## Manual for evaluating Appraisal Document by Approvers

1. Login to ESS. Go to MSS– Performance Management – Reporting Officer Inbox/reviewing Officer Inbox /Final Authority Inbox as the case may be.Here is the case taken for Reporting Officer i.e Appriaser

SAP					Search:		Q → New Se	ession SA	P Store Log
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Click on the Appraisal Document Name .

## 2. Go to Annual Work Plan tab. Enter the Marks.

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2.2 13. Annual Work Plan				
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## 3. Go to Assessment of Personal Attributes tab. Enter the Marks.

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Page **2** of **5** 

4. Go to Training & Development Tab. Enter the details.

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5. Review the Overall Assessment Tab.

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6. Go to Section II: By Reporting Officer tab. Enter the Marks.

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7. After all the details have been entered and reviewed, Select Approved by Reporting Officer. You can send back the document to the appraisee for any correction.

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	2.1 12. Integrity Certificate

In the similar way as explained above, Reviewing Officer, Reviewing Officer 2, Final Authority has to approve the Appraisal documents .