

### In this Quick Reference Guide

Learn how to change your appraiser in Learn+. This function is for learners who wish to keep their existing manager but choose a separate appraiser to conduct their appraisals.

#### Need to update your manager and appraiser?



Choosing a new appraiser will not change your manager. If your new appraiser will also be your manager then you should use the 'Choose Manager' option (please see Login, Choose Manager, Navigate and Find Learning Reference Guide).

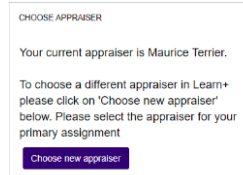
### 1. Choose new appraiser

1. Click the **My Appraisal** tile on the home page or click **My Appraisal** from the menu bar

Click here for My Appraisal - Appraisee

2. Click

3. You can view your current appraiser in the **CHOOSE APPRAISER** box on the right of the page



4. Click **Choose new appraiser**
5. Click in the **'User's Full'** name textbox
6. Type in your appraiser's name
7. Click **Search** → list of appraisers displays
8. Click **Select as appraiser** next to your appraiser
9. Click **Yes** to confirm that you would like to choose the selected appraiser → success message displays