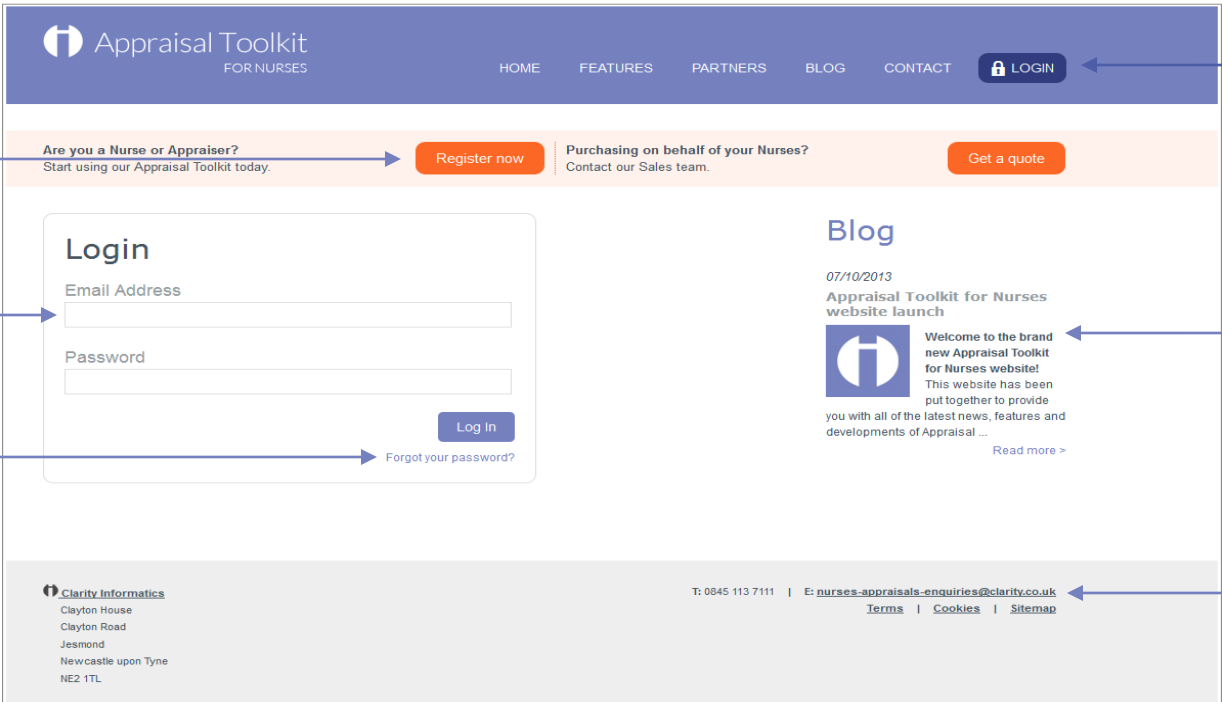# Appraisal Toolkit
FOR NURSES

Quick Start Guide: Appraiser

Accessing Appraisal Toolkit for Nurses

You may be invited to register with Appraisal Toolkit for Nurses as an appraiser by your organisation. If you have not received an invite and would like to access the site as an appraiser, contact our Customer Support Team on **0845 113 7333** or email us at nurses-appraisals-enquiries@clarity.co.uk.

Click through this menu for Appraisal Toolkit for Nurses news and information

New user? Click this button to register

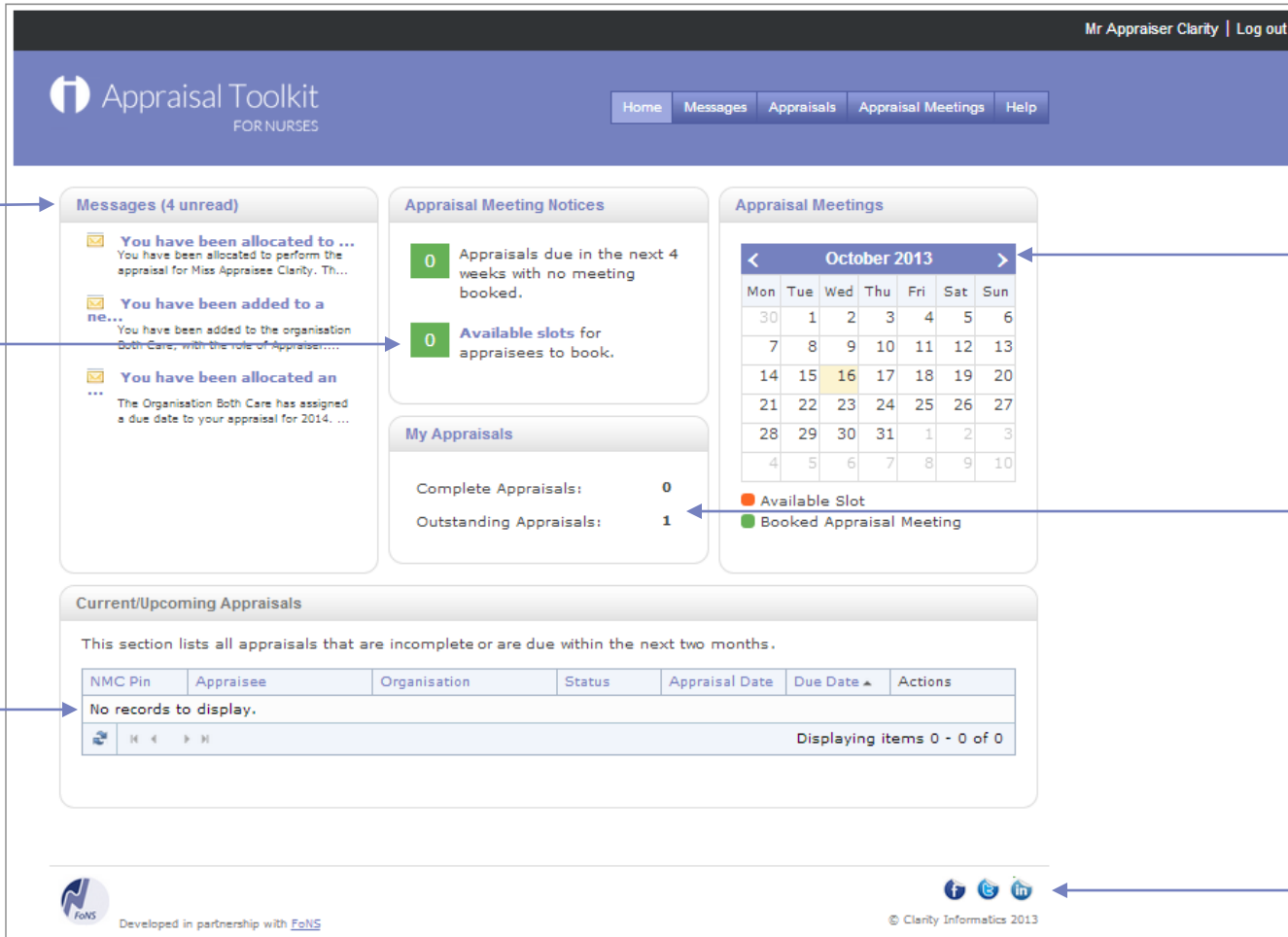Once you've registered, login to your account with your email address and password

Can't remember your password? Click this link to reset it

Keep up to date with Appraisal Toolkit for Nurses by reading our blog updates

Need to contact us? Use this information to contact our Customer Support Team directly

Appraisal Toolkit
FOR NURSES

HOME   FEATURES   PARTNERS   BLOG   CONTACT   🔒 LOGIN

Are you a Nurse or Appraiser?
Start using our Appraisal Toolkit today.   Register now   **Purchasing on behalf of your Nurses?**
Contact our Sales team.   Get a quote

Login

Email Address

Password

Log In

Forgot your password?

Blog

07/10/2013
Appraisal Toolkit for Nurses website launch

Welcome to the brand new Appraisal Toolkit for Nurses website! This website has been put together to provide you with all of the latest news, features and developments of Appraisal ...

Read more >

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Your Homepage

Click here to go to your Appraisal Toolkit for Nurses messages inbox and view your system messages

Keep track of your appraisal meetings and available meeting slots here.

Click your name to change your personal details, role, or password

This calendar displays your upcoming appraisal meetings. Click the heading to go straight to the Appraisal Meetings section of your account

Keep track of how many appraisals you have performed/have left to perform during this appraisal period

This table displays any appraisals that:

- Are newly submitted
- You are already appraising
- Are due within the next two months

Click the social media links to follow Clarity on Facebook, Twitter or LinkedIn and find out about updates and news first!

Appraisal Toolkit
FOR NURSES

Mr Appraiser Clarity | Log out

Home | Messages | Appraisals | Appraisal Meetings | Help

Messages (4 unread)

✉ **You have been allocated to ...**
You have been allocated to perform the appraisal for Miss Appraisee Clarity. Th...

✉ **You have been added to a ne...**
You have been added to the organisation Both Care, with the role of Appraiser....

✉ **You have been allocated an**
The Organisation Both Care has assigned a due date to your appraisal for 2014. ...

Appraisal Meeting Notices

0 Appraisals due in the next 4 weeks with no meeting booked.

0 **Available slots** for appraisees to book.

My Appraisals

Complete Appraisals: **0**

Outstanding Appraisals: **1**

Appraisal Meetings

| ‹ | October 2013 | › |
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

🟧 Available Slot
🟩 Booked Appraisal Meeting

Current/Upcoming Appraisals

This section lists all appraisals that are incomplete or are due within the next two months.

NMC Pin	Appraisee	Organisation	Status	Appraisal Date	Due Date ▲	Actions
No records to display.						

Displaying items 0 - 0 of 0

FoNS
Developed in partnership with FoNS

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Appraisal Toolkit
FOR NURSES

Your Appraisals

Click the headings in this menu bar to navigate through Appraisal Toolkit for Nurses

Use the navigation bar to move to different sections of Appraisal Toolkit for Nurses

Search for a specific appraisal using the search function

This table holds all of your appraisees. Click 'Appraisee' to see their details or 'View' to see their submitted appraisal

Enter your appraisee's payment details against their appraisal for your records

Appraisal Meetings

Available Meeting Slots

Upcoming Meetings
Availability
Appraisees without Meeting
Past Meetings

Available Meeting Slots

⊕ Create New Available Slot

Date	T
You have not yet created any a	

Click this button in the Availability section to create meeting slots ready for your appraisees to book their appraisal meetings

Appraisal Meeting
Back to List

Appraisee:
Miss Appraisee Clarity

Email:
tutorial1@clarity.co.uk

Organisation:
Both Care

Due Date:
31/12/2013

Telephone:
0845 113 7333

Revalidation Date:
Unknown

Current Appraisal Status

Open — Entering Evidence — Ready To Appraise — Appraising in Progress — Awaiting Appraisee Sign Off — Complete

SAT 26 OCT 2013

Time: 09:00 - 10:00
🕐 Suggest New Times

Location: My Office
🌐 Suggest New Location

If a meeting has been booked you can view or edit it. Click 'Upcoming meetings' in the left navigation bar then 'view / edit' next to the meeting to go to the edit screen

Add New Slot
Back to List
Date

🗓

Time Start
09:00 🕐

Time End
10:00 🕐

If entering a time manually, please ensure it is in 24 hour format 00:00

Location

Offer Meeting Slot to

⦿ All Appraisees
◯ Selected Appraisees

Notes

Save

Enter the details for the meeting you would like to create in these boxes

You can offer the slot to all appraisees or selected individuals. Click the appropriate radio button to select appraisees

Click 'Suggest New Times' or 'Suggest New Location' to change the meeting details. This will send a request to your appraisee who will accept or reject the changes. If they reject the changes they may suggest their own alterations which you can accept or reject

FAQs

How do I change my email address/username?

- To change your username/email address, please contact our Customer Support Team on **0845 113 7333** or nurses-appraisals-enquiries@clarity.co.uk.

The system won't accept my username and/or password, what do I do?

There could be a number of reasons why you are be unable to Log in to Appraisal Toolkit for Nurses. The most common issues are listed below:

- Your Username is incorrect:
  - Using the wrong username
  - Typos in the Username
  - Including Spaces at the beginning or end of your username
- Your Password is Incorrect
  - Using the Wrong Password
  - Misspelling your Password
  - Your password is case sensitive – you may not be including the correct Uppercase, lowercase, letters, numbers and characters (your password **must** contain seven characters, including at least one number and one special character (? / ! £ $ % & * \ # @ ~)
- You are locked out
  - Entering the incorrect password 3 times locks out an account

If you have been locked out or are having difficulty with your user credentials, please contact the Customer Support Team on **0845 113 7333** or nurses-appraisals-enquiries@clarity.co.uk.   You will be asked to provide your full name, NMC number and answer to your security question before your password can be reset.