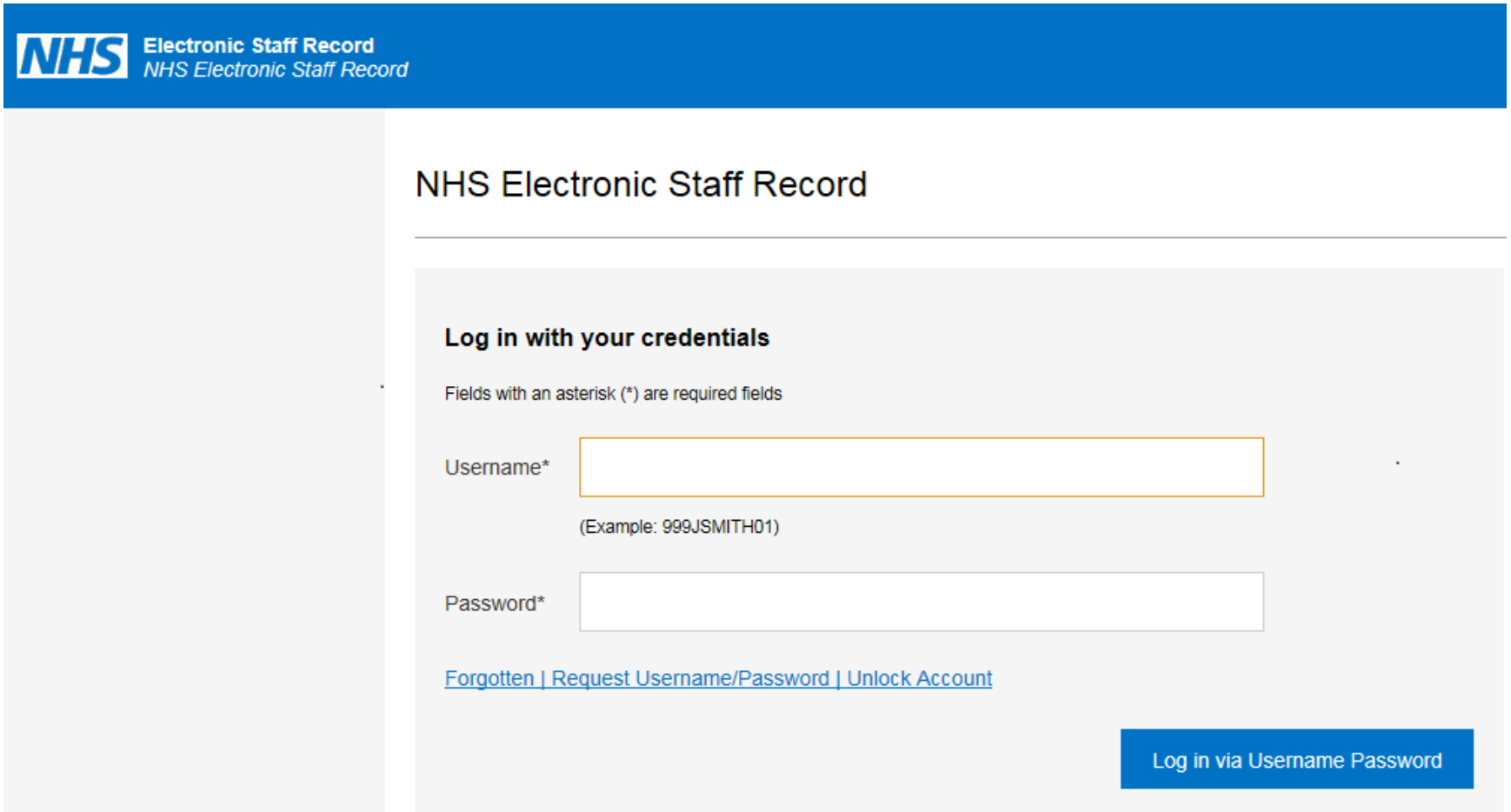# Inputting Values Based Appraisal (VBA) Discussion into ESR

GUIDANCE FOR SUPERVISORS/MANAGERS/ APPRAISERS ON ESR SELF SERVICE

* PLEASE NOTE – THERE WILL BE A SEPARATE PROCESS FOR RECORDING THE PAY PROGRESSION OUTCOME *

1. To start a VBA for an appraisee – log into ESR

NHS Electronic Staff Record
NHS Electronic Staff Record

NHS Electronic Staff Record

Log in with your credentials

Fields with an asterisk (*) are required fields

Username*

(Example: 999JSMITH01)

Password*

Forgotten | Request Username/Password | Unlock Account

Log in via Username Password

PLEASE NOTE: The appraisee can also start their own review and send onto you to complete.

2. Select either *Manager* or *Supervisor Self Service*
* further information about hierarchy set up is available at the end of this document

Then select 'Manage Appraisals' via the Team Appraisals portlet/ alternatively from the menu on the side select 'My Team Career Information', then '*Appraisals and Reviews*'

3. On this page you can view appraisals 'In Progress' and those you have 'Completed, you can also start a new appraisal;

To start a new appraisal click create 'Standard Appraisal', then Go

4. This page will pull through your hierarchy of staff, select the *Action* button next to the appropriate appraisee's name and a new screen will appear:

5. Record the appraisee details

Select *Review Type* as follows;

For VBA select 'Performance Appraisal'

Period Start Date;

- Is the date you are appraising from…

Period End Date;

- Is the date up to the current VBA

Template;

- Click on the magnifier glass, a pop up box will appear – in the blue box type in %001 Values%, then click Go. The '001 Values Based Appraisal' template should pull through, click on the quick select icon.

Appraisal Date;

- Is the date the VBA is being undertaken

Next Appraisal Date;

- Date the next VBA will take place – if this date is entered, the system will generate reminders via the notifications to the manager and staff member (if they have an email address in ESR).

Assignment Number and **Main Reviewer** will pre-populate, however you can change the main reviewer by clicking on the magnifier glass and selecting the appropriate name

6. Once completed, click 'Add Details'

7. On this page you can complete the following;

Objectives
If you have previously recorded objectives in ESR, please continue to do so, if not, this is NOT a mandatory requirement

Setup Details
This information is pre-populated from the previous screen

Questionnaire
YOU MUST COMPLETE THIS SECTION
Click on 'Complete Questionnaire' – this will open up a new screen –

A pop up will appear to indicate you have extra time to complete the following page

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NHS My Team Career Information

Search | Home | Favorites | Settings | Logged In A: | Help | Logout | Portal

⊙ Setup Details   ⊙ Training Activities and Competency Gaps   ⊙ Questionnaire   ⊙ Progress through gateway   ⊙ Participants   ⊙ Additional Appraisal Details

Update Standard Appraisal: Overview

Save and Close | Back | Save and Proceed

Step 2 of 2

Employee Name   Organisation   001 L.E.D.
Employee Number   Job
Supervisor

Objectives

Add Objective | Find Objectives

Objective Name	Start Date	Target Date	Achievement Date	Update Details	Delete	Duplicate	Quick Update
No results found.							

Setup Details
⊙ Return to Top

* Indicates required field

Initiator   * Appraisal Date   11-Sep-2019
* Appraisal Purpose   Performance Appraisal ▼   Next Appraisal Date   11-Sep-2020
* Period Start Date   11-Sep-2018   Assignment Number
* Period End Date   11-Sep-2019
* Template   001 Values Based Appraisal
* Main Appraiser

Learning Path
⊙ Return to Top

Add training activities to the reviewer's Personal Training Plan

Courses

Add Courses

Course	Component Status	Completion Date	Update	Delete
No results found.				

Questionnaire
⊙ Return to Top

Click Complete Questionnaire to respond to the questionnaire listed below. Last Answered tells you when you last answered the questionnaire.

Complete Questionnaire

Questionnaire Name   001 Values Based Appraisal Career   Last Answered On
Conversation Framework 2020

Progress through gateway
⊙ Return to Top

Overall Comments

Appraisee Feedback

Participants
⊙ Return to Top

☞ TIP A participant is someone other than the main appraiser or appraisee who contributes to the appraisal.

Add Participant

Full Name	Participation Type	Questionnaire Name	Update	Delete
No results found.				

Additional Appraisal Details
⊙ Return to Top

Save and Close | Back | Save and Proceed

8. Complete all sections on this page as follows;

- Personal information and dates
- Agreed placement on the career conversation framework, by ticking the relevant box

- Complete the 'Development Action plan'

- Summary actions
- Sign off and date

Answer Questionnaire

001 Values Based Appraisal Career Conversation Framework

Follow the instructions for completing the questionnaire below, then click Apply.

Cardiff & Vale UHB Career Conversation Framework

GOFALU AM BOBL, CADW POBL YN IACH
CARING FOR PEOPLE, KEEPING PEOPLE WELL

Kind and caring
Caredig a gofalgar | Respectful Dangos parch | Trust and integrity Ymddiriedaeth ac uniondeb | Personal responsibility Cyfrifoldeb personol

Employee Forename :
Employee Surname :
Assignment Number :
Clinical Board:
Directorate:

Values Based Appraisal Review

Reviewer Name: | Actual Review Date: | dd/mm/year
Review Period Start Date: | dd/mm/year
Review Period End Date: | dd/mm/year

TOWARDS BETTER WAYS OF WORKING

		1/3	2/3	3/3
Exceeds Behaviour expectations	You're a committed hardworking team member, waiting to prove what you're capable of. You need some help to focus where your strengths lie, so that you can turn your energy into great results.	You are a committed hardworking team member and a valuable asset for the future. You may want a greater challenge and stretch goals to allow you to focus on your increasing performance.	You're making your mark as a high performer and role model in the work that you do. You will need to discuss where you go next and how to get there, whether that's to excel further in your current field or move onto a new chapter.
		1/2	2/2	3/2
Meets Behaviour Expectations	You are showing potential and working hard, but may need support to meet your objectives. Focus on meeting your performance objectives so that your efforts match your results.	You are clearly able to demonstrate how you meet objectives and are doing great job! You are an expert in your role and have the potential to do more in the long term if ambition and development allows.	You're getting great results and leading in your field of expertise bringing added value to tasks. You are ready for exposure to a wider remit with supported growth and development. Focus on specific development gaps needed to move to the next level.
		1/1	2/1	3/1
Partially Demonstrates Behaviours	Your job isnt working out as well as it could for you yet. You may be new to the role or post, or not quite getting the support you need, or it may be that the role isnt quite right for you. Let's talk about what we can do to make your role work better for you.	You are clearly able to demonstrate how you meet objectives and a rea consistent contributor to the role. You need some support to develop the behaviours and attributes that you need in the role at this level.	You're getting good (Maybe great) results, but things dont quite click with those around you. Your skills are vital for developing others. You may need to challenge your-self to find your own comfortable place as part of our shared working culture.
		Partially MeetsExpectations	MeetsExpectations	
			Towards Better Results from yourwork =>	

Career Conversation Framework Outcome

Please select from the drop down box the outcome rating and provide any comments (as discussed during appraisal meeting)

Please Choose ▾

☐ 1. Enter Your Comments in the Box Below

Development Action Plan

Individual Objective Number	Support Needed or Development opportunities identified	How are Support / Development needs going to be met and by when?
Please Choose ▾	Please Choose ▾	
Please Choose ▾	Please Choose ▾	
Please Choose ▾	Please Choose ▾	
Please Choose ▾	Please Choose ▾	
Please Choose ▾	Please Choose ▾	

Summary (to be completed by Reviewer)

Provide a summary of your overall assessment of the individuals performance during the review period, including strengths and areas for improvement.

Actions:

Reviewee Signature: | Date:
Reviewer Signature: | Date:

9. Completing the VBA, click 'Save and Proceed', then click 'Complete Appraisal', then click 'Continue Ensure you check the summary details at each stage

10. To finalise the VBA, click 'submit' – a 'Warning' pop up will appear to confirm you want to complete the appraisal – click 'Yes'
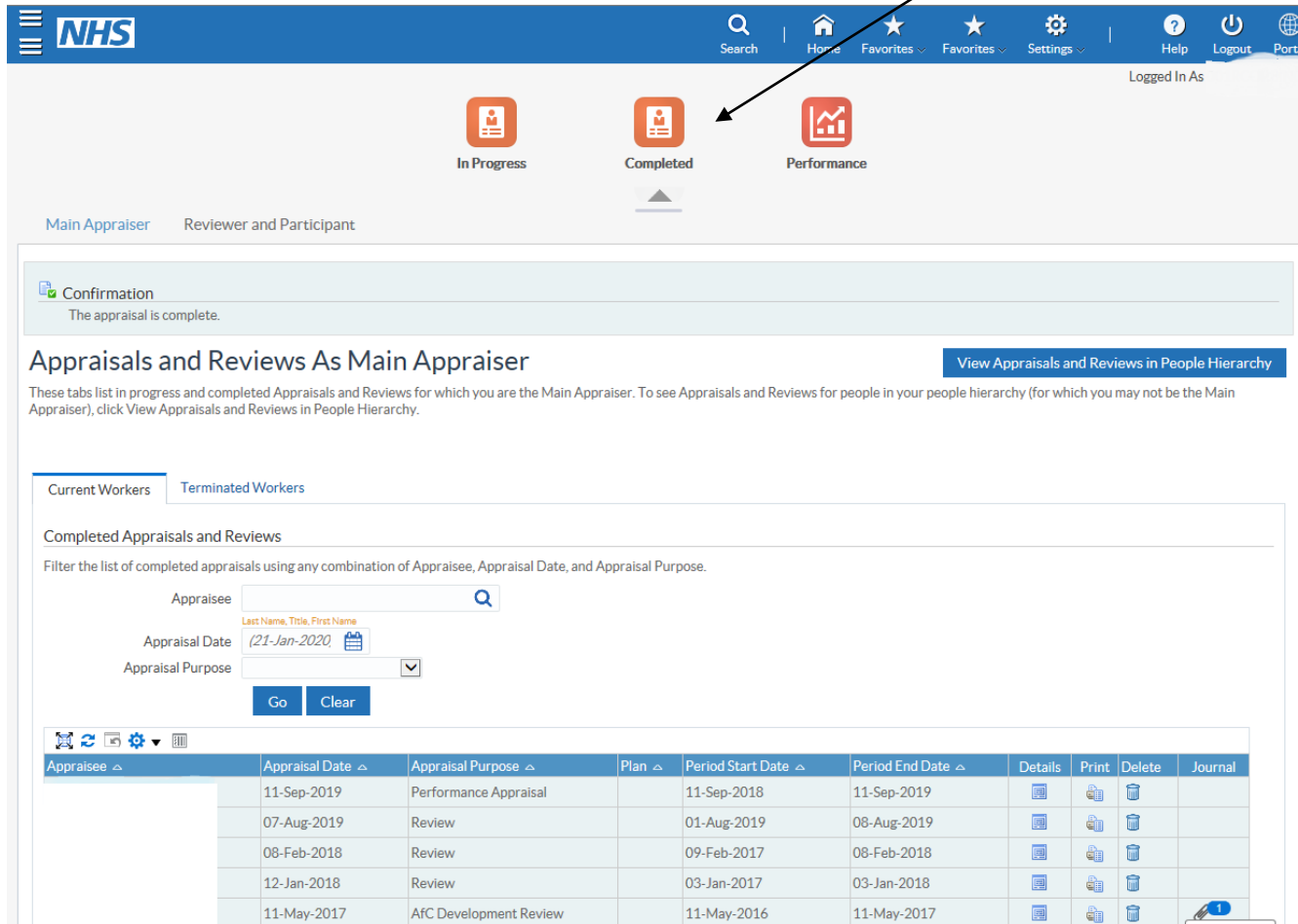
11. The VBA has been submitted and can be viewed in the 'Completed' appraisal section

Hierarchies

It is important that your hierarchies are set up accurately in ESR to enable you to undertake the functionality required. There are 3 key areas of access available to allow you to enter on VBAs for your staff;

- Manager Self Service (MSS) – this access allows you to make changes and manage your staff, therefore input and complete appraisals. MSS access also allows you to have direct payroll approvals.

- Supervisor Self Service (SSS) – this functionality also allows you to input and complete appraisals for your staff. This access provides restricted/ condensed access to other areas

- Proxy Access – as a manager or supervisor, you can give permission to a nominated member of staff to view your MSS or SSS pages and subsequent functionality.

The following table provides a detailed list of ESR functionality available via manager and supervisor self service

Supervisory URPs
(User Responsibility Profiles)

Area	Functions	Manager Self Service	Supervisor Self Service
Manager Portlets	Team Absence	Yes	Yes
	Team Appraisal	Yes	Yes
	Team Compliance	Yes	Yes
	Team Actions	Yes	Yes
	Organisation Chart	Yes	Yes
My Team	Talent Profile	Yes	Yes
	Organisation Chart	Yes	Yes
My Team Personal Information	Personal Information	Yes	Yes
	Contacts	Yes	Yes
	Absence Calendar	Yes	Yes
	Absence	Yes	Yes
	Property Register	Yes	Yes

Area	Functions	Manager Self Service	Supervisor Self Service
My Team Career Information	Learning	Yes	Yes
	Appraisals and Reviews	Yes	Yes
	Compliance and Competency	Yes	Yes
	Qualifications	Yes	Yes
	Registrations and Memberships	Yes	Yes
	Suitability Matching	Yes	Yes
My Team Assignment Information	Employment Information	Yes	Yes
	Assignment	Yes	No
	Assignment (Approval Required)	No	No
	Hours	Yes	No
	Hours (Approval Required)	No	No
	Supervisor	Yes	No
	Additional Supervisor	Yes	No
	Location	Yes	No
	Medical and Dental Job Plans	Yes	Yes
	End Employment	Yes	No
	End Employment (Approval Required)	No	No

Area	Functions	Manager Self Service	Supervisor Self Service
My Team Assignment Information	End Non-Primary Assignment	Yes	No
	End Non-Primary Assignment (Approval Required)	No	No
Manage Hires	Manage Hires	Yes	No
	Manage Hires (Approval Required)	No	No
Reporting	Business Intelligence	Yes	Yes
	Discoverer Reports	Yes	Yes
	Discoverer Ad-Hoc Reports	Yes	Yes
My Access	Manage Internet Access	Yes	Yes
	Reset Password	Yes	Yes
Other	ESR Preferences	Yes	Yes
	Manage Proxies	Yes	Yes