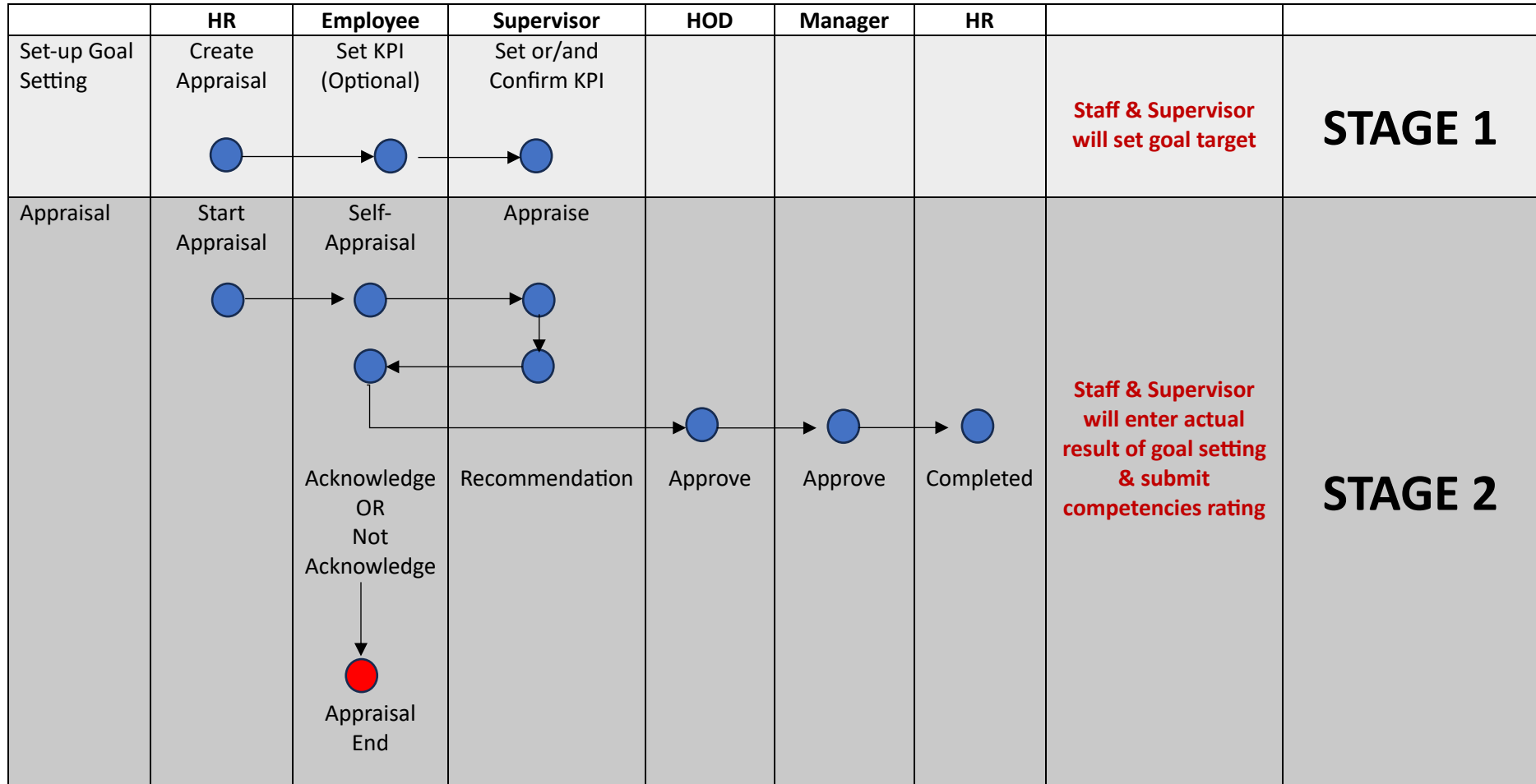


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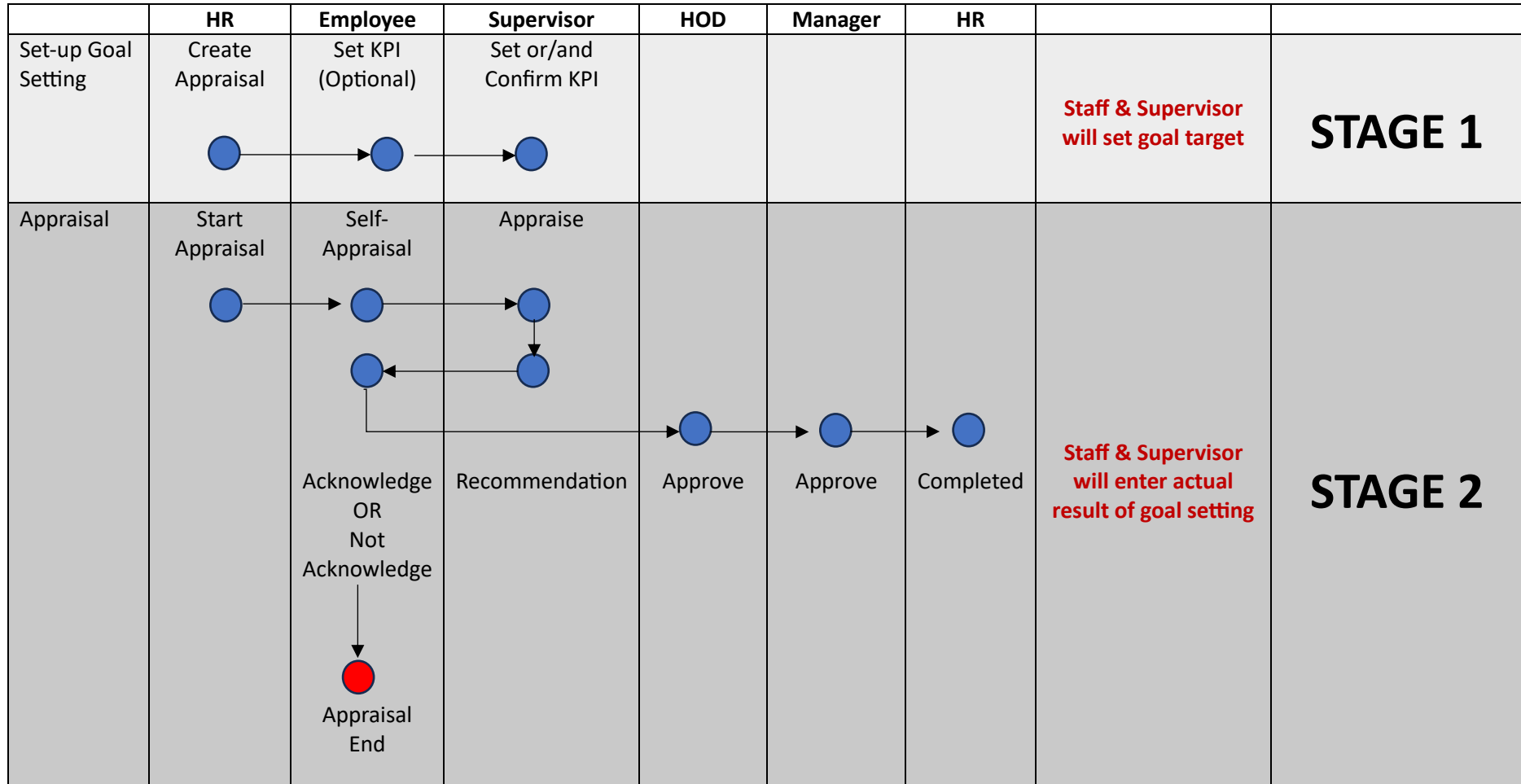
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Appraisal Process

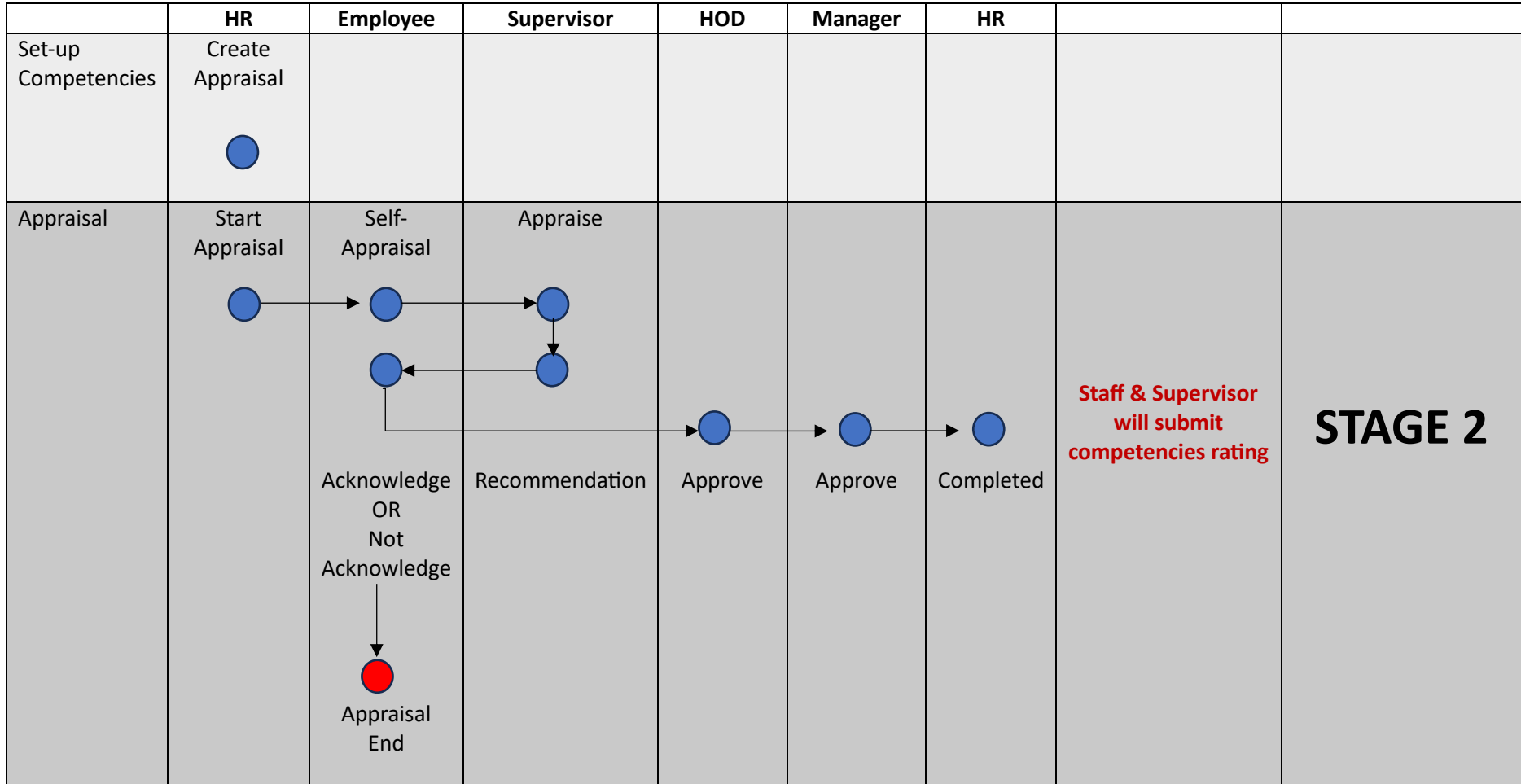
Option 1: Deliverables (Goal Setting) + Competencies



Option 2: Deliverables (Goal Setting)


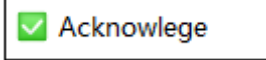


Option 3: Competencies

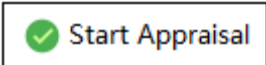
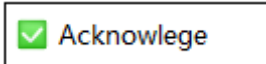


Appraisal Sequence

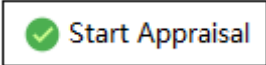
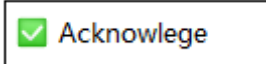
Deliverables (Goal Setting) + Competencies

Step	Role	Function	Employee Status	Appraisal Form Status
1	HR Admin	Creates Appraisal	Pending for Employee Target Setting	Start Goal Setting
2	Employee	Set Goals and Target in the KPI (Optional)	Pending for Supervisor Target Setting	Start Goal Setting
3	Supervisor	Set or/and Confirm Goals and Targets in the KPI	Pending for Appraisal	Start Goal Setting
4	HR Admin	Start Appraisal by clicking on 	Pending Employee Appraisal	Start Appraisal
5	Employee	Conduct Self Appraisal by entering achievement and grades + Competencies rating	Pending Supervisor Appraisal	Start Appraisal
6	Supervisor	Grade the staff and comment (Goal Setting + Competencies)	Pending Employee Acknowledgement	Start Appraisal
7	Employee	Enter comment and clicks 	Pending HOD Approval	Acknowledge
8	HOD	Accept the recommendation or amend it	Pending Director Approval	Acknowledge
9	Manager	Accept the recommendation or amend it	Pending HR Follow up	Acknowledge
10	HR Admin	Accept the appraisal or amend it	Completed	Form Closed

Deliverables (Goal Setting)

Step	Role	Function	Employee Status	Appraisal Form Status
1	HR Admin	Creates Appraisal	Pending for Employee Target Setting	Start Goal Setting
2	Employee	Set Goals and Target in the KPI (Optional)	Pending for Supervisor Target Setting	Start Goal Setting
3	Supervisor	Set or/and Confirm Goals and Targets in the KPI	Pending for Appraisal	Start Goal Setting
4	HR Admin	Start Appraisal by clicking on 	Pending Employee Appraisal	Start Appraisal
5	Employee	Conduct Self Appraisal by entering achievement and grades	Pending Supervisor Appraisal	Start Appraisal
6	Supervisor	Grade the staff and comment	Pending Employee Acknowledgement	Start Appraisal
7	Employee	Enter comment and clicks 	Pending HOD Approval	Acknowledge
8	HOD	Accept the recommendation or amend it	Pending Director Approval	Acknowledge
9	Manager	Accept the recommendation or amend it	Pending HR Follow up	Acknowledge
10	HR Admin	Accept the appraisal or amend it	Completed	Form Closed

Competencies

Step	Role	Function	Employee Status	Appraisal Form Status
1	HR Admin	Create Appraisal Form and clicking on 	Pending Employee Appraisal	Start Appraisal
2	Employee	Conduct Self Appraisal by entering competencies rating	Pending Supervisor Appraisal	Start Appraisal
3	Supervisor	Grade the staff and comment	Pending Employee Acknowledgement	Start Appraisal
4	Employee	Enter comment and clicks 	Pending HOD Approval	Acknowledge
5	HOD	Accept the recommendation or amend it	Pending Director Approval	Acknowledge
6	Manager	Accept the recommendation or amend it	Pending HR Follow up	Acknowledge
7	HR Admin	Accept the appraisal or amend it	Completed	Form Closed