

# Appraiser User Guide

## Introduction

This document provides a step-by-step guide to using the performance management platform as an appraiser (i.e. line manager).

The sections covered in this user guide are as follows:

- Approval of Job Specific Behaviors and Result Appraisal Targets uploaded by appraisee **Error! Bookmark not defined.**
- Appraising Your Direct Report's Job Specific Behaviors and Result Appraisal Targets ..... 12

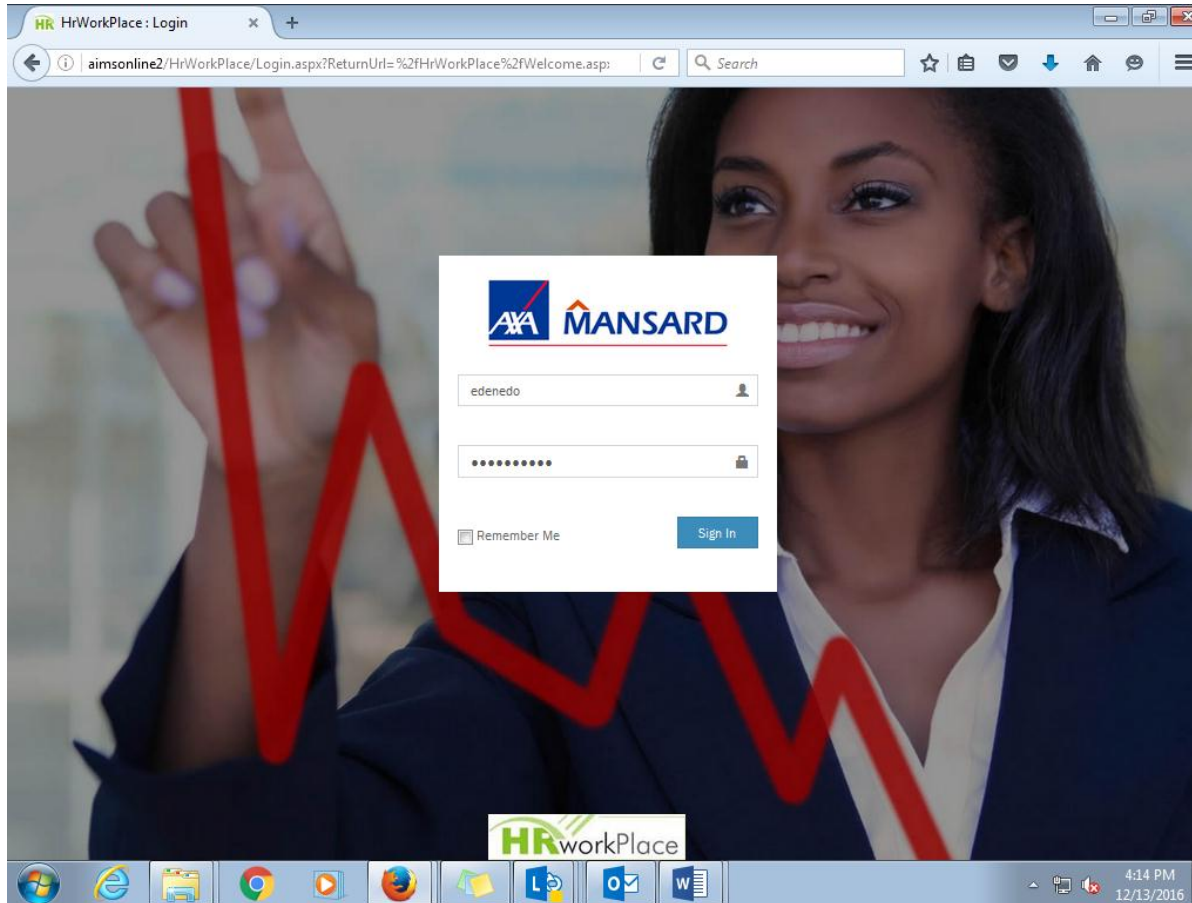
## APPROVAL OF JOB SPECIFIC BEHAVIORS AND RESULT APPRAISAL TARGETS UPLOADED BY APPRAISEE

Please see below the link for the 2016 annual appraisal exercise

1. Click on the link below

<http://aimsonline2/HrWorkPlace/Login.aspx?ReturnUrl=%2fhrworkplace%2fWelcome.aspx>

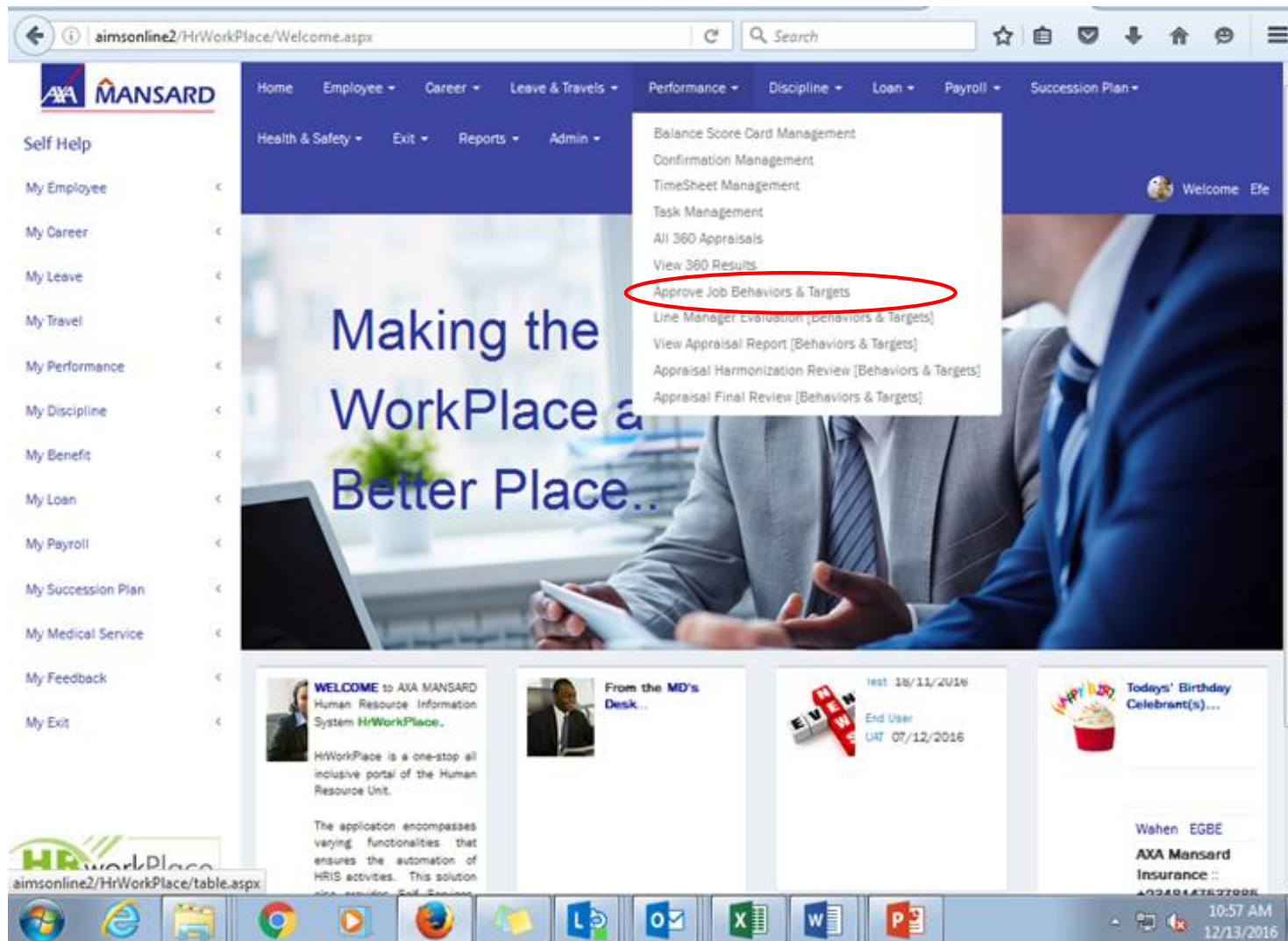
Enter your username and password



2. Click on “Performance”

The screenshot displays the AXA Mansard HRWorkPlace web application. The browser's address bar shows the URL `aimsonline2/HrWorkPlace/Welcome.aspx`. The top navigation bar includes links for Home, Employee, Career, Leave & Travel, **Performance** (highlighted with a red circle), Discipline, Loan, Payroll, and Succession Plan. Below this, a secondary bar contains Health & Safety, Exit, Reports, and Admin. A left sidebar lists 'Self Help' options: My Employee, My Career, My Leave, My Travel, My Performance, My Discipline, My Benefit, My Loan, My Payroll, My Succession Plan, My Medical Service, My Feedback, and My Exit. The main content area features a large banner with the text 'Making the WorkPlace a Better Place..' and a background image of two men in business attire. Below the banner are four informational tiles: a 'WELCOME' message, a 'From the MD's Desk' note, a 'Sample News for the Test' announcement, and a 'Today's Birthday Celebrant(s)' section. The Windows taskbar at the bottom shows the system clock as 10:52 AM on 12/13/2016.

3. Click on Approve Job Behaviors & Targets



4. Click on “View”

The screenshot displays the aimsonline2 HR system interface. The browser address bar shows the URL: aimsonline2/HrWorkPlace/Modules/BehaviourResult/approve-jsb-performance-cyc. The left sidebar contains a 'Self Help' menu with options: My Employee, My Career, My Leave, My Travel, My Performance, My Discipline, My Benefit, My Loan, My Payroll, My Succession Plan, My Medical Service, My Feedback, and My Exit. The top navigation bar includes links for Home, Employee, Career, Leave & Travels, Performance, Discipline, Loan, Payroll, Succession Plan, Health & Safety, Exit, Reports, and Admin. A user profile 'Welcome Efe' is visible in the top right. The main content area features a table with the following data:

S/N	Performance Cycle	From Date	To Date	Current Cycle	Employees
1	2015 Year End Appraisal	14/12/2015	09/02/2015	✓	<a href="#">View</a>
2	2016 Year End Appraisal	09/12/2016	10/02/2017		<a href="#">View</a>

The 'View' link in the first row of the table is circled in red. The bottom status bar shows the system name 'HRworkPlace', the URL 'aimsonline2/HrWorkPlace/Modules/BehaviourResult/employees-with-performance-cycle-JSB.aspx?ID=5', and the date and time '10:58 AM 12/13/2016'.

5. Click on “View” to review and approve the job Specific Behaviors uploaded by staff:

The screenshot displays the HRWorkPlace web application interface. The browser address bar shows the URL: `aimsonline2/HrWorkPlace/Modules/BehaviourResult/employees-with-performance`. The application has a blue header with the MANSARD logo and a navigation menu. A left sidebar lists various self-help options. The main content area features a table with employee performance data. The 'View' link in the 'Job Specific Behaviors' column for the first employee is circled in red.

S/N	Employee Name	ID	Job Position	Performance Cycle	Job Specific Behaviors	Result Appraisal Targets
1	Adaobi Alaneme	2016/01/0594	TEAM MEMBER, HUMAN RESOURCES	2015 Year End Appraisal	<a href="#">View</a>	<a href="#">View</a>

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## 6. Confirm and approve each Job Specific Behavior

The screenshot shows the AXA Mansard HR WorkPlace interface. The browser address bar indicates the URL: `aimsonline2/HrWorkPlace/Modules/BehaviourResult/approve-job-specific-behavior`. The left sidebar lists various self-help options like 'My Employee', 'My Career', etc. The main content area shows employee information for Adaobi Alaneme and a table of job-specific behaviors.

**Employee Information:**

- Employee Name:** Adaobi Alaneme
- Employee Number:** 2016/01/0594
- Job Position:** TEAM MEMBER, HUMAN RESOURCES
- Performance Cycle:** 2015 Year End Appraisal

**List of Job Specific Behaviors**

Select All	Dimension	Job Specific Behavior	Approval Status
<input type="checkbox"/>	Building Capability	develop objectives of plans	Pending
<input type="checkbox"/>	Change Leadership	Impact new policies and processes	Pending
<input type="checkbox"/>	Focus on Customer	Ensure customers are satisfied on the job.	Pending
<input type="checkbox"/>	Living Through AXA Mansard Values	I act as a champion of the AXA Mansard Values	Pending
<input type="checkbox"/>	Result Orientation	get quality results	Pending
<input type="checkbox"/>	Share to Succeed	Share ideas with team	Pending
<input type="checkbox"/>	Strategic Vision	Lead the company forward	Pending
<input type="checkbox"/>	Team Leadership	display team spirit	Pending

The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 10:58 AM on 12/13/2016.

7. Click on “Approve” if satisfied or “Disapprove” if unsatisfied with the uploaded targets.

The screenshot shows a web application interface for HR management. The left sidebar contains navigation links: My Employee, My Career, My Leave, My Travel, My Performance, My Discipline, My Benefit, My Loan, My Payroll, My Succession Plan, My Medical Service, My Feedback, and My Exit. The main content area is titled 'approve-job-specific-behavior' and displays the following employee information:

- Employee Name:** Adaobi Alaneme
- Employee Number:** 2016/01/0594
- Job Position:** TEAM MEMBER, HUMAN RESOURCES
- Performance Cycle:** 2015 Year End Appraisal

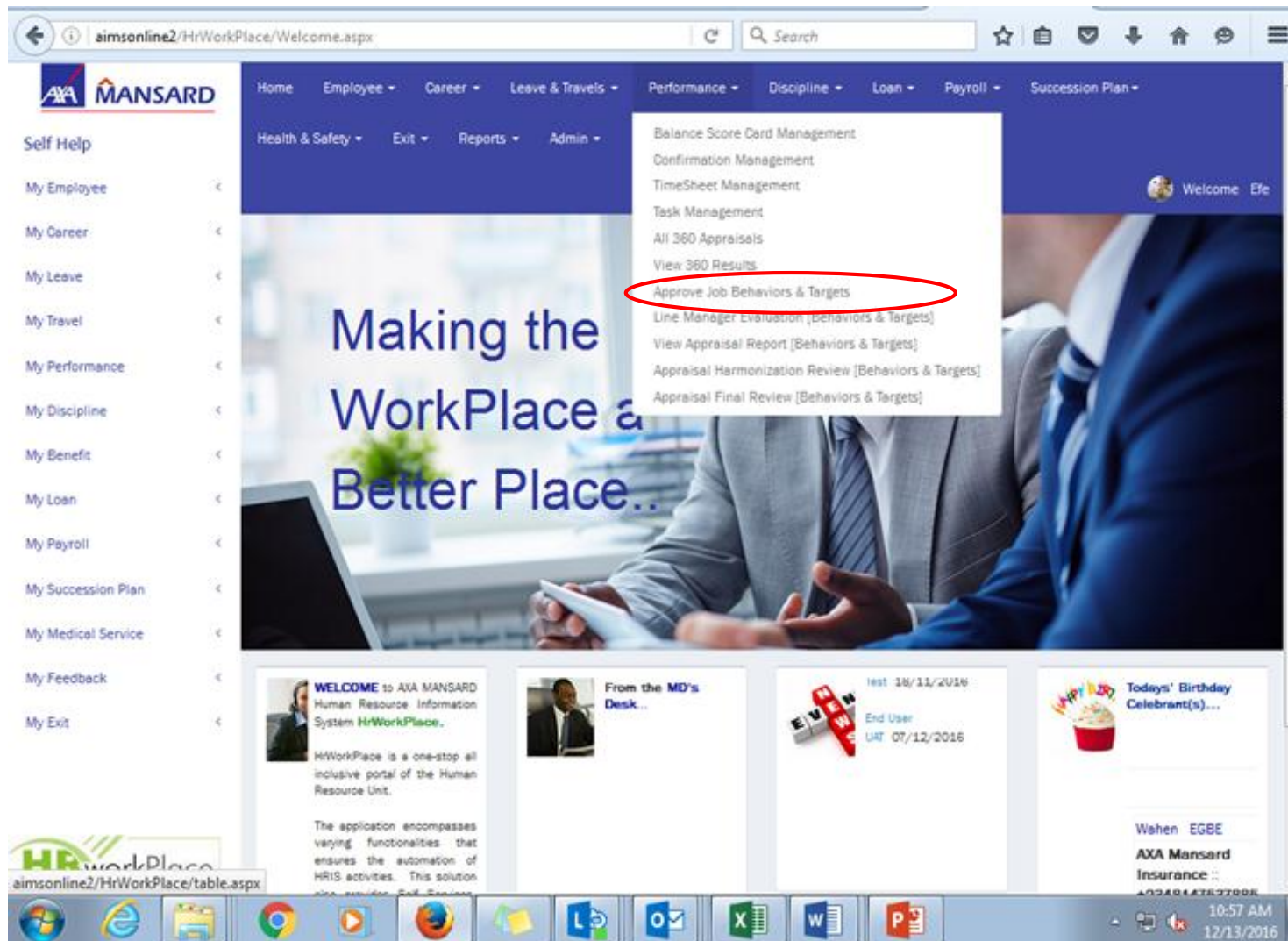
Below this information is a section titled 'List of Job Specific Behaviors' containing a table:

Select All	Dimension	Job Specific Behavior	Approval Status
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Building Capability	develop objectives of plans	Pending
<input checked="" type="checkbox"/>	Change Leadership	Impact new policies and processes	Pending
<input checked="" type="checkbox"/>	Focus on Customer	Ensure customers are satisfied on the job.	Pending
<input checked="" type="checkbox"/>	Living Through AXA Mansard Values	I act as a champion of the AXA Mansard Values	Pending
<input checked="" type="checkbox"/>	Result Orientation	get quality results	Pending
<input checked="" type="checkbox"/>	Share to Succeed	Share ideas with team	Pending
<input checked="" type="checkbox"/>	Strategic Vision	Lead the company forward	Pending
<input checked="" type="checkbox"/>	Team Leadership	display team spirit	Pending

At the bottom of the table, there are two buttons: 'Approve' (circled in red) and 'Disapprove'.



8. Click on Approve Job Behaviors & Targets



9. Click on “View”

The screenshot displays the aimsonline2 HR system interface. The browser address bar shows the URL: aimsonline2/HrWorkPlace/Modules/BehaviourResult/approve-jsb-performance-cyc. The left sidebar contains a 'Self Help' menu with options: My Employee, My Career, My Leave, My Travel, My Performance, My Discipline, My Benefit, My Loan, My Payroll, My Succession Plan, My Medical Service, My Feedback, and My Exit. The top navigation bar includes links for Home, Employee, Career, Leave & Travels, Performance, Discipline, Loan, Payroll, Succession Plan, Health & Safety, Exit, Reports, and Admin. A user profile 'Welcome Efe' is visible in the top right. The main content area features a table with the following data:

S/N	Performance Cycle	From Date	To Date	Current Cycle	Employees
1	2015 Year End Appraisal	14/12/2015	09/02/2015	✓	<a href="#">View</a>
2	2016 Year End Appraisal	09/12/2016	10/02/2017		<a href="#">View</a>

The 'View' link in the first row of the table is circled in red. The bottom status bar shows the system name 'HRworkPlace', the URL 'aimsonline2/HrWorkPlace/Modules/BehaviourResult/employees-with-performance-cycle-JSB.aspx?ID=5', and the date '12/13/2016'.

10. Click on “View” to review and approve the Result Appraisal Target uploaded by staff

The screenshot shows a web application interface for HR management. The top navigation bar includes links for Home, Employee, Career, Leave & Travels, Performance, Discipline, Loan, Payroll, and Succession Plan. A sidebar on the left lists various self-help options like My Employee, My Career, My Leave, etc. The main content area displays a table of employee performance data. The table has columns for S/N, Employee Name, ID, Job Position, Performance Cycle, Job Specific Behaviors, and Result Appraisal Targets. The first row shows an employee named Adaobi Alaneme with ID 2016/01/0594, working as a TEAM MEMBER, HUMAN RESOURCES. The 'Result Appraisal Targets' column for this employee contains a 'View' link, which is circled in red.

S/N	Employee Name	ID	Job Position	Performance Cycle	Job Specific Behaviors	Result Appraisal Targets
1	Adaobi Alaneme	2016/01/0594	TEAM MEMBER, HUMAN RESOURCES	2015 Year End Appraisal	<a href="#">View</a>	<a href="#">View</a>

# 11. Confirm and approve each Result Appraisal Targets

The screenshot shows the AXA Mansard HRworkPlace portal. The browser address bar displays 'aimsonline2/HrWorkPlace/Modules/BehaviourResult/approve-target-for-employees'. The portal header includes navigation links: Home, Employee, Career, Leave & Travels, Performance, Discipline, Loan, Payroll, Succession Plan, Health & Safety, Exit, Reports, and Admin. A sidebar on the left lists 'Self Help' options: My Employee, My Career, My Leave, My Travel, My Performance, My Discipline, My Benefit, My Loan, My Payroll, My Succession Plan, My Medical Service, My Feedback, and My Exit. The main content area displays employee details for Adaobi Alaneme (Employee Number: 2016/01/0594, Job Position: TEAM MEMBER, HUMAN RESOURCES, Performance Cycle: 2015 Year End Appraisal). Below this is a table titled 'List of Result Appraisal Targets'.

Select All	Target Category	Target	Approval Status
<input type="checkbox"/>	Employment Management	Implement the revised performance management approach that are aligned to AXA standards across AXA Mansard, providing hands-on support to teams across the company	Pending
<input type="checkbox"/>	Organisation Management	Revise HR processes and update process documentation to include changes mandated by the company's integration with AXA	Pending
<input type="checkbox"/>	Employment Management	Coordinate the performance management exercise for PSS to ensure adequate support for sales forces and timely completion of the exercise	Pending
<input type="checkbox"/>	Employment Management	Ensure a pleasant recruitment / on-boarding experience for new staff by provide adequate support, on-boarding documents/materials and information	Pending
<input type="checkbox"/>	Organisation Management	Ensure the company's organisation structure and job descriptions are up-to-date and always reflect the current realities of the business	Pending
<input type="checkbox"/>	Records Management	Maintain and update staff records, including employee information, job details, transfers, redeployments, promotions, etc. and ensure prompt response to data	Pending

The taskbar at the bottom shows various application icons and the system clock indicating 11:23 AM on 12/13/2016.

12. Click on “Approve” if satisfied or “Disapprove” if unsatisfied with the uploaded targets.

The screenshot displays the HRworkPlace web application interface. The browser address bar shows the URL: `aimsonline2/HrWorkPlace/Modules/BehaviourResult/approve-target-for-employees`. The left sidebar contains navigation links: My Discipline, My Benefit, My Loan, My Payroll, My Succession Plan, My Medical Service, My Feedback, and My Exit. The main content area is titled 'List of Result Appraisal Targets' and contains a table with the following data:

Select All	Target Category	Target	Approval Status
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Employment Management	Implement the revised performance management approach that are aligned to AXA standards across AXA Mansard, providing hands-on support to teams across the company	Pending
<input checked="" type="checkbox"/>	Organisation Management	Revise HR processes and update process documentation to include changes mandated by the company's integration with AXA	Pending
<input checked="" type="checkbox"/>	Employment Management	Coordinate the performance management exercise for PSS to ensure adequate support for sales forces and timely completion of the exercise	Pending
<input checked="" type="checkbox"/>	Employment Management	Ensure a pleasant recruitment / on-boarding experience for new staff by provide adequate support, on-boarding documents/materials and information	Pending
<input checked="" type="checkbox"/>	Organisation Management	Ensure the company's organisation structure and job descriptions are up-to-date and always reflect the current realities of the business	Pending
<input checked="" type="checkbox"/>	Records Management	Maintain and update staff records, including employee information, job details, transfers, redeployments, promotions, etc. and ensure prompt response to data queries	Pending
<input checked="" type="checkbox"/>	Records Management	Ensure proper documentation of all statutory and regulatory requirements for recruitment purposes	Pending
<input checked="" type="checkbox"/>	Records Management	Maintain an up-to-date record of all recruitment transactions and provide timely feedback on status	Pending

At the bottom of the table, there are two buttons: 'Approve' and 'Disapprove'. The 'Approve' button is circled in red. The HRworkPlace logo is visible in the bottom left corner, and the Windows taskbar is at the bottom of the screen.

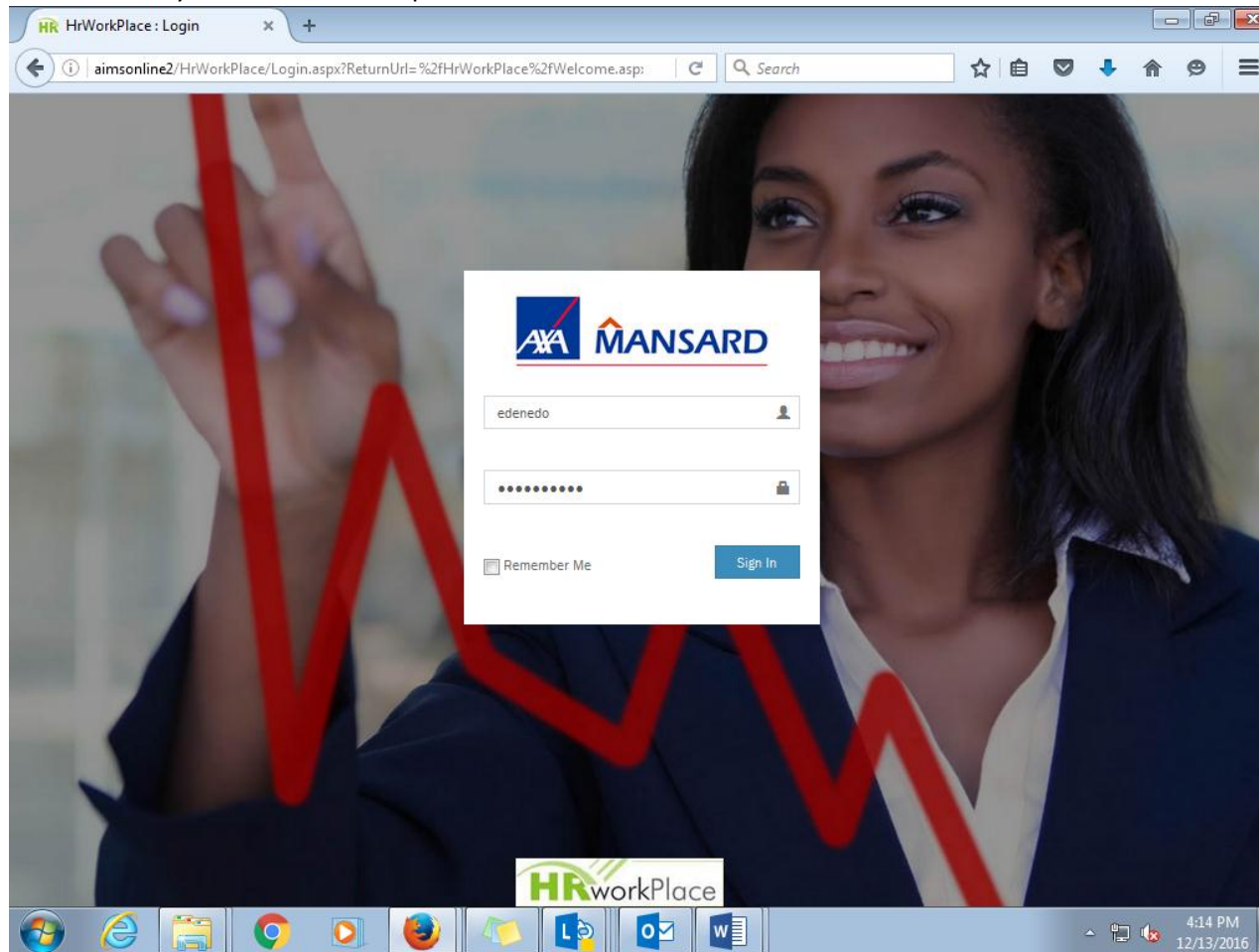
## APPRAISING YOUR DIRECT REPORT'S JOB SPECIFIC BEHAVIORS AND RESULT APPRAISAL TARGETS

Please see below the link for the 2016 annual appraisal exercise

13. Click on the link below

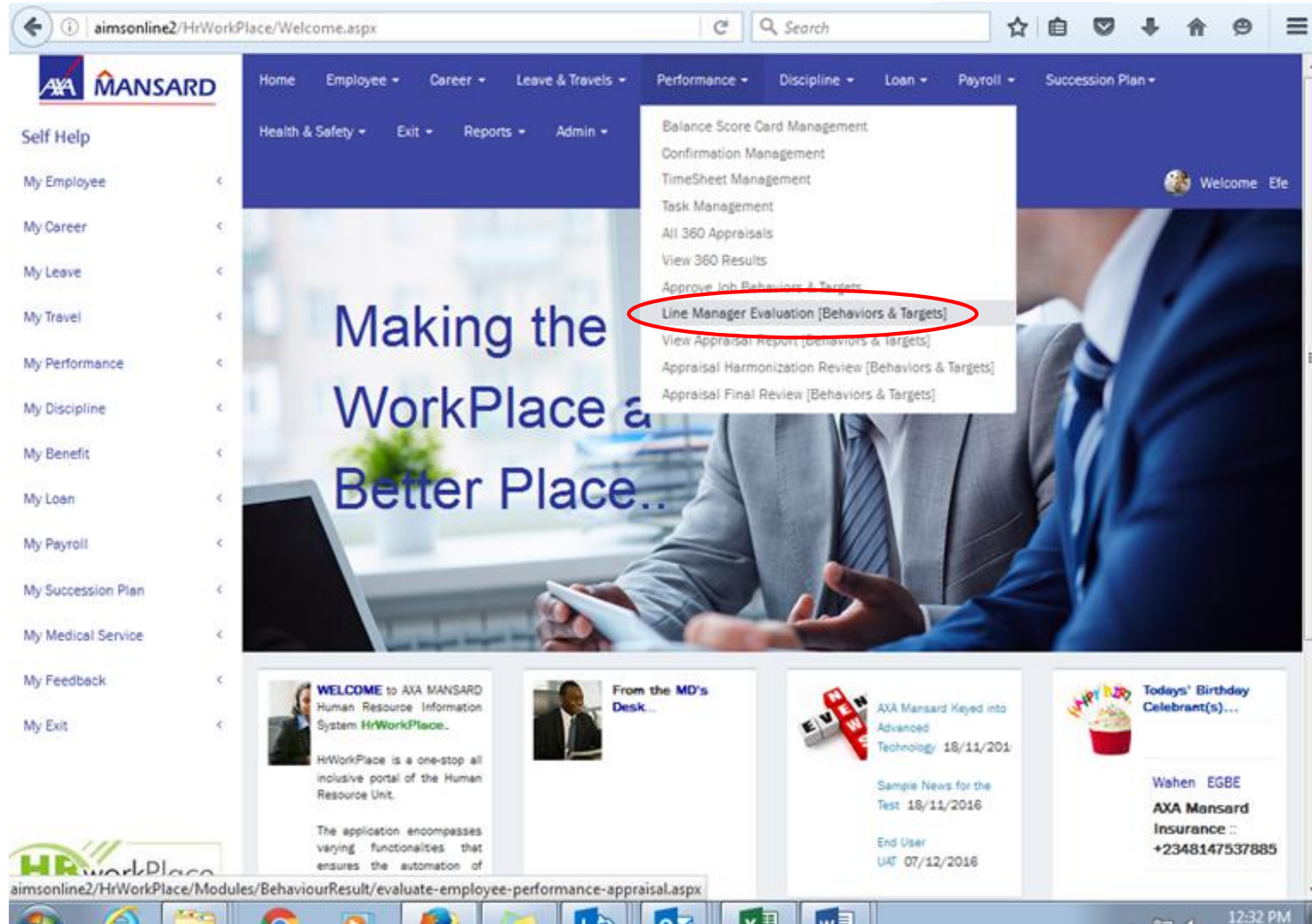
<http://aimsonline2/HrWorkPlace/Login.aspx?ReturnUrl=%2fhrworkplace%2fWelcome.aspx>

Enter your username and password





14. Click on “Line Manager Evaluation (Behaviors & Targets)”



15. Click on “View” to appraisal staff on Behavioral Appraisal

The screenshot shows the HRWorkPlace web application interface. The top navigation bar includes links for Home, Employee, Career, Leave & Travels, Performance, Discipline, Loan, Payroll, and Succession Plan. A search bar is located on the right. The left sidebar contains a 'Self Help' section with links for My Employee, My Career, My Leave, My Travel, My Performance, My Discipline, My Benefit, My Loan, My Payroll, My Succession Plan, My Medical Service, My Feedback, and My Exit. The main content area displays a table titled 'List of Employee Performance Appraisals'.

S/N	Full Name	Performance Cycle	Is Behavior Appraisal Evaluated?	Is Result Appraisal Evaluated?	Behavior Appraisal	Result Appraisal	Detail
1	Adaobi Alaneme	2016 Year End (Test)	✓	✓	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
2	Adaobi Alaneme	2015 Year End Appraisal			<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

The 'View' link in the 'Behavior Appraisal' column for the first row is circled in red. At the bottom of the page, there is a copyright notice: 'Copyright © HRWorkPlace 2016. All rights reserved.'

16. Select Behavioral rating.

[illegible]

17. Fill in your appraisal comments in the fields provided.

The screenshot displays the MANSARD HRworkPlace interface for a behavioral appraisal evaluation. The browser address bar shows the URL: `aimsonline2/HrWorkPlace/Modules/BehaviourResult/evaluate-behavioral-appra`. The left sidebar lists various self-help options like 'My Employee', 'My Career', 'My Leave', etc. The main content area is titled 'Adaobi Alaneme Behavioral Appraisal Evaluation 1/8'. It features a progress bar with 8 steps, where step 1 is active. The form is divided into several sections:

- Performance Cycle:** 2015 Year End Appraisal
- To Date:** 09/02/2015
- Staff Number:** 2016/01/0594
- Level of Expertise:** Individual Contributor
- From Date:** 14/12/2015
- Dimension Description:** Building Capability
- Dimension:** Building Capability
- Behavior Level:** \* I seek feedback and ask ques
- Expectation:** Drives own personal development
- Job Specific Behavior:** develop objectives of plans
- Dimension Rating:** Very Good
- Appraiser Behavior Rating\*:** Very Good
- Comment on Dimension:** I endeavour to seek feedback on my performance and apply
- Appraiser Comment:** Good Performance (This field is circled in red in the original image)

Navigation buttons '<< Prev' and 'Next >>' are located below the main form fields. At the bottom, there are summary sections for 'Employee Overall Behavior Rating' (Good), 'Employee Overall Behavior Comment' (a series of 'K' characters), 'Appraiser Overall Behavior Rating\*' (Please select), and 'Appraiser Overall Behavior Comment'.

18. Click on “Next” to go to the next job specific behavior.

The screenshot displays the 'Adaobi Alaneme Behavioral Appraisal Evaluation 1/8' form within the HRworkPlace system. The form is structured into several input fields and sections:

- Performance Cycle:** 2015 Year End Appraisal
- To Date:** 09/02/2015
- Staff Number:** 2016/01/0594
- Level of Expertise:** Individual Contributor
- From Date:** 14/12/2015
- Dimension Description:** Building Capability
- Dimension:** Building Capability
- Behavior Level:** \* I seek feedback and ask ques
- Expectation:** Drives own personal development
- Dimension Rating:** Very Good
- Appraiser Behavior Rating\*:** Very Good
- Job Specific Behavior:** develop objectives of plans
- Comment on Dimension:** I endeavour to seek feedback on my performance and apply
- Appraiser Comment:** Good Performance

The 'Next >>' button is highlighted with a red circle, indicating the next step in the evaluation process. The bottom section of the form includes:

- Employee Overall Behavior Rating:** Good
- Employee Overall Behavior Comment:** A series of 'K' characters.
- Appraiser Overall Behavior Rating\*:** Please select
- Appraiser Overall Behavior Comment:** (Empty field)

The HRworkPlace logo is visible in the bottom left corner of the interface.

19. After filling the appraisal comments for all job specific behaviors, select the appraisal overall behavior rating.

aimsonline2/HrWorkPlace/Modules/BehaviourResult/evaluate-behavioral-appraisal. Search

Welcome Efe

1 2 3 4 5 6 7 8

### Adaobi Alaneme Behavioral Appraisal Evaluation 8/8

<b>Performance Cycle:</b> 2015 Year End Appraisal	<b>To Date:</b> 09/02/2015	<b>Staff Number:</b> 2016/01/0594	<b>Level of Expertise:</b> Individual Contributor
<b>From Date:</b> 14/12/2015	<b>Dimension Description:</b> Team Leadership	<b>Dimension:</b> Team Leadership	<b>Behavior Level:</b> * I build and maintain construct
<b>Expectation:</b> Contributes to the team's high standard of performance	<b>Job Specific Behavior:</b> display team spirit	<b>Dimension Rating:</b> Good	<b>Appraiser Behavior Rating*:</b> Very Good
		<b>Comment on Dimension:</b> I strive to build good working relationships with team members so as to	<b>Appraiser Comment:</b> Good performance

<< Prev Next >>

<b>Employee Overall Behavior Rating:</b> Good	<b>Employee Overall Behavior Comment:</b> OXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX	<b>Appraiser Overall Behavior Rating*:</b> Very Good	<b>Appraiser Overall Behavior Comment:</b> Good performance
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Save



20. Fill the overall behavior comment.

aimsonline2/HrWorkPlace/Modules/BehaviourResult/evaluate-behavioral-appraisal.

Search

Welcome Efe

1 2 3 4 5 6 7 8

### Adaobi Alaneme Behavioral Appraisal Evaluation 8/8

<b>Performance Cycle:</b> 2015 Year End Appraisal	<b>To Date:</b> 09/02/2015	<b>Staff Number:</b> 2016/01/0594	<b>Level of Expertise:</b> Individual Contributor
<b>From Date:</b> 14/12/2015	<b>Dimension Description:</b> Team Leadership	<b>Dimension:</b> Team Leadership	<b>Behavior Level:</b> * I build and maintain construct
<b>Expectation:</b> Contributes to the team's high standard of performance	<b>Job Specific Behavior:</b> display team spirit	<b>Dimension Rating:</b> Good	<b>Appraiser Behavior Rating*:</b> Very Good
		<b>Comment on Dimension:</b> I strive to build good working relationships with team members so as to	<b>Appraiser Comment:</b> Good performance

<< Prev Next >>

<b>Employee Overall Behavior Rating:</b> Good	<b>Employee Overall Behavior Comment:</b> XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	<b>Appraiser Overall Behavior Rating*:</b> Very Good	<b>Appraiser Overall Behavior Comment:</b> Good performance
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Save

21. Click on save to conclude the behavioral appraisal evaluation.

The screenshot shows a web application interface for a behavioral appraisal evaluation. The browser address bar displays 'aimsonline2/HrWorkPlace/Modules/BehaviourResult/evaluate-behavioral-appraisal.'. A sidebar on the left lists navigation options: My Employee, My Career, My Leave, My Travel, My Performance, My Discipline, My Benefit, My Loan, My Payroll, My Succession Plan, My Medical Service, My Feedback, and My Exit. The main content area is titled 'Adaobi Alaneme Behavioral Appraisal Evaluation 8/8'. At the top, a progress bar shows steps 1 through 8, with step 8 highlighted in red. The form contains the following fields and sections:

- Performance Cycle:** 2015 Year End Appraisal
- To Date:** 09/02/2015
- Staff Number:** 2016/01/0594
- Level of Expertise:** Individual Contributor
- From Date:** 14/12/2015
- Dimension Description:** Team Leadership
- Dimension:** Team Leadership
- Behavior Level:** \* I build and maintain construct
- Expectation:** Contributes to the team's high standard of performance
- Job Specific Behavior:** display team spirit
- Dimension Rating:** Good
- Comment on Dimension:** I strive to build good working relationships with team members so as to
- Appraiser Behavior Rating\*:** Very Good
- Appraiser Comment:** Good performance

Navigation buttons '<< Prev' and 'Next >>' are located below the main form fields. At the bottom, there are four summary sections:

- Employee Overall Behavior Rating:** Good
- Employee Overall Behavior Comment:** A text area containing placeholder text (Ks).
- Appraiser Overall Behavior Rating\*:** Very Good
- Appraiser Overall Behavior Comment:** Good performance

A red circle highlights the 'Save' button at the bottom right of the page.

22. Click on “View” to appraisal staff on Result Appraisal

The screenshot shows the HRWorkPlace web application interface. The top navigation bar includes links for Home, Employee, Career, Leave & Travels, Performance, Discipline, Loan, Payroll, and Succession Plan. A left sidebar lists various self-help options like My Employee, My Career, My Leave, My Travel, My Performance, My Discipline, My Benefit, My Loan, My Payroll, My Succession Plan, My Medical Service, My Feedback, and My Exit. The main content area displays a table titled 'List of Employee Performance Appraisals'.

S/N	Full Name	Performance Cycle	Is Behavior Appraisal Evaluated?	Is Result Appraisal Evaluated?	Behavior Appraisal	Result Appraisal	Detail
1	Adaobi Alaneme	2016 Year End (Test)	✓	✓	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
2	Adaobi Alaneme	2015 Year End Appraisal			<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

The 'View' link in the 'Result Appraisal' column for the first row is circled in red. At the bottom of the page, there is a copyright notice: 'Copyright © HRWorkPlace 2016. All rights reserved.'

23. Select Appraisal Result rating for each result appraisal evaluation.

[illegible]

24. Fill the Appraisal comment for each result appraisal evaluation.

The screenshot displays the MANSARD HR WorkPlace Modules interface. The top navigation bar includes links for Home, Employee, Career, Leave & Travels, Performance, Discipline, Loan, Payroll, Succession Plan, Health & Safety, Exit, Reports, and Admin. A search bar is also present. On the left, a sidebar lists various self-help options like My Employee, My Career, My Leave, etc. The main content area shows the 'Adaobi Alaneme Result Appraisal Evaluation 1/8' form. This form contains several sections: 'Performance Cycle' (2015 Year End Appraisal), 'From Date' (14/12/2015), 'To Date' (09/02/2015), 'Target' (Implement the revised performance management approach...), 'Target Rating' (Good), 'Comment on Target Category' (The team has introduced the new performance management approach to...), 'Appraiser Result Rating\*' (Very Good), and 'Appraiser Comment' (Good Performance). At the bottom, there are fields for 'Employee Overall Result Rating' (Good), 'Employee Overall Result Comment' (GOOOOOOOOOOOOOOOOOOOO), 'Appraiser Overall Result Rating\*' (Please select), and 'Appraiser Overall Result Comment'. A red circle highlights the 'Appraiser Comment' field.

25. Click on “Next” to go to the next target

The screenshot displays the MANSARD HR system interface. The top navigation bar includes links for Home, Employee, Career, Leave & Travels, Performance, Discipline, Loan, Payroll, and Succession Plan. A search bar is also present. The left sidebar lists various self-help options like My Employee, My Career, My Leave, My Travel, My Performance, My Discipline, My Benefit, My Loan, My Payroll, My Succession Plan, My Medical Service, My Feedback, and My Exit. The main content area shows the 'Adaobi Alaneme Result Appraisal Evaluation 1/8' form. The form is divided into several sections: Performance Cycle (2015 Year End Appraisal), From Date (14/12/2015), To Date (09/02/2015), Target (Implement the revised performance management approach that are aligned), Target Category (Employment Management), Job Code (AI/TM/03/0121), Target Rating (Good), and Appraiser Result Rating (Very Good). The 'Next >>' button is highlighted with a red circle. At the bottom, there are fields for Employee Overall Result Rating (Good), Employee Overall Result Comment, Appraiser Overall Result Rating (Please select), and Appraiser Overall Result Comment.



26. After filling the appraisal comments for all targets, select the appraisal overall result rating.

My Travel

My Performance

My Discipline

My Benefit

My Loan

My Payroll

My Succession Plan

My Medical Service

My Feedback

My Exit

## Adaobi Alaneme Result Appraisal Evaluation 8/8

**Performance Cycle:**  
2015 Year End Appraisal

**From Date:**  
14/12/2015

**To Date:**  
09/02/2015

**Target:**  
Maintain an up-to-date record of all recruitment transactions and provide

**Target Category:**  
Records Management

**Job Code:**  
AI/TM/03/0121

<< Prev

Next >>

**Appraiser Result Rating\*:**  
Very Good

**Appraiser Comment:**  
Good Performance

**Employee Overall Result Rating:**  
Good

**Employee Overall Result Comment:**  
GOOOOOOOOOOOOOOOOOOOOO  
OOOOOOOOOOOOOOOOOOOOOO  
OOOOOOOOOOOOOOOOOOOOOO

**Appraiser Overall Result Rating\*:**  
Very Good

**Appraiser Overall Result Comment:**  
Good Performance

Save

**Employee Overall Performance Rating:**  
Good

**Employee Overall Performance Comment:**  
I will endeavour to improve on my performance

**Appraiser Overall Performance Rating:**  
Please select

**Appraiser Overall Performance Comment:**

Submit

27. Fill the appraisal overall result comment.

My Travel
My Performance
My Discipline
My Benefit
My Loan
My Payroll
My Succession Plan
My Medical Service
My Feedback
My Exit

## Adaobi Alaneme Result Appraisal Evaluation 8/8

**Performance Cycle:**  
2015 Year End Appraisal

**From Date:**  
14/12/2015

**To Date:**  
09/02/2015

**Target:**  
Maintain an up-to-date record of all recruitment transactions and provide

**Target Category:**  
Records Management

**Job Code:**  
AI/TM/03/0121

**Target Rating:**  
Good

**Comment on Target Category:**  
I actively work on immediate documentation of all employees' data for

**Appraiser Result Rating\*:**  
Very Good

**Appraiser Comment:**  
Good Performance

<< Prev

Next >>

**Employee Overall Result Rating:**  
Good

**Employee Overall Result Comment:**  
GOOOOOOOOOOOOOOOOOOOOO  
OOOOOOOOOOOOOOOOOOOOOO  
OOOOOOOOOOOOOOOOOOOOOO

**Appraiser Overall Result Rating\*:**  
Very Good

**Appraiser Overall Result Comment:**  
Good Performance

Save

**Employee Overall Performance Rating:**  
Good

**Employee Overall Performance Comment:**  
I will endeavour to improve on my performance

**Appraiser Overall Performance Rating:**  
Please select  
Appraiser overall performance rating is required.

**Appraiser Overall Performance Comment:**

Submit

28. Click on “Save”

My Travel
My Performance
My Discipline
My Benefit
My Loan
My Payroll
My Succession Plan
My Medical Service
My Feedback
My Exit

### Adaobi Alaneme Result Appraisal Evaluation 8/8

**Performance Cycle:**  
2015 Year End Appraisal

**From Date:**  
14/12/2015

**To Date:**  
09/02/2015

**Target:**  
Maintain an up-to-date record of all recruitment transactions and provide

**Target Category:**  
Records Management

**Job Code:**  
AI/TM/03/0121

<< Prev

Next >>

**Appraiser Result Rating\*:**  
Very Good

**Appraiser Comment:**  
Good Performance

**Employee Overall Result Rating:**  
Good

**Employee Overall Result Comment:**  
GOOOOOOOOOOOOOOOOOOOOO  
OOOOOOOOOOOOOOOOOOOOOO  
OOOOOOOOOOOOOOOOOOOOOO

**Appraiser Overall Result Rating\*:**  
Very Good

**Appraiser Overall Result Comment:**  
Good Performance

Save

**Employee Overall Performance Rating:**  
Good

**Employee Overall Performance Comment:**  
I will endeavour to improve on my performance

**Appraiser Overall Performance Rating:**  
Please select  
Appraiser overall performance rating is required.

**Appraiser Overall Performance Comment:**

Submit

29. Select appraisal overall performance rating.

My Travel
My Performance
My Discipline
My Benefit
My Loan
My Payroll
My Succession Plan
My Medical Service
My Feedback
My Exit

## Adaobi Alaneme Result Appraisal Evaluation 8/8

**Performance Cycle:**  
2015 Year End Appraisal

**From Date:**  
14/12/2015

**To Date:**  
09/02/2015

**Target:**  
Maintain an up-to-date record of all recruitment transactions and provide

**Target Category:**  
Records Management

**Job Code:**  
AI/TM/03/0121

**Target Rating:**  
Good

**Comment on Target Category:**  
I actively work on immediate documentation of all employees' data for

**Appraiser Result Rating\*:**  
Very Good

**Appraiser Comment:**  
Good Performance

<< Prev

Next >>

**Employee Overall Result Rating:**  
Good

**Employee Overall Result Comment:**  
GOOOOOOOOOOOOOOOOOOOOO  
OOOOOOOOOOOOOOOOOOOOOO  
OOOOOOOOOOOOOOOOOOOOOO

**Appraiser Overall Result Rating\*:**  
Very Good

**Appraiser Overall Result Comment:**  
Good Performance

Save

**Employee Overall Performance Rating:**  
Good

**Employee Overall Performance Comment:**  
I will endeavour to improve on my performance

**Appraiser Overall Performance Rating:**  
Please select

**Appraiser Overall Performance Comment:**

Submit

30. Enter appraisal overall performance comment.

My Travel

My Performance

My Discipline

My Benefit

My Loan

My Payroll

My Succession Plan

My Medical Service

My Feedback

My Exit

## Adaobi Alaneme Result Appraisal Evaluation 8/8

**Performance Cycle:**  
2015 Year End Appraisal

**From Date:**  
14/12/2015

**To Date:**  
09/02/2015

**Target:**  
Maintain an up-to-date record of all recruitment transactions and provide

**Target Category:**  
Records Management

**Job Code:**  
AI/TM/03/0121

**Target Rating:**  
Good

**Comment on Target Category:**  
I actively work on immediate documentation of all employees' data for

**Appraiser Result Rating\*:**  
Very Good

**Appraiser Comment:**  
Good Performance

<< Prev

Next >>

**Employee Overall Result Rating:**  
Good

**Employee Overall Result Comment:**  
GOOOOOOOOOOOOOOOOOOO  
OOOOOOOOOOOOOOOOOOOO  
OOOOOOOOOOOOOOOOOOOO

**Appraiser Overall Result Rating\*:**  
Very Good

**Appraiser Overall Result Comment:**  
Good Performance

Save

**Employee Overall Performance Rating:**  
Good

**Employee Overall Performance Comment:**  
I will endeavour to improve on my performance

**Appraiser Overall Performance Rating:**  
Please select  
Appraiser overall performance rating is required.

**Appraiser Overall Performance Comment:**

Submit

31. Click on “Submit” to conclude the appraisal exercise.

My Travel
My Performance
My Discipline
My Benefit
My Loan
My Payroll
My Succession Plan
My Medical Service
My Feedback
My Exit

## Adaobi Alaneme Result Appraisal Evaluation 8/8

**Performance Cycle:**  
2015 Year End Appraisal

**From Date:**  
14/12/2015

**To Date:**  
09/02/2015

**Target:**  
Maintain an up-to-date record of all recruitment transactions and provide

**Target Category:**  
Records Management

**Job Code:**  
AI/TM/03/0121

**Target Rating:**  
Good

**Comment on Target Category:**  
I actively work on immediate documentation of all employees' data for

**Appraiser Result Rating\*:**  
Very Good

**Appraiser Comment:**  
Good Performance

<< Prev
Next >>

**Employee Overall Result Rating:**  
Good

**Employee Overall Result Comment:**  
G00000000000000000000  
00000000000000000000  
D0000000000000000000

**Appraiser Overall Result Rating\*:**  
Very Good

**Appraiser Overall Result Comment:**  
Good Performance

Save

**Employee Overall Performance Rating:**  
Good

**Employee Overall Performance Comment:**  
I will endeavour to improve on my performance

**Appraiser Overall Performance Rating:**  
Please select  
Appraiser overall performance rating is required.

**Appraiser Overall Performance Comment:**

Submit