Entering Performance Development Reviews

Using the Reviews Screen in Lattice

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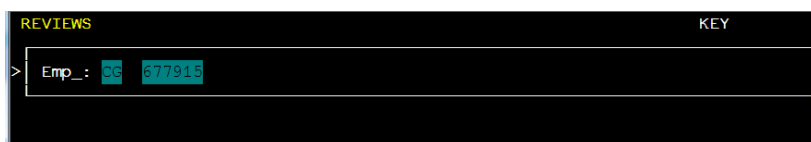- Reviews

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.

```
REVIEWS                                                    ADD

 CG  677915  SMITH                      BROOKE      ALANA
 Pos____: 002224  Title_: RMO - Nephrology


   Rsn   Description    Required   By        Reviewer      Compltd
   ____  _____     _____   ____      _____      _____
 >                        /  /                               /  /
```

Step 6   Press F2 on the 'Reason' 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.

```
REVIEWS                                                    ADD

 CG  677915  SMITH                      BROOKE      ALANA
 Pos____: 002224  Title_: RMO - Nephrology


   Rsn   Description     Required    By         Reviewer      Compltd
   ____  _____      _____    ____       _____      _____
 > PACP  PERFMTG ACCEPT  28/11/2018  J Brown                  01/01/2019
```

Step 8   Press F1 to save.