EMPLOYEE PERFORMANCE EVALUATION SYSTEM

(Manual Instructions)

Yongzon, Christian Q.

BSIT - 2A

Introduction

The Employee Performance Evaluation System is a tool that helps organizations track and review how well employees are doing their jobs. It makes it easier to record work progress, give feedback, and find ways to improve. This system ensures fairness and clarity for both employees and managers. By using this system, companies can support employee growth and make better decisions about promotions and training.

Significance

The Employee Performance Evaluation System plays a key role in helping both employees and organizations succeed it keeps track of progress, provides meaningful feedback, and ensures evaluations are fair and transparent. By identifying strengths and areas for growth, it supports career development, helps managers make better decisions, and keeps employees motivated while aligning their performance with the company's goals.

Benefactors:

1. **Managers/Supervisors**:

   ● Easily track, evaluate, and provide feedback to employees, ensuring fair and data-driven decisions.

2. **Employees**:

   ● Gain clarity on performance expectations, receive constructive feedback, and identify growth opportunities.

3. **Hr Department**:

   ● Streamlines performance reviews, supports talent management, and simplifies reporting for promotions or training.

How to Use the System

A. **LOGIN PAGE**

Upon running the system, you will be presented with the login page

If you don't have an account you can click the link down below

* the system will notify the user if the entered username and password is incorrect or account is inactive

B. **REGISTER PAGE**

Upon clicking the link below, you will be presented with the registration page

If you already have an account you can click the link down below

* the system will notify the user if the entered username and email is already used and all fields are required upon clicking the sign up button

C. **ADMIN PAGE**

Upon entering a correct username and password user will be redirected to a dashboard base on user account type
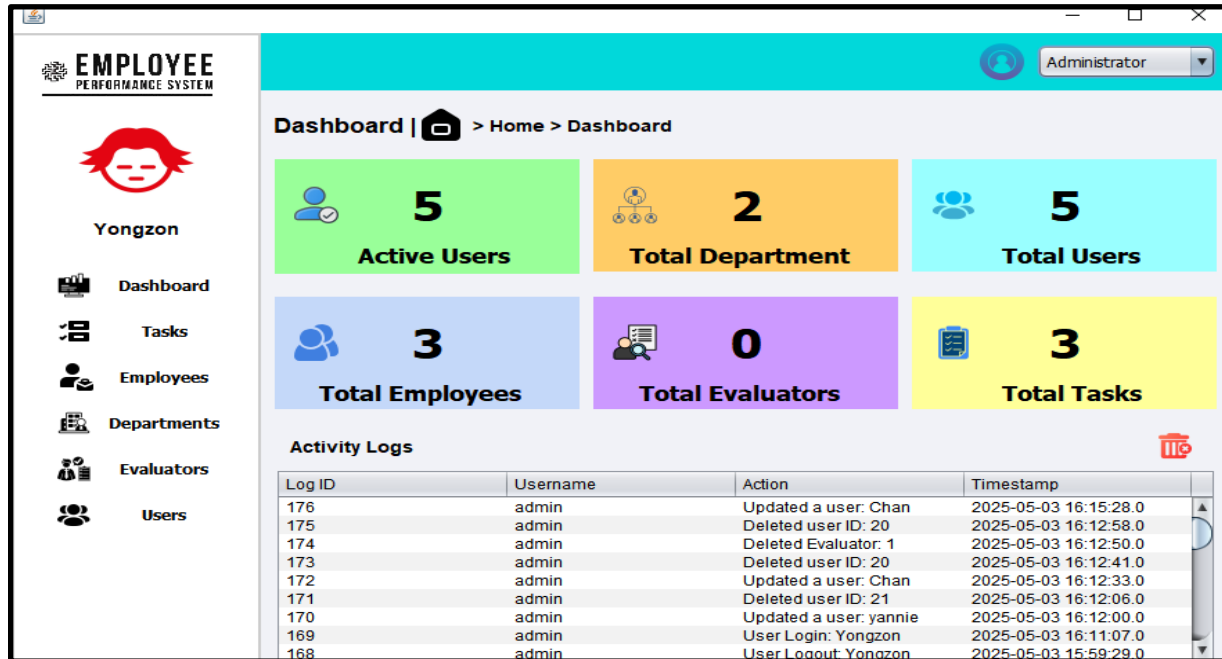
DASHBOARD OPTIONS SUMMARY

1. **Dashboard -** a summary of all data as well as the activity logs
2. **Tasks -** a user can add, update, and delete a task
3. **Employee -** a user can add, update, and delete a employee
4. **Department -** a user can add, update, and delete a department
5. **Evaluator -** a user can add, update, and delete a evaluator
6. **User -** a user can add, update, and delete a user

D. **DEPARTMENT PAGE**

To create a new department

a.   Select the plus button.

b.   For each department, you will be prompted to enter the following information:

- **Department Name**
- **Department Head**

* only employee account type will be listed in the combo box.

- **Total Employees**.

c.   After entering the details, you will receive a successful message and will be redirected to department table.

To edit a department

a.   Click the existing department and select the pencil button.

b.   Update the department information as shown in the edit department page.

c.   Click the update button, and you will be redirected to department table

To delete a department

a. Click the existing department and select the trash can button.

b. Click yes after confirming to delete the department.

* an error message will pop up if the department head is already assign to employee, always make sure to delete the department head first in the employee table before deleting the department.

E. **EMPLOYEE PAGE**

To create a new employee

a. Select the plus button.

b. For each employee, you will be prompted to enter and select the following information:

- **Select Employee**

* only employee account type will be listed in the combo box, if the employee has been assigned to be employee it will not shown again in the combo box.

- **Select Deapartment**.
- **Position**

c. After entering the details, you will receive a successful message and will be redirected to employee table.

Departments | 🏠 > Home > Departments

All Departments   Search:

Department ID	Department Head	Email	Department Name	Total Employees	Action
6	Angel Mae Segismar	as@as.emp	PC Tech	20	
7	Miguel Zion Yongzon	mig@emp.com	Admin	12	

To edit a employee

a. Click the existing employee and select the pencil button.

b. Update the employee information as shown in the edit employee page.

c. Click the update button, and you will be redirected to employee table

Edit Employee

Selected Employee   Select Department

Ivan Lakuna   PC Tech

Position

Manager

Cancel   Save

To delete a employee

a.   Click the existing employee and select the trash can button.

b.   Click yes after confirming to delete the employee.

F. **EVALUATOR PAGE**

To create a new evaluator

a.   Select the plus button.

b.   For each evaluator, you will be prompted to enter and
       select the following information:

- **Select Evaluator**

* only evaluator account type will be listed in the combo box, if the
evaluator has been assigned to be evaluator it will not shown again in
the combo box.

- **Select Deapartment**.

- **Position**
- **Evaluation Access Level**

c.   .After entering the details, you will receive a successful message and will be redirected to
       evaluator table.

To edit a evaluator

a. Click the existing evaluator and select the pencil button.

b. Update the evaluator information as shown in the edit evaluator page.

c. Click the update button, and you will be redirected to Evaluator table

To delete a evaluator

a. Click the existing evaluator and select the trash can button.

b. Click yes after confirming to delete the evaluator.

G. **TASK PAGE**

To create a new task

a. Select the plus button.

b. For each task, you will be prompted to enter and select the following information:

- **Task Name**.
- **Task Description**
- **Deadline**
- **Assigned to**
- **Priority Level**

c. After entering the details, you will receive a successful message and will be redirected to task table.

To edit a task

a. Click the existing task and select the pencil button.

b. Update the task information as shown in the edit task page.

c. Click the update button, and you will be redirected to Task table

To delete a task

a.   Click the existing task and select the trash can button.

b.   Click yes after confirming to delete the task.

H. **USER PAGE**

To create a new user

a. Select the plus button.

b. For each user, you will be prompted to enter and select the following information:

- **First and Last Name**
- **Email**
- **Select Account Type**
- **Username**
- **Select Account Status**

- **Password**
- **Confirm Password**
- **Select profile picture**
- **Confirm Password**
- **Select profile picture**

c. After entering the details, you will receive a successful message and will be redirected to user's table

To edit a user

A. Click the existing user and select the pencil button.

B. Update the user information as shown in the edit user page.

C. Click the update button, and you will be redirected to user's table

To print a user

a. Click the existing user and select the print details button and you will be redirected to print page.

b. To print click the print button

To delete a user

A. Click the existing user and select the trash can button.

B. Click yes after confirming to delete the user.

To logout

a.   Select the logout option in the combo box.

b.   Click yes after confirming to logout and you will be redirected to login page

I.   **EMPLOYEE USER PAGE**

Upon entering a correct username and password user will be redirected to a dashboard

base on user account type

DASHBOARD OPTIONS SUMMARY

1.   **Dashboard -** a summary of all data as well as the activity logs

2.   **Tasks -** a user can update and view a task

3.   **Evaluation -** a user can request and view a evaluation.

4.   **Result -** a user can print and view a evaluation result.

To update a task

a. Click the existing task and select the pencil button.

b. Update the evaluator information as shown in the edit task page.

c. Click the update button, and you will be redirected to Evaluator table

To view a task

a. Click the existing task and select the view button.

b. You can then see the task information as shown in the view task page.

To request a evaluation

a. Click the existing task and select the request evaluation button.

* user can not request again when the request status is pending.

b. Select your file that you want to be evaluated.

c. After selecting a file, you will receive a successful message and will be redirected to evaluation table

To view a evaluation request

a. Click the existing task and select the view evaluation button.

b. You can then see the request information as shown in the view evaluation page.

To view evaluation result

a. Select the existing result and click the view result button.

b. You can then see the evaluation result as shown in the view result page.

To print evaluation result

A. Select the existing result and click the print result button.

B. You will then be redirected to print page.

C. Click print to print the evaluation result.

ST. CECILIA'S COLLEGE – CEBU INC.

LASSO Supervised School

Ward II, Poblacion Highway, Minglanilla, Cebu

To change user password

a. Select the settings option in the combo box.

b. You will then be redirected to user details page. You can then edit your details shown in user details page.

* user can not use the email or username of an existing account and must input all the required field before updating.

If you want to change your password click the link down below.

13

]

* user must match the inputted old password before clicking the change password button and also new password and confirm password must match too.

c, Input all the required field shown in change password page

d After inputting all the correct details, click the change password and you will be redirected to login page

* After clicking the change password button a security question will pop up if you want to add one or not.

J. EVALUATOR USER PAGE

Upon entering a correct username and password user will be redirected to a dashboard

base on user account type

DASHBOARD OPTIONS SUMMARY

1. **Dashboard -** a summary of all data as well as the activity logs
2. **Tasks -** a user can accept, reject, and delete a request evaluation.
3. **Evaluate -** a user can evaluate and view evaluate.

To accept a request

a. Select the existing request and click the accept request button.

b. Click yes after confirming the accept request.

* user can not accept a request again of the same request.

c. After clicking yes, you will receive a successful message.

To reject a request

A. Select the existing request and click the reject request button.

B. Click yes after confirming the reject request.

* user can not reject a request again of the same request.

C. .After clicking yes, you will receive a successful message.

To view a request

a. Select the existing request and click the view button.

b. You can then see the request information as shown in the view request page.

To evaluate a task

A. Select the existing task and click the evaluate task button.

B. For each evaluate, you will be prompted to enter following information:

- **Review Period**
- **Rating 1 - 5**

* rating field must only number

- **Comments**
- **Overall Rating**
- **Area for improvement**

* user must input all required information otherwise it will be error.

C. After entering all the details, you will receive a successful message and will be redirected to evaluate table

To view evaluate

a. Select the existing evaluation and click the view evaluate button.

b. You can then see the evaluate information as shown in the view evaluate page.

To delete a evalute

A. Select the existing evaluation and click the trash can button.

B. Click yes after confirming to delete the evaluate.

To logout

a.   Select the logout option in the combo box.

b.   Click yes after confirming to logout and you will be redirected to login page.

K. **FORGOT PASSWORD PAGE**

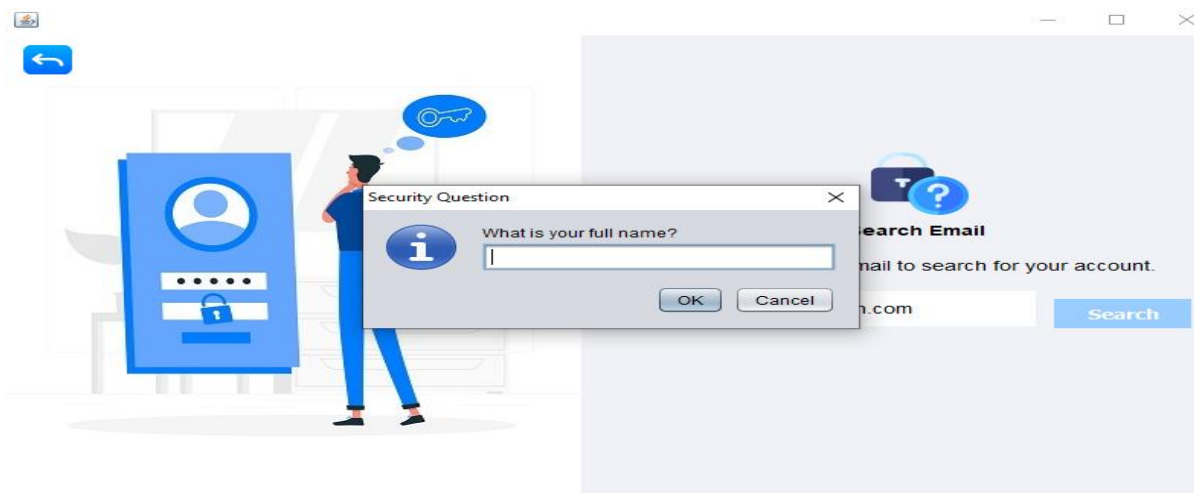If you forgot your password you can click the "forgot password" link below

To change your password

a.   Input your existing email to search for your account

* none existing account can not proceed in resetting a password.

b.   Input your security answer to proceed in resetting your password.

* invalid answer can not proceed in resitting a password

24

c. After inputting a correct answer you will be redirected to the reset password page.

d. Input all the details shown in the reset password page.

* user must input all fields.

e, Click the change pass button and you will receive a successful message and will be redirected to login page.