



Reviewees Guide to using Staff Connect for Appraisal (RPD)

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Introduction

Reflect, Plan, Develop (RPD) is the University of Kent's versatile framework for appraisal based around a tool-kit of guidance documents, templates and related information that you can dip in and out of, in order to shape conversations about your development at the University. Unlike other appraisal frameworks, the focus of RPD is on the conversations between you (the reviewee) and your reviewer about how you can connect your role and your development as an individual with other University processes.

The key to RPD is its flexibility - you work with your allocated reviewer, whether that be your line manager or a colleague/peer (in academic situations) to choose which bits of the tool-kit are relevant and valuable to your role and performance. The RPD website has been designed to help you prepare for your conversations.

All staff must now have *at least one* appraisal conversation using the RPD framework per year and this conversation must be recorded by the reviewer in the staff Connect appraisal system. The summary documentation related to the discussion should also be uploaded and stored in Staff Connect appraisal system.

This guide provides support and guidance for you on using the Staff Connect system to view, authorise and store your appraisal (RPD) documentation. There is information on our [RPD website](#), which provides guidance about how to prepare for an RPD discussion, detail on the RPD framework and many tools to assist with understanding objective setting, creation of Personal Development Plans (PDP's) and giving and receiving feedback.

The guidance below relates to using the Staff Connect system and details the 'how to' elements of accessing the system, viewing RPD documentation and authorising completed uploaded documents.

Why use Staff Connect to record appraisal (RPD)?

The appraisal (RPD) section implemented within Staff Connect provides a flexible electronic method of recording the completion of appraisals.

Reviewers are provided the option to upload appraisal documentation. All reviewers must use Staff Connect to record the date that the RPD conversation took place

Using Staff Connect to record appraisals (RPD) has the following benefits:

- Provides the ability to store electronic copies of appraisal files within Staff Connect, ensuring these files are kept securely and removes the need for copies to be kept elsewhere, meaning all aspects of GDPR requirements are complied with.



- Dates of appraisals (RPD's) will be stored in one place and a summary view of your appraisal history will always be accessible to you, so you can refer back to them all year round.

Logging in to Staff Connect

To log in to Staff Connect use this link <https://staffconnect.kent.ac.uk>

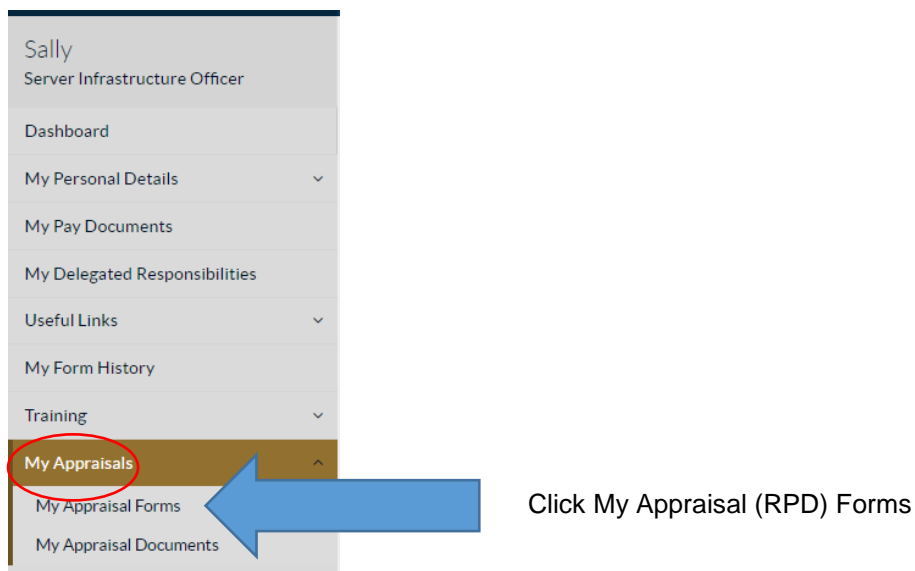
Use your normal University login details

This link is the single step sign on for accessing your payslips, so you may wish to save this link on your computer/device to make future access easier.

Viewing previous appraisal (RPD) information on Staff Connect

Viewing appraisal (RPD) completion dates

1. After logging in to Staff Connect
2. Click on the **My Appraisal** button (circled in red below)
3. Click **My Appraisal Forms**



A summary of all the previous completed appraisals (RPD's) will be displayed (see screenshot below). Initially, there will be no previous details displayed until your first RPD is completed, recorded and uploaded



- To view the full details of any listed appraisal (RPD) please click on the **Form ID** (displayed as a **blue 10 digit number** and circled in **red** below) to open the form.

University of Kent ? Welcome, Sally Account Sign Out

Sally
Server Infrastructure Officer

Dashboard > My Appraisal Forms

Appraisal [Sally Castillo has 1 appraisal]

The focus of RPD is on the conversations between a reviewee and reviewer and about connecting an individual's role with the University's vision, department/school objectives and identifying individual development opportunities. Refer to the links provided for guidance on planning and undertaking your RPD conversation, setting appropriate objectives and considering relevant development and support activities.

RPD Guidance Webpage
Apprenticeship Webpage
Leadership and Management Programmes

Authorised

Date	Form	Type	Result	Status
05/09/2018	0000000009	Annual Appraisal	Completed	Completed

Viewing previously uploaded appraisal (RPD) documents

- After logging in to Staff Connect
- Click on the **My Appraisals** button (circled in **red** below)
- Click **My Appraisal Documents**

Sally
Server Infrastructure Officer

Dashboard

My Personal Details

My Pay Documents

My Delegated Responsibilities

Useful Links

My Form History

Training

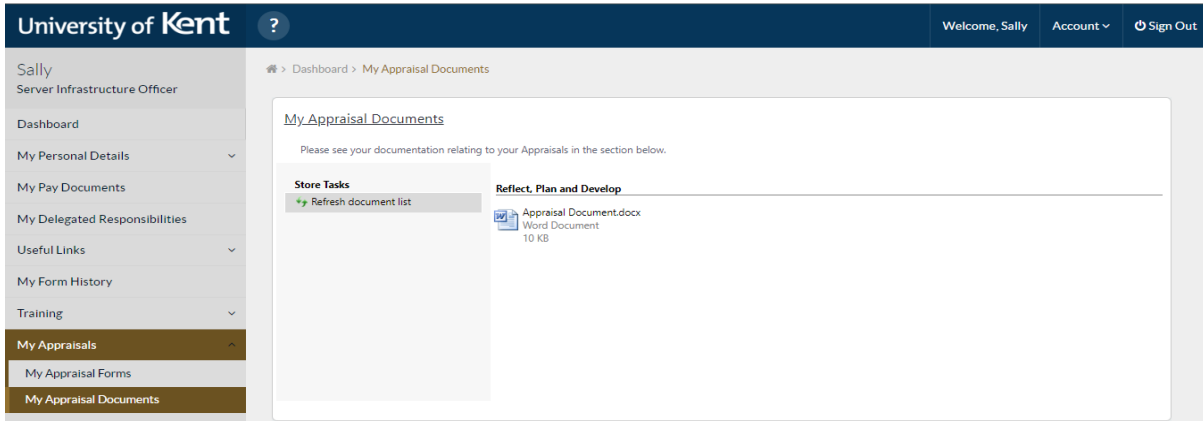
My Appraisals

My Appraisal Forms

My Appraisal Documents

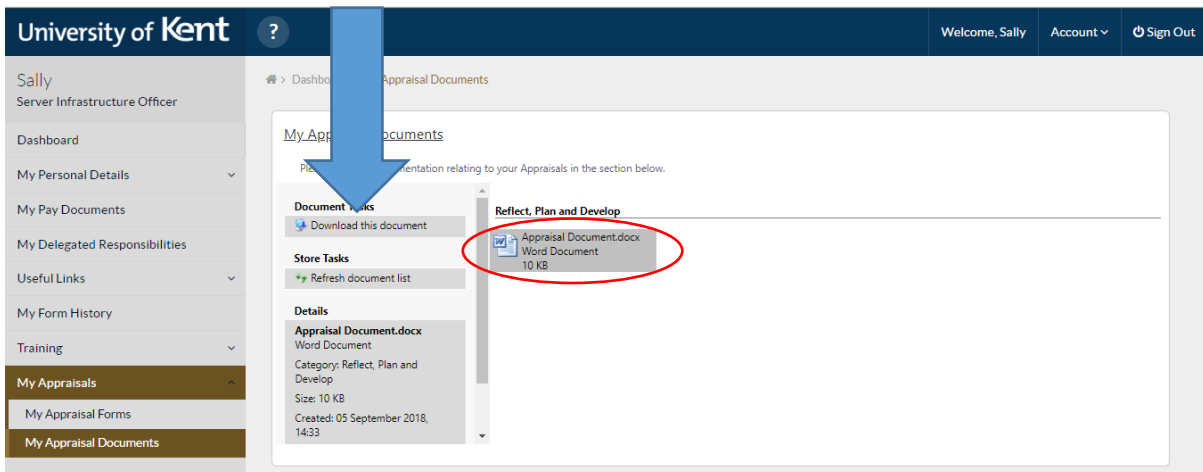
Click My Appraisal Documents

Staff Connect will now display any appraisal (RPD) documents that have been uploaded on to Staff Connect.



4. Select and highlight the file you wish to view (Example file circled in red below)
5. Click on **Download this document**

Click download
this document



Important: This document will now be downloaded to the **Downloads folder** of the device you are using, *please ensure when you have finished reviewing this document you delete the copy from the downloads folder.*

Confirming your completed appraisal (RPD) details

Once you have had your appraisal (RPD) conversation with your reviewer and the resulting notes have been written up, agreed and signed, they (your reviewer) will be required to



create a record within Staff Connect and upload the summary notes using the provided templates

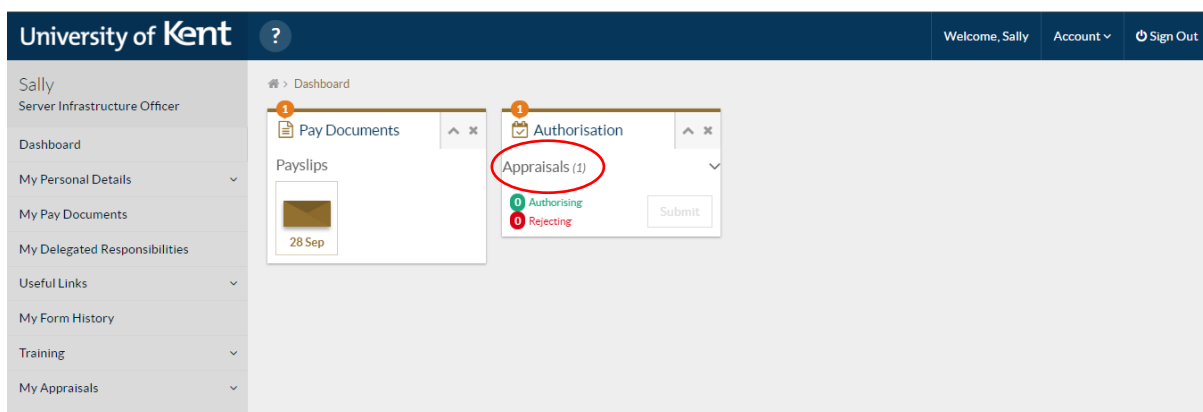
Once the record has been completed you will receive an email asking you to review and confirm the details.

If you would like to view any uploaded documents before you confirm your appraisal (RPD) discussion, you will need to follow the steps above to view the documents **before** you complete the authorisation process.

Once you are ready to confirm the details do so by following the steps below:

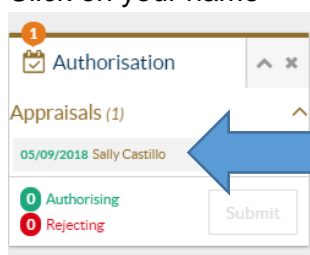
1. After [logging in to Staff Connect](#)
2. Review the **Authorisation** widget on your Dashboard
3. Click on **Appraisals** (circled in red below)

Important: Do not click the green Authorising button



The **Authorisation** widget will list all Appraisals (RPD) waiting for authorisation.

4. Click on your name



Click on your name displayed, **NOT** the green authorising button below

The appraisal (RPD) screen will open as shown below



The purpose of this screen is for you to confirm that the appraisal (RPD) discussion has taken place, summary notes have been taken, agreed and signed off by both reviewer and reviewee.

If there are any outstanding issues to discuss, please speak to your reviewer *before* clicking **authorise**.

- Review the details entered and click **Authorise**

Click
Authorise here

Once you have authorised the appraisal (RPD) form, you will receive the following confirmation message.

- Click **Continue** (circled in red below) to return to your Staff Connect Dashboard