TOTARA PERFORM:
COMPLETING A PERFORMANCE ACTIVITY

This is a transcript of a video on the Totara Academy

WELCOME TO THIS VIDEO ON COMPLETING A PERFORMANCE ACTIVITY IN TOTARA PERFORM.

Performance activities are appraisals, 360 feedback and check-ins. Based on a template, a new instance of an activity is assigned to each user in the assignment group. Watch the video on creating a check-in if you'd like to know more about how to create and assign an activity.

In this case, I'm logged in as a team member. If I go to **Develop** and then **Activities**, I can see all of the activities currently assigned to me.

In this first tab, I can see I have a regular check-in with my manager scheduled. It appears on this tab because I am the subject of the activity.

I can also see where I'm required to give input on activities about other people. If you're a manager of people, you may have a number of check-ins, appraisals and feedback requests in this list. In this case, I've been asked to provide some peer feedback on a colleague.

I can also see my progress on the activity, and whether it is overdue. I'll select the activity to complete it.

At the top I can see whether my answers are anonymous or whether other participants can see them. For feedback, it's common practice for this to be anonymous.

I can see the questions I need to answer below.

Once I've made some progress, I can then decide to **Save as draft**, which saves my answers but allows me to return to them, or **Submit**, which sends the anonymous feedback to the subject. Once I've submitted, I can't change my answers.

Now let's have a look at my own check-in activity.

In this activity, my manager and I will both answer the questions in advance of our meeting, as a starting point for our conversation. I can see at the top here that my manager will be able to see my responses once I submit them, and I can also see the answers they have given. I can choose to turn this off to avoid being overwhelmed by the amount of information on screen, or influenced by others' answers if I want to.

As with the feedback, I then answer the questions, and **Submit** when I'm ready.

So that's completing an assigned performance activity in Totara Perform.

End