

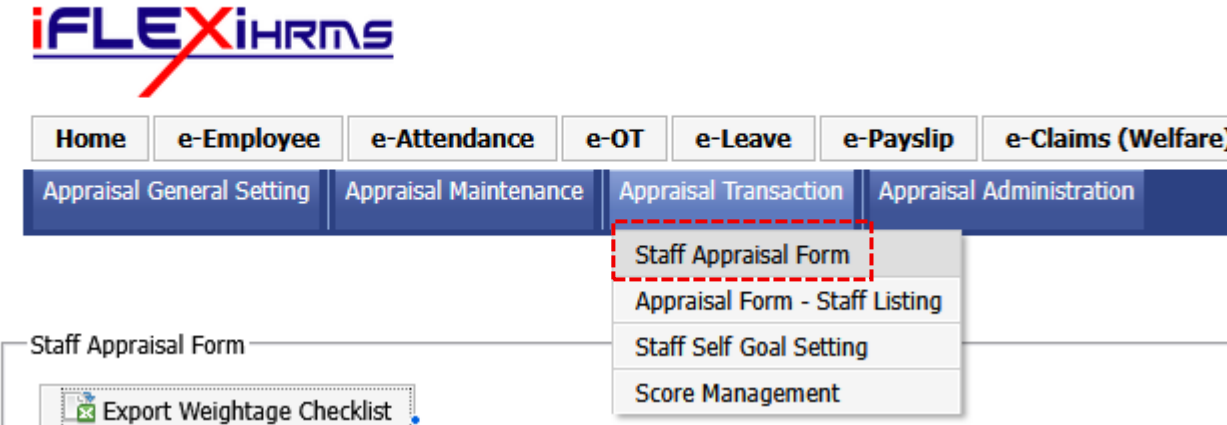
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Staff's Question Weightage Checklist

- Check total question of weightage (goal + competencies) = 100% or not?

http://localhost/eStaff/PMS/PMSStaffFormSetup.aspx



The screenshot displays the iFLEXiHRMS web application interface. At the top, the URL is `http://localhost/eStaff/PMS/PMSStaffFormSetup.aspx`. The iFLEXiHRMS logo is prominently displayed. Below the logo is a navigation menu with the following items: Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, and e-Claims (Welfare). A secondary menu is visible, containing Appraisal General Setting, Appraisal Maintenance, Appraisal Transaction, and Appraisal Administration. The 'Appraisal Transaction' menu item is highlighted, and a dropdown menu is open, listing the following options: Staff Appraisal Form, Appraisal Form - Staff Listing, Staff Self Goal Setting, and Score Management. The 'Staff Appraisal Form' option is highlighted with a red dashed border. Below the main navigation, there is a section titled 'Staff Appraisal Form' which contains an 'Export Weightage Checklist' button.

Staff Appraisal Form

Export Weightage Checklist

2

1

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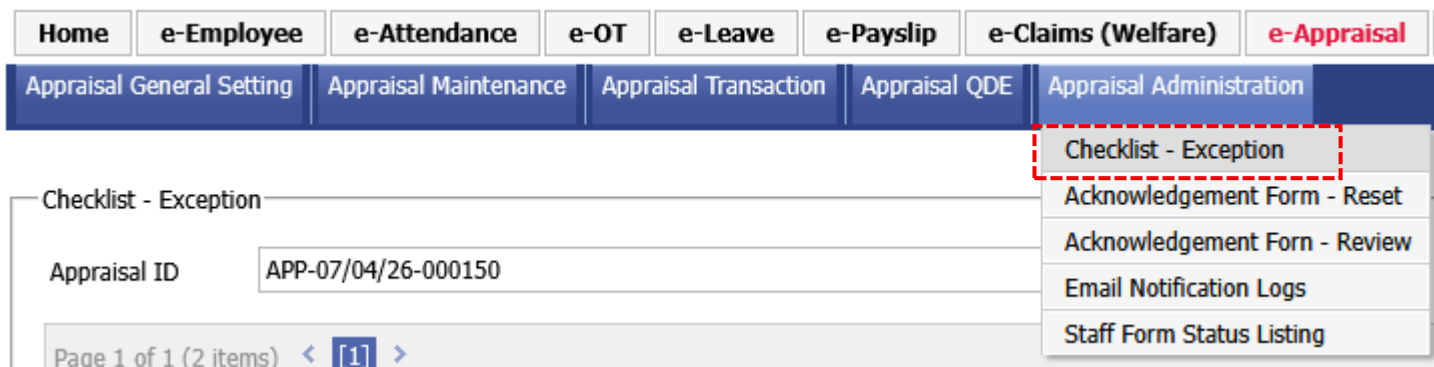
<input type="checkbox"/>	Action	ID	Appraisal Code	Appraisal Name	Period	Job Grade	Appraisal Date	Start Date	End Date	Status	Total Staf
<input type="checkbox"/>											
<input type="checkbox"/>		APP-03/04/25-000073	PERFORMANCE	Performance Appraisal	2025	IT	3/4/2025	1/1/2025	31/12/2025	Acknowledge	2
<input type="checkbox"/>		APP-03/04/25-000074	PERFORMANCE	Test	2025	HR	30/4/2025	1/1/2025	31/12/2025	Start Appraisal	1
<input checked="" type="checkbox"/>		APP-08/07/25-000075	PERFORMANCE	Goal Setting Performance Appraisal	2025	IT	1/1/2025	1/7/2025	31/12/2025	Start Goal Setting	2
<input checked="" type="checkbox"/>		APP-27/03/25-000072	PERFORMANCE	Appraisal Competency only	2025	HR	1/1/2025	1/1/2025	30/6/2025	Start Appraisal	1

Staff_TotalWeightage - Excel

AppraisalID	AppraisalName	Period	PeriodStart	PeriodEnd	ClosingDate Deliverables	ClosingDate Competencies	StaffID	EmpNo	Name	TotalDeliverablesWeightage	TotalCompetenciesWeightage	StaffCreate Goal?
APP-27/03/25-000072	Appraisal Competency only	2025	1/1/2025	30/6/2025		31/7/2025	120	MMX0035	SRI PRIYA A/P GOPALAN	0	5	NO
APP-08/07/25-000075	Goal Setting Performance Appraisal	2025	1/7/2025	31/12/2025	31/7/2025	31/8/2025	166	MMX0027	NOOR SYAZWANI HAYATI	100	0	NO
APP-08/07/25-000075	Goal Setting Performance Appraisal	2025	1/7/2025	31/12/2025	31/7/2025	31/8/2025	165	MMX0024	NOOR ZALINA BINTI SURAJI	100	0	YES

Checklist for HR before publish appraisal form to public

- Need to check all staffs appraisal form's question whether got any question haven't set the weightage & measurement.



The screenshot displays a web application interface with a navigation menu at the top. The menu items are: Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims (Welfare), and e-Appraisal. Below this, a sub-menu is open, showing: Appraisal General Setting, Appraisal Maintenance, Appraisal Transaction, Appraisal QDE, and Appraisal Administration. A dropdown menu is visible under Appraisal Administration, listing: Checklist - Exception (highlighted with a red dashed border), Acknowledgement Form - Reset, Acknowledgement Form - Review, Email Notification Logs, and Staff Form Status Listing. The main content area shows a form titled "Checklist - Exception" with an "Appraisal ID" field containing the value "APP-07/04/26-000150". At the bottom, there is a pagination bar showing "Page 1 of 1 (2 items)" and navigation arrows.



- Home
 - e-Employee
 - e-Attendance
 - e-OT
 - e-Leave
 - e-Payslip
 - e-Claims (Welfare)
 - e-Appraisal**
 - Admin
 - e-Appraisal OLD
- Appraisal General Setting
 - Appraisal Maintenance
 - Appraisal Transaction
 - Appraisal QDE
 - Appraisal Administration

Checklist - Exception

Appraisal ID:

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Drag a column header here to group by that column

ID	Appraisal ID	Appraisal Name	Period	Emp No.	Name	Goal Qs	Staff Goal Qs	Comp Qs	Goal Qs (No Weight)	Staff Goal Qs (No Weight)	Comp Qs (No Weight)	Goal Qs (No Measure)	Staff Goal Qs (No Measure)	Comp Qs (No Measure)
894	APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	MMX0024	NOOR ZALINA BINTI SURAJI	2	1	3	0	0	1	0	0	3
895	APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	MMX0027	NOOR SYAZWANI HAYATI BINTI AZMAN	2	0	3	0	0	0	0	0	3

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If you see any figure indicated in red font colour, mean there is an exception/ error when create the question.