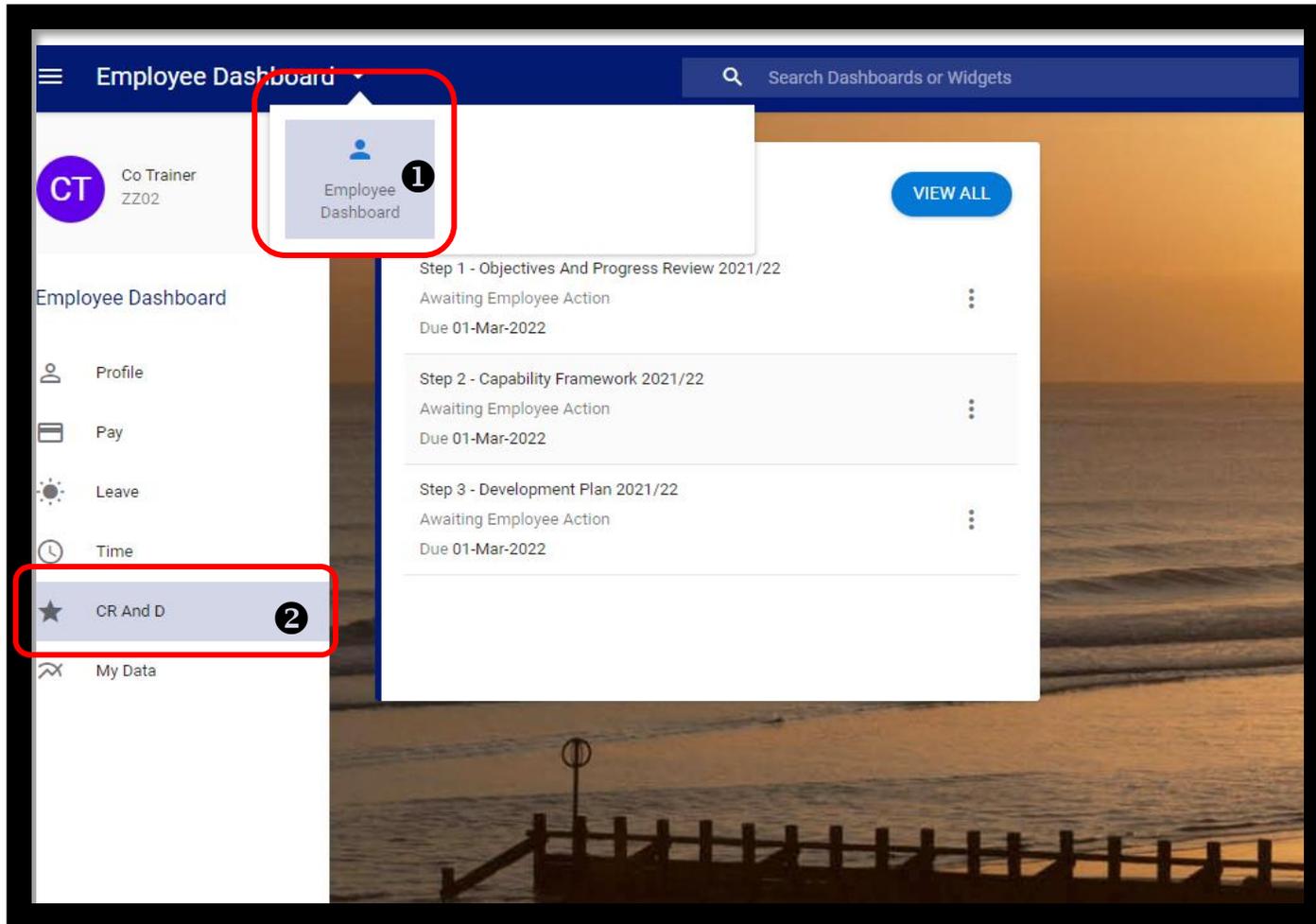




**GETTING
STARTED
WITH YOUR
CR&D IN
CORE HR**

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.



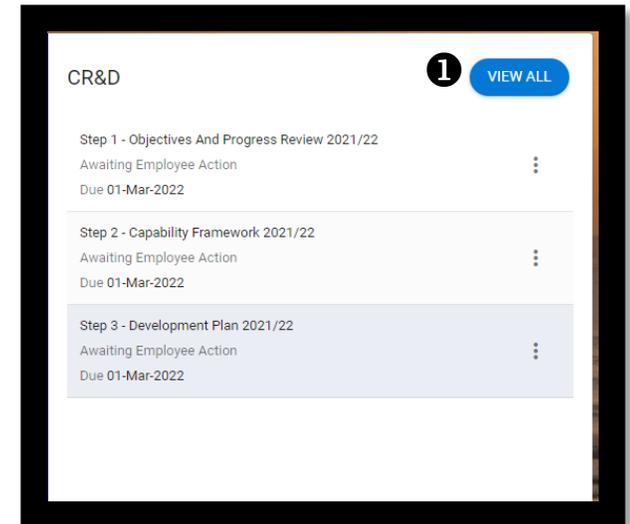
Click on the **View all** button so you can see all parts of your CR&D (1)

You will then see the different parts of CR&D listed like the image below. If you are still seeing 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)

Please check that you have the correct Manager showing here (3)

If incorrect please advise peopledevelopment@aberdeencity.gov.uk



A screenshot of a table listing appraisal reviews. At the top, there is a search bar labeled 'Search by review name' and a dropdown menu currently set to 'Current Appraisals' with a circled '2' next to it. The table has the following columns: Review Name, Appointment, Manager, Due, and Status. The data rows are:

Review Name	Appointment	Manager	Due	Status
Step 1 - Objectives And Progress Review 20...	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Objectives And Progress Review 2021/22
Step 2 - Capability Framework 2021/22	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Capability Framework 2021/22
Step 3 - Development Plan 2021/22	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Development Plan

A circled '3' is placed over the 'Star Trainer' name in the second row of the table.





Employee Dashboard

CR&D
Employee Dashboard > CR&D

Search by review name Current Appraisals

Review Name	Appointment	Manager	Due	Status
Step 1 - Objectives And Progress Review 20...	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Objectives And Progress Review 2021/22
Step 2 - Capability Framework 2021/22	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Capability Framework 2021/22
Step 3 - Development Plan 2021/22	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Development Plan

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 a pdf of that section.

