

Appraisal recording for Booking Coordinators

You are required to inform LEaD of the appraisals (or objective setting for staff in new roles) that have been completed in your team on behalf of your colleagues because they do not have access to a PC to do so themselves.

If you do not work for TQTwentyOne or Facilities and Estates then you must not use this guide.

To record your team members appraisal/ objective setting

- Login to the LEaD training website as normal
- There are two ways to find the Appraisal recording course:
 - 1) From the 'course search' page, select Appraisal Recording from the course group drop down on the left. From the list select 'Appraisal Recording'
 - 2) On your home page you will see a red requirement in your 'Statutory and Mandatory training requirements' select Appraisal Recording and Appraisal Recording e-Verification will be listed on the next page, click the e-Verification.
- Select the course and within the outline of the course you will see a link to a form for you to complete.
- You will need the; Forename, Surname and Assignment Number of the person you are wishing to record.
- Select the link and complete the form. Once completed just select 'Submit'
- You will need to complete the form once for each team member, do not put multiple details into the form.
- The responses from the forms will be downloaded once a week by LEaD and then imported onto the corresponding staff records so please allow a maximum of 7 days for the record to show on the staff training record.