

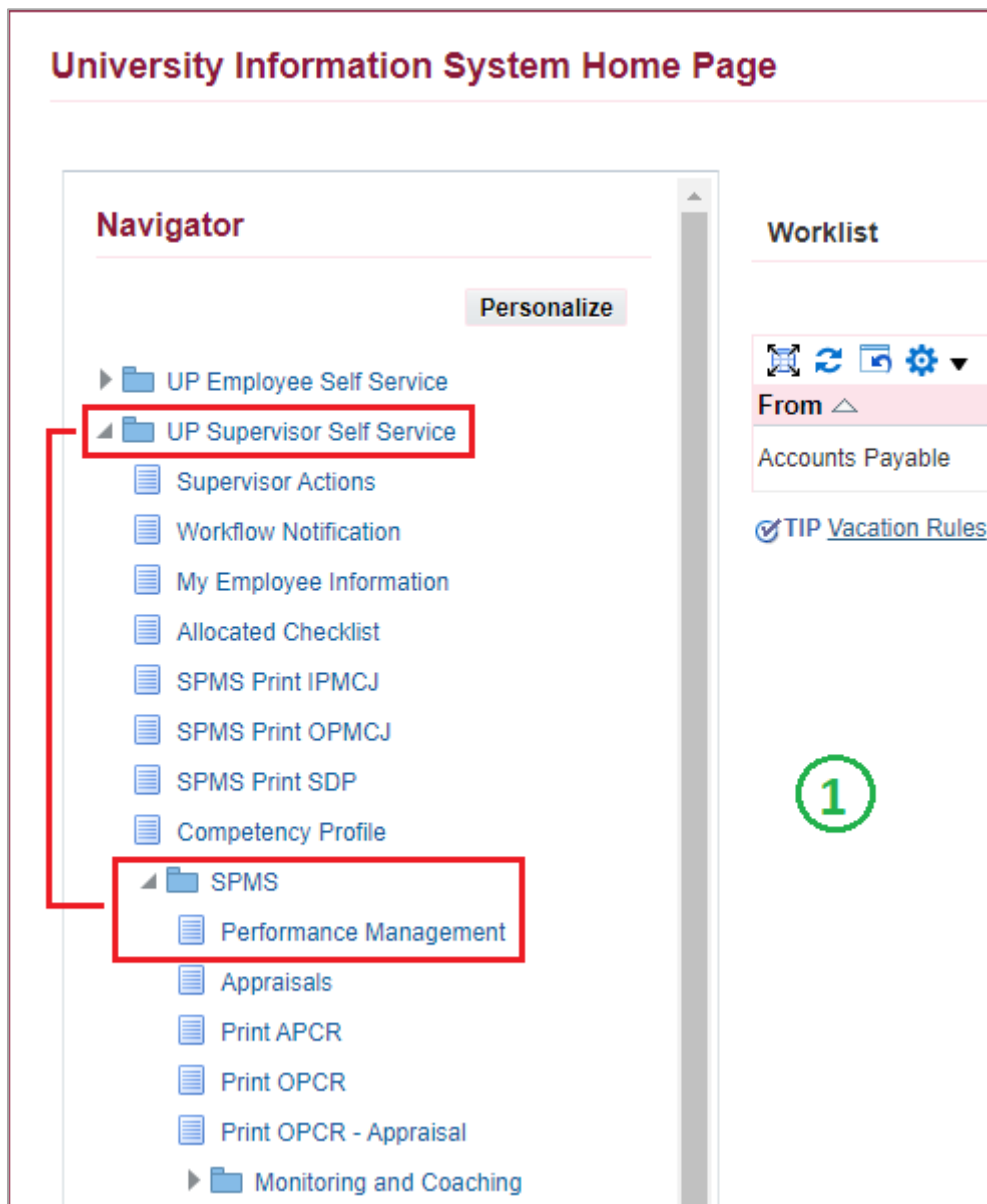


# SPMS-Updating Appraisal

## 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**.

Performance Management Appraisals

On this page, you can access worker development functions and view performance management notification messages.

### Performance Management Task List

2

Expand All | Collapse All

Focus Task	Start Date	End Date	Go to Task
My Plans			
SAMPLE PLAN 1 2022	01-Jan-2022	31-Jul-2022	
Cascade Tasks and Targets	01-Jan-2022	31-Jan-2022	
Transfer scorecards to employee for action	01-Jan-2022	31-Jan-2022	
Review employee changes	01-Jan-2022	31-Jan-2022	
View and Track tasks and targets progress	01-Jan-2022	31-Jul-2022	
Appraisals: Individual	14-Jun-2022	31-Jul-2022	

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

Performance Management Appraisals

Main Appraiser Participant

### Appraisals As Main Appraiser

3

### Appraisals In Progress

You can download appraisals to complete them offline and upload the completed appraisals.

Indicates terminated employees. |

Appraisee	Appraisal Date	Status	Details	Review Appraisal	Delete
<input type="checkbox"/>	14-Jun-2022	Ongoing with Main Appraiser			

# 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.

### Main Appraiser Review

[Send Back to Appraisee](#) [Update Appraisal](#) [Give Final Ratings](#)

If there are any changes done in the Appraisal, kindly select **Update Appraisal**.  
If you want to send back the appraisal to the main appraisee after the changes done, select **Send back to Appraisee**.  
If you agree with the appraisal, proceed to selecting **Give Final Ratings**.

Employee Name	Balais, Jason	Employee Number	100010354
Organization Email Address	<a href="mailto:jrbalais@up.edu.ph">jrbalais@up.edu.ph</a>	Department	UPS UP Information Technology Development Center
Manager	Paje, Paulo Noel	Job	Administrative
		Assignment Number	100010354

### Setup Details

[Change Main Appraiser](#)

Initiator	Balais, Jason	Main Appraiser	Paje, Paulo Noel
Period Start Date	01-Jan-2022	Appraisal Date	14-Jun-2022
Period End Date	31-Jul-2022		
Template	Individual		

### Objectives

Show All Details | Hide All Details

Details	Objective Name
▶	SAMPLE FUNCTION 1
▶	SAMPLE FUNCTION 2

# 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.

## Update Appraisal

8

Cancel

Apply

Employee Name  
Organization Email Address  
Manager

Employee Number  
Department  
Job

6

## Objectives

[View this link for QET Guide](#)

By clicking the Trash Icon, the selected item will be removed permanently and will be no longer viewable.

Add Objective



Details	Objective Name	Start Date	Actual Accomplishment	Quality	Efficiency	Timeliness	Duplicate	Update	Delete
▶	SAMPLE FUNCTION 1	01-Jan-2022	DONE WITH ACCOMPLISHMENT	5 ▼	5 ▼	5 ▼			
▶	SAMPLE FUNCTION 2	01-Jan-2022	DONE WITH ACCOMPLISHMENT	5 ▼	5 ▼	5 ▼			

## Feedback

Appraisee sees these comments if Main Appraiser selects to share participant ratings and comments on appraisal completion.

[Change to Plain Text Mode](#)

Comments

**B** / **I** / **U**

7