

# EMPLOYEE PERFORMANCE APPRAISAL SYSTEM

## DOCUMENTATION

### Hosting

Create a folder on your host space and place the files downloaded in that folder. In Xampp the folder can be in the htdocs, while in WAMP the default directory is the www directory. You can also host the project on your cpanel or VPS.

### System Requirements

#### Recommended Requirements

1. Required is PHP Version 7.4.26 or higher and Apache 2.4.51
2. The project database server should be mariadb version 10.6.5 or higher. If MySQL server, it should be version 5.7.36 or higher. Use the latest MySQL version.
3. Latest Chrome, Edge, or Firefox browser
4. At least 1GB RAM

### Database Configuration

The database configuration is contained in the file db\_settings.php in the includes folder on the main folder. Provide the database server IP address or host name, database name, user, and password .

### SMTP Configuration

Replace the following email and pass in the email\_config.php with the correct values.

```
<?php
define('EMAIL', 'emailsenderhere@gmail.com');
define('PASS', 'authorized password here');
?>
```

### User Login

#### a) The Login Page


Navigate to the system URL , for instance, <https://mysite.com/system>


The user is required to enter the email address and password to Login into the system

Figure 1. Login Page

**EMPLOYEE PERFORMANCE APPRAISAL SYSTEM**

**Login Below**

Email ID 

password here 

[Forgot Password](#)

**Sign In**

### **Test login credentials**

#### **Demo Administrator**

Username: [testadmin@gmail.com](mailto:testadmin@gmail.com)

Password: 59Ad#T3zT

#### **Demo HR User**

Username: [ijnjoro@gmail.com](mailto:ijnjoro@gmail.com)

Password: 59Hr#T3zT

#### **Demo Evaluatee- A junior staff being evaluated(Appraisee)**

Username: [pmunuhe@gmail.com](mailto:pmunuhe@gmail.com)

Password: 59Ev#T3zT

#### **Demo Supervisor- Evaluator**

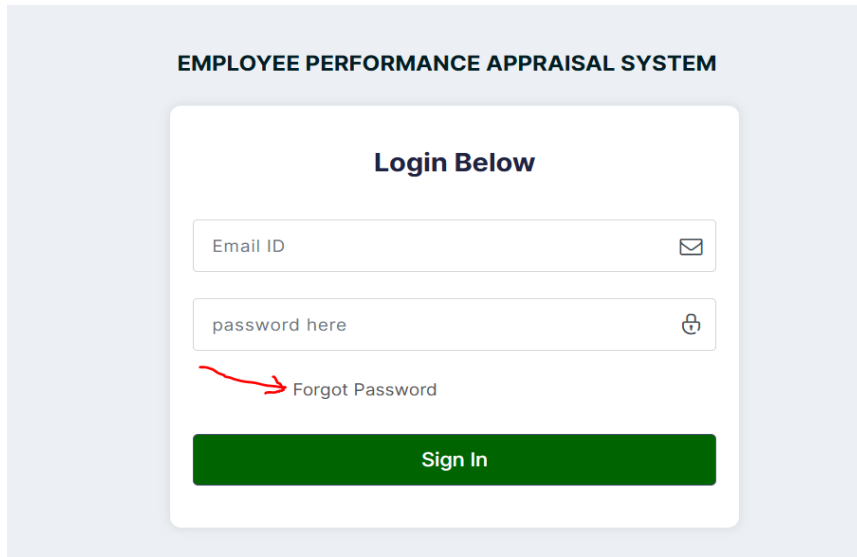
Username: pwangi@gmail.com

Password: Mustapha2024#

### **b) Forgot Password**

In case of forgotten password, one should click the Forgot Password Link

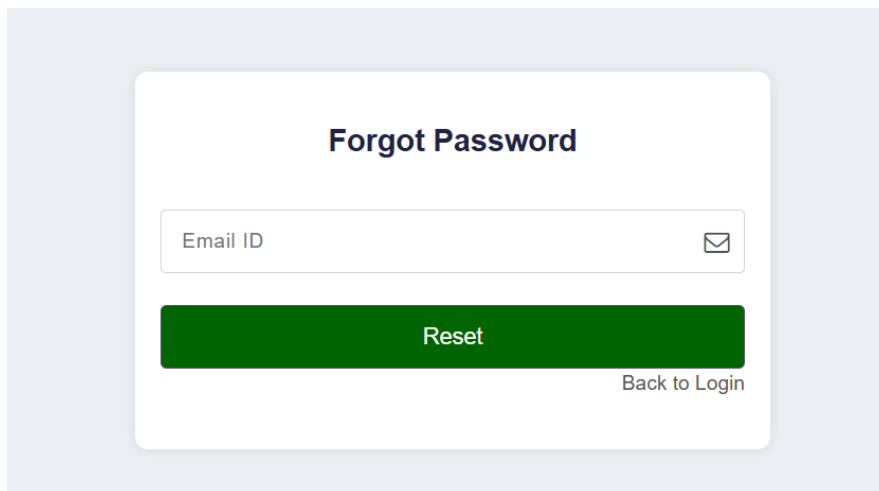
Figure 2. Forgot Password



The image shows a login window for the 'EMPLOYEE PERFORMANCE APPRAISAL SYSTEM'. The window has a title 'Login Below'. It contains two input fields: 'Email ID' with an envelope icon and 'password here' with a lock icon. Below the password field is a red arrow pointing to the text 'Forgot Password'. At the bottom is a green button labeled 'Sign In'.

**Figure 3. Forgot password window**

On this window, enter the email address associated with your account

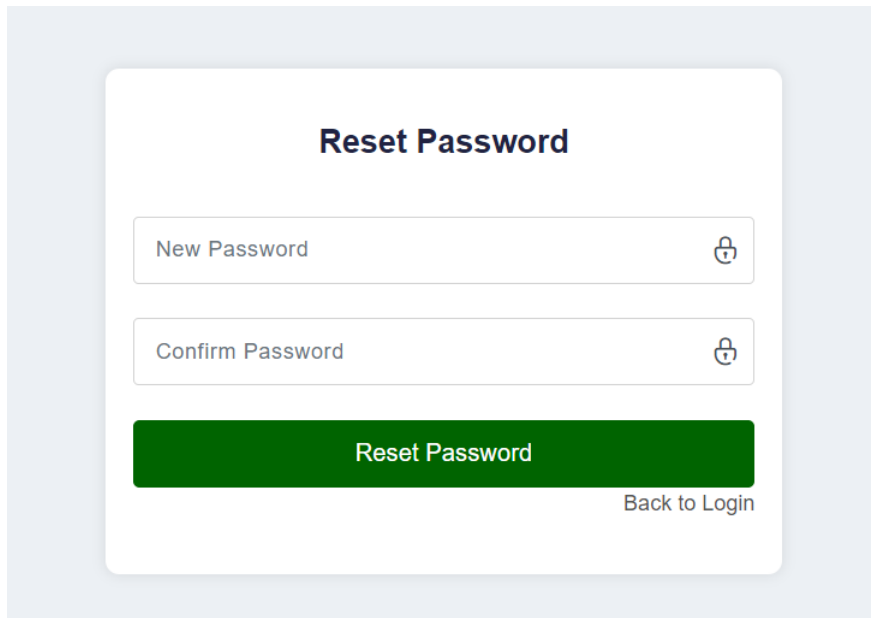


The image shows a 'Forgot Password' window. It has a title 'Forgot Password'. Below the title is an input field labeled 'Email ID' with an envelope icon. At the bottom is a green button labeled 'Reset'. Below the button is a link labeled 'Back to Login'.

An email will be sent to your email inbox containing the link to click to reset the password

**Figure 4. The reset password window**

On the reset password enter new password, confirm the password , and click 'Reset Password'. If password reset is successful, you will receive a message that the password has been reset successfully. Use the reset password to login to the system.

A screenshot of a 'Reset Password' web form. The form is white with rounded corners and is centered on a light blue background. It features a title 'Reset Password' at the top. Below the title are two input fields: 'New Password' and 'Confirm Password', each with a lock icon on the right. A green button labeled 'Reset Password' is positioned below the input fields. At the bottom right of the form, there is a link labeled 'Back to Login'.

## 1. ROLE-BASED ACCESS CONTROL

**The system has 4 types of roles**

a) HR

HR role allows HR to manage departments, designations, performance metrics, and view the performance of employee

b) Supervisor

Supervisor role allows the user to evaluate the employees one supervises

c) Evaluatee

This role allows the logged in user to perform self-evaluation and view rating from supervisors.

The role also allows the evaluate to see recommendation on performance improvement

d) Administrator

The administrator manages the users and activates the evaluation periods.

### **Advantages of the Role-Based Access Control(RBAC)**

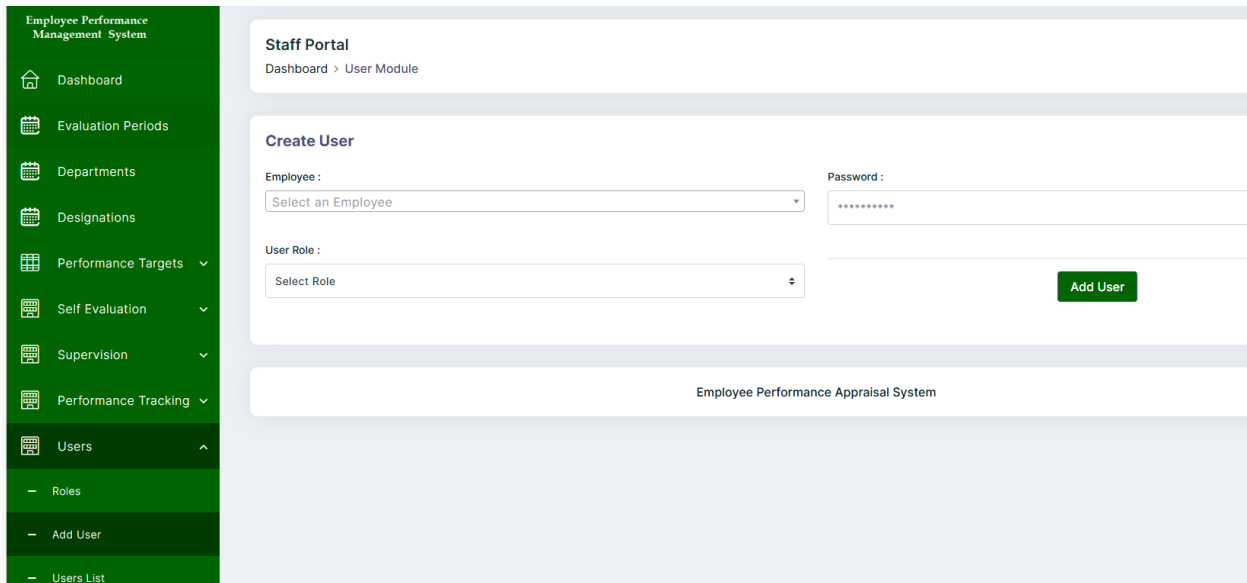
The user accesses only what they need to access to perform their duties.

RBAC helps to maintain the principle of least privileges.

## System Administrator

The administrator manages users and Roles in the system

User creation interface-The users are created from the employee list

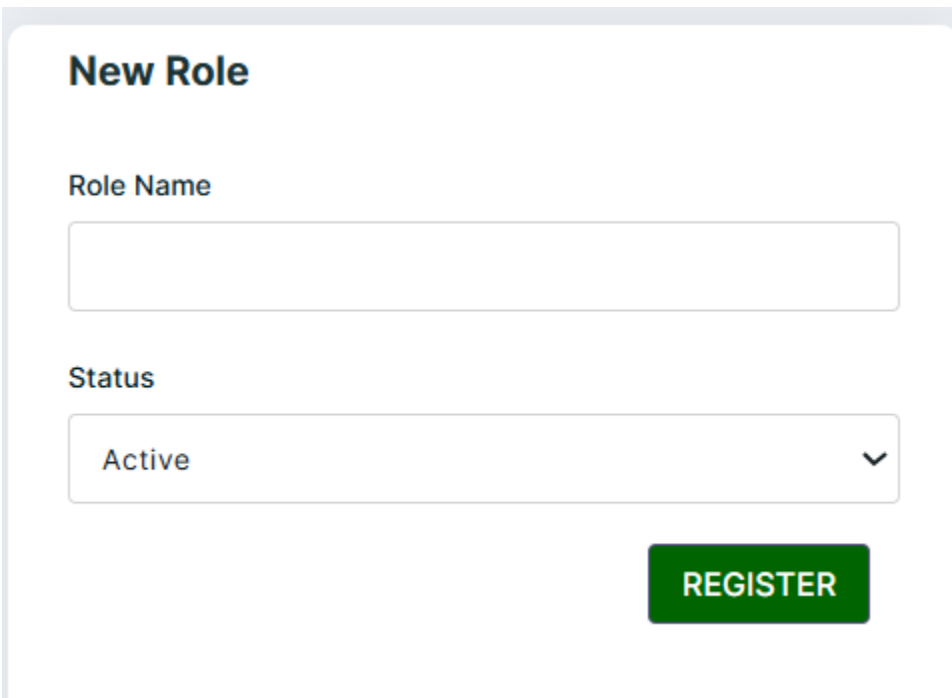


The screenshot shows the 'Staff Portal' interface for the 'Employee Performance Management System'. The left sidebar contains a menu with options: Dashboard, Evaluation Periods, Departments, Designations, Performance Targets, Self Evaluation, Supervision, Performance Tracking, Users (expanded), Roles, Add User, and Users List. The main content area is titled 'Create User' and includes the following fields:

- Employee :** A dropdown menu with the placeholder text 'Select an Employee'.
- Password :** A text input field with masked characters '\*\*\*\*\*'.
- User Role :** A dropdown menu with the placeholder text 'Select Role'.

An 'Add User' button is located to the right of the 'User Role' field. Below the form, a section titled 'Employee Performance Appraisal System' is visible.

## Roles

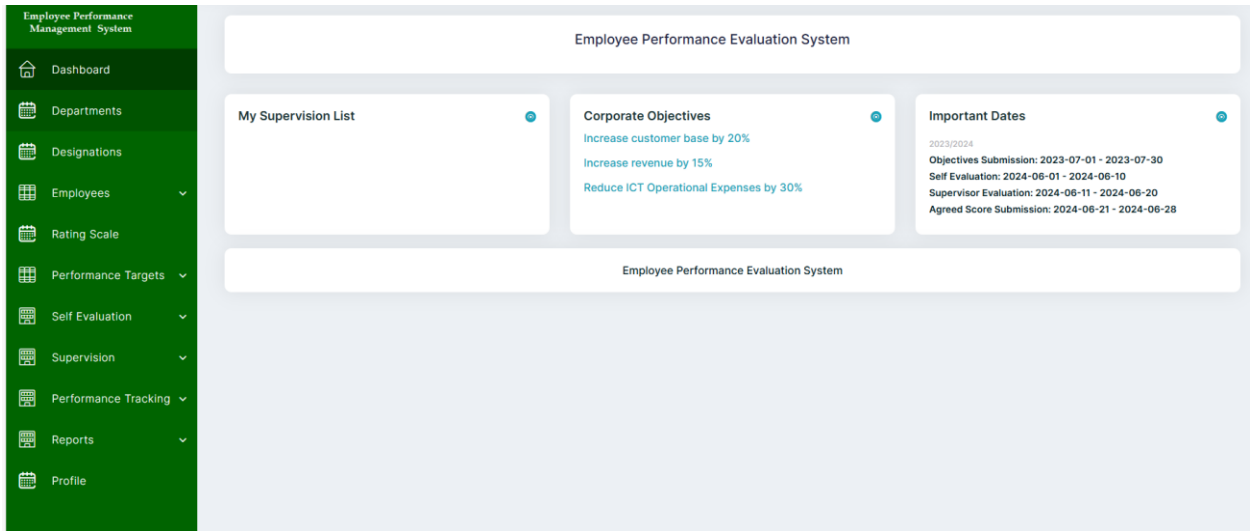


The screenshot shows the 'New Role' form with the following fields:

- Role Name**: A text input field.
- Status**: A dropdown menu with 'Active' selected and a downward arrow icon.

A green 'REGISTER' button is located at the bottom right of the form.

HR Interfaces



The HR officer manages

- a) Departments
- b) Designations
- c) Employees
- d) Rating Scale
- e) Common Performance Metrics
- f) Corporate objectives
- g) Own staff profile and password

The HR officer can also perform self-evaluation and evaluate the employees under him/her

The HR can also obtain reports on performance

Sample Report: Employee Appraisal Report

Employee List  
Performance Appraisal List

Employee Name	Department	Average Score	Recommendation
John Kamau	IT	2.75	Start Performance Improvement Programme
Patrick Munuhe	IT	3.60	Do certifications, more training

Evaluatee Role

The evaluate creates objectives for the assessment period. The figure below shows setting up of objectives

Employee Performance Management System

Dashboard

Rating Scale

Performance Targets

Employee Targets

Common Metrics

Evaluation

Performance Tracking

Profile

Manage Individual Targets

Dashboard > Employee Targets

Create Performance Target

Task

Description

Period

2023/2024

Indicator

Unit of Measure

Target

List of Targets

Filter by Period: All Periods

Task	Description	Period	Indicator	Unit of Measure	Target
Create asset register	create asset register	2023/2024	Asset register	pieces	100% recorded assets
Repair broken down computers in computer lab	Repair broken down computers in computer lab	2023/2024	Working pcs	pieces	99% working pcs

The evaluate conducts self-evaluation

Employee Performance Management System

Dashboard

Rating Scale

Performance Targets

Evaluation

Performance Tracking

Profile

Employee Self Evaluation

Dashboard > Employee Targets

Self Evaluation

ID	Task	Description	Period	Indicator	Unit of Measure	Target	Score
18	Create asset register	create asset register	2023/2024	Asset register	pieces	100% recorded assets	
19	Repair broken down computers in computer lab	Repair broken down computers in computer lab	2023/2024	Working pcs	pieces	99% working pcs	
C1	Professional Development	Number of training sessions and courses completed	2023/2024				
C7	Innovativeness	Number of new Ideas by the employee	2023/2024				
C8	Time Management	Percentage of days employee is present and punctual to duties assigned.	2023/2024				

Submit Scores

The evaluatee views evaluation from supervisor.

Employee Performance Management System

Dashboard

Rating Scale

Performance Targets

Evaluation

Performance Tracking

Profile

Evaluation Details

Dashboard > Evaluation Details

Evaluation Details

ID	Task	Description	Period	Self Score	Evaluator Score	Evaluator Remarks	Agreed Score	Conflict
18	Create asset register	create asset register	2023/2024	4	5		5	No
19	Repair broken down computers in computer lab	Repair broken down computers in computer lab	2023/2024	4	3		4	No
C1	Professional Development	Number of training sessions and courses completed	2023/2024	3	4		2	No
C7	Innovativeness	Number of new Ideas by the employee	2023/2024	5	1		3	No
C8	Time Management	Percentage of days employee is present and punctual to duties assigned.	2023/2024	1	2		4	No

The Supervisor

Employee Performance Management System

Dashboard

Rating Scale

Performance Targets

Self Evaluation

Supervision

Evaluatee List

Evaluate

Submit Agreed Score

Agreed Score

Performance Tracking

Profile

Employee Performance Evaluation System

My Supervision List

Patrick Munuhe

James Njoroge

Mary Chepkoech

Peter kamau

Corporate Objectives

Increase customer base by 20%

Increase revenue by 15%

Reduce ICT Operational Expenses by 30%

Important Dates

2023/2024

Objectives Submission: 2023-07-01 - 2023-07-30

Self Evaluation: 2024-06-01 - 2024-06-10

Supervisor Evaluation: 2024-06-11 - 2024-06-20

Agreed Score Submission: 2024-06-21 - 2024-06-28

Employee Performance Evaluation System

Under the supervision side menu, the supervisor has the options to see evaluate list, evaluate the subordinates.

The supervisor submits his/her own evaluation of the employees

Then the supervisor submits the agreed score after conducting a joint discussion with the evaluate. The agreed score is an agreed score that mediates both the self-evaluation score and the supervisor score. The agreed score is submitted to HR department for reporting purpose.



### The Recommendation Engine

The system generates recommends what the employee need to do depending on the average score they get. A sample is given below.

#### Employee List Performance Appraisal List

Employee Name	Department	Average Score	Recommendation
John Kamau	IT	2.75	Start Performance Improvement Programme
Patrick Munuhe	IT	3.60	Do certifications, more training

For instance, John Kamau with a score of 2.75 has been advised by the system to enroll on staff performance improvement programme