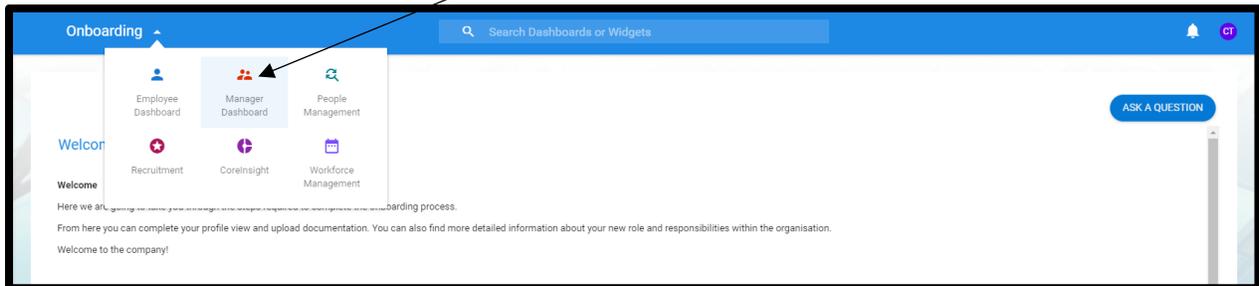


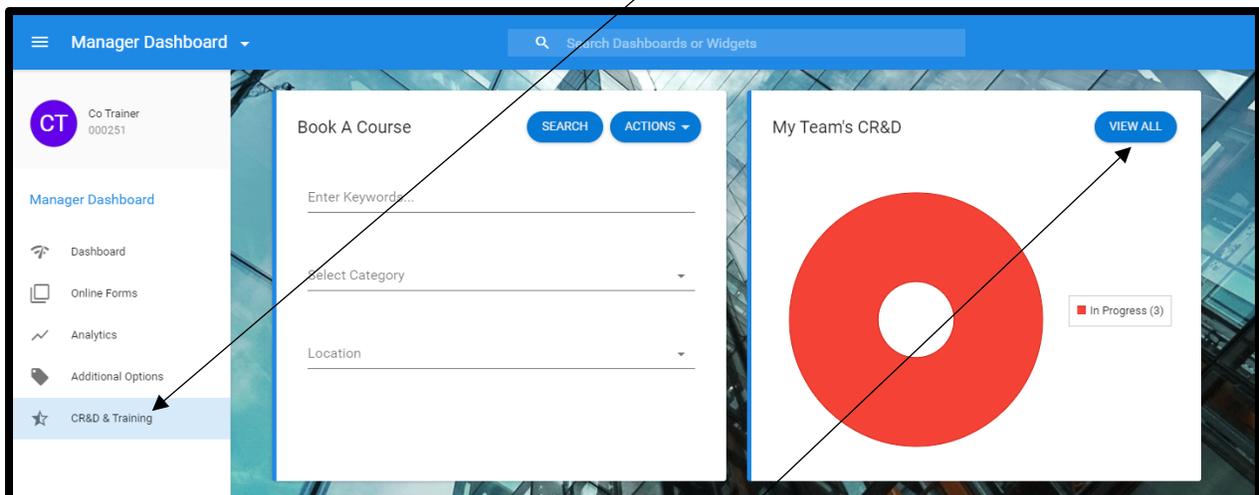
## How to finalise a CR&D for a member of your team – guide for Managers

This short guide will show you how to finalise a CR&D for a member of your team. Please note that you can only sign off a CR&D after your team member has signed off their part.

Log into CoreHR and then select the **Manager Dashboard** option.

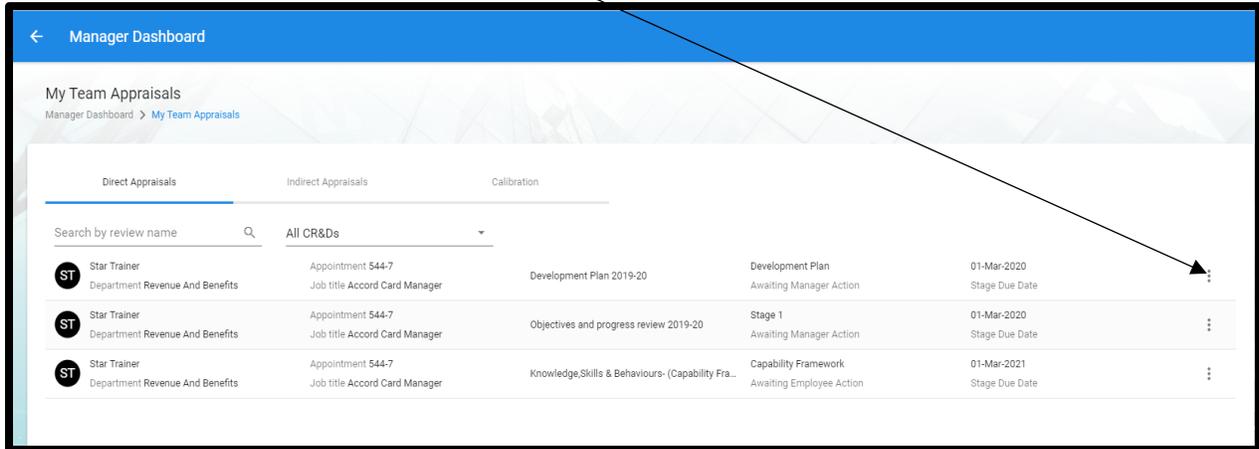


Once the manager dashboard appears, click on the **CR&D** icon on the left hand side.

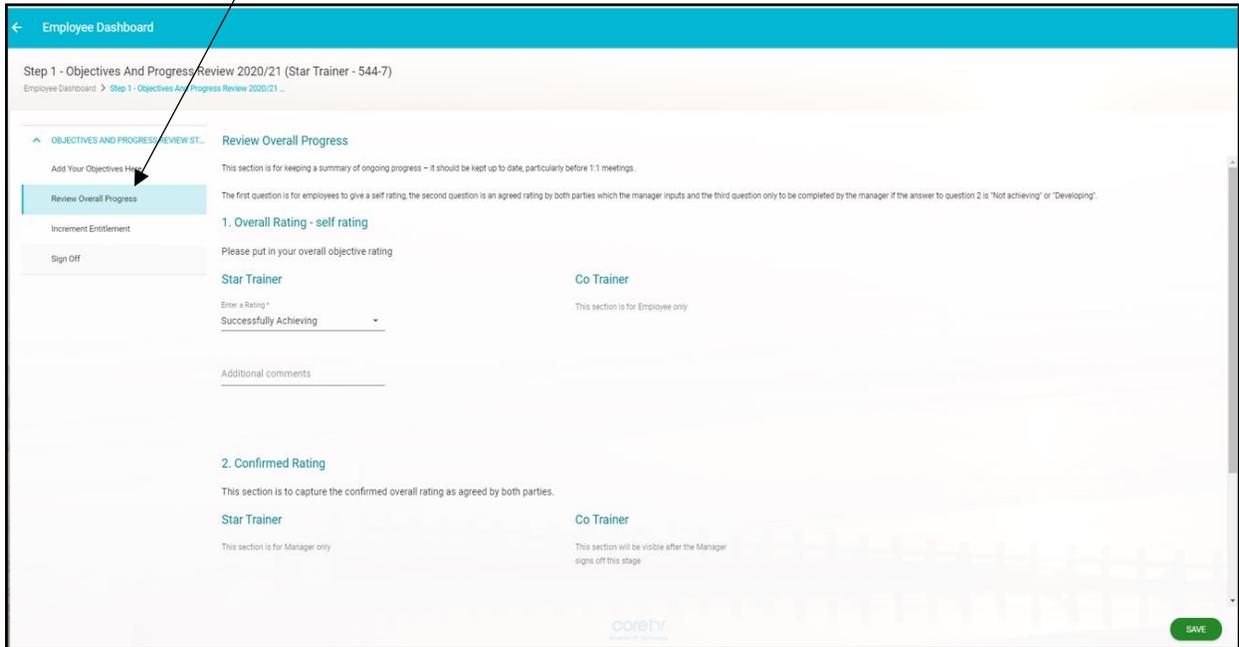


You will then see a box called **My Team's CR&D**. Click on **View All**. You will then see your team's CR&Ds listed. Please note that each section of the CR&D is listed individually for each person. If an individual has more than one contract, these will be listed individually as well.

Click on the 3 dots against **Objectives and Progress Review 2019-20** against an individual and then select **Launch**.



Click on the **Review Overall Progress** tab on the left hand side.



Make sure that this section is fully complete and ratings are input. The **Review Overall Progress** section allows you to add an **Overall Rating** for all employee's objectives. The first question is answered by employee, the second question is completed by yourself to confirm the agreed rating once you have had a conversation with the individual.

## Increment Entitlement

The **Increment Entitlement** section requires the Manager to confirm whether an employee is subject to either Managing Performance or Managing Discipline Policies. The Manager should enter the response before clicking save. Please note you will not be able to complete Sign Off until this has been entered.

STEP 1 - Objectives and Progress Review 2020/21 (Star Trainer - 544-7)

Manager Dashboard > My Team Appraisals > STEP 1 - Objectives and Progress Review 2020/21 ...

OBJECTIVES AND PROGRESS REVIEW ST...

Add Your Objectives Here

Review Overall Progress

Increment Entitlement

Sign Off

### Increment Entitlement

This section is to be completed by the manager.

Employees will receive an increment where eligible unless they are subject to one of the policies below.

#### 1. Employee Increment

Is the individual currently subject to either of the following policies ?

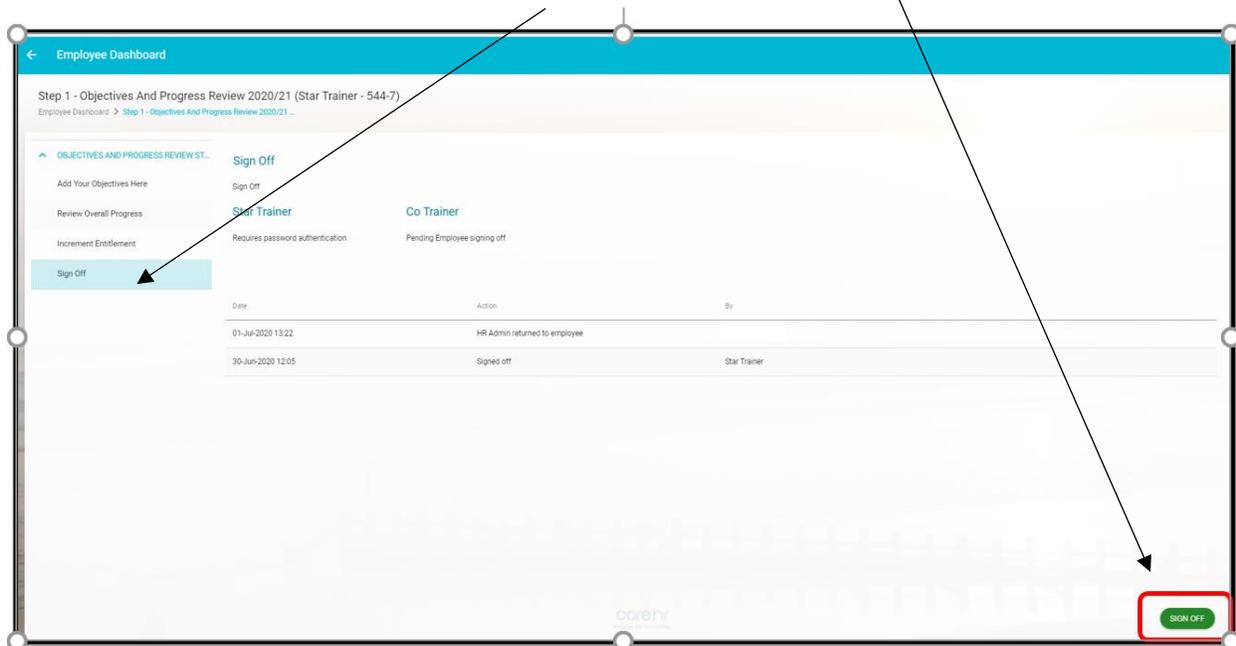
- 1) Reached stage 1 of the Managing Performance Policy
- 2) Been issued a first level warning or higher disciplinary sanction under the Managing Discipline Policy

| Star Trainer                     | Co Trainer   |
|----------------------------------|--|
| This section is for Manager only | Enter a Rating*  |
|                                  | Additional comments<br>You have not responded to this quest... |

SAVE

Select yes or no from the drop down here then click Save

The final step is to Sign Off. Click on **Sign Off** and then the **Sign Off** button.



You will see a box that asks you for a password. Input this and click on **OK**.

