SPMS-Appraisal Submission

QUICK GUIDE

Navigator

Step 1: On the Navigator, go to *UP Employee 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: **Planned** and click **Rate My Performance**.

Overview and Review

Step 4: Enter **Actual Accomplishment**.

Step 5: Enter **Quality**, **Efficiency**, **Timeliness**.

Step 6: Click **Continue** to proceed.

Step 7: Click **Share with Main Appraiser**.

Submit

Step 8: Click **Submit**.

Step 9: Status should be **Ongoing with Main Appraiser**.