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## **PROJECT PROPOSAL**

### **1. LIMKOKWING UNIVERSITY SIERRA LEONE STUDENT STAFF APPRAISAL WEBSITE PROPOSAL**

#### **2. STATEMENT ABOUT THE PROBLEM**

A paper-based approach slows down operations, requires more administrative labor, and increases the possibility of inefficiencies, such as misplaced documents, poorly read handwritten notes, and unfinished paperwork. From planning to implementation of the appraisal system, the underlying problems with the bulk of manual processes are clear. The limitations of the manual appraisal approach are best described as follows:

- Running reports across various Papers might be difficult, which is a serious issue for data reporting (Questionnaires).
- The issue of data integrity also concerns manually updated questionnaires; frequent data input errors resulted in erroneous employee records.
- Variations in ratings on the same form: Occasionally, some managers will assign multiple rates to a single question.
- The local government income management system, which is manually handled, also shows intentional distortion of assessments to sate individual avarice and excessive political compulsion.

#### **3.WHY IS THE PARTICULAR TOPIC CHOSEN**

This particular topic was chosen because of the following reasons

- **More regular communication and evaluation**

For some lecturers, the annual evaluation is the only opportunity to discuss their performance with the administration of Limkokwing University. Why? because utilizing a paper system takes time. But with a computerized system, university administrators may submit both brief progress updates and thorough appraisal forms in real-time. As a result, lecturers can frequently see a more complete picture of their progress.

- **Better working circumstances and more opportunities**

Evaluations are not biased. Lecturers have the chance to discuss their challenges, areas of difficulty, and the support they require. With a digital performance management system, you can compare and analyze the data based on student input to find patterns and trends in addition to storing it. If a digital system is employed, what can appear to be a single request for improved

IT equipment may actually represent a much greater demand. This makes a compelling argument for changing things in the Lecturers' favor.

- **Electronic evaluations leave a trail**

Electronic lecturer evaluations serve as evidence that Limkokwing University provided lecturers with precise career information, including future expectations. In the event of a wrongful termination litigation, this could be beneficial to the university.

They can also be used by lecturers to check on their progress throughout the year. In the event of a wrongful termination, lecturers may also use the electronic appraisals in court cases. This offers the University and its lecturers a professional working environment.

- **Time**

Multiple ways an electronic performance review system might save time. One is the option for the management (Limkokwing University Admin) and employee (lecturer) to complete their portions of the evaluation whenever they have time, as opposed to setting up a meeting to go through it. Another option is to use metric data gathered during the year via an electronic evaluation system combined with a formula developed by the human resources division to calculate a performance evaluation score. The university administration doesn't need to spend time compiling reports because everything can be done promptly.

- **Workflow**

To ensure that all appraisals are seen by the relevant persons, an electronic appraisal system might be employed. That boosts the efficiency of the process appraisals. The University Admin might have access to a file of evaluations instead of having a stack of them waiting to be read on his or her desk. The appraisals are passed on to the next person who has to see them when the immediate Admin has finished with them. This improves the turnaround time for promotions and pay rises for academics.

- **Productivity**

As was already indicated, if University Administration spends less time on assessments, they will have more time to meet their own goals, which will result in higher output overall.

- **Class and student anonymity**

When students evaluate a lecturer's performance, electronic appraisal tools assist in preventing their identities from being revealed. An anonymous student can rate any instructor by simply logging into his or her computer. Thus, the relationship between students and lecturers cannot be impeded.

- **Information access**

Administrators are unable to change the student inputs, and lecturers are unable to examine the appraisal form.

#### **4. OBJECTIVE AND SCOPE OF THE PROJECT**

Limkokwing University Sierra Leone Students' Staff appraisal form evaluation refers to various formats of procedures utilized in working organizations to assess lecturers' personalities, contributions, and prospects. Objectives include:

- To advance the Lecturer based on their abilities and performance.
- To support wage raises, transfers, demotions, or terminations with methodical judgments
- They act as the individual's foundation for the superior's coaching and counseling.
- to maintain records that can be used to compute pay scales, raises in pay, and other compensation-related calculations.
- To determine the strengths and weaknesses of employees in order to place the right persons in the correct jobs.
- They are rude in telling subordinates how they are doing and recommending improvements that need to be made to their attitudes, behaviors, or knowledge of their jobs. They also let them know where they stand with the boss.
- To give staff members feedback on their work and related status.
- to decide whether training and staff development are necessary.

#### **5. SUMMARY OF THE PROJECT**

The most important component of the institution is the focus of human resource management. There are several resources needed by the institution but most effective one is the human resources. Performance appraisal is one of the notable human resource functions that is widely acknowledged by all organizations. " Limkokwing university Sierra Leone student staff appraisal website proposal " is the title of this report.

The study primarily used the study's evaluation of all staff's performance. Literally, the terms "performance appraisal," "performance assessment," and "performance management" all refer to the process of contrasting actual performance with comparative standards. Here, Lecturers' performances are assessed to ascertain the

extent to which they contribute to strategizing the University goals. A detailed description of Limkokwing University's evaluation procedures has been provided. The mechanism for an online performance system has now been decided. Because there are numerous topics to research and a wealth of information to learn from a practical standpoint, performance appraisal has been chosen.

## **6. HARDWARE AND SOFTWARE TO BE USED**

### **Functional requirements:**

**Login:** To access the system, use this module. Here, administrators, staff, or specific students can log in by providing their username and password.

**Admin:** The administrator has complete control over all activities, including managing students, staff, and subjects. He can also view the results of the self evaluation survey.

**Student:** Students can login to the system by entering their id and password and can give feedback about faculty based on their class category.

**Lecturer:** Lecturer view feedback score of the student.

### **Hardware Requirement**

Desktop System Hardware Requirement: The basic minimum hardware requirement involves the following;

1. Pentium 4 / Intel I3 core / AMD Radeon R5 and above with processor speed of 1.2 GHz and above.
2. 100 MB Hard Disk Drive Storage / Solid State Drive
3. Uninterrupted power supply (UPS)
4. RAM size of 1GB and above
5. Keyboard and mouse
6. Internet connection

### **Software Requirement**

1. Windows 8, 8.1, 10 & 11
2. LINUX Operating system
3. Chrome OS
4. IOS Mobile
5. Android OS

## 7. WHAT CONTRIBUTION WILL THE PROJECT MAKE

- **Better data quality.**

It takes a lot of time and effort to extract useful performance data from paper-based rating forms. For instance, assembling the university's training needs often entails going through each lecturer's evaluation form to discover common need. Such information will be available at the click of a button in an effective online system.

- **Encouraging performance management all year long**

Paper-based appraisal procedures are frequently an annual or biannual event, with goals sealed away and never reviewed or modified in between reviews! If properly implemented, an online appraisal system can motivate staff members and managers to frequently assess performance progress and make sure that goals are updated to remain applicable throughout the year.

Modern Students are accustomed to everything being online. The so-called "internet generation," which now makes up a larger portion of the workforce, often runs their lives online. If the university is still managing their operations with paper-based forms or even Word documents, they will struggle to position themselves as an institution of choice to these people.

- **facilitating the procedure of evaluation**

A paper-based process requires physical forms to be passed around the organization between employees, managers and HR for completion and evaluation. In addition to being time-consuming for the personnel, it is nearly hard to keep track of who is where in the process. An online system will provide automated workflows and approvals, simplifying and accelerating the process for staff members and management.

## 8. CONCLUSION

Two primary goals are the emphasis of an employee's performance evaluation. The first step is to create a policy that precisely assesses an individual's level of performance on a duty known as the job. The second is to plan a performance. a system for tracking development in a company's operational tasks, such as decisions about hiring and firing, compensation, communicating organizational objectives, and encouraging better performance from employees.

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