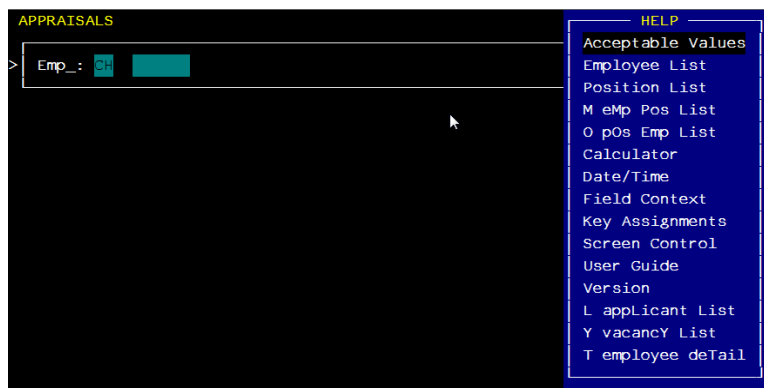


## Entering Performance Review Information in Lattice

Step 1 Go to the Appraisal Screen via one of the following menus:

- Employee Details
- Development
- Appraisals

Step 2 Press the F2 key to search for your employee using the Employee List or enter the employee number, if known.



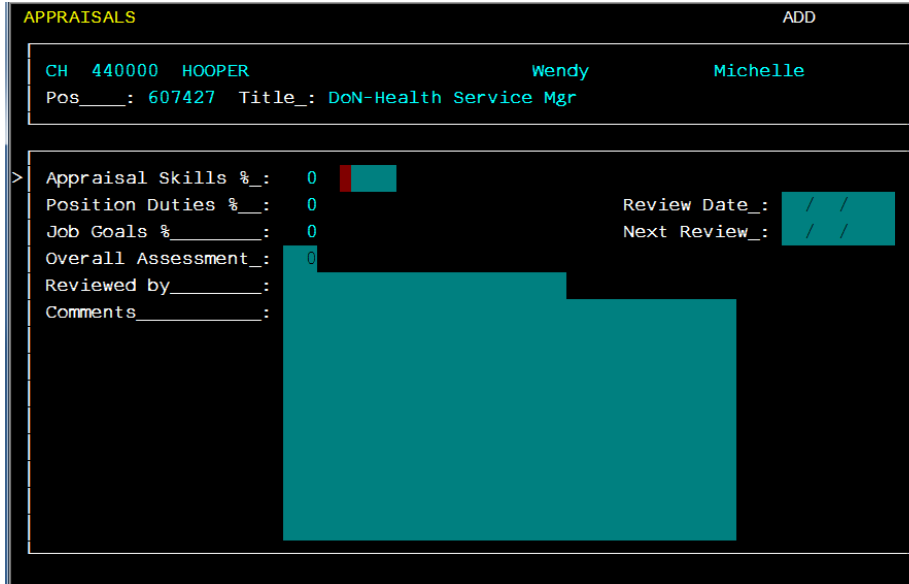
Step 3 Type the surname of the employee and press Enter.



Step 4 Use the Down Arrow to select the correct name and press Enter. The Employee number will now populate. Press Enter again.



Step 5 Enter 'A' to add a new record.



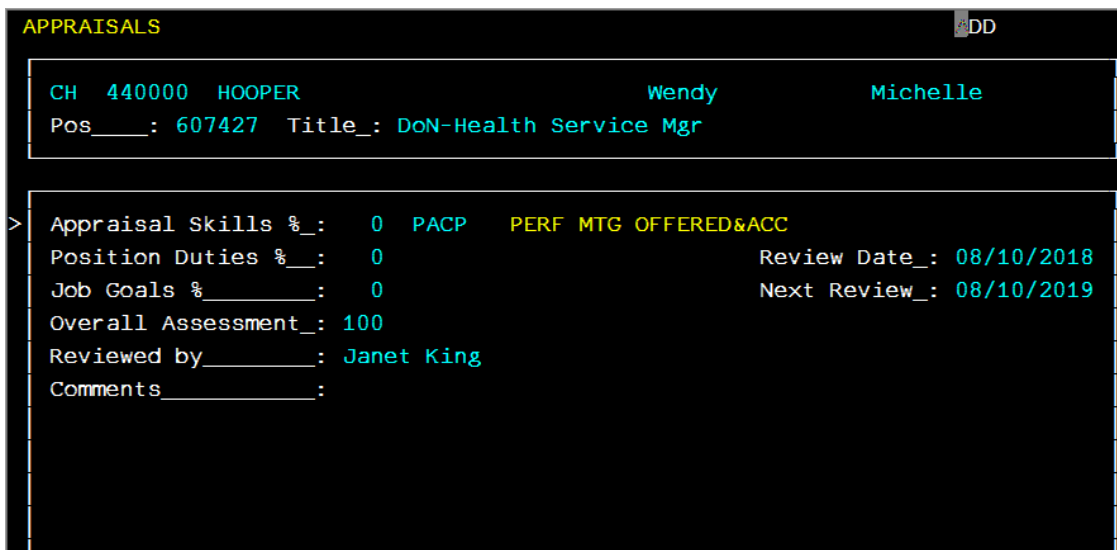
```
APPRAISALS ADD
CH 440000 HOOPER Wendy Michelle
Pos___: 607427 Title_: DoN-Health Service Mgr

> Appraisal Skills %_: 0
Position Duties %_: 0 Review Date_: / /
Job Goals %_: 0 Next Review_: / /
Overall Assessment_: 0
Reviewed by_____:
Comments_____:
```

Step 6 Press F2 on the 'Appraisal Skills' field to see a list of acceptable codes or enter the code directly, as per below:

- PACP Performance Meeting Offered and Accepted
- PCMP Performance Review Completed
- PDEC Performance Meeting Offered and Declined

Step 7 Once the code has been selected, complete the rest of the details.



```
APPRAISALS ADD
CH 440000 HOOPER Wendy Michelle
Pos___: 607427 Title_: DoN-Health Service Mgr

> Appraisal Skills %_: 0 PACP PERF MTG OFFERED&ACC
Position Duties %_: 0 Review Date_: 08/10/2018
Job Goals %_: 0 Next Review_: 08/10/2019
Overall Assessment_: 100
Reviewed by_____: Janet King
Comments_____:
```

Step 8 Press F1 to save.