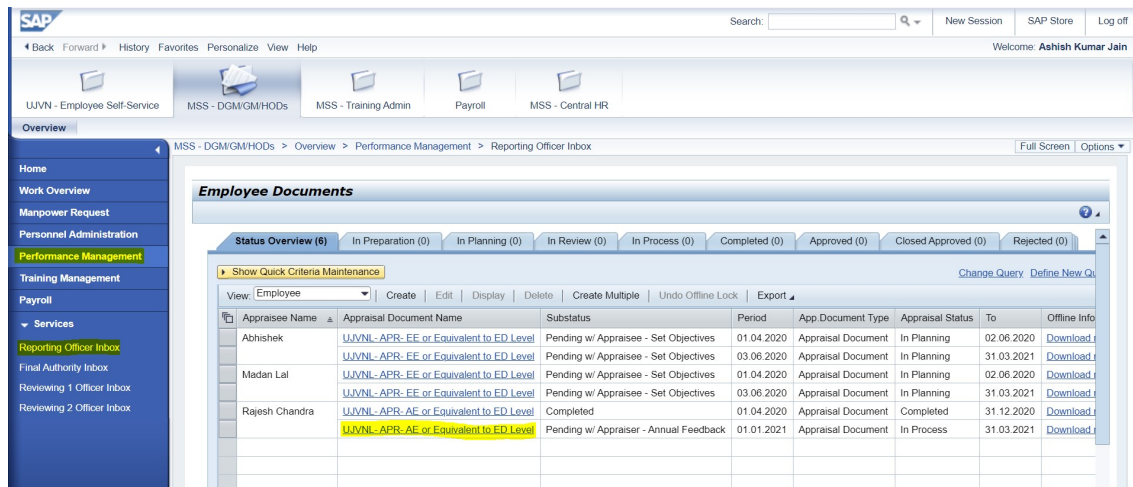


Manual for evaluating Appraisal Document by Approvers

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

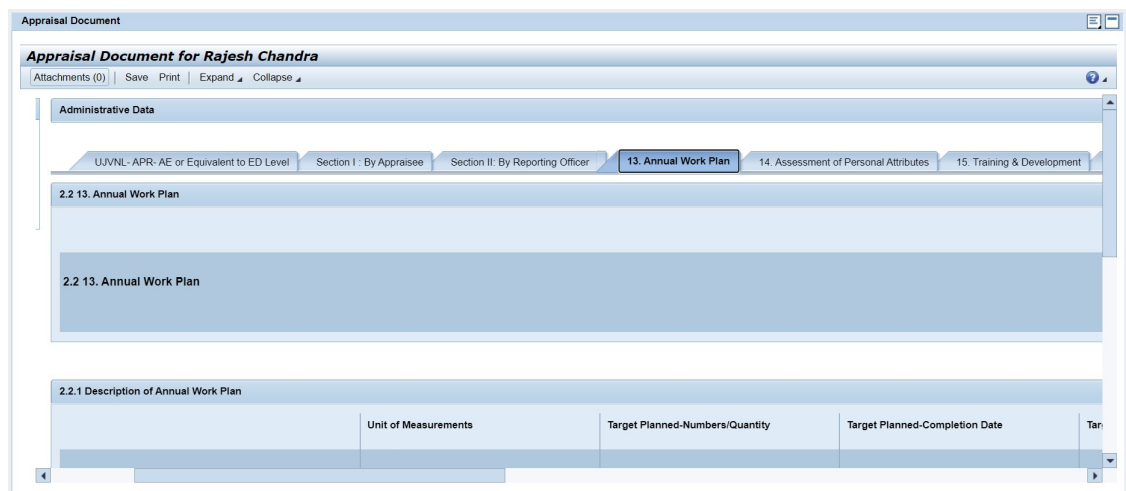
Click on the Appraisal Document Name .



The screenshot shows the SAP Employee Documents page. The left sidebar contains navigation links: Home, Work Overview, Manpower Request, Personnel Administration, Performance Management (highlighted), Training Management, Payroll, and Services. The main content area is titled 'Employee Documents' and shows a table of appraisal documents. The table has columns for Appraiser Name, Appraisal Document Name, Substatus, Period, App. Document Type, Appraisal Status, To, and Offline Info. The table is filtered by 'Status Overview (6)' and shows 6 records. The first record is for 'Abhishek' with 'UJVNL-APR-EE or Equivalent to ED Level' and 'Pending w/ Appraiser - Set Objectives'. The second record is for 'Madan Lal' with 'UJVNL-APR-EE or Equivalent to ED Level' and 'Pending w/ Appraiser - Set Objectives'. The third record is for 'Rajesh Chandra' with 'UJVNL-APR-AE or Equivalent to ED Level' and 'Completed'. The fourth record is for 'Rajesh Chandra' with 'UJVNL-APR-AE or Equivalent to ED Level' and 'Pending w/ Appraiser - Annual Feedback'.

Appraiser Name	Appraisal Document Name	Substatus	Period	App. Document Type	Appraisal Status	To	Offline Info
Abhishek	UJVNL-APR-EE or Equivalent to ED Level	Pending w/ Appraiser - Set Objectives	01.04.2020	Appraisal Document	In Planning	02.06.2020	Download
Abhishek	UJVNL-APR-EE or Equivalent to ED Level	Pending w/ Appraiser - Set Objectives	03.06.2020	Appraisal Document	In Planning	31.03.2021	Download
Madan Lal	UJVNL-APR-EE or Equivalent to ED Level	Pending w/ Appraiser - Set Objectives	01.04.2020	Appraisal Document	In Planning	02.06.2020	Download
Madan Lal	UJVNL-APR-EE or Equivalent to ED Level	Pending w/ Appraiser - Set Objectives	03.06.2020	Appraisal Document	In Planning	31.03.2021	Download
Rajesh Chandra	UJVNL-APR-AE or Equivalent to ED Level	Completed	01.04.2020	Appraisal Document	Completed	31.12.2020	Download
Rajesh Chandra	UJVNL-APR-AE or Equivalent to ED Level	Pending w/ Appraiser - Annual Feedback	01.01.2021	Appraisal Document	In Process	31.03.2021	Download

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



The screenshot shows the SAP Appraisal Document for Rajesh Chandra. The page has a header 'Appraisal Document for Rajesh Chandra' and a sub-header 'Administrative Data'. Below this, there are tabs for 'UJVNL-APR-AE or Equivalent to ED Level', 'Section I: By Appraiser', 'Section II: By Reporting Officer', '13. Annual Work Plan' (highlighted), '14. Assessment of Personal Attributes', and '15. Training & Development'. The main content area is titled '2.2 13. Annual Work Plan' and contains a table for '2.2.1 Description of Annual Work Plan'. The table has columns for 'Unit of Measurements', 'Target Planned-Numbers/Quantity', 'Target Planned-Completion Date', and 'Tar'.

Unit of Measurements	Target Planned-Numbers/Quantity	Target Planned-Completion Date	Tar

Appraisal Document

Appraisal Document for Rajesh Chandra

Attachments (0) | Save | Print | Expand | Collapse

Target Achieved-Completed On	% of Achievement	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer
01.02.2021	100.000	3.000	2	

3. Go to Assessment of Personal Attributes tab. Enter the Marks.

Appraisal Document

Appraisal Document for Rajesh Chandra

Attachments (0) | Save | Print | Expand | Collapse

AE or Equivalent to ED Level | Section I: By Appraiser | Section II: By Reporting Officer | 13. Annual Work Plan | **14. Assessment of Personal Attributes** | 15. Training & Development | 16. Overall Assessment

Assessment of Personal Attributes

	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer 1	Marks by Reviewing Officer 2
Assessment of Personal Attributes	20.000	17.000	0.000	

Appraisal Document

Appraisal Document for Rajesh Chandra

Attachments (0) | Save | Print | Expand | Collapse

2.3.1 Parameters

	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer 1
2.3.1.1 Description Parameters			
2.3.1.1.1 Description Exceptional Contribution as per Clause no. 10 of this format	2.000		
2.3.1.1.2 Description Belongingness & Ownership	2.000		
2.3.1.1.3 Description	2.000		

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

Appraisal Document

Appraisal Document for Rajesh Chandra

Attachments (0) | Save | Print | Expand | Collapse

Section I: By Appraiser | Section II: By Reporting Officer | 13. Annual Work Plan | 14. Assessment of Personal Attributes | **15. Training & Development** | 16. Overall Assessment | Section

	Maximum Marks	Marks by Reporting Officer
Initiatives for Self and Sub-ordinate development)	10.000	0.000

No. of Trainings-Nominated	No. of Trainings-Attended	Maximum Marks	Marks by Reporting Officer
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Appraisal Document

Appraisal Document for Rajesh Chandra

Attachments (0) | Save | Print | Expand | Collapse

Inated	No. of Trainings-Attended	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer 1
.000	0.000	5.000		

No. of Sessions Organized	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer 1	
gs/ guiding/ coaching/	3.000	5.000		

5. Review the Overall Assessment Tab.

Appraisal Document for Rajesh Chandra

Attachments (0) | Save | Print | Expand | Collapse

Section I : By Appraisee | Section II : By Reporting Officer | 13. Annual Work Plan | 14. Assessment of Personal Attributes | 15. Training & Development | **16. Overall Assessment** | Section III: By Final Authority

	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer 1	Marks by Reviewing Officer 2
g Officers	100.000	91.000	0.000	0.000
	70.000	67.000	0.000	0.000
	20.000	17.000	0.000	0.000

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

Appraisal Document

Appraisal Document for Rajesh Chandra

Attachments (0) | Save | Print | Expand | Collapse

UJVNL- APR: AE or Equivalent to ED Level | Section I : By Appraisee | **Section II: By Reporting Officer** | 13. Annual Work Plan | 14. Assessment of Pe

2 Section II: By Reporting Officer

2 Section II: By Reporting Officer

Description

Section-II (To be filled by Reporting Officer)

2.1 12. Integrity Certificate

Certify Integrity

2.1 Description

2.1 12. Integrity Certificate

Certify Integrity

2.1 Description

12. Integrity Certificate

2.1.1 Description

12.1 The general reputation of Appraisee for honesty is Good and I certify his/her integrity

No value | Yes No

2.1.2 Description

12.2 The general reputation of Appraisee for honesty is Not Good and I withhold his/her integrity on account of the following reasons:

Details: [Expand Text Field](#)

"Enter The Remarks"

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.

The screenshot displays the 'Appraisal Document for Rajesh Chandra' interface. On the left, a sidebar titled 'How do you want to continue?' contains three radio button options: 'Save and Exit Document', 'Approved by Reporting Officer' (which is selected), and 'Send back for Correction to Appraisee'. A 'Continue' button is located below these options. The main content area is titled 'Appraisal Document for Rajesh Chandra' and includes a toolbar with 'Attachments (0)', 'Save', 'Print', 'Expand', and 'Collapse'. Below the toolbar, a tabbed interface shows 'Section II: By Reporting Officer' as the active tab. The content area is divided into sections: 'Administrative Data' (with sub-tabs for 'UJVN- APR- AE or Equivalent to ED Level', 'Section I : By Appraisee', 'Section II: By Reporting Officer', '13. Annual Work Plan', and '14. Assessment of Pe'), '2 Section II: By Reporting Officer' (containing a 'Description' section with the text 'Section-II (To be filled by Reporting Officer)'), and '2.1 12. Integrity Certificate' (containing a 'Certify Integrity' button).

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