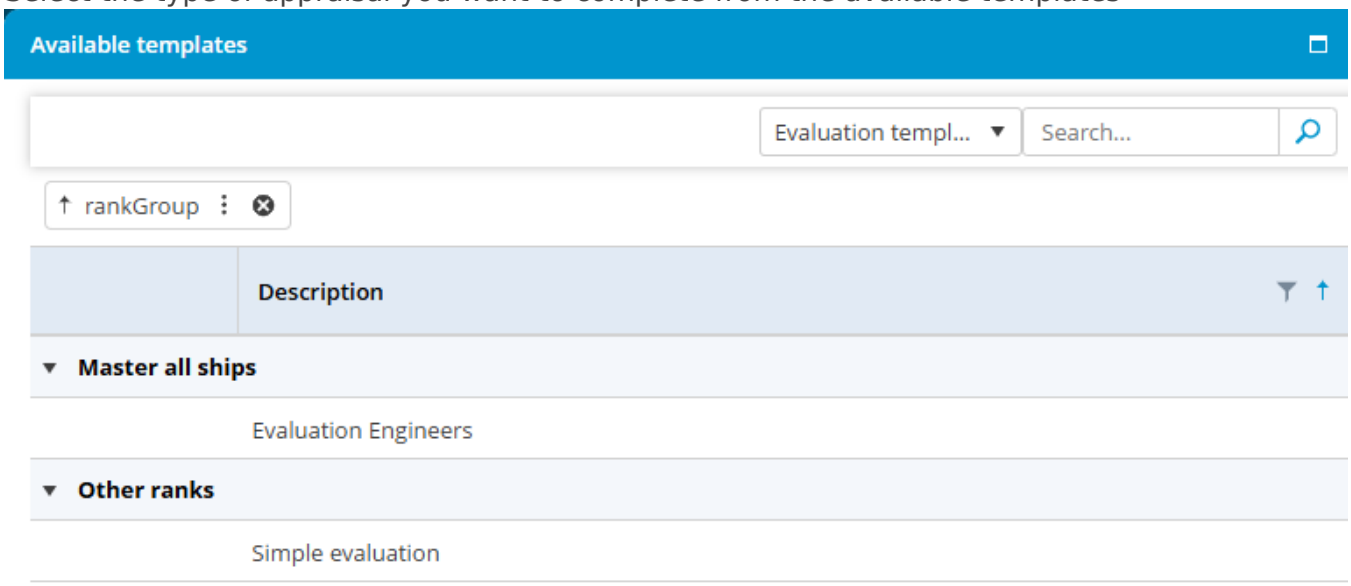
How do I create an appraisal?

1. Select the employee
2. Click on the tab **Appraisal**
3. Click on **New...**
4. Select the type of appraisal you want to complete from the available templates



5. Click on **Save & close**
6. Complete the form
7. Click on **Save & close**

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