

## Accessing and Completing an Introductory Review

- Open Totara via the Gateway.
- Click on **Develop** within the Totara menu

Dickinson [Home](#) [Dashboard](#) [Develop](#) [Record of Learning](#) [Reports](#) [Find Learning](#)

[Dashboard](#) / [Employee Dashboard](#)

Upcoming Certifications

### Step 1: Click on **Activities**

Dickinson [Home](#) [Dashboard](#) [Develop](#) [Record of Learning](#) [Reports](#) [Find Learning](#)

[Dashboard](#) / [Employee Dashboard](#)

Upcoming Certifications

Performance overview

Goals

Activities

Evidence bank

### Step 3: Click on the “Activities about you” tab (Employee) or “As Manager” (Manager/Supervisor)

## Performance activities

[Activities about you](#)

[As Manager](#)

[As Appraiser](#)

[History](#)

**Step 4:** Click “start” or “resume” on your employee’s **Activity tile**

## Performance activities

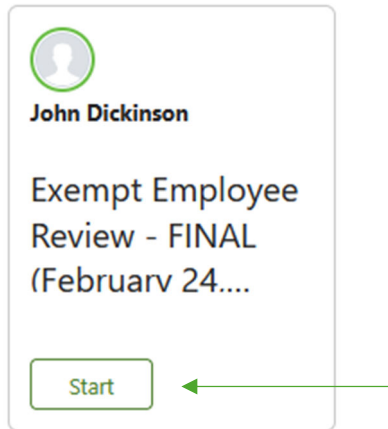
Activities about you

As Manager

As Appraiser

History

**There are 1 activities for you to complete**



The image shows a screenshot of a user interface for performance activities. At the top, there are four tabs: 'Activities about you', 'As Manager', 'As Appraiser', and 'History'. Below the tabs, a message states 'There are 1 activities for you to complete'. A card for 'John Dickinson' is displayed, containing the text 'Exempt Employee Review - FINAL (February 24....)' and a 'Start' button. A green arrow points to the 'Start' button.

**Step 5:** Review of Performance

EMPLOYEES: Respond to the entries within the *Review of Performance Section*

*Submit* your entries

MANAGERS: Toggle the *Show others’ responses* to view the employee’s entries and respond

**Review of Performance**

Your responses (once submitted) are visible to: your **Managers**, your **Manager’s managers**. They are also visible to those granted access to performance reports.

Show others’ responses ☒

**Step 6:** Overall Comments

Respond to sections within the *Overall Comments*

## Step 7: Areas of Focus for Current Appraisal Period

Respond to sections within the *Areas of Focus for Current Appraisal Period*

**Please note: Goals will be unavailable in Torara once the implementation of Work Day is complete**

### Areas of Focus for Current Appraisal Period

Your responses (once submitted) are visible to: your **Managers**, your **Manager's managers**. They are also visible to those granted access to performance reports.

\* Response required

**GOAL(S): Add Goal(s) for the balance of this review cycle for inclusion on the upcoming annual appraisal.** *(optional)*

Your response

Create goal

## Step 8: Verification of Appraisal

Complete and submit this section to finish your portion of the appraisal process.

### Verification of Appraisal

Your responses (once submitted) are visible to: your **Managers**, your **Manager's managers**. They are also visible to those granted access to performance reports.

\* Response required

#### Electronic Signature

By electronically signing this form, you agree that you have completed your stage of the review process. Your signature does not necessarily indicate agreement with content.

#### Signature (First Name and Last Name) \*

Your response



Manager response


 **Mary Dickinson**  
*No response submitted*

#### Date Signed \*

Your response

Manager response

 **Mary Dickinson**  
*No response submitted*

Submit

Save as draft

Cancel