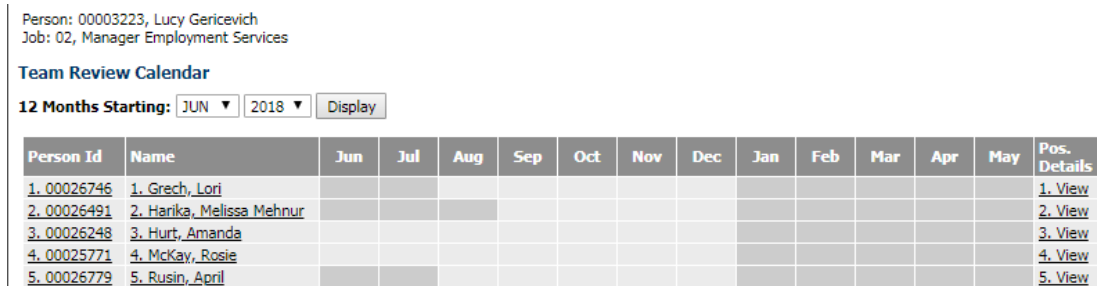
Step 1   Log in to MyHR.

Step 2   Click on 'My Team', select 'Team Calendars' and the 'Team Review Calendar'.
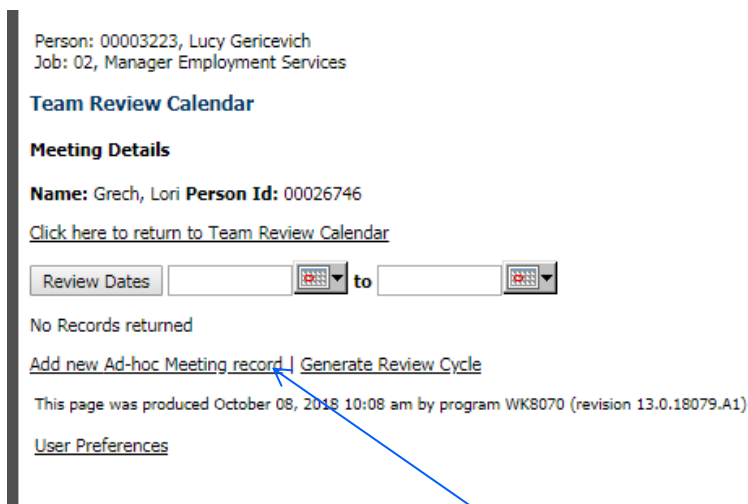

Step 3   From the list that appears, select the employee that you wish to enter their
              performance review information by clicking on their Person ID.

The following screen appears.

Step 4   Click on 'Add new Ad-hoc Meeting record.'

Step 5   Select the Review Type – 'Annual Review Meeting' and select the date of the meeting.

Person: 00003223, Lucy Gericevich
Job: 02, Manager Employment Services

Team Review Calendar

Meeting Details

Name: Grech, Lori **Person Id:** 00026746

Click here to return to Team Review Calendar   Click here to return to Meeting List

Review Type   Annual Review Meeting ▼
Review Date   15-Oct-2018

Insert   Clear

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User Preferences

Step 6   Click 'Insert' to save. The following screen appears.

Team Review Calendar

Meeting Details

Name: Grech, Lori **Person Id:** 00026746

Click here to return to Team Review Calendar   Click here to return to Meeting List

Success! Row inserted

Review Type   Annual Review Meeting
Review Date   15-OCT-2018
Review Status   Scheduled ▼
Deferral Reason

Update   Clear

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User Preferences

Step 7   Click on 'Click here to return to Team Review Calendar'.

Step 8   Click on the employee's Person ID.

Step 9   Click on the Meeting Type in the first column.

Meeting Type	Review Date	Review Status	Manager Signed	Rating	Employee Agreement
1. Annual Review Meeting	15-OCT-2018	Scheduled			

Step 10   On the 'Review Status' pull down menu, choose the Code that is relevant for the employee from the following:
- Accepted – Meeting Offered and Accepted

- Completed
- Declined – Meeting Offered and Declined
- Postponed
- Scheduled

Step 11   Enter the 'Deferral Reason' if required.

Step 12   Click 'Update' to save.