



Project Manager



Department Leader



Director and Administrator



Employee

## Performance Appraisals



### To Add a Simple Appraisal

Go To **Performance Appraisals** tab > Choose **Add New** > **Employee Appraisal** > **New Appraisal**

*or*

Go To **Performance Appraisals** tab > **Simple Appraisals** > **Add New Appraisal** > **New Appraisal**



### To Add an Employee (if employees are not added yet )

Go to **Performance Appraisals** tab > Choose **Add New** > **Employee Appraisal** > **New Appraisal** > **Add New Employee** > **New Employee**

*or*

Go to **Performance Appraisals** tab > **Simple Appraisals** > **Add New Appraisal** > **New Appraisal** > **Add New Employee** > **New Employee**



### To Add a 360 Appraisal

Go to **Performance Appraisals** tab > Choose **Add New** > **360 Appraisal** > **New 360 Appraisal**

*or*

Go To **Performance Appraisals** tab > **360 Review** > **Add New 360 Appraisal** > **New 360 Appraisal**



### To Add a Performance Template

Go to **Performance Appraisals** tab > Choose **Add New** > **Performance Template** > **New Performance Template**

*or*

Go to **Performance Appraisals** tab > **Templates** > **New Appraisal Template** > **New Performance Template**



### To Add a Skill

Go to **Performance Appraisals** tab > Choose **Add New** > **Skill** > **New Skill**



### To Add a Performance Note

Performance note is a performance issue related to employee.

Go to **Performance Appraisals** tab > Choose **Add New** > **Performance Note** > **New Performance Note**

*or*

Go to **Performance Appraisals** tab > **Performance Notes** > **Add New Performance Note** > **New Performance Note**