



RHONDDA CYNON TAF COUNCIL

iTrent PERFORMANCE REVIEW

Employee Guide

The Council's vision is for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy, and prosperous.

The Council exists to provide strong community leadership and create the environment for people and businesses to be independent, healthy and prosperous.

Mae'r ddogfen yma ar gael yn y Gymraeg / This document is available in Welsh.

iTrent

Individual Performance Review

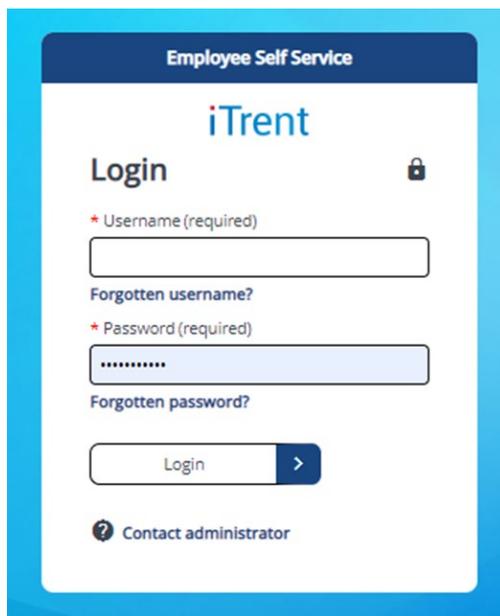
Guide for Employees

This a “how to” guide for employees who have completed an Individual Performance Review meeting with their manager.

This guide will give you step-by-step instructions enabling you to:

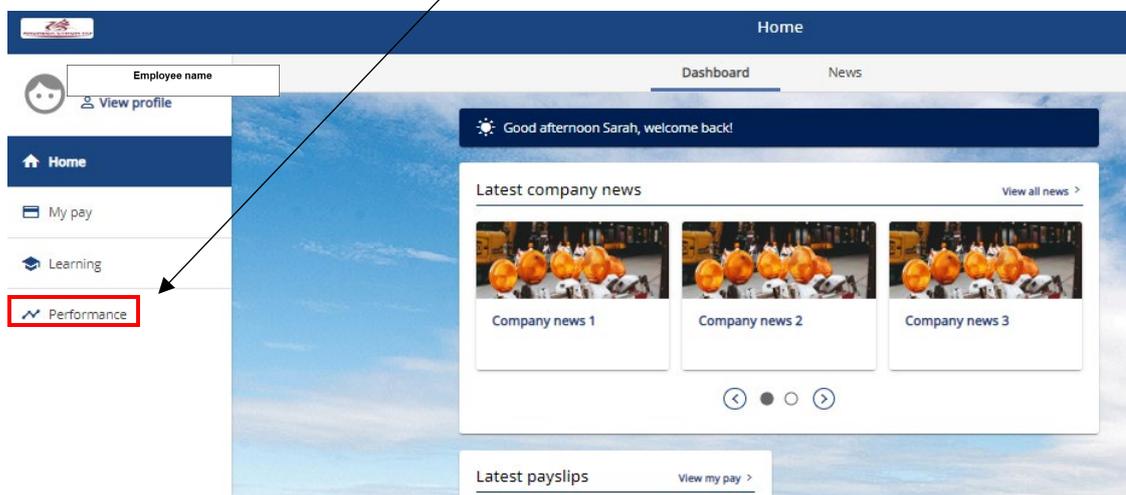
1. View your Individual Performance Review Sign off form
2. View/add/update your Objectives

1. View your Individual Performance Review Sign off form.



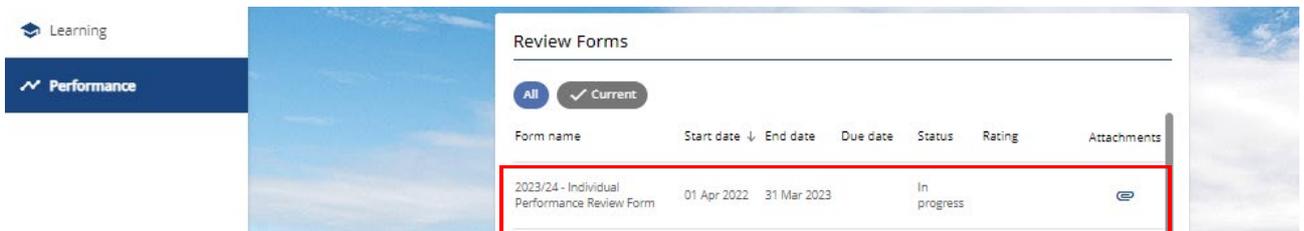
The image shows the login page for iTrent Employee Self Service. The page has a blue header with the text "Employee Self Service" and the iTrent logo. Below the logo is the word "Login" with a lock icon. There are two input fields: one for "Username (required)" and one for "Password (required)". Below each field is a link for "Forgotten username?" and "Forgotten password?". At the bottom of the form is a "Login" button with a right-pointing arrow and a "Contact administrator" link with a question mark icon.

Log in to iTrent Employee Self Service. To log in use your network username and password. Once you have logged in, click on the “Performance” option on the left-hand menu.



Your completed Individual Performance Review sign offs will show in a list under the heading “Review Forms”. The sign offs will be in date order with the most recent showing at the top of the list – as shown below.

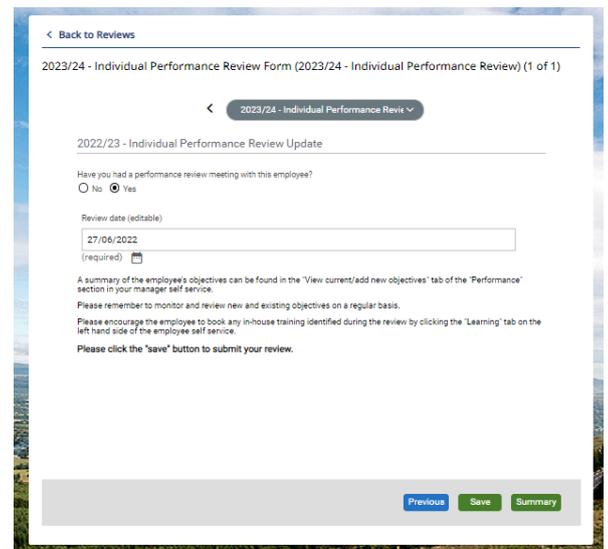
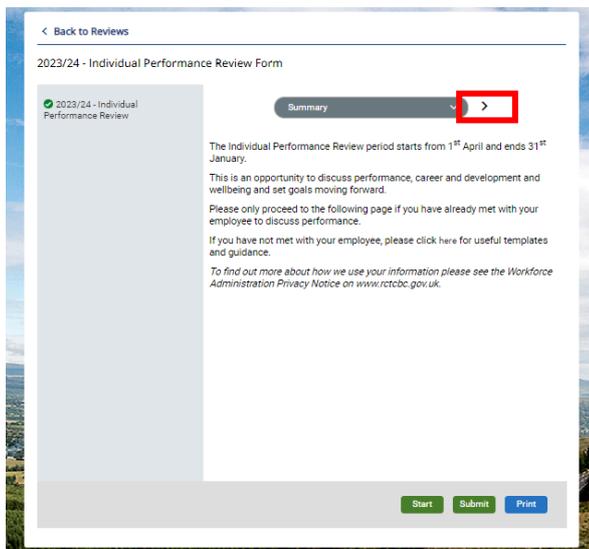
To view the sign off, click on the review.



Your sign off will look like the example below.

Click on the arrow highlighted in red to view the sign off details.

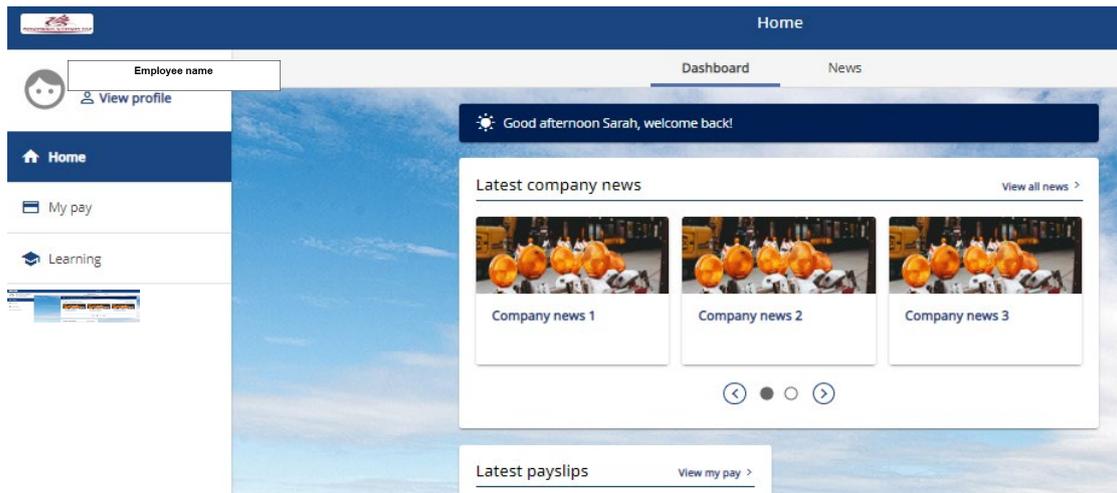
Please note this is a read only function, please contact your manager if any details are incorrect.



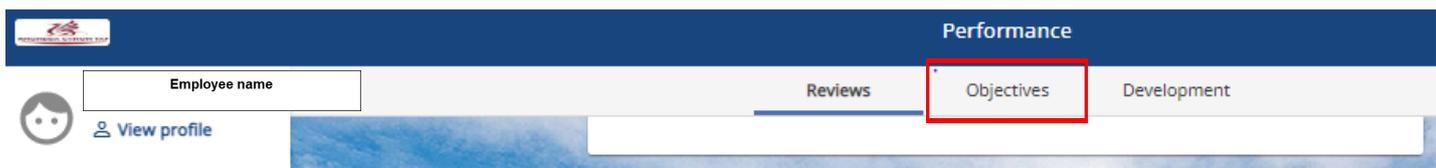
2. Add/update Employee Objectives

Objectives set as part of the Individual Performance Review process can be recorded and updated on iTrent.

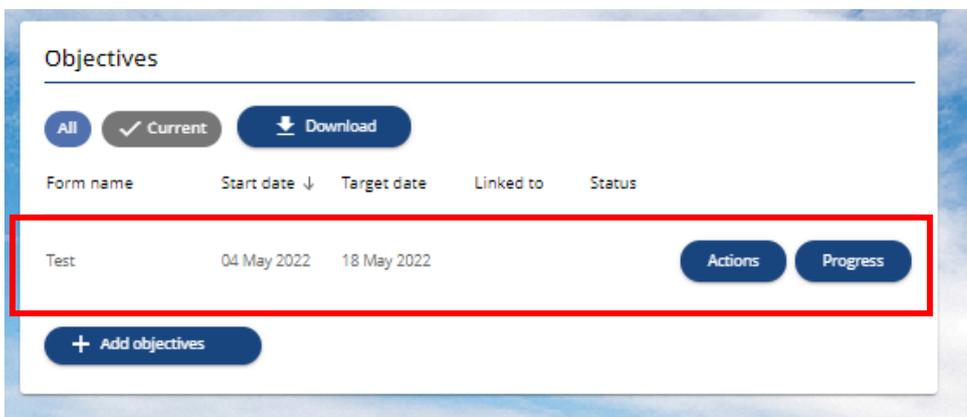
To view objectives that have been recorded by your manager, click on the “Performance” tab highlighted in red below.



Click on "Objectives"



Saved objectives will show in a list as shown in the example below. To view the detail, click on the objective.





The objective detail page will look like this example.

Here you can make changes to the detail, update progress and dates etc. Once you click save your manager will get an email to notify them that changes have been made.

To add a new objective, click on “Add objectives”

Form name	Start date ↓	Target date	Linked to	Status
Test	04 May 2022	18 May 2022		

You will now see the page below.
Click on the box next to “Personal Objective”

Objective details New

Personal objective

Objective title

Attachment date 03/11/2022

Description

Additional information

Target start date

Target completion date

Start date

Completion date

Priority

Position <All>

SAVE

Complete the required fields (fields highlighted with a blue dot are mandatory).

Objective Title: Give the objective a clear description.

Type: click to highlight the Performance Review option.

Attachment date: auto generated.

Description/Additional Information: free text box to add further detail.

Target start/completion date

Start/Completion dates: enter actual start/completion dates.

Priority: High, Medium and low options available.

Objective rating method: This is a default option.

Objective rating: Completed, In Progress, No longer relevant/Withdrawn and Not started options available.

Position: for multiple post holders select the post relevant to this Individual Performance Review.

When complete click “Save”.

Objective details New

Personal objective

Objective title

Type Performance Review

Attachment date 03/11/2022

Description

Additional information

Target start date

Target completion date

Start date

Completion date

Priority

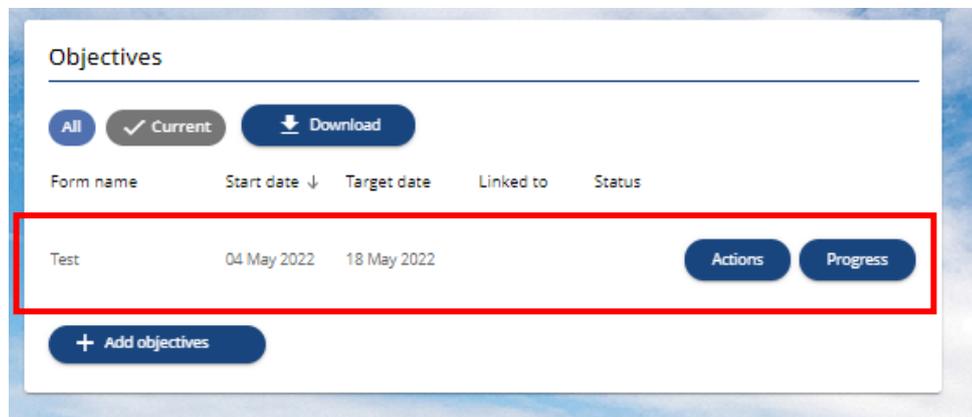
Objective rating method RCTCB - Objectives Standard Rating

Objective rating

Position <All>

SAVE

The saved objective will now show on the Objective Summary page (as shown below).



The screenshot shows a web interface titled "Objectives". At the top, there are three buttons: "All", "Current" (with a checkmark), and "Download" (with a download icon). Below these are column headers: "Form name", "Start date ↓", "Target date", "Linked to", and "Status". A table contains one row with the following data: "Test", "04 May 2022", "18 May 2022", and two buttons labeled "Actions" and "Progress". A red rectangle highlights the entire table row. At the bottom of the interface is a button labeled "+ Add objectives".

Form name	Start date ↓	Target date	Linked to	Status
Test	04 May 2022	18 May 2022		<button>Actions</button> <button>Progress</button>