

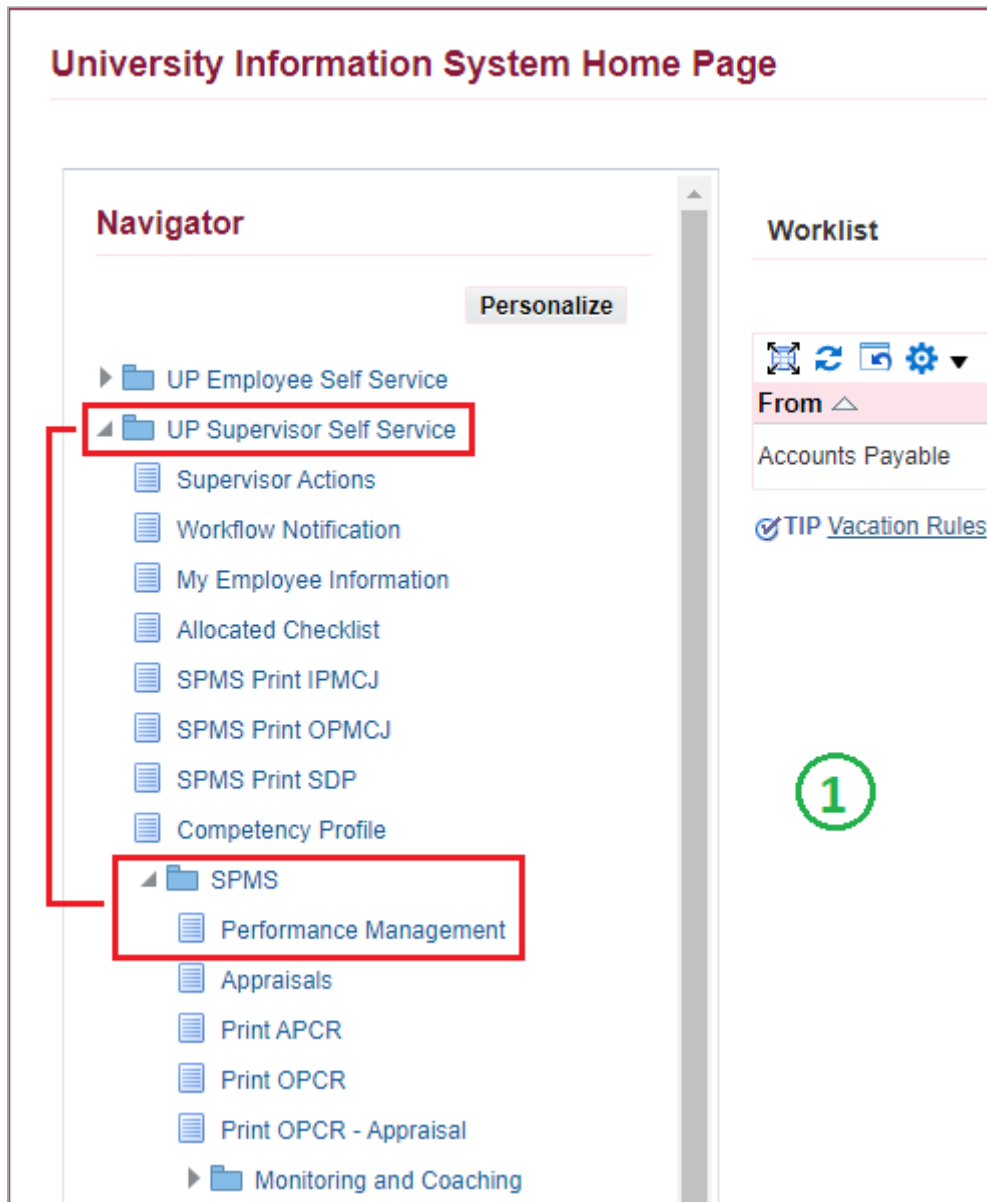


# SPMS-Changing Main Appraiser

## 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			

# Change Main Appraiser

Step 4: Click **Change Main Appraiser**.

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

### Setup Details

Initiator	<input type="text"/>	Main Appraiser	<input type="text"/>
Period Start Date	01-Jan-2022	Appraisal Date	14-Jun-2022
Period End Date	31-Jul-2022		
Template	Individual		

**4** [Change Main Appraiser](#)

Step 5: Click **Search button** to set new Main Appraiser.

### Change Appraisal Details

[Complete Appraisal](#) [Cancel](#) [Apply](#)

If you change main appraiser after entering setup details but before completing other sections of the appraisal, you cease to be a participant in the appraisal. If you change main appraiser after completing some sections of the appraisal, you remain listed as an appraiser, and any information you enter is retained. However, you can make no further changes to the appraisal.  
\* Indicates required field

Appraisal Purpose	
Period Start Date	01-Jan-2022
Period End Date	31-Jul-2022
Template	Individual
Appraisal Date	14-Jun-2022
Next Appraisal Date	
Assignment Number	<input type="text"/>
* Main Appraiser	<input type="text" value="Reyes, Armando"/> <input type="button" value="🔍"/>

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# Select Main Appraiser

Step 6: Search for the Supervisor's name, then click **Go**.

Step 7: Select the Supervisor by clicking the **Quick Select** button.

Step 8: Then click **Select** to proceed.

**Search and Select: Main Appraiser** Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Full Name  Go

**Results**

Quick Select	Full Name	Job	Department	Business Group	Email Address
<input type="radio"/> 	Dela Cruz, Juan	Administrative	<input type="text"/>	University of the Philippines	<input type="text"/>

Step 9: Please check if the **Appraiser selected** is correct. Then click **Apply**.

**Change Appraisal Details** Complete Appraisal Cancel Apply

If you change main appraiser after entering setup details but before completing other sections of the appraisal, you cease to be a participant in the appraisal. If you change main appraiser after completing some sections of the appraisal, you remain listed as an appraiser, and any information you enter is retained. However, you can make no further changes to the appraisal.  
\* Indicates required field

Appraisal Purpose

Period Start Date 01-Jan-2022

Period End Date 31-Jul-2022

Template Individual

Appraisal Date 14-Jun-2022

Next Appraisal Date

Assignment Number 100010354

\* Main Appraiser

# Confirmation

Step 10: Click **Yes** to confirm.

**Information**

To confirm the new main appraiser or update overall comments or rating, click Yes. Once you click Yes, you can no longer make changes to the appraisal.

**Notification Comments**

Step 11: Once the changing of main appraiser is confirmed, Appraisal of Staff will no longer appear on Appraisals in Progress.

Performance Management | **Appraisals**

Main Appraiser | Participant

**Confirmation**

You have successfully changed the main appraiser for the appraisal.

**Appraisals As Main Appraiser**

**Appraisals In Progress**

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
No results found.					