

In this Quick Reference Guide

Learn how to change an appraiser in Learn+ and view appraisal due dates. This function is for managers who wish to change the appraiser for a team member but still wish to remain the manager for that team member.

1. Select New Appraiser

1. Click **My Team** tab → Manager Dashboard displays
2. Scroll down to the **'User'** section to see a list of your team members

User	User Last Login	Statman percentage	Choose appraiser	User's Appraiser Name(s)
Paulo Spinoza <small>Plan Profile Settings Records Appraisals Open Request</small>	14 Jun 2021	2%	Choose appraiser	UAT User 1
Maurice Terrier <small>Plan Profile Settings Records Appraisals Open Request</small>	13 Aug 2021	2%	Choose appraiser	Malia Howawart
Rudy Rotzweber <small>Plan Profile Settings Records Appraisals Open Request</small>	2 Nov 2021	2%	Choose appraiser	Malia Howawart

[View full report](#)

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

2. View Appraisal Due Dates

1. Click on the **My Appraisal** tab from the banner
2. Select **Appraisal Due Dates**
3. The top part will show all the appraisal due dates for your appraisees



Show 1 to 3 entries

Full name	Date of Next Appraisal Conversation
Fabrizio Mizzoni	15/06/2022
Maurice Terrier	
Rudy Rotzweber	

Showing 1 to 3 of 3 entries

4. If you are also a manager you will be able to view your team RAG Compliance (Appraisal) Direct Reports report and access the link to Appraisal Direct and Indirect report.

Search by Statman Compliance Performance Direct Reports

User ID Number	User's Fullname	User's Position Name(s)	User's Organisation Name(s)	Appraisal
168642	Paulo Spinoza	Clinical Worker	415 Digital Programme Office - 15895	Not completed
168643	Maurice Terrier	Officer	415 Digital Programme Office - 15895	Not completed
168645	Rudy Rotzweber	Officer	415 Digital Programme Office - 15895	Not completed

[View full report](#)

[Manager: My Team RAG Compliance \(Appraisal\) \(Direct & Indirect reports\)](#)

Please note: If you are an appraiser and not a manager, you will only be able to view your due dates for your appraisees and will not be able to access the reports.



Need to update your Team?

If you would like to add a team member to your team then you should use the 'Choose User' option (please see Managing My Team Reference Guide).