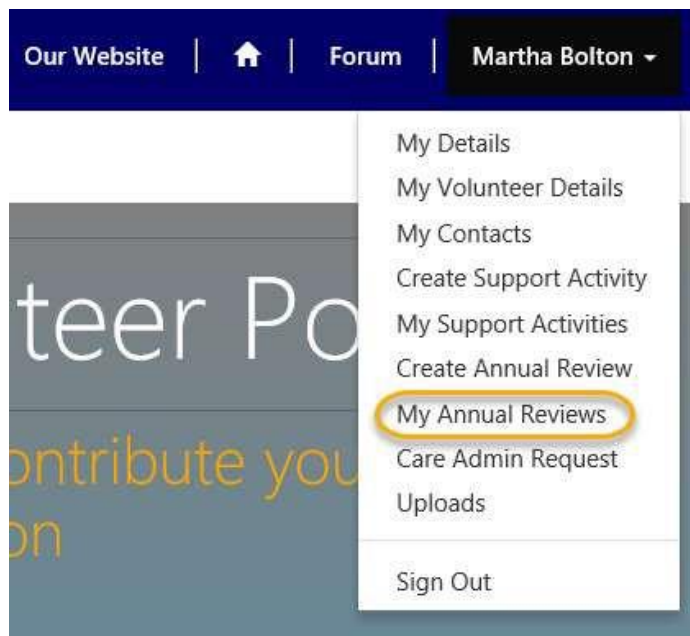


Annual Reviews

In the Volunteer Portal, Association Visitors have the option to view and edit Annual Review forms. Previously, these forms would have been completed on paper by the Area Support Co-ordinator (ASC) during or after an Annual Review 'meeting'.

In the new system, an ASC can fill out the form electronically. This form is shared with the AV's through the Portal.

To find details of previously added review forms, go to the drop-down menu and go to My Annual Reviews.



Martha Bolton - 06/11/2018

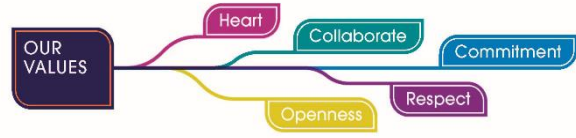
06/11/2018

Awaiting Review



Here, users will be able to view previous Annual Review notes by clicking the drop-down arrow and then clicking 'View Details'. Like with the support activity form, if the status is 'Awaiting Review' it is awaiting confirmation from the ASC. At this point, AVs can open the form and add notes or comments as required.

AVs also have access to the blank Annual Review form on the Portal. To access this, use the drop-down and go to 'Create Annual Review'



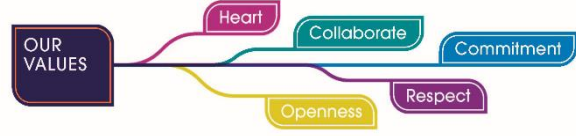
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- My Volunteer Details
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- Create Support Activity
- My Support Activities
- Create Annual Review**
- My Annual Reviews
- Care Admin Request
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A blank Annual Review form will open. The idea behind this is it allows volunteers to add notes to the form ahead of their Annual Reviews. This can be useful when there are certain topics you would like to discuss. In this case, volunteers could open up the form and make pre-meeting notes. When the ASC opens the form on MrC, the notes will be visible to them

Please see next page a full copy of the Annual Review form



[Home](#) > [Create Annual Review](#)

Create Annual Review

Date of Meeting

Length of time as an AV

What are the things you enjoy about being an AV?

Main barriers/challenges to you as an AV

How could these be resolved or improved?

How can I support you in your role as an AV

Are there any gaps in your knowledge/training

Any knowledge/skills/experience that can be used?

Is there anything else to discuss?

Capacity - do you feel you could take on more?

Are you involved in any other activities

Other Notes

AV Comments

RCDA Comments

Review Status

Awaiting Review Reviewed

Submit