

Reviewer

Log into My Reviews:
<https://feedbackforperformance.simitive>.

Click on the **My Linked People** tab to view all your direct reviewees. Click on the reviewee's name that you have received an action for. This will take you to the reviewees **Me** page

The reviewee will initiate the review process by activating the review form. Once that step is carried out the reviewer can then enter the Feedback for Performance form found on your Reviewees **Me** Page in the My Reviews section

Set up a meeting date for your face to face conversation with your reviewee. A notification will be sent to the reviewee to approve the date

Commenter box – You can add people who should see/comment on your reviewees review once it has been finalised OR you can skip this box

Add Comment OR Skip

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

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

When your reviewee 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 reviewees form and share this with your reviewee as many times as like before your meeting

Face to face meeting takes place with your reviewee

Log back into form and make any agreed amendments to this, then share them with your reviewee 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 reviewee 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!