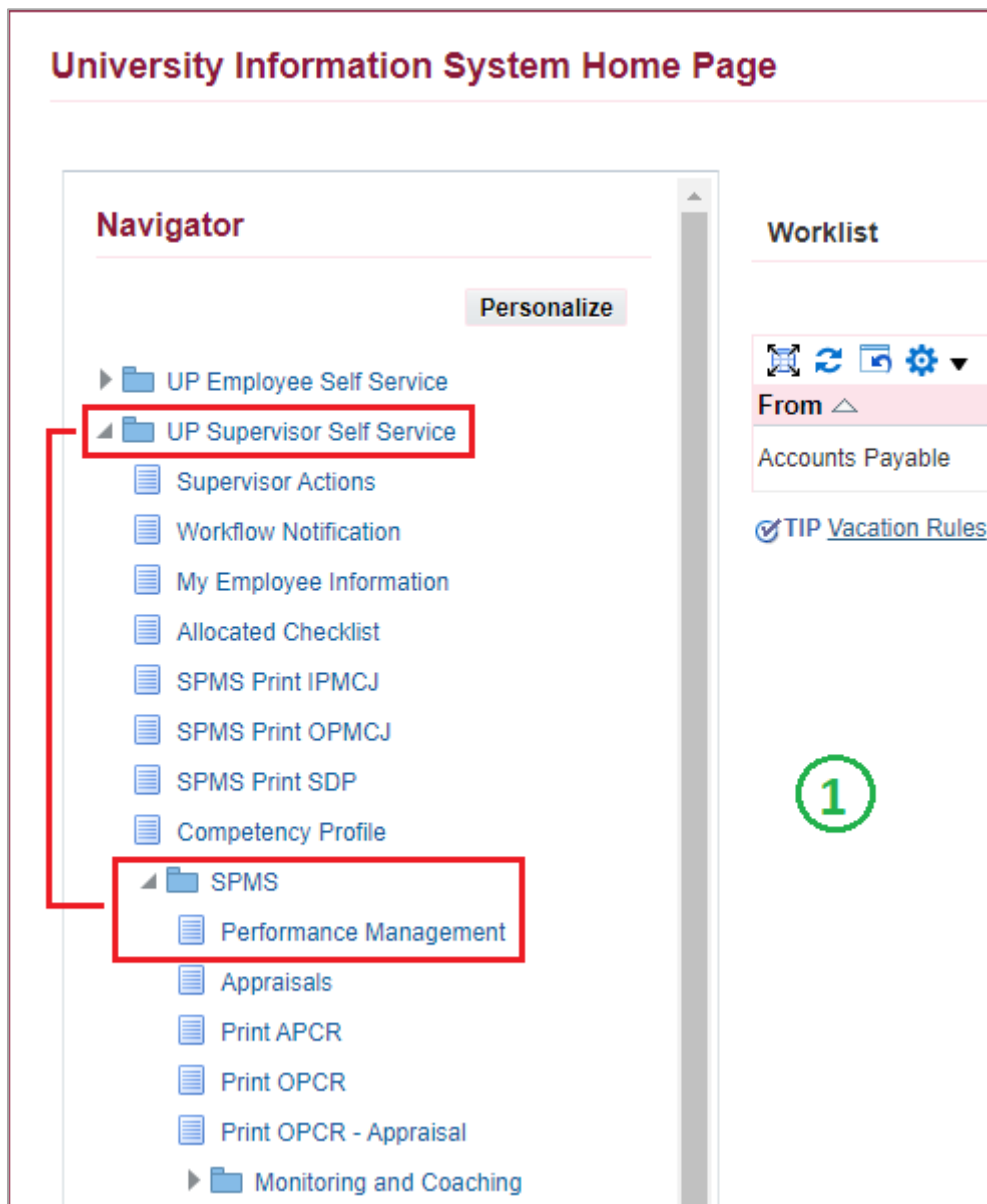# SPMS-Updating Appraisal

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 Appraisal: Individual, **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 **Update Appraisal** if you want to make any changes in the Appraisal.

Update Appraisal

Step 6: In this section, you can either:

- add new tasks/targets/objectives by clicking **Add Objective**,

- or make any updates to the existing objectives by clicking the **Update button**.

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

Step 8: Click **Apply** to confirm the changes made.