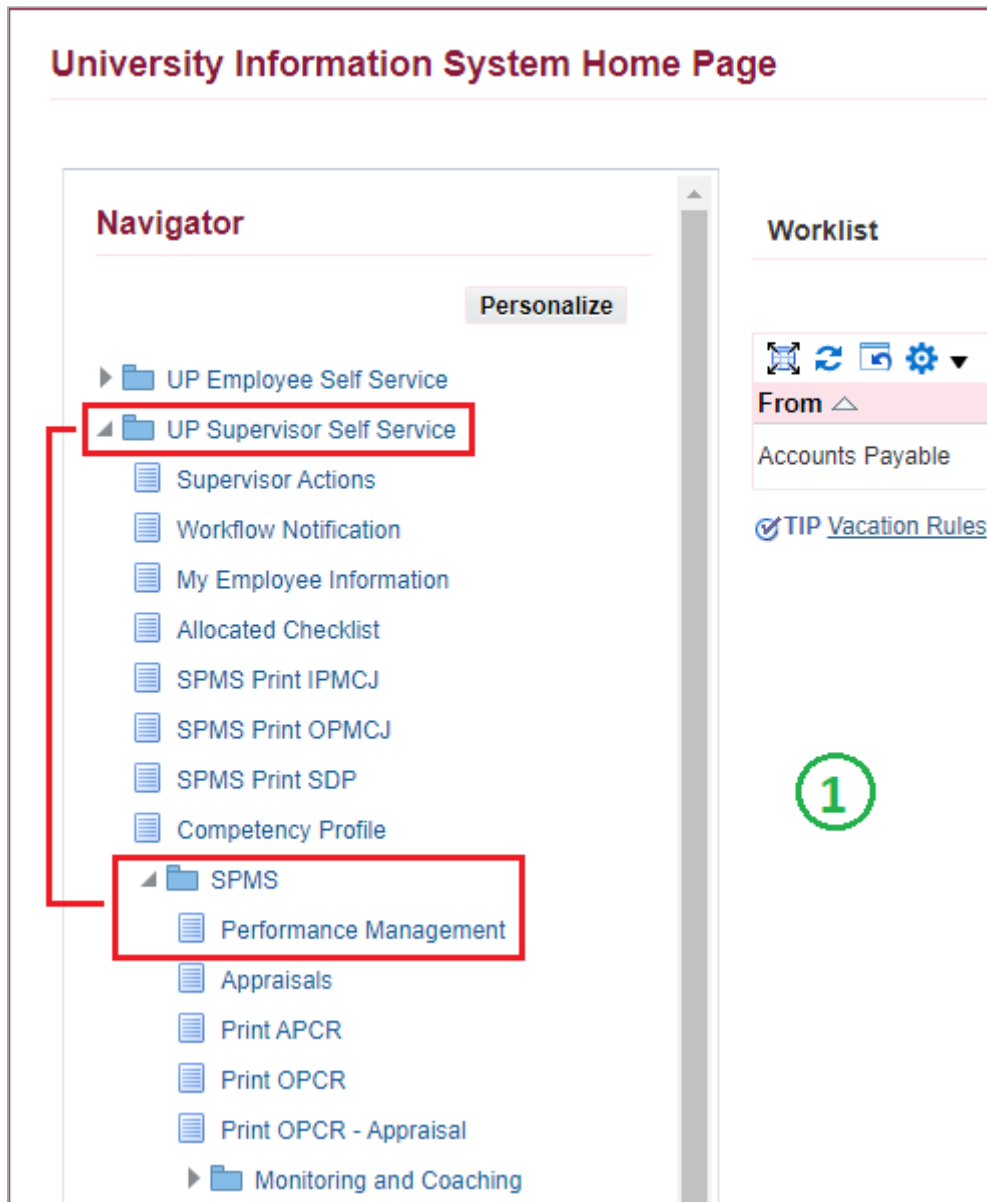# SPMS-Appraisal Rating

QUICK GUIDE

Navigator

Step 1: On the Navigator, go to *UP Supervisor Self Service > SPMS > Performance Management*.

Appraisals

Step 2: Go to *Plan* and on <u>Appraisal: Individual</u>, **Go to Task**.

Step 3: Go to *Appraisal Scorecard* with Status: **Ongoing with Main Appraiser** and click **Review Appraisal**.

Main Appraiser Review

Step 4: You can view the Scorecard of the Staff here. Just click the arrow to view the details (Targets, Accomplishment, Ratings, etc.)

Step 5: Click **Give Final Ratings** if you are done checking the ratings and accomplishments.

Give Final Ratings

Step 6: Scroll down and select **Overall Rating** (based on "Suggested Overall Rating")

Step 7: You may add comments here, but it is **optional**.

Step 8: Click **Continue** to proceed.

Main Appraiser Review >
Give Final Ratings: Main Appraiser

⑧ Cancel Continue

Employee Name		Employee Number	
Organization Email Address		Department	
Manager		Job	

Objective Ratings

Overall Rating and Comments

Overall Rating should be the same as **Suggested Overall Rating**. Enter the value and select Continue.

Suggested Overall Rating   5-Outstanding (4.51 and above)

* Overall Rating   5-Outstanding (4.51 and above) ⌄   ⑥

Change to Plain Text Mode

B *I* U ≡ ≣

Overall Comments   ⑦

⑧

Appraisee Feedback

Cancel Continue

Submit and Confirm

Step 9: Click **Submit** to proceed.

Step 10: Confirm **Yes**.

Pending Approval

Step 11: Status should be **Pending Approval** – *Staff/Appraisee* needs to approve the given final ratings.

Step 12: You can view here the list of Completed Appraisals under your supervision.