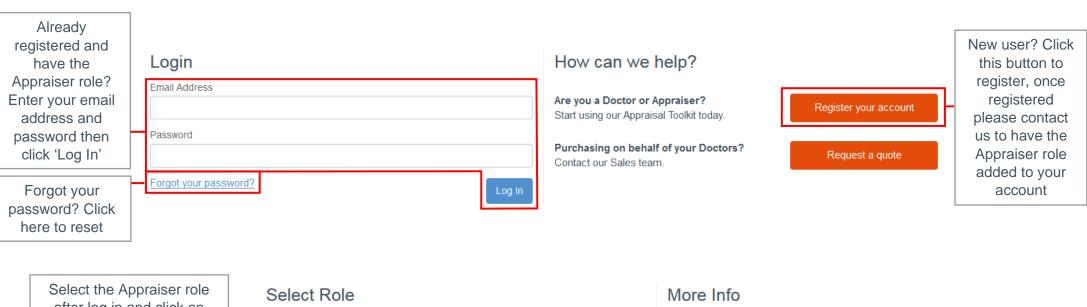


Quick Start Guide: Appraiser

Accessing Appraisal Toolkit for Doctors

Appraisal Toolkit for Doctors is a fully online application; once you are registered you can login at https://appraisals.clarity.co.uk/doctors/toolkit.



after log in and click on 'Continue'. If you do not have this role option please contact our Customer Support Team.



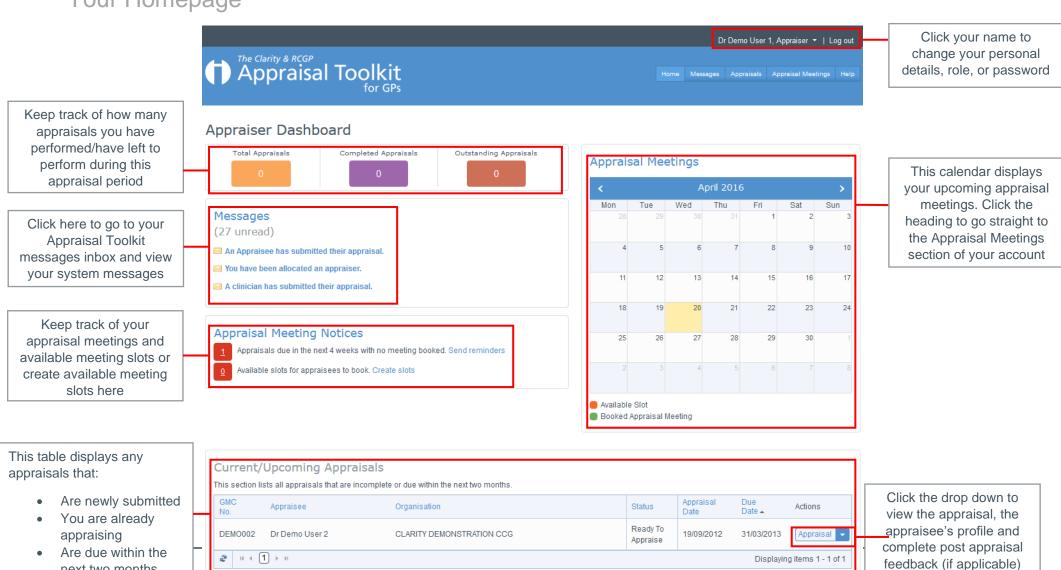
- · You can set up appraisal meeting slots and invite your appraisees.
- You are able to review appraisees current and historic appraisals on submit or once they have granted early access.
- You can edit CPD credits, confirm PDPs and complete appraisal agreements.

1 Agilio Primary Care



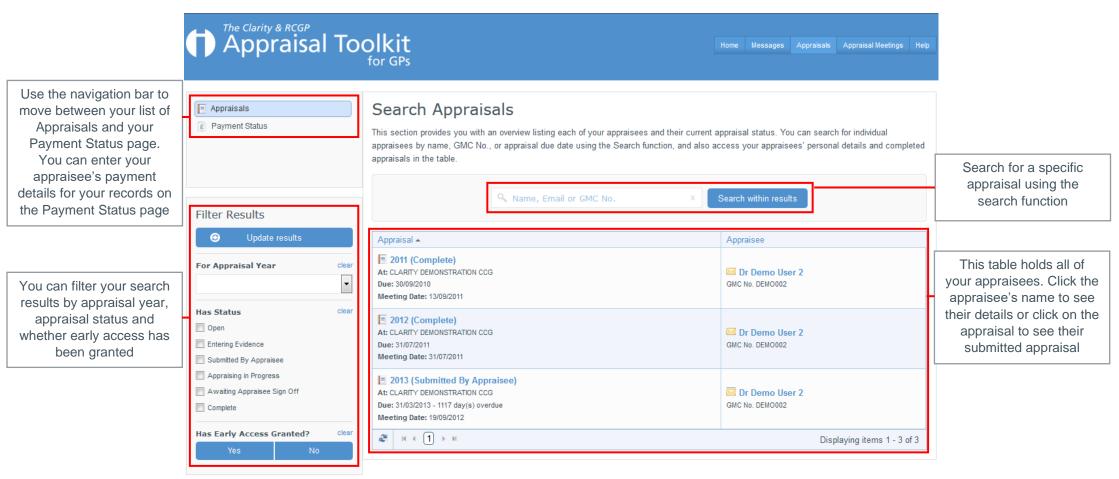
Your Homepage

next two months





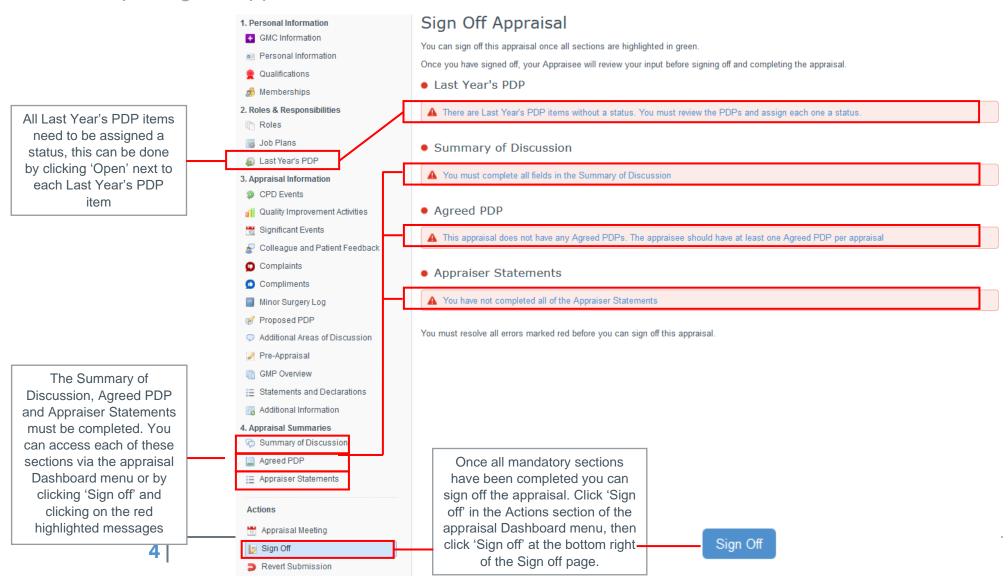
Your Appraisals



Agilio Primary Care

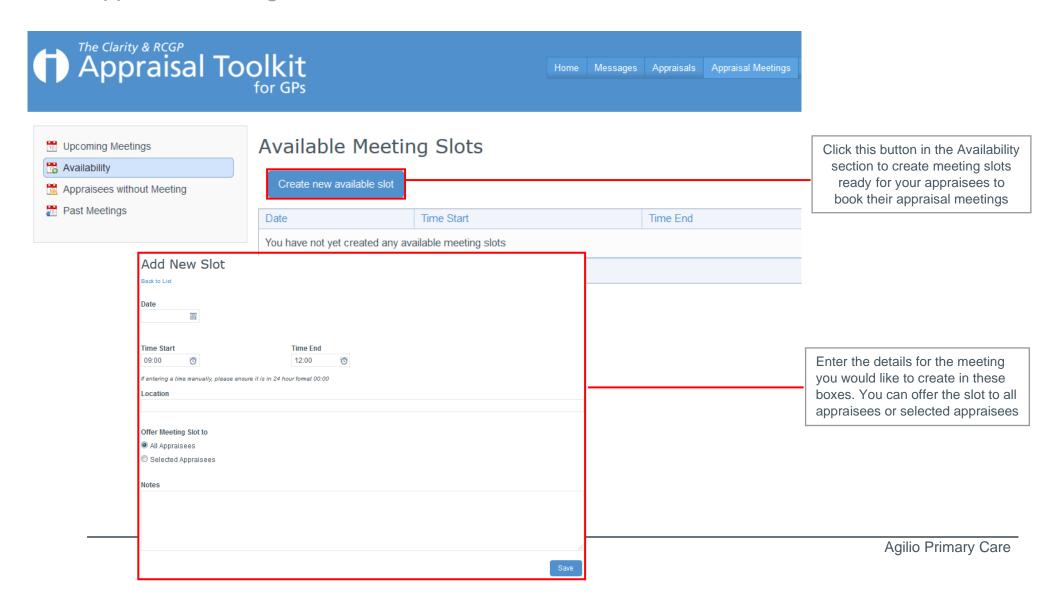


Completing an Appraisal





Appraisal Meetings





FAQs

I am unable to log in to Appraisal Toolkit, what do I do?

There could be a number of reasons why you are be unable to Log in to Appraisal Toolkit, the most common issues are listed below:

- Incorrect email address/password are being entered
- Typos in the email address/password being entered
- Including spaces at the beginning or end of the email address/password
- Misspelling of the password
- The 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 (? / ! £ \$ % & * \ # @ ~)
- Your account may be locked out entering the incorrect password 3 times locks an account.

If you have been locked out or are having difficulty with your user credentials, please contact our Customer Support Team on **0191 287 5800**. You will be asked to provide your full name, GMC number and to answer your security question before your password can be reset.

How do I change my email address?

Please contact our Customer Support Team on **0191 287 5800** who will be able to assist in changing your email address over the telephone.

What mandatory information do I need to complete?

As the appraiser it is your responsibility to complete Section 4 of the appraisal evidence, this includes:

- Agreed PDP
- Summary of Discussion
- Appraiser Statements.
- You must also give each of the clinician's 'Last Year's PDPs' a status before you are able to sign off the appraisal.

For further guidance please see our online documentation at http://wiki.clarity.co.uk/display/1/Appraiser, contact our Customer Support Team on **0191 287 5800** or email us at doctors@agiliosoftware.com