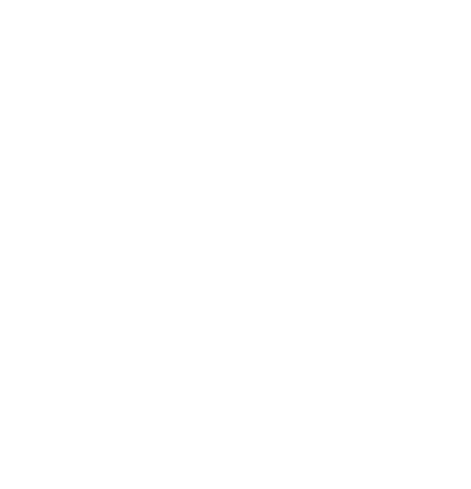
A picture containing text

Description automatically generated

FF



**2021**

**STAFF PORTAL**

**APPRAISAL MODULE USER MANUAL**

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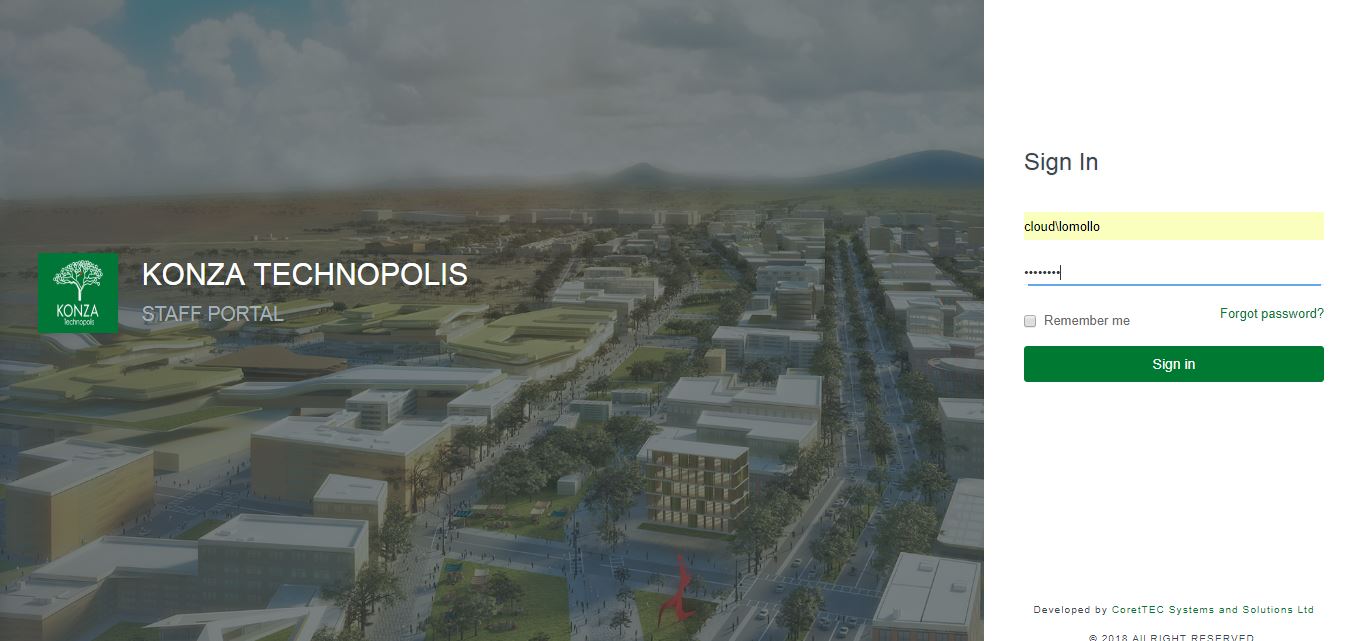
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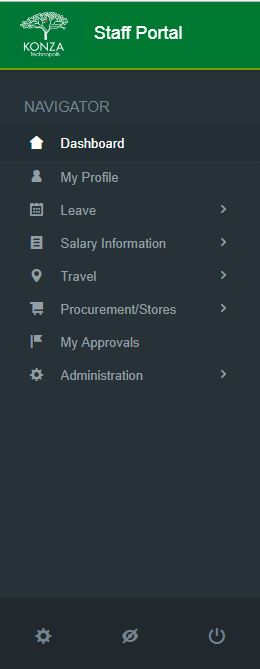
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# Log In

To login a staff will be sent initial login credentials by the system administrator. This is in form of a link sent to the staff email/company email. On clicking an activation link in the email, a staff is prompted to enter their initial private password which they will be using to login to the portal. Below is the login page:

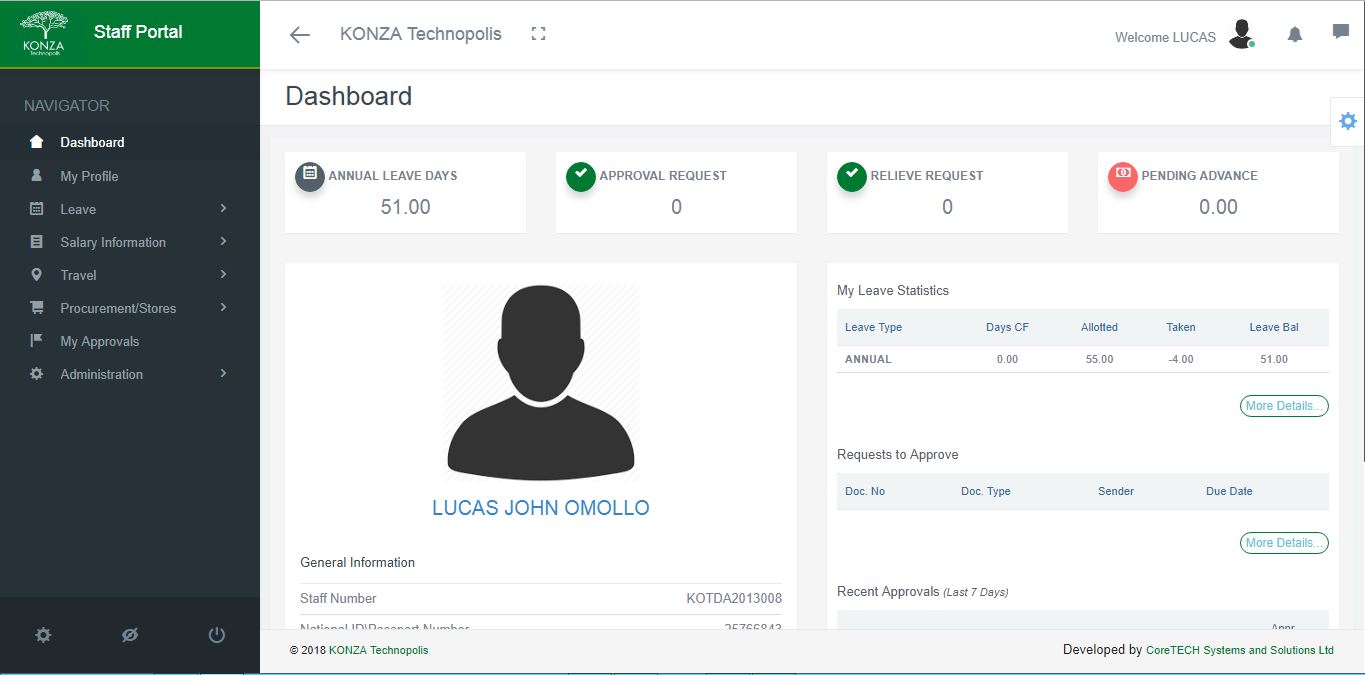
# Services

The staff portal offers the services listed below.



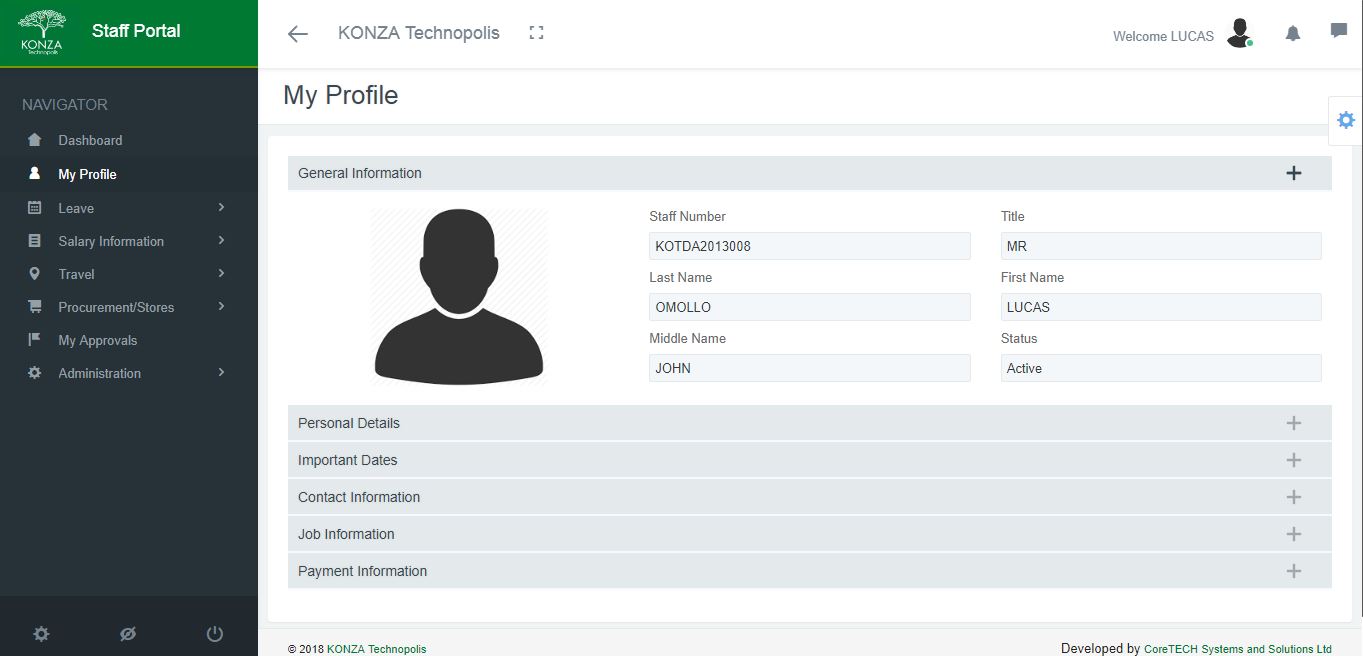
# Dashboard

On initial login you will be redirected to user Dashboard, as shown below. It displays a summary of common processes



# My Profile

To view your Profile click on ***my profile*** to open a page similar to the one displayed below:

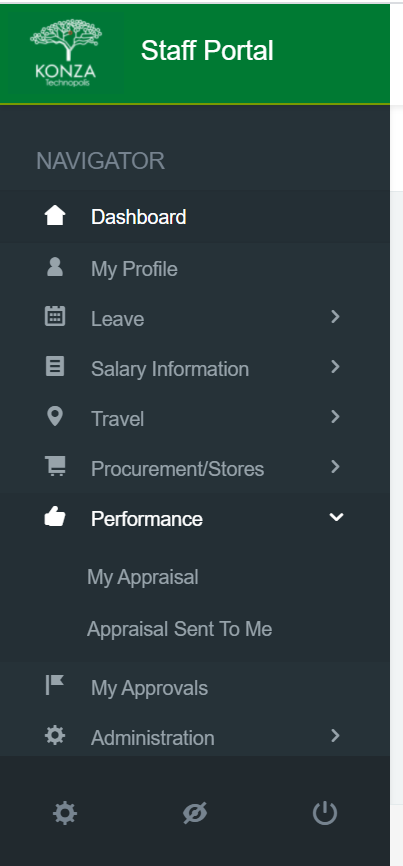


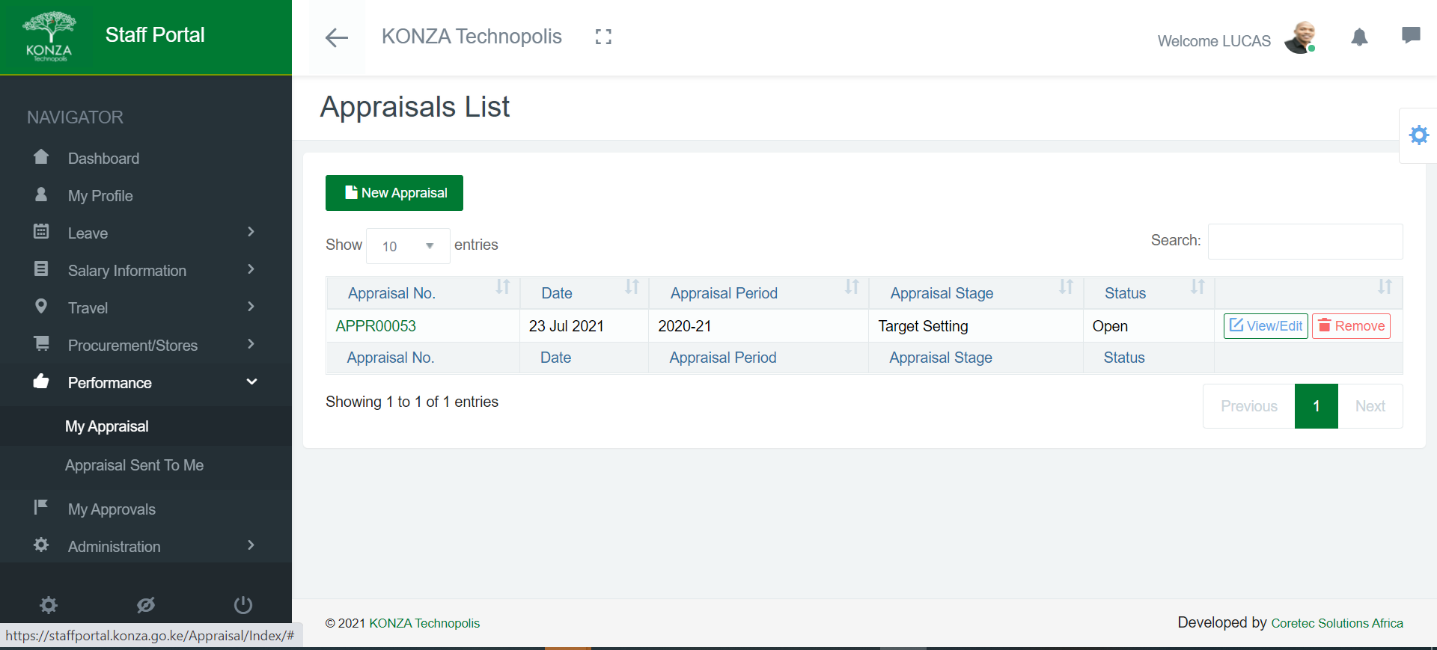
# Starting your Appraisals

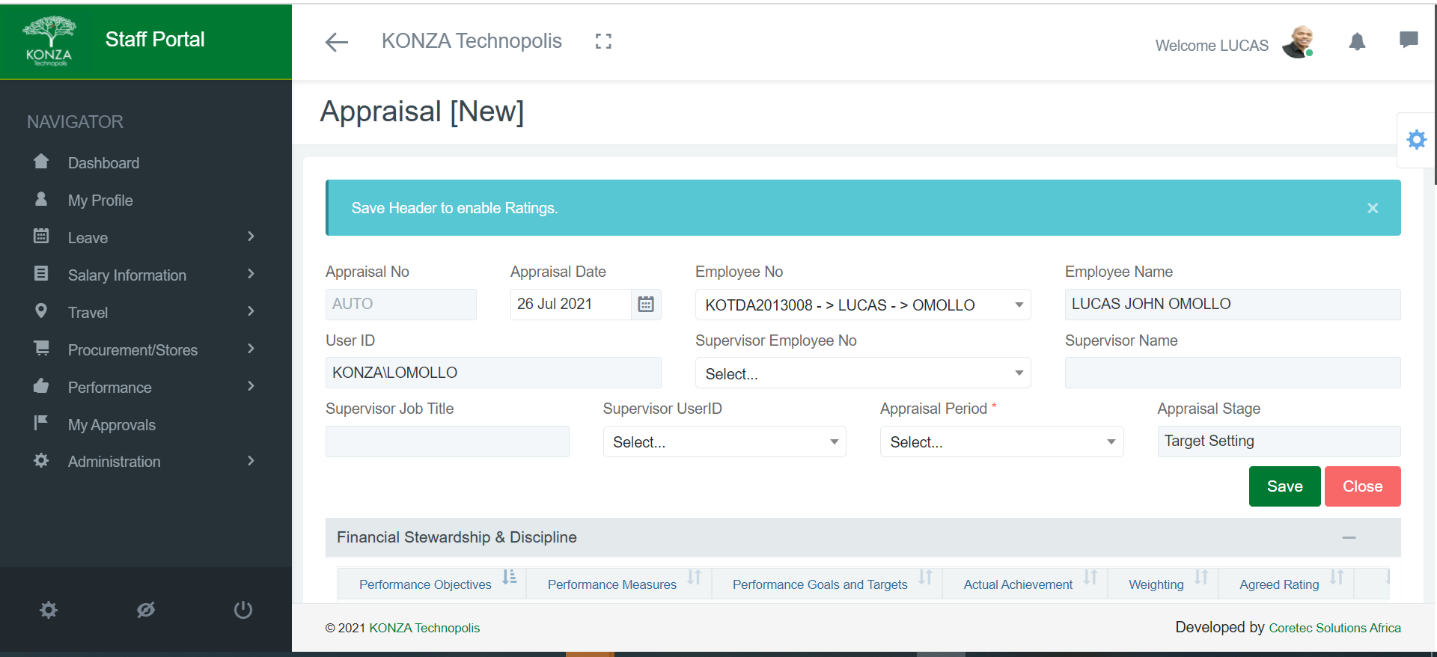
## Staff Appraisal

### Performance

To access performance appraisal, click the Performance menu to expand a page similar to the one displayed below.



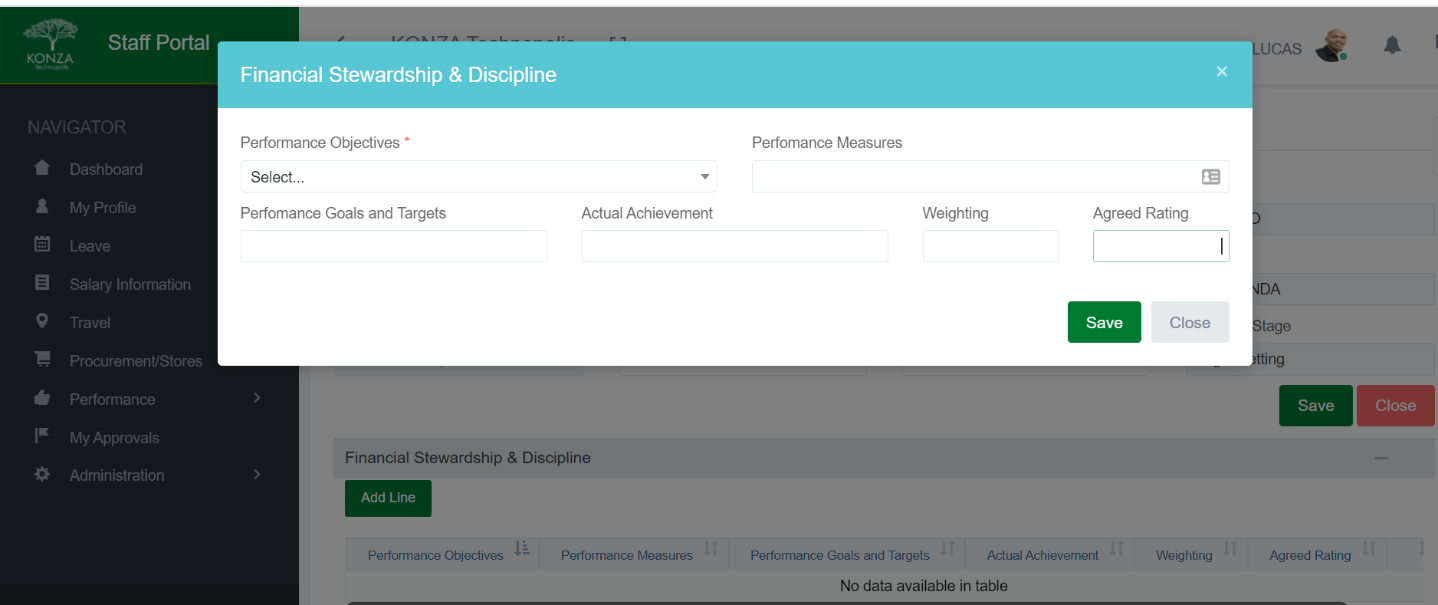
Click on **My Appraisals** to open a page like the one displayed below. Click on **New Appr**

Fill all the details required on this page such as selecting **the Employee No, Supervisor Employee No, Supervisor User ID, and Appraisal Period** from the dropdown menu in each section as shown in the image below. Click SAVE to continue.

# Filling Subsequent Sections

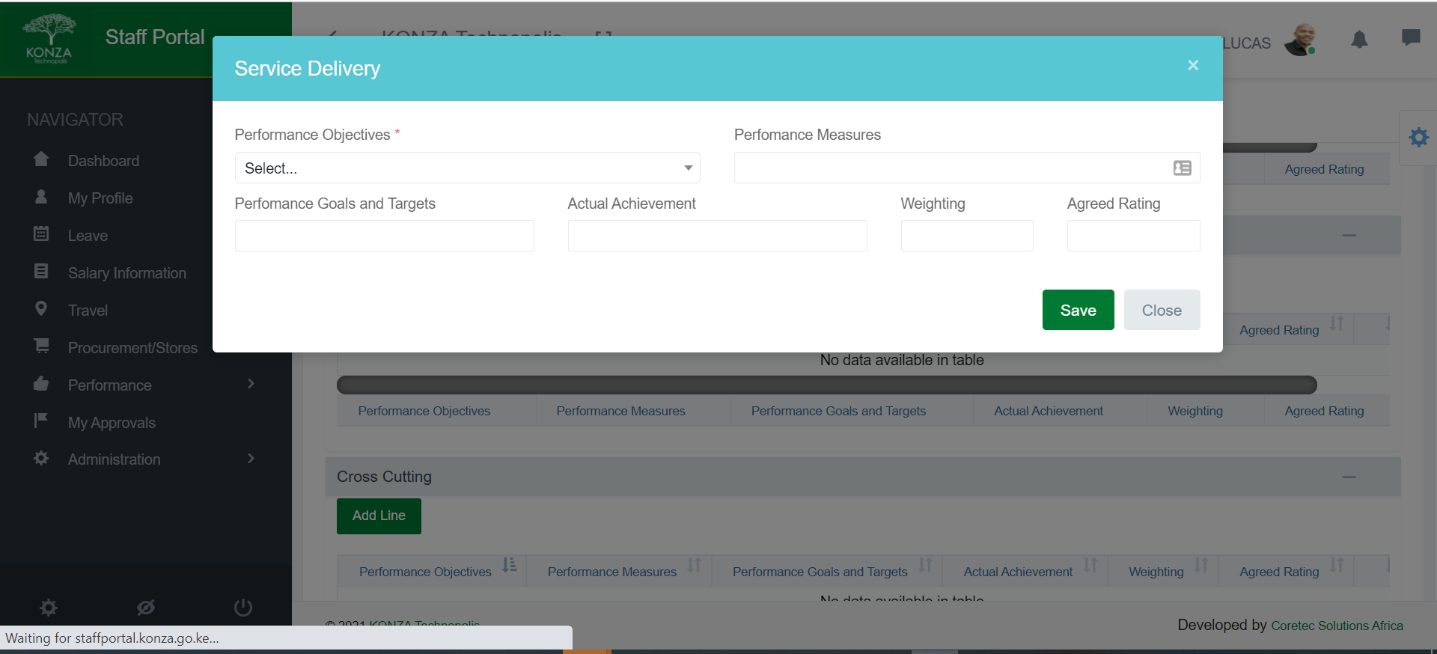
### Financial Stewardship & Discipline Section

Click on Add Line, a pop-up window will appear as shown below. Fill the details and click save.



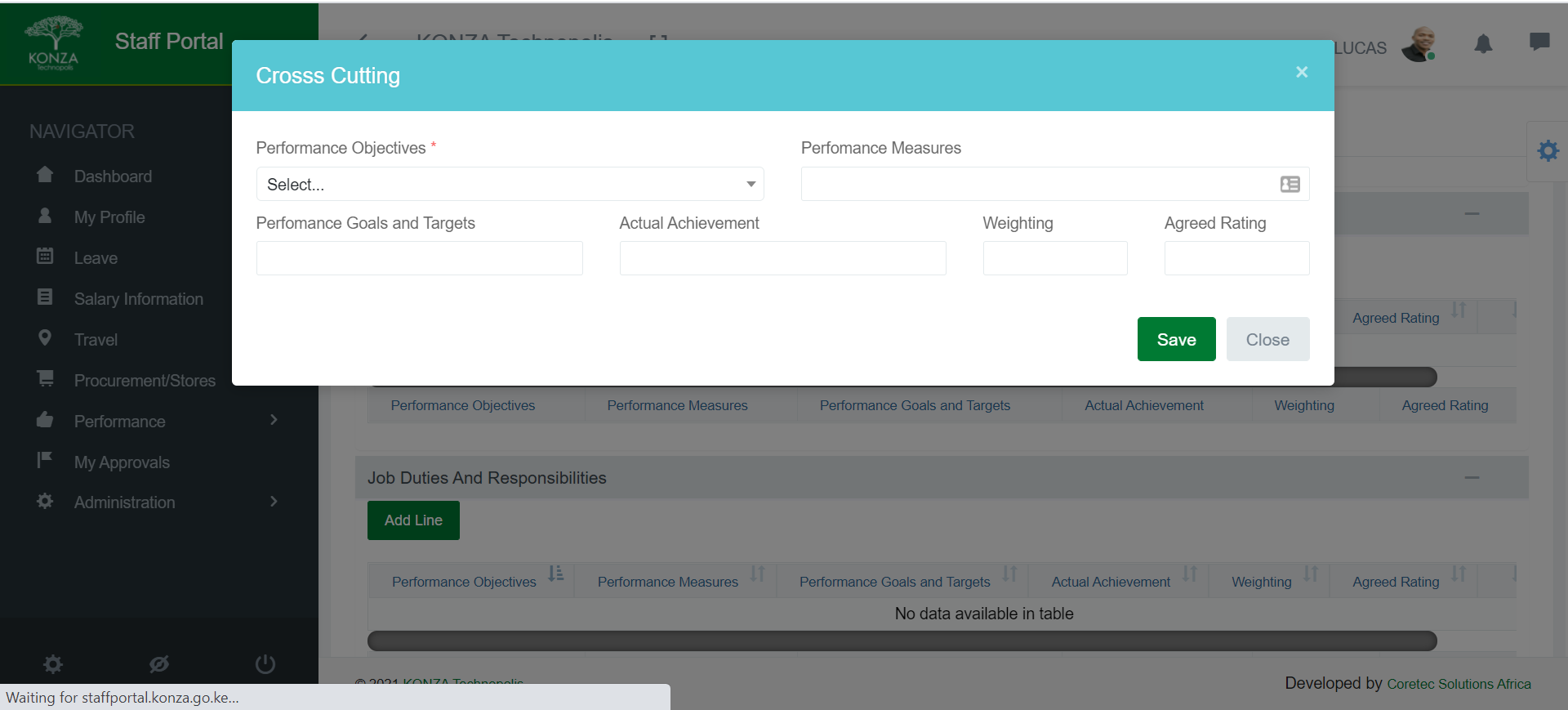
### Service Delivery Section

Under service delivery, click Add Line, a new window pops up. Fill the details and SAVE as shown below.

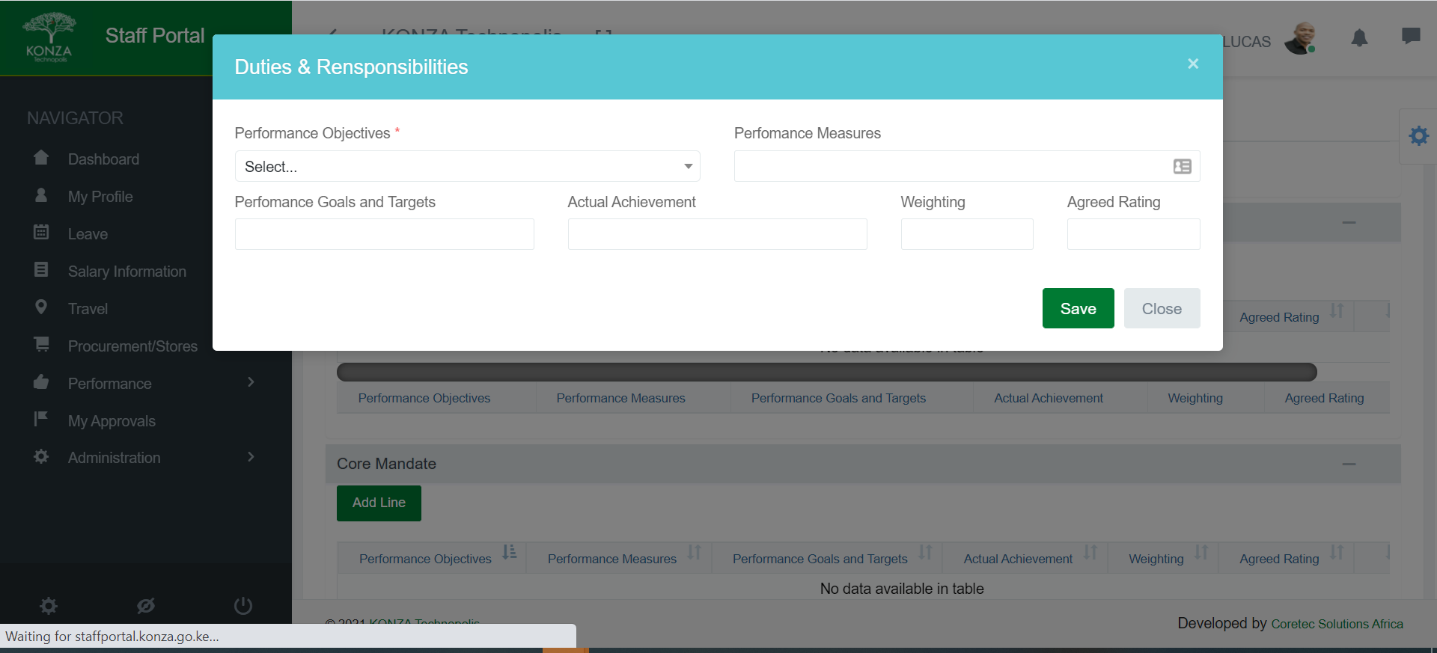


### Cross Cutting Section

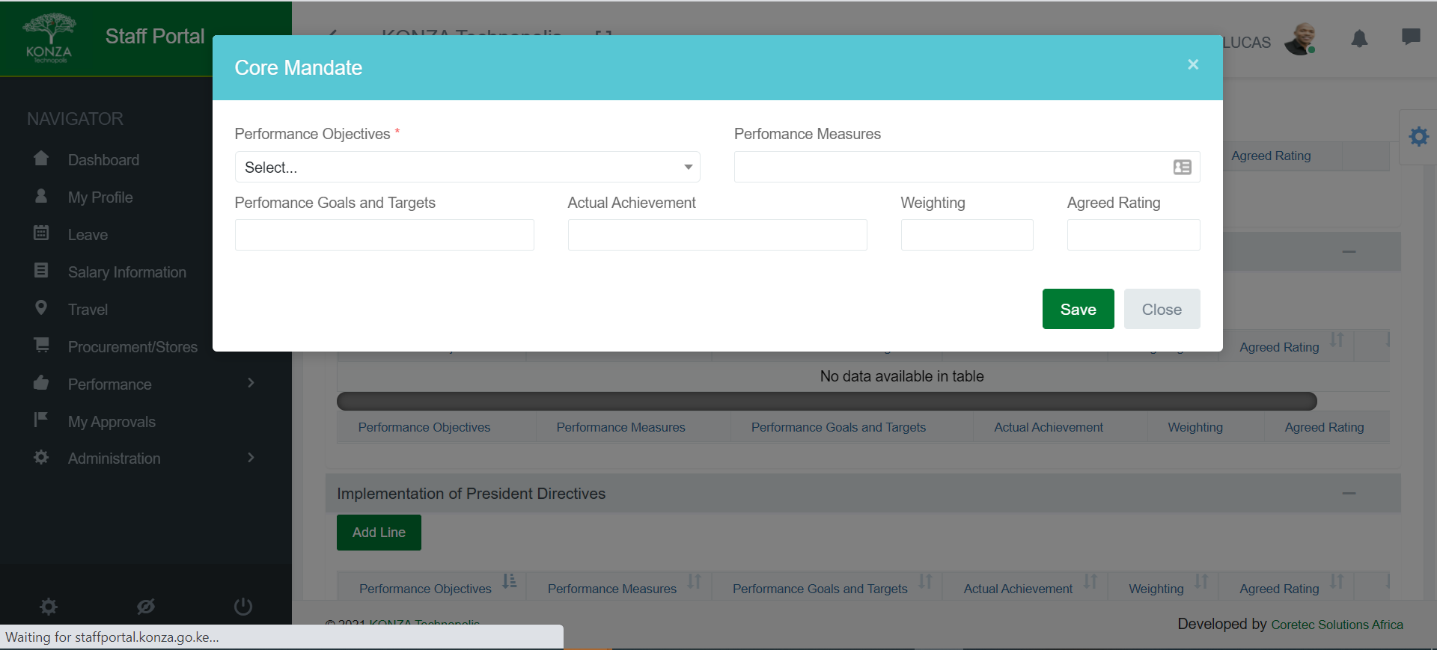
Under cross cutting, click Add Line, a pop window will show as shown below. Fill all the details and click save.



### Job Duties and Responsibilities

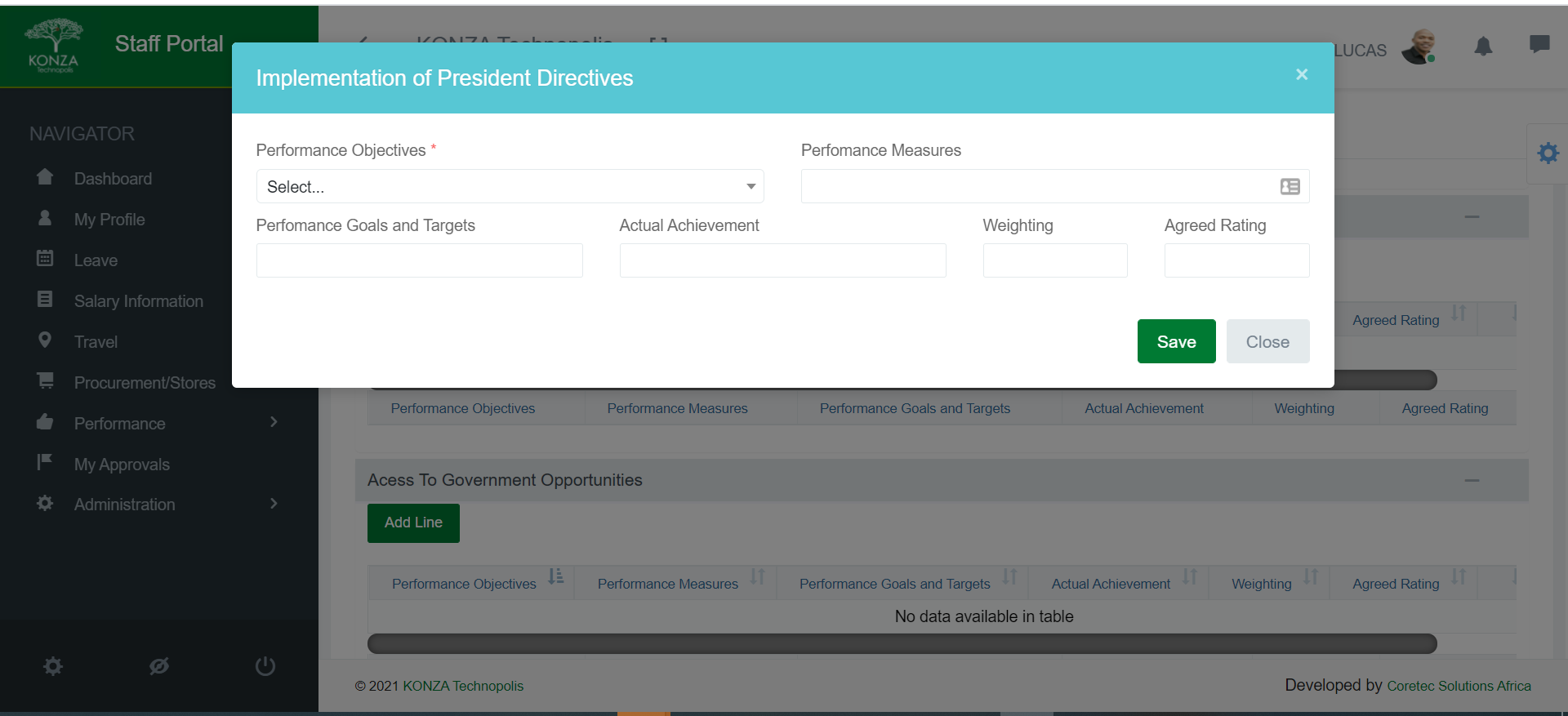
Under Job Duties and Responsibilities, click Add Line, a pop window will show as shown below. Fill all the details and click save.

### Core Mandate

Under core mandate, click Add Line, a pop window will show as shown below. Fill all the details and click save.

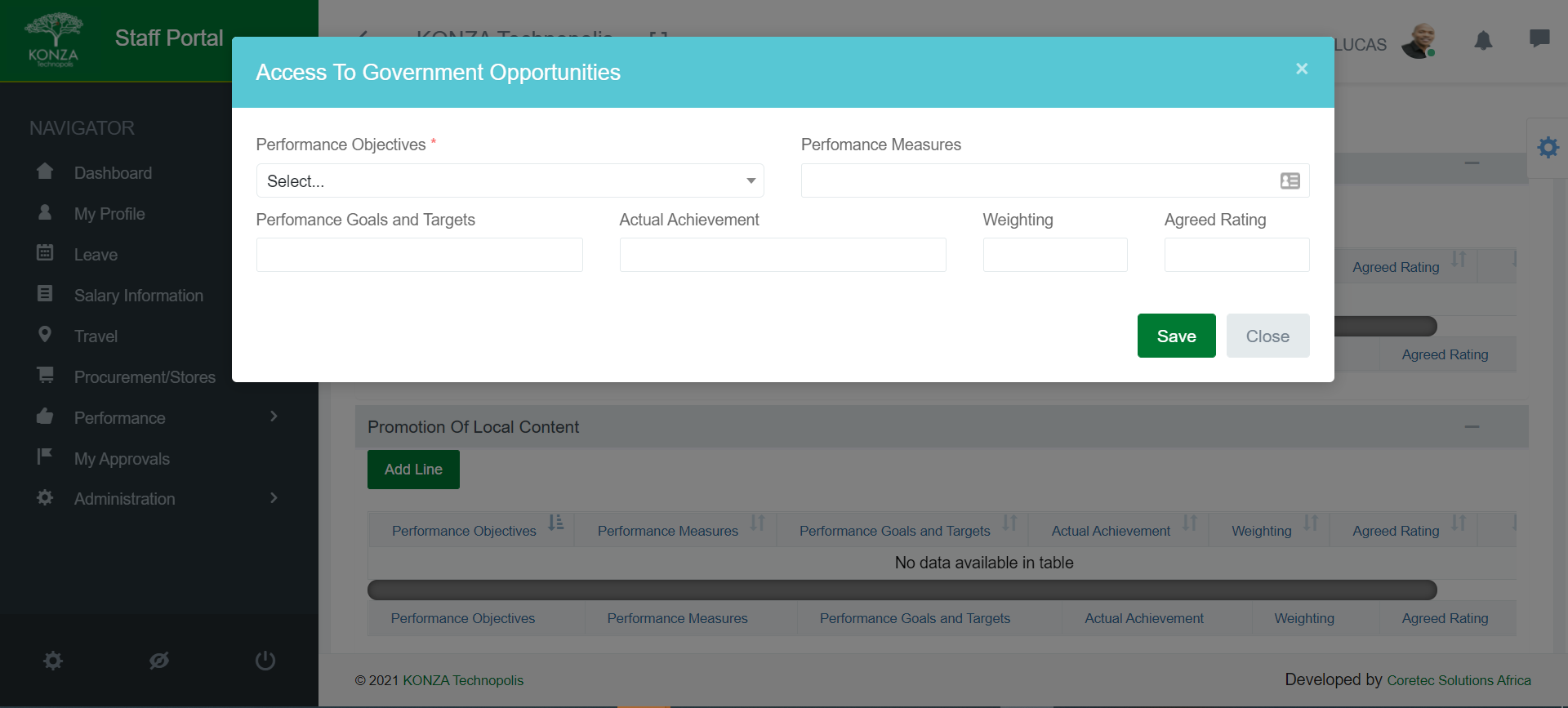
### Implementation of President Directives

Under Implementation of president directives, click Add Line, a pop window will show as shown below. Fill all the details and click SAVE.



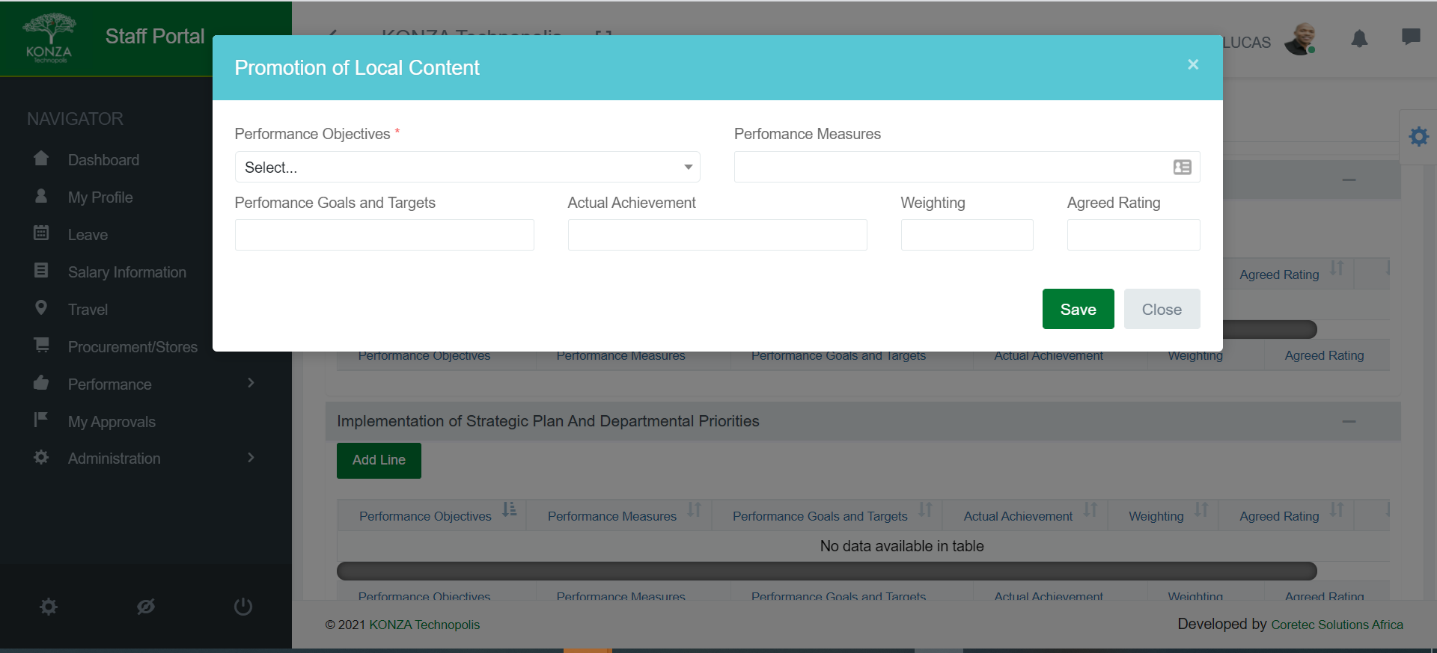
### Access To Government Opportunities

Under Access To Government Opportunities, click Add Line, a pop window will show as shown below. Fill all the details and click SAVE.



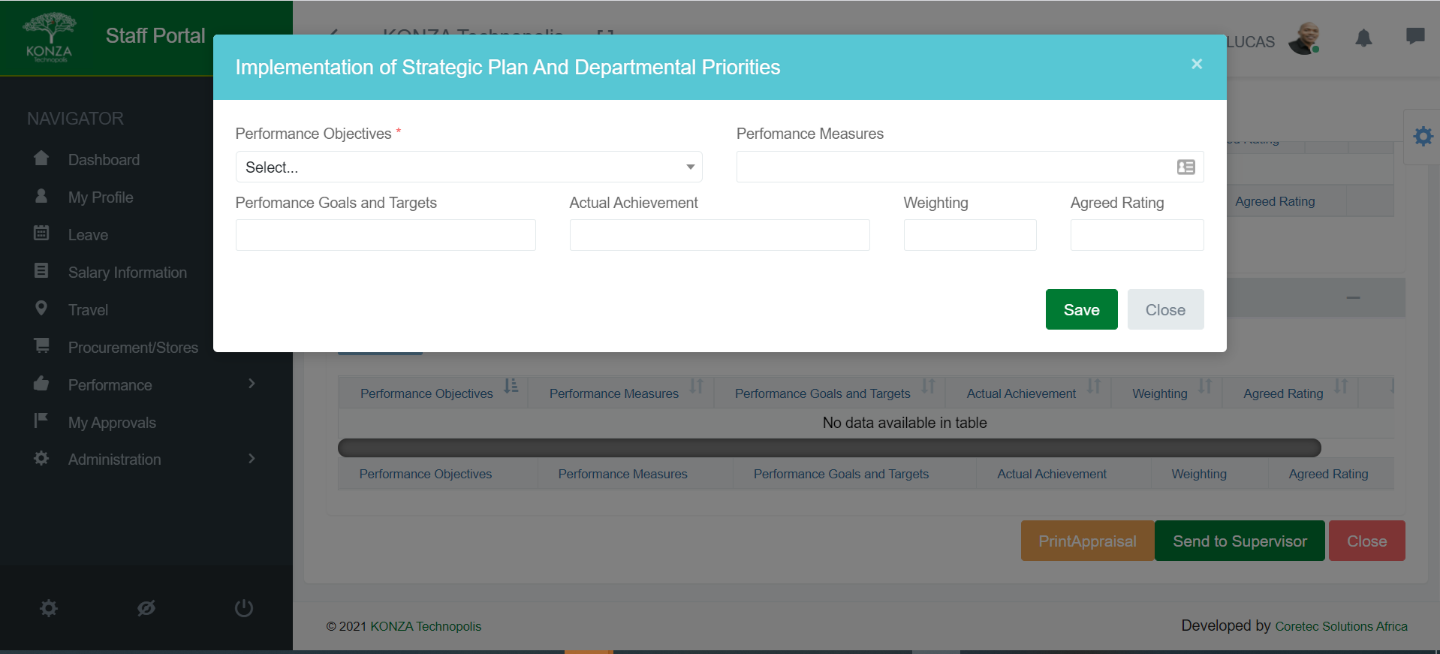
### Promotion of Local Content

Under Promotion of Local Content, click Add Line, a pop window will show as shown below. Fill all the details and click SAVE.



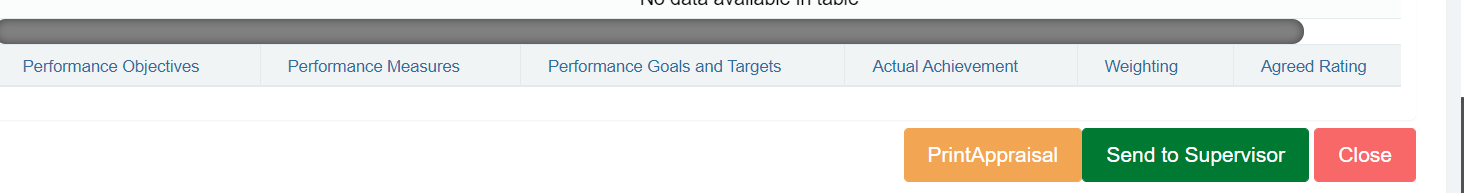
### Implementation of Strategic Plan and Departmental Priorities

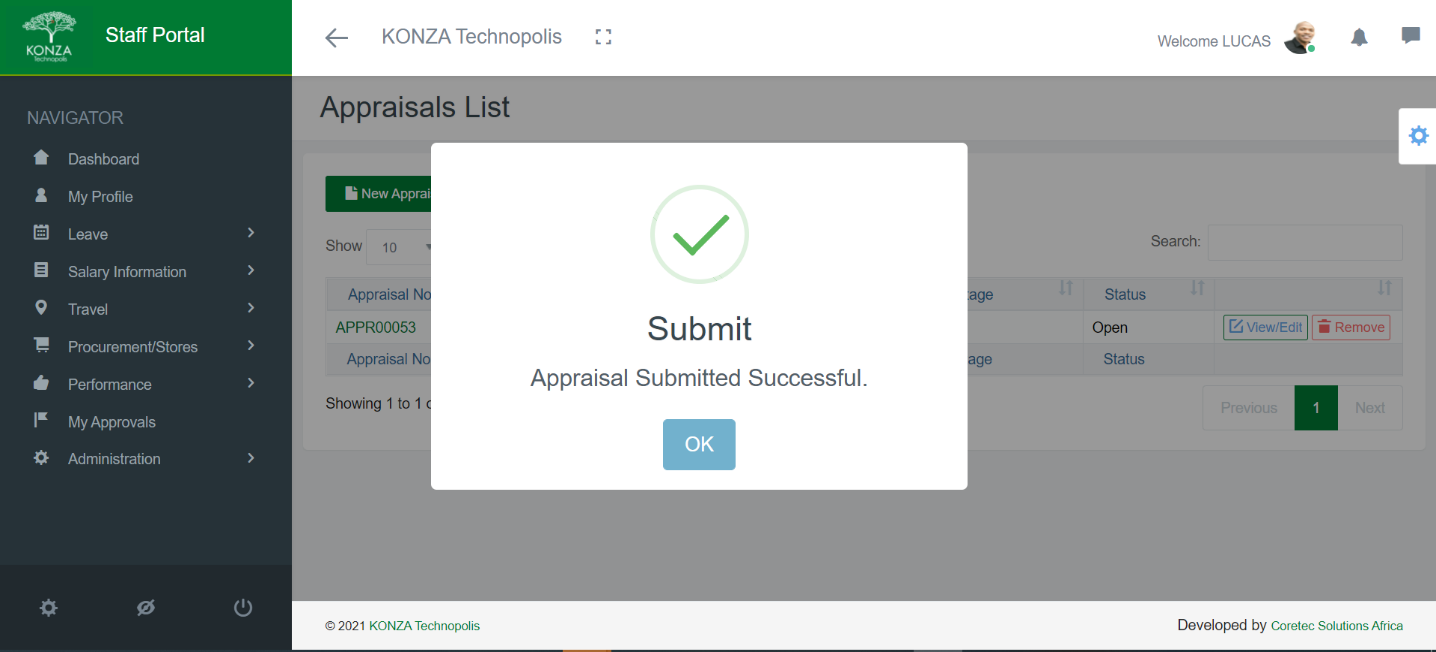
Under this section, click Add Line, a pop window will show as shown below. Fill all the details and click SAVE.



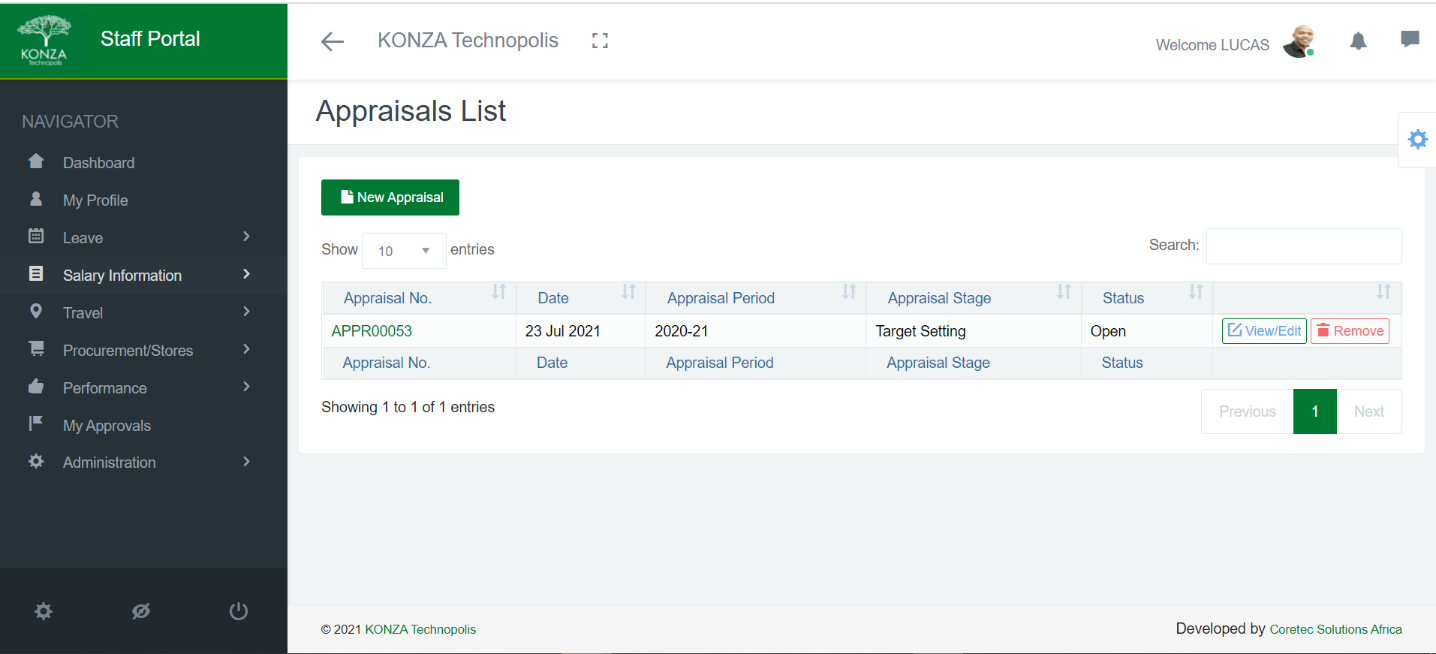
### Submitting Appraisal

When all outlined sections above are completed, click Send to Supervisor button to submit your appraisal, as shown below.





### Edit/Delete Appraisal

To edit a submitted appraisal, navigate to your appraisals dashboard and click the edit button as shown below.