

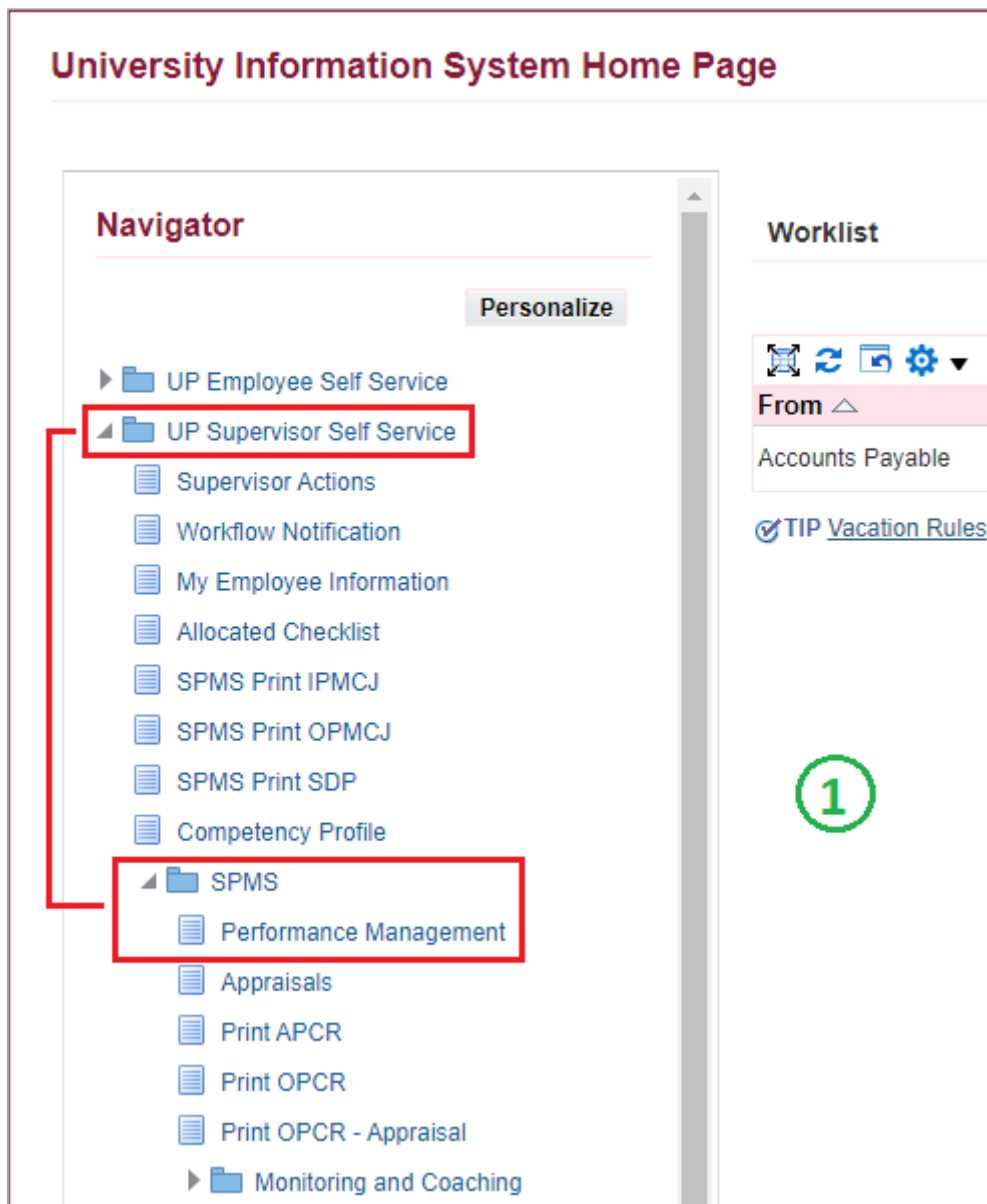


SPMS-Sending Back Appraisal

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

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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

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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			

Send Back to Appraisee

Step 4: Click **Send Back to Appraisee** if you want send back the appraisal to the staff for any changes.

Main Appraiser Review 4

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	<input type="text"/>	Employee Number	<input type="text"/>
Organization Email Address		Department	
Manager		Job	
		Assignment Number	

Step 5: Make sure that **Update Appraisal checkbox** is **Checked**.

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

Share Appraisal Details with Appraisee

Please put a check on the **Update Appraisal** found under the **Appraisee Permissions** before clicking submit. 6

Details to be Shared with Appraisee

Select appraisal components completed by the main appraiser to share with the appraisee.

<input checked="" type="checkbox"/> Overall Rating	<input checked="" type="checkbox"/> Objective Ratings and Comments
<input checked="" type="checkbox"/> Overall Comments	

Appraisee Permissions

Indicate whether the appraisee can update the appraisal, provide feedback on the overall rating, and view and add participant names.

<input checked="" type="checkbox"/> Update Appraisal	<input type="checkbox"/> Participant Details
<input checked="" type="checkbox"/> Provide Feedback on Overall Rating <small>Select only if you also select Overall Rating</small>	

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Transferred to Appraisee

Step 7: Status should be **Transferred to Appraisee** – appraisal has already transferred back to *Staff/Appraisee* for revisions.

Performance Management | **Appraisals**

Main Appraiser | Participant

Confirmation
The appraisal has been transferred to the appraisee.

Appraisals As Main Appraiser

Appraisals In Progress 7

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

Indicates terminated employees. |

<input type="checkbox"/> Appraisee	Appraisal Date	Status	Details	Review Appraisal	Delete
<input type="checkbox"/> <input type="text"/>	14-Jun-2022	Transferred to Appraisee			