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PAR USER MANUAL

Access

Log on to the following address: <http://par.iita.org/site>

Note on Performance Targets

The par module comprises of targets that form the basis of an evaluation.

The targets are based on setups and therefore are easily configurable by HR staff.

The following targets are default on the par module.

- Workplan (Main target –Comprises of individual objectives and their respective tasks (tasks contain KPI, timelines, resources required to execute the task etc. explained as we proceed)-)
- Complementary (to work plan) targets. e.g Soft skills, Core Values, Performance Skills.

Workplans are usually the main performance target and can weigh significantly more on evaluation score. E.g **a workplan weight can be 70%**, whilst the complementary **targets take 30%**.

Authentication

On logging on the par tool web address as shown on step 1a. , you can access the login page as shown below.

Logging in process: On **username field**, enter your IITA domain username **without** the “CGARAD\” prefix.

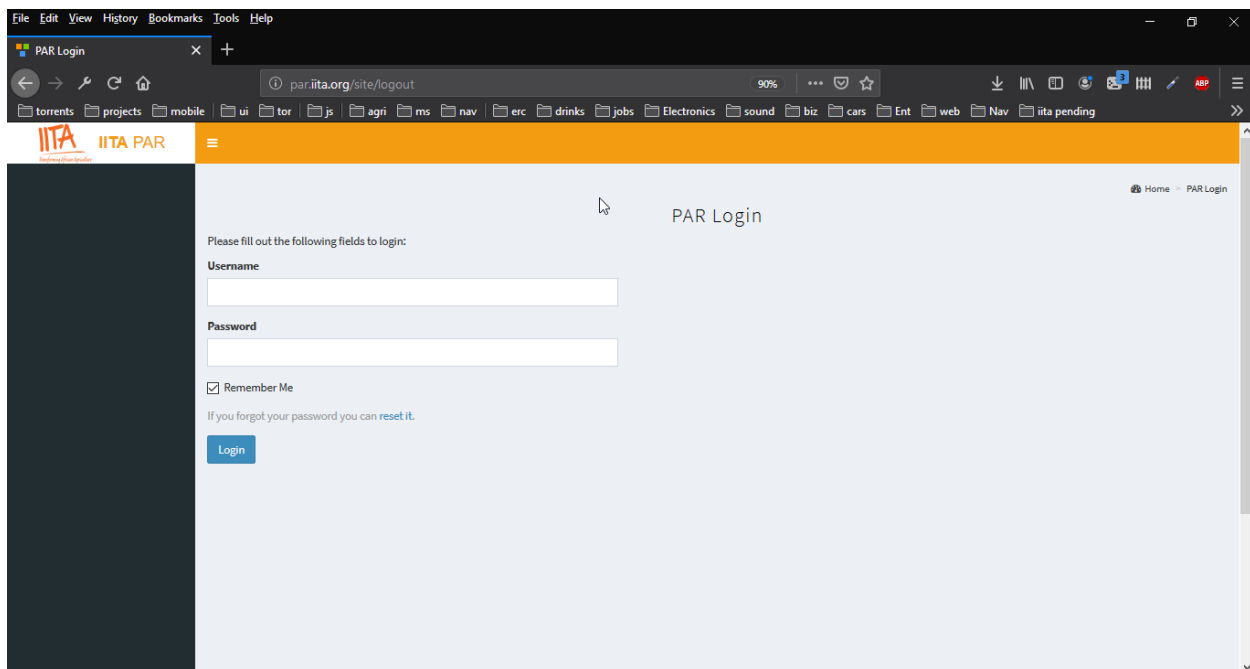


Figure 1: Login screen

Landing Page (After authentication).

After you are logged in you will now see “Your directorate objectives” .

Note: The objective relate from strategic objectives (often extracted from a strategic plan)- **Set by HR**->Directorate objectives – **Set by one of the supervisors/ Head of Directorate**-> Individual Objectives (Set by you, the user/Appraisee).

See screen capture below.

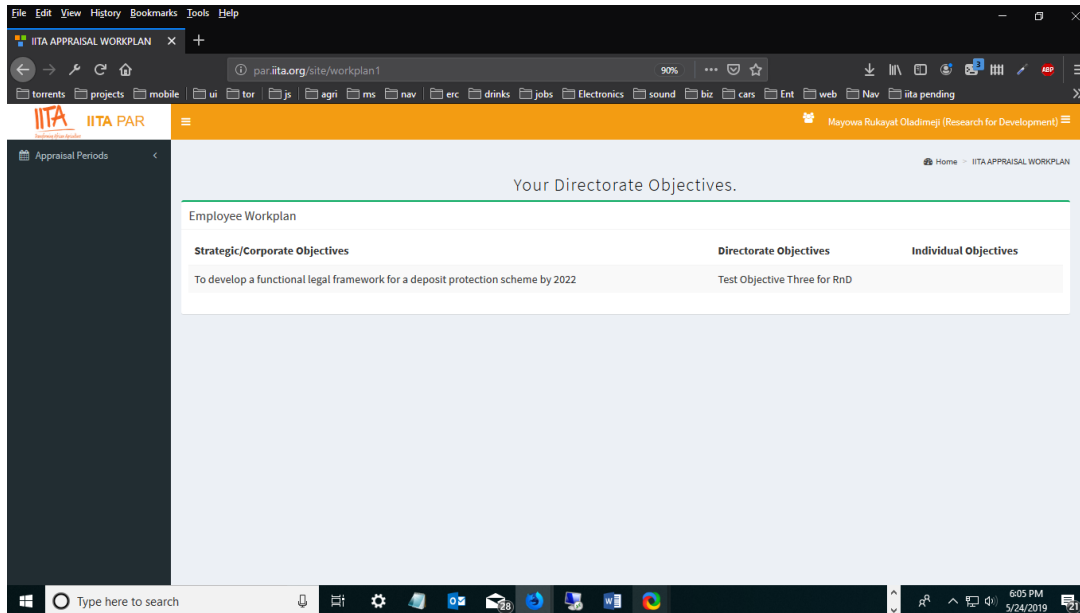


Figure 2: step 2 - landing page

Work plan (Creating Individual Objectives and Respective activities/tasks)

A work plan is pegged to an appraisal period (e.g workplan for year 2018 or 2019). Therefore before adding objectives you **have to select an appraisal period/** year as shown in the screen capture below.

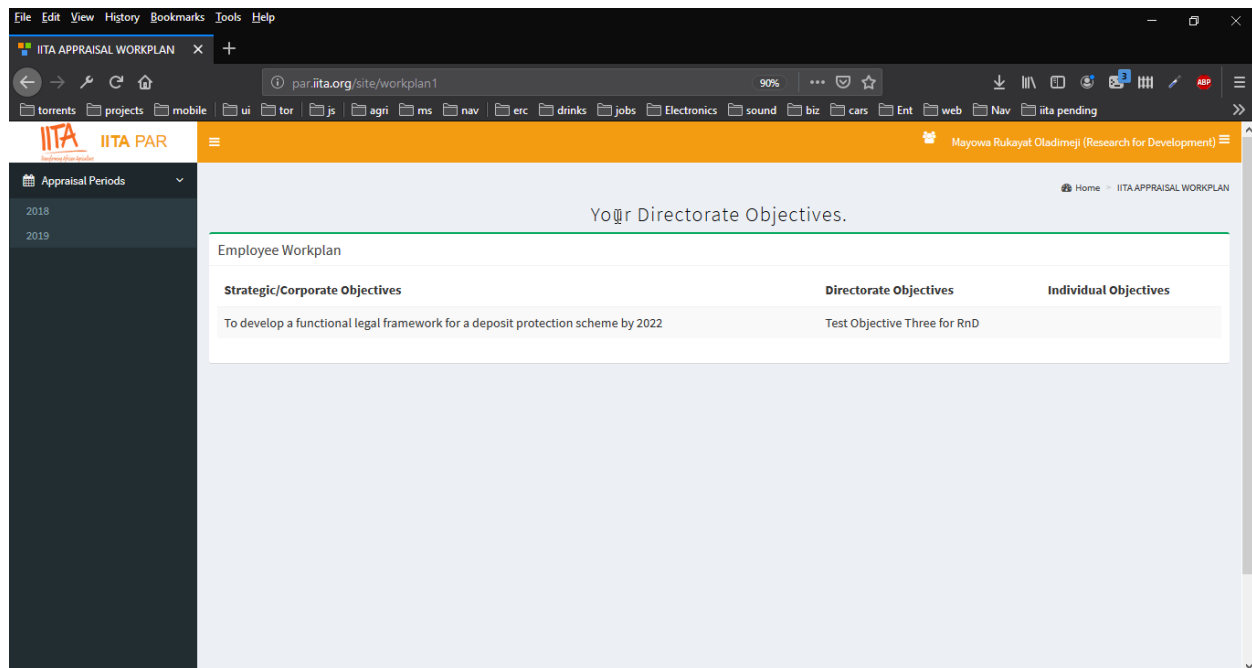


Figure 3: step 3 creating individual objectives

After selecting an appraisal period, say 2018 for this example, the subsequent page that load has a **small blue plus button below** each directorate objective as shown below.

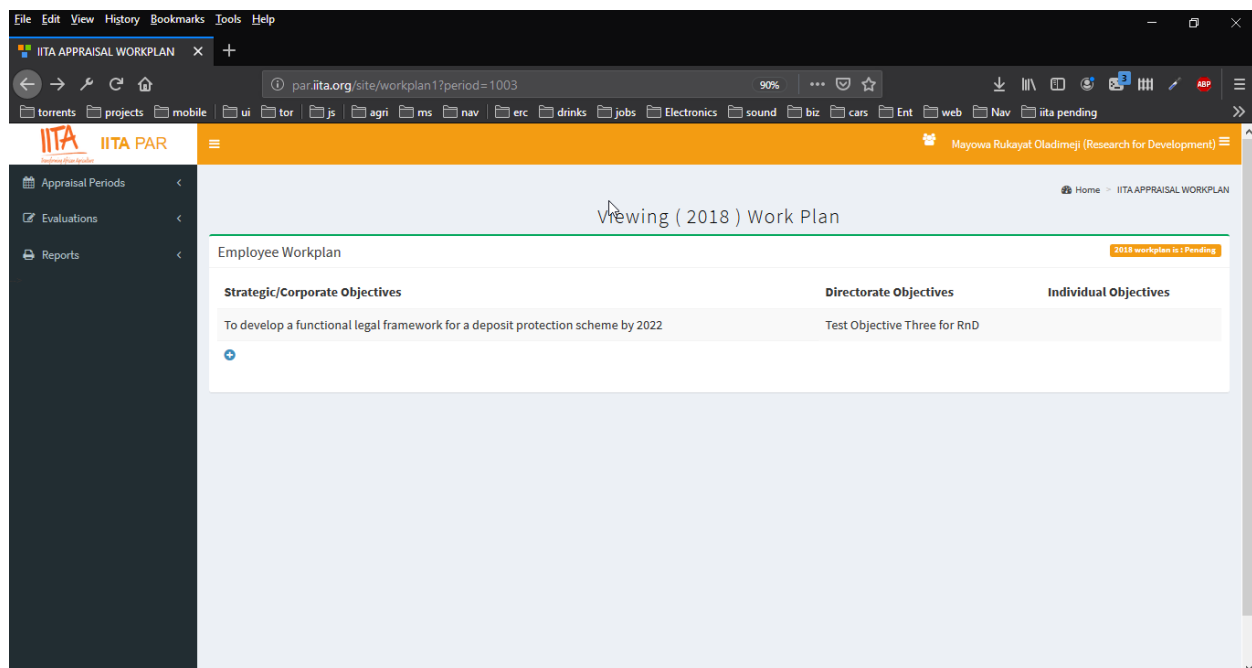


Figure 4: Capturing Individual objectives

On clicking the small blue button below any “directorate objective” a dialog to add an individual objective presents itself and you fill in all details as requested by the dialog form and submit – an individual objective that will form part of the work plan is created - . see screen shot below.

The screenshot displays a web browser window with the URL par.ita.org/site/workplan1?period=1003. The browser's address bar shows the page title "IITA APPRAISAL WORKPLAN". The browser's toolbar includes various icons for navigation and development tools. The browser's tabs show "IITA APPRAISAL WORKPLAN" and "IITA PAR". The browser's sidebar shows a list of folders: torrents, projects, mobile, ui, tor, js, agri, ms, nav, erc, drinks, jobs, Electronics, sound, biz, cars, Ent, web, Nav, ita pending. The browser's main content area shows the "IITA APPRAISAL WORKPLAN" interface. The interface has a dark sidebar on the left with a menu containing "Appraisal Periods", "Evaluations", and "Reports". The main content area has a header with "IITA PAR" and a sub-header with "Employee Workplan". Below the sub-header, there is a section titled "Strategic/Corporate Objectives" with a description "To develop a functional legal" and a blue button with a plus sign. A dialog box titled "Individual Objective" is open in the center of the screen. The dialog box has a title bar with "Individual Objective" and a close button. The main content of the dialog box is titled "Create Individual Objective" and includes a blue bar with the text "Remaining Objective weight to assign: 100". Below this, there is a text input field labeled "Objective". At the bottom of the dialog box, there is a text input field labeled "Workplan Weight - exclude (%) symbol" and a green button labeled "Save". Below the "Save" button, there is a small text label "Objective weight contribution to the workplan e.g 10%".

Figure 5: Individual objectives dialogue form

Take note of the work plan weight. This is the **score contribution proportion** of the objective in relation to the workplan. So if for example you worked with 5 objectives, all should contribute to 100% of the workplan score. Then if the workplan contributed to 70% of the review score, the 100% score of the workplan is the reduced to 70% at the point of computing scores so that we can accommodate other targets.

Adding Tasks/Activities to respective Individual Objectives.

Below each objective there are small yellow plus buttons that you can use to add task(s) on a particular objective.

See screen capture below.

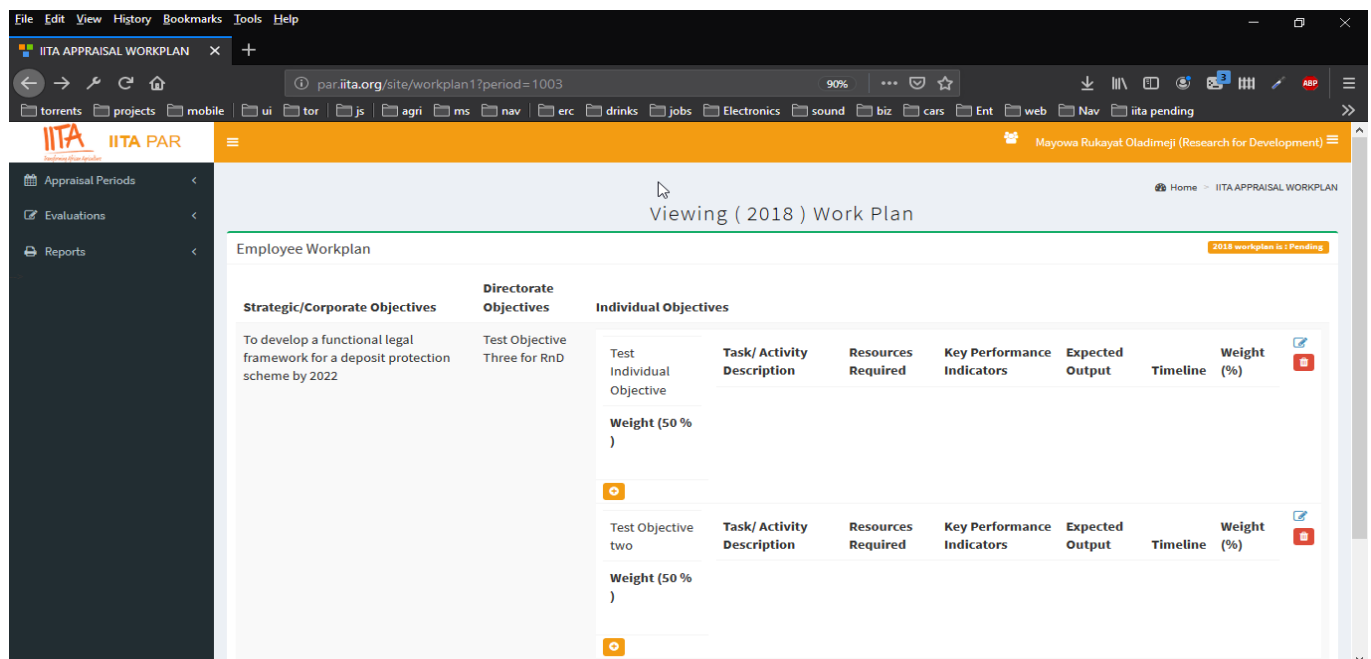


Figure 6: Creating objective tasks/Activities

When an individual objective is added, you can see **header labels** automatically created for tasks. (Task description, resources required, key performance Indicators, Expected Output, Timeline (a date), and weight).

Click on the yellow round buttons below each objective to add a task (fill the form and submit), as shown below.

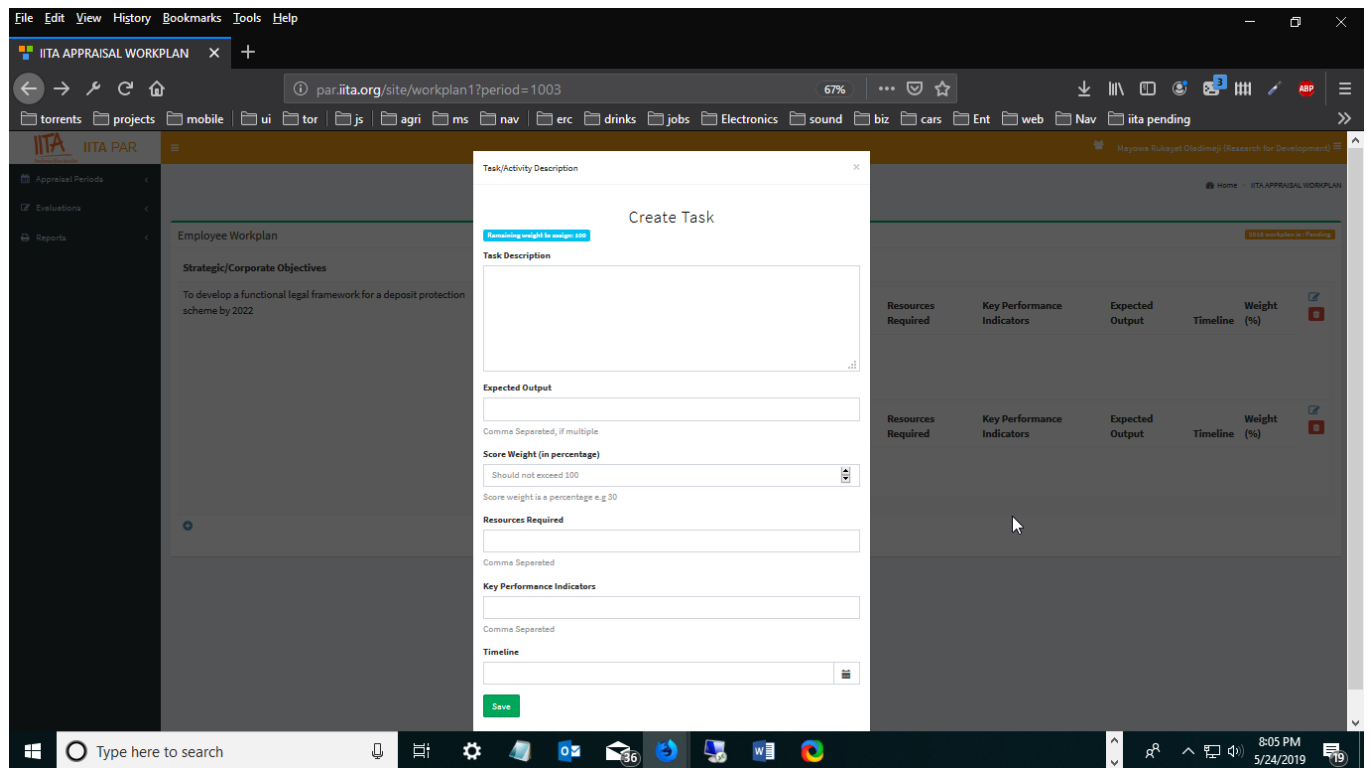


Figure 7: Tasks dialogue form

After the form is filled, click the green save button to commit the task to respective objective, as shown below.

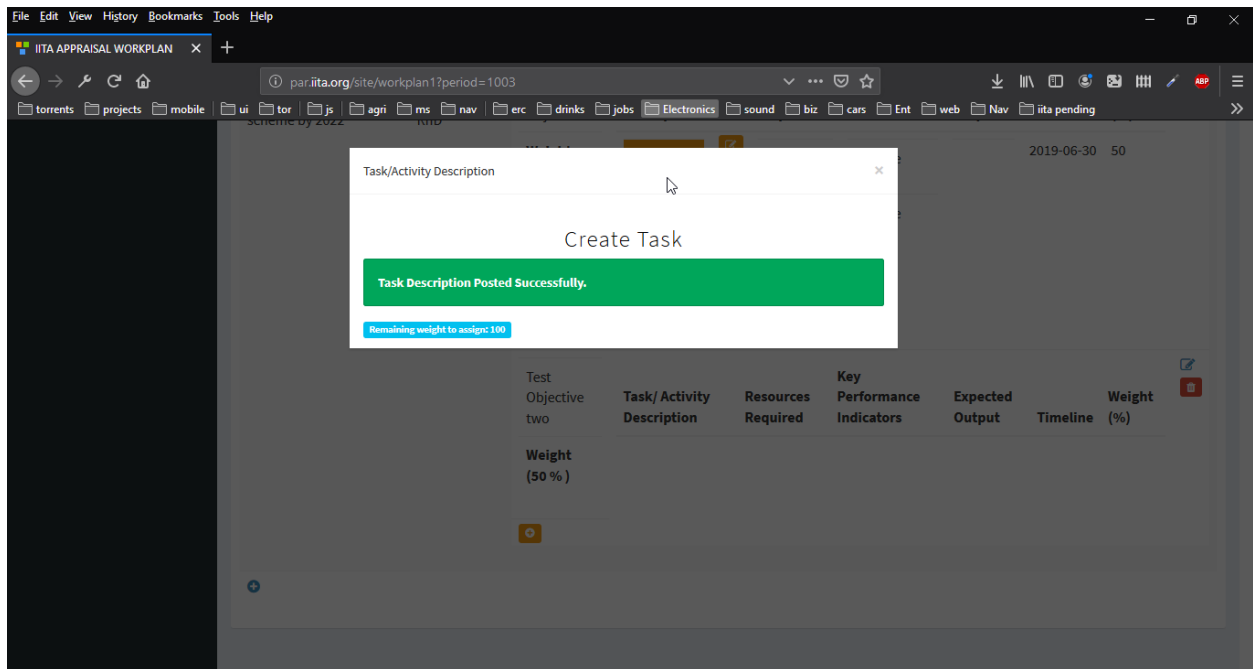


Figure 8: Successfully saved task

Submitting work plan and Creating Reviews/Evaluations.

Confirm all **weights for tasks add up to 100% per individual objective** and submit the work plan for approval by your immediate supervisor.

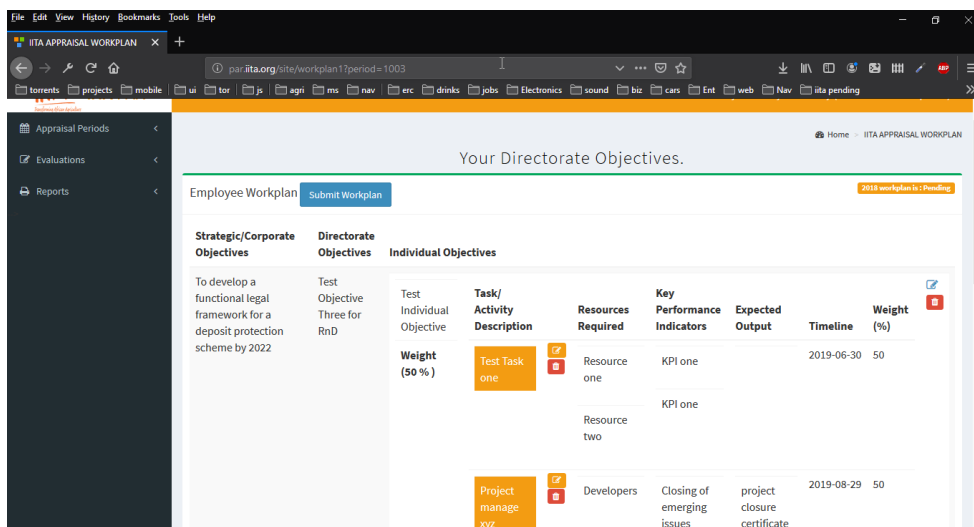


Figure 9: Ready for submission workplan

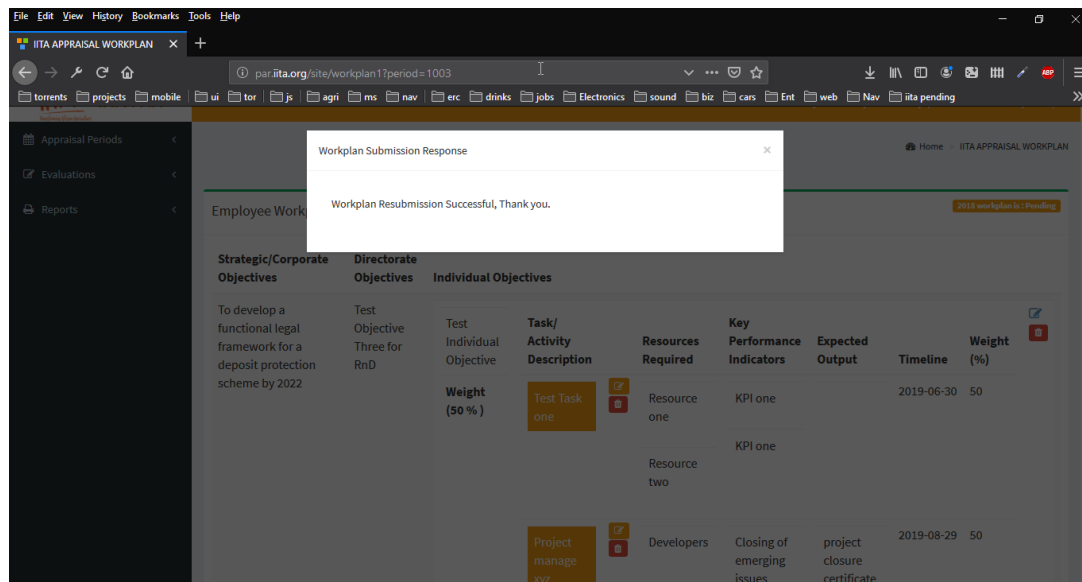


Figure 10: successfully submitting workplan

Supervisor View (Work plan approval)

Upon submission of a work plan by an appraise the supervisor get a notification to approve the work-plan so that an appraise can then create an evaluation.

An evaluation creates a basis for self-evaluation by the appraise and subsequently a supervisor's evaluation (final evaluation).

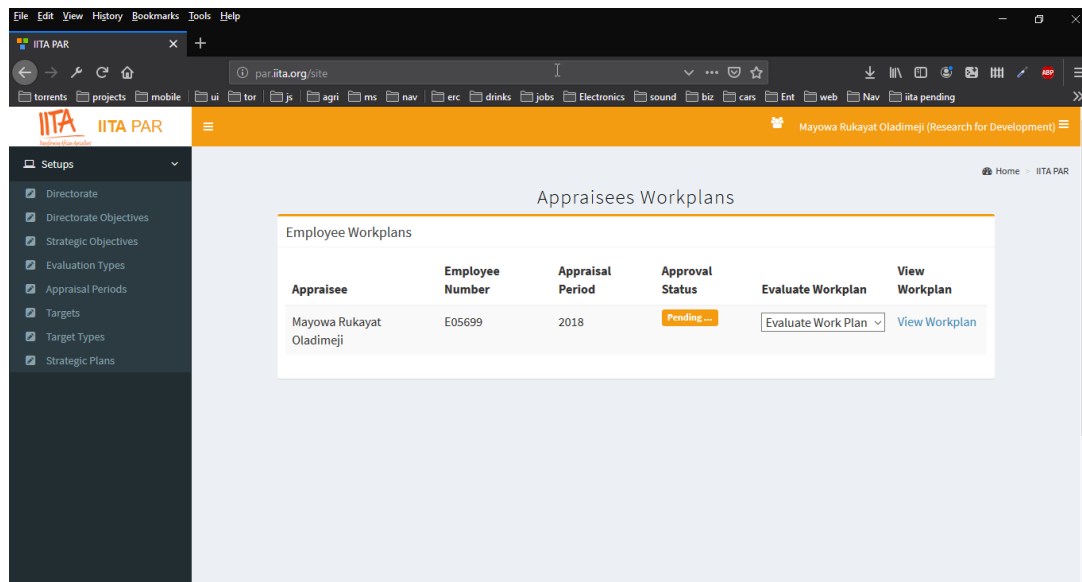


Figure 11: supervisor view of submitted workplans

Note: The initial work plan status upon submission is pending. The supervisor should at this point **click the view work plan link to view the work plan before (workplan evaluation) approving or rejecting it** with a comment.

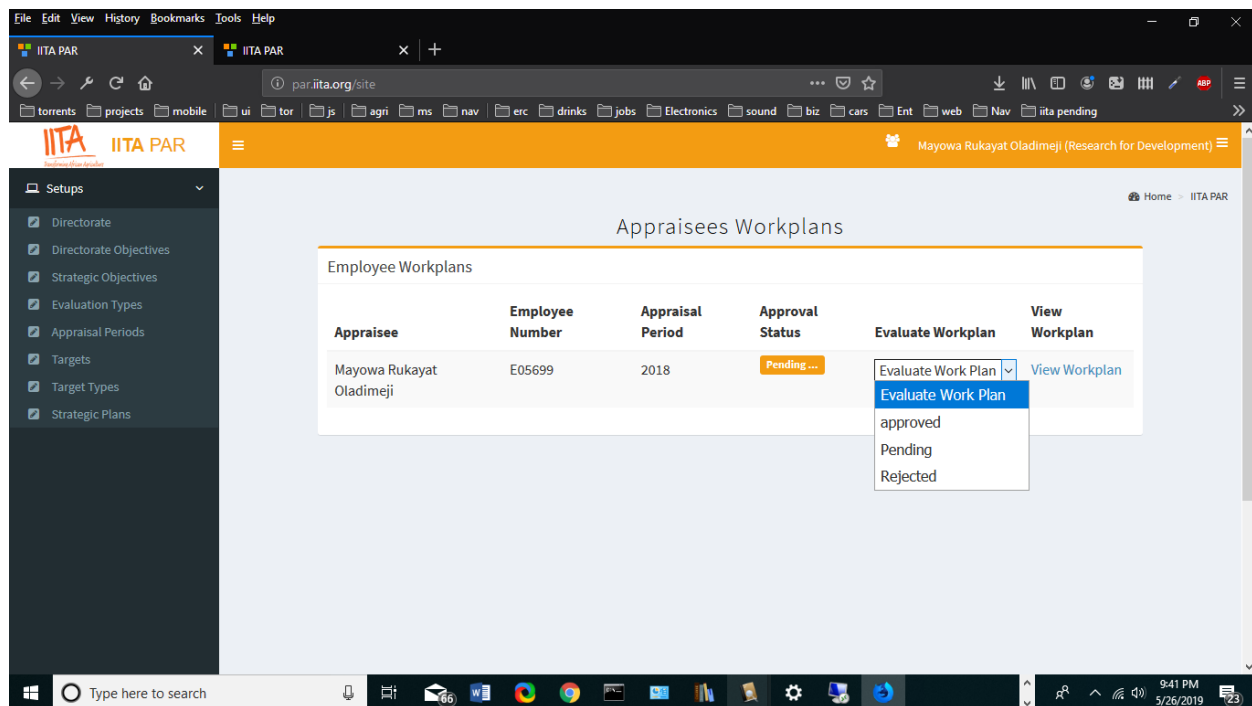


Figure 12: Supervisor Workplan evaluation

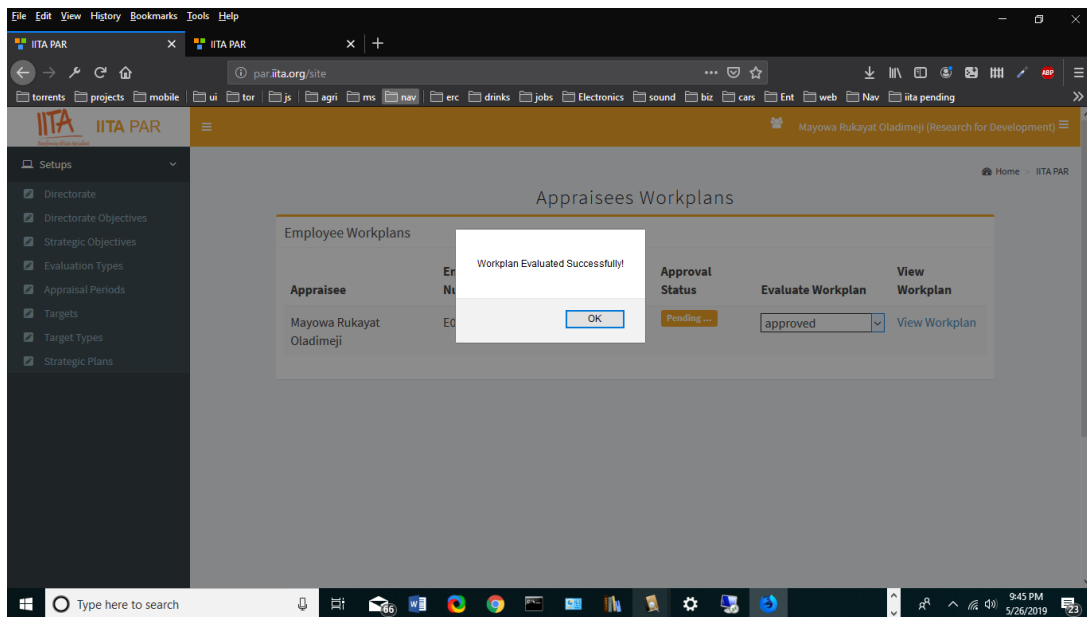


Figure 13: successfully workplan approval

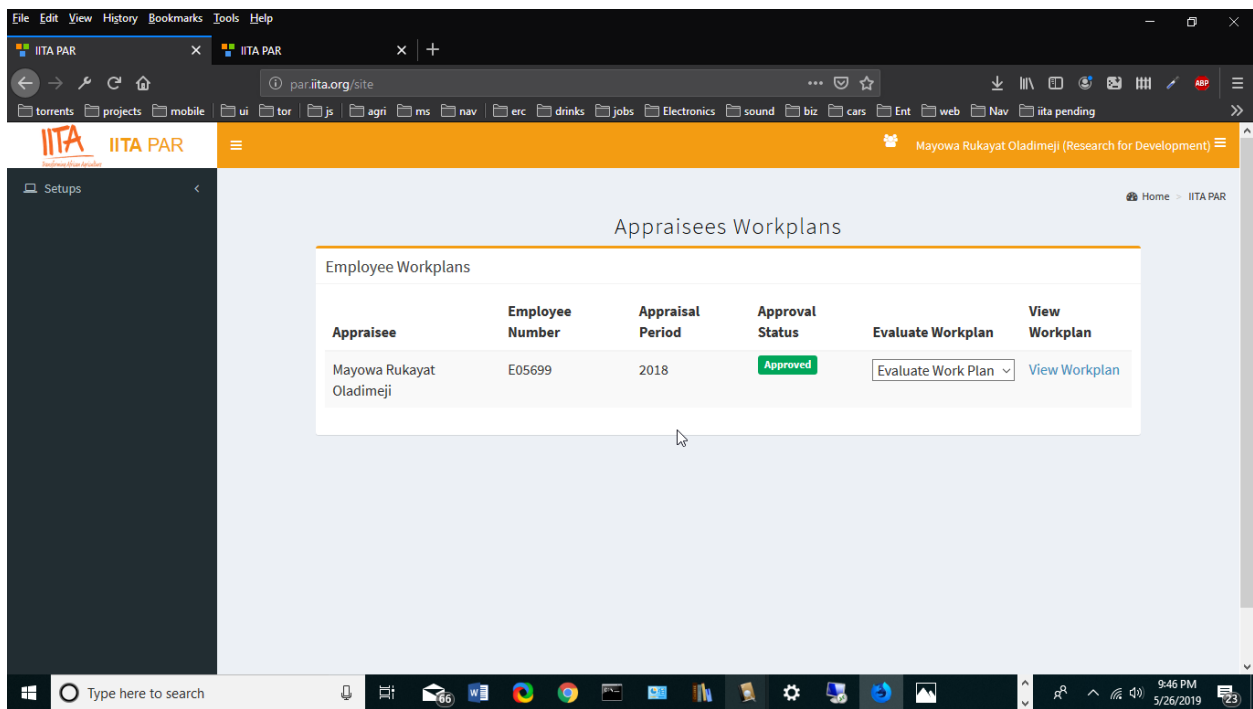


Figure 14: Approved workplan

After work plan is approved, self-evaluation is now possible on the appraise interface as shown in the next step.

Self-Evaluation (Appraisee performance perspective):

Self-evaluation lets the supervisor see the performance review from the appraises perspective, for example if a particular task was not competed by expected timelines a **reason should be given**, or if an appraise claims to have completed a task, **evidence should be attached**.

Creating an Evaluation:

Before self-evaluation begins, an evaluation has to be created, by selecting available evaluation types, as shown below.

The screenshot shows the IITA Appraisal Workplan interface. The main content area displays the 'Viewing (2018) Work Plan' screen. The interface includes a sidebar with 'Appraisal Periods', 'Evaluations', and 'Reports'. The main content area displays a table of 'Employee Workplan' with columns for 'Task/Activity Description', 'Resources Required', 'Key Performance Indicators', 'Expected Output', 'Timeline', and 'Weight (%)'. A dropdown menu for 'Evaluation Type' is open, showing options like '[2018] Fourth Quarter (End Year)', '[2018] Quarter Two (Mid Year)', '[2018] Quarter Three', and '[2018] Quarter One'.

Task/Activity Description	Resources Required	Key Performance Indicators	Expected Output	Timeline	Weight (%)
Test Individual Objective	Resource one	KPI one		2019-06-30	50
	Resource two	KPI one			
Project manage	Developers	Closing of emerging	project closure	2019-08-29	50

Assign Targets to evaluation template.

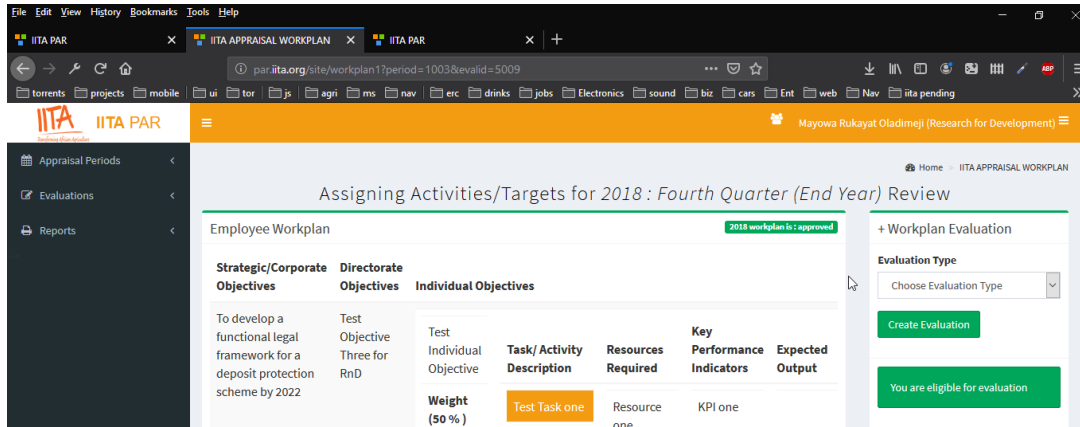
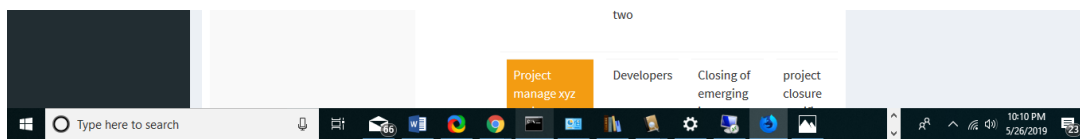
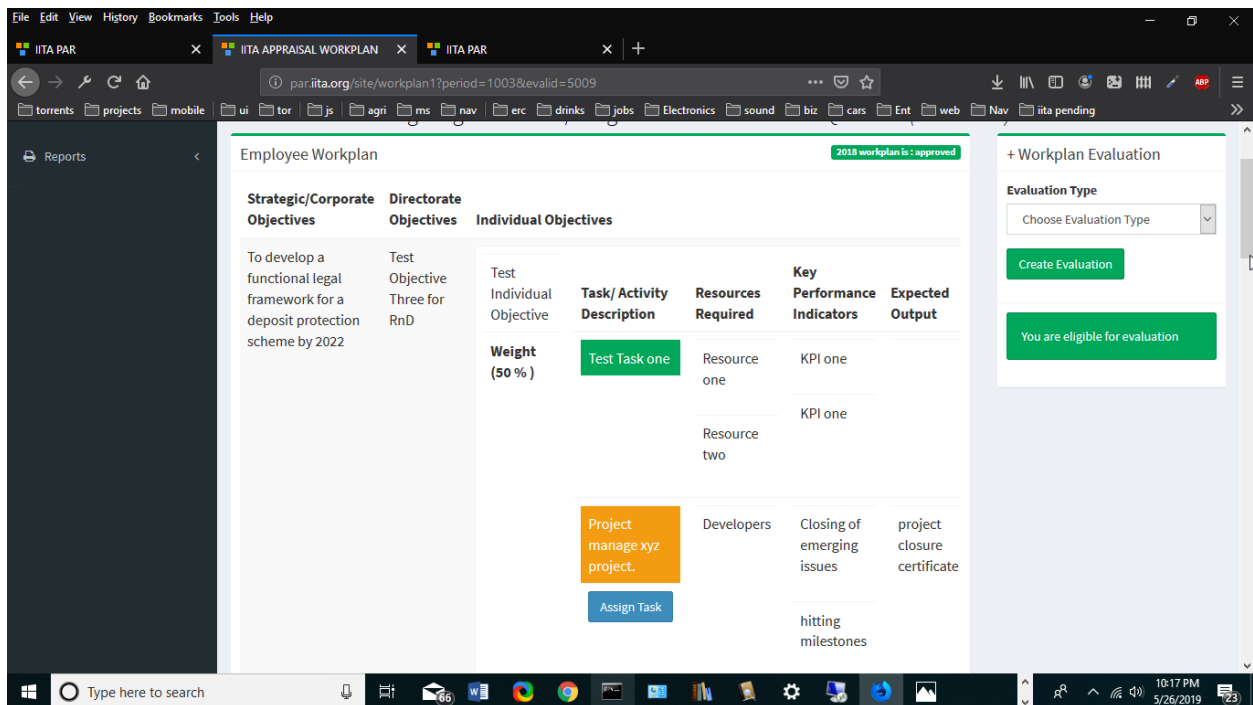


Figure 15: Assign tasks and other targets to an evaluation

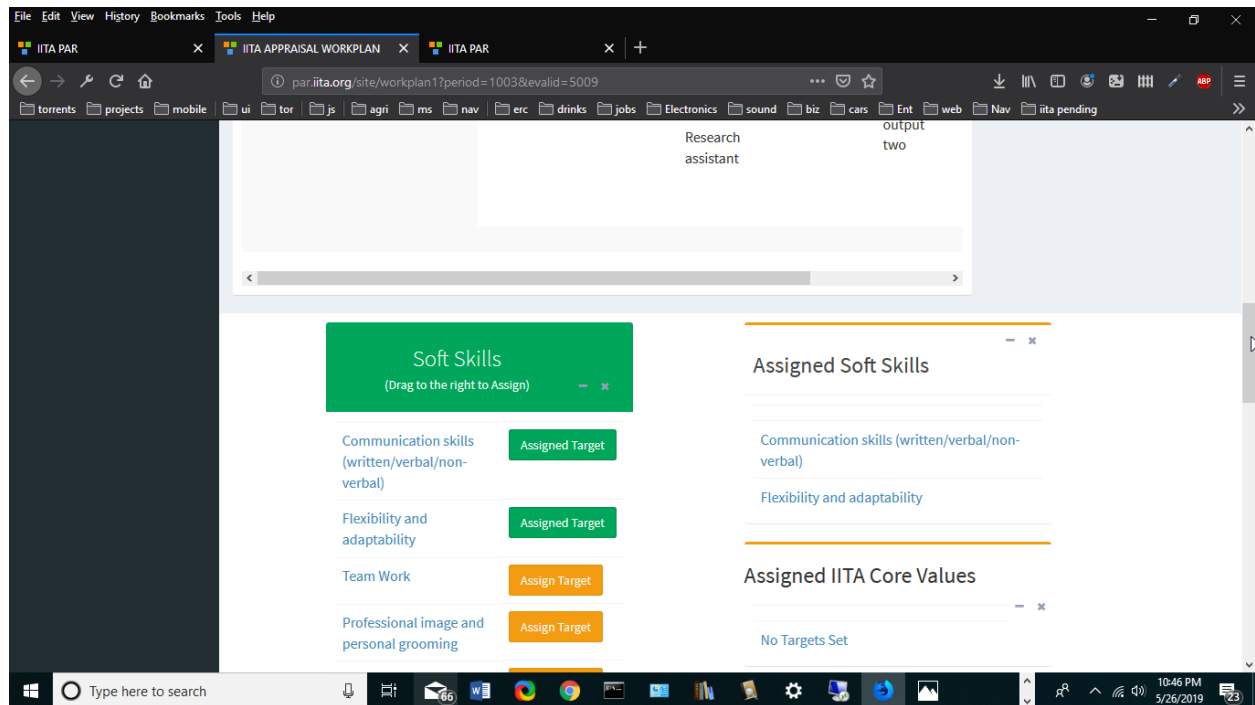


When a task is

assigned(attached) to an evaluation(By clicking the blue “assign task” button). The label color changes from yellow to green, meaning that objective task can be evaluated.



Below work plan task assignment are **complementary targets** that you should also assign to the evaluation. See image below.



Assigned complementary targets are **marked green**, **unassigned yellow**, to assign just **click on the yellow “assign target”** button or Drag the target to the right section. *Clicking the button is much easier.*

Note: All tasks in a workplan and complementary targets should be assigned to the newly created evaluation for scoring to tally 100%. If a target / task is not assigned a **target reassignment** button that appears on top of every evaluation can be used for reassignments.

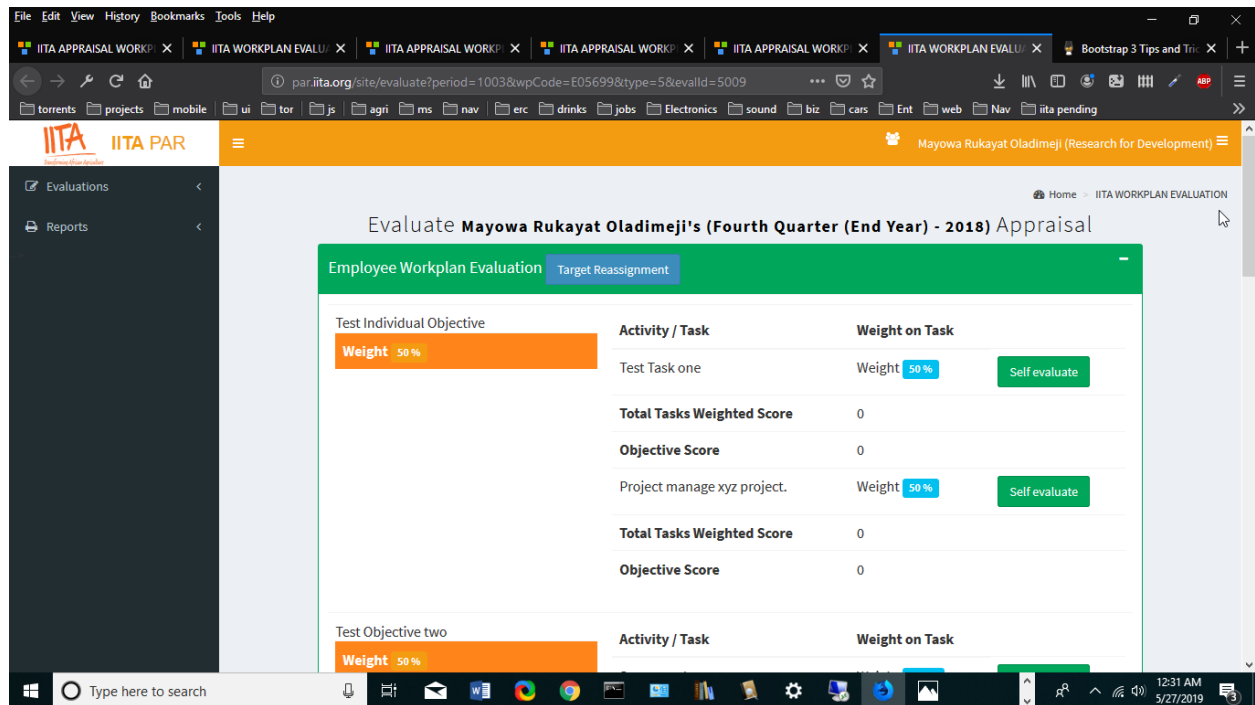


Figure 16: Target Reassignment

Self-Evaluation

After targets and tasks have been assigned to an evaluation , each task on the workplan can now be self-evaluated by clicking the **green self evaluate button** to the right of each and every task. Complementary targets are also self-evaluated similarly.

See Evaluation form dialogue form below.

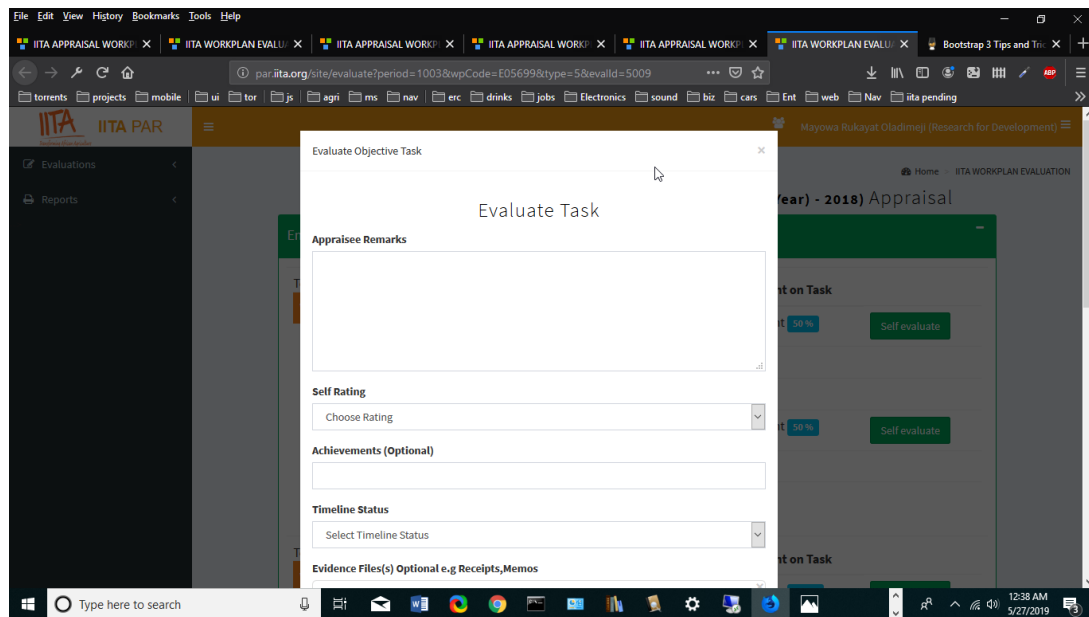


Figure 17: Self Evaluation form

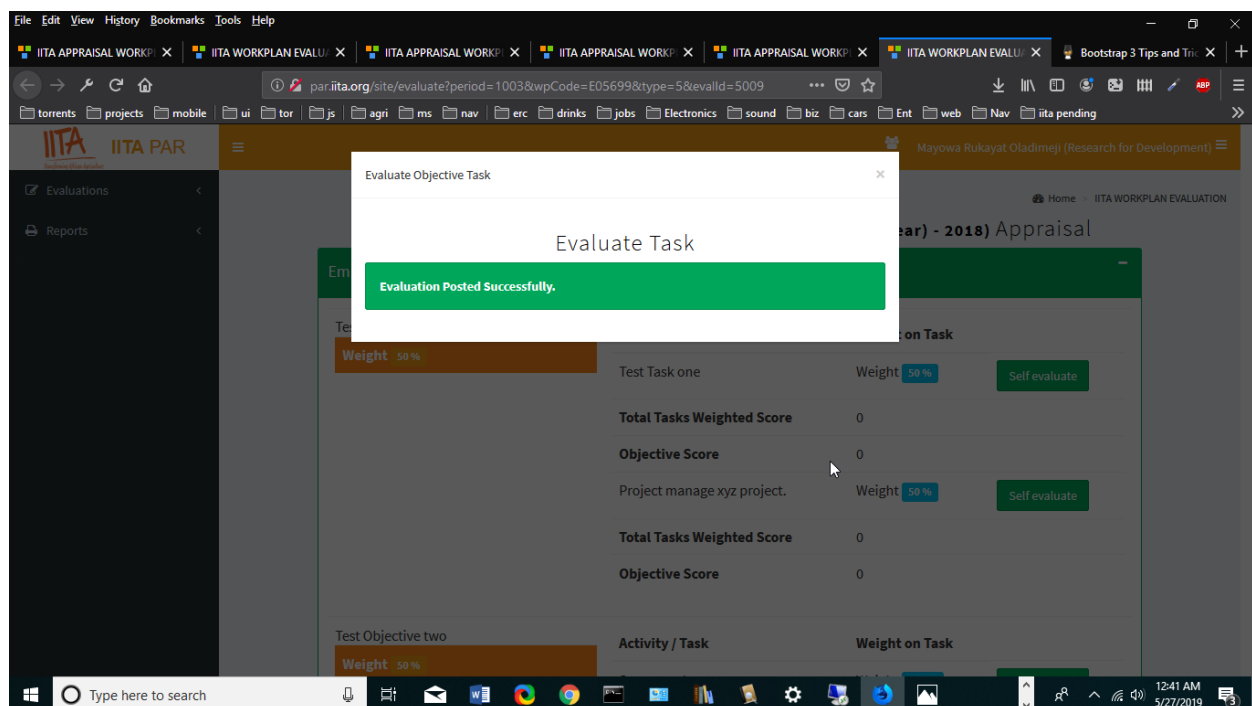


Figure 18: Successful self evaluation

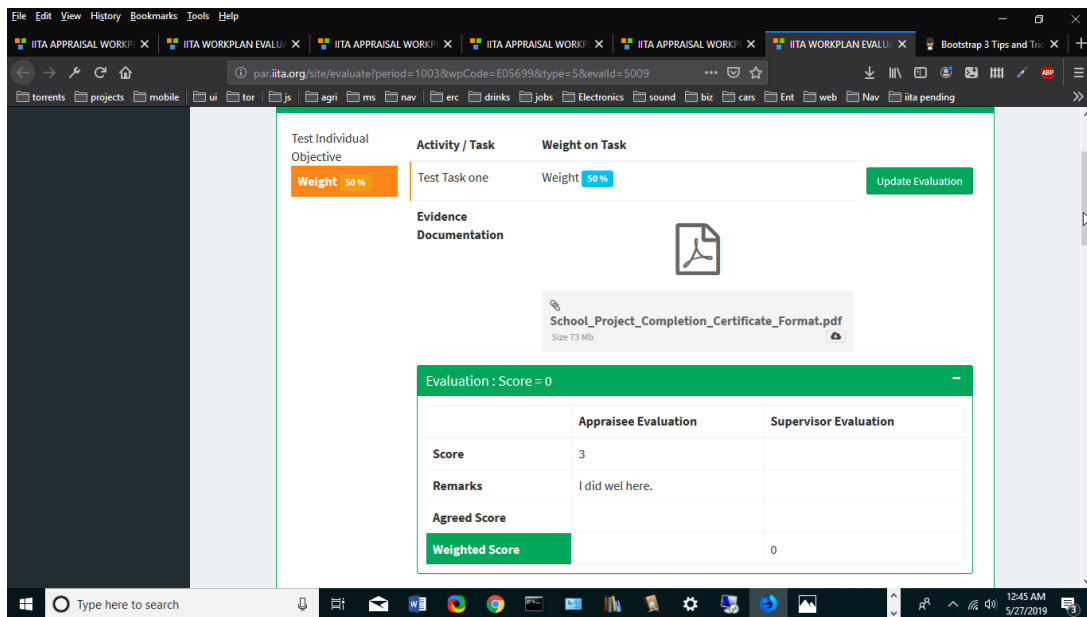


Figure 19: Self Evaluated task with evidence attached.

Evaluate each task and complementary targets the same way and **submit evaluation** as follows. – On the right minor column, click submit evaluation button to alert supervisor self-evaluation is done.

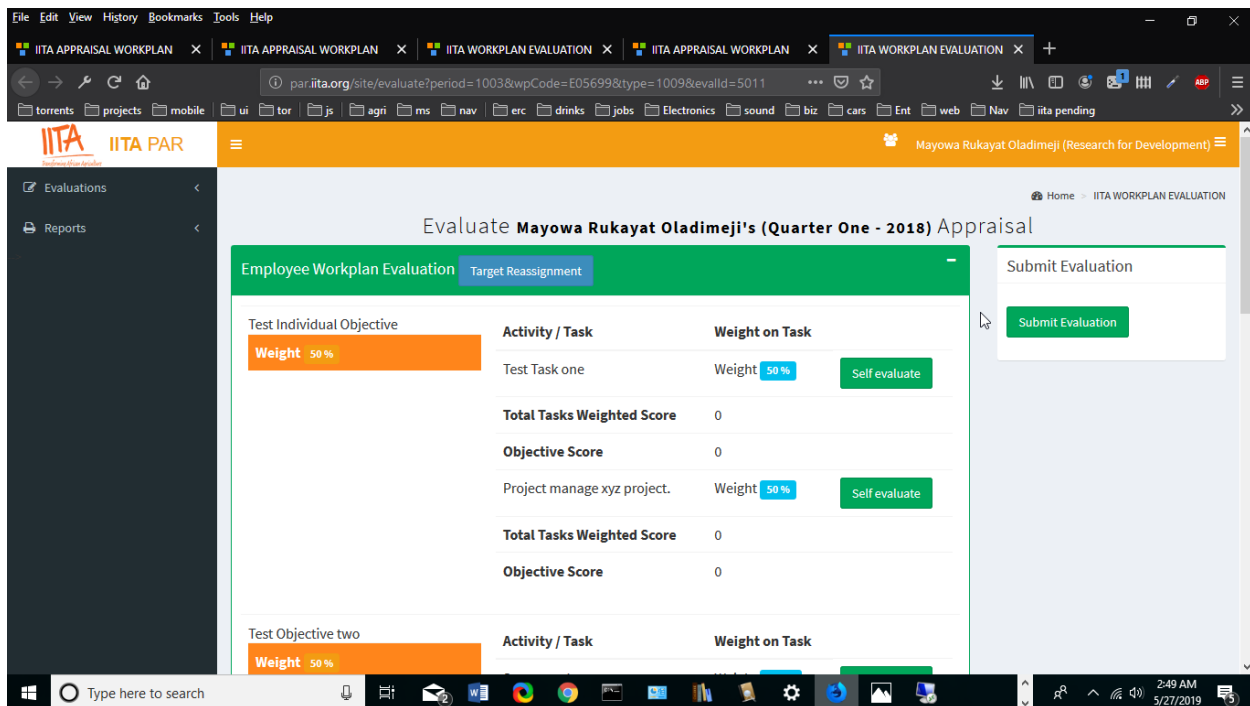


Figure 20: Submitting Self Evaluation

Supervisor Evaluation

After submission of self-evaluation by appraisee, the supervisor can now log in and do a supervisorial evaluation as follows.

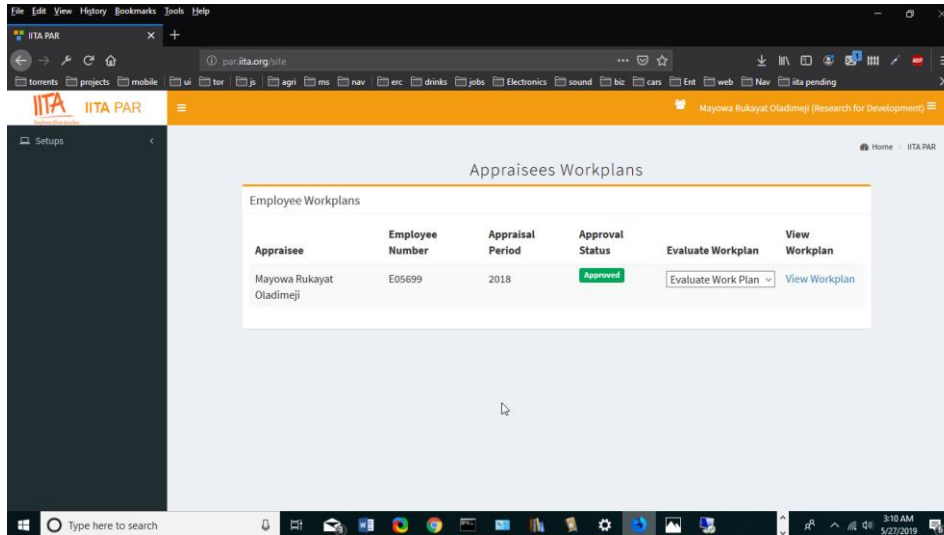
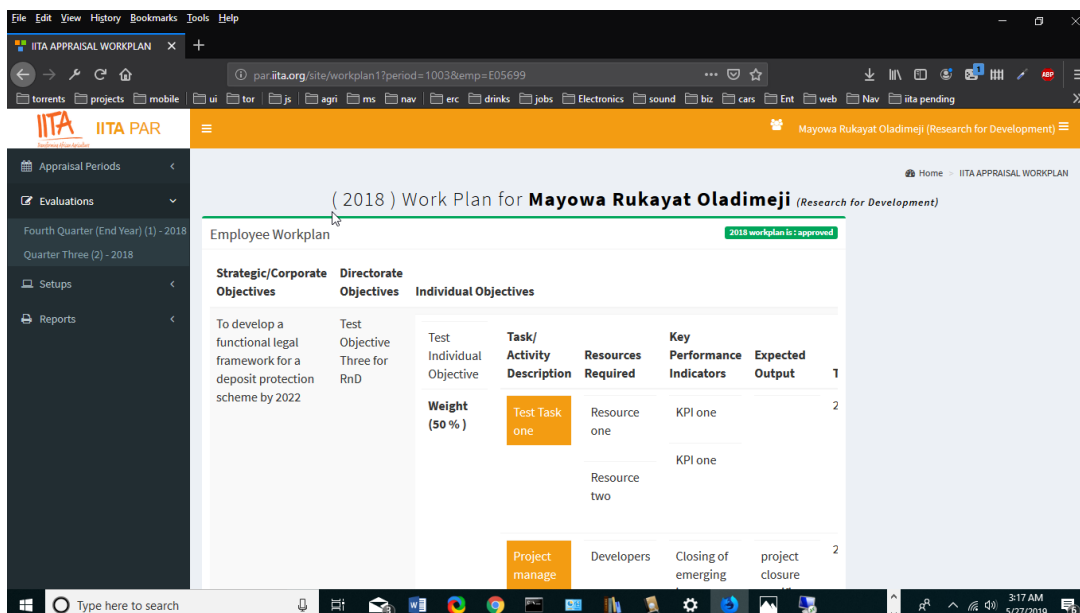


Figure 21: Supervisor view

The supervisor should now click the “**View work plan**” link on a particular work plan entry.

See the resulting work plan page. The supervisor should expand the evaluations side menu link and click on a particular evaluation to start evaluation process. *(In this case e.g Fourth Quarter –End Year-)*



Supervisor Evacuation/Review: Scoring

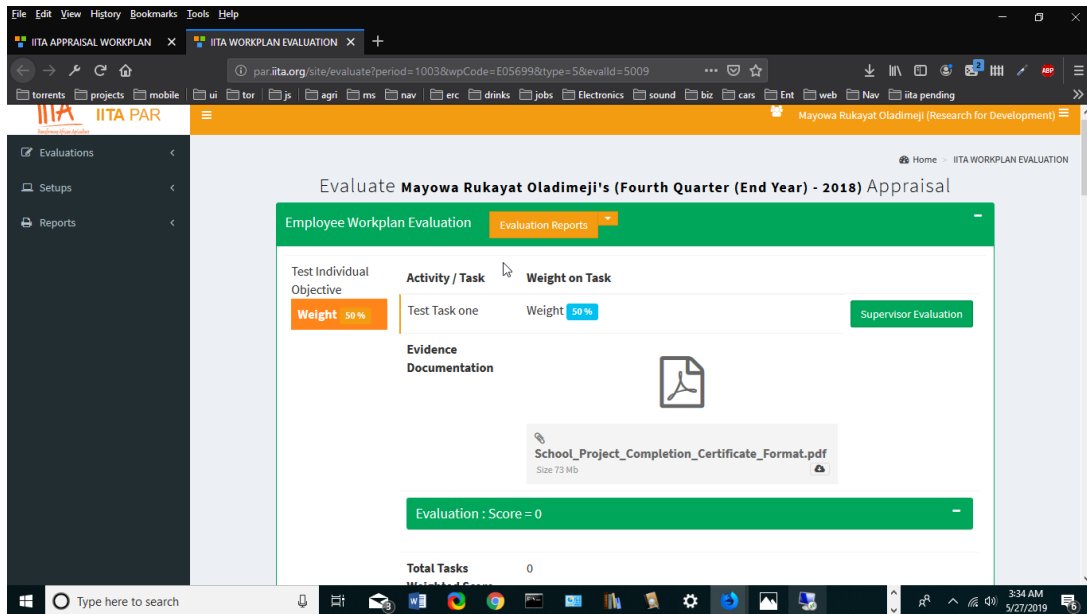


Figure 22: Supervisor Evaluation View

The supervisor should now evaluate each target and the input of the appraisee to decide on the appropriate score to award. To assign supervisor scores and the agreed score the user should click the “supervisor evaluation score” button to reveal a dialogue form for evaluation.

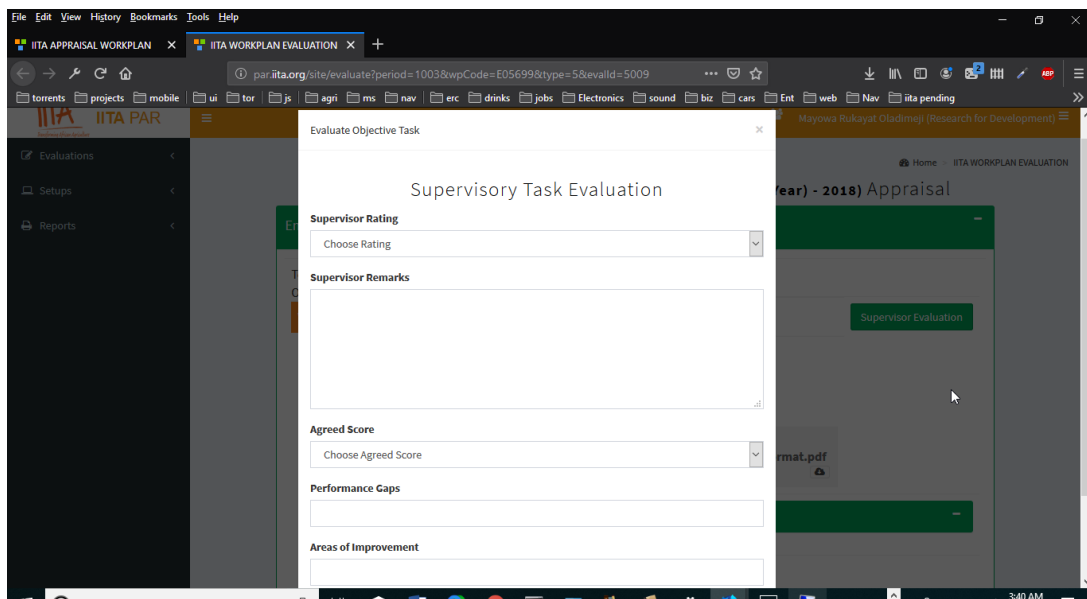


Figure 23: Supervisor's evaluation form

Agreed Score

The supervisor scoring process provides for the awarding of **actual supervisor's score** and an **agreed score** field that takes a value acceptable to both appraise and Supervisor (sort of a compromised score). This is necessary to avoid conflict and bring objectivity to the evaluation process.

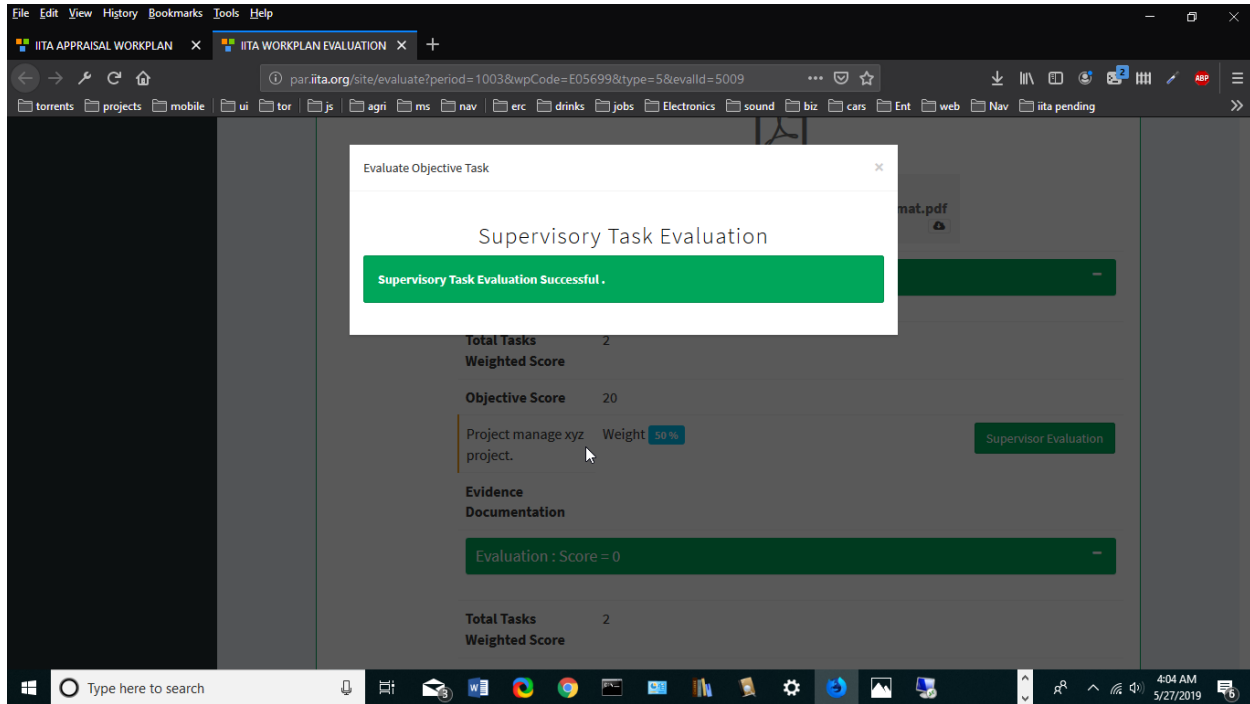


Figure 24: Success task evaluation by supervisor

Supervisor Evaluation Summary

After the supervisor has completed **evaluation** and **necessary discussion with appraise**, the system computes a summary of scores from various targets and presents them as shown in the below screen capture.

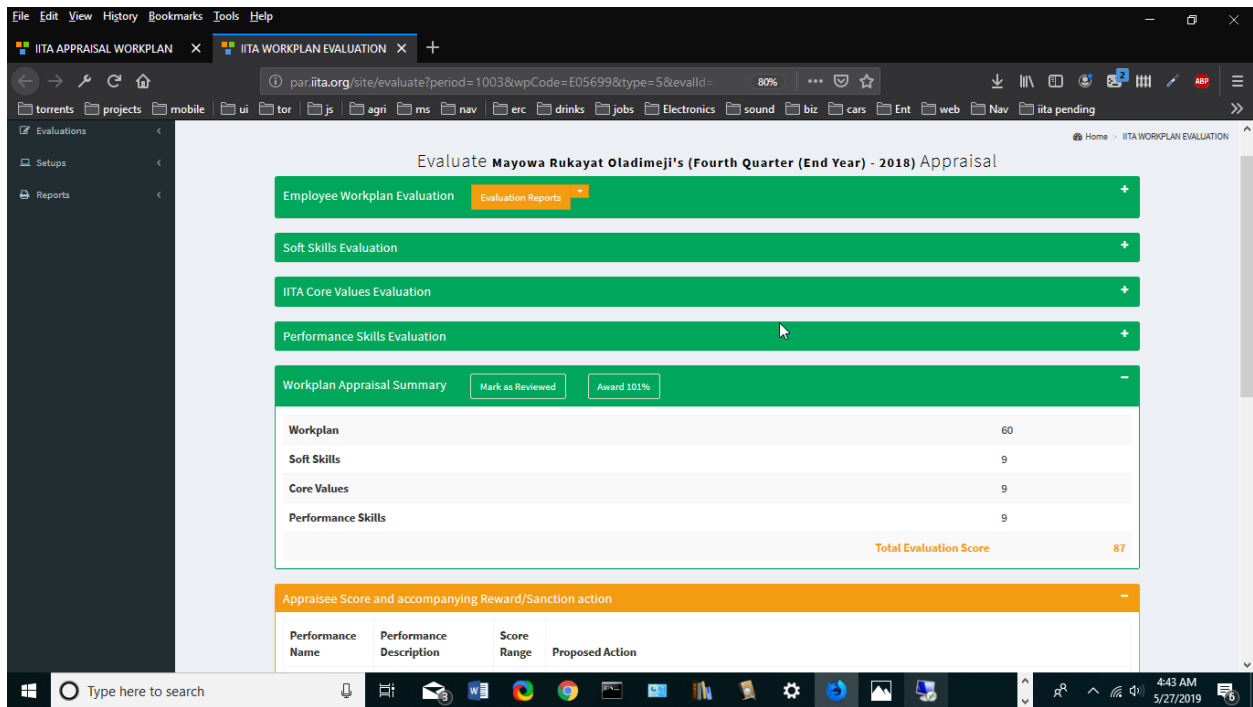


Figure 25: Scores summary

At this stage, the supervisor can mark the **evaluation as reviewed**. If an evaluation is marked as reviewed, then the scores are committed and a report can be generated for all appraisees within that appraisal period.

Appraisal Process Comments

After evaluation/Review of targets, the last section is comments about the process from both the supervisor and appraisee.

Supervisor Comments

The supervisor has to initiate the comments process by prompting the appraisee to insert their comments after which the supervisor can now add their comments as shown below.

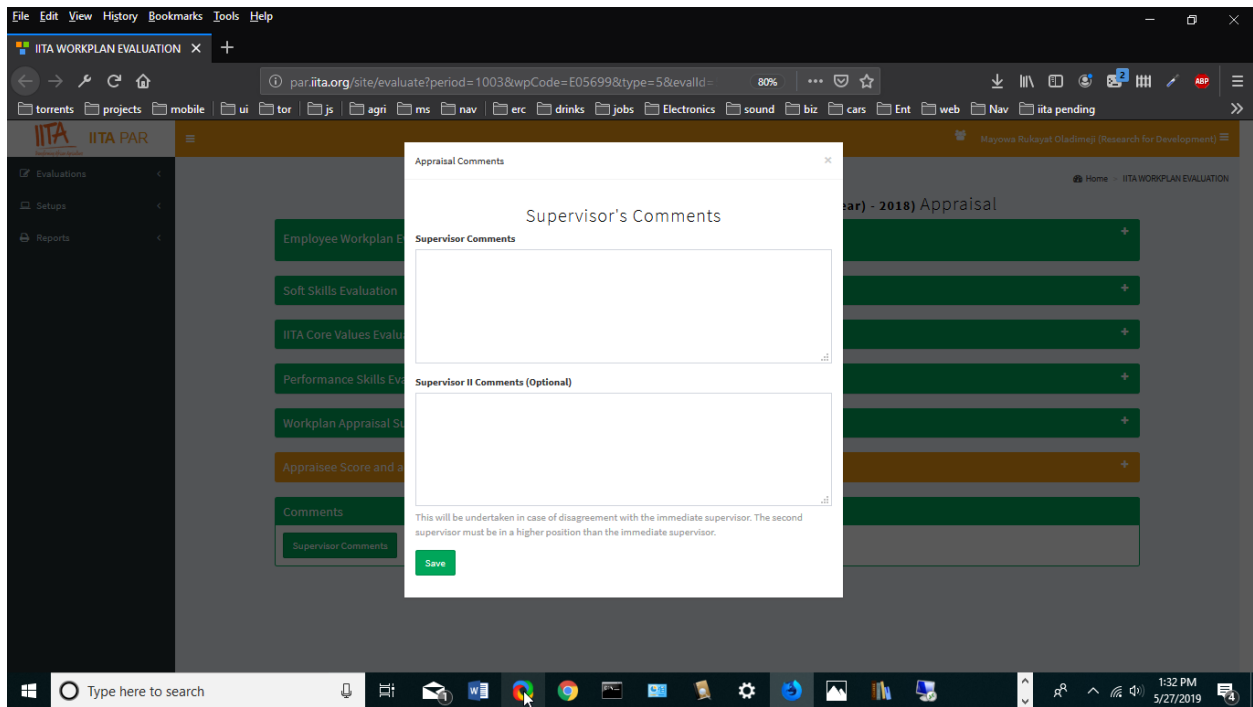
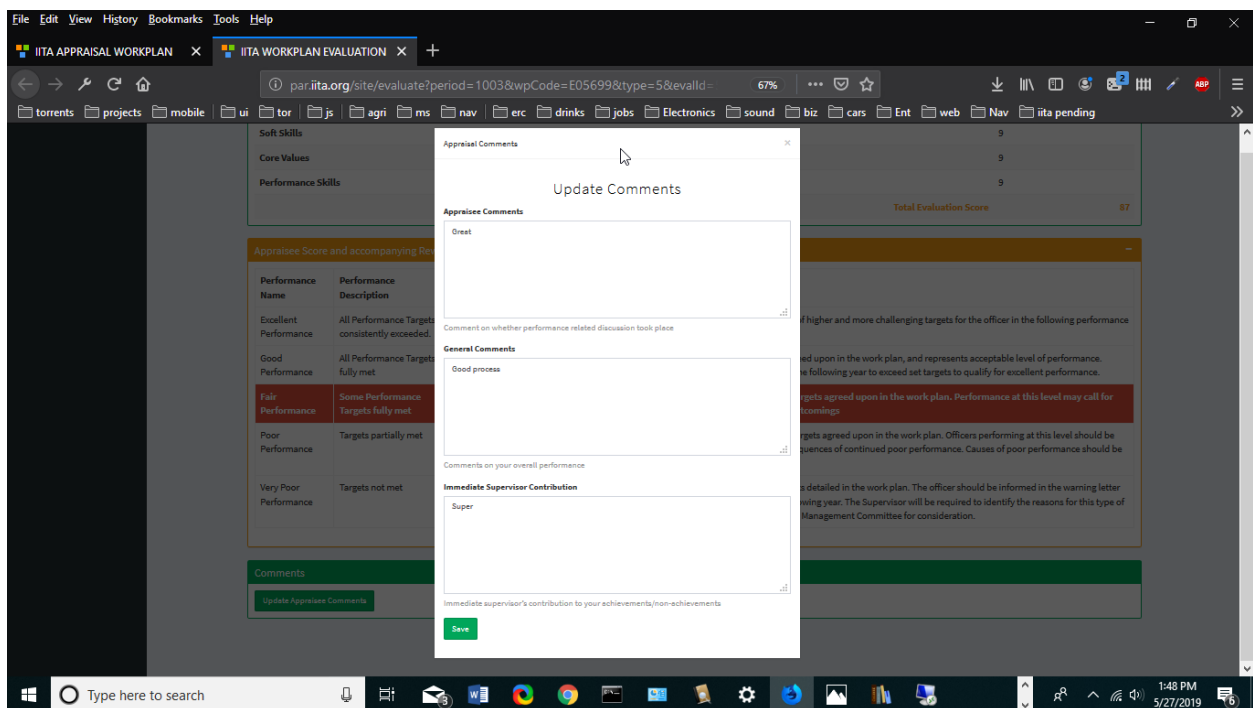


Figure 26: Supervisors comments section.

Appraisee Comments Section



PAR Reports

The par tool generates some reports that include:

- Work plan report.
- Evaluation reports (Detailed and Summary).
- Improvement Areas report (forms basis of training needs)
- Directorate Overall performance report.

Workplan and Evaluation Reports

Shows the work plan as approved by the supervisor for a particular appraisee.

Access:

- Navigate to the par **landing page** after login.
- Expand the appraisal period menu and pick an **appraisal period**.
- Expand Evaluations menu and pick a **particular evaluation**.
- On the “Employee workplan evaluation” header (as illustrated below) there is a drop down menu button with 3 report menu items (workplan, detailed and summary evaluation) reports.

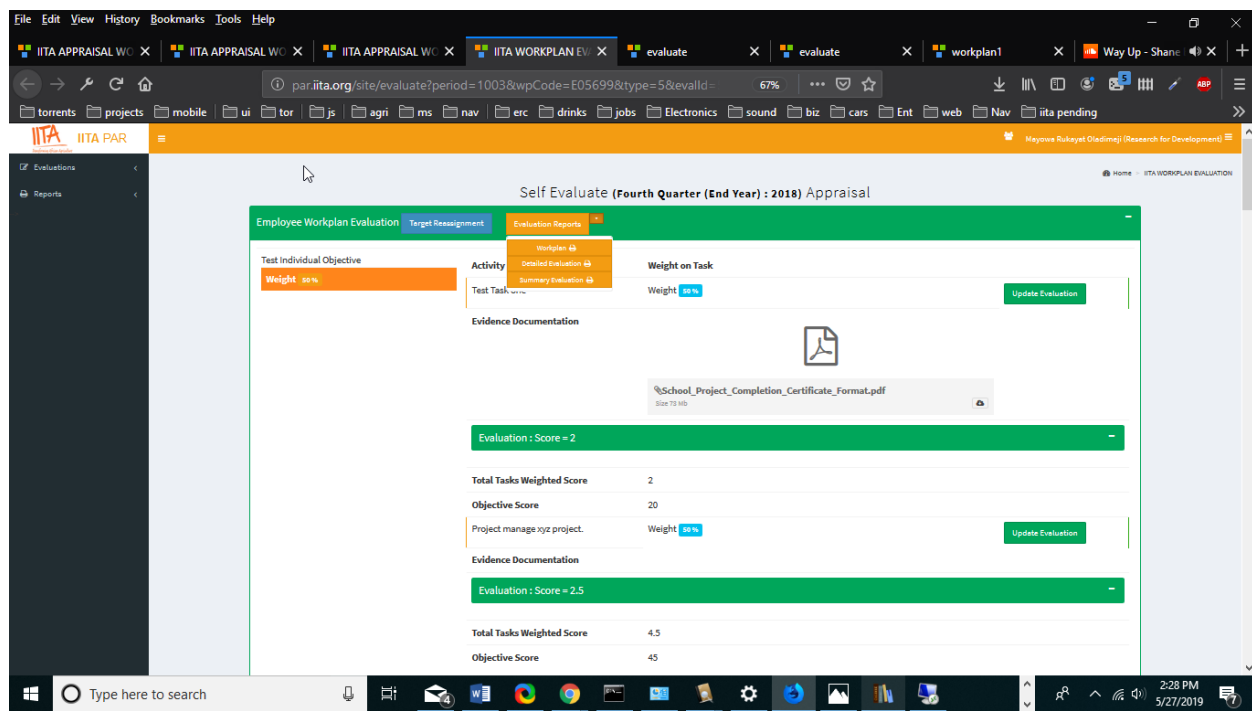


Figure 27: Evaluation Page - workplan and evaluations reports menu

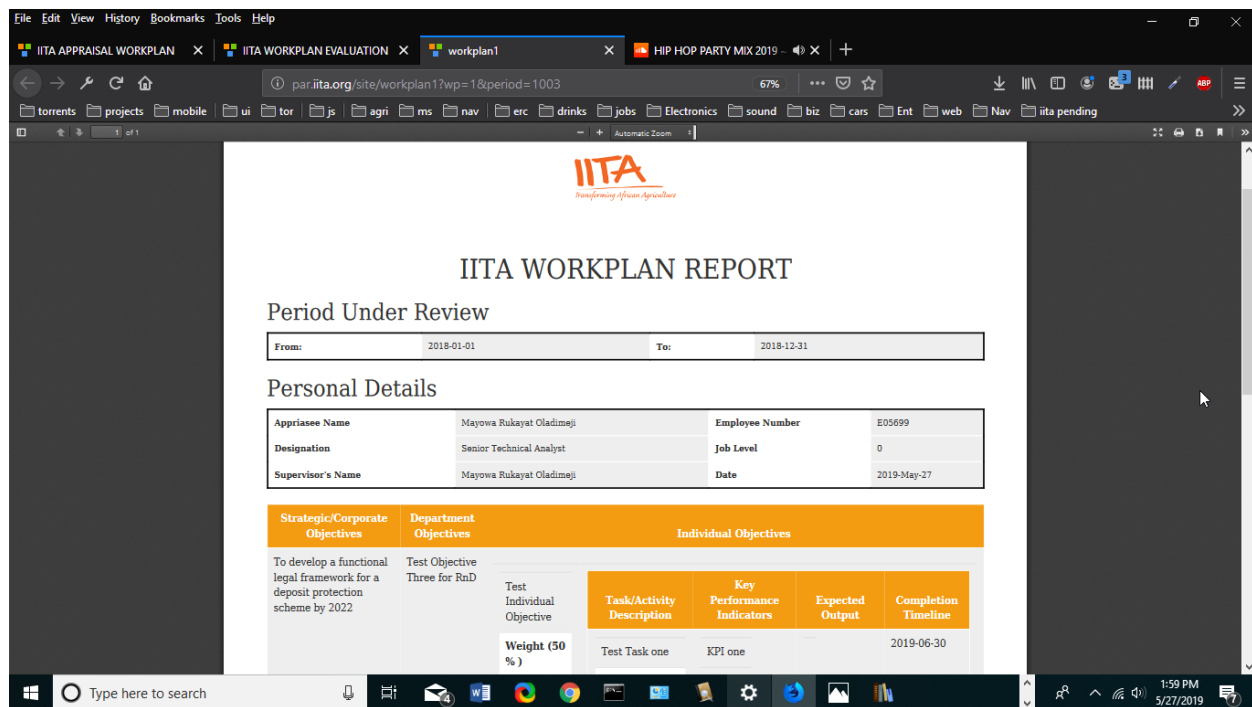


Figure 28: Workplan report

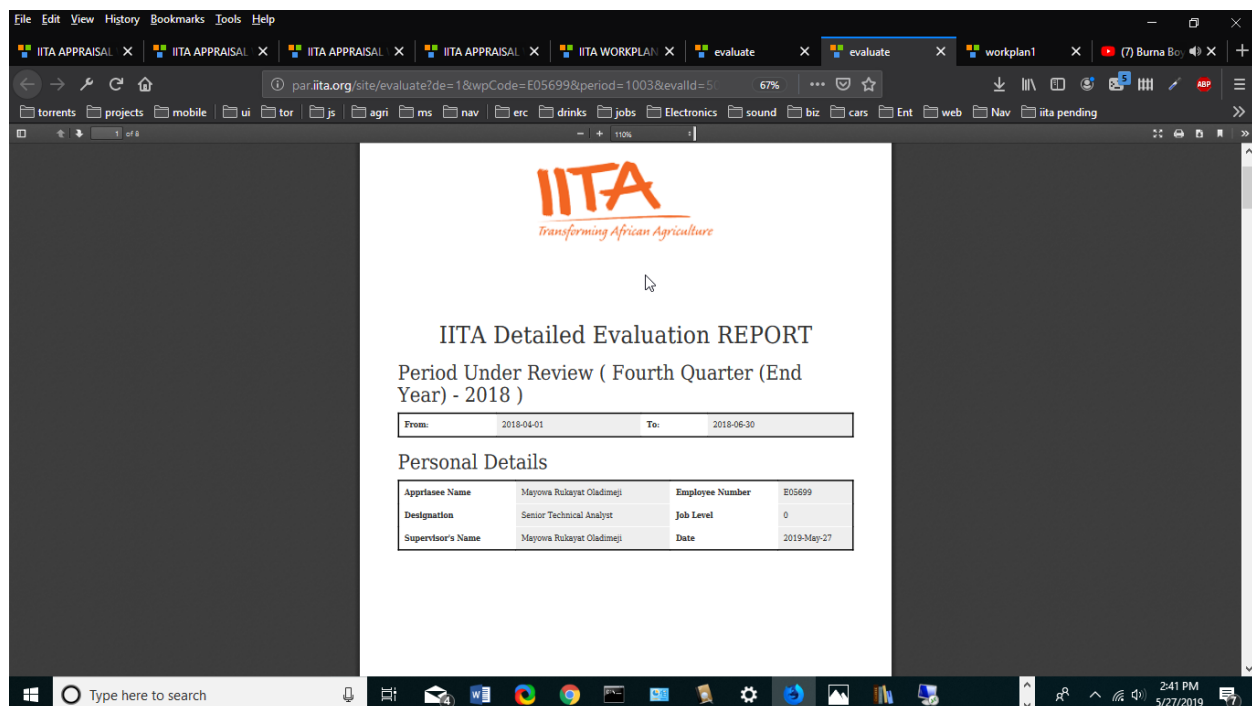


Figure 29: Evaluation report snapshot

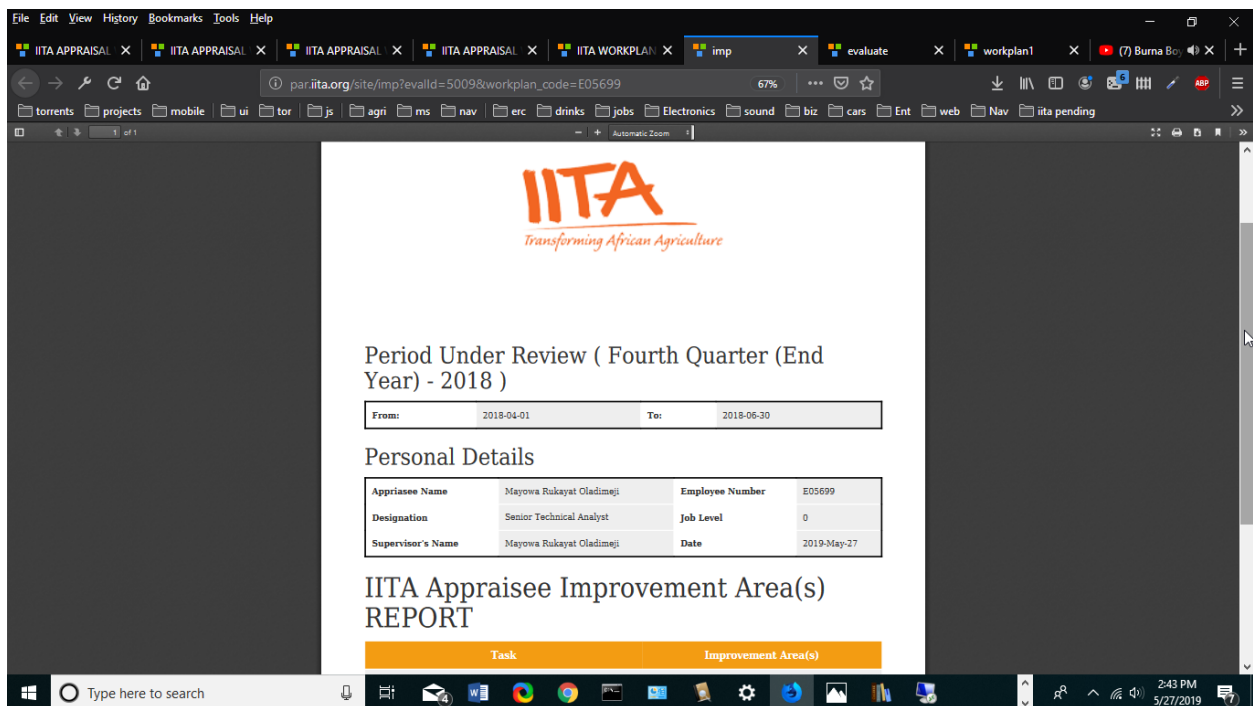
Improvement Areas Report.

This report shows areas where the appraisee needs to improve, this could be via appropriate training or resource allocation. The contents of this report come from the **supervisor evaluation**.

Access:

- On the Evaluation page (shown in the previous reports section) expand the reports side menu and click on “Improvement Areas” link.

See report snapshot below.



IITA
Transforming African Agriculture

Period Under Review (Fourth Quarter (End Year) - 2018)

From:	2018-04-01	To:	2018-06-30
-------	------------	-----	------------

Personal Details

Appraisee Name	Mayowa Rukayat Oladimeji	Employee Number	E05699
Designation	Senior Technical Analyst	Job Level	0
Supervisor's Name	Mayowa Rukayat Oladimeji	Date	2019-May-27

**IITA Appraisee Improvement Area(s)
REPORT**

Task	Improvement Area(s)
------	---------------------

Figure 30: Improvement Areas report snapshot

Directorate Overall performance report.

This report is only accessible by supervisors. It shows overall performance in a particular directorate. Results of each employee are presented therein a summarized way.

Access:

- Login to par tool.
- On the supervisors landing page, click on “View workplan” link of any workplan entry (as shown below).

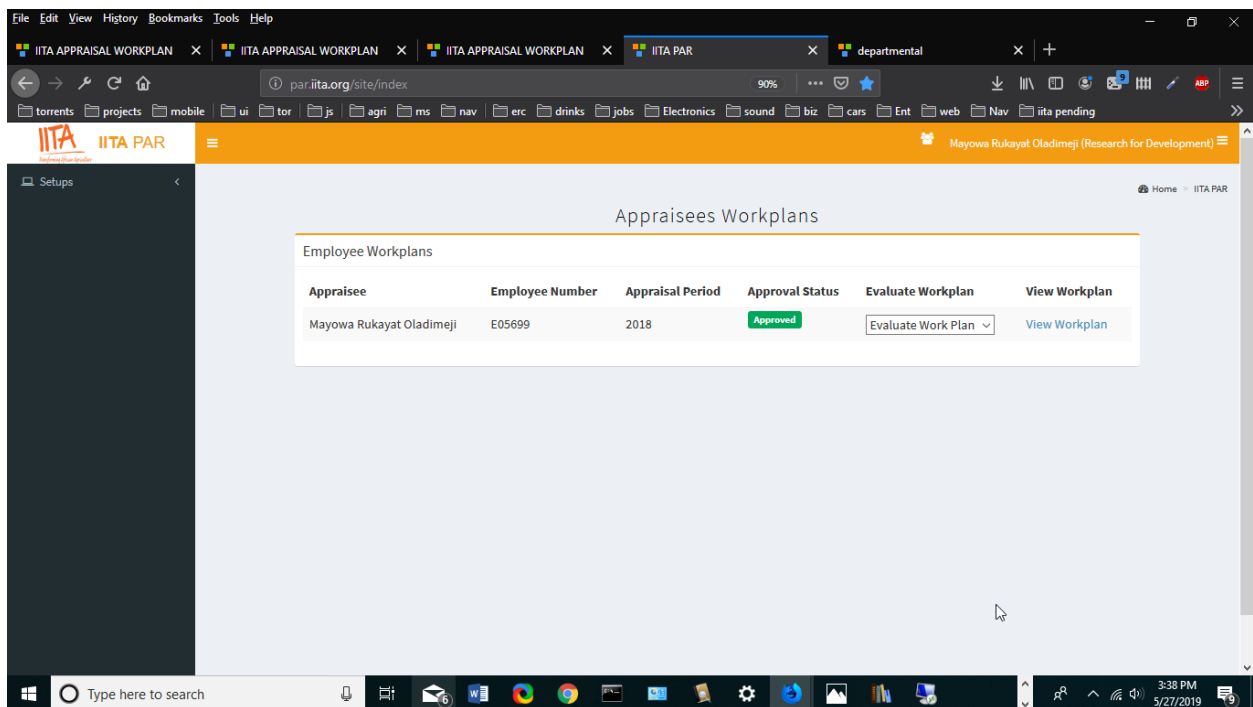


Figure 31: supervisor view. note the view workplan link.

- On the next screen expand the reports side menu item, and click on **directorate results**. (see below snapshot).

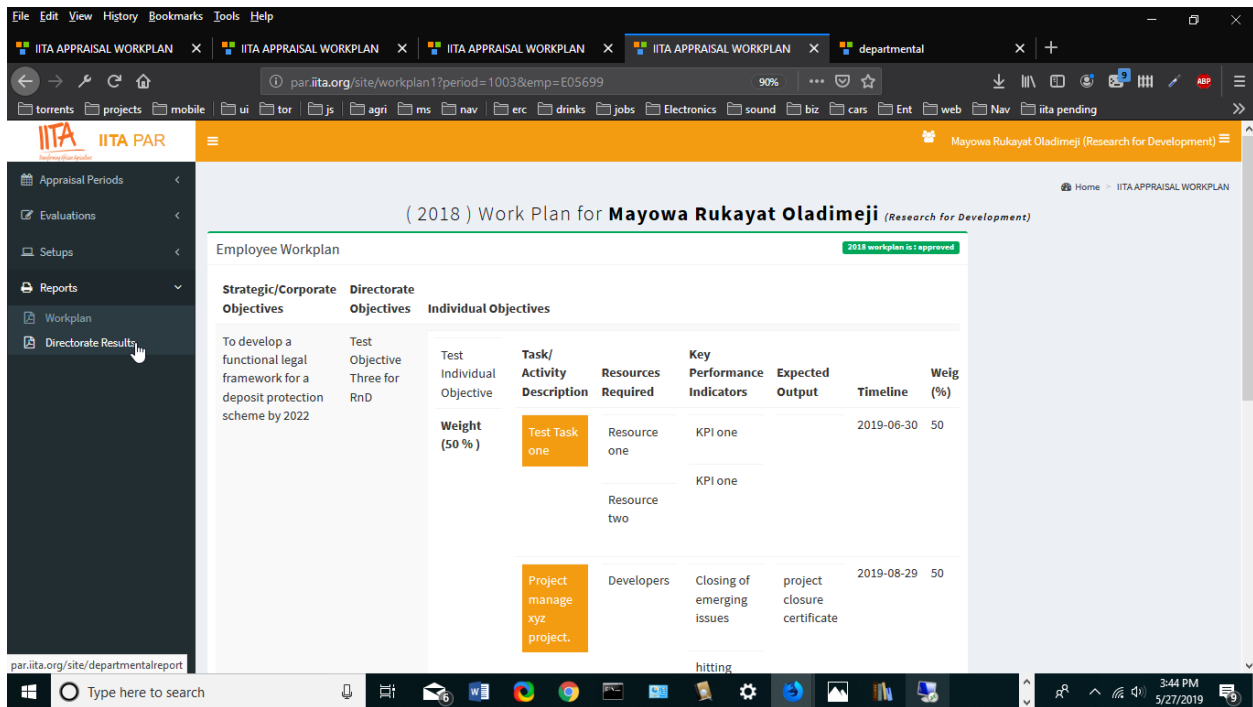


Figure 32: Directorate report view

- On the next screen select: an **Appraisal period**, an **evaluation type** and a **directorate** and hit the green **generate** button.

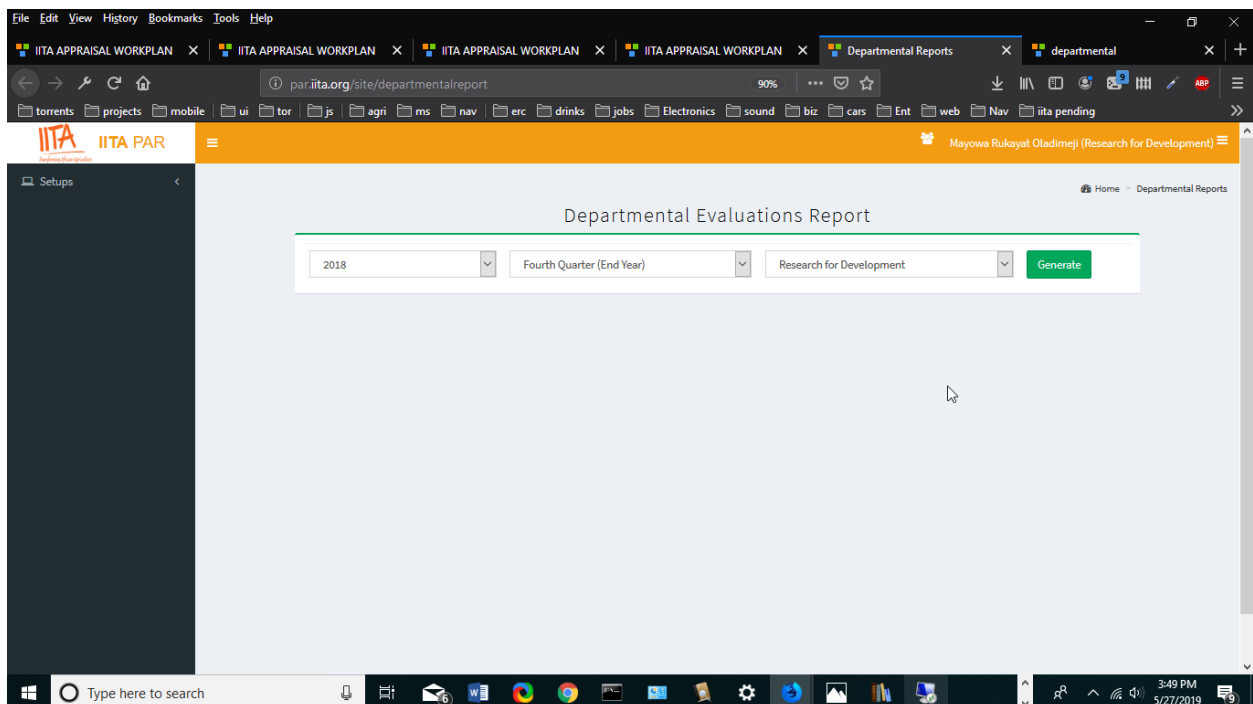


Figure 33: Generating Directorate overall performance reports

- View the report (See below snapshot).



Figure 34: Overall sample directorate report

Conclusion Note:

To always navigate to the **home page** from any page, click on the **IITA logo** section on top menu.

Regards.