

In this Quick Reference Guide

Step by step instructions on how to access and complete a 121 form in Learn+ for an appraisee including reviewing their comments. The 121 form is generated by the Appraiser.

1. Access and filter your Appraisee 121 check-ins

- Click the **My Appraisal** tile on the home page or click **My Appraisal** from the menu bar
- Click the **Click here to access your team members 121 check-ins** tab
Filter the results by either:
 - Select 'Hide Previous 121s' from the View a **Saved Search** drop down
 - OR
 - Set the **Users Workflow Status** to:
 - is equal to Incomplete
 - and click **Search**
- Click **Appraiser** under the **View As** column for the relevant team member
- Click **Start**

Please note you will not be able to progress any further with the 121 until you have selected Today's date on the first page of the 121 form.

Question Types

- | | |
|----------------------|---|
| Slider | Click on the bar to move the slider to select your answer.
 |
| Date | Click the icon and select a date from the calendar |
| Free Text | Click in the box and type to enter your answer
 |
| Radio Buttons | Click the radio button next to the answer that you would like to select
 |

2. Adding Notes to the Your Work Now Section

- Navigate to the **YOUR WORK NOW:** section
- Click **Add Notes**
- Type your answers into the relevant fields
- Click and select a target date for completion
- Click **Save**

Repeat this process as necessary

To remove a Note click **Remove** and **Yes** to confirm

3. Adding Areas to the Your Action Plan & Support section

- Navigate to the **YOUR ACTION PLAN & SUPPORT:** section
- Click **Add area**
- Type your answers into the relevant fields
- Click and select a target date for completion
- Click **Save**

Repeat this process as necessary

To remove an Area click **Remove** and **Yes** to confirm

Navigation

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

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

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.

- YOUR 121 CHECK-IN:**
- YOUR HEALTH & WELL-BEING:**
- YOUR WORK NOW:**
- YOUR ACTION PLAN & SUPPORT:**

Allowing the Appraisee to add their own comments



If the appraisee would like to add their own comments click **Yes**:

Does the team member wish to add their own comments?

Your answer

Yes

No

Yes [Next](#) If you have answered yes, once you click the appraisee will receive an email asking them to add their comments

No [Next](#) If you have answered no the 121 will be marked as complete when you click

4. Reviewing the Appraisee comments

Once the appraisee has added their comments and submitted the 121, it is marked as complete; you will be sent an email notification.

To review their comments:

1. Click the **My Appraisal** tile on the home page or click [My Appraisal](#) from the menu bar
2. Click the [Click here to access your team members 121 check-ins](#) tab
3. Set the user's Workflow Status to:
4. Click **Search**
5. Click [Appraiser](#) under the **View As** column for the relevant appraisee
6. Click [View](#)
7. Click [Next](#) to navigate through the 121

Once you have finished click [Home](#) to close the 121



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If you wish to, you are able to download a copy of the 121 at any point, click [Download PDF](#) located at the top of the 121 page.