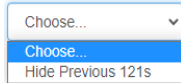


### In this Quick Reference Guide

Step by step instructions on how to access and complete your 121 including adding your comments. The 121 form is generated by your line manager. If you have said you would like to add your own comments you will receive an email notification that the form is ready for you to do this.

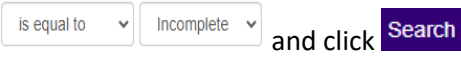
### 1. Access your 121

1. Click the **My Appraisal** tile on the home page or click **My Appraisal** from the menu bar
2. Click the **Click here to view your 121 check-ins** tab
3. Filter the results by either:
  - Select 'Hide Previous 121s' from the View a **Saved Search** drop down



**OR**

Set the **Users Workflow Status** to:



and click **Search**
4. Click **121** in the Link to 121 column
5. Review the one to one notes made by your manager
6. Type your comments into the free text field on the Team Members Comments tab
7. Click **Submit**

8. Click **Yes** to confirm that you would like to mark your 121 as complete.

The 121 is now complete and an email will be sent to your manager to inform them.

### Navigation

The navigation buttons can be found at the bottom of each 121 form page.

**Next**

Click this to move to the next page in the 121.

**Save and Exit**

Click this to save your progress and exit the 121.

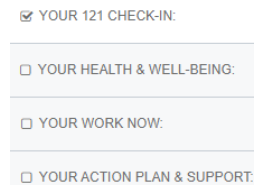
**Save as Draft**

Click this to save your 121 as a draft and stay on the page.

**Submit**

Click this to submit and complete your 121. Note, this only appears on the final page.

Alternatively you can navigate to any page in the 121 using the navigation menu on the left. Click on any of the sections to go to that page.



### Download a PDF

You are able to download a copy of your 121 at any point, click **Download PDF** located at the top of the 121 page.



Some fields are hidden and need to be opened to be viewed, if there is purple text like this: **Your Role** click on the subtitle to open the section. This is primarily located on the your work now, and your action plan and support pages