Employee Performance Evaluation System

COURSE PROJECT REPORT

18CSC303J – DATABASE MANAGEMENT SYSTEM

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ABSTRACT

Employee performance evaluation is a critical aspect of organizational management, ensuring that employees' contributions align with organizational goals and objectives. In today's dynamic business environment, efficient and transparent performance evaluation systems are essential for fostering employee engagement, productivity, and professional development. The Employee Performance Evaluation System (EPES) presented in this paper addresses these needs by providing a comprehensive platform for assessing and managing employee performance within an organization.

The EPES is designed to cater to the diverse requirements of different stakeholders within the organization, including administrators, employees, and evaluators. Administrators hold the pivotal role in managing the system, overseeing key aspects such as departmental structure, designations, employee profiles, and evaluator assignments. Through the system's intuitive interface, administrators can efficiently populate and maintain organizational data, ensuring accuracy and relevance in the evaluation process.

Employees, on the other hand, utilize the EPES to track and update their progress on assigned tasks. With seamless access to task details and submission forms, employees can provide real-time updates on their work, facilitating effective communication and collaboration within teams. The system empowers employees to take ownership of their tasks and ensures accountability through task completion confirmation, signaling readiness for evaluation.

Key features of the EPES include a user-friendly interface, secure authentication mechanisms, comprehensive user management functionalities, task assignment capabilities, progress tracking tools, and performance evaluation modules. Built using a robust stack of technologies including HTML, PHP/MySQLi, CSS, JavaScript (jQuery/Ajax), and Bootstrap, the EPES offers scalability, flexibility, and ease of customization to meet the unique requirements of any organization.

In conclusion, the Employee Performance Evaluation System presented in this paper represents a valuable tool for modern organizations seeking to optimize their performance management processes. By facilitating transparent communication, data-driven decision-making, and continuous feedback loops, the EPES empowers organizations to nurture a culture of excellence, innovation, and continuous improvement in employee performance.

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CHAPTER I
INTRODUCTION

Backend:

The backend consists of codes that are written in various languages such as Python, PHP, ASP.Net, among others, by the developer. These languages handle the server-side processing and data manipulation.

The backend database used in this project is MySQL. MySQL is a language used to interrogate and process data in a relational database. Originally developed by IBM for its mainframes, SQL commands can be used to interactively work with a database or can be embedded within a script or programming language as an interface to a database. ANSI standardized SQL, but most DBMSs have some proprietary enhancement, which if used, makes SQL non-standard.

Advantages of MySQL:

1. SQL Queries can be used to retrieve large amounts of records from a database quickly.
2. SQL is used to view the data without storing the data into the object.
3. SQL joins two or more tables and shows it as one object to the user.
4. SQL databases use a long-established standard, which is being adopted by ANSI & ISO. Non-SQL databases do not adhere to any clear standard.
5. Using standard SQL, it is easier to manage database systems without having to write a substantial amount of code.

Frontend:

The frontend is the markup shown by clients or users' browsers. For this project, HTML (Hyper Text Markup Language) along with CSS is used. HTML is the standard markup language for creating Web pages.

Advantages of HTML:

1. It is widely used.
2. Every browser supports HTML language.
3. Easy to learn and use.
4. It is by default in every window so you don't need to purchase extra software.
5. You can integrate HTML with CSS, JavaScript, PHP, etc.

By segregating the backend and frontend components, developers can focus on the respective tasks of server-side processing and user interface design, resulting in a more efficient and organized development process.

CHAPTER II
PROJECT FEATURES AND OBJECTIVES

2.1.About the Project:

The **Employee Performance Evaluation System** is a simple project that can help a certain company evaluate the performance of their employees based on their task accomplishments. This system has 3 types of users which are the **Admin, Employee,** and **Evaluator**. The Admin Side is the system user that in-charge to manage the important data of the system such as the **department, designation, employee list, and list of evaluators**. The admin has access to all of the data stored and the database. The Employee side is the system users that can only access the tasks where they are assigned and submit their progress. The submitted progress of the employee in each task will be the reference of the evaluators on how they will rate the employees. The Evaluator side is the system user side that evaluates the performance of the employees' every task. They will evaluate the employees' by their **efficiency, timeliness, quality, and employees' accuracy to accomplish** a certain task.

2.2.Features:

1. **User Authentication:** Implement secure login functionality for Admins, Employees, and Evaluators to access the system, ensuring data confidentiality and user accountability.

2. **User Management:**Allow Admins to manage user accounts, including adding, editing, and deleting users. Differentiate between Admin, Employee, and Evaluator roles with appropriate permissions.

3. **Department and Designation Management:** Enable Admins to define organizational structure by creating and managing departments and designations, facilitating streamlined task assignment and evaluation processes.

4. **Task Assignment:**Provide Admins with the capability to create tasks and assign them to specific employees, ensuring clarity in responsibilities and efficient task delegation.

5. **Task Progress Tracking:** Allow Employees to log in and update their progress on assigned tasks, providing real-time visibility into project status and facilitating effective communication

within teams.

6. **Task Completion Confirmation:**Enable Employees to mark tasks as "Completed," triggering the evaluation process and signaling readiness for performance assessment by Evaluators.

7. **Performance Evaluation:**Provide Evaluators with tools to assess employees' performance based on predefined criteria such as efficiency, timeliness, quality, and accuracy. Facilitate objective feedback and ratings to support performance appraisals and professional development.

8. **Data Management**:Implement a robust database system (e.g., MySQL) to store and manage user profiles, task details, evaluation records, and organizational data securely.

9. **User Interface:**Design an intuitive and user-friendly interface using HTML, CSS, and JavaScript, ensuring accessibility and ease of navigation for all system users.

10. **Scalability and Customization:** Develop the system with scalability in mind, allowing for future expansion and customization to accommodate evolving organizational needs and requirements.

2.3.Objectives:

1. **Enhance Performance Management:** The primary objective of the Employee Performance Evaluation System is to streamline and optimize the performance management process within the organization, facilitating fair and transparent evaluation of employees' contributions.

2. **Promote Accountability:** By providing Employees with tools to track their progress and mark tasks as completed, the system aims to promote accountability and ownership of work responsibilities.

3. **Facilitate Communication and Collaboration:** The system aims to foster effective communication and collaboration within teams by providing real-time visibility into task status and facilitating feedback exchanges between Employees and Evaluators.

4. **Support Decision-Making:** By providing comprehensive performance data and evaluation

reports, the system aims to support informed decision-making processes related to talent management, resource allocation, and professional development initiatives.

5. **Improve Organizational Efficiency:**By automating repetitive tasks, streamlining processes, and centralizing performance data, the system aims to improve organizational efficiency and productivity, ultimately contributing to overall business success.

6. **Empower Employees:**The system aims to empower Employees by providing them with opportunities for self-assessment, continuous feedback, and professional growth, thereby fostering a culture of excellence and personal development within the organization.

7. **Ensure Data Security and Compliance:** With robust security measures and data encryption protocols in place, the system aims to ensure the confidentiality, integrity, and availability of sensitive employee data while complying with relevant data protection regulations and industry standards.

By focusing on these features and objectives, the Employee Performance Evaluation System aims to serve as a valuable tool for organizations seeking to optimize their performance management processes and maximize employee potential.

CHAPTER III

BACK-END, FRONT-END DESIGN & CONNECTIVITY

3.1 Front-end Design

3.1.1 HTML (HyperText Markup Language):

HTML forms the fundamental structure of the Employee Performance Evaluation System's web interface. It defines the layout and arrangement of elements such as forms, tables, and headings. HTML serves as the cornerstone of the system's user interface, providing a structured representation of the evaluation process.

3.1.2 CSS (Cascading Style Sheets):

CSS enhances the presentation and visual appeal of the Employee Performance Evaluation System. It controls the styling, formatting, and layout of HTML elements, ensuring a cohesive and aesthetically pleasing user experience. By defining stylesheets, CSS contributes to the system's consistency and professionalism.

3.1.3 JavaScript:

JavaScript adds interactivity and dynamic functionality to the Employee Performance Evaluation System. It enables features like real-time updates, input validation, and interactive elements such as dropdown menus and modal dialogs. JavaScript plays a pivotal role in enhancing the usability and responsiveness of the system, providing a seamless user experience.

3.2 Back-end Design and Connectivity

3.2.1 PHP (Hypertext Preprocessor):

PHP serves as the server-side scripting language for the Employee Performance Evaluation System, facilitating communication between the front end and back end components. It handles user requests, processes data, and generates dynamic content. PHP enables essential functionalities such as user authentication, database operations, and evaluation result calculation. Its versatility and ease of integration make it an ideal choice for implementing the system's complex logic and functionalities.

Key Points about PHP:

- PHP is an acronym for "PHP: Hypertext Preprocessor" and is widely used in web development.

- PHP scripts are executed on the server, generating HTML output for the client's browser.

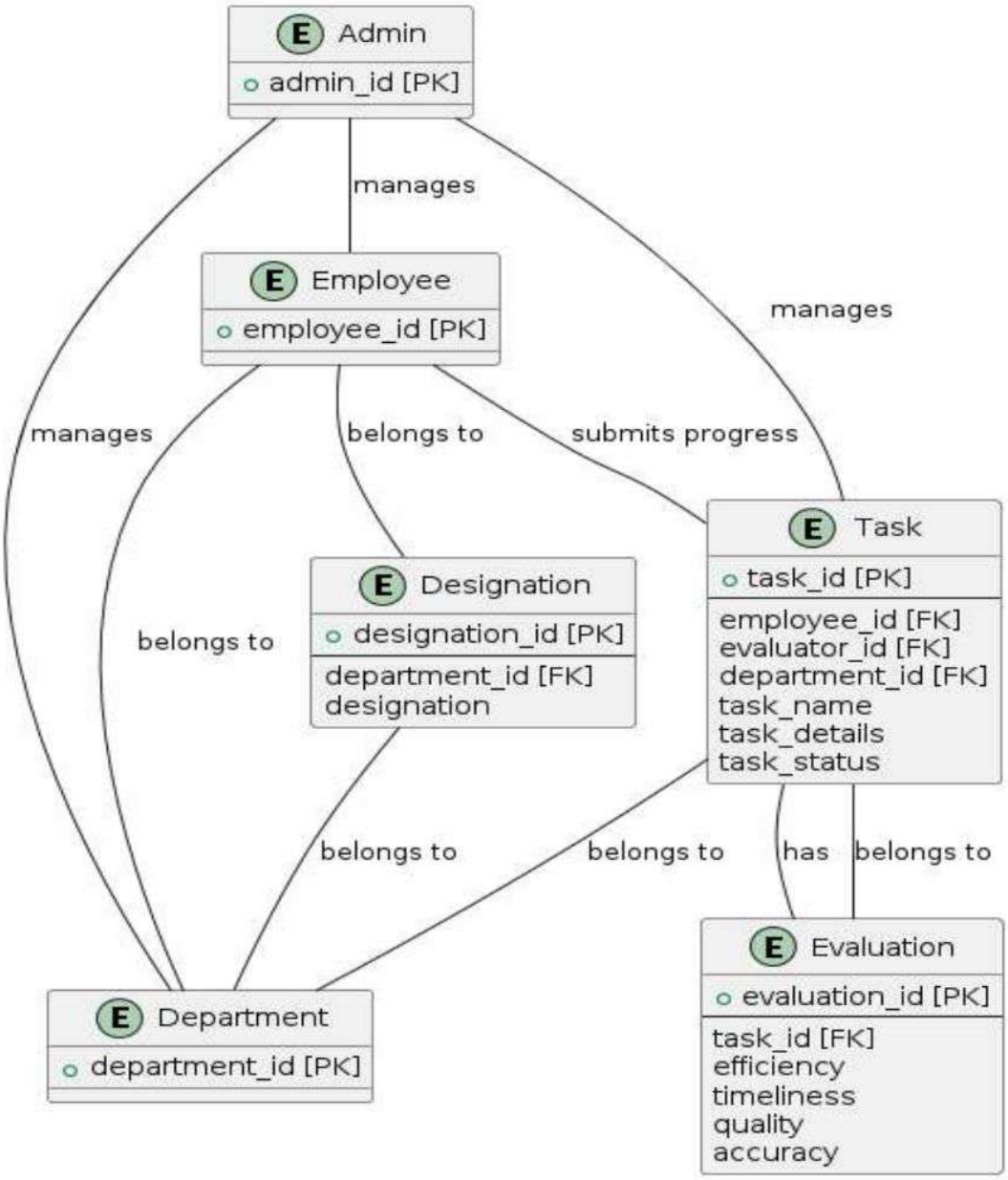
- PHP is open source and freely available, making it accessible to developers of all levels.

- PHP files can contain a combination of HTML, CSS, JavaScript, and PHP code, enabling flexible web application development.

- With PHP, the Employee Performance Evaluation System can output various formats, including HTML, images, PDFs, and multimedia content.

- PHP's robustness and versatility empower the system to handle the intricate functionalities required for evaluating employee performance effectively.

3.3.CONSEPTUAL DATABASE DESIGN(ER-DIAGRAM)



3.4.Logical Database Design(ER Mapping)

Entities and Attributes:

1. Admin
   - Attributes:
     - admin_id [PK]

2. Employee
   - Attributes:
     - employee_id [PK]

3. Department
   - Attributes:
     - department_id [PK]

4. Task
   - Attributes:
     - task_id [PK]
     - employee_id [FK]
     - evaluator_id [FK]
     - department_id [FK]
     - task_name
     - task_details
     - task_status

5. Designation
   - Attributes:
     - designation_id [PK]
     - department_id [FK]
     - designation

6. Evaluation
   - Attributes:
     - evaluation_id [PK]
     - task_id [FK]
     - efficiency
     - timeliness
     - quality
     - accuracy

Connectivity:

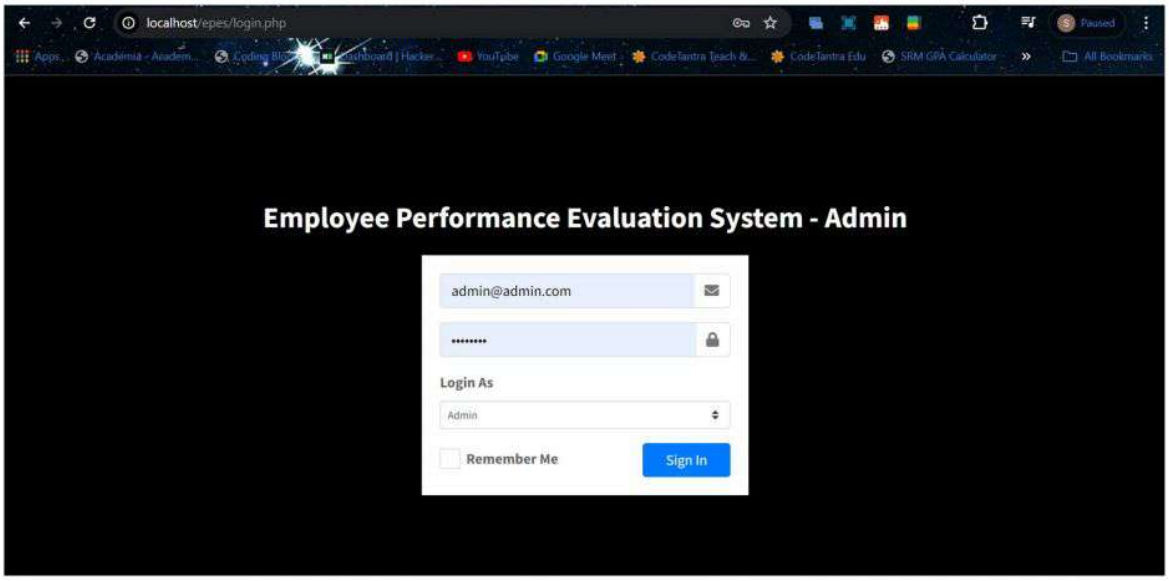
- Admin manages Department, Employee and Task.
- Employee submits progress for Task.
- Employee belongs to Department and Designation.

- Task belongs to Department.
- Task is evaluated in Evaluation.
- Evaluation belongs to Task.

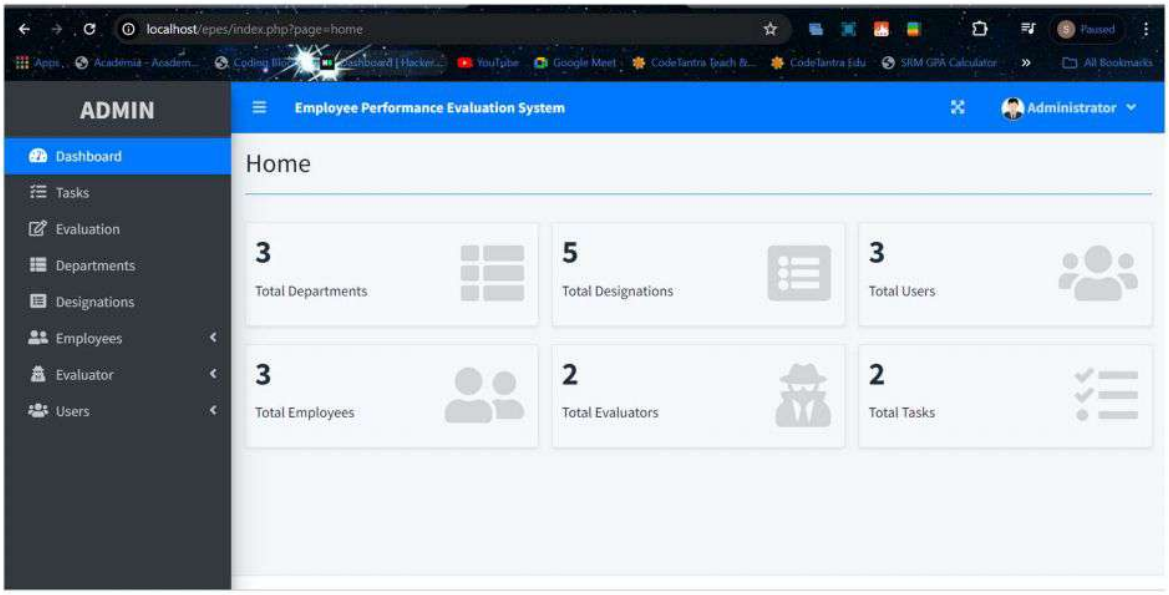
CHAPTER IV

MODULE IMPLEMENTATION

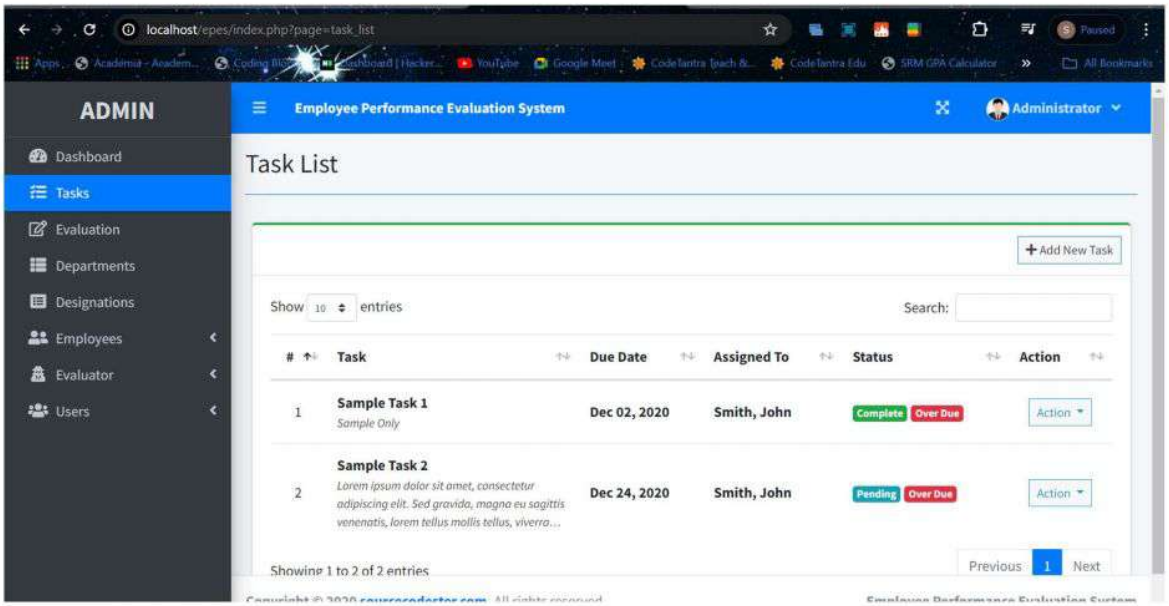
4.1:Admin Login



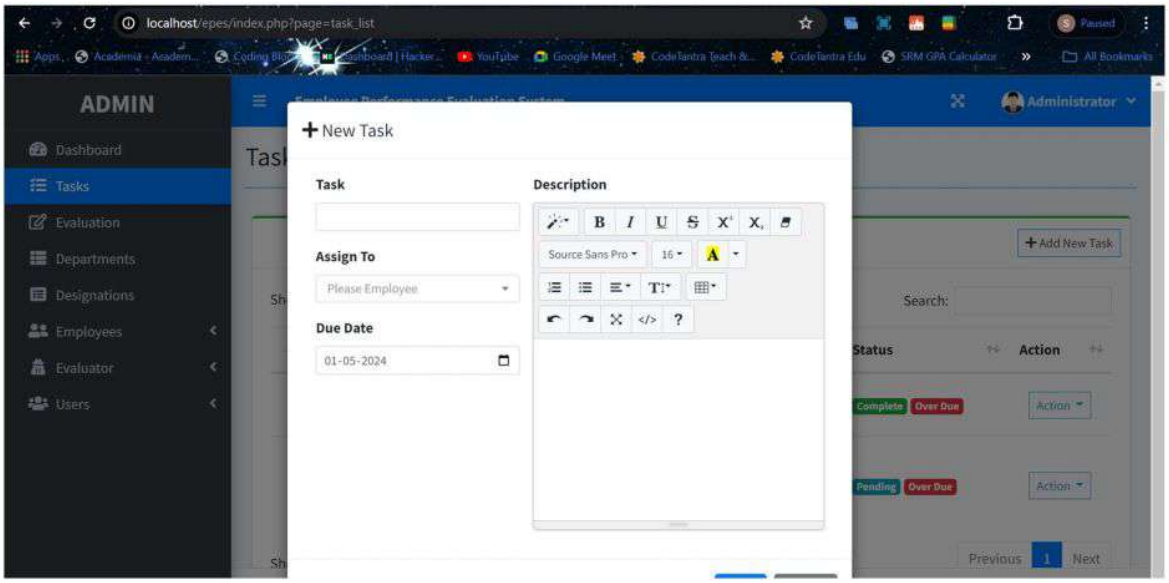
4.1.1:Admin dashboard



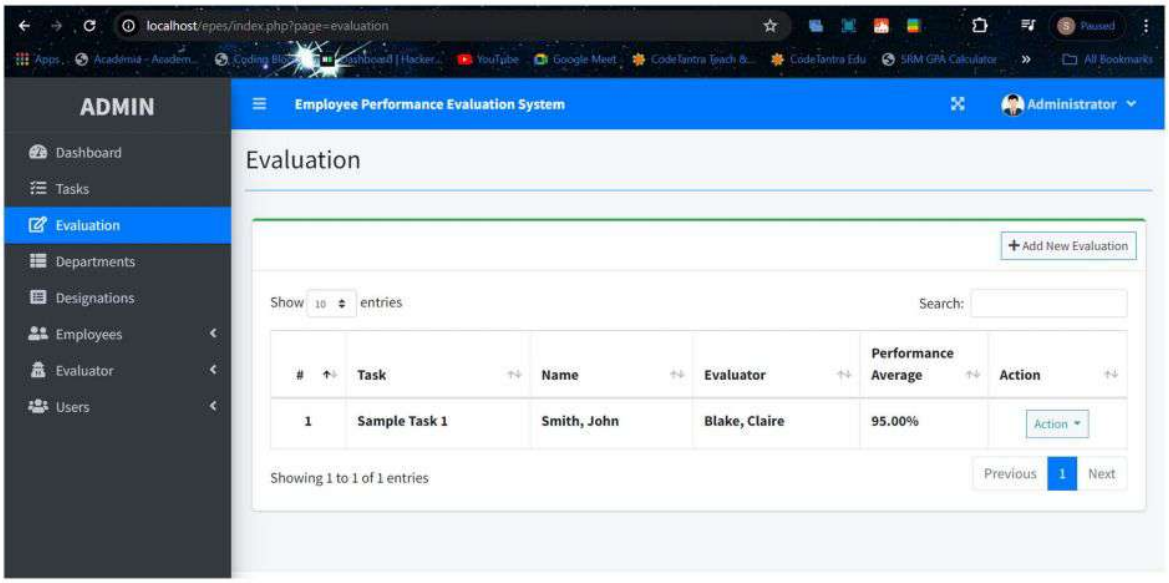
4.1.2:Task list



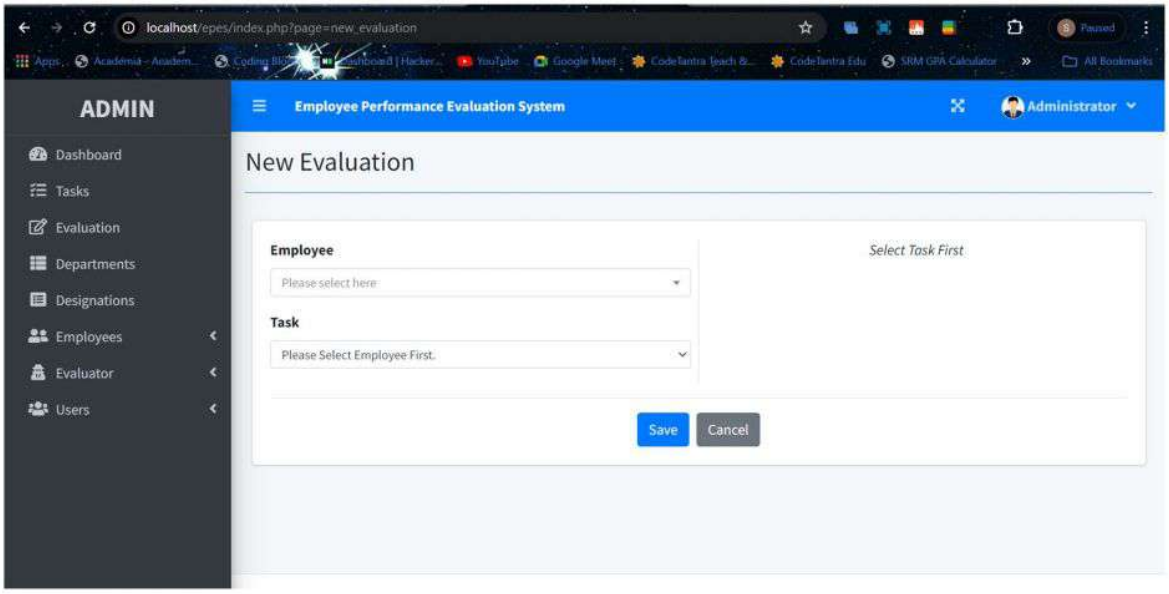
4.1.3:Add New Task



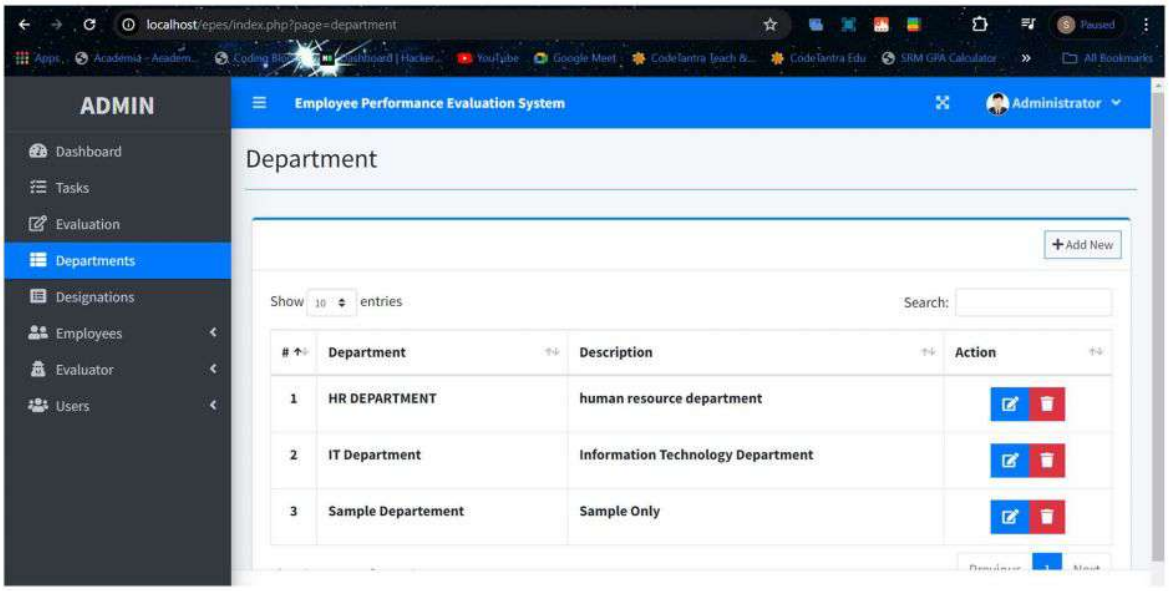
4.1.4:Evaluation



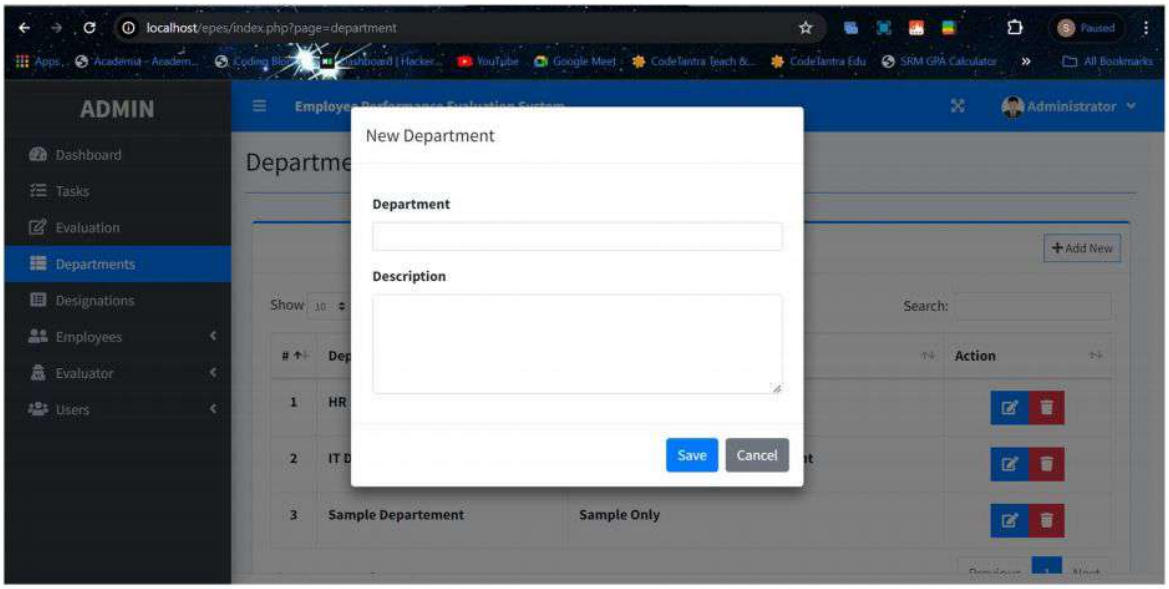
4.1.5:Add New Evaluation



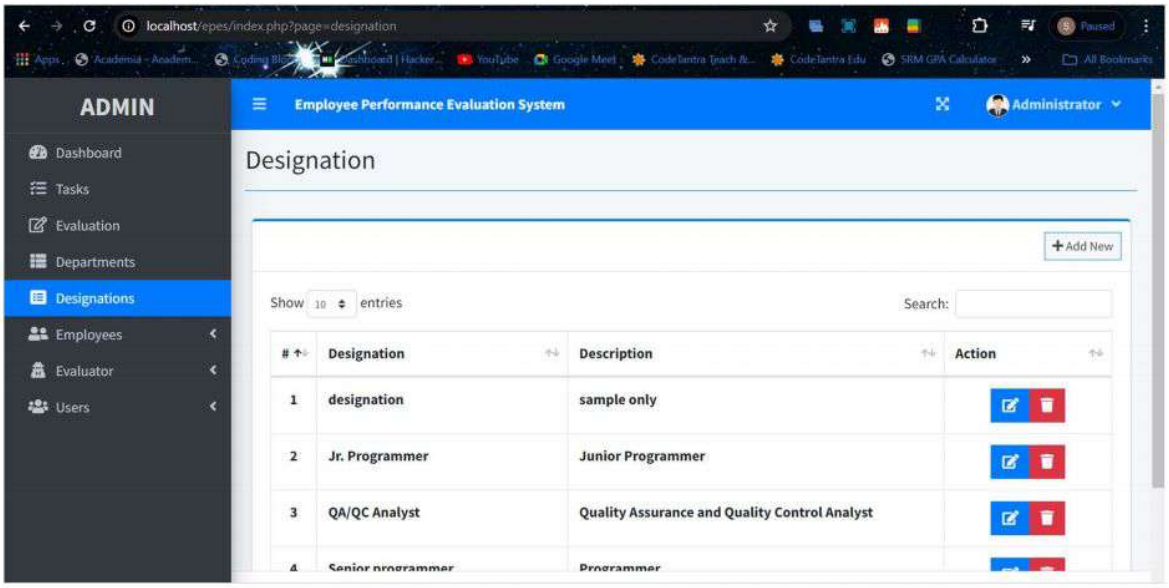
4.1.6:Department



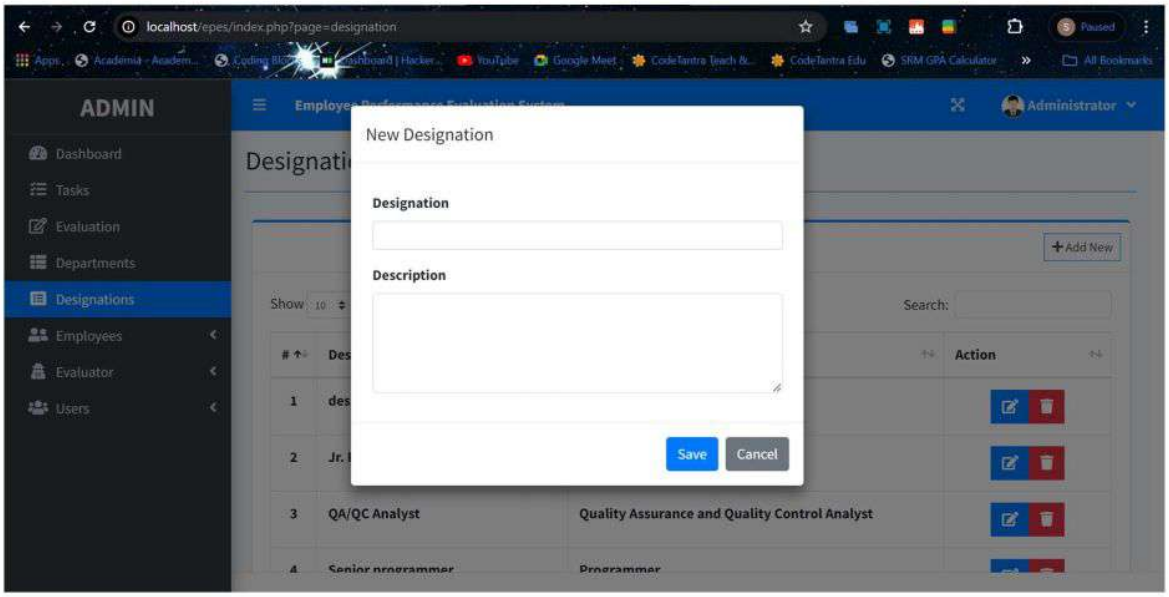
4.1.7:Add New Department



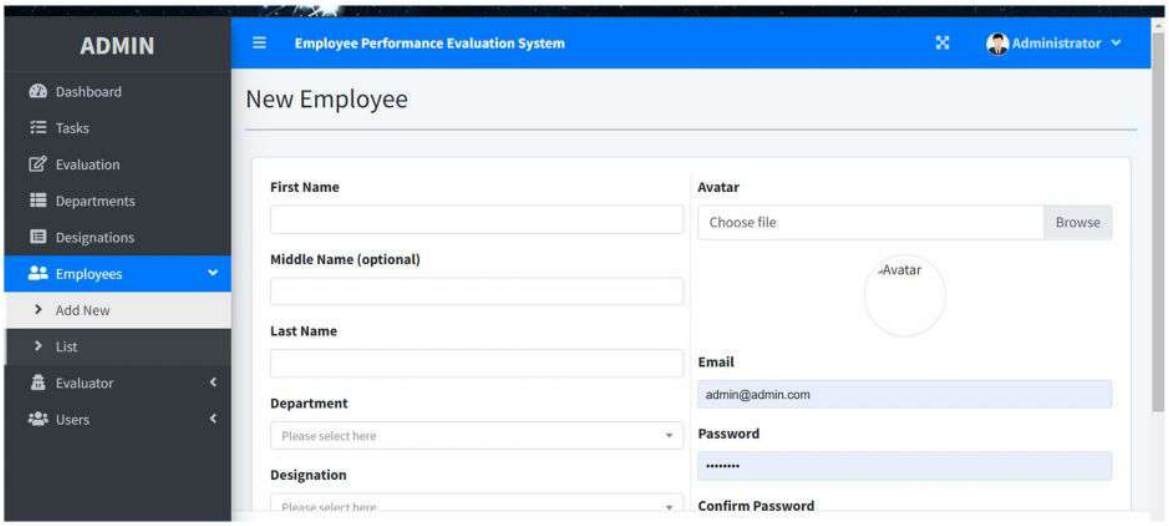
4.1.8:Designation



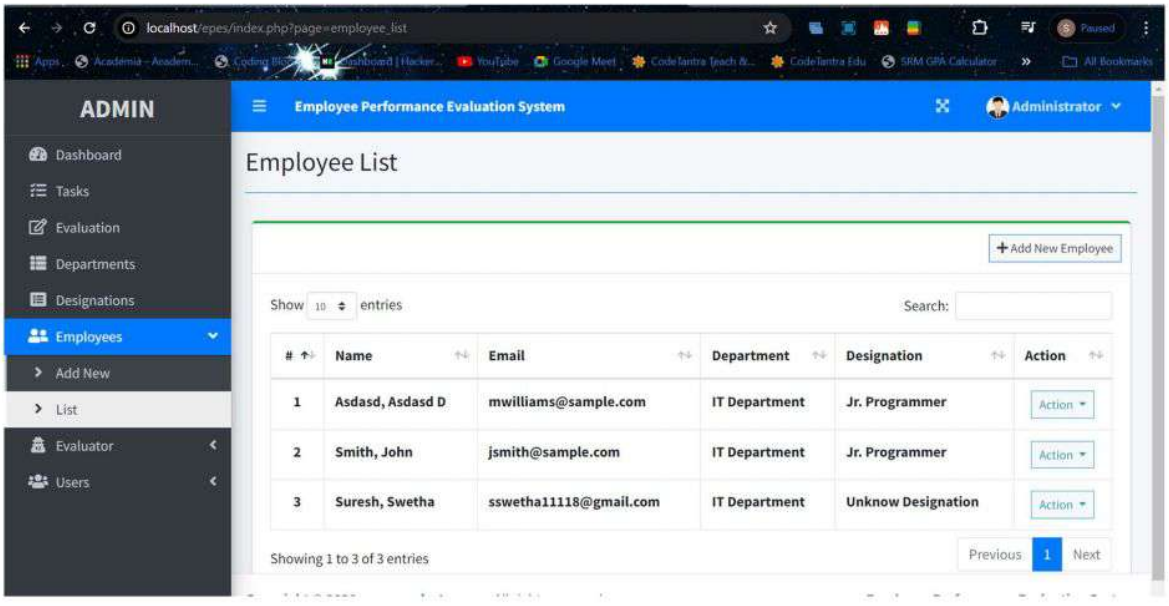
4.1.9:Add New Designation



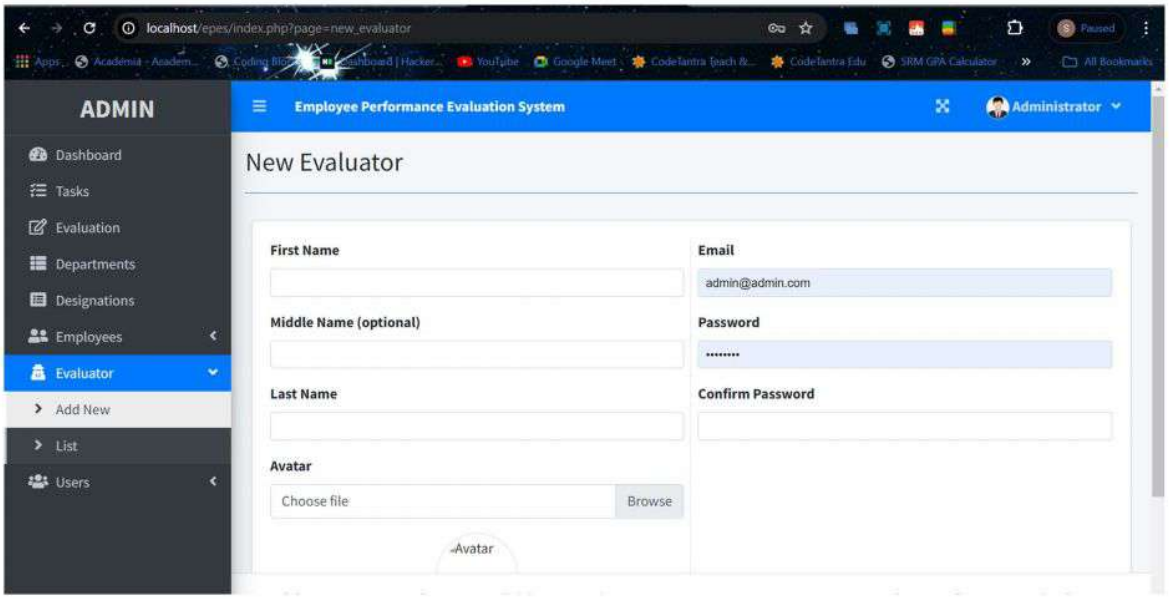
4.1.10:Add New Employee



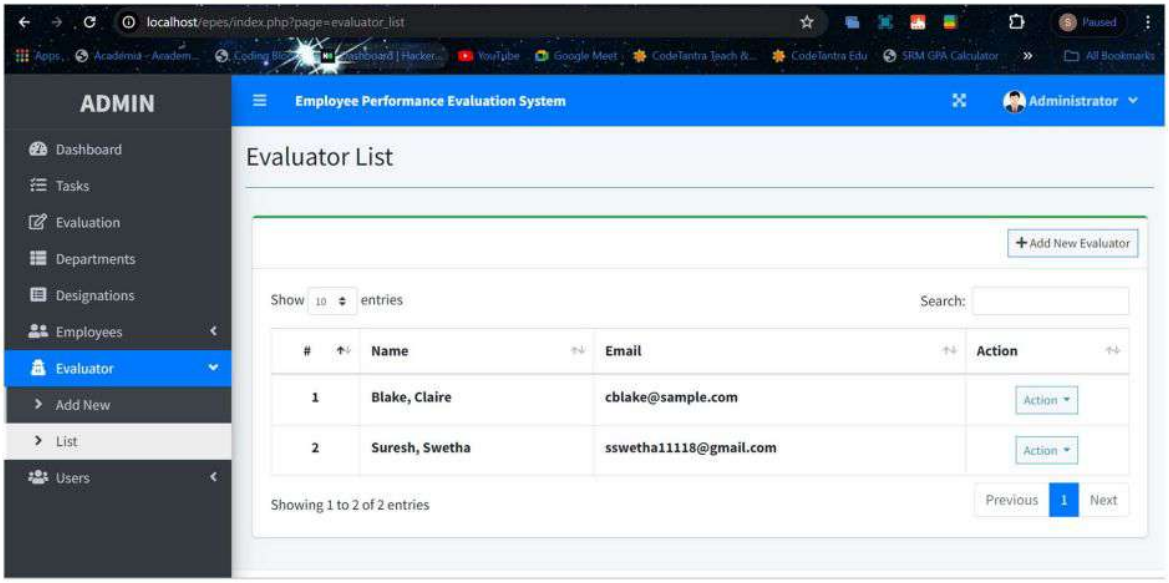
4.1.11:List Employee



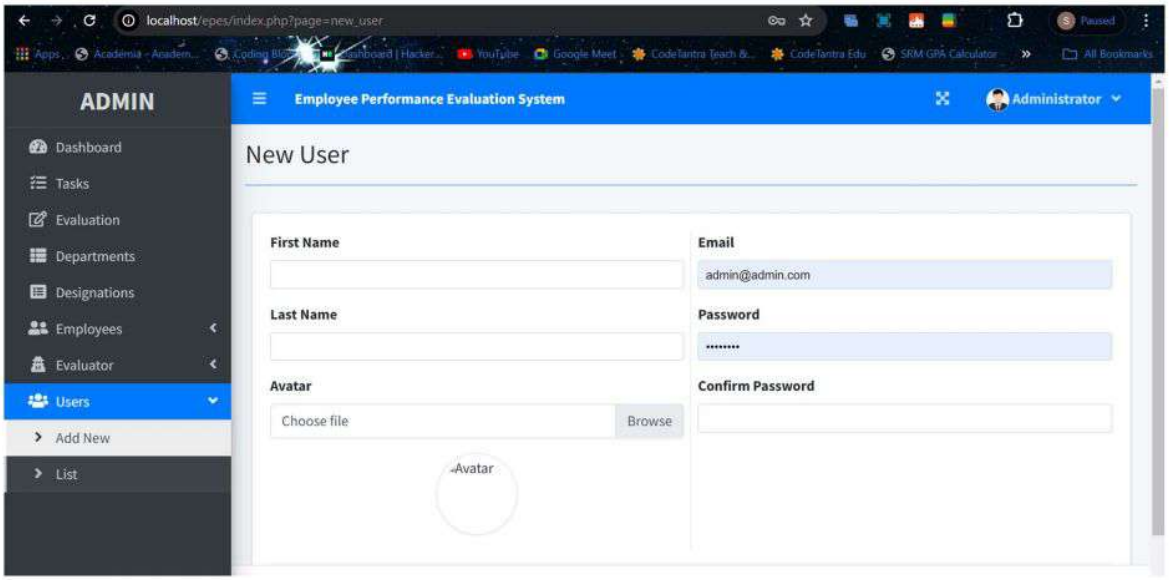
4.1.12:Add New Evaluator



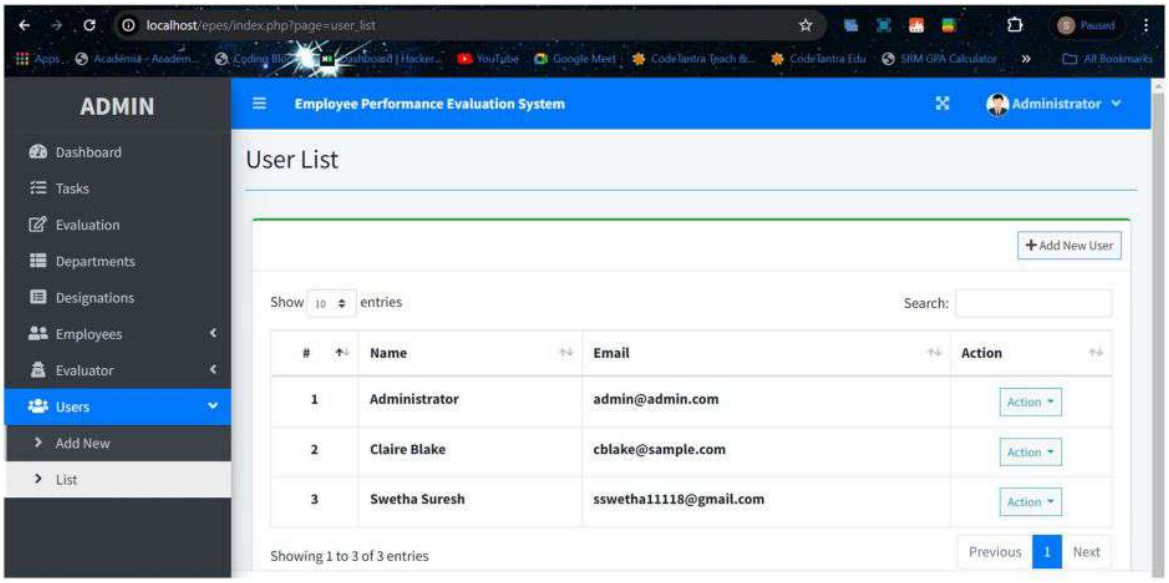
4.1.13:List Evaluator List



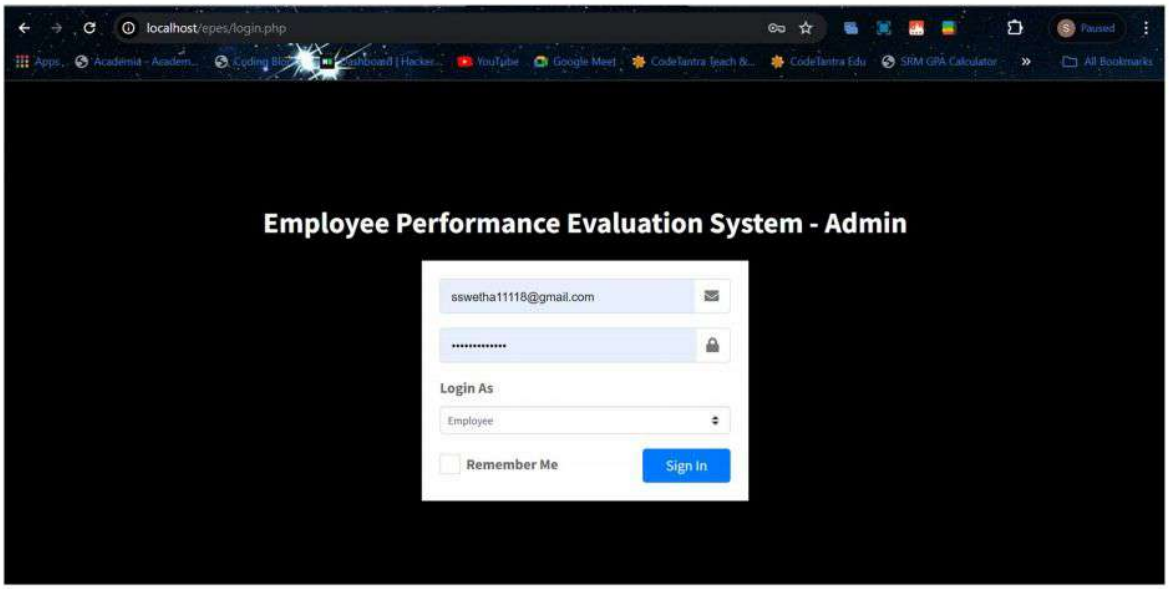
4.1.14:Add New User



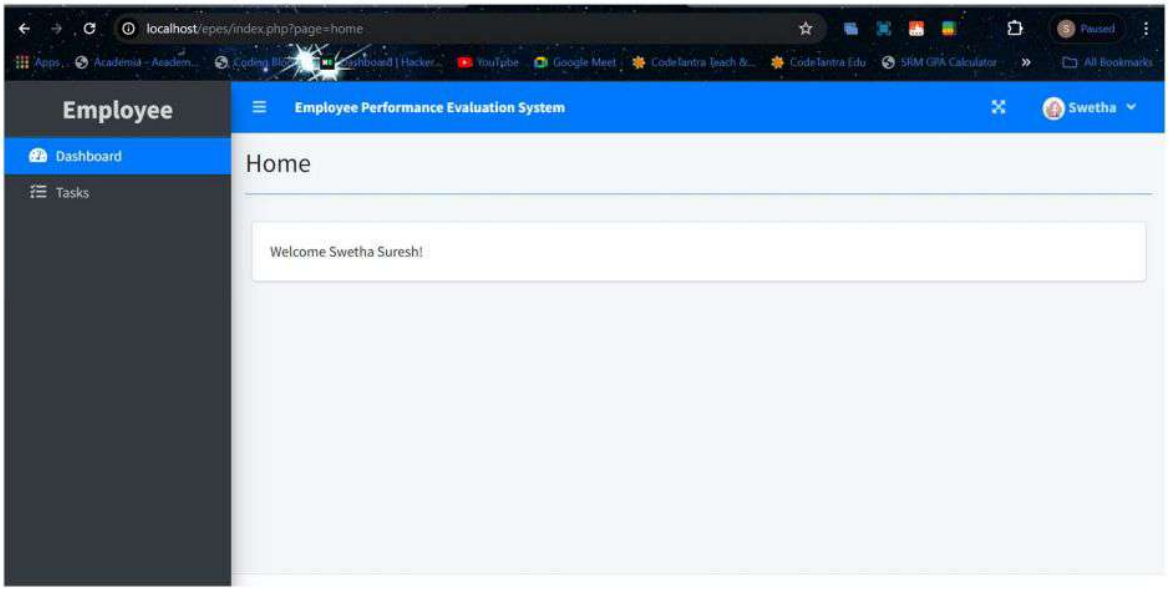
4.1.15:List User



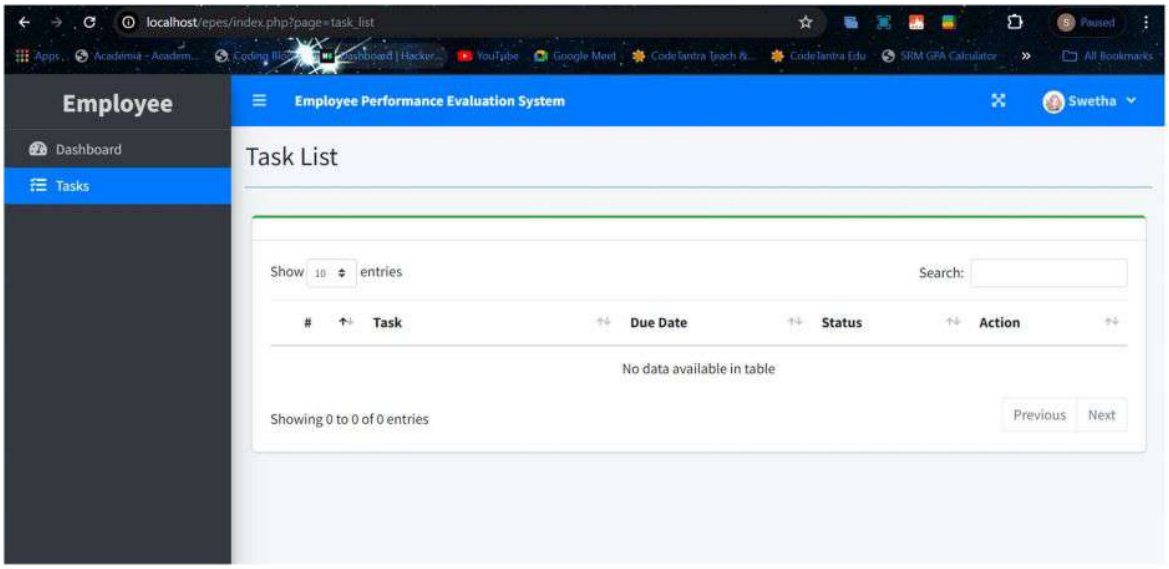
4.2:Employee login



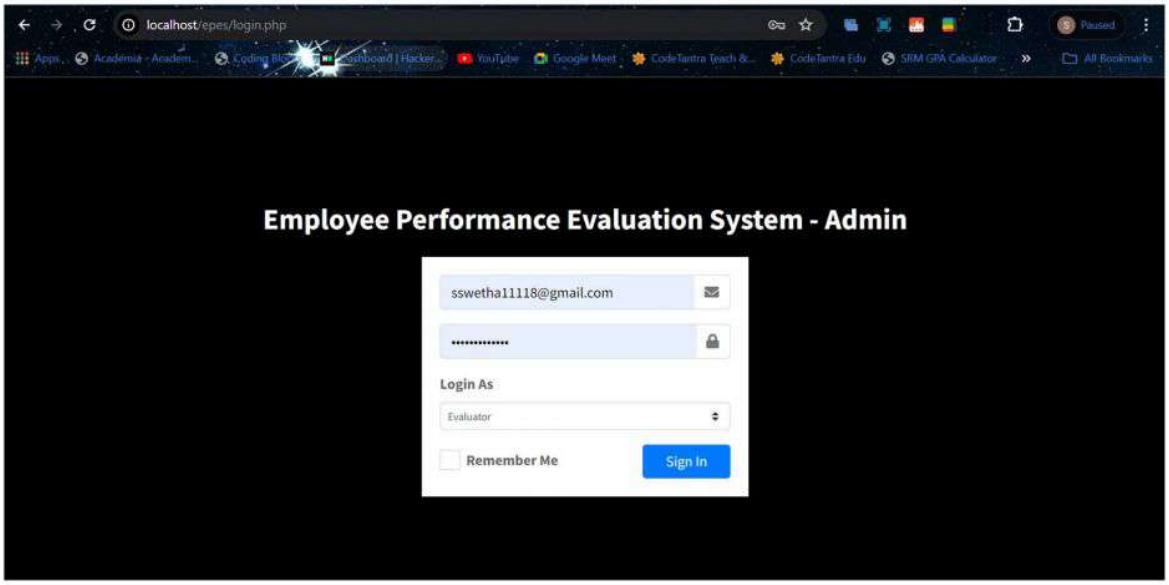
4.2.1:Employee Dashboard



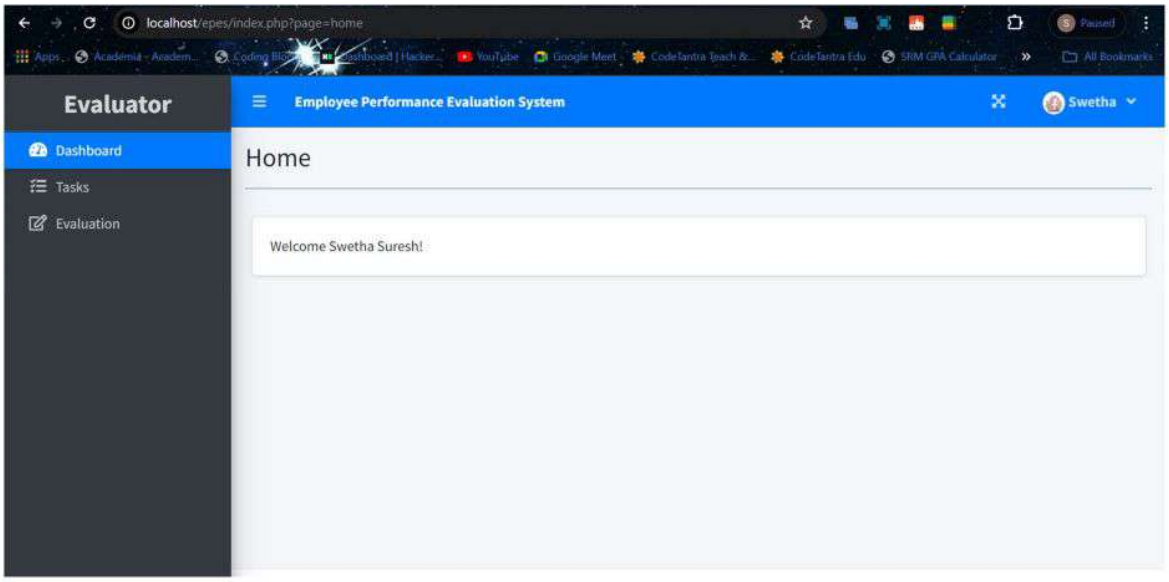
4.2.2:View Task List



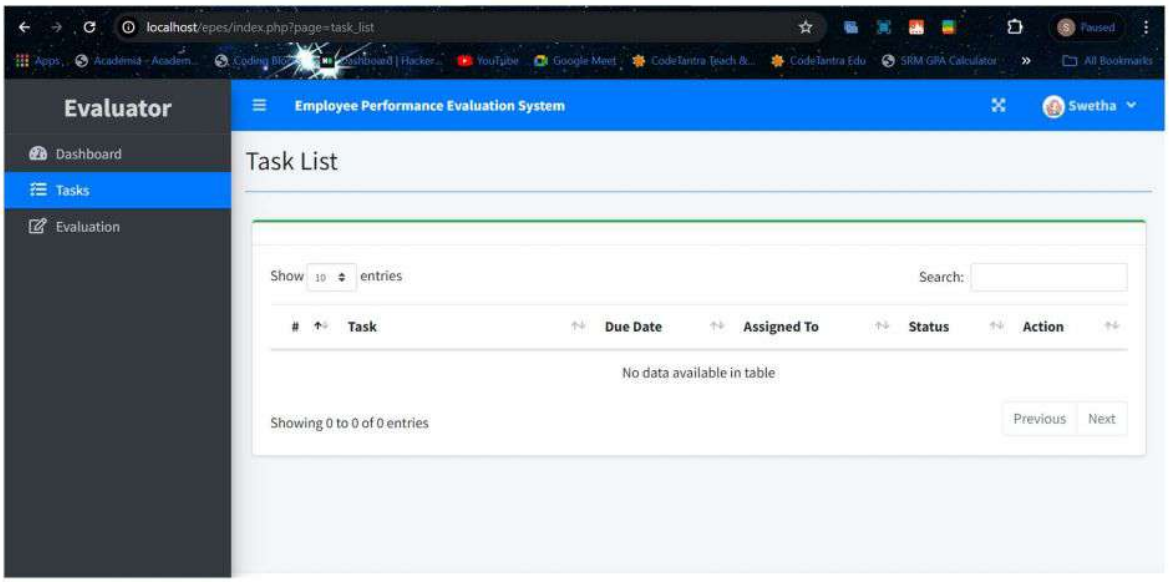
4.3:Evaluator login



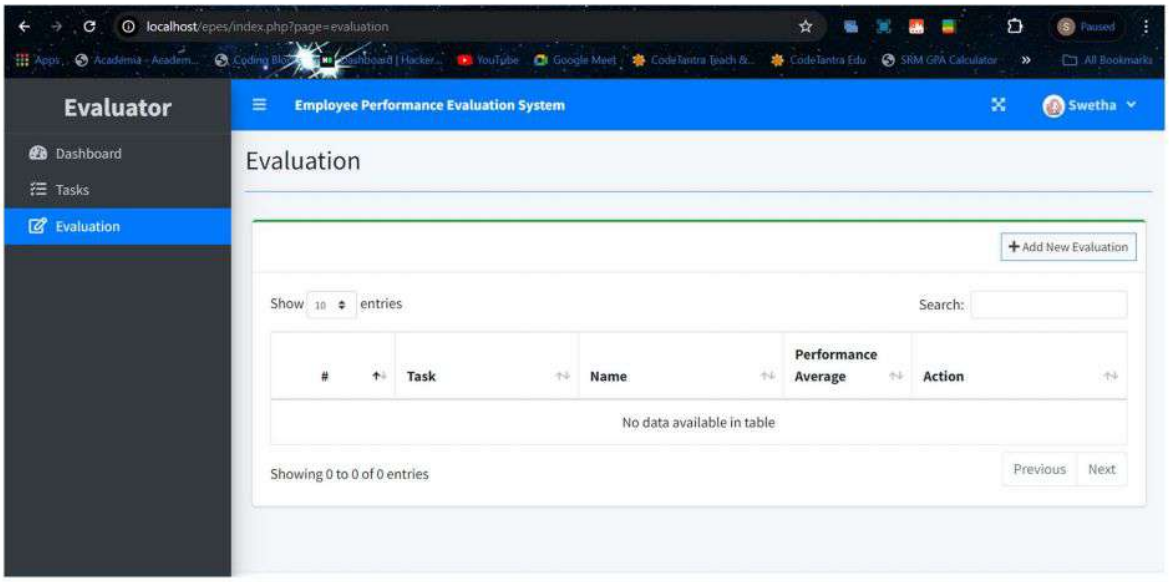
4.3.1:Evaluator Dashboard



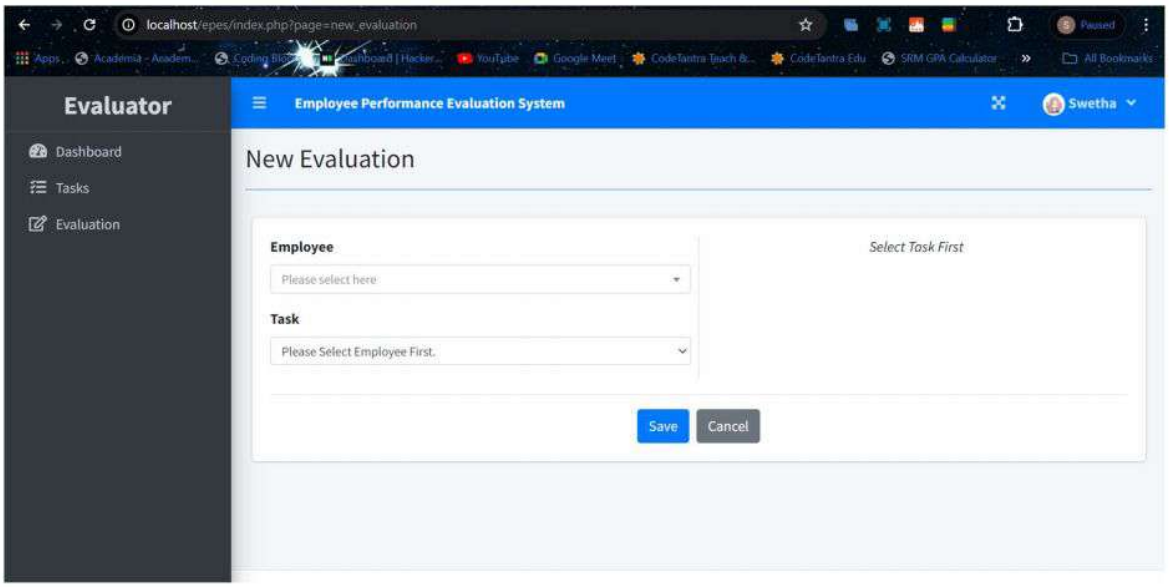
4.3.2:View Task List



4.3.3:View Evaluation



4.3.4:Add New Evaluation



Modules:

4.1 Admin Module

4.1.1 Admin Dashboard: This module provides a comprehensive overview of the system for administrators, including key metrics, alerts, and shortcuts to essential functions.

4.1.2 Task List: Admins can view and manage the list of tasks assigned to employees, track their progress, and update task statuses as needed.

4.1.3 Add New Task: Admins have the capability to create and assign new tasks to employees, specifying details such as task description, priority, due date, and assignee.

4.1.4 Evaluation: This module allows admins to conduct performance evaluations for employees, providing a structured framework for assessing performance against predefined criteria.

4.1.5 Add New Evaluation: Admins can create new evaluation forms or templates, defining evaluation criteria, rating scales, and other parameters tailored to specific roles or departments.

4.1.6 Department: Admins can manage organizational departments, including adding, editing, or deleting departmental information as needed.

4.1.7 Add New Department: This module enables admins to create new departments within the organization, specifying department names, descriptions, and other relevant details.

4.1.8 Designation: Admins can define and manage employee designations or job titles, ensuring consistency and accuracy across the organization.

4.1.9 Add New Designation: Admins have the authority to add new designations to the system, along with relevant descriptions and hierarchical positions.

4.1.10 Add New Employee: Admins can add new employees to the system, entering personal information, contact details, and assigning them to specific departments and designations.

4.1.11 List Employee: This module allows admins to view a comprehensive list of all employees within the organization, along with their respective details.

4.1.12 Add New Evaluator: Admins can designate individuals as evaluators, assigning them the responsibility of assessing the performance of other employees.

4.1.13 List Evaluator List: Admins can view a list of all designated evaluators within the organization, along with their roles and responsibilities.

4.1.14 Add New User: Admins can create new user accounts for individuals accessing the system, defining their roles, permissions, and access levels.

4.1.15 List User: This module enables admins to view a list of all user accounts registered in the system, along with their respective roles and permissions.

4.2 Employee Module

4.2.1 Employee Dashboard: Employees are provided with a personalized dashboard displaying relevant information such as assigned tasks, upcoming evaluations, and performance metrics.

4.2.2 View Task List: Employees can access and view the list of tasks assigned to them, along with details such as task descriptions, due dates, and priority levels.

4.3 Evaluator Module

4.3.1 Evaluator Dashboard: Evaluators are provided with a dedicated dashboard showcasing pending evaluations, completed assessments, and other relevant information.

4.3.2 View Task List: Evaluators can access and view the list of tasks assigned to them for evaluation, along with relevant details and deadlines.

4.3.3 View Evaluation: Evaluators can view completed performance evaluations for employees they are assigned to assess, providing valuable feedback and ratings.

4.3.4 Add New Evaluation: Evaluators have the capability to initiate new performance evaluations for assigned employees, following predefined evaluation criteria and guidelines.

CHAPTER V

APPLICATIONS

An employee performance evaluation system (EPES) is a transformative tool for organizations seeking to enhance workforce productivity, engagement, and overall performance. Primarily, an EPES serves as a centralized platform where organizations can systematically assess and manage employee performance data, providing valuable insights for talent management and strategic decision-making.

First and foremost, an EPES facilitates objective performance assessments by establishing clear evaluation criteria and rating scales. Through customizable evaluation templates and predefined performance indicators, organizations can standardize the assessment process, ensuring fairness and consistency across evaluations. By leveraging this structured approach, managers can accurately gauge employee performance, identify strengths and areas for improvement, and provide constructive feedback for professional development.

Moreover, an EPES plays a crucial role in aligning individual performance with organizational goals and objectives. By tracking employee progress against key performance indicators (KPIs) and strategic initiatives, organizations can ensure that employee efforts are contributing to broader business objectives.

Furthermore, an EPES enhances talent management and succession planning initiatives by providing organizations with comprehensive performance data and analytics. By analyzing performance trends, identifying high-potential employees, and succession planning needs, organizations can proactively develop talent pipelines and ensure continuity in leadership positions. Additionally, EPES generates actionable insights into training and development needs, enabling organizations to invest resources strategically in employee skill development and career advancement opportunities.

Overall, the application of an employee performance evaluation system is instrumental in modernizing and optimizing organizational performance management processes. By leveraging technology to streamline performance assessments, align individual goals with organizational objectives, and foster a culture of continuous feedback and improvement, organizations can unlock the full potential of their workforce and achieve sustainable growth and success in today's competitive business landscape.

CHAPTER VI

CONCLUSION

The employee performance evaluation system provided in the linked source code offers a structured approach to assessing and managing employee performance within an organization. Through its PHP and MySQL implementation, it presents a platform for conducting evaluations, tracking progress, and generating reports to facilitate decision-making processes.

This system begins by capturing essential employee information, such as name, department, and position, thereby establishing a database for efficient management of evaluation records. The evaluation process itself is systematic, with predefined performance criteria and rating scales to ensure consistency and objectivity across assessments.

One notable feature of this system is its ability to generate performance reports based on evaluation data. These reports offer valuable insights into individual and team performance trends, enabling management to identify top performers, address performance gaps, and make informed decisions regarding training, career development, and resource allocation. Moreover, the system's integration with MySQL facilitates data storage and retrieval, ensuring the security and accessibility of evaluation records.

Additionally, the system's user interface and functionality may require enhancements to improve usability and user experience. Incorporating features such as customizable evaluation templates, automated reminders, and interactive dashboards can further enhance the system's effectiveness and user adoption.

In conclusion, the employee performance evaluation system presented in the provided source code offers a valuable tool for organizations seeking to streamline and optimize their performance management processes. By leveraging technology to digitize and standardize evaluation procedures, it promotes transparency, accountability, and continuous improvement within the workforce. However, ongoing evaluation and refinement are essential to ensure that the system remains relevant, effective, and aligned with organizational objectives.

CHAPTER VII

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