

Performance Management & Development Quick Guide Completing the Mid-Point Review Instructions for the FRO

The following guide provides instructions for First Reporting Officers on how to complete the mid-point review.

While the mid-point review follows a similar workflow as the other e-Performance processes in Inspira, some users have experienced difficulties because of an additional step. Here are some frequently asked questions on this topic:

- My supervisor has completed the mid-point review but I am unable to start my end-of-cycle self-evaluation, what shall I do?
- There is no 'submit' button but only 'edit' so I cannot complete mid-point review.
- After filling in all the relevant details, I am still unable to move forward to the next step in my e-pas i.e. Finalize mid-point review.

Step 1. Enter Comments and Share with SM		Step 2. Edit Comments or Proceed to Finalize	Step 3. Finalize Midpoint Review
a. Click on 'Update and Share' (from the 'Steps and Tasks' menu on the left)	art Midpoint Review Update and Share Review with Staff Member	a. Click on 'Review with Staff Member' (from the 'Steps and Tasks' menu on the left)	a. Click on 'Update (from the 'Steps and Tasks' menu on the left) and Complete' Start Midpoint Review Finalize Midpoint Review Update and Complete
b. Enter Midpoint Comments in the 'FRO Comments' box	Mid-Point Comments Summary FRO Comments	b. Click on 'Proceed to Finalize ' Edit Comments Proceed to Finalize	b. Click on 'Finalize Midpoint Review' Edit Comments
c. Click on 'Submit' Return to Current Documents Submit Comments		c. Click on 'Confirm'	c. Click on 'Confirm'
d. Click on 'Confirm' Confirm Cancel			d. Confirmation ^O You have successfully completed the Finalize Midpoint Review Step.
e. Confirmation Your comments are submitted. 			