
Annual Performance Appraisal

How to submit your review on Progress

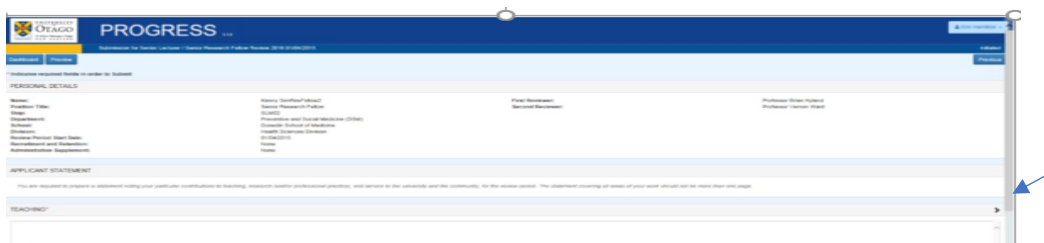
This sheet provides you with instructions on how to complete your Annual Performance Appraisal Review on the online system, Progress.

Logging into your review in Progress

1. Log into [Progress](#) with your University credentials.
2. Once you have logged in the Progress dashboard will be displayed.
3. To access the Annual Performance Appraisal submissions, click on **Workflow Type** and select **Annual Performance Appraisal**. When selected the workflow type will turn yellow.
4. You will see some drop-down menus in the submissions area. You may need to use these filters, to view the submissions by Year or Department. The review form will open.

Completing your review in Progress

5. To enter your teaching, research, professional practice, service and key objectives details for the review period, click on the arrow at the side of each category. The field will expand, and a box will appear for you to fill in your review.
6. If you wish to submit further information, which does not relate to teaching, research and service, click on the **more information** box.
7. For the first four boxes text is compulsory in this field.
8. If you are in a research position and do not teach, under the Teaching box you may state 'Not applicable'.



Applicant Statement

9. If you have been on leave for a significant amount of time during your review period, please enter the details in this section.

CV and Supporting Material

10. Documents can be uploaded in the format of doc, docx, xls, xlsx and pdf. The limit of the size each document is 15MB.
11. Click on the arrow on the right-hand side of Supporting Materials to expand the section.
12. To attach documents, click on **Browse**. This takes you through to the drives where your documents are located. Select the document you wish to upload.
13. When the document appears in **File**, click on it, then **Open** and **Upload File**
14. If you want to remove a document after you have saved it, click on the **X** button beside the file name in the Reviewer Supporting Materials area.

Annual Performance Appraisal

How to submit your review on Progress

Declaration

Once you have uploaded your documents, click on the **Declaration box** to declare the information supplied is true and accurate and then save.

Submitting your review:

1. When you are ready to submit your review to your Reviewer, click on the **Submit Forward** button found at the bottom of the page.
2. Once submitted a message will appear at the top and bottom of the screen Submitted successfully.
3. On your Dashboard, the status will change from **Draft** to **First Review**. Your review will be accessible to your reviewer.

Adding documents after you have submitted your review to your Reviewer

It is not possible to change your review or upload documents when your review is in any other status apart from Initiated or Draft.

However, your reviewer can change the status back to Draft, which will allow you make changes to the review or updated documents. Please contact your reviewer, if you need to make amendments to your review.

Top Tips

Saving the Document: You can save your review form at any time by clicking the **Save** button at the bottom of the page.

Reviewing the submission: You can preview your review prior to sending it to the Reviewer. On the dashboard click on the **Preview button**.

Making changes to the review: If you wish to make any changes to the review, click on the **Preview** button and then click on **Edit**.

Exporting your submission to a PDF document: Click on the **Preview button** and then click **on export to PDF**. The PDF document excludes CV and other supporting documents.