

ECS Reviewer Online Process Guidance

As a reviewer or second reviewer you can access the ECS module in the same way as a reviewee.

All the individuals for whom you act as either a reviewer or second reviewer will be visible and the current status of the review will be visible as highlighted below.

My Todo List

My todo list as a reviewer (in Progress)

	Resource id	Name	Post id	Post description	Main position	Date created	Status	Status date	Date review started	My role
	[redacted]	[redacted]	14398	[redacted]	Y	05-12-2017	Submit for Line Manager	05-12-2017	05-12-2017	1st Reviewer

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All forms

All forms where I am a reviewer

	Resource id	Name	Post id	Post description	Main position	Date created	Status	Status date	Date review started	My role
	[redacted]	[redacted]	10345	[redacted]	Y	16-11-2017	1st Line manager Reject	16-11-2017	16-11-2017	2nd Reviewer
	[redacted]	[redacted]	14398	[redacted]	Y	05-12-2017	Submit for Line Manager	05-12-2017	05-12-2017	1st Reviewer
	[redacted]	[redacted]	14398	[redacted]	Y	26-10-2017	2nd Line manager Accept	26-10-2017	02-10-2017	1st Reviewer

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To view the review click on the magnifying glass.

The form as completed by the reviewee is then visible and can be commented on and either accepted or rejected by clicking either Accept or Reject.

Submit

User's Comments

The form then goes, either, on to the second reviewer or back to the reviewee.

The status on the front screen will then be updated.

Once both the first and second reviewers have agreed the form it is completed and remains visible on the employee's front screen so they can refer back to it when required.

Use **Create** link(s) for a **New ECS form**
(only one form per post id and per day can be created)

Resource id	Name	Post id	Post description	Link	Main position
[redacted]	[redacted]	14398	HR Metrics and Workforce Planning Manager	Create	Y

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View Ended ECS forms

	Resource id	Name	Post id	Post description	Date created	Status	Status date	Date review started
	[redacted]	[redacted]	14398	[redacted]	26-10-2017	Done	26-10-2017	02-10-2017

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