FINAL YEAR REVIEW

USER GUIDE FOR JSE EMPLOYEES

Aug 2023

INTRODUCTION

This document aims to provide guidance on how to submit Final-year review.

ACCESS PROCESS

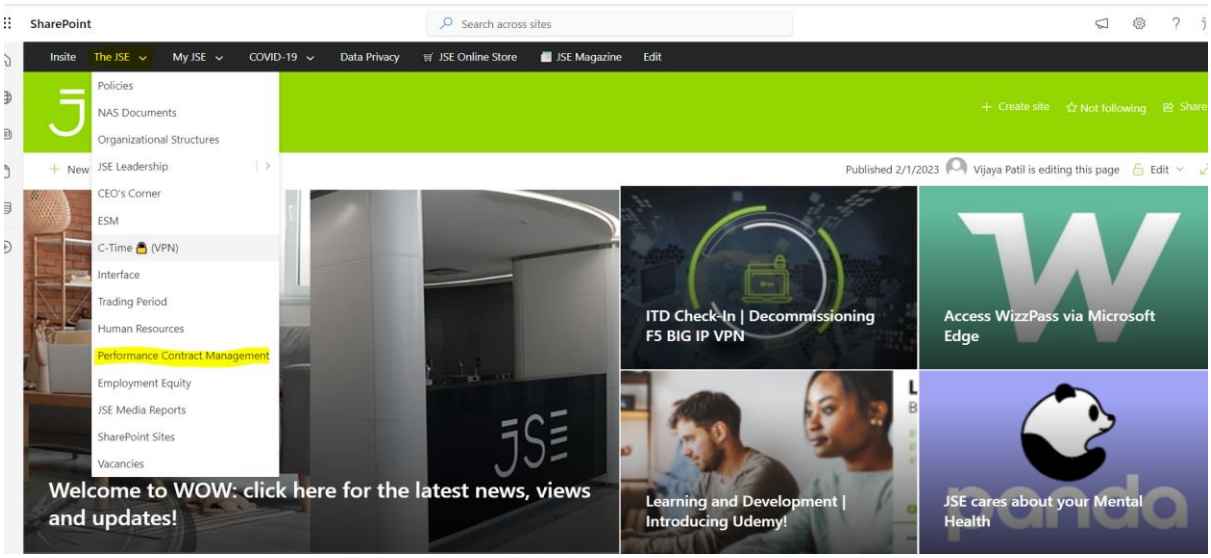
Step 1 – Connecting to the APP

Click on below link to access the app.

Performance Contract

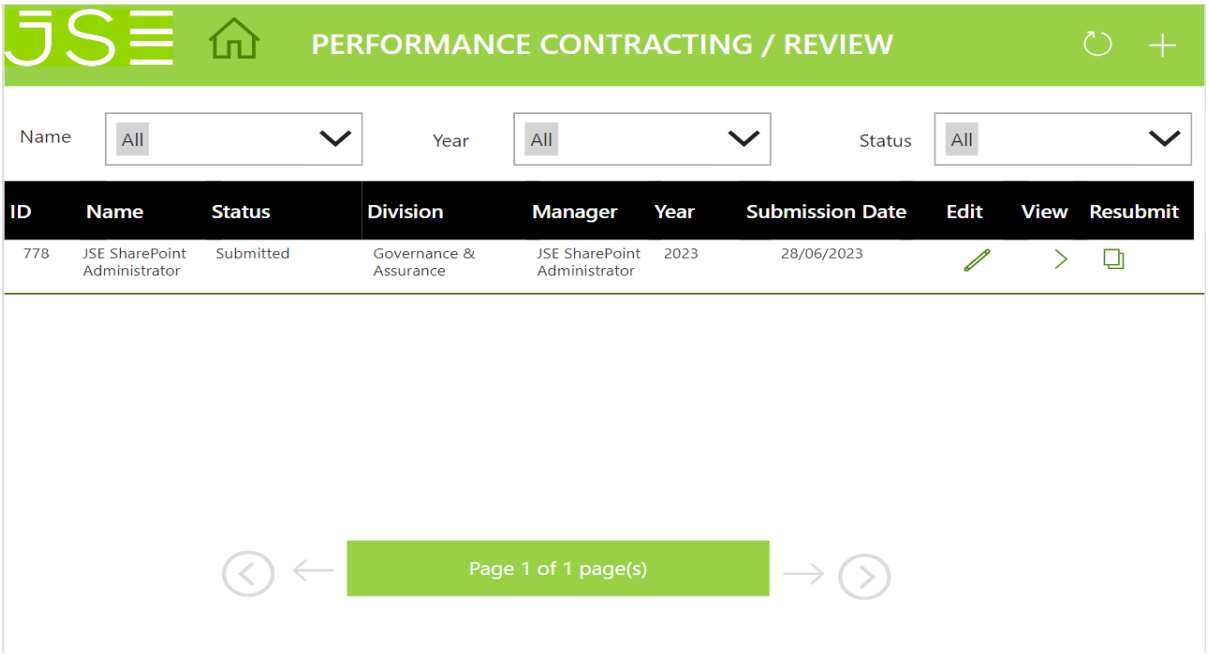
Alternatively, you can access it via Insite- under "**The JSE**" menu.

Insite - Home (sharepoint.com)



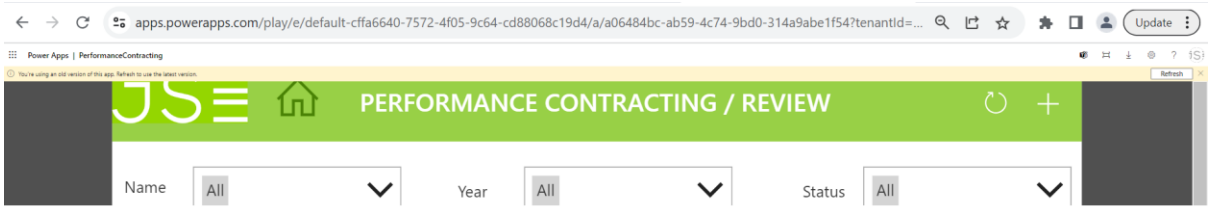
You will be prompted to enter your credentials. Please enter your JSE credentials to Login. After successful login below page will be shown.

Landing Page-



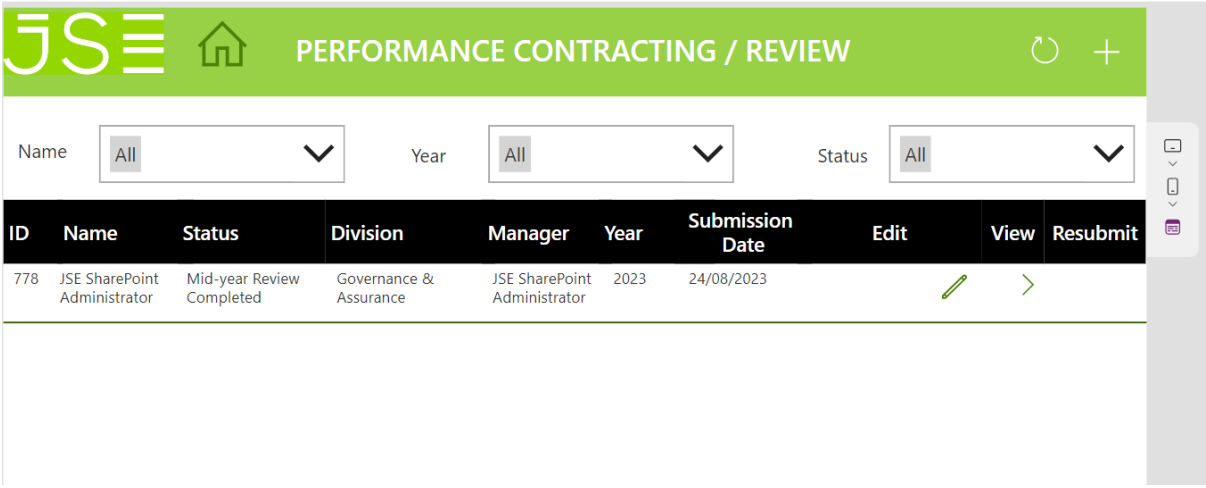
Here you can view previously submitted forms. You can also check the status of your submitted forms.

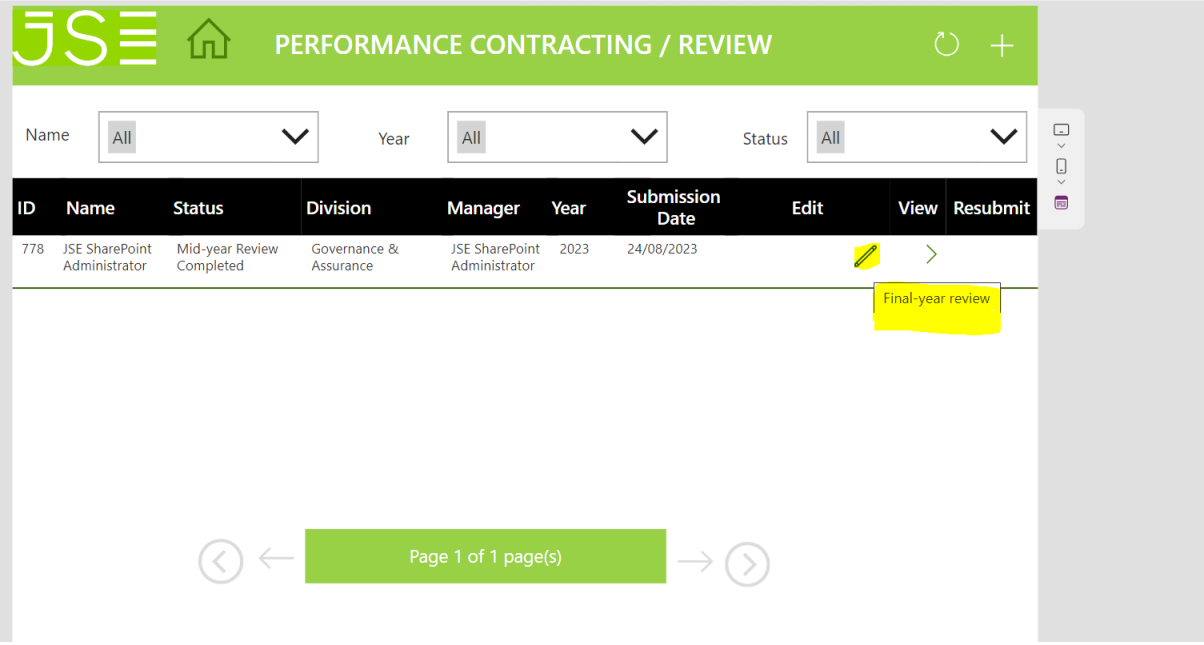
*Please click on refresh button to get the latest version Or press (Ctrl+R / Ctrl+f5) for force refresh.



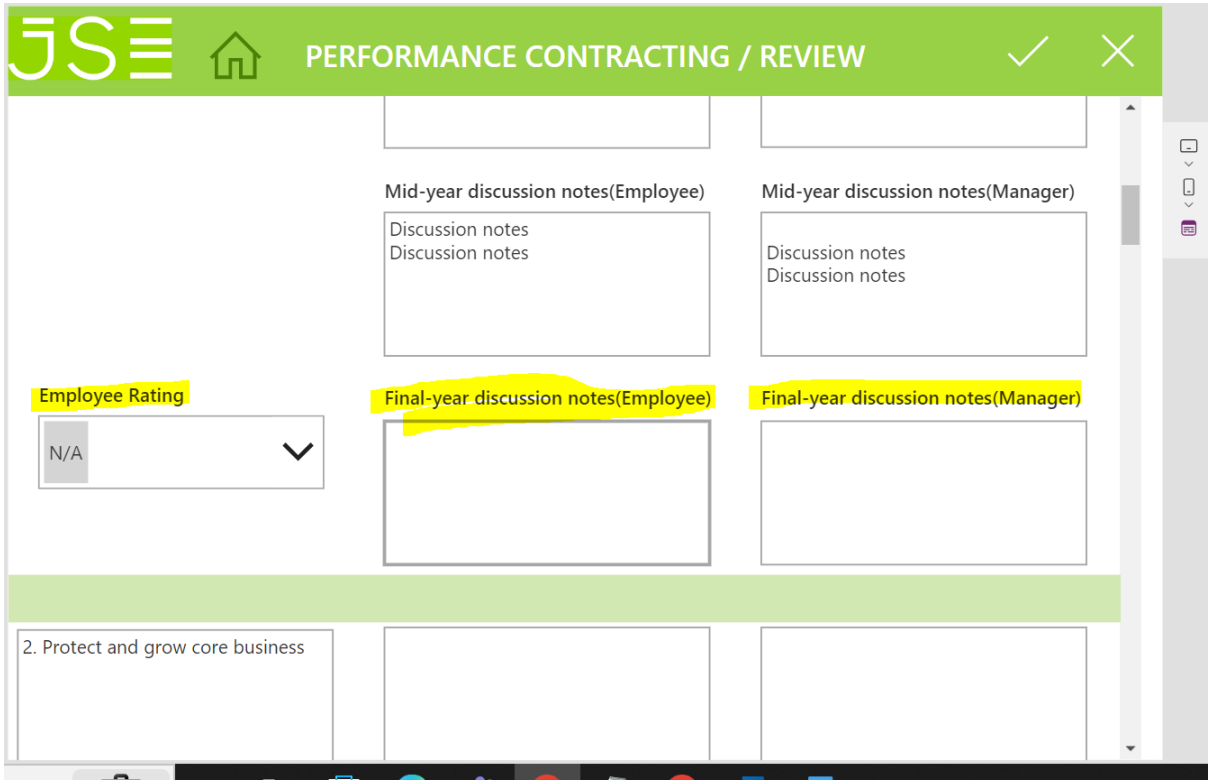
Step 1-

If you have already submitted your Mid-year review. You will get an edit button to start Final-year review process.





Once you click on edit button you will get text box to enter discussion notes against each KPI and Rating.

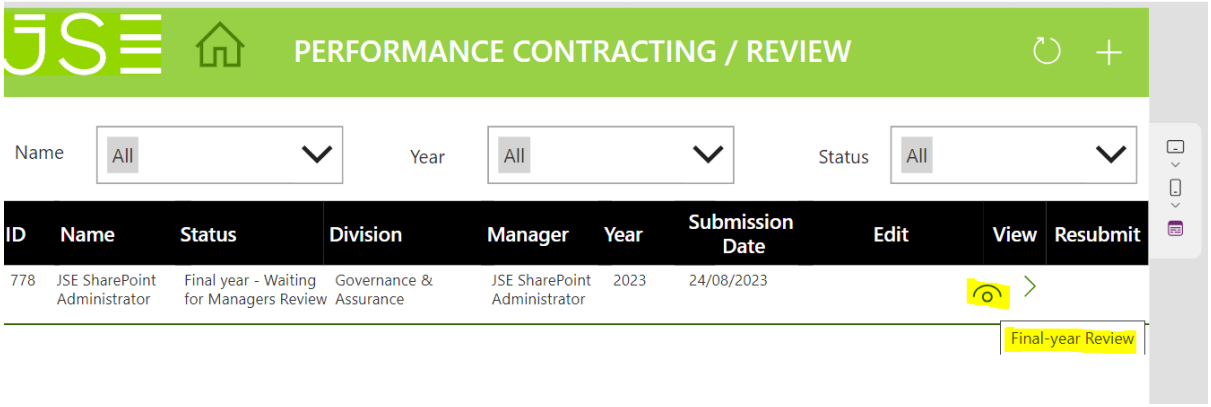


Step 2-

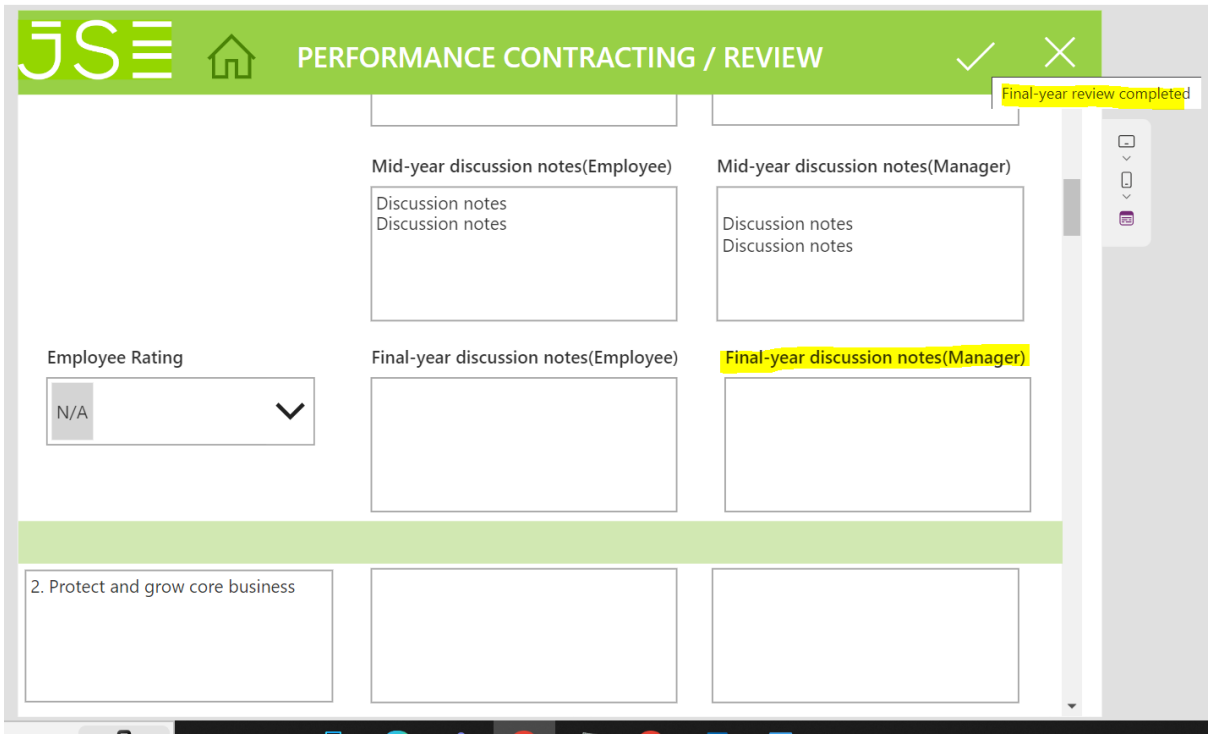
After submitting notes & ratings click on tick button to submit this review. On the successful submission it will go to your manager for the review. Status will be “Final-year review submitted”.

Step 3-

Manager will get “Review” button to review the notes.



Manager can also add his/her comments against each KPI. And click on tick button to complete the review.



Status will change to “Final-year Review Completed”.Use View link to see the form with all the details. (Read-only form)