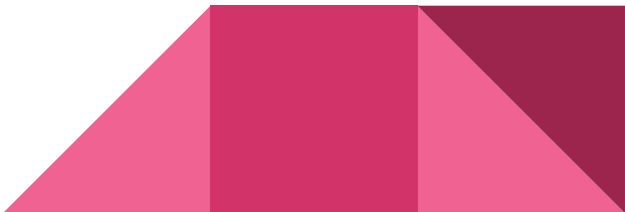# TRAINING ON HR PMS

APPRAISEE, APPRAISERS/REVIEWERS PROCESS

OBJECTIVES

At the end of the training, the participants(Appraisees) should be able to:

1. Login to Odoo System.
2. Locate and open HR PMS Module.
3. Open their Appraisal.
4. View their Information.
5. Read up Instructions.
6. Add their achievements and Rate themselves.
7. Submit their appraisal.
8. Follow the appraisal progress and check their performance.
9. Comment and add attachment after appraisal ratings.
10. Log out of the system.

Additionally, participants(Appraisers/Reviewers) should be able to:

1. Navigate to the appraisals of their appraisees.
2. Rate their appraisees
3. Write comment on their appraisees.
4. Finally submit their rating.

APPRAISAL PROCESS WORKFLOW

Draft > **Administrative Appraiser** > **Functional Appraiser** > **Reviewer** > **Completed** > **Signoff**
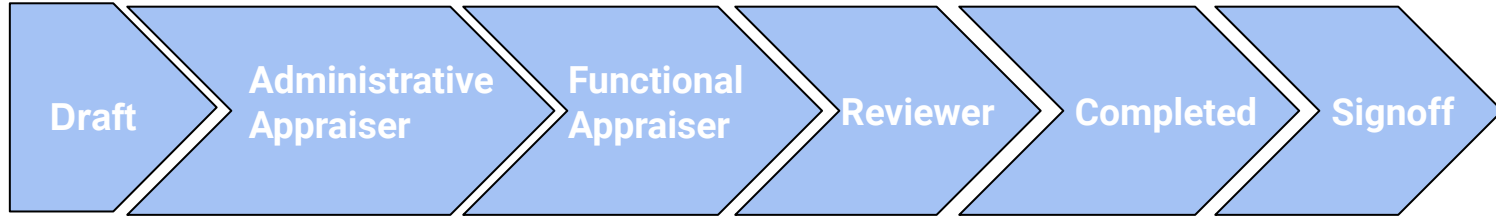
Draft - Newly published
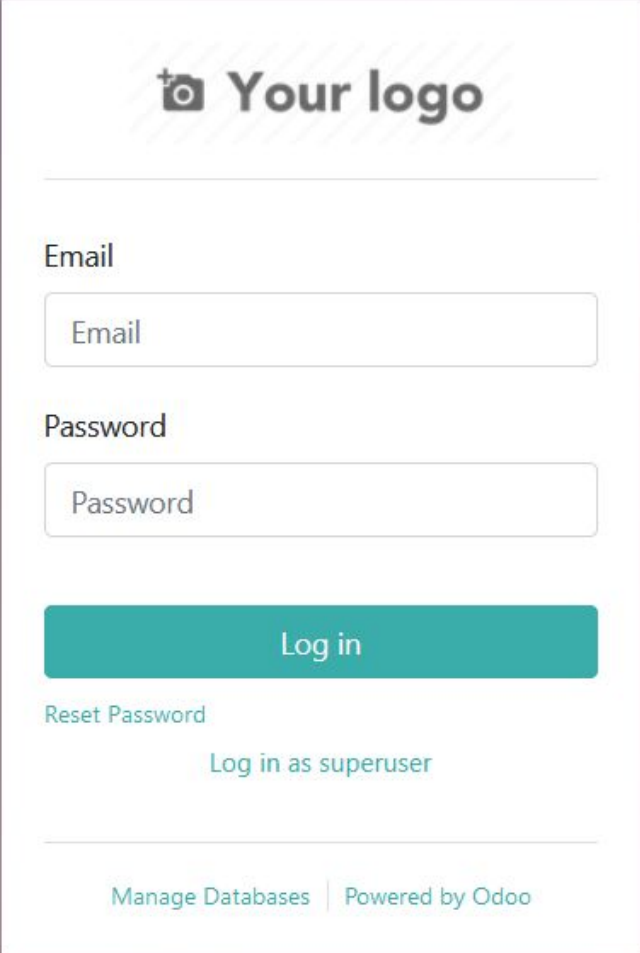
Completed - Have been appraised and Reviewed

Sign off - Appraisee have done the perception rating

LOGGING INTO ODOO SYSTEM

★ Open the Browser.
★ Type the url http://hrpms.myeedc.com:8069 in the address bar.
★ Put your email address and your password (Some staff will use their staff number instead of email).
★ Click Login.

Note: Password will be sent through your email beforehand.

LOCATING AND OPENING HR PMS MODULE

1. Click the icon with name HR PMS

DRAFT STATE : APPRAISEE PROCESS >>

Opening the Appraisal

1. Click the top item on the draft column with your name and wait for it to load.

READING UP INSTRUCTION

1. Read the instructions carefully.

Note: Instruction tab automatically shows up when you open appraisal.

CHECKING YOUR INFORMATION

★ Go through the "Staff Profile" Tab to check your:

   I. personal informations

   II. Functional Appraiser

   III. Reviewer

If information does not correspond, Contact the HR Officer
eedctalentmanagment@enugudisco.com

Junior Management Positions: - ILO CHIDIMMA IFUNANYA

Period	Annual Appraisal Cycle 2022	**Date From**	01/10/2022
Deadline Date	30/05/2023	**Date End**	31/12/2022
		Submitted Date	28/04/2023 14:14:31

Staff Profile

Instructions	Staff Profile	Sections	Appraisee's Comment	Return Comment(s)

Appraisee's Personal Information (employee must have worked for minimum 6 months in the appraisal period)

Employee	ILO CHIDIMMA IFUNANYA	**Staff ID**	64039
Function	DHR OFFICER	**Designation**	DHR OFFICER
Department	HUMAN RESOURCES	**Unit/SC/Workshop /Substation**	DISTRICT OFFICE
District	EKWULOBIA		

Current Functional Appraiser's (should have supervised appraisee for minimum 3 months) Personal Information

ADDING ACHIEVEMENT AND RATING YOURSELF I

1. Navigate to sections by clicking on the "Section" tab
2. Click the edit button at the top of the page.

Appraisee / Junior Management Positions: - ILO CHIDIMMA IFUNANYA

EDIT   2

SUBMIT   SEND MAIL REMINDER   DRAFT   ADMINISTRATIVE APPRAISER   FUNCTIONAL APPRAISER   REVIEWER   COMPLETED

Junior Management Positions: - ILO CHIDIMMA IFUNANYA

Period	Annual Appraisal Cycle 2022	**Date From**	01/10/2022
Deadline Date	30/05/2023	**Date End**	31/12/2022
		Submitted Date	28/04/2023 14:14:31

Note: KRAs and Achievement must have minimum number of 5 and maximum number of 7.

Instructions	Staff Profile	Sections	Appraisee's Comment	Return Comment(s)

SECTION (A) - KRA / Achievement(s)

* Instructions: Rating scale is 1 (Lowest rate) to 4 scale, where 4 is the HIGHEST rating

Description	Weight (To...	Self Rat...	AA Rati...	FA Rating	Review...	Weighte...

ADDING ACHIEVEMENT AND RATING YOURSELF II

1. Click on add lines to add new blank lines.
2. Put the Achievement in the "Description" column.
3. Enter the achievement weight(between 5 - 25 in the weight column.
4. Enter your self rate in the self rate column.
5. Click on add line to repeat till you get to 5 to 7 lines and total weight of 100.
6. Click on "Save" Button to save at intervals and at the end.

Submitting the Appraisal

1. Click on the Submit Button.

Result: Workflow moves to Functional Appraiser or Administrative Appraiser

Note: If any field is added incorrectly, system will throw validation dialog. Kindly read the validation message and take corrections appropriately before trying to submit again.

Appraisee / Junior Management Positions: - ILO CHIDIMMA IFUNANYA

EDIT   ← 1

SUBMIT   SEND MAIL REMINDER

DRAFT   ADMINISTRATIVE APPRAISER   FUNCTIONAL APPRAISER   REVIEWER   COMPLETED

Junior Management Positions: - ILO CHIDIMMA IFUNANYA

Period	Annual Appraisal Cycle 2022		Date From	01/10/2022
Deadline Date	30/05/2023		Date End	31/12/2022
			Submitted Date	28/04/2023 14:14:31

Instructions | Staff Profile | Sections | Appraisee's Comment | Return Comment(s)

SECTION (A) - KRA / Achievement(s)

* Instructions: Rating scale is 1 (Lowest rate) to 4 scale, where 4 is the HIGHEST rating

Description	Weight (Total 100%)	Self Rating	AA Rating	FA Rating	Reviewer Ratings	Weighted (%) Score of specific KRA
Achievement 1	20.00	4	0	0	0	0.00
Achievement 2	20.00	4	0	0	0	0.00
Achievement 3	20.00	4	0	0	0	0.00
Achievement 4	20.00	4	0	0	0	0.00
Achievement 5	20.00	4	0	0	0	0.00
	100.00					

Functional Competency Sections

APPRAISER/REVIEWER PROCESS >>

STATE:

Administrative Appraiser → Functional Appraiser → Reviewer
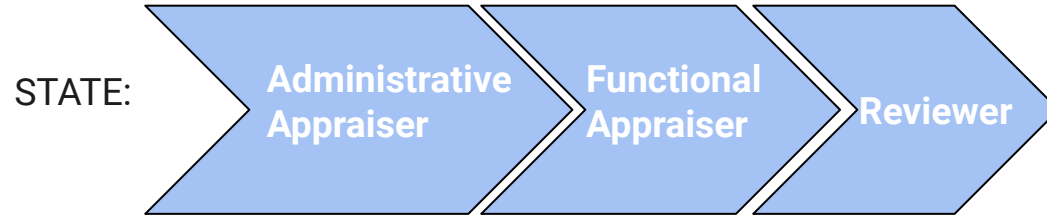
STATE: Administrative Supervisor, Functional Supervisor or Reviewer

Abbreviated as:

AA - Administrative Appraisal.

FA - Functional Appraisal.

FR - Functional Reviewer also referred to as Reviewer

APPRAISER'S/REVIEWER'S VIEW

1. Appraisers depending on their role(s) click among these menu:
   a. Administrative Appraisal(s).
   b. Functional Appraisal(s).
   c. Appraisal(s) for Review.
2. Double click one of the appraisals in the list view.

CORRECTING ACHIEVEMENTS AND WEIGHTAGE

Functional Appraiser can

★ Enter correct weightage in the "Functional Appraiser" column.

RATING APPRAISEE: KRA AND ACHIEVEMENTS

1. Navigate to the "Sections" tab.
2. Click Edit Button.
3. Double click on the cells under appropriate column and add scores.

Note: Score range shown in the instruction.

Administrative Appraisal / Junior Management Positions: - ILO CHIDIMMA IFUNANYA

EDIT ← Edit Button

SUBMIT RATING SEND MAIL REMINDER   DRAFT **ADMINISTRATIVE APPRAISER** FUNCTIONAL APPRAISER REVIEWER COMPLETED

Junior Management Positions: - ILO CHIDIMMA IFUNANYA

Period	Annual Appraisal Cycle 2022	Date From	01/10/2022
Deadline Date	30/05/2023	Date End	31/12/2022
		Submitted Date	05/05/2023 01:00:00

Administrative Appraiser

Functional Appraiser

Reviewer

| Instructions | Staff Profile | Sections | Score Details | Admin Appraiser's Comment | Appraisal Comment(s) | Return Comment(s) |

SECTION (A) - KRA / Achievement(s)

* Instructions: Rating scale is 1 (Lowest rate) to 4 scale, where 4 is the HIGHEST rating

Description	Weight (Total 100%)	Self Rating	AA Rating	FA Rating	Reviewer Ratings	Weighted (%) Score of specific KRA
Achievement 1	20.00	4	0	0	0	0.00
Achievement 2	20.00	4	0	0	0	0.00
Achievement 3	20.00	4	0	0	0	0.00
Achievement 4	20.00	4	0	0	0	0.00
Achievement 5	20.00	4	0	0	0	0.00
	100.00					

Functional Competency Sections

RATING APPRAISEE: FUNCTIONAL COMPETENCIES AND LEADERSHIP COMPETENCIES

1. Scroll down to FC and LC sections.
2. Double click on the cells under the appropriate column and give score.

Note: Score range shown in the instruction.

Add a line

Functional Competency Sections

* Instructions: Functional Competencies Ratings: Please TICK the most appropriate column using the following Rating Guidelines (1 to 5 scale, where 5 is the HIGHEST rating)

Description	Weight (Total 100%)	AA Rating	FA Rating	Reviewer Ratings	Section Scale	Weighted (%) Score of specific FC
Functional/Process Knowledge	50	4	0	0	5	12.00
Functional Skills	50	4	0	0	5	12.00

Adm. Appraiser   Func. Appraiser   Reviewer

Leadership Competency Sections

* Instructions: Leadership Competency Ratings: Please use the following Rating Guidelines (1 to 5 scale). All LC have equal weightage

Description	Weight (Total 100%)	AA Rating	FA Rating	Reviewer Ratings	Section Scale	Weighted (%) Score of specific LC
Action & Result Orientation	20.00	0	0	0	5	0.00
Analytical & Creative Thinking	20.00	0	0	0	5	0.00
Learning Orientation	20.00	0	0	0	5	0.00
Organizational Alignment	20.00	0	0	0	5	0.00
Quality Orientation	20.00	0	0	0	5	0.00

RATING APPRAISEE: OVERALL CURRENT ASSESSMENT AND POTENTIAL ASSESSMENT

1. Scroll to Overall Current Assessment and Potential Assessment sections.
2. Click the field in the appropriate row and select from the dropdown using scale on top as guide.

Overall Current Assessment

* Instruction: Appraisee to be rated by the Current Appraisee's and review officer

ORDINARY	DILIGENT	FANTASTIC	SUPERB
Performance is well below standard. Whether the person can improve to meet the minimum standard is questionable	Performance & Competence is below the expected standards. However, potential to improve within a reasonable time frame is evident. Not someone, whose attrition bothers company	Performance & Competence is largely meeting expected standards. This level is what satisfies the bosses / company to retain the talent even if it needs extra walking in normal circumstances	The person is so successful at his/her job & competencies criteria that special note should be made, and performance ranks in the top percentile. A top talent, someone to be retained at any cost!

Assessment By	Choose
Administrative Appraiser	Superb
Functional Appraiser	Superb
Functional Reviewer	

Field for Functional Appraisal

Potential Assessment

* Instruction It's majorly about the 'future', not the past performance

LOW POTENTIAL	MEDIUM POTENTIAL	HIGH POTENTIAL	READY TO GO
Potential in current job is below expectation; needs more development & dedication	Shows good potential in current job, but needs more development & grooming for future / higher roles.	Shows high proficiency in current job(s); and is capable of handling higher/future role with guidance	Has overgrown current role, and is fully potent to take up higher/future role

Assessment By	Choose
Administrative Appraiser	Ready to go
Functional Appraiser	Ready to go
Functional Reviewer	

COMMENTING ON THE APPRAISEE

1. Navigate to the tab.
   a. Admin Appraiser's Comment if you are an Administrative Appraiser.
   b. Fun Appraiser's Comment if you are Functional Supervisor.
   c. Reviewer's Comment if you are a Reviewer.
2. Click the Edit button if you are not on Edit mode.
3. Type your comment in the text field.
4. Save.

Administrative Appraisal / Junior Management Positions: - IBEH JANEFRANCES KELECHI

SAVE DISCARD

SUBMIT RATING SEND MAIL REMINDER

DRAFT **ADMINISTRATIVE APPRAISER** FUNCTIONAL APPRAISER REVIEWER COMPLETED

Junior Management Positions: - IBEH JANEFRANCES KELECHI

Period	Annual Appraisal Cycle 2022	**Date From**	01/10/2022
Deadline Date	30/05/2023	**Date End**	31/12/2022
		Submitted Date	05/05/2023 01:00:00

Instructions | Staff Profile | Sections | Score Details | **Admin Appraiser's Comment** | Appraisal Comment(s) | Return Comment(s)

Admin Appraiser's Comment

Supervisor Comment   Start typing...

Attachment   Descrip...   Upload file   Download file

Add a line

APPRAISERS AND REVIEWER'S SUBMISSION

1. Save if you have not saved before.
2. Click Submit Button

Administrative Appraisal / Junior Management Positions: - ILO CHIDIMMA IFUNANYA

EDIT

| SUBMIT RATING | SEND MAIL REMINDER | DRAFT | ADMINISTRATIVE APPRAISER | FUNCTIONAL APPRAISER | REVIEWER | COMPLETED |

Submit Button

Junior Management Positions: - ILO CHIDIMMA IFUNANYA

Period   Annual Appraisal Cycle 2022   **Date From**   01/10/2022
Deadline Date   30/05/2023   **Date End**   31/12/2022
    Submitted Date   05/05/2023 01:00:00

| Instructions | Staff Profile | Sections | Score Details | Admin Appraiser's Comment | Appraisal Comment(s) | Return Comment(s) |

APPRAISERS AND REVIEWER'S SUBMISSION

1. Save if you have not saved before.
2. Click Submit Button

COMPLETED STATE: APPRAISEE PROCESS>>

CHECKING PERFORMANCE

When the workflow get to "Completed":

The ratings by the Appraisers is visible to the Appraisees in each of the sections in the Sections tab.

AA Rating - Administrative Appraisal Rating.

FA Rating - Functional Appraisal Rating.

| Instructions | Staff Profile | Sections | Appraisee's Comment | Appraisal Comment(s) | Return Comment(s) |

SECTION (A) - KRA / Achievement(s)

* Instructions: Rating scale is 1 (Lowest rate) to 4 scale, where 4 is the HIGHEST rating

Description	Weight (Total 100%)	FA Weight (Total 100%)	Self Rating	AA Rati...	FA Rating	Reviewer Ratings	Weighted (%) Score of sp...
A1	20.00	20.00	2	3	2	1	11.00
A2	20.00	20.00	3	3	2	4	17.00
A3	20.00	20.00	2	4	3	3	18.50
A4	20.00	20.00	3	4	4	3	20.00
A5	20.00	20.00	4	1	3	4	14.50
	100.00	100.00					

Functional Competency Sections

* Instructions: Rating scale is 1 (Lowest rate) to 4(Highest) scale

Description	Weight (Total 100%)	AA Rating	FA Rating	Reviewer Ratings	Section Scale	Weighted (%) Score of specific FC
Functional/Process Knowledge	50	4	3	3	5	33.00
Functional Skills	50	4	4	3	5	36.00

APPRAISEE COMMENTING AND ADDING ATTACHMENT

1. Navigate to "Appraisee Comment tab".
2. Click Edit Button.
3. Type your comment in the "Appraisee Comment".
4. Click the "Perception on PMS" field to select from the perception dropdown list.
5. Click on add line and select create to add proof to support your comment. (Optional).
6. Click Save Button.

Appraisee / Junior Management positions/roles: - Ogonuwe chioma joy

EDIT ← 2

1/1 ‹ ›

DRAFT   ADMINISTRATIVE APPRAISER   COMPLETED

Junior Management positions/roles: - Ogonuwe chioma joy

Period	April 2023 [Quarterly]	Date From	04/01/2023
Deadline Date		Date End	04/30/2023

Instructions   Staff Profile   Sections   **Appraisee's Comment** ← 1

Appraisee Section

Perception on PMS   Totally Disagreed ← 4

Appraisee Comment   I got the score I deserved. ← 3

Attachment   Description   Upload file

5

Perceptions
a. Fully Agreed.
b. Largely Agreed.
c. Partially Agreed.
d. Largely disagreed.
e. Totally disagreed.

SIGNOFF STATE: HR PROCESS

HR Manager Navigates uploads the normalized rating.

LOGGING OUT OF THE SYSTEM

1. Click your username icon at the top right corner.
2. Select log out from the drop down menu.

THANKS