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Appraisal Form Setup

Step 1: Create Appraisal Form

Step 2: Import Question & Edit Weightage

Step 3: Rating Setup

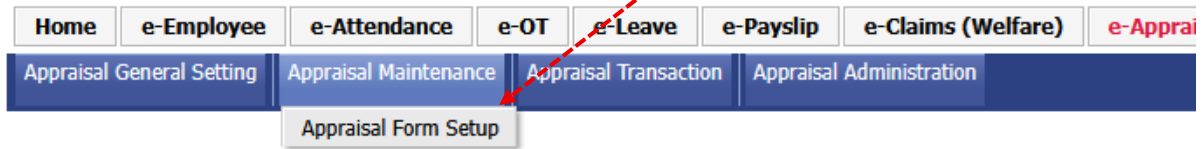
Step 4: Assign Staffs for Appraisal Form

Step 5: Assign Reviewer for all staffs

Step 6: Publish Appraisal Form

Step 7: Send Email Notification to Staffs

Create Appraisal Form



Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Welfare) e-Apprai

Appraisal General Setting Appraisal Maintenance Appraisal Transaction Appraisal Administration

Appraisal Form Setup

http://localhost/PMS/PMS/PMSFormEdit.aspx

Appraisal Form - Add

Appraisal Code: * CONFIRMATION; Confirmation Appraisal

Period: *

Appraisal Name: *

Period Start Date:

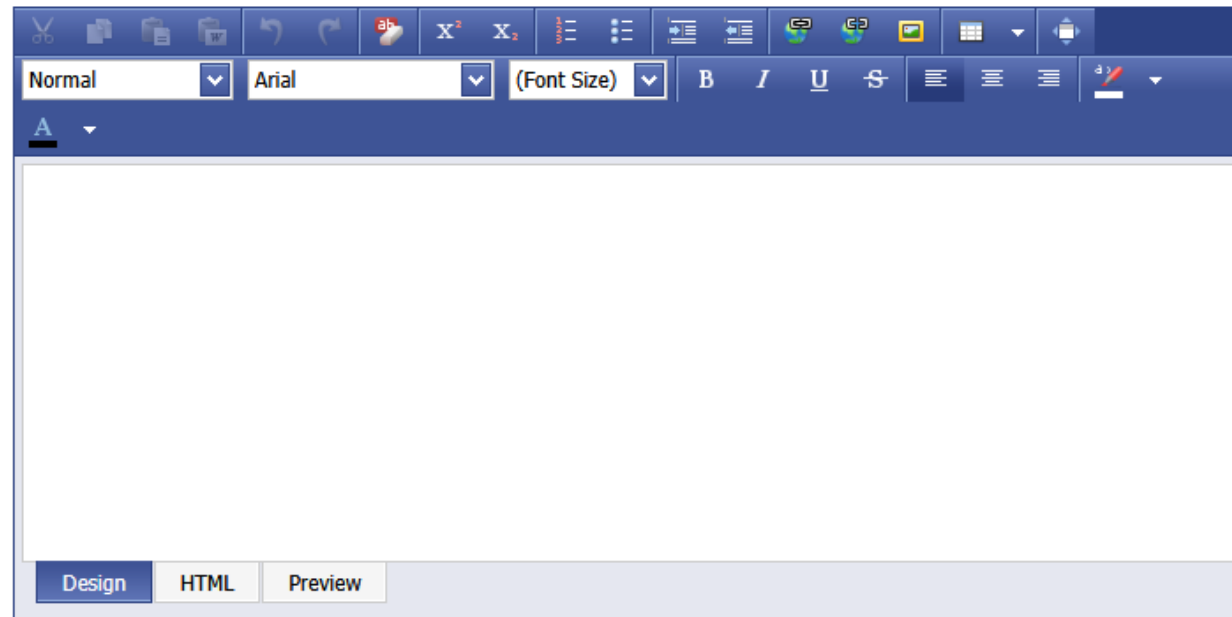
Period End Date:

Appraisal Date:


Target Group:

Competencies Deliverables

Instruction:



A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, insert table, and print. The toolbar also includes dropdown menus for font style (Normal), font face (Arial), and font size. Below the toolbar is a large, empty text area for entering instructions. At the bottom of the editor are three tabs: Design (selected), HTML, and Preview.

 Save  Close

Target Group (Job Grade)

Target Group:

Code	Description	QueryControl
ADM	Admin Department	(EMPLOYEEMASTER.DEPART
HR	HR Department Staffs	(EMPLOYEEMASTER.DEPART
IT	IT Department Staff	EMPLOYEEMASTER.EmpNo=

Instruction:

Job Grade Setup

http://localhost/PMS/PMS/PMSJobGrade.aspx

Job Grade Setup

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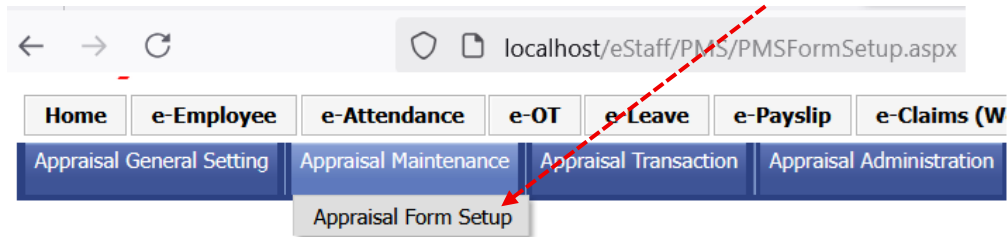
Action	Code	Description	QueryControl
Edit	ADM	Admin Department	(EMPLOYEEMASTER.DEPARTMENT='ADM') AND EMPLOYEEMASTER.ACTIVE='Y' AND (ResignDate IS NULL OR ResignDate > GETDATE())
Edit	HR	HR Department Staffs	(EMPLOYEEMASTER.DEPARTMENT='HRD' OR EMPLOYEEMASTER.DEPARTMENT='ADM') AND EMPLOYEEMASTER.ACTIVE='Y' AND (ResignDate IS NULL OR ResignDate > GETDATE())
Edit	IT	IT Department Staff	EMPLOYEEMASTER.EmpNo='MMX0024' OR EMPLOYEEMASTER.EmpNo='MMX0027'

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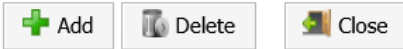
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Form Status Listing

1. Start Goal Setting
2. Start Appraisal
3. Acknowledge
4. Closed



Appraisal Form - Setup



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<input type="checkbox"/>	Appraisal ID	Appraisal Code	Appraisal Name	Period	Job Grade	Appraisal Date	Start Date	End Date	Closing Date	Allow Staff Set KP	Form Status
Edit <input type="checkbox"/>	APP-02/01/25-000075	PERFORMANCE	Mid Year Performance Appraisal	2025	IT	1/1/2025	1/1/2025	30/6/2025	15/2/2025	Y	Start Appraisal
Edit <input type="checkbox"/>	APP-05/12/24-000072	PERFORMANCE	Performance Review	2024	ADM	1/12/2024	1/1/2024	31/12/2024	31/12/2024	N	Start Goal Setting
Edit <input type="checkbox"/>	APP-15/11/24-000070	PERFORMANCE	Mid Year Reviewer Appraisal	2024	HR	2/1/2024	1/1/2024	30/6/2024	30/5/2024	N	Acknowledge

	Start Goal Setting
	Start Appraisal
	Acknowledge
	Closed