# A Quick Guide to Completing the Senior Staff Appraisal (MAX) form

This guide is provided for those staff already familiar with the MAX process but who require support with using the MAX on-line system. The guide provides basic information on how to complete each step of the electronic system in order to complete the process.  For more advanced use please refer to the 'Simitive System Additional Functionality Guide'.

The MAX form is primarily owned by the Appraisee who is required to input the majority of the data to the on-line form. Appraisers and Appraiser's Managers will view, approve and add comments to the form electronically. Therefore this guide is written from the Appraisee's perspective as all appraising managers will complete the MAX process themselves, but the guidance can be referred to from an Appraisers and Appraiser's Managers' perspective for information on how to complete the relevant management sections of the form.

## 1. STAGE 1: Start-Up and Pre-Meeting

### 1.1. How to Log in and locate the form

The MAX form can be found on the front page of the Staff Portal under **'Quick Links'**. If you have logged-in through the single-sign-on process the quick link will automatically direct you to your MAX on-line home page on the 'Me' tab. Here you will see your name, job role etc.

Directly underneath you will see a section titled **'My Appraisal'**.  Here you will see the name of your appraiser. If the name stated is not correct press the **'Click Here'** button and follow the instructions.  Assuming your appraiser is correctly identified; press the black button **'Enter Review'**.

A new screen will open.  In the tab **'My Appraisals'** you should find the MAX form highlighted. Click on this to open the form.

### 1.2. Starting the Form

At the top of the form you will find 3 boxes, these are:

I. **Meeting Date**
II. **Appraiser's Manager**
III. **Share Form**

Once a stage is completed the box will turn from grey to green and the word **'Completed'** will appear.

All 3 boxes need to be completed in order to finalise the form at the end of the year.

I. **Meeting Date**
Either you or your appraiser can complete this stage.  A date for the initial meeting can be booked by selecting the date box.  A calendar will open which allows for easy selection of the required date. Press **'Save'**.  Whichever party books the date the other party will receive a notification to approve the selected date.  Once the date is approved the stage will be completed. It should be noted that this will not automatically populate outlook calendars and this will need to be completed as a separate action.

II. **Appraiser's Manager**
The name of your Appraiser's Manager should already be pre-populated on the system; the box will be green indicating the stage is completed.  If your Appraiser's Manager's name is incorrect or this section has not been pre-

populated then you will be invited to **'Add'** or **'Edit'** name. A new screen will emerge which will allow you to select and input the correct person. Most appraisers' managers will want to review relevant completed MAX Forms. If you accidentally add the name of an incorrect Appraiser's Manager, then your own Appraiser will be able to edit over this to allow the correct manager to view and comment on your Appraisal. On certain occasions you may see the term **'Skip'**. The **'Skip'** function is for those staff who do not have an Appraiser's Manager in the hierarchy. If you do have an Appraiser's Manager and you have pressed the **'Skip'** button, your Appraiser will be able to undo that action and submit the relevant name to the form.

Some people may wish for an additional Appraiser's Manager to see their form. More than one Appraiser's Manager can be allocated by pressing **'Add'** and then searching for the relevant staff member. Again, if your Appraiser feels this is not appropriate they can remove the selection.

**III. Share Form**
This box will only be used when you are ready to share your form with your Appraiser, usually prior to meetings or to share updated forms. During the rollout of the new system you will not be required to complete this section but will prompted to do so prior to the mid-year review.

## 1.3. How to complete the on-line form

### 1.3.1. Section1: Strategic Objectives
Enter your strategic objectives. Next to this free text box is a drop down box which allows you to align your strategic objective to the most relevant strategic aim. You can enter as many strategic objectives as you wish by pressing the black button **'Add Strategic Objective'**. You may also add comments at this stage which you will find at the end of the row. If you make a mistake and wish to remove a whole row, press the **'x'** at the far left hand column.

### 1.3.2. Section 2: Local Objectives
Enter your local Objectives and add comments if required at the end of each row. To add additional objectives press the black button **'Add Local Objective'**.

### 1.3.3. Section 3: Enabling Behaviours and Potential Inhibitors
Identify and input any enabling behaviours and potential inhibitors for the year ahead.

### 1.3.4. Section 4: Career Aspirations
This is an optional section. There are four options to choose from. If you do not wish to record your career aspirations then select **'Prefer Not to Say'**.

### 1.3.5. Section 5: The Personal Development Plan
Add any development needs you feel you have at this stage in order to meet your objectives and to be successful in your role. These can be amended if required following your initial meeting. Once you have identified your needs, indicate where this need is best aligned to on the drop-down box. Next select the method you will use to meet the identified development need, either **'In-House Development'** or **'Other'**. If you select **'In-House'** a new box will appear asking for your permission to share this request with the central team

in POD. In addition you will be asked what type of request you are making and you should respond either **‘Face-to-Face’** or **‘Online Learning’**.

You can add further development needs by pressing the Black Button **‘Add Development Need’**. You can add dates and comments at this stage if you wish.

#### 1.3.6. Section 6: Sharing your Form

If you are happy with the content of the form you are now ready to share with your Appraiser. Please scroll to either the top or bottom of the form and press **‘Share and Close’**. If you wish to hold onto the form for the time-being press **‘Save and Close’** this will allow you to review the contents at a later date prior to sharing with your appraiser. Once you press **‘Share and Close’** you will be re-directed to your own home page. You will see a banner in the middle of the screen which informs you the form has been shared.

Your Appraiser will receive an email to indicate you have submitted your form. Your Appraiser will need to log-in to the on-line system (see 1.1) and go to the tab **‘My Linked People’**. You will be listed with any other appraisees your Appraiser is responsible for. Once your name is selected your shared form will be available for viewing by your Appraiser, who will be asked to complete two actions. The first is to approve the initial meeting date and the second is to view your form. The Appraiser has limited ability to amend the form. The Appraiser cannot add objectives, behaviours and inhibitors or Development Needs on your behalf. The Appraiser should only be viewing the form at this stage prior to meeting. The Appraiser may have some additional ideas regarding objectives etc and will make a note of these for discussion and agreement at the objective setting initial meeting.

## 2. STAGE 2: Meetings and how to update the form

You should meet with your Appraiser after they have had an opportunity to read your form. You can discuss ideas; agree objectives and the contents of the form during the meeting with your appraiser. Whatever is agreed at this meeting needs to be recorded on the form. As the Appraisee you will be responsible for completing this task before selecting **‘Share and Close’** to send on to your appraiser.

### 2.1. Additional meetings

You should continue to meet with your appraiser for 1-1s and then at the 6-months point for the mid-year review in order to discuss progress.

Both you and your appraiser should update the form after the mid-year meeting to capture the key points arising from the discussion.

Each time you add comments or change the form the third box at the top of the form, ‘Share’ will ‘unlock’. This is to remind you to share the amended form with your appraiser.

## 3. STAGE 3: Year-end review and finalising the form

To finalise the form and archive it both parties must agree contents and the selected **'Overall Appraisal Rating'**.

As the Appraisee, you will need to score your overall rating in the drop-down box at the bottom left-hand side of the form. A brief explanation is provided for each of the ratings. In the **'Year End Comments'** box you should explain the rationale for your rating, highlighting achievements and any inhibitors. This should be shared with your appraiser at least a week before the year-end review meeting.

During the meeting you and your appraiser can review progress and achievements and agree the **'Overall Appraisal Rating'**. If this is different to the initial rating added to the form, only you i.e. the appraisee can change this on the original form. The Appraiser is not able to alter this on the form on your behalf; they can only agree or dismiss what you submit. Once both parties are happy with the form it can be finalised. Either you or your appraiser is able to finalise the form. This can be completed by pressing the **'Finalise'** button. If the appraiser presses the **'Finalise'** button a screen will pop up asking for confirmation of this action and informs the appraiser that the appraisee will be sent a notification to ask them to agree that the form can be finalised.

A warning also appears to indicate once the form is finalised it cannot be edited again. You need to either **'Cancel'** or **'Confirm'** the action.

If **'Confirm'** is pressed, the other party will receive a notification asking them to either **'Approve'** or **'Decline'** the request. If declined, the form goes back to the other party. It is expected a further meeting should be held so that agreement can be reached. If the request is approved the other party receives a notification that the form has been finalised.

The Appraisal form is no longer available for editing by either you or your appraiser but both parties can view the form by pressing the **'View Finalised Appraisals'** button on the home-page. This will list all of your on-line completed MAX reviews; just pick the one you wish to view.

## 4. STAGE 4: The Appraiser's Manager

The final stage of the process is undertaken by the Appraiser's Manager (grandparent). The Appraiser's Manager should log-in to the system and on their Home Page they should select the tab **'My Linked People'**. They can then select the relevant Appraisee and press the 'Comment Now' box.

The option available to the Appraiser's Manager is to either **'Decline to Comment'** at the top of the Appraisee's MAX Form or to scroll down to the bottom of the form and add comments in the **'My Comments'** box. The Appraiser's Manager should then press **'Save and Close'**. It will not be appropriate in all instances for comments to be added by the appraiser's manager and they may simply choose to review the appraisal.

When either you or your appraiser views the form, the appraiser's manager's comments where added, will be available to view with both their name and date of comments recorded.

The online MAX Form is now complete.

For further information please visit the MAX on-line support site at [www.dmu.ac.uk/max](http://www.dmu.ac.uk/max).