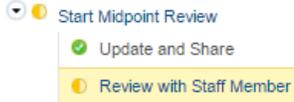


The following guide provides instructions for First Reporting Officers on how to complete the mid-point review.

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
<p>a. Click on 'Update and Share' (from the 'Steps and Tasks' menu on the left)</p> 	<p>a. Click on 'Review with Staff Member' (from the 'Steps and Tasks' menu on the left)</p> 	<p>a. Click on 'Update (from the 'Steps and Tasks' menu on the left) and Complete'</p> 
<p>b. Enter Midpoint Comments in the 'FRO Comments' box</p> 	<p>b. Click on 'Proceed to Finalize'</p> 	<p>b. Click on 'Finalize Midpoint Review'</p> 
<p>c. Click on 'Submit'</p> 	<p>c. Click on 'Confirm'</p> 	<p>c. Click on 'Confirm'</p> 
<p>d. Click on 'Confirm'</p> 		<p>d. Confirmation You have successfully completed the Finalize Midpoint Review Step.</p>
<p>e. Confirmation</p> Your comments are submitted.		