

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


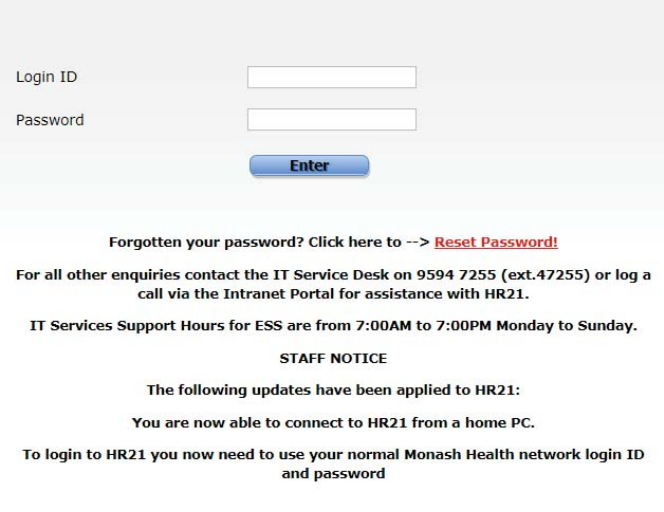

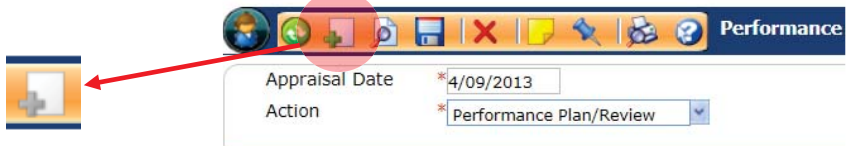
A record of a completed Give Me Five/Performance Review conversation can be added directly to ESS by an individual employee upon agreement and after your review discussion with your manager.

## 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 <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 2700 ext. 52700</td> <td>Mon-Fri 8.30am- 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 2700 ext. 52700	Mon-Fri 8.30am- 4.30pm
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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											

Complete the required information:

**Appraisal Date**

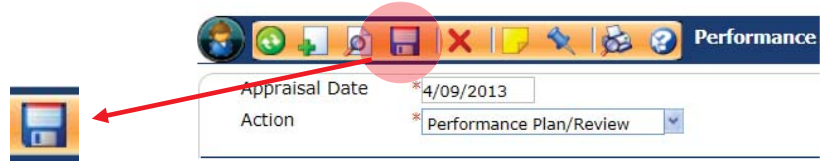
Use the calendar icon to select the date of your review/conversation.

**Action**

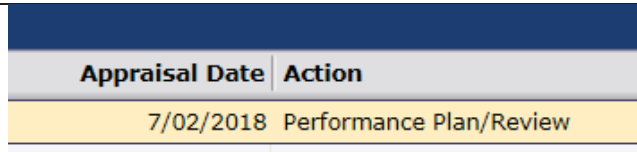
Click on the drop down arrow to select 'Performance Plan/Review'



Click the Disk icon to update your record



Your updated date will appear at the top of the screen.



Select 'Exit' on the top menu bar to logout of ESS.



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