

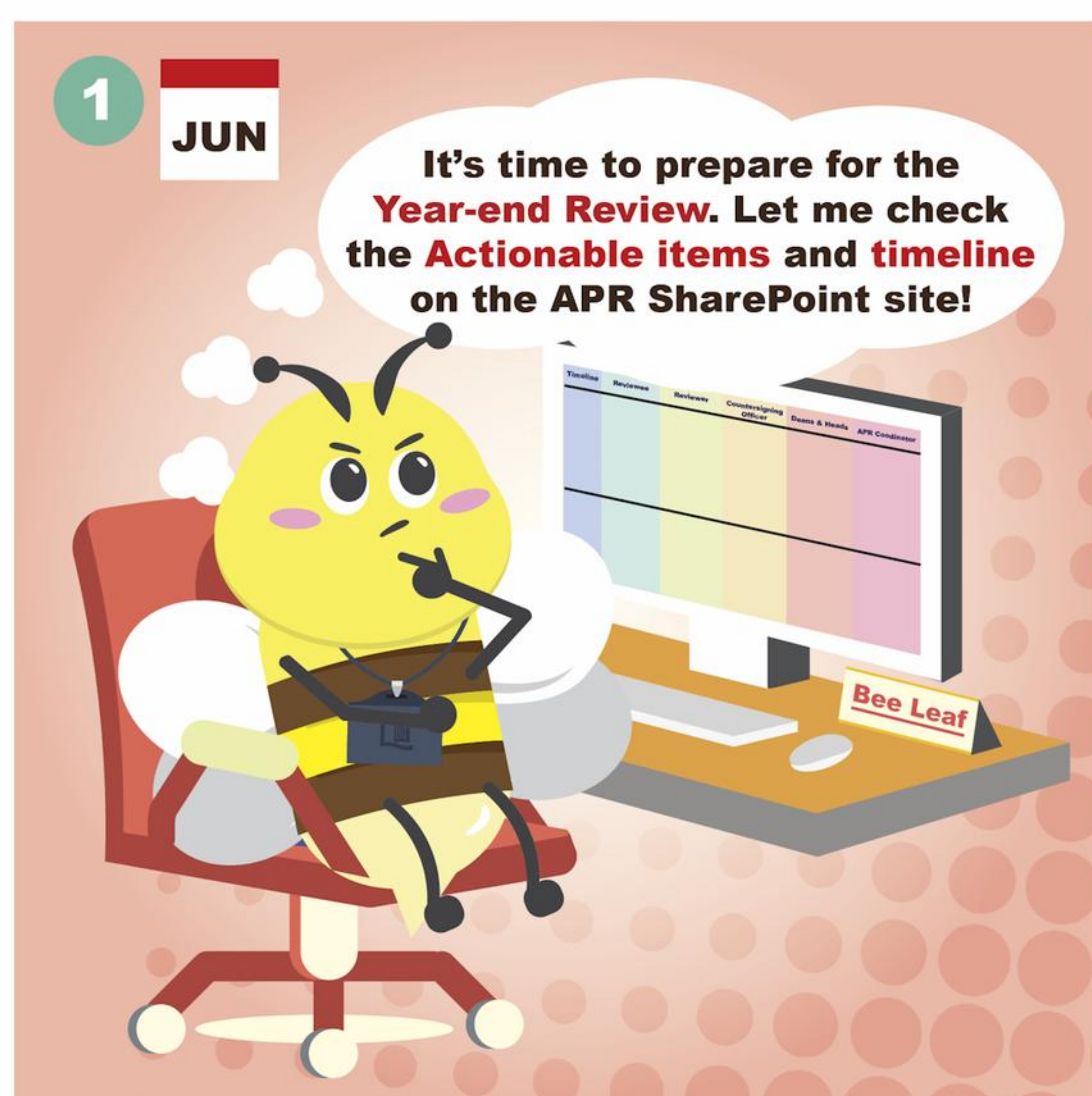
Bee=U

APR Year-end Preparation Tips 2025

<For Reviewee>

1 JUN

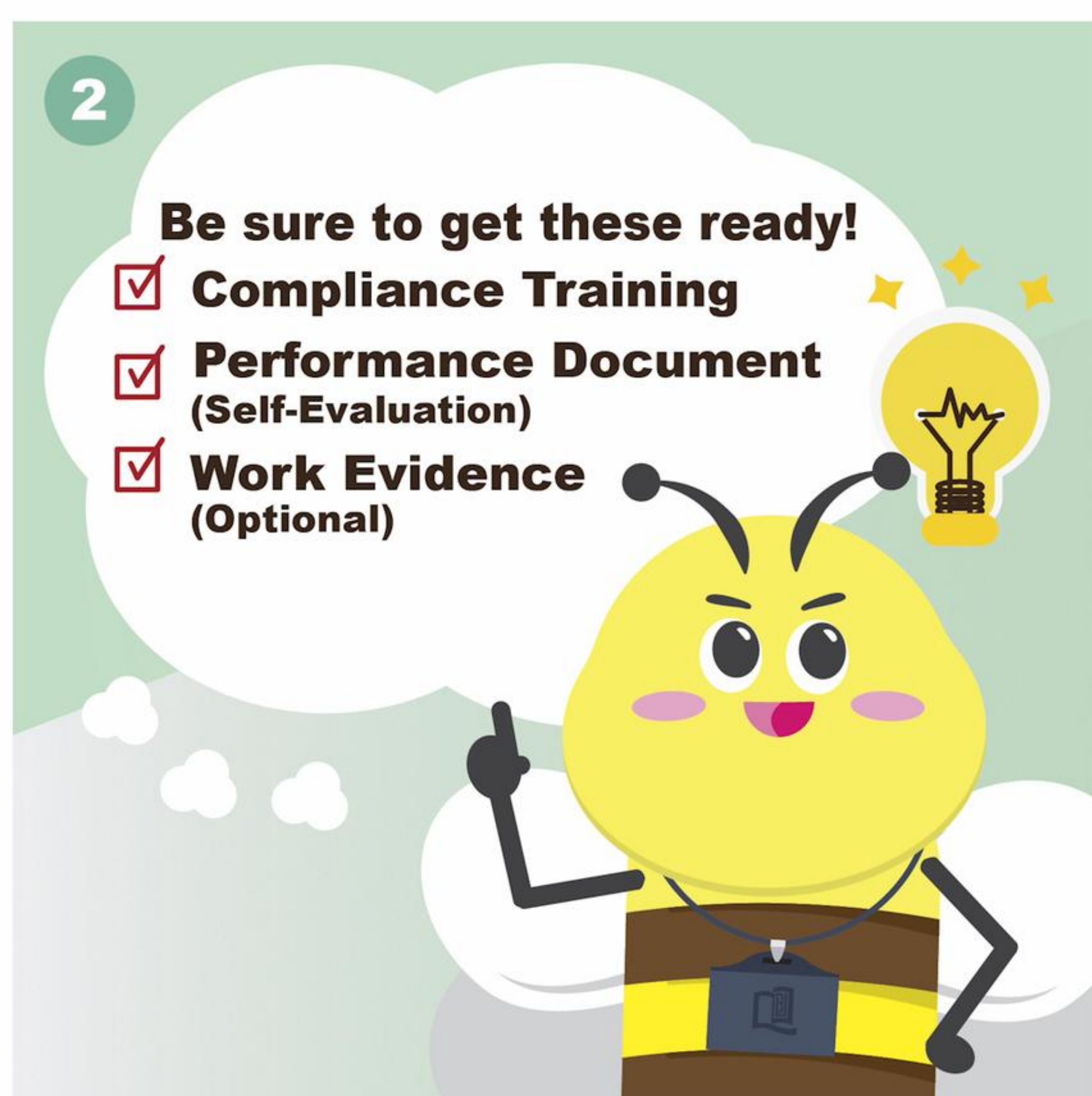
It's time to prepare for the **Year-end Review**. Let me check the **Actionable items** and **timeline** on the APR SharePoint site!



2

Be sure to get these ready!

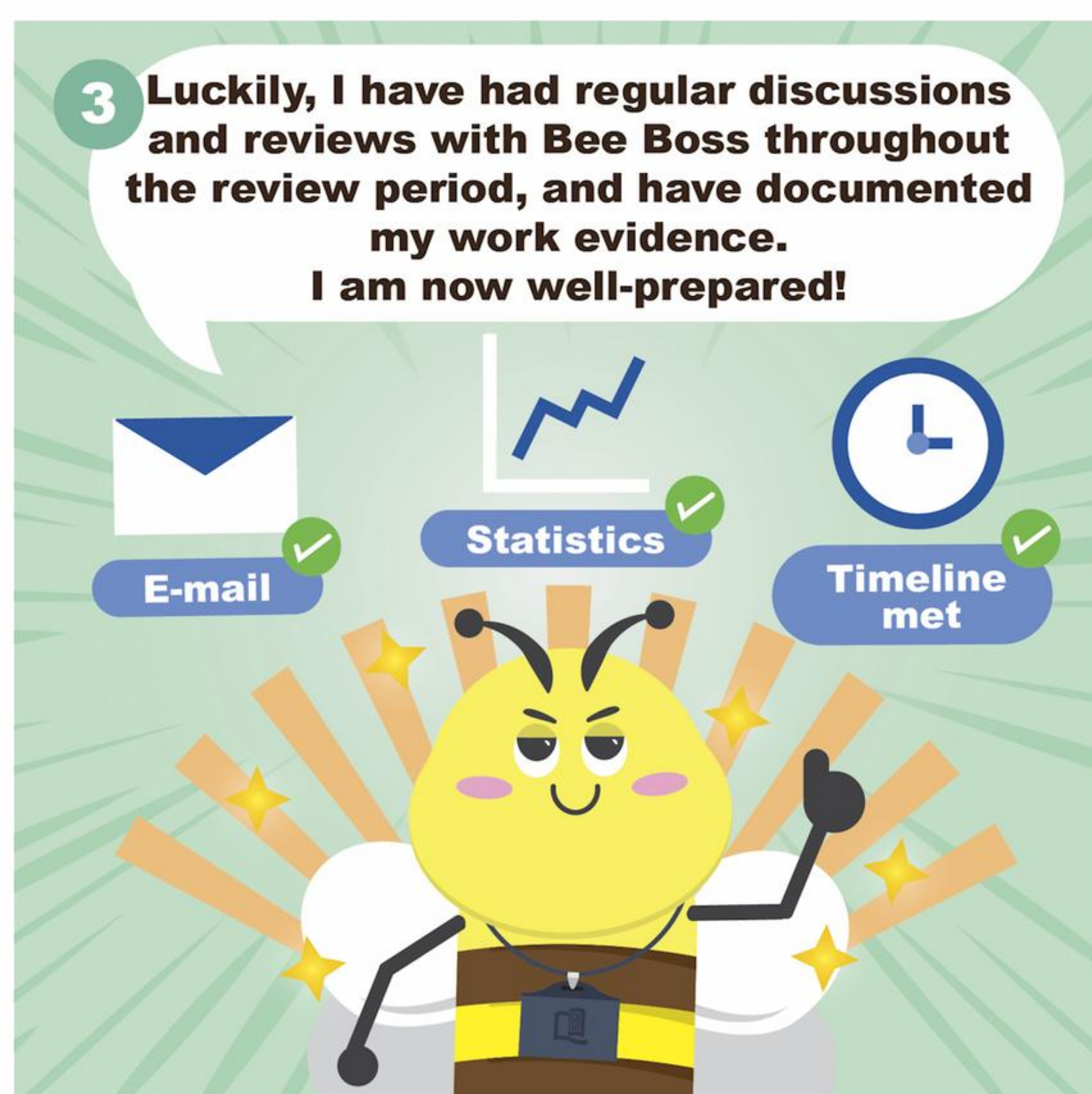
- ☒ **Compliance Training**
- ☒ **Performance Document (Self-Evaluation)**
- ☒ **Work Evidence (Optional)**



3

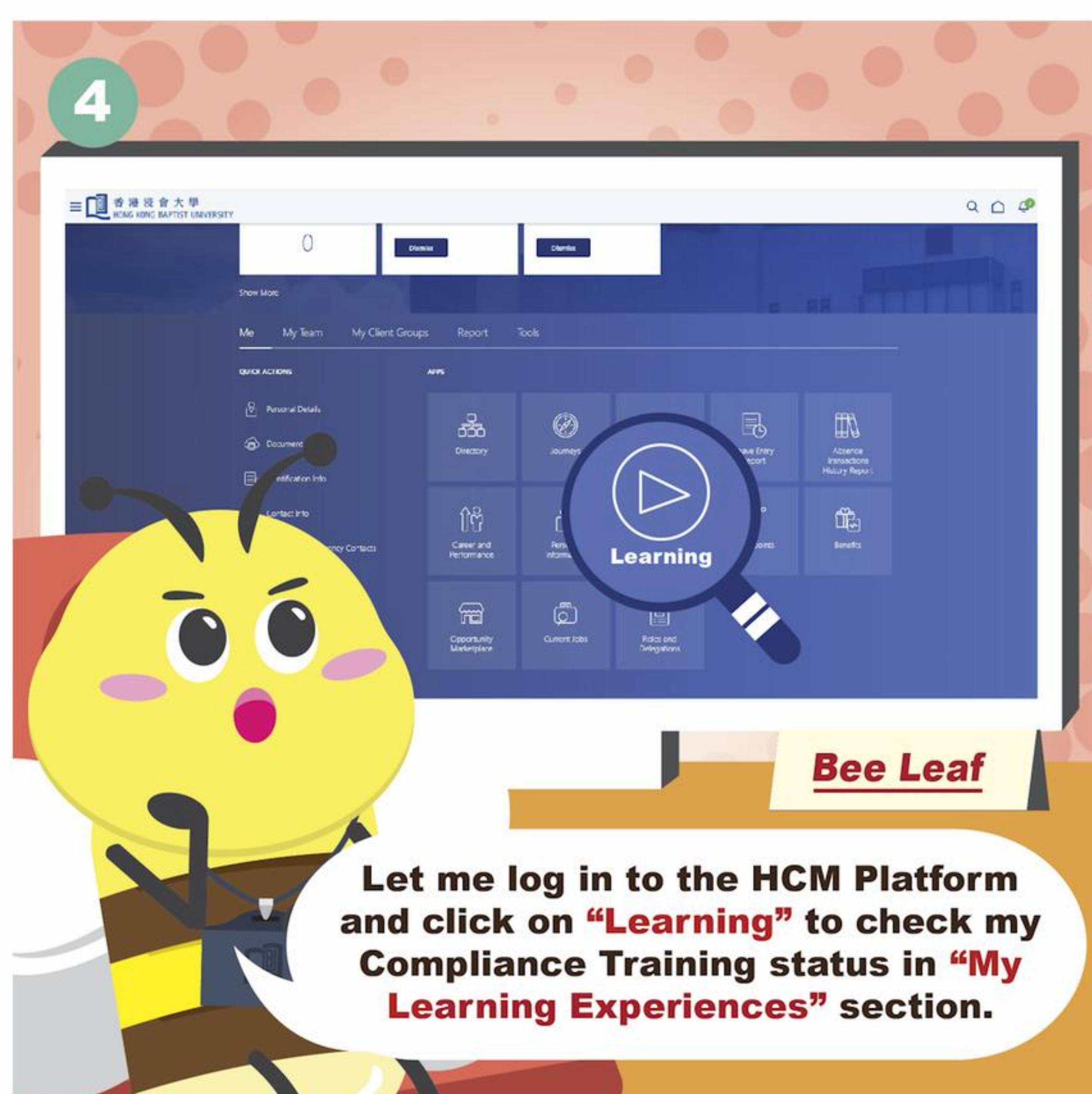
Luckily, I have had regular discussions and reviews with Bee Boss throughout the review period, and have documented my work evidence. I am now well-prepared!

E-mail ☒ **Statistics** ☒ **Timeline met** ☒



4

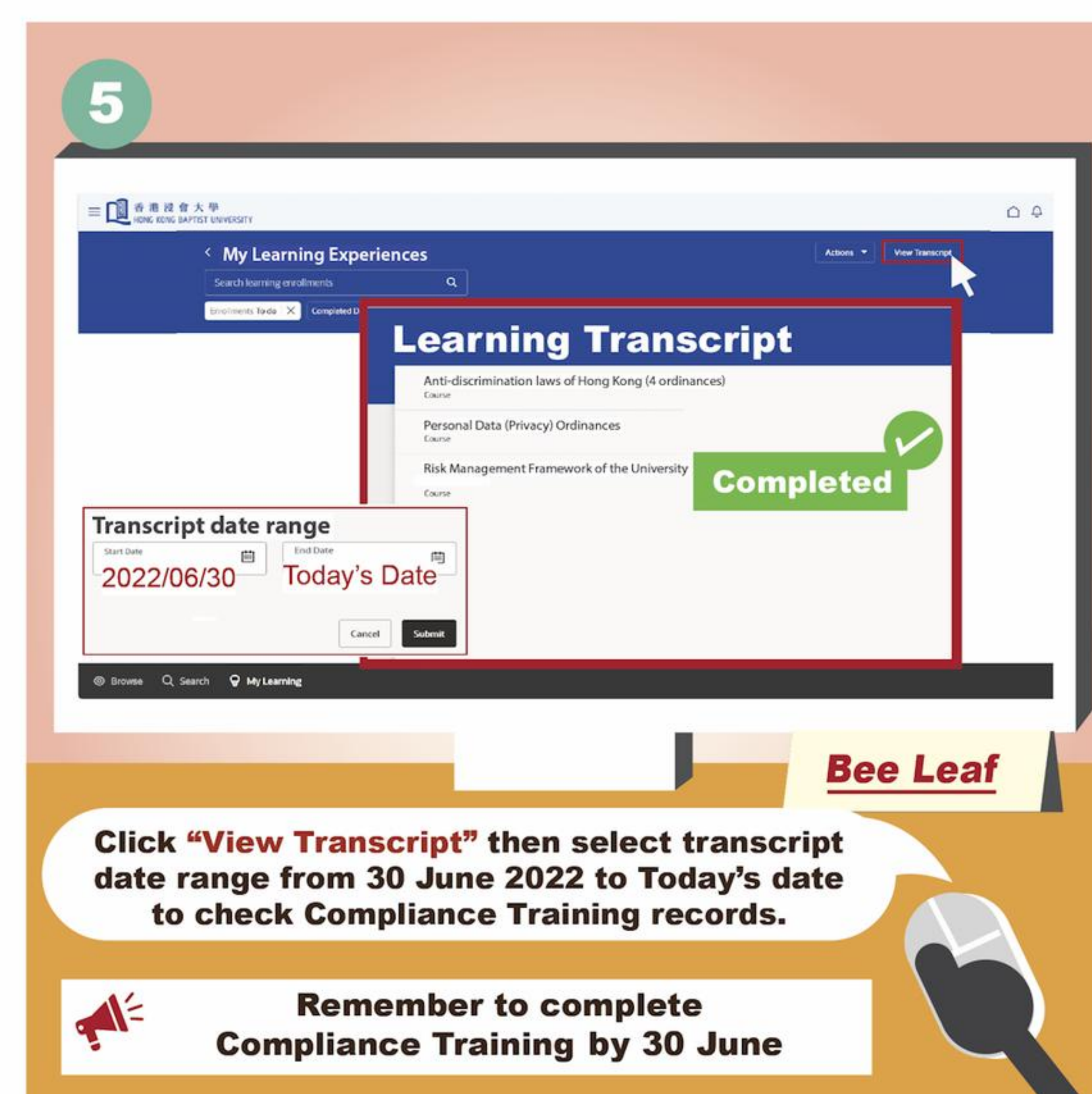
Let me log in to the HCM Platform and click on **"Learning"** to check my Compliance Training status in **"My Learning Experiences"** section.



5

Click **"View Transcript"** then select transcript date range from 30 June 2022 to Today's date to check Compliance Training records.

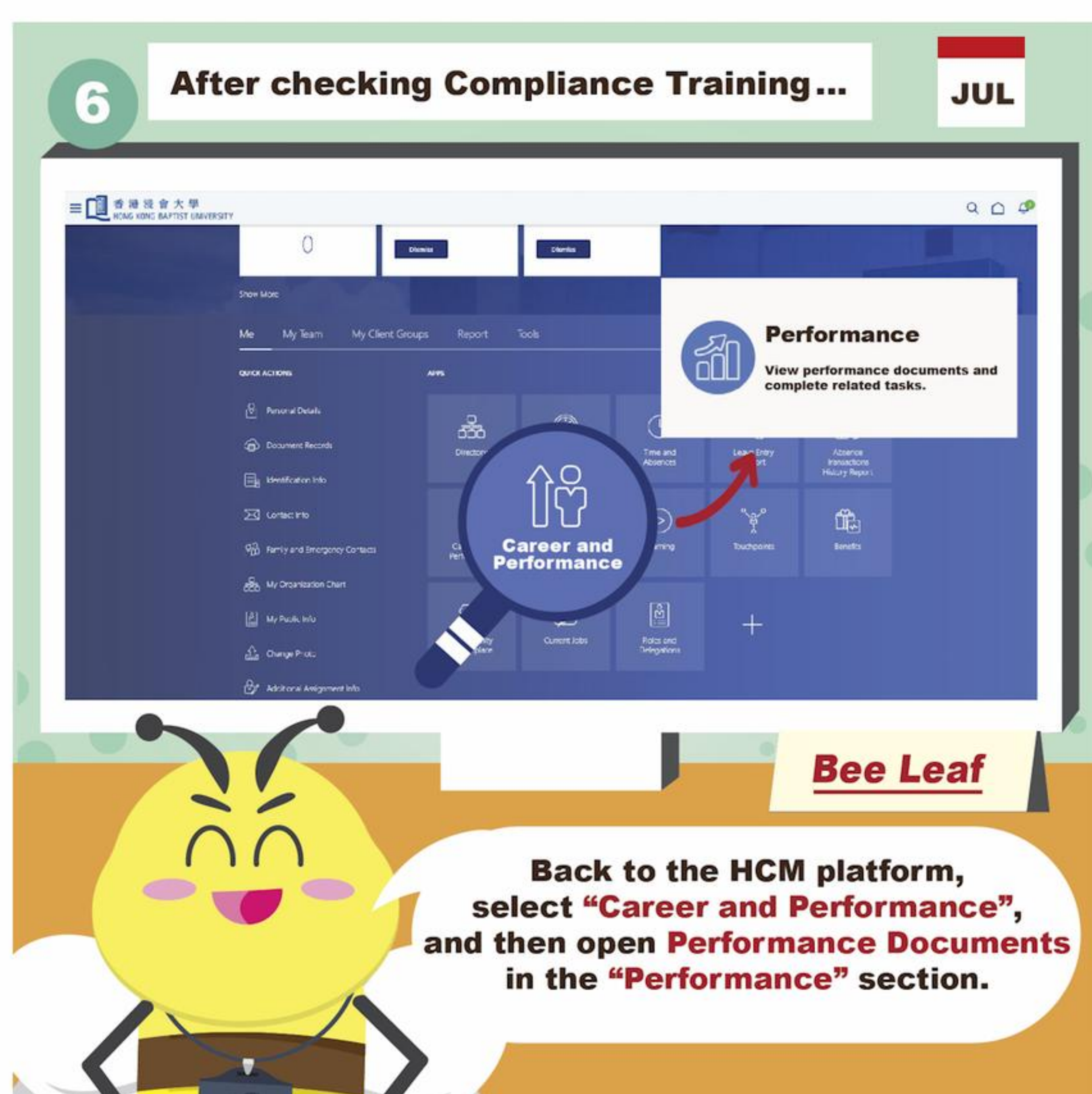
Remember to complete Compliance Training by 30 June



6 **JUL**

After checking Compliance Training ...

Back to the HCM platform, select **"Career and Performance"**, and then open **Performance Documents** in the **"Performance"** section.



7

Time to think about how well I've achieved each goal!

Reviewee Self-Evaluation

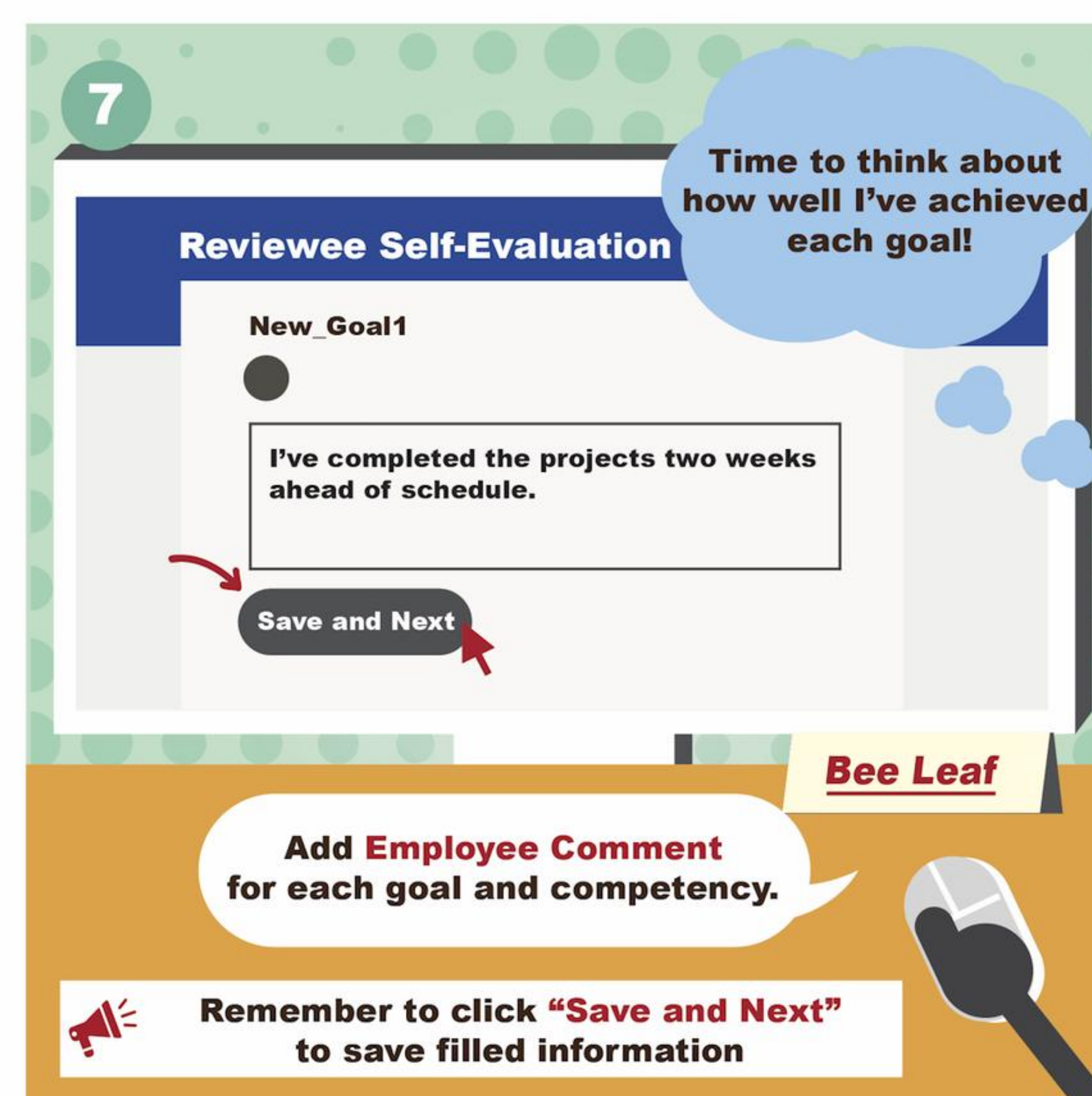
New_Goal1

I've completed the projects two weeks ahead of schedule.

Save and Next

Add **Employee Comment** for each goal and competency.

Remember to click "Save and Next" to save filled information

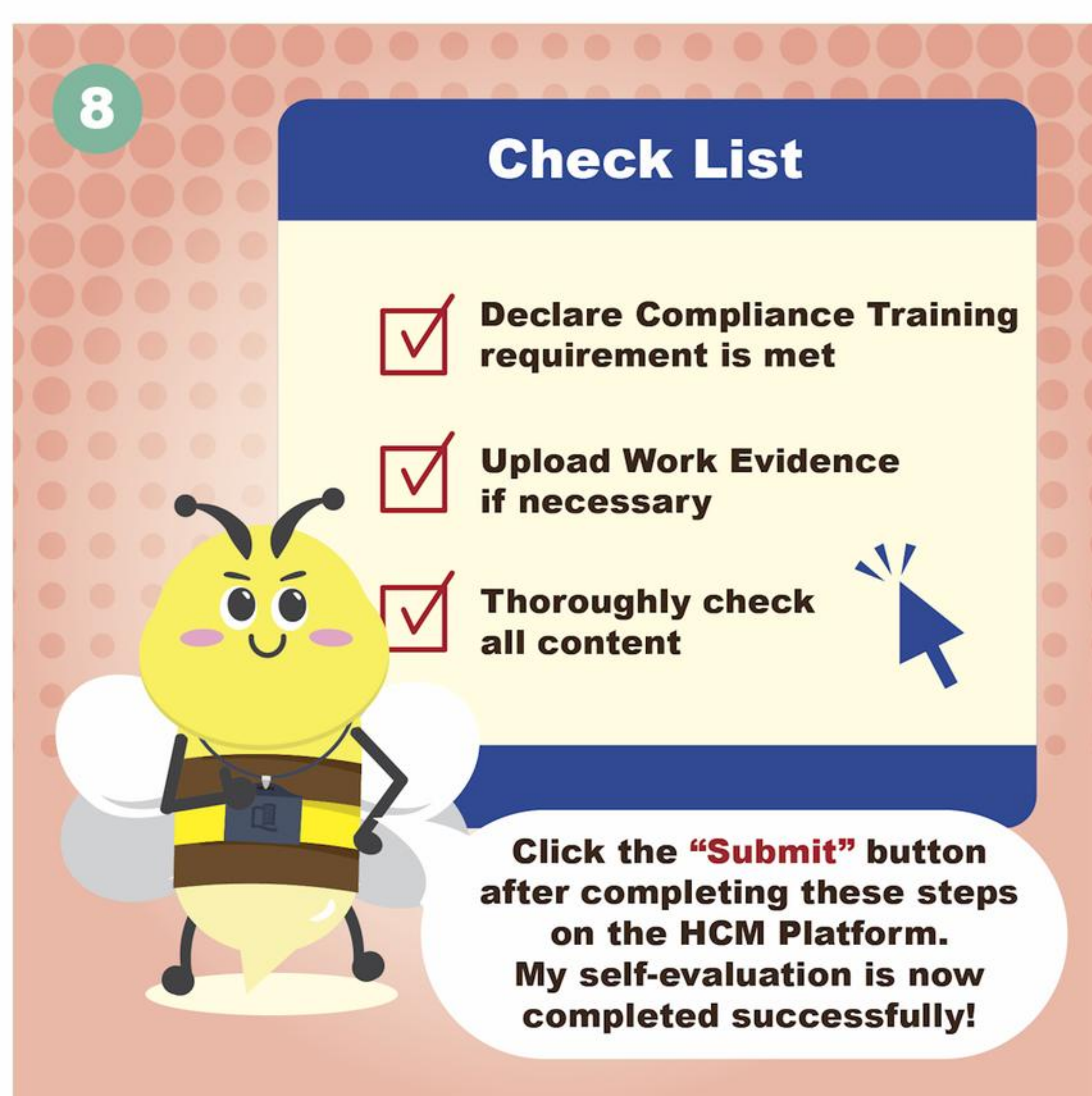


8

Check List

- ☒ **Declare Compliance Training requirement is met**
- ☒ **Upload Work Evidence if necessary**
- ☒ **Thoroughly check all content**

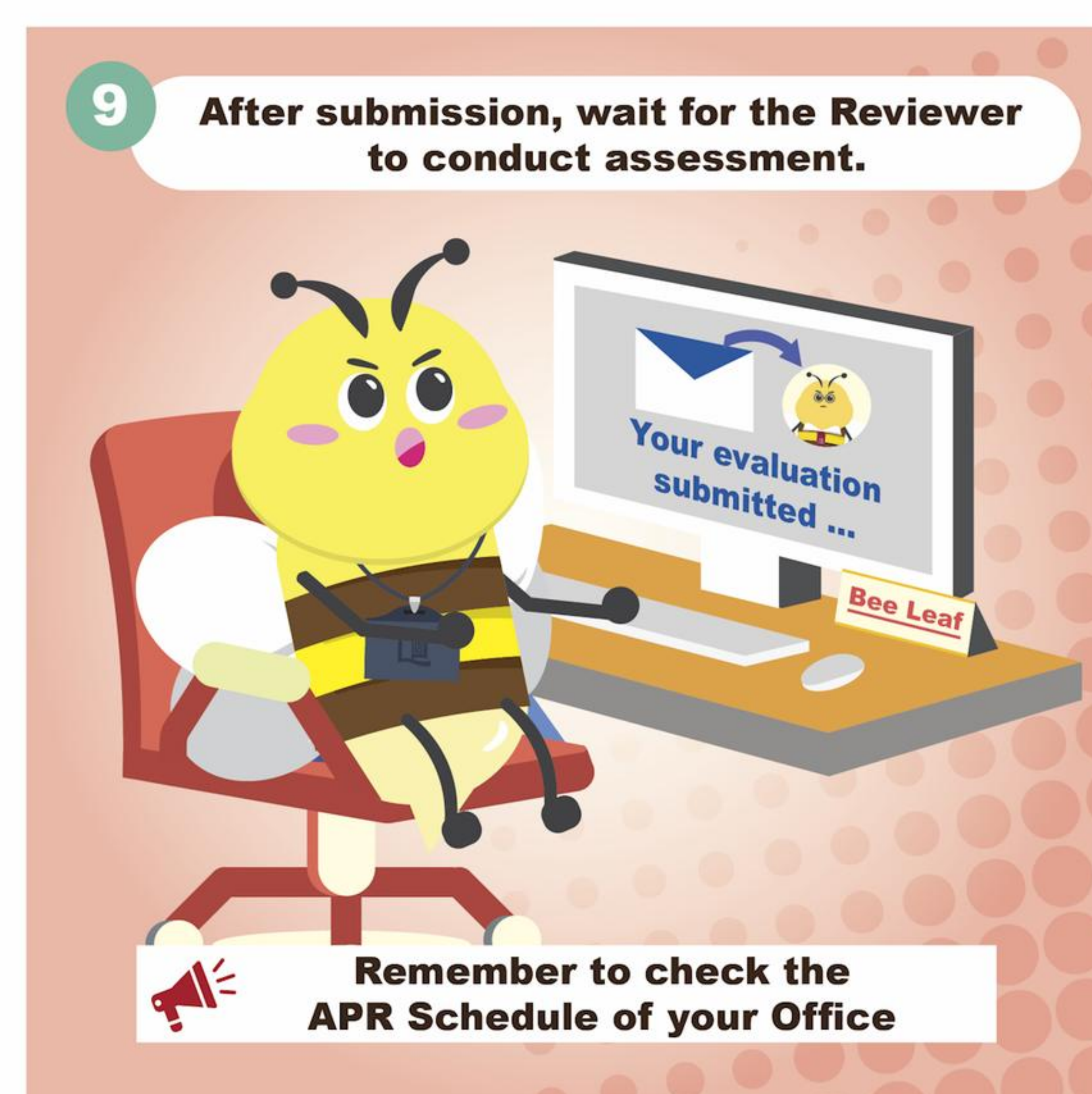
Click the **"Submit"** button after completing these steps on the HCM Platform. My self-evaluation is now completed successfully!



9

After submission, wait for the Reviewer to conduct assessment.

Remember to check the APR Schedule of your Office



10

This year is our first time doing APR on the HCM platform.

Actually the APR steps for AT & NT staff are quite similar. Before you start, remember to check the **Video Demos** or **OGL Guide** on your respective **APR SharePoint** site. This will help you easily complete each APR step!

