



ST. CECILIA'S COLLEGE – CEBU INC.

LASSO Supervised School

Ward II, Poblacion Highway, Minglanilla, Cebu



EMPLOYEE PERFORMANCE EVALUATION SYSTEM

(Manual Instructions)

Yongzon, Christian Q.

BSIT - 2A



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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.



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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.



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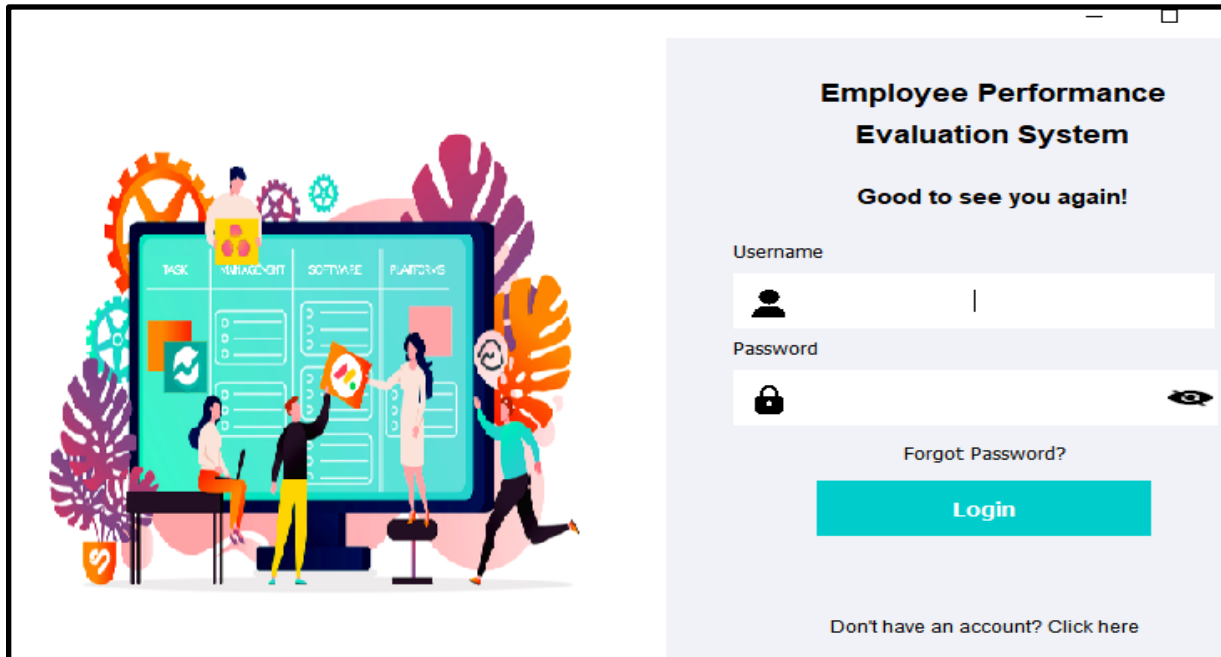
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How to Use the System

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*



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B. REGISTER PAGE

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

Sign Up

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	Type
<input type="text"/>	Admin
Username	Password
<input type="text"/>	<input type="text"/>
Confirm Password	
<input type="text"/>	

[Cancel](#) [Signup](#)

[Already have an account? Click here](#)

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*



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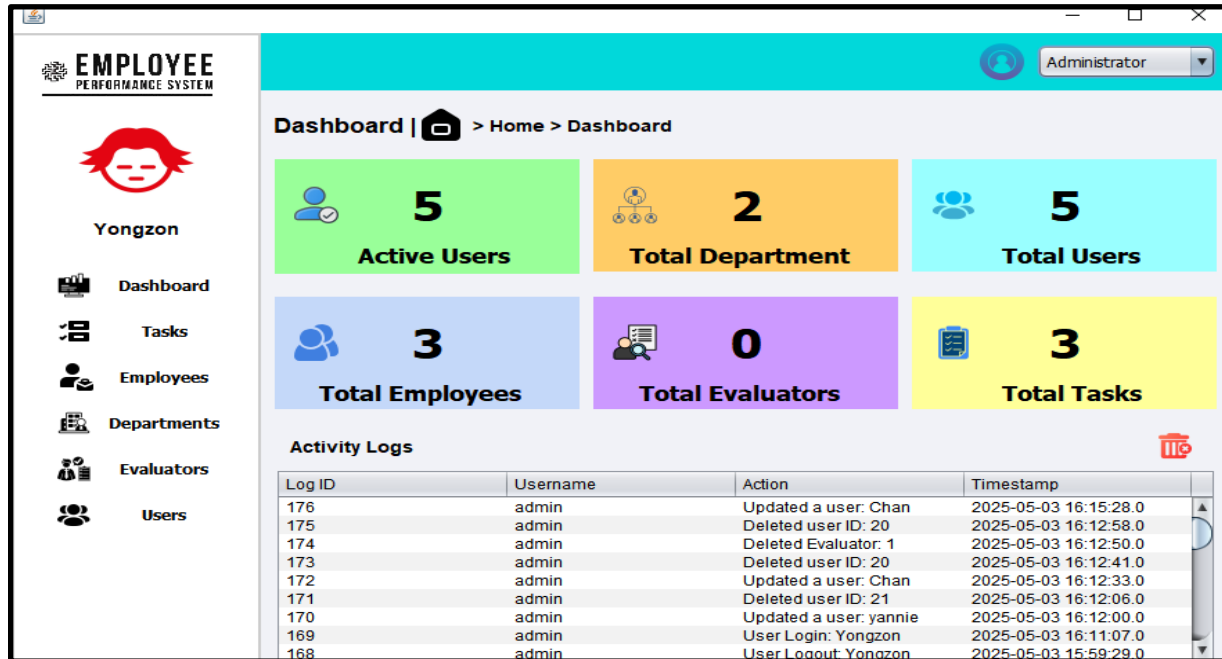
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C. ADMIN PAGE

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



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D. DEPARTMENT PAGE

The screenshot shows the 'EMPLOYEE PERFORMANCE SYSTEM' interface. On the left is a sidebar with a red profile icon labeled 'Yongzon' and a menu with options: Dashboard, Tasks, Employees, Departments (selected), Evaluators, and Users. The main content area is titled 'Departments | > Home > Departments'. It features a search bar and a table of departments. The table has columns for Department ID, Department Head, Email, Department Name, and Total Employees. Two rows are visible: Department ID 6 (Angel Mae Segismar, as@as.emp, PC Tech, 20) and Department ID 7 (Miguel Zion Yongzon, mig@emp.com, Admin, 12). To the right of the table is an 'Action' column with icons for adding, editing, and deleting.

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

To create a new department

- Select the plus button.
- 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.**

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

The screenshot shows the 'Add New Department' form. It has a title bar with a plus icon and the text 'Add New Department'. The form contains three input fields: 'Department Name' (a text box), 'Department Head' (a dropdown menu with the placeholder 'Please Select Employee'), and 'Total Employees' (a text box). At the bottom are two buttons: a red 'Cancel' button and a teal 'Save' button.



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The screenshot shows the 'EMPLOYEE PERFORMANCE SYSTEM' interface. On the left is a sidebar with a user profile for 'Yongzon' and a menu with options: Dashboard, Tasks, Employees, Departments (selected), Evaluators, and Users. The main content area is titled 'Departments | > Home > Departments'. It features a search bar and a table of departments. The table has columns for Department ID, Department Head, Email, Department Name, and Total Employees. There are two rows of data. To the right of the table is an 'Action' column with icons for adding, editing, and deleting.

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

To edit a department

- Click the existing department and select the pencil button.
- Update the department information as shown in the edit department page.
- Click the update button, and you will be redirected to department table

The 'Edit Department' form is displayed in a modal window. It contains the following fields: Department ID (a text box with the value '6'), Department Name (a text box with the value 'PC Tech'), Department Head (a dropdown menu with the text 'Please Select Employee'), and Total Employees (a text box with the value '20'). At the bottom of the form are two buttons: a red 'Cancel' button and a teal 'Update' button.



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EMPLOYEE PERFORMANCE SYSTEM

Yongzon

- Dashboard
- Tasks
- Employees
- Departments
- Evaluators
- Users

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	
8	Ivan Laluna	laluna@emp.com	Admin	50	

Confirm Deletion

Are you sure you want to delete this Department?

Yes No

To delete a department

- Click the existing department and select the trash can button.
- 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.*



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E. EMPLOYEE PAGE

Employee ID	Employee Name	Email	Position	Department Name
8	Miguel Zion Yongzon	mig@emp.com	Data Analysis	PC Tech
9	Angel Mae Segismar	as@as.emp	test	PC Tech
10	Ivan Laluna	laluna@emp.com	Manager	PC Tech

To create a new employee

- Select the plus button.
- 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 Department.**

- **Position**

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

Create New Employee

Select Employee: Please Select Employee

Select Department: Please Select Employee

Position:

Cancel Create



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The screenshot shows the 'EMPLOYEE PERFORMANCE SYSTEM' interface. On the left is a sidebar with a red profile icon for 'Yongzon' and a menu with options: Dashboard, Tasks, Employees, Departments (highlighted), Evaluators, and Users. The main content area is titled 'Departments | > Home > Departments'. It features a search bar and a table of departments. The table has columns for Department ID, Department Head, Email, Department Name, and Total Employees. There are two rows of data. To the right of the table is an 'Action' column with icons for adding, editing, and deleting.

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

To edit a employee

- Click the existing employee and select the pencil button.
- Update the employee information as shown in the edit employee page.
- Click the update button, and you will be redirected to employee table

The screenshot shows the 'Edit Employee' form. It has a title 'Edit Employee' with a pencil icon. Below the title are two dropdown menus: 'Selected Employee' (showing 'Ivan Laluna') and 'Select Department' (showing 'PC Tech'). Below these is a 'Position' field with a dropdown menu showing 'Manager'. At the bottom are two buttons: 'Cancel' (red) and 'Save' (teal).



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The screenshot shows the 'EMPLOYEE PERFORMANCE SYSTEM' interface. On the left is a sidebar with a red profile icon and the name 'Yongzon'. Below the icon are menu items: Dashboard, Tasks, Employees, Departments, Evaluators, and Users. The main content area has a header 'Employees | > Home > Employees' and a search bar. Below the search bar is a table of employees:

Employee ID	Employee Name	Email	Position	Department Name	Action
8	Miguel Zion Yongzon	mig@emp.com	Data Analysis	PC Tech	
9	Angel Mae Segismar	as@as.emp	test	PC Tech	
10	Ivan Laluna	laluna@emp.com	Manager	Admin	

A 'Confirm Deletion' dialog box is open over the table, asking 'Are you sure you want to delete this Employee?' with 'Yes' and 'No' buttons.

To delete a employee

- Click the existing employee and select the trash can button.
- Click yes after confirming to delete the employee.



F. EVALUATOR PAGE

Evaluator ID	Evaluator Name	Email	Position	Access Level	Department Na...
3	Kalix Young	yannie@eval.c...	IT Manager	High	Admin

To create a new evaluator

- Select the plus button.
- 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**

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



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EMPLOYEE PERFORMANCE SYSTEM

Administrator

Evaluators | Home > Evaluators

All Evaluators Search:

Evaluator ID	Evaluator Name	Email	Position	Access Level	Department Na...	Action
3	Kalix Young	yannie@eval.c...	IT Manager	High	Admin	  

To edit a evaluator

- Click the existing evaluator and select the pencil button.
- Update the evaluator information as shown in the edit evaluator page.
- Click the update button, and you will be redirected to Evaluator table

Edit Evaluator

Selected Evaluator:

Select Department:

Position:

Evaluation Access Level:



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The screenshot shows the 'EMPLOYEE PERFORMANCE SYSTEM' interface. On the left is a sidebar with a red hair icon and the name 'Yongzon'. Below it are menu items: Dashboard, Tasks, Employees, Departments, Evaluators, and Users. The main content area is titled 'Evaluators | > Home > Evaluators'. It features a search bar and a table of evaluators. A 'Confirm Deletion' dialog box is open, asking 'Are you sure you want to delete this Evaluator?' with 'Yes' and 'No' buttons. The table has columns: Evaluator ID, Evaluator Name, Email, Position, Access Level, and Department Name. The first row shows Evaluator ID 3, Name Kalix Young, Email yannie@eval.c..., Position IT Manager, Access Level High, and Department Name Admin.

Evaluator ID	Evaluator Name	Email	Position	Access Level	Department Na...
3	Kalix Young	yannie@eval.c...	IT Manager	High	Admin

To delete a evaluator

- Click the existing evaluator and select the trash can button.
- Click yes after confirming to delete the evaluator.



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G. TASK PAGE

Task ID	Task Name	Assigned Employee	Task Description	Deadline
6	Simple Web	Miguel Zion Yongzon	make a simple we...	2025-04-23
7	App test	Angel Mae Segismar	test	2025-04-24
8	Test	Ivan Laluna	test again	2025-04-30

To create a new task

- Select the plus button.
- For each task, you will be prompted to enter and select the following information:
 - **Task Name**.
 - **Task Description**
 - **Deadline**
 - **Assigned to**
 - **Priority Level**

Add New Task

Task Name:

Task Description:

Deadline:

Assign To:

Priority Level:



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

The screenshot shows the 'EMPLOYEE PERFORMANCE SYSTEM' interface. On the left is a sidebar with a user profile for 'Yongzon' and navigation links: Dashboard, Tasks, Employees, Departments, Evaluators, and Users. The main content area is titled 'Tasks | Home > Tasks'. It features a search bar and a table of tasks. The table has columns for Task ID, Task Name, Assigned Employee, Task Description, and Deadline. There are three tasks listed, with the third one (ID 8) selected. To the right of the table is an 'Action' column with icons for adding, editing, and deleting tasks.

Task ID	Task Name	Assigned Employee	Task Description	Deadline
6	Simple Web	Miguel Zion Yongzon	make a simple we...	2025-04-23
7	App test	Angel Mae Segismar	test	2025-04-24
8	Test	Ivan Laluna	test again	2025-04-30

To edit a task

- Click the existing task and select the pencil button.
- Update the task information as shown in the edit task page.
- Click the update button, and you will be redirected to Task table

The screenshot shows the 'Edit Task' form. It has a title 'Edit Task' with a pencil icon. The form contains fields for Task Name (containing 'Test'), Task ID (containing '8'), Task Description (containing 'test again'), Deadline (containing 'Apr 30, 2025'), Assign To (a dropdown menu with 'Ivan Laluna' selected), and Priority Level (a dropdown menu with 'Low' selected). At the bottom are two buttons: 'Cancel' (red) and 'Update' (teal).



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EMPLOYEE PERFORMANCE SYSTEM

Administrator

Tasks | Home > Tasks

All Tasks Search:

Task ID	Task Name	Assigned Employee	Task Description	Deadline	Action
6	Simple Web	Miguel Zion Yongzon	make a simple we...	2025-04-23	
7	App test	Angel Mae Segismar	test	2025-04-24	
8	Test	Ivan Laluna	test again	2025-04-30	

Confirm Deletion

Are you sure you want to delete this task?

Yes No

Yongzon

- Dashboard
- Tasks
- Employees
- Departments
- Evaluators
- Users

To delete a task

- Click the existing task and select the trash can button.
- Click yes after confirming to delete the task.



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H. USER PAGE

The screenshot displays the 'EMPLOYEE PERFORMANCE SYSTEM' interface. On the left is a sidebar with a red profile icon for 'Yongzon' and a menu with options: Dashboard, Tasks, Employees, Departments, Evaluators, and Users. The main content area is titled 'Tasks | Home > Tasks' and shows a table of 'All Tasks'. A search bar is located above the table. The table has columns for Task ID, Task Name, Assigned Employee, Task Description, and Deadline. Three tasks are listed: Task ID 6 (Simple Web, Miguel Zion Yongzon, make a simple we..., 2025-04-23), Task ID 7 (App test, Angel Mae Segismar, test, 2025-04-24), and Task ID 8 (Test, Ivan Laluna, test again, 2025-04-30). On the right side of the table, there is an 'Action' column with icons for adding (+), editing (pencil), and deleting (trash) tasks.

Task ID	Task Name	Assigned Employee	Task Description	Deadline
6	Simple Web	Miguel Zion Yongzon	make a simple we...	2025-04-23
7	App test	Angel Mae Segismar	test	2025-04-24
8	Test	Ivan Laluna	test again	2025-04-30

To create a new user

- Select the plus button.
- 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**



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

The screenshot shows the 'Create New User' interface. It features a header with a user icon and the title 'Create New User'. Below this, there are input fields for 'User ID', 'First Name', 'Last Name', 'Email', 'Username', 'Password', and 'Confirm Password'. There are also dropdown menus for 'Account Type' and 'Account Status'. To the right, there is a section for 'Upload Your Profile Photo' with a large placeholder image and 'Remove' and 'Select' buttons. At the bottom, there are 'Cancel' and 'Create' buttons.

This screenshot shows the same 'Create New User' form as above, but with a file selection dialog box open over it. The dialog box is titled 'Open' and shows the 'Documents' folder. It lists several files: 'KingsoftData', 'Practice', 'Practice 2', 'APPLICATION-LETTER-segismar.docx', 'EPESystem.docx', and 'GE3 Script.docx'. There is also a file named 'ss.txt'. The 'File Name' field is empty, and the 'Files of Type' is set to 'All Files'. The 'Open' and 'Cancel' buttons are visible at the bottom of the dialog box.



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EMPLOYEE PERFORMANCE SYSTEM

Yongzon

Dashboard

Tasks

Employees

Departments

Evaluators

Users

Users | Home > Users

Search:

Add New User Edit User Print Details Delete User

User ID	First Name	Last Name	Email	Role	Username	Status
16	Christian	Yongzon	cy@admin.com	Admin	admin	Active
17	Miguel Zion	Yongzon	mig@emp.com	Employee	miguel	Active
18	Angel Mae	Segismar	as@as.emp	Employee	angel	Active
21	Kalix	Young	yannie@eval....	Evaluator	Kalix	Active
22	Ivan	Laluna	laluna@emp....	Employee	laluna	Active

To edit a user

- Click the existing user and select the pencil button.
- Update the user information as shown in the edit user page.
- Click the update button, and you will be redirected to user's table

Edit User

User ID: 16

First Name: Christian Last Name: Yongzon

Email: cy@admin.com Account Type: Admin

Username: admin Account Status: Active

Password: Confirm Password:

Cancel Update

Upload Your Profile Photo

Remove Select




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EMPLOYEE
PERFORMANCE SYSTEM


Yongzon

Dashboard

Tasks

Employees

Departments

Evaluators

Users

Users | Home > Users

Search:

Add New User

Edit User

Print Details

Delete User

User ID	First Name	Last Name	Email	Role	Username	Status
16	Christian	Yongzon	cy@admin.com	Admin	admin	Active
17	Miguel Zion	Yongzon	mig@emp.com	Employee	miguel	Active
18	Angel Mae	Segismar	as@as.emp	Employee	angel	Active
21	Kalix	Young	yannie@eval...	Evaluator	Kalix	Active
22	Ivan	Laluna	laluna@emp...	Employee	laluna	Active

To print a user

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

Print Individuals Information

Employee Performance Evaluation System

UID

16

First Name

Christian

Last Name

Yongzon

Email

cy@admin.com

Username


admin

User Type

Admin

User Status

Active



Print



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EMPLOYEE PERFORMANCE SYSTEM

Yongzon

Dashboard
Tasks
Employees
Departments
Evaluators
Users

Users | Home > Users

Search:

Add New User Edit User Print Details Delete User

User ID	First Name	Last Name	Email	Role	Username	Status
16	Christian	Yongzon	cy@admin.com	Admin	admin	Active
17	Miguel Zion	Yongzon	miq@emp.com	Employee	miguel	Active
18	Angel Ma				angel	Active
21	Kalix				Kalix	Active
22	Ivan				Ialuna	Active

Confirm Deletion

Are you sure you want to delete this user?

Yes No

To delete a user

- Click the existing user and select the trash can button.
- Click yes after confirming to delete the user.



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The screenshot shows the 'EMPLOYEE PERFORMANCE SYSTEM' dashboard. On the left is a sidebar with a user profile for 'Yongzon' and navigation links: Dashboard, Tasks, Employees, Departments, Evaluators, and Users. The main dashboard area has a top navigation bar with a 'Logout' button. Below this, there are five summary cards: 'Active Users' (5), 'Total Department' (2), 'Total Users' (5), 'Total Employees' (3), and 'Total Tasks' (3). A 'Logout Confirmation' dialog box is open in the center, asking 'Are you sure you want to logout?' with 'Yes' and 'No' buttons. At the bottom, there is an 'Activity Logs' table.

Log ID	Username	Action	Timestamp
195	admin	Created a new Evaluator: 21	2025-05-04 01:59:36.0
194	admin	Deleted Evaluator: 3	2025-05-04 01:59:08.0
193	admin	Created a new Evaluator: 21	2025-05-04 01:51:16.0
192	admin	Updated a Employee: 10	2025-05-04 01:29:07.0
191	admin	Created a Departmen: Ad...	2025-05-04 01:28:54.0
190	admin	Deleted Department: Admin	2025-05-04 01:27:56.0
189	admin	User Login: Yongzon	2025-05-04 01:27:37.0
188	admin	User Logout: Yongzon	2025-05-04 01:25:42.0

To logout

- Select the logout option in the combo box.
- Click yes after confirming to logout and you will be redirected to login page



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I. EMPLOYEE USER PAGE

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

EMPLOYEE PERFORMANCE SYSTEM

Laluna

Dashboard

Tasks

Evaluation

Results

Dashboard | Home > Dashboard

1 Completed Task

0 Active Task

0 Pending Task

Activity Logs

Log ID	Username	Action	Timestamp
69	laluna	User Login: Laluna	2025-05-04 03:50:17.0
68	laluna	User Logout: Laluna	2025-05-03 15:12:03.0
67	laluna	User Login: Laluna	2025-05-03 15:10:21.0
66	laluna	User Logout: Laluna	2025-05-03 15:04:15.0
65	laluna	User Login: Laluna	2025-05-03 15:01:43.0
64	laluna	User Login: Laluna	2025-05-03 14:59:11.0
63	laluna	User Logout: Laluna	2025-05-02 18:35:39.0
62	laluna	User Login: Laluna	2025-05-02 18:34:45.0
61	laluna	User Logout: Laluna	2025-05-02 17:27:59.0
60	laluna	User Login: Laluna	2025-05-02 17:24:12.0
59	laluna	User Logout: Laluna	2025-05-02 17:18:33.0
58	laluna	User Login: Laluna	2025-05-02 17:18:14.0
57	laluna	User Logout: Laluna	2025-05-02 17:07:09.0

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.




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EMPLOYEE
PERFORMANCE SYSTEM



Laluna

Dashboard


Tasks


Evaluation

Results

Tasks | Home > Dashboard

All Active and Pending Tasks

 Update Task


 View Task

Search:

Task ID	Task Name	Task Description	Deadline	Task Progress	Task Status
9	Web Design	test	2025-05-05	0	Pending

To update a task

- Click the existing task and select the pencil button.
- Update the evaluator information as shown in the edit task page.
- Click the update button, and you will be redirected to Evaluator table



Update Task

Task Name

Web Design

Task ID

9

Deadline

May 5, 2025

Priority Level

Low

Progress Percentage

0

Cancel

Save




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EMPLOYEE
PERFORMANCE SYSTEM



Laluna

Dashboard

Tasks

Evaluation

Results

Tasks | Home > Dashboard

All Active and Pending Tasks

Update Task

View Task

Search:

Task ID	Task Name	Task Description	Deadline	Task Progress	Task Status
9	Web Design	test	2025-05-05	0	Pending

To view a task

- Click the existing task and select the view button.
- You can then see the task information as shown in the view task page.

View Task

Task Name

Web Design

Deadline

May 5, 2025

Priority Level

Low

Task Status

Pending

Task Description

test




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EMPLOYEE
PERFORMANCE SYSTEM



Laluna

Dashboard

Tasks

Evaluation

Results

Evaluation | > Home > Dashboard

All Request Evaluation

Search:

Request Evaluation

View Evaluation

Task ID	Task Name	Task Description	Deadline	Task Status	Request Status
8	Test	test again	2025-04-30	Completed - Ove...	Accepted
9	Web Design	test	2025-05-05	Completed	

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

Request Evaluation

Task Name

Web Design

Task ID

9

Deadline

May 5, 2025

Task Status

Completed

Upload file here

Select

Remove

Cancel

Request

Request Evaluation

Select Document to Upload

Look in: Documents

Files of Type: Documents & Text Files

File Name: ss.M

Open

Cancel



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EMPLOYEE PERFORMANCE SYSTEM

Laluna

Dashboard

Tasks

Evaluation

Results

Evaluation | > Home > Dashboard

All Request Evaluation

Search:

Request Evaluation

View Evaluation

Task ID	Task Name	Task Description	Deadline	Task Status	Request Status
8	Test	test again	2025-04-30	Completed - Ove...	Accepted
9	Web Design	test	2025-05-05	Completed	Pending

To view a evaluation request

- Click the existing task and select the view evaluation button.
- You can then see the request information as shown in the view evaluation page.

View Task

Task Name

Web Design

Deadline

May 5, 2025

Priority Level

Low

Task Status

Completed

Evaluation Status

Pending

Task Description

test

Document File

You need to add these dependencies to




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EMPLOYEE
PERFORMANCE SYSTEM



Laluna

Dashboard

Tasks

Evaluation

Results

Results | Home > Dashboard

All Evaluation Results

Print Result

View Result

Search:

Task ID	Task Name	Review Period	Deadline	Task Status	Evaluation Status
8	Test	2025-05-02	2025-04-30	Completed - Ove...	Completed
9	Web Design	2025-05-04	2025-05-05	Completed	Completed

To view evaluation result

- Select the existing result and click the view result button.
- You can then see the evaluation result as shown in the view result page.

Task Evaluation

Employee Name: Ivan Laluna

Department: Admin

Task Name: Web Design

Review Period: May 4, 2025

Task ID: 9

Job Title: Manager

Evaluation Criteria

1. Job Performance (Completes tasks on time & accurately)

2. Work Quality (Produces error-free, high-quality work)

3. Productivity (Delivers high volume of work efficiently)

4. Problem-Solving (Identifies issues and develops effective solutions)

5. Communication (Clearly conveys information verbally and in writing)

6. Adaptability (Adjusts quickly to changes and new challenges)

Rating (1-5)

2

2

5

2

2

3

Comments

test

test

test

test

test

test

Overall Rating

5 (Outstanding) - Consistently exceeds expectations.

4 (Exceeds Expectations) - Often performs above requirements.

3 (Meets Expectations) - Fully meets job standards.

2 (Needs Improvement) - Falls short in key areas.

1 (Unsatisfactory) - Fails to meet basic expectations.

Areas for Improvement

test test test test test



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EMPLOYEE PERFORMANCE SYSTEM

Laluna

Dashboard

Tasks

Evaluation

Results

Results | Home > Dashboard

All Evaluation Results

Print Result

View Result

Search:

Task ID	Task Name	Review Period	Deadline	Task Status	Evaluation Status
8	Test	2025-05-02	2025-04-30	Completed - Ove...	Completed
9	Web Design	2025-05-04	2025-05-05	Completed	Completed

To print evaluation result

- Select the existing result and click the print result button.
- You will then be redirected to print page.
- Click print to print the evaluation result.

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scceq@gmail.com

EMPLOYEE PERFORMANCE EVALUATION SYSTEM

EVALUATION RESULT

Employee Name: Ivan Laluna
Department: Admin
Job Title: Manager
Task Name: Web Design
Review Period: 2025-05-04

EVALUATION CRITERIA

1. Job Performance (Completes tasks on time & accurately)	2
2. Work Quality (Produces error-free, high-quality work)	2
3. Productivity (Delivers high volume of work efficiently)	5
4. Problem-Solving (Identifies issues and develops effective solutions)	2
5. Communication (Clearly conveys information verbally and in writing)	2
6. Adaptability (Adjusts quickly to changes and new challenges)	3

OVERALL RATING

☐ 5 (Outstanding) – Consistently exceeds expectations.
☐ 4 (Exceeds Expectations) – Often performs above requirements.
☒ 3 (Meets Expectations) – Fully meets job standards.
☐ 2 (Needs Improvement) – Falls short in key areas.
☐ 1 (Unsatisfactory) – Fails to meet basic expectations.

AREA FOR IMPROVEMENT

test test test test test



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Log ID	Username	Action	Timestamp
80	laluna	User Login: Laluna	2025-05-04 14:45:03.0
79	laluna	User Logout: Laluna	2025-05-04 14:32:29.0
78	laluna	Evaluation Requested: Lal...	2025-05-04 14:08:46.0
77	laluna	Updated task: Web Desig...	2025-05-04 14:02:33.0
76	laluna	User Login: Laluna	2025-05-04 14:02:17.0
75	laluna	User Logout: Laluna	2025-05-04 13:56:52.0
74	laluna	User Login: Laluna	2025-05-04 13:55:08.0
73	laluna	User Logout: Laluna	2025-05-04 04:32:21.0
72	laluna	Updated task: Web Desig...	2025-05-04 03:58:42.0
71	laluna	User Login: Laluna	2025-05-04 03:53:19.0
70	laluna	User Logout: Laluna	2025-05-04 03:52:24.0
69	laluna	User Login: Laluna	2025-05-04 03:50:17.0
68	laluna	User Logout: Laluna	2025-05-03 15:12:03.0

To change user password

- Select the settings option in the combo box.
- You will then be redirected to user details page. You can then edit your details shown in user details page.

Account Information

User ID: 22

First Name: Ivan | Last Name: Laluna

Email: laluna@emp.com | Username: laluna

[Do you want to change your password? Click here](#)

** 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.



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]

Account Information

Type Old Password

New Password

Confirm Password

Clear

Change Pass

** 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.*



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J. EVALUATOR USER PAGE

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

The screenshot shows the 'EMPLOYEE PERFORMANCE SYSTEM' dashboard for an 'Evaluator' user. The dashboard includes a sidebar with navigation options: Dashboard, Tasks, and Evaluate. The main content area displays three summary cards: 'Accepted Evaluation' (1), 'Pending Request' (1), and 'Pending Evaluation' (0). Below these cards is an 'Activity Logs' table with columns for Log ID, Username, Action, and Timestamp.

Log ID	Username	Action	Timestamp
70	Kalix	User Login: Young	2025-05-04 14:33:02.0
69	Kalix	User Logout: Yongzon	2025-05-02 18:48:34.0
68	Kalix	User Login: Yongzon	2025-05-02 18:46:58.0
67	Kalix	User Logout: Yongzon	2025-05-02 18:36:57.0
66	Kalix	User Login: Yongzon	2025-05-02 18:35:46.0
65	Kalix	User Logout: Yongzon	2025-05-02 18:34:34.0
64	Kalix	Created Evaluation to Ivan ...	2025-05-02 18:33:35.0
63	Kalix	User Login: Yongzon	2025-05-02 18:32:26.0
62	Kalix	Created Evaluation to Ivan ...	2025-05-02 18:28:59.0
61	Kalix	User Login: Yongzon	2025-05-02 18:28:13.0
60	Kalix	Created Evaluation to Ivan ...	2025-05-02 18:25:22.0
59	Kalix	User Login: Yongzon	2025-05-02 18:24:44.0
58	Kalix	User Logout: Yongzon	2025-05-02 18:20:29.0

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.



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EMPLOYEE
PERFORMANCE SYSTEM

Young

Dashboard

Tasks

Evaluate

Tasks | Home > Dashboard

All Employee Evaluation Request

Search:

Accept Evaluation

Reject Request

View Request

Task ID	Task Name	Task Description	Deadline	Task Status	Request Status
7	App test	test	2025-04-24	Completed - Ove...	Rejected
8	Test	test again	2025-04-30	Completed - Ove...	Accepted
9	Web Design	test	2025-05-05	Completed	Pending

Confirm Evaluation Acceptance

?

Accept evaluation request for selected task?

Yes

No

To accept a request

- Select the existing request and click the accept request button.
 - Click yes after confirming the accept request.
- * user can not accept a request again of the same request.*
- After clicking yes, you will receive a successful message.




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EMPLOYEE
PERFORMANCE SYSTEM



Young

Dashboard

Tasks

Evaluate

Tasks | Home > Dashboard

All Employee Evaluation Request

Search:


Accept Evaluation

Reject Request

View Request

Task ID	Task Name	Task Description	Deadline	Task Status	Request Status
7	App test	test	2025-04-24	Completed - Ove...	Rejected
8	Test	test again	2025-04-30	Completed - Ove...	Accepted
9	Web Design	test	2025-05-05	Completed	Accepted

Confirm Evaluation Rejection

 Reject evaluation request for selected task?

Yes

No

To reject a request

- Select the existing request and click the reject request button.
 - Click yes after confirming the reject request.
- * user can not reject a request again of the same request.*
- After clicking yes, you will receive a successful message.



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EMPLOYEE PERFORMANCE SYSTEM

Young

Dashboard

Tasks

Evaluate

Tasks | Home > Dashboard

All Employee Evaluation Request

Search:

Accept Evaluation

Reject Request

View Request

Task ID	Task Name	Task Description	Deadline	Task Status	Request Status
7	App test	test	2025-04-24	Completed - Ove...	Rejected
8	Test	test again	2025-04-30	Completed - Ove...	Accepted
9	Web Design	test	2025-05-05	Completed	Accepted

To view a request

- Select the existing request and click the view button.
- You can then see the request information as shown in the view request page.

View Task

Task Name: Web Design

Deadline: May 5, 2025

Priority Level: Low

Task Status: Completed

Evaluation Status: Accepted

Task Description: test

Document File: You need to add these dependencies to



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EMPLOYEE PERFORMANCE SYSTEM

Tasks | Home > Dashboard

All Employee Accepted Evaluation

Search:

Evaluate Task **Delete Evaluate** **View Evaluate**

Task ID	Task Name	Deadline	Task Status	Request Status	Evaluation Status
8	Test	2025-04-30	Completed - Ove...	Accepted	Completed
9	Web Design	2025-05-05	Completed	Accepted	Pending

To evaluate a task

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

Task Evaluation

Employee Name: Ivan Laluna Department: Admin

Task Name: Web Design Review Period:

Task ID: 9 Job Title: Manager

Evaluation Criteria	Rating (1-5)	Comments	Overall Rating
1. Job Performance (Completes tasks on time & accurately)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 5 (Outstanding) - Consistently exceeds expectations.
2. Work Quality (Produces error-free, high-quality work)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 4 (Exceeds Expectations) - Often performs above requirements.
3. Productivity (Delivers high volume of work efficiently)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 3 (Meets Expectations) - Fully meets job standards.
4. Problem-Solving (Identifies issues and develops effective solutions)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 2 (Needs Improvement) - Falls short in key areas.
5. Communication (Clearly conveys information verbally and in writing)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 1 (Unsatisfactory) - Fails to meet basic expectations.
6. Adaptability (Adjusts quickly to changes and new challenges)	<input type="text"/>	<input type="text"/>	

Areas for Improvement

Cancel **Save**



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

EMPLOYEE PERFORMANCE SYSTEM

Tasks | Home > Dashboard

All Employee Accepted Evaluation Search:

Evaluate Task **Delete Evaluate** **View Evaluate**

Task ID	Task Name	Deadline	Task Status	Request Status	Evaluation Status
8	Test	2025-04-30	Completed - Ove...	Accepted	Completed
9	Web Design	2025-05-05	Completed	Accepted	Completed

To view evaluate

- Select the existing evaluation and click the view evaluate button.
- You can then see the evaluate information as shown in the view evaluate page.

Task Evaluation

Employee Name: Ivan Laluna Department: Admin
Task Name: Web Design Review Period: Mar 4, 2025
Task ID: 9 Job Title: Manager

Evaluation Criteria	Rating (1-5)	Comments
1. Job Performance (Completes tasks on time & accurately)	2	test
2. Work Quality (Produces error-free, high-quality work)	2	test
3. Productivity (Delivers high volume of work efficiently)	5	test
4. Problem-Solving (Identifies issues and develops effective solutions)	2	test
5. Communication (Clearly conveys information verbally and in writing)	2	test
6. Adaptability (Adjusts quickly to changes and new challenges)	3	test

Overall Rating

☐ 5 (Outstanding) - Consistently exceeds expectations.
☐ 4 (Exceeds Expectations) - Often performs above requirements.
☐ 3 (Meets Expectations) - Fully meets job standards.
☐ 2 (Needs Improvement) - Falls short in key areas.
☐ 1 (Unsatisfactory) - Fails to meet basic expectations.

Areas for improvement

test test test test test




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EMPLOYEE
PERFORMANCE SYSTEM



Young

Dashboard

Tasks

Evaluate

Tasks | Home > Dashboard

All Employee Accepted Evaluation

Search:

Evaluate Task

Delete Evaluate

View Evaluate

Task ID	Task Name	Deadline	Task Status	Request Status	Evaluation Status
8	Test	2025-04-30	Completed - Ove...	Accepted	Completed
9	Web Design	2025-05-05	Completed	Accepted	Completed

Confirm Deletion
Are you sure you want to delete this Evaluation?

Yes No

To delete a evalute

- Select the existing evaluation and click the trash can button.
- Click yes after confirming to delete the evaluate.



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The screenshot shows the 'EMPLOYEE PERFORMANCE SYSTEM' dashboard. On the left is a sidebar with a user profile for 'Young' and navigation links for 'Dashboard', 'Tasks', and 'Evaluate'. The main dashboard area has a top navigation bar with a 'Logout' button. Below this, there are three summary cards: 'Accepted Evaluation' with a count of 2, 'Pending Evaluation' with a count of 0, and a third card with a count of 0. A 'Logout Confirmation' dialog box is centered on the screen, asking 'Are you sure you want to logout?' with 'Yes' and 'No' buttons. Below the dialog is an 'Activity Logs' table.

Log ID	Activity	Timestamp
72	Evaluation to Ivan ...	2025-05-04 14:41:34.0
71	Accepted Evaluation Requ...	2025-05-04 14:34:53.0
70	User Login: Young	2025-05-04 14:33:02.0
69	User Logout: Yongzon	2025-05-02 18:48:34.0
68	User Login: Yongzon	2025-05-02 18:46:58.0
67	User Logout: Yongzon	2025-05-02 18:36:57.0
66	User Login: Yongzon	2025-05-02 18:35:46.0
65	User Logout: Yongzon	2025-05-02 18:34:34.0
64	Created Evaluation to Ivan ...	2025-05-02 18:33:35.0
63	User Login: Yongzon	2025-05-02 18:32:26.0
62	Created Evaluation to Ivan ...	2025-05-02 18:28:59.0
61	User Login: Yongzon	2025-05-02 18:28:13.0
60	Created Evaluation to Ivan ...	2025-05-02 18:25:22.0

To logout

- Select the logout option in the combo box.
- Click yes after confirming to logout and you will be redirected to login page.



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K. FORGOT PASSWORD PAGE

Employee Performance Evaluation System

Good to see you again!

Username

Password

[Forgot Password?](#)

[Login](#)

[Don't have an account? Click here](#)

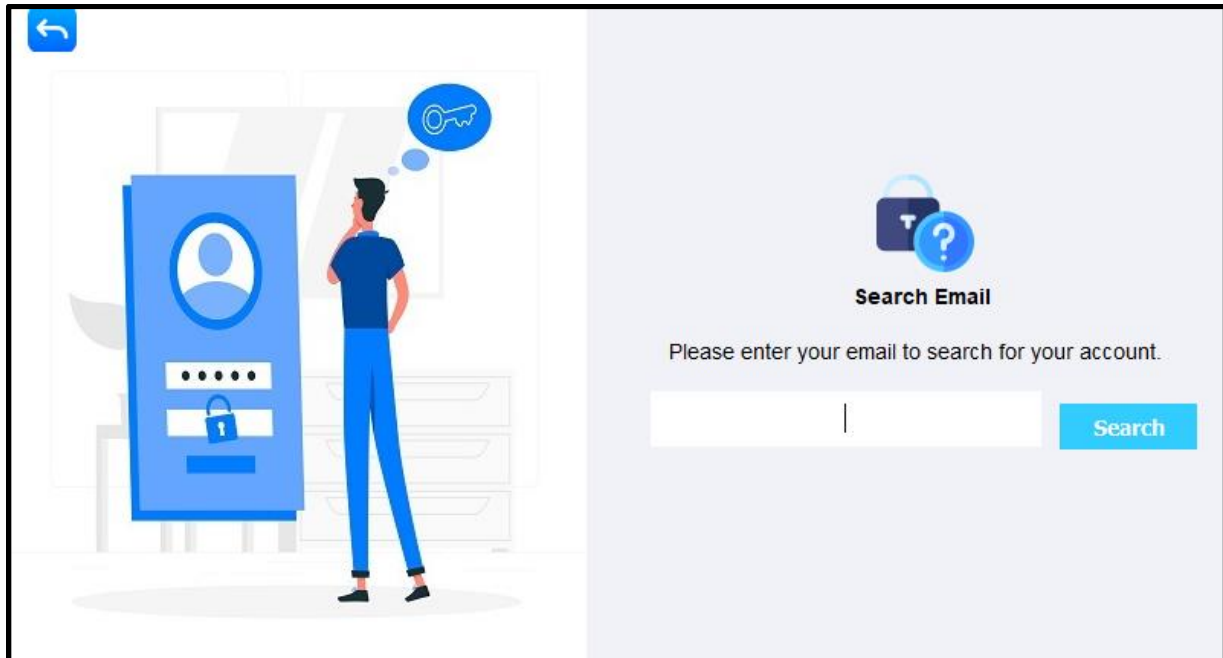
If you forgot your password you can click the “forgot password” link below



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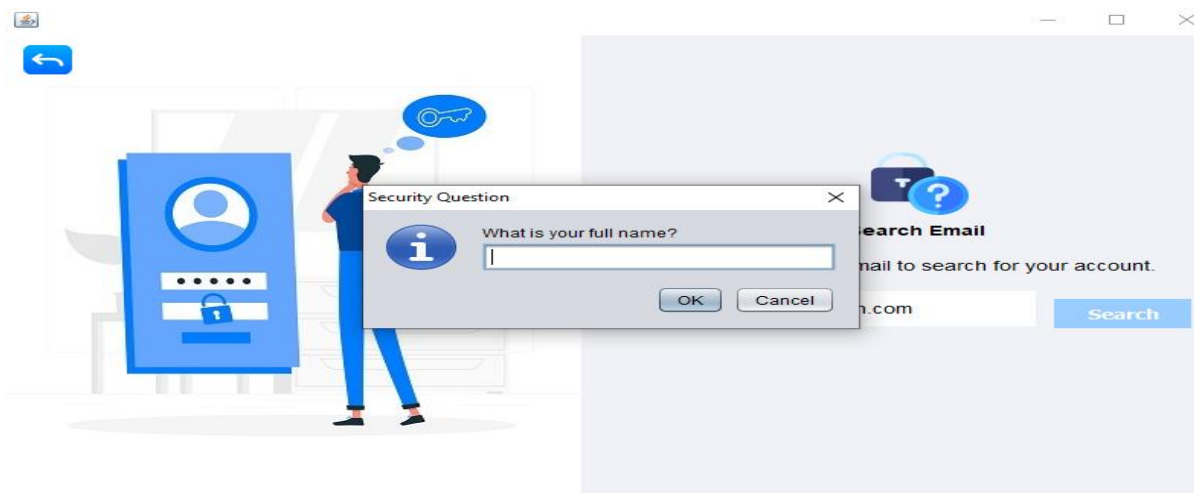
To change your password

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*





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The screenshot shows a web browser window with a 'Reset Password' form. At the top, there is a lock icon and the text 'Reset Password'. Below this, there are three input fields: 'Email:' with the value 'cy@admin.com', 'New Password:', and 'Confirm Password:'. At the bottom, there are two buttons: a red 'Clear' button and a teal 'Change Pass' button.

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.