TURAS Appraisal Set Up - Process for New Staff

Employee starts with NHSGGC

Manager completes Staff Engagement Form (SEF) on eESS

Employee already has TURAS Appraisal account
Employment updated to NHSGGC automatically when SEF is actioned on eESS

Employee retains existing TURAS Appraisal login/ password

Employee does not already have TURAS Appraisal account
TURAS Appraisal account set up after SEF actioned/fed through to TURAS.

TURAS Appraisal login/password not generated automatically

If employee required to set up TURAS Learn as part of induction/professional role:

Employee can add TURAS Learn to existing TURAS Appraisal account themselves via 'My TURAS' tab

If employee already has TURAS Learn account – go to 'My TURAS' tab & in 'Personal Details' update e-mail, Sector, Organisation & Professional group/role for NHSGGC post **

Manager completes Staff List Template & submits to L&E via ServiceNow
to get employees assigned to a manager on TURAS Appraisal and request their login details.

L&E Support assign staff to manager and advise manager/staff of login arrangements.

Manager assigns reviewer (if applicable) and post outline to staff

Employee logs into / can use TURAS Appraisal

Employee can retain separate logins for TURAS Appraisal and TURAS Learn accounts or can contact L&E Support via ServiceNow to request a merge.

L&E Support advise staff of process/information required

Employee contacts national team to request merge of accounts with required information
(can use separate TURAS Appraisal and TURAS Learn logins until merger complete)

*** source – NES digital*