

# 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

Available templates

Evaluation templ... Search...

↑ rankGroup

	Description	
▼ Master all ships		
	Evaluation Engineers	
▼ Other ranks		
	Simple evaluation	

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