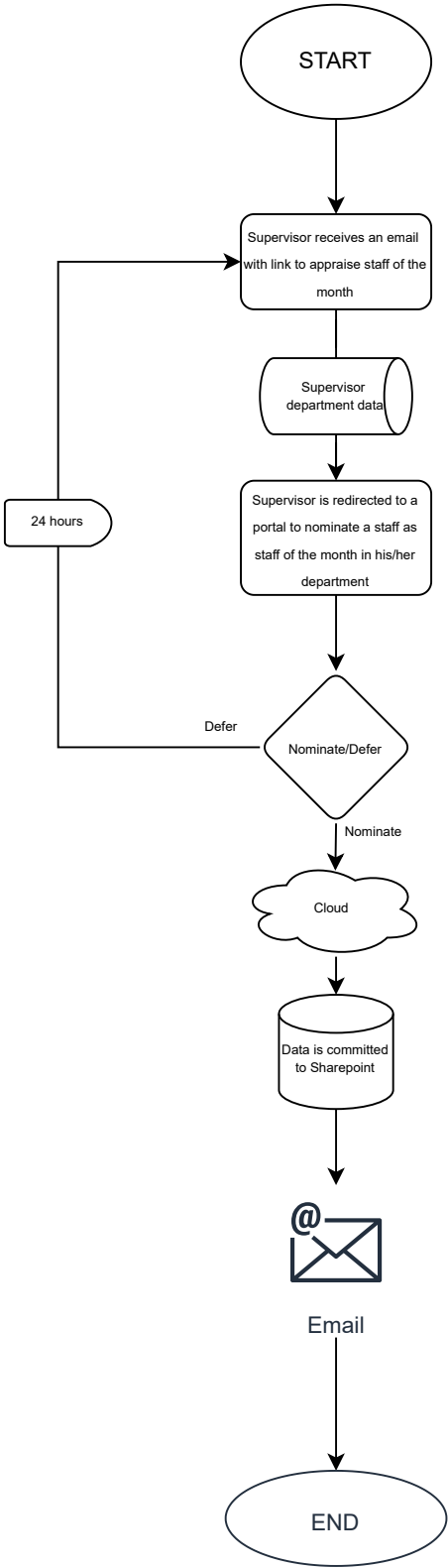START

Supervisor receives an email with link to appraise staff of the month

Requirements

* The email is an automated and scheduled process that repeats once daily every day throughout the last week of the month
* The email stops when the supervisor has appraised a staff
* The email contains a deep link to the portal for the supervisor to appraise staff

Supervisor department data

Requirements

Page 1
* User's name, email and department is displayed
* The user can search for staff in the organization
* Input section to provide justification for staff nomination
* User can either nominate now or opt to be reminded later by the process
Page 2
* Supervisor can view previous nominations and justifications and summary stats

24 hours

Supervisor is redirected to a portal to nominate a staff as staff of the month in his/her department

Defer

Nominate/Defer

Nominate

Cloud

Data is committed to Sharepoint

Requirements

The staff gets an email notification of nomination with justification; the supervisor and HR must be in CC.

Email

END

HR'S WORKFLOW

START

HR Officer receives an email with link to view nominated staff members

HR Officer is redirected to a portal to view nominees by department and date

Export list — No → **END**

Yes

Cloud

Data is retrieved from Sharepoint; Telemetry data is recorded from user

@

Email

Requirements

HR Officer gets an email attachment with staff list in excel format

END