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Appraisal Form – Supervisor Review

What should HR do when supervisor review staff appraisal form?

Step 1: Re-generate the score.

http://localhost/PMS/PMS/PMSPage.aspx

Appraisal Status

Alert Message

Type	Subject
Goal Setting Appraisal Form	There are 2 staff(s) who create their own goal.
Acknowledgement Form	There are 1 staff(s) who waiting HR to re-process score due to supervisor review his/her form.

Click this link to take an action.

2. Click this button to re-generate the score.

Acknowledgement Form - Supervisor Review

Appraisal ID



Re-generate Score

Reset Status to Employee Acknowledgement

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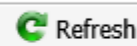
Drag a column header here to group by that column

<input type="checkbox"/>	ID	Appraisal ID	Appraisal Name	Period	Period Start	Period End	Appraisal Form St	Emp No.	Name	Supervisor	Appraiser
<input type="checkbox"/>	203	APP-16/10/25-000080	Performance Review 2025 - Competency Only DEMO	2025	01/01/2025	31/12/2025	Acknowledge	MMX0024	NOOR ZALINA BINTI SURAJI	PRIYA	YANA

1. ✓ this box.

Acknowledgement Form - Supervisor Review

Appraisal ID



Generate Score Successfully!

3. You will see this message when re-generate the score successfully.

Step 2: Reset staff appraisal form status from “Pending HR Re-process Score” to “Pending Employee Acknowledgement”

2. Click this button to reset status to employee acknowledgement.

Acknowledgement Form - Supervisor Review

Appraisal ID

Page 1 of 1 (1 items) < [1] >

Drag a column header here to group by that column

<input type="checkbox"/>	ID	Appraisal ID	Appraisal Name	Period	Period Start	Period End	Appraisal Form St	Emp No.	Name	Supervisor	Appraiser
<input type="checkbox"/>	203	APP-16/10/25-000080	Performance Review 2025 - Competency Only DEMO	2025	01/01/2025	31/12/2025	Acknowledge	MMX0024	NOOR ZALINA BINTI SURAJI	PRIYA	YANA

1. ✓ this box.

Acknowledgement Form - Supervisor Review

Appraisal ID

ID:203, Appraisal ID:APP-16/10/25-000080, Emp No.:MMX0024, Name:NOOR ZALINA BINTI SURAJI - Reset Status Successfully!

3. You will see this message when reset the status successfully.

Step 3: Employee login to PMS – Acknowledge appraisal form

When employee login to PMS portal, he/she need to acknowledge this appraisal again:

The screenshot displays the 'Acknowledgement' section of a PMS portal. On the left is a navigation sidebar with icons for Home, Goal Setting, Appraisal, Acknowledge, and ReReview. The main content area features a blue header 'Acknowledgement' and a table titled 'Appraisal Acknowledgement'. The table lists appraisal records with columns for ID, dates, name, employee details, and status. Two red dashed boxes highlight the 'ReReview' icon in the sidebar (labeled '1') and the 'Acknowledge' button in the table (labeled '2').

#	Appraisal ID	Appraisal ...	Closing Da...	Appraisal Name	Employee ID	Employee Name	Period	Start Da...	End Date	Staf...	Form Status	
1	APP-03/04/25-000073	2025-04-03	2025-10-31	Performance Appraisal	MMX0024	NOOR ZALINA BINTI SURAJI	2025	1/1/2025	12/31/2025	143	Acknowledge	
2	APP-16/10/25-000080	2025-02-01	2025-12-31	Performance Review ...	MMX0024	NOOR ZALINA BINTI SURAJI	2025	1/1/2025	12/31/2025	203	Acknowledge	