

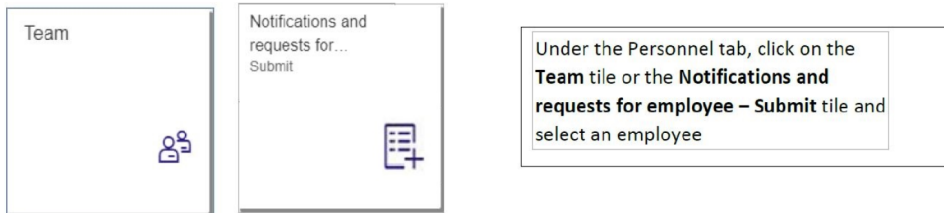
Manual HR consultation cycle

Below you can read how to register the report of an annual consultation.

The staff member gets to see the report first and can add his or her own view to it (if desired). Next, the form will be added to the digital personnel file.

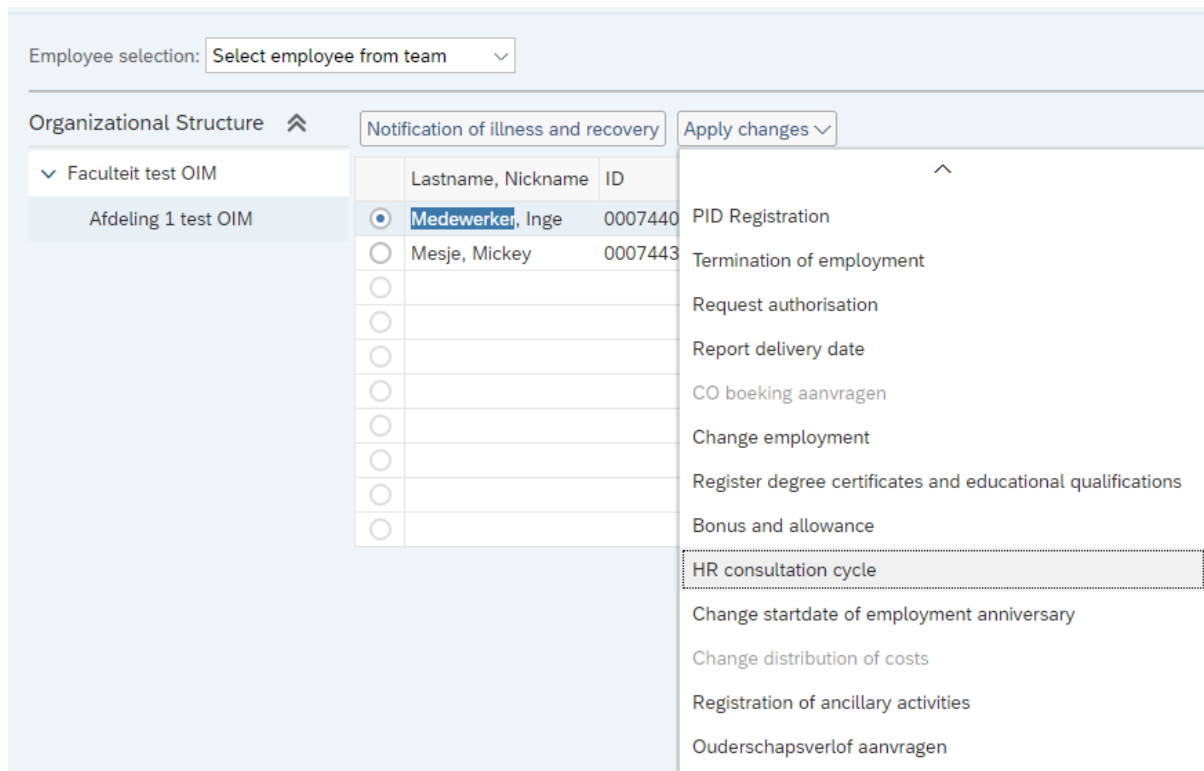
Log in to the [DSPE](#) with your AUAS ID

Step 1



Step 2


Under Apply changes, select HR consultation cycle.




Step 3

A new screen will open with the employee's work details on it. under Consultation, enter the date of the interview.

HR consultation cycle

 Check

 Send

 Save draft

Form

You are filling in the form on behalf of:

Inge Medewerker

Employee details

Name:	<input type="text" value="dr. I.C. Medewerker BSc"/>	00074407
Staff position:	<input type="text" value="Docent 3"/>	40034799
Department:	<input type="text" value="Afdeling 1 test OIM"/>	00052985
Master cost center:	<input type="text" value="Functioneel beheer"/>	41952
Job:	<input type="text" value="Docent 3"/>	00039394
Job rating (scale):	<input type="text"/>	<input type="text"/>
Type of employment contract:	<input type="text"/>	

Consultation

Date of consultation/review *:

Step 5

Add attachment (only PDF allowed):

Here you can upload the report (form), or the employee's own view as pdf.

Step 6

This notification will also be sent

Email address (the email will not be sent until the entire process is completed.)

Supervisor:

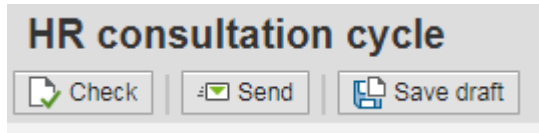
Employee:

Extra copy to



The report will be sent to the supervisor, if you want you can select another colleague by clicking on the green +.

Step 7



In the upper left corner select Check before sending the form. If you want you can also save a draft, which will be saved in your Work list personnel, from where you can edit the form later.

After sending the form it will be saved in the digital file of the employee.