

From the Peer Review system homepage, select 'My Reviews':



My Reviews ←

Reviews that have been completed are listed in this section. Accessing any key information that transpired within the review is readily available.

Select 'View' for the review in question:

My Reviews

Current Review

Review Id	Reason	Reviewee	First Reviewer	Second Reviewer	Start Date	Action
1439	Probation				18 Jun 2020	View

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Select the 'Download Review' button and a pdf file will be generated:

Current Review

Reviewee		Date Commenced	18 Jun 2020	Download Review
Reviewers		Date Concluded	18 Jun 2020	
Review Reason	Probation			

Peer Review process

State	Task	Phase	Action
✓	Review Participation	Initiate	View
✓	Pre-Review Meeting Schedule	Organise	View