



Reviewers 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 reviewee, whether that be a line report or a colleague/peer (in academic situations) to choose which bits of the tool-kit are relevant and valuable to the role being reviewed. The RPD website has been designed to help you prepare for your conversations.

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

This guide provides support and guidance for you on using the Staff Connect system to record, upload documentation, and store the appraisal (RPD) documentation for those you review. 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 whole team will be accessible via a report on Staff Connect.
- Your reviewees, usually your team members can view and refer back to their appraisal (RPD) documents all year round via Staff Connect.

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 for the single step sign on also used for accessing your personal information such as payslips, as well as all the relevant information for your team members; so you may wish to save this link on your computer/device to make future access easier.

Viewing details of previous appraisals (RPD)

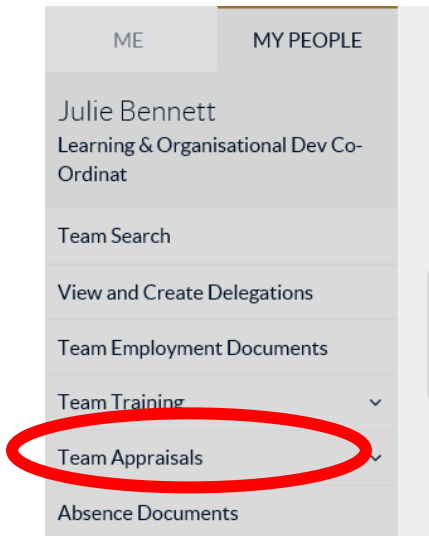
To see the dates of previously recorded appraisal (RPD) conversations

1. After logging in to Staff Connect
2. Select the **My People** tab (circled in red below)
3. Identify required staff member from the list (blue arrow)
4. Click Submit (blue arrow)

The screenshot shows the 'Team Selector' page in Staff Connect. The 'MY PEOPLE' tab is highlighted with a red circle. Below the search bar, there is a 'Filter by surname' section with a grid of letters from A to Z. The 'L' letter is highlighted. Below this, there is a list of staff members under the heading 'Direct Reports for Hari Paine'. The first staff member listed is Sally Castillo, with her email address THUTCHISON@KENT.AC.UK. A blue arrow points to the 'Select' button next to her name.

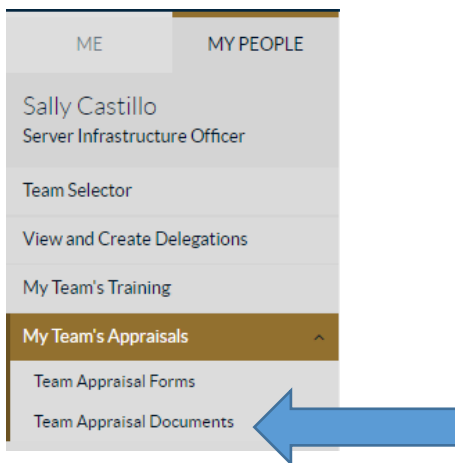


The following menu will then become available



5 - Click on the **Teams Appraisal** button on the left menu (circled in red below)

6 - Click on the **Teams Appraisal Documents** button



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

7. Click to highlight on the uploaded file you wish to view (example file circled in red below)

8. Click **Download this document**



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

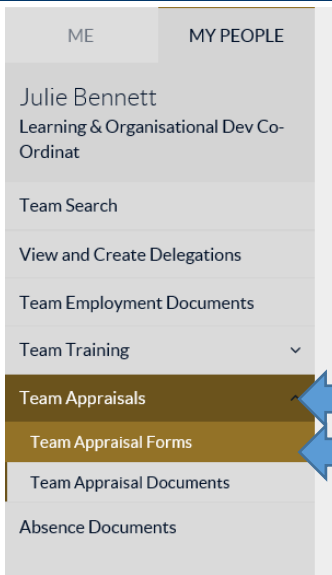
Recording a new appraisal (RPD) conversation in Staff Connect

Recording an appraisal (RPD) conversation has taken place

1. After logging in to Staff Connect
2. Select the **My People** tab (circled in red below)
3. Identify the relevant staff member name from the list provided
4. Click the **Select** button for the team member you wish to view a appraisal (RPD) for

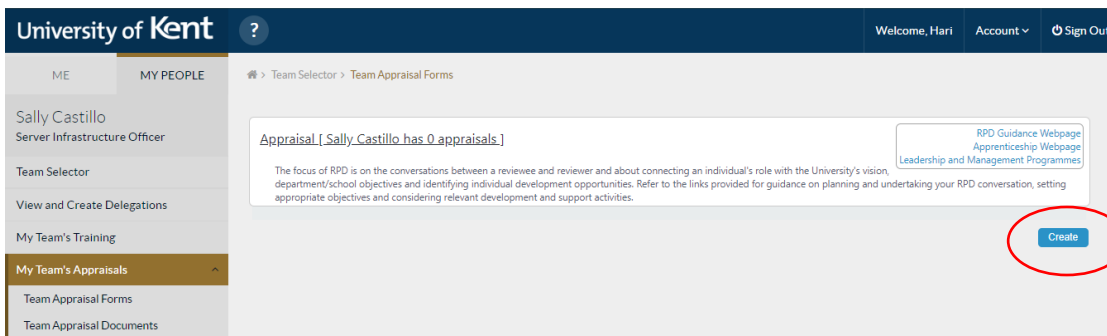
The menu below will be displayed on the left hand side of page

5. Click on the **Team Appraisal** button
6. Click on the **Team Appraisal Forms** button.



The screen below will be displayed

7. Click **Create** (circled in red below)



8. If necessary select the **Post** (circled in red below) from the drop down list (this is only necessary where the individual holds more than one job role within the University and usually the job role will be showing)
9. Select the **Type** of appraisal (mid-year or annual review)
10. Click **Next** (as shown below)



University of Kent ? Welcome, Hari Account Sign Out

ME MY PEOPLE Team Selector > Team Appraisal Forms

Sally Castillo
Server Infrastructure Officer

Team Selector

View and Create Delegations

My Team's Training

My Team's Appraisals

Team Appraisal Forms

Team Appraisal Documents

Appraisal Details

Please enter the appraisal details

Post: Server Infrastructure Officer

Type: [Dropdown menu]

Back Next

Select appraisal type

Click Next

The screen below will be displayed

11. Amend the fields indicated in the in the red circle below
12. **Completion Date** (date the conversation was held, not the date of creating the record)
13. Select the **Completed** option from the **Status** field
14. Select and the **Completed** option from the **Result** field
15. Click **Next** (as shown below).

University of Kent ? Welcome, Hari Account Sign Out

ME MY PEOPLE Team Selector > Team Appraisal Forms

Sally Castillo
Server Infrastructure Officer

Team Selector

View and Create Delegations

My Team's Training

My Team's Appraisals

Team Appraisal Forms

Team Appraisal Documents

Appraisal Details

Please enter the appraisal details

Post: Server Infrastructure Officer

Type: ANNUAL

Completion Date: 05/09/2018

Status: [Dropdown menu]

Result: [Dropdown menu]

Back Next

Click Next

Uploading appraisal documentation

We recommend all documents are completed, signed, saved and uploaded as pdf files.

Uploading documents to record the conversation content

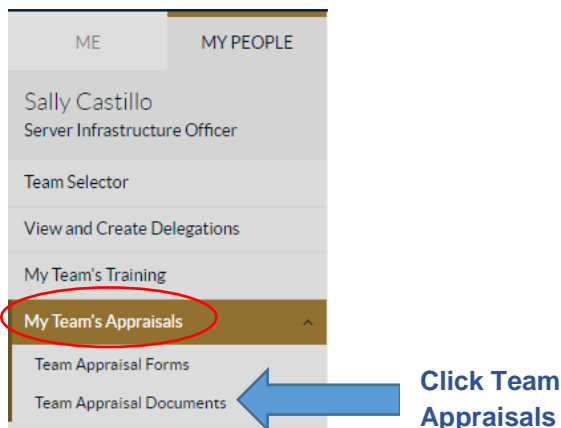
1. Follow **steps** above to create a record for the appraisal (RPD) summary details.
2. Click **Submit** to progress to next stage of uploading a copy of the appraisal (RPD) form that you have used for your discussion.

Once submit has been clicked you will have recorded the basic details of the conversation and need to follow the next steps to upload the relevant documents.



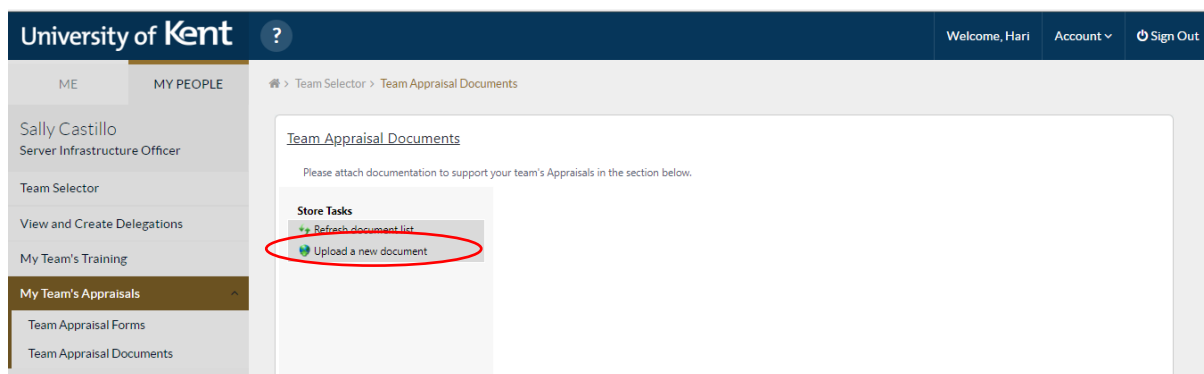
Uploading documents to a previously created appraisal (RPD) conversation record

1. After logging in to Staff Connect (see
2. Select the **My People** tab (circled in red below)
3. Identify the relevant staff member name from the list provided
4. Click the **Select** button for the team member you wish to view a appraisal (RPD) for
5. Click on the **Team Appraisals** button (circled in red below)
6. Click **Team Appraisal Documents**.



The screen shown below will appear

7. Click **Upload a new document** (circled in red below)



8. Click **Choose File** (circled in red below) and locate the file you want to upload. You will probably recognise this type of upload screen, as it is commonly used.
9. If you wish to add any comments, do so in the field provided.
10. Once you have located the file and included any required notes click **Submit**



University of Kent ? Welcome, Hari Account Sign Out

ME MY PEOPLE Team Selector > Team Appraisal Documents

Sally Castillo
Server Infrastructure Officer

Team Selector

View and Create Delegations

My Team's Training

My Team's Appraisals

Team Appraisal Forms

Team Appraisal Documents

Team Appraisal Documents

Please attach documentation to support your team's Appraisals in the section below.

Store Tasks

Cancel upload

System Limits

Maximum file size: 10 MB
System storage remaining: 976.56 TB

File Details

File name: Choose File No file chosen

Category: Reflect, Plan and Develop

Comments:

Submit

Click Submit

The file will now be saved on to Staff Connect and can be viewed as per the section of this document entitled, Viewing previously uploaded Appraisal (RPD) documents.