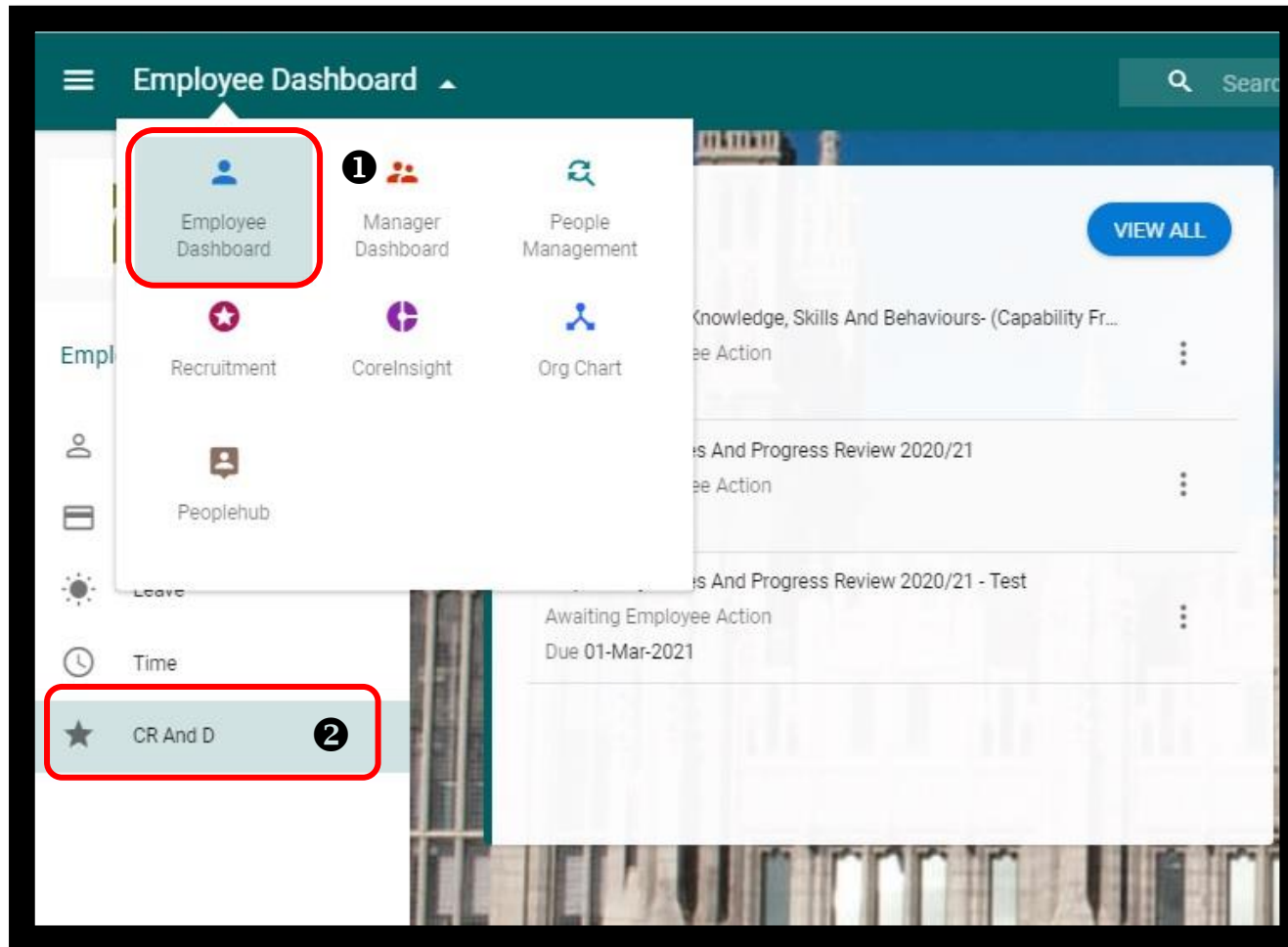
The background features a complex, colorful mosaic pattern of small squares and rectangles in various shades of green, blue, purple, and pink. A white rectangular box with a black border is positioned on the left side, containing the main title. In the top left corner, there is a black zigzag line. A small white circle is located on the left side of the white box.

GETTING STARTED WITH YOUR CR&D IN CORE HR

GUIDE FOR EMPLOYEE

○ Employee Dashboard



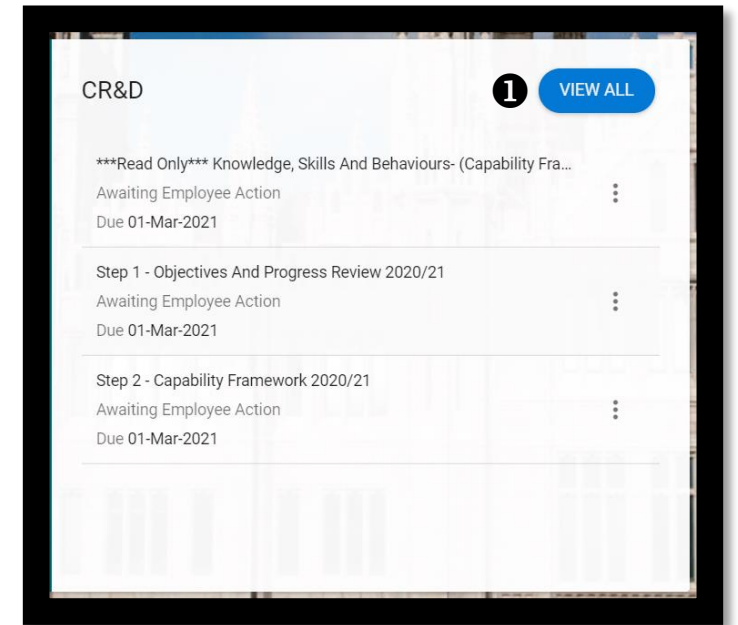
Once you have logged into **CoreHR**, go to your **Employee Dashboard** and select **CR And D** from the panel on the left hand side. If you can't see the CR And D text displayed, click on the ★ icon.



Click on the **View all** button so you can see all parts of your CR&D

You will then see the different parts of CR&D listed like the image below. If you are still seeing the different parts of CR&D listed from last year, this is because they have not been closed off. By signing these off with your line manager, they will disappear from your list.

To view past CR&Ds, click on the drop down to change this from **Current Appraisals** to **All Appraisals**.



2 Current Appraisals					
Search by review name					
Review Name	Appointment	Manager	Due	Status	
Read OnlyKnowledge, Skills And B...	544-7	No Manager	31-Jul-2019	Overdue Stage 1	⋮
Step 1 - Objectives And Progress Revi...	544-7	Co Trainer	01-Mar-2021	Awaiting Employee Action Objectives And Progress Review Stage 1	⋮
Step 2 - Capability Framework 2020/2...	544-7	Co Trainer	01-Mar-2021	Awaiting Employee Action Capability Framework 2020-21	⋮
Step 3 - Development Plan 2020/21	544-7	Co Trainer	01-Mar-2021	Awaiting Employee Action Development Plan	⋮





← Employee Dashboard

Continuous Review and Development (CR&D) - This section contains all the elements of your CR&D. Click on the 3 dots to launch each section.

Employee Dashboard > Continuous Review and Development (CR&D) - Thi...

Search by review name	Current CR&Ds				
Review Name	Appointment	Manager	Due	Status	
Read OnlyKnowledge, Skills And Behaviours- (Capability Fra...	544-7	No Manager	31-Jul-2019	Overdue Stage 1	⋮
Step 1 - Objectives And Progress Review 2020/21	544-7	Co Trainer	01-Mar-2021	Awaiting Employee Action Objectives And Progress Review Stage 1	⋮
Step 2 - Capability Framework 2020/21	544-7	Co Trainer	01-Mar-2021	Awaiting Employee Action Capability Framework 2020-21	⋮
Step 3 - Development Plan 2020/21	544-7	Co Trainer	01-Mar-2021	Awaiting Employee Action Development Plan	⋮

Launch
Print Review

In order to open up each section, click on the ellipsis against that section and select **Launch**.

The **Print Review** option allows you to print out that section.

