

# Instructions for recording Give Me Five/Performance review direct to Employee Self Service (ESS)

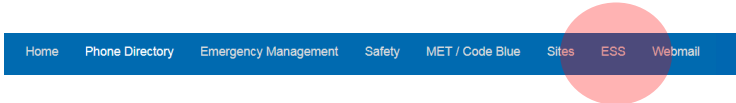
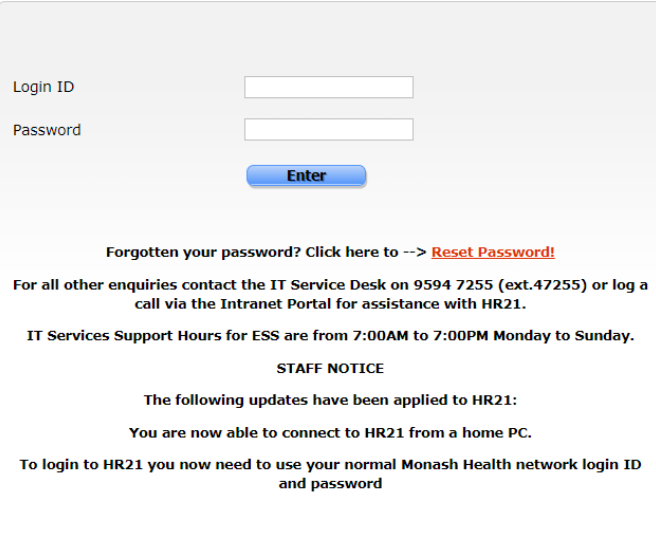

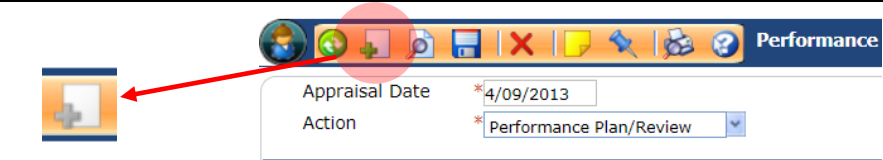
A record of a completed Give Me Five/Performance Review conversation can be added directly to ESS by an individual employee upon agreement and after your review discussion with your manager.

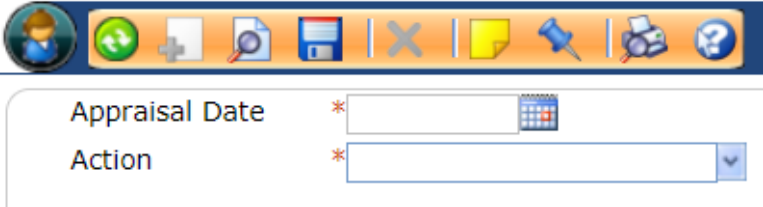
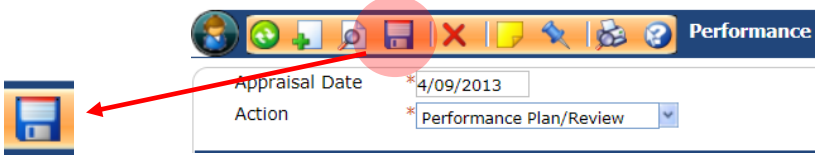
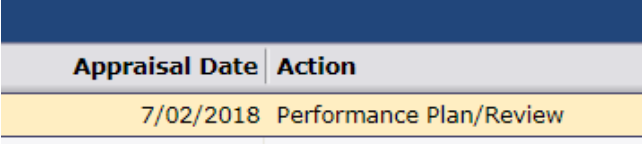

## What you will need:

- Your Network login ID and password

A record will appear in Chris21 immediately and in the BAR report the next work day

## How to upload a record

| Go the Monash Health Intranet or Internet Portal  | <a href="http://intranet/">http://intranet/</a> - internal use<br><a href="http://www.monashhealth.org/">http://www.monashhealth.org/</a> - external use   |                         |                               |                              |               |               |   |  |                         |                               |                              |
|---|--|-------------------------|-------------------------------|------------------------------|---------------|---------------|---|--|-------------------------|-------------------------------|------------------------------|
| In the Intranet portal, select 'ESS' from the top menu bar  |    |                         |                               |                              |               |               |   |  |                         |                               |                              |
| In the Internet, select 'HEALTH PROFESSIONALS - Employee Self Service - Staff Portals – HR21 Self Service'      | <table border="1"> <thead> <tr> <th>System Name and Link</th> <th>Support Team</th> <th>Support Email Address</th> <th>Support Phone</th> <th>Support Hours</th> </tr> </thead> <tbody> <tr> <td><a href="#">HR 21 Self Service click here</a></td> <td></td> <td>ess[at]monashhealth.org</td> <td>9265<br/>2700<br/>ext.<br/>52700</td> <td>Mon-Fri<br/>8.30am-<br/>4.30pm</td> </tr> </tbody> </table> | System Name and Link    | Support Team                  | Support Email Address        | Support Phone | Support Hours | <a href="#">HR 21 Self Service click here</a> |  | ess[at]monashhealth.org | 9265<br>2700<br>ext.<br>52700 | Mon-Fri<br>8.30am-<br>4.30pm |
| System Name and Link  | Support Team   | Support Email Address   | Support Phone                 | Support Hours                |               |               |   |  |                         |                               |                              |
| <a href="#">HR 21 Self Service click here</a>   |  | ess[at]monashhealth.org | 9265<br>2700<br>ext.<br>52700 | Mon-Fri<br>8.30am-<br>4.30pm |               |               |   |  |                         |                               |                              |
| To login to the ESS portal, you will need your Employee ID and Network password                                 |  <p><b>STAFF NOTICE</b></p> <p>The following updates have been applied to HR21:</p> <p>You are now able to connect to HR21 from a home PC.</p> <p>To login to HR21 you now need to use your normal Monash Health network login ID and password</p>   |                         |                               |                              |               |               |   |  |                         |                               |                              |
| Select 'My Details' and then 'Performance Enhancement' to view your past Give Me Five/Performance Review dates. |   |                         |                               |                              |               |               |   |  |                         |                               |                              |
| To add a new review, click on the 'Add' button  |    |                         |                               |                              |               |               |   |  |                         |                               |                              |

|  |   |
|--|---|
| <p>Complete the required information:<br/> <b>Appraisal Date</b><br/>         Use the calendar icon to select the date of your review/conversation.<br/> <b>Action</b><br/>         Click on the drop down arrow to select 'Performance Plan/Review'</p> |   |
| <p>Click the Disk icon to update your record</p>   |   |
| <p>Your updated date will appear at the top of the screen.</p>   |   |
| <p>Select 'Exit' on the top menu bar to logout of ESS.</p>   |  |

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