

Reviewee

Log into MyReview:
<https://feedbackforperformance.simitive.com>

You will be presented with the **Me** page. **My Review** section and your review form can be found here

If returning to the form, check to see if you have any Actions to complete (a number will appear in the Actions tab if you have any)

Enter the Feedback for Performance form found on the **Me** Page and start to complete/continue with your review

Has your reviewer set up a meeting date for your face to face conversation? Have you approved this date? You will receive a notification to do this.

No

Speak to your reviewer to set a meeting date

Yes

As you complete your form you can Save and close the form as many times as you like before you share this with your reviewer. Save and Close will keep a draft version of the form and will take you back to your Me page. Your reviewer cannot see the form until you press Share & close

When you are happy with your Feedback for Performance content share this with your reviewer (before your face to face meeting) using the Share and Close button. This allows your reviewer to view what you have entered onto your Feedback for Performance form and the form is now with your reviewer to enter comments

When your reviewer has completed their entries the system will tell you to check your actions. You will receive email notification of any actions

The system will allow you to add comments to your form and share this with your reviewer as many times as like before your meeting

Face to face meeting takes place with your reviewer

Log back into form and make any agreed amendments to this, then share them with your reviewer so they can view them

When you are satisfied that you have completed your Feedback for Performance form you need to click on the **finalise** button at the top of the form. Once you and / or your reviewer have finalised the form you will no longer be able to edit it and the form can now be viewed in "view finalised forms" in **My Reviews**

Congratulations you have completed your review