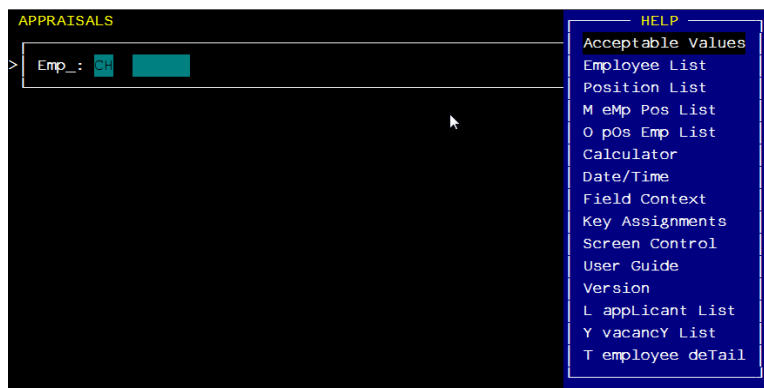**Entering Performance Development Reviews**

Using the Appraisals Screen in Lattice

Step 1   Go to the Appraisals Screen via one of the following menus:
- Employee Details
- Development
- Appraisals

Step 2   Press the F2 key to search for your employee using the Employee List or enter the employee number, if known.
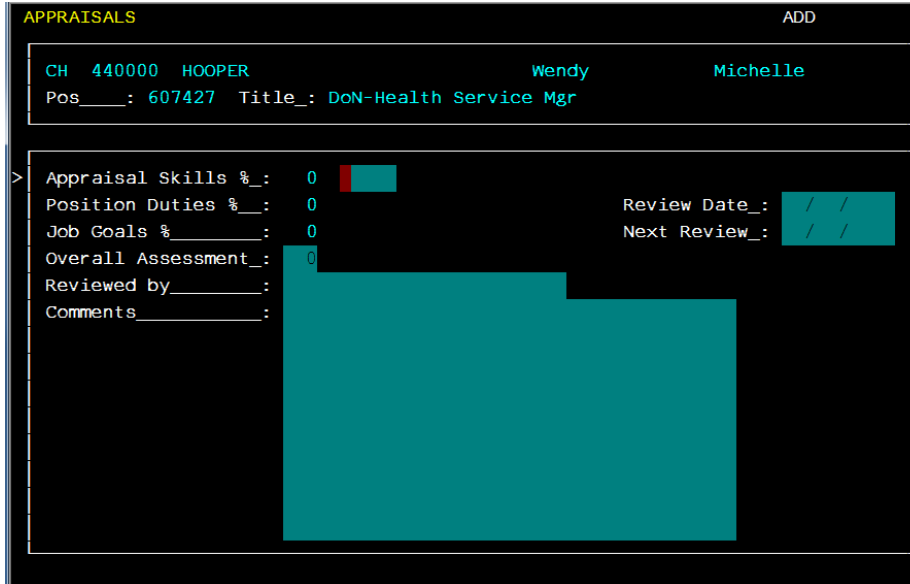

Step 3   Type the surname of the employee and press Enter.

Step 4   Use the Down Arrow to select the correct name and press Enter.
          The Employee number will now populate. Press Enter again.

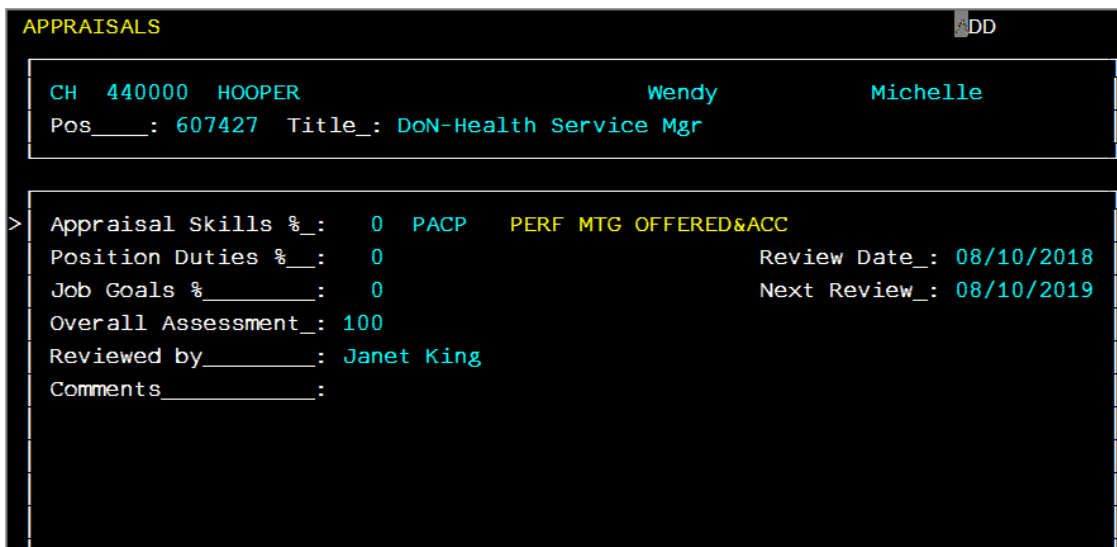**Step 5**   Enter 'A' to add a new record.

Step 6   Press F2 on the 'Appraisal Skills' field to see a list of acceptable codes or enter the code directly, as per below:

- PACP   Performance Meeting Offered and Accepted
- PCMP   Performance Review Completed
- PDEC   Performance Meeting Offered and Declined

Step 7   Once the code has been selected, complete the rest of the details.

Step 8   Press F1 to save.