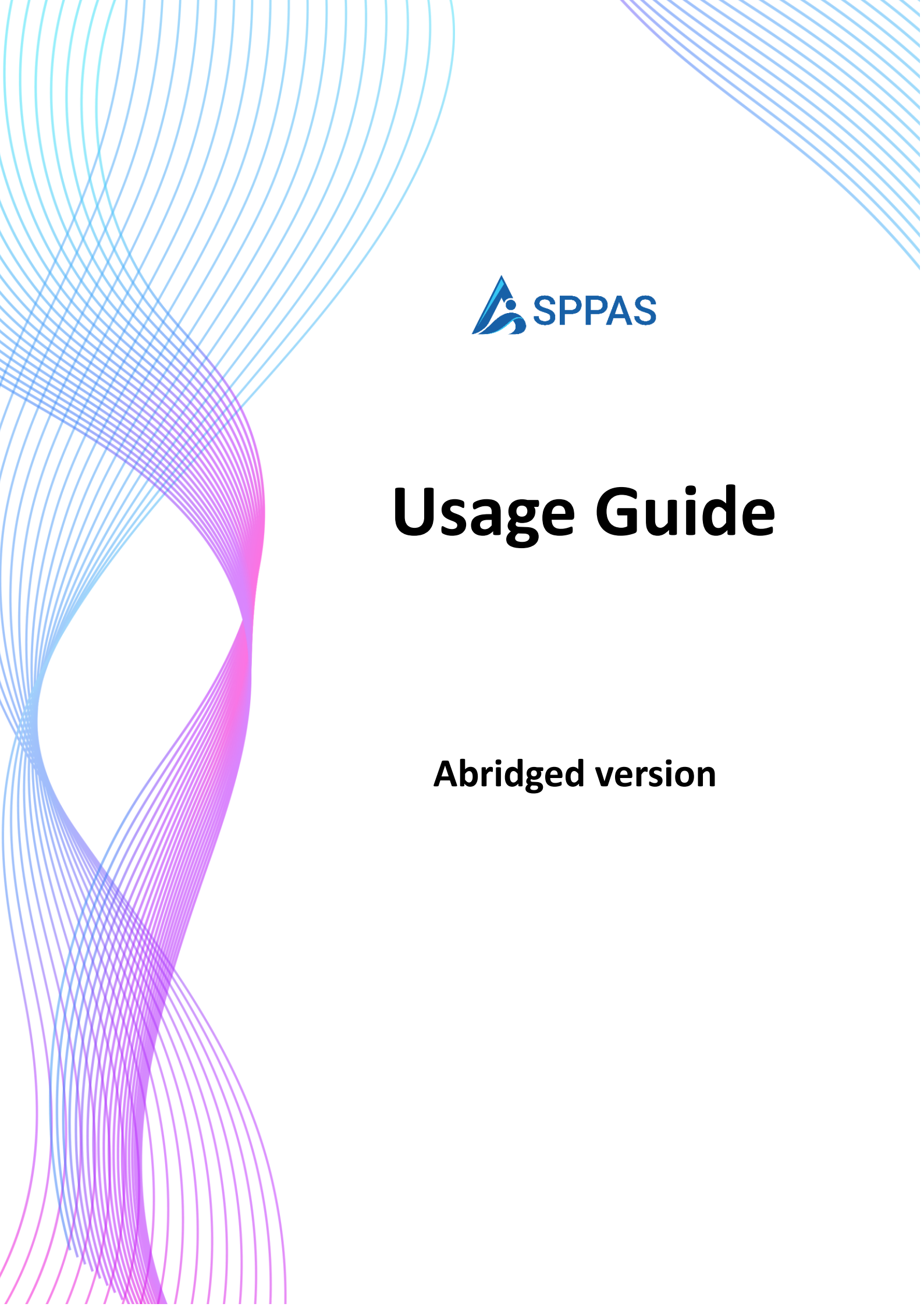

Usage Guide

Abridged version

SPPAS

How to use SPPAS to Manage your performance appraisals

SPPAS VERSION	This guide is suitable for SPPAS version 1.x.x. and higher

Version 1.1

April 24, 2023

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SPPAS

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SPPAS

Section 1

Before you begin

In this section, we'll give you an overview of what you can accomplish using SPPAS and provide information about the prerequisites you'll need to meet before getting started.

Starting from **version 1.0.4**, there is a change in nomenclature.

Assessors	Assessors are now termed **Appraisers**
Assessees	Assessees are now termed **Appraisees**

Those names are interchangeable. Some of our resources my still have those terms unchanged.

You can watch a **video** summary by going to https://youtu.be/E-ycDmK-MWY

Full help documentation can be found at https://help.sppas.net/

1.1 What SPPAS (SharePoint Performance Appraisal System) is used for

You can create **two types of appraisals** in SPPAS

- **Performance Review:** This is the general performance review which is done monthly, semi-annually or annually depending on the organization.
- Promotion**/Probation Review**: This is specifically done to review a single employee's performance.

1.1 Install SPPAS

- You should have installed SPPAS in your SharePoint environment. You can download from https://www.sppas.net

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Section 2

Adding HR members

This section explains how you can add HR members to **SPPAS.**

2.1 Site collection administrator adds the first HR member

In order to add HR members to SPPAS, the site collection administrator who installed the software must add the first HR member. After this initial HR member has been added, subsequent HR members can be added by the first HR member.

To add an HR member, follow the following steps:

1 From the Admin menu, select **HR Members**

2 Click on the **New** button

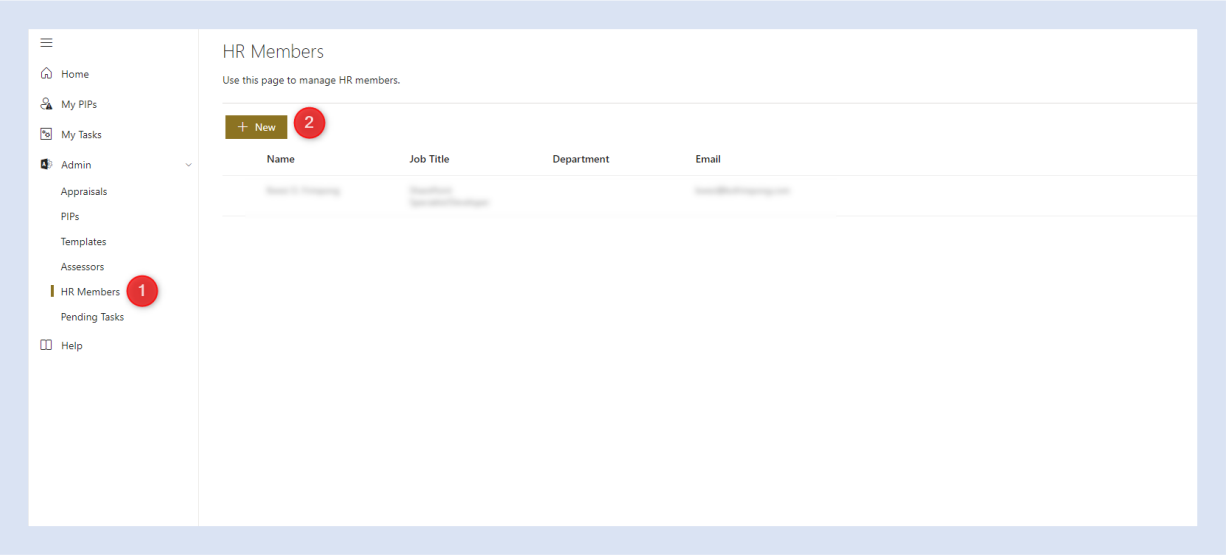

Figure2.2.1 Adding HR members

3 Fill the form

4 Click **Save**

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Section 3

HR members add all appraisers

Appraisers are individuals who do the actual assessment. HR must add these individuals in order for them to be able to do the appraisals.

3.1 Adding Appraisers

You must add all Appraisers in the Assessor list. Appraiser is anyone who will appraise or review another person's performance.

1. On your Appraisal page, go to **Admin** > Appraisers.
2. Select **New** from the command bar along the top.
3. In the dialog form, fill in the name of the appraisers.
4. Select **Save** to add the appraiser.

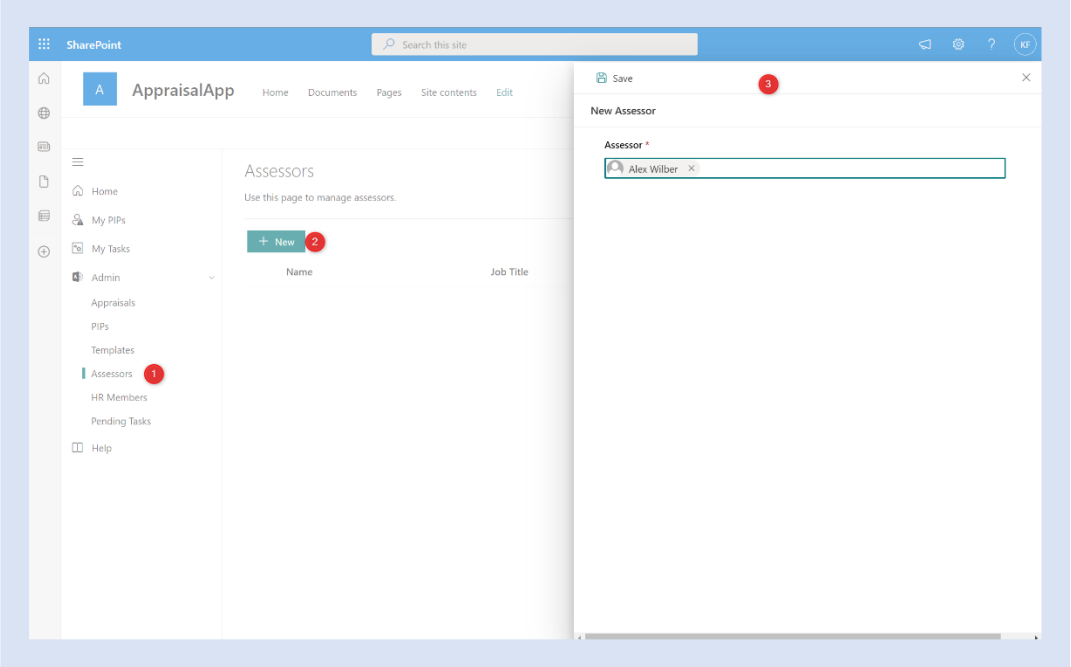

Figure 3.1.1 Adding Appraisers form

3.2 Appraisers add their team members

Appraisers will add all staff/team members that they are responsible for appraising their performance.

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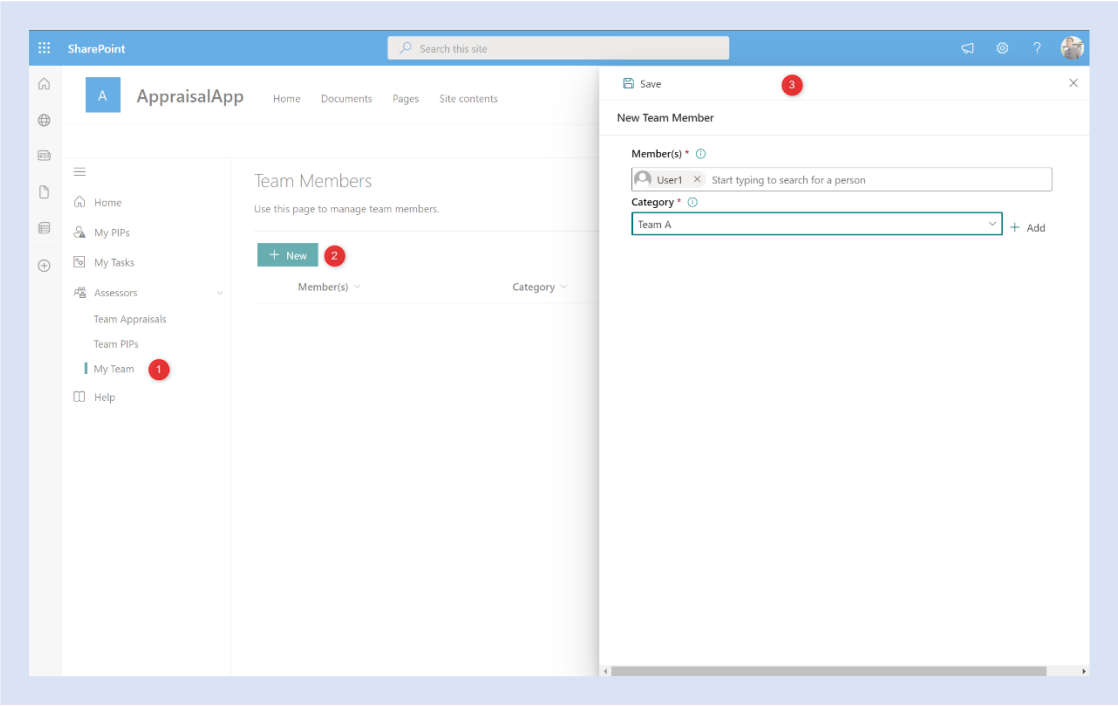
1. On your Appraisal page, go to Appraisers> **My Team**.
2. Select **New** from the command bar along the top.
3. In the dialog form, fill in the name of the appraiser.
    1. **Member** Fill in the name of your team member
    2. **Category** Fill in the category. The category is a way to group your team members so you can assess them using different appraisal template.
4. Select **Save** to add the team member.



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Section 4

Performance Reviews

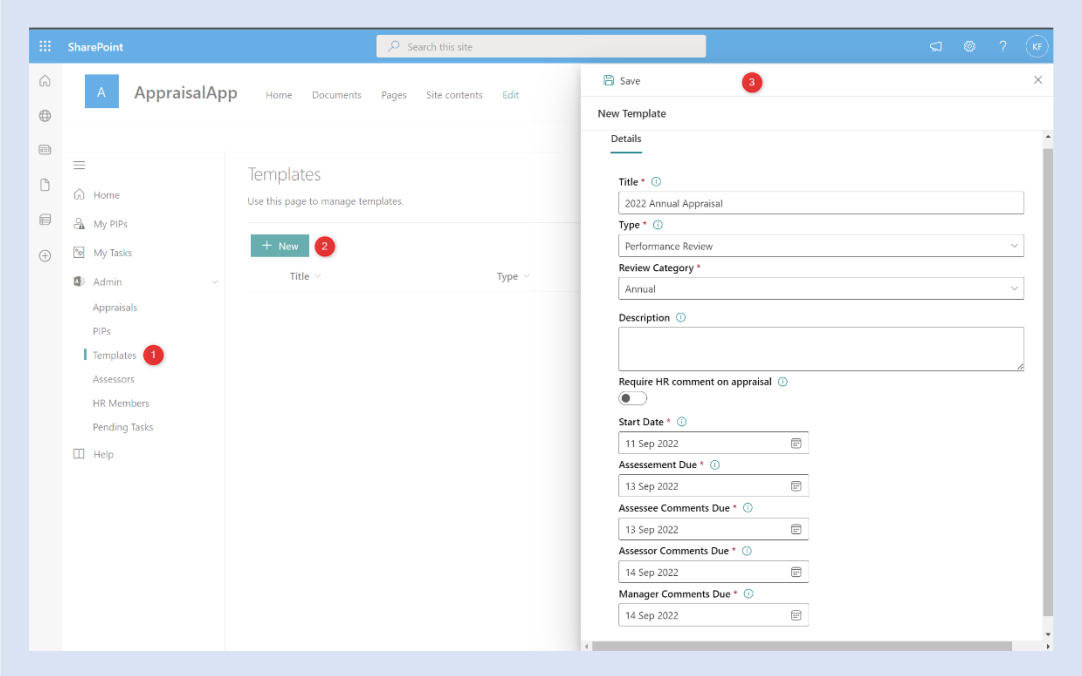
This section covers how to use SPPAS for a performance review.

4.1 HR creates an appraisal template

HR starts the appraisal process by creating a template.

- Specify the name of the template.
- Select the appraisal type as Performance Review
- Select the appraisal start date. When the date comes, Appraisers can create their own template.

Click **Save**



From the Objective tabs, add objectives. These objectives are what we call **Core Values Objectives**. These are organizational values that every employee will be appraised on.

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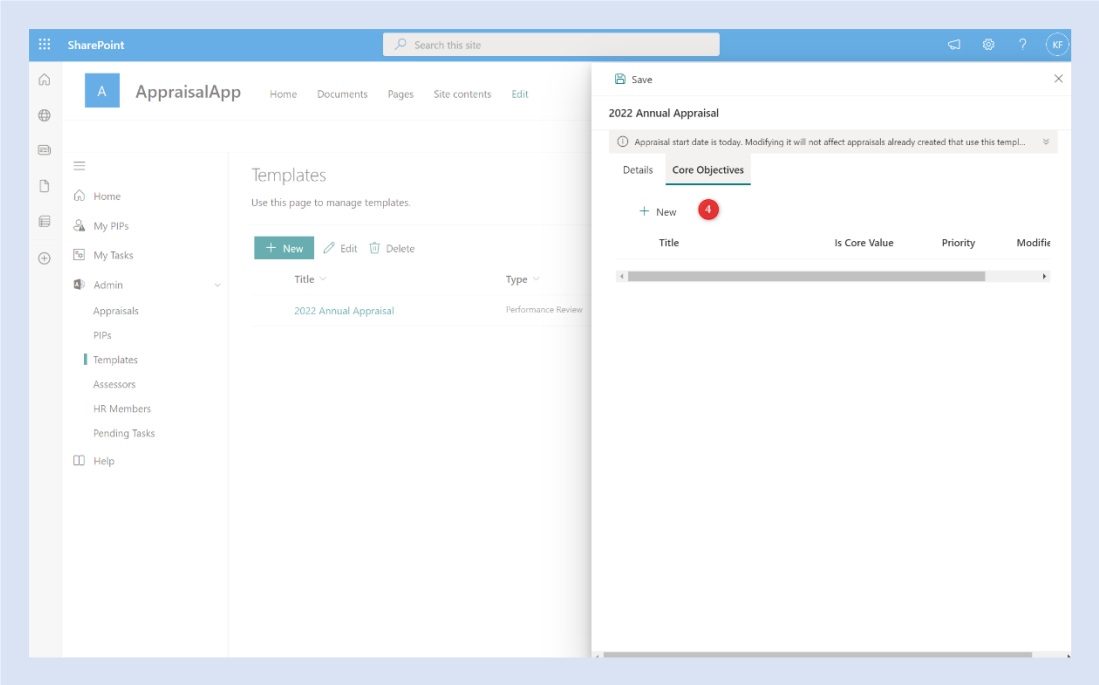
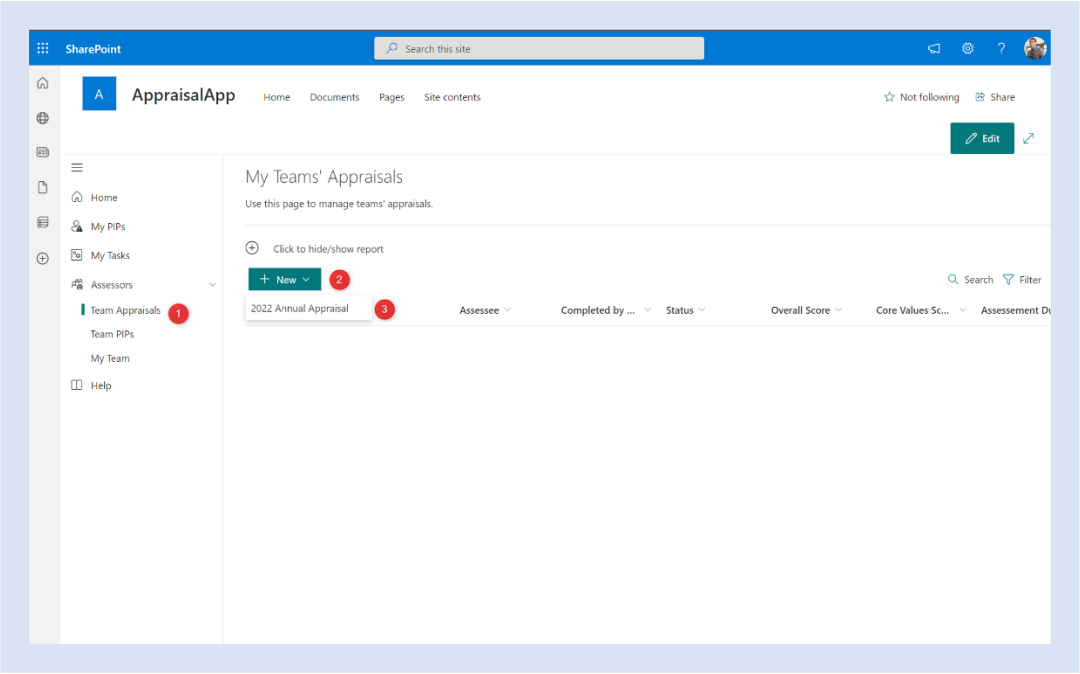


4.2 Appraisers create their own template

Appraisers will create their own template using the one created by HR as the base. They will add Key Business Area Objectives to the template. Appraisersare not limited to the number of templates they can create. This helps them to create different templates with different Key Business Area objectives for different team members.

1. Go to Appraisers> **Templates**, and select **New**. Select the Appraisal you want to use to create a template from the dropdown.



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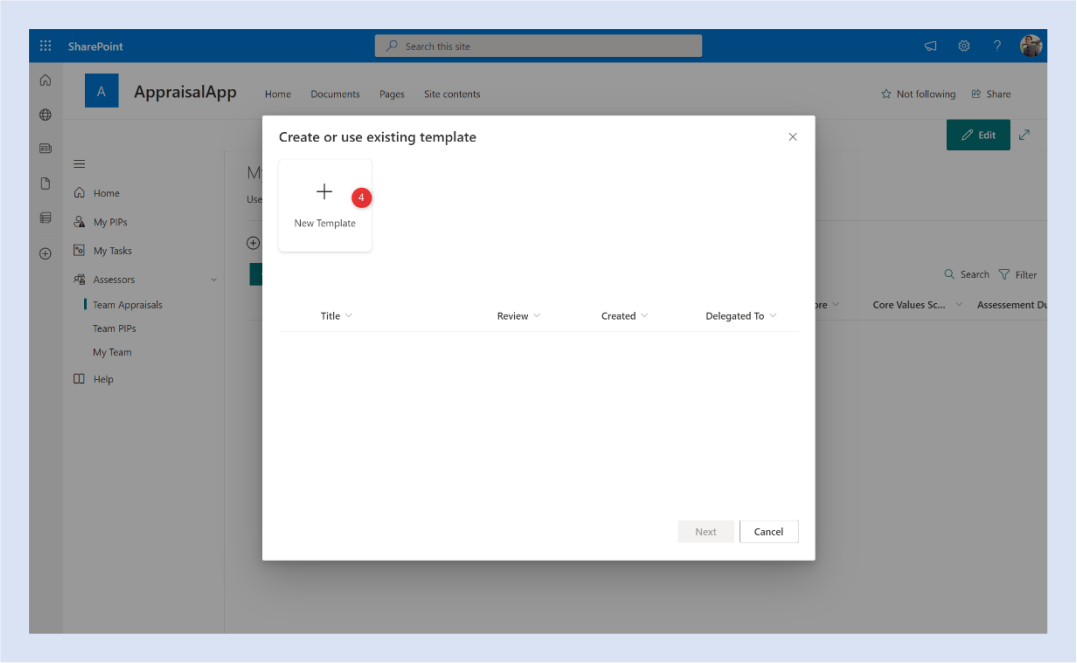
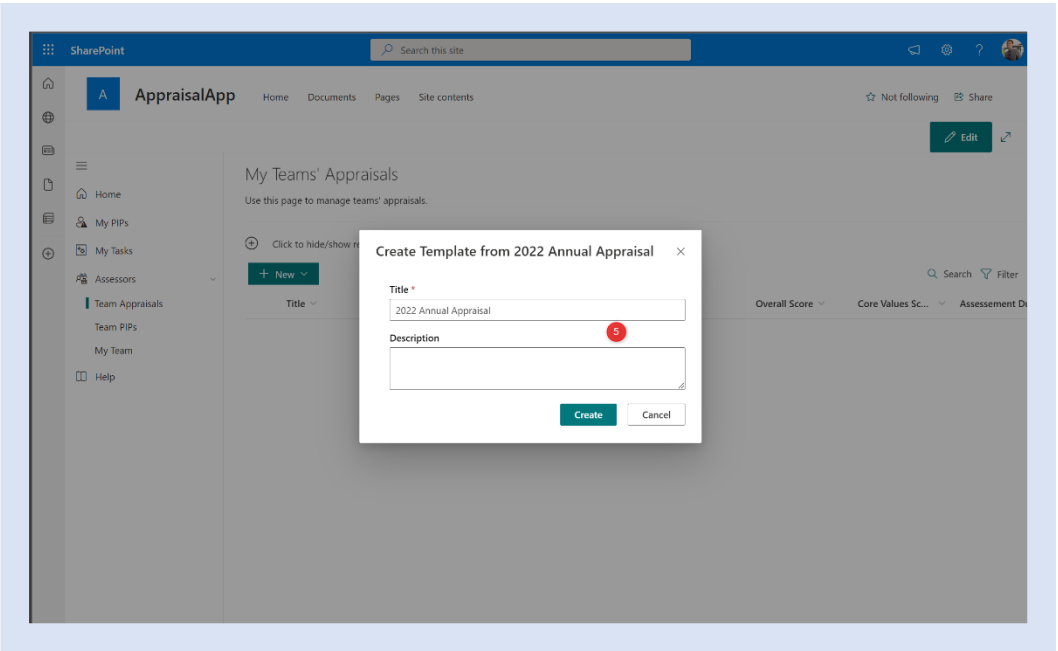


Fill in the **Title** and **Description** for your template



Select **New Objective** and in the dialog form that will open, fill in the details.

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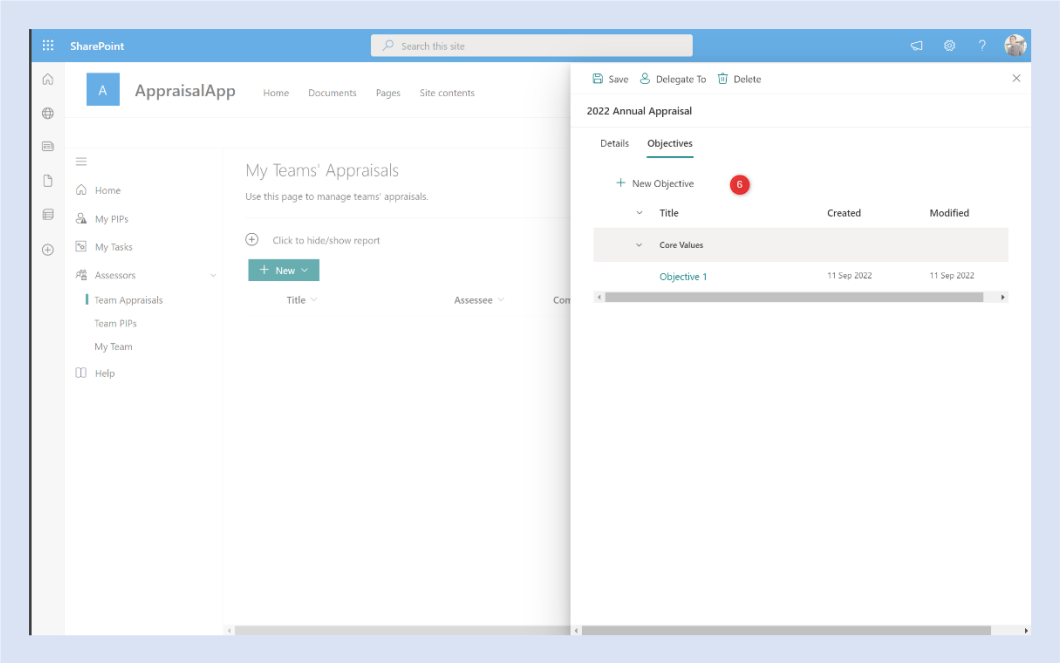
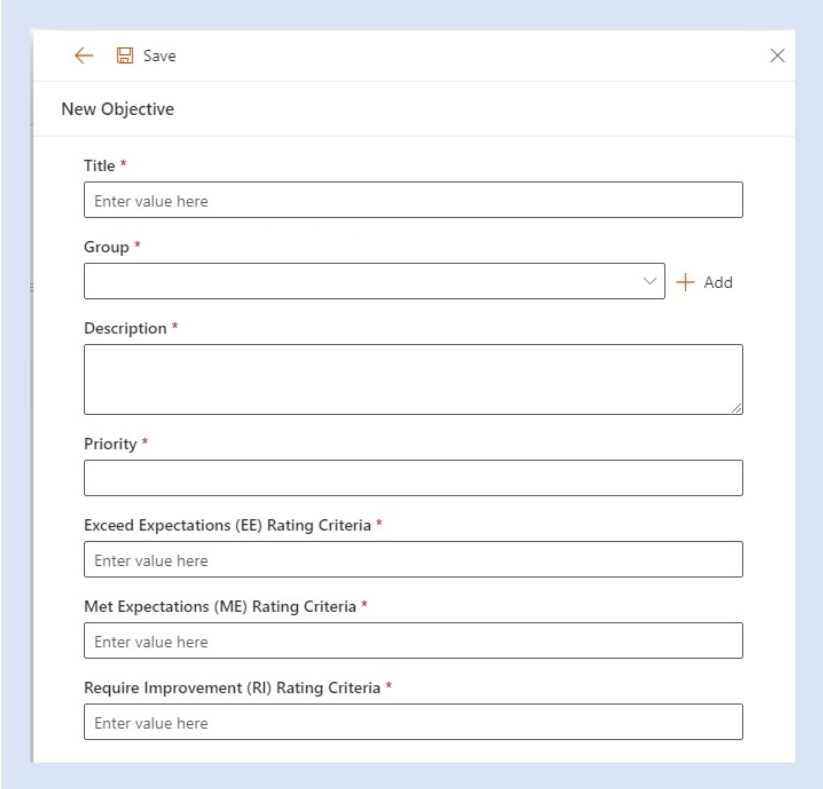


1.



- **Title** Fill in the title of the core value objective.
- **Group** Select the group this objective belongs to. If you have not created a group yet, click on **Add** to create a new group.
- **Description** Fill in the description for the of the core value objective.

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- **Priority** Fill in the priority.

Notes:
Priority is not a rating but just show the level of importance for the stated objectives. Prioritize by ranking the objectives/expected results in terms of their importance to the job to be performed. Prioritize according to the following guideline:

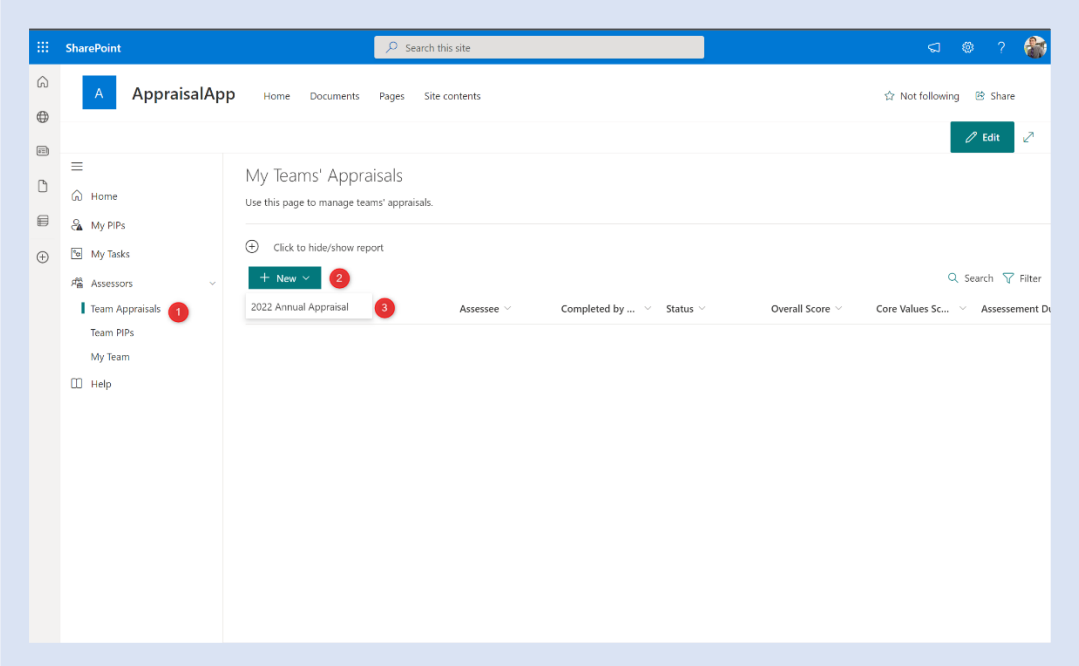
Priority 1 = Important
Priority 2 = Very Important
Priority 3 = Critical

- **Exceed Expectations (EE) Rating Criteria** Fill in what constitutes an EE
- **Met Expectations (ME) Rating Criteria** Fill in what constitutes an ME
- **Require Improvement (RI) Rating Criteria** Fill in what constitutes an RI

2. Click on **Save** to add the core value objective.

4.3 Appraisers starts the appraisals.

Appraisers will start the appraisal process by creating appraisals from their template. They can publish such template to a team category (Appraisers can categorize their team member) or to a specific individual.



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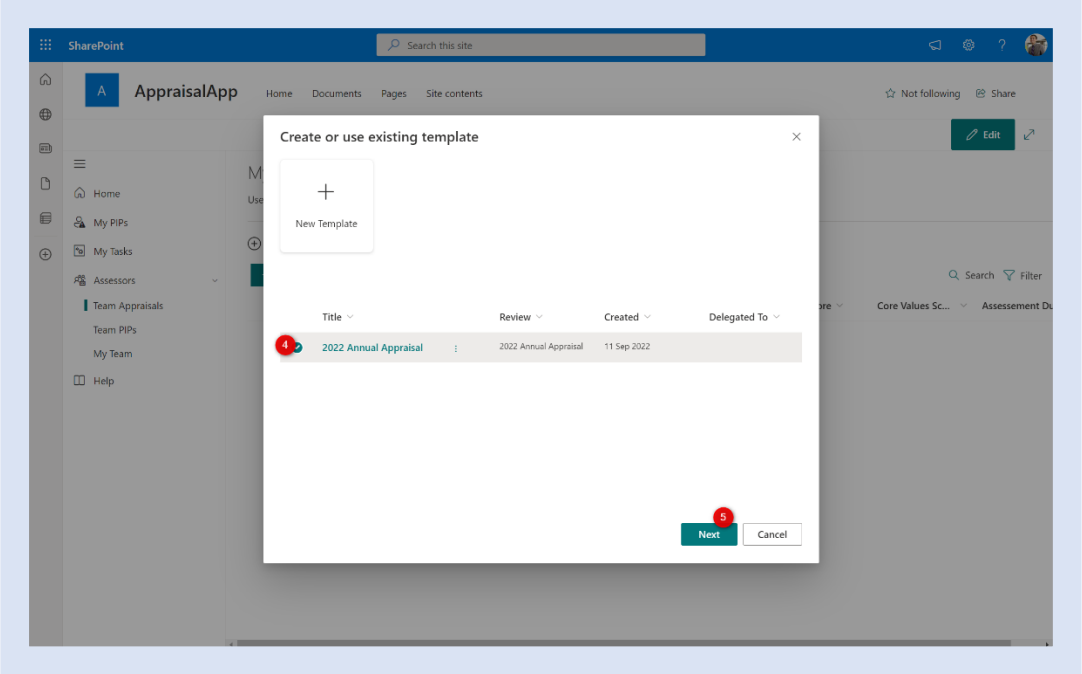
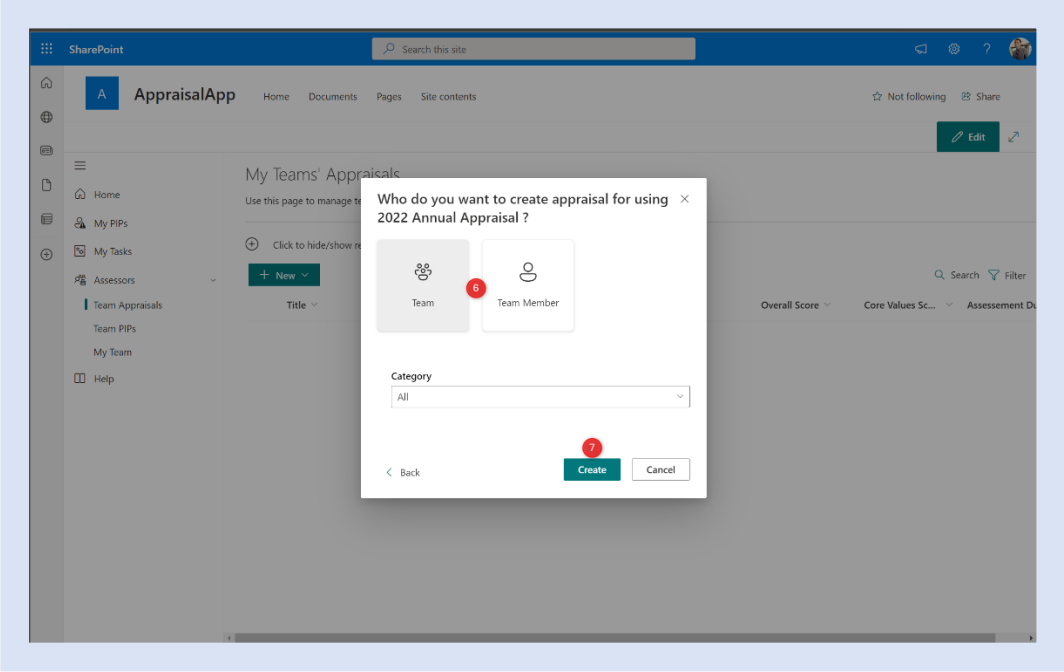
Select a template you created previously.



Select who you want to create the appraisal for. You can create for a team or a specific team member.



This will create the actual appraisals for your team members. The appraisals can be found under **Appraisers > Team Appraisals.**

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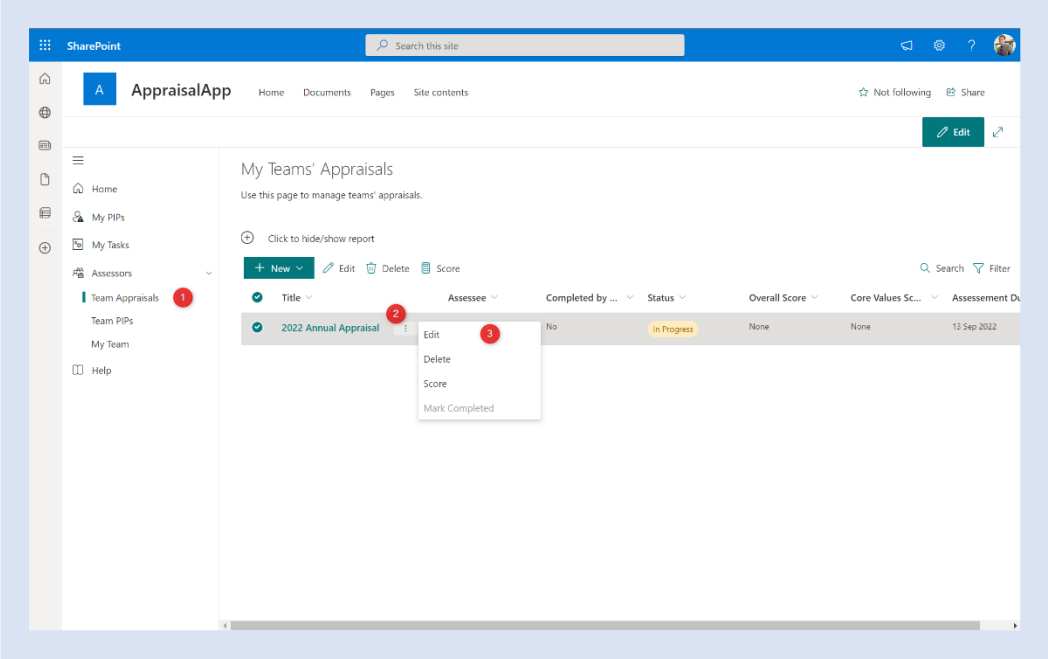
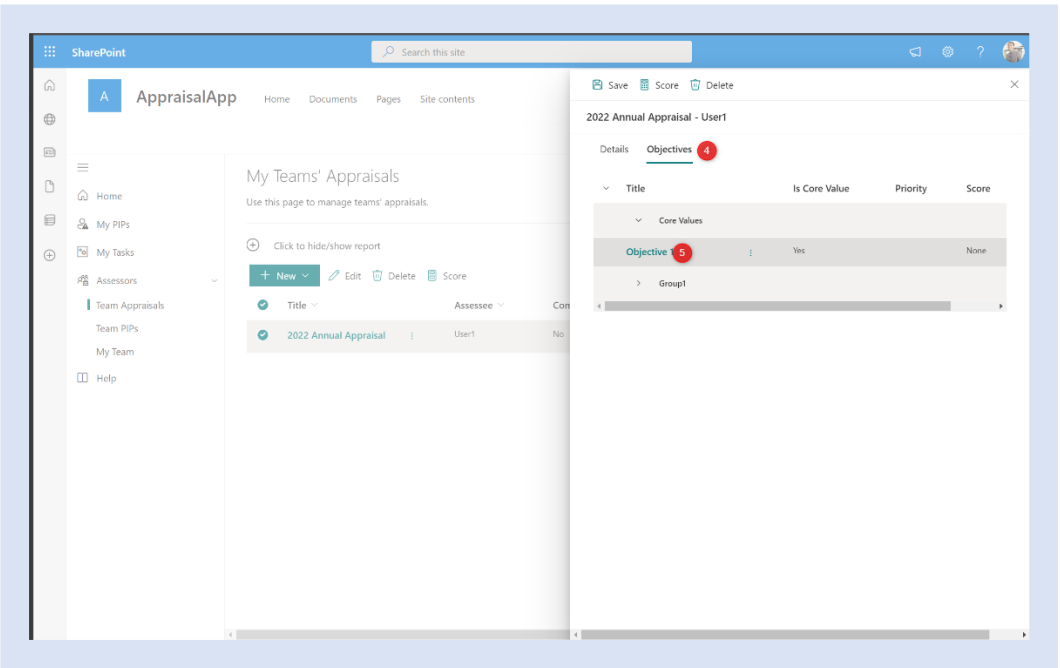
4.4 Appraisers scores the objective

Appraisers will then score each objective, both core values objective and key business area objectives.

From Team Appraisals menu, select the appraisal you want to score.



From the objective tabs, edit each objective.



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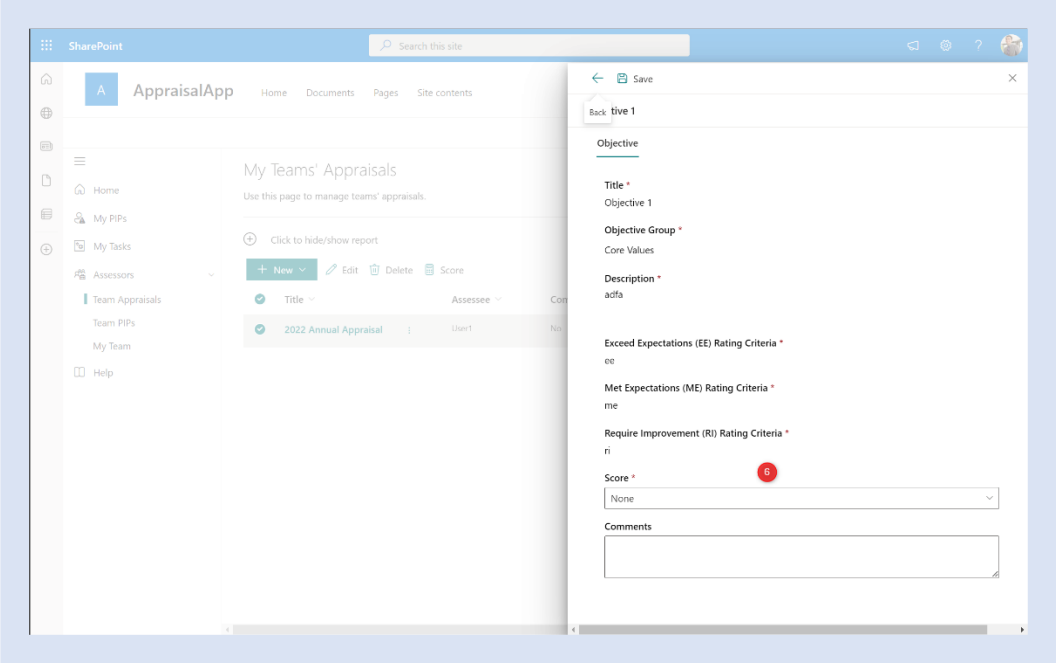
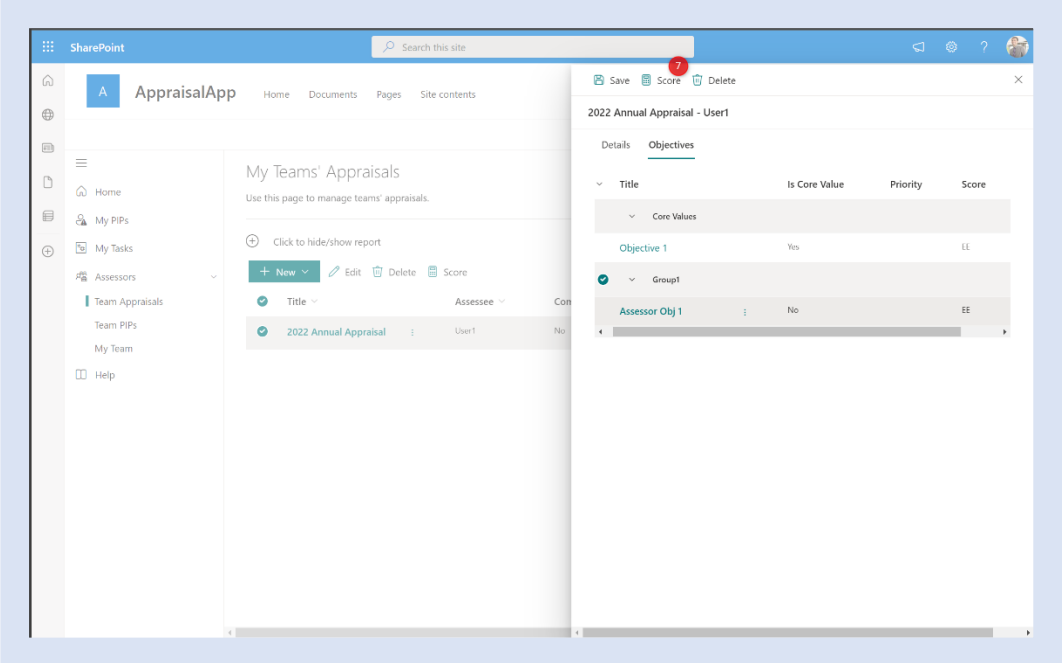
Indicate the scores and provide comments where required.



Once finished, appraisers will click **Score** so SPPAS calculates the scores.



Then click **Mark as complete**.

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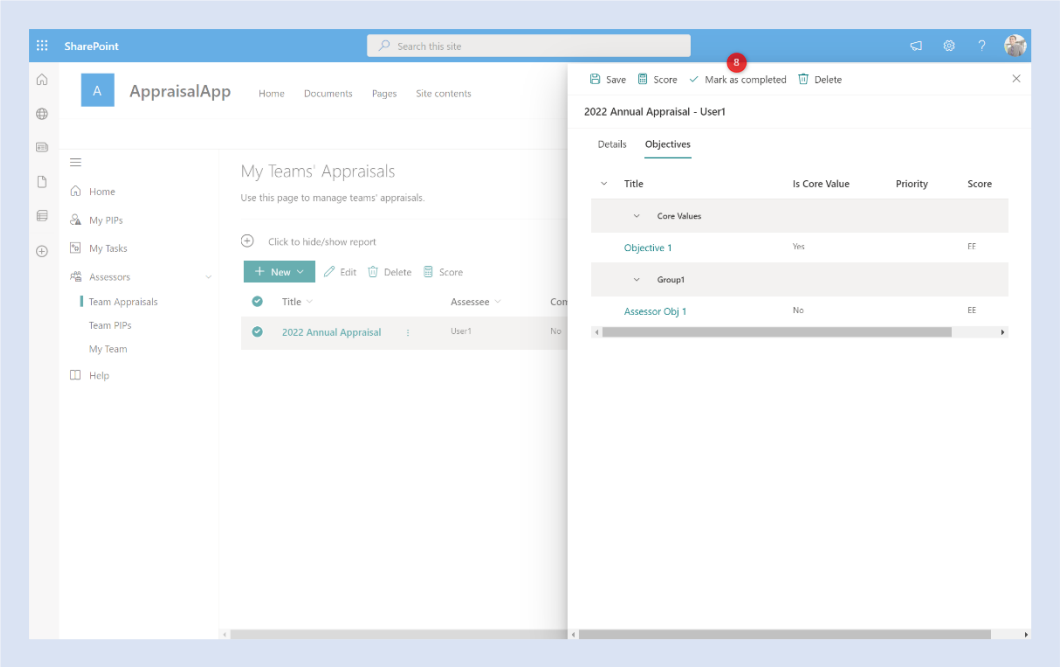
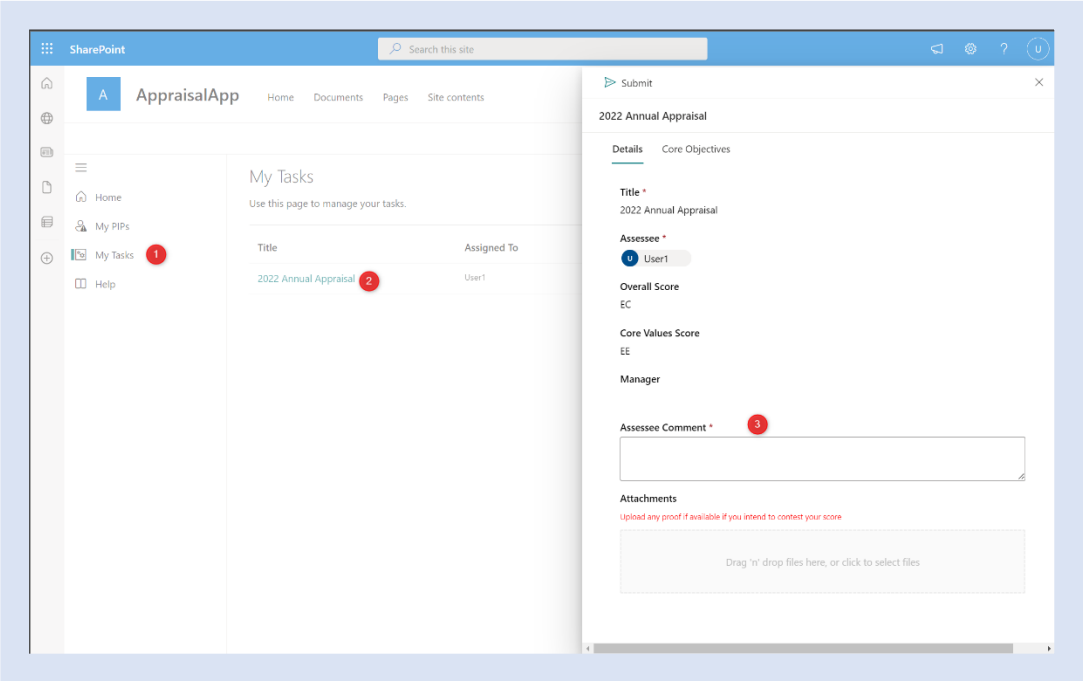


4.5 Appraisees give their comments

Appraisees (person being reviewed/appraised) will get a task. From the task, they can add their comments regarding the review. Assesses can dispute their score and attach any evidence.

1. Go to My Tasks
2. Click on your appraisal.
3. Give your comments and/or attach any documents



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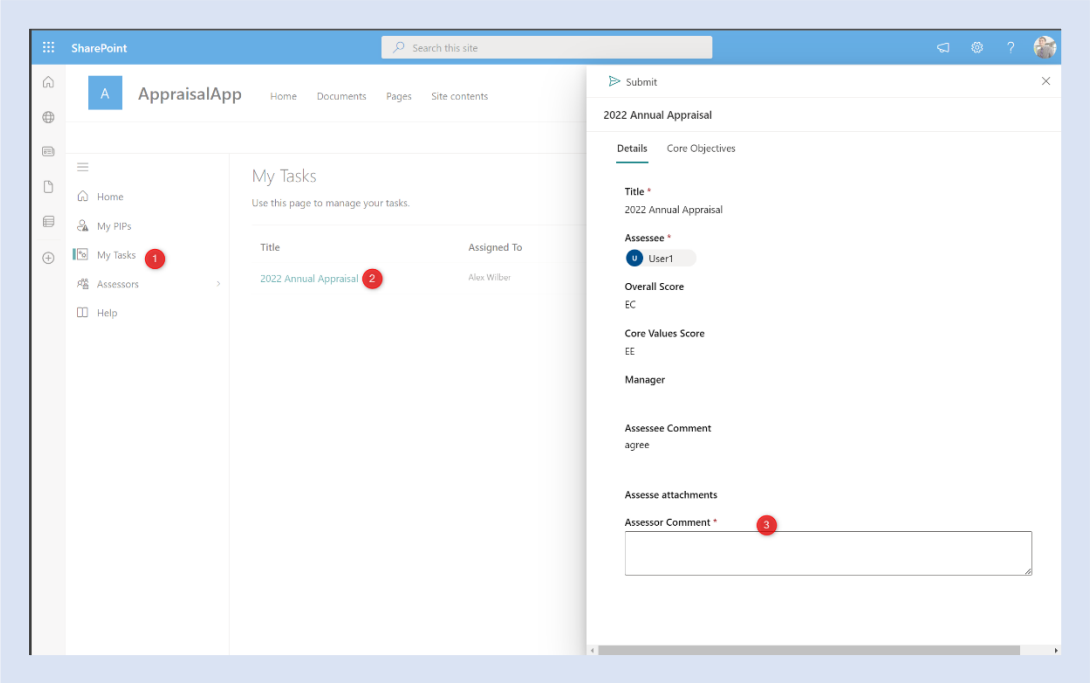
4.5 Appraisers give their comments

Appraisers are then given an opportunity to comment on the review and react to any comments that was given by the Appraisee.

1. Go to My Tasks
2. Click on the appraisal.



4.7 A manager adds their comments

If another person was chosen as a manager (senior supervisor), they get the opportunity to add their comments.

4.8 Appraisal completes

HR can add their comments if the appraisal process was set up that way. HR can view all completed appraisals and they get the opportunity to

- Start a PIP (Performance Improvement Plan) in cases where the individual needs improvement.
- Adjust the scores when there is the need to.

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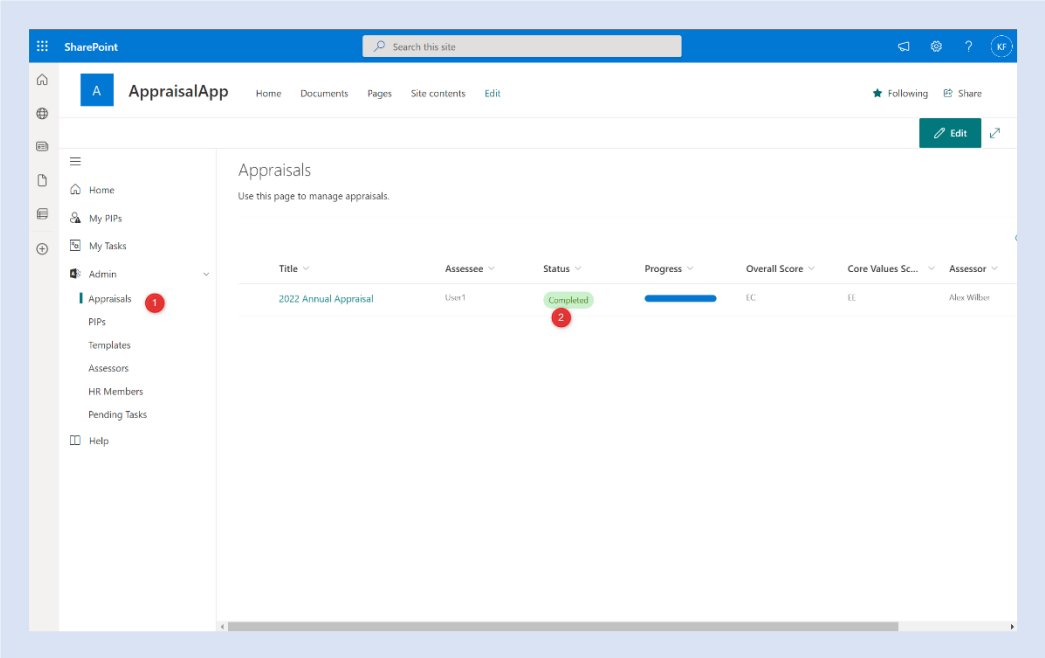

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Section 5

Promotion/Probation Review

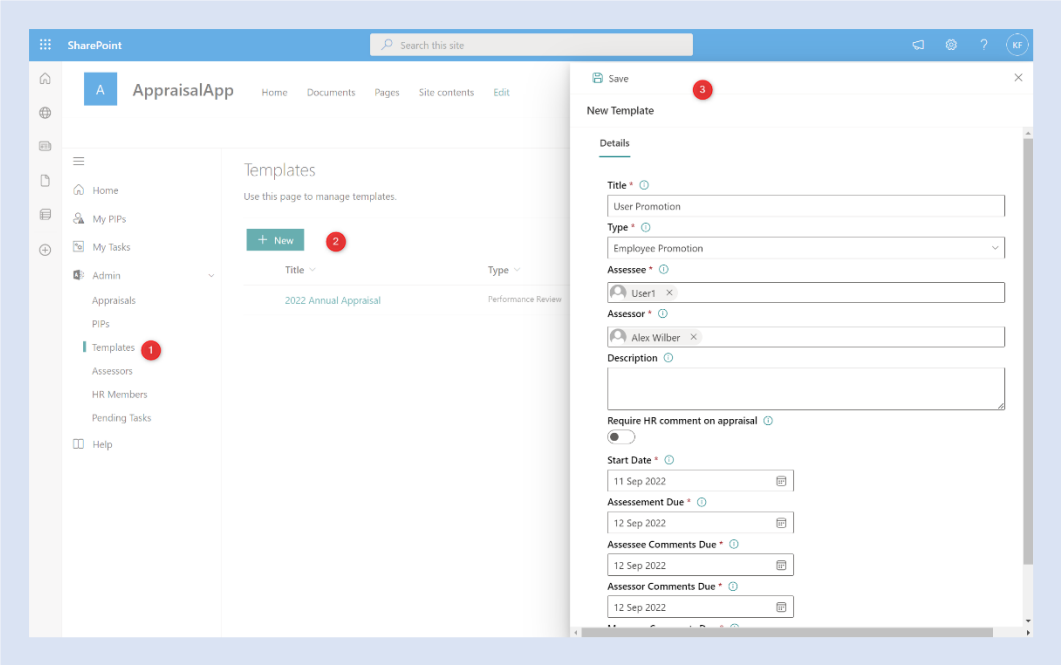
This section covers how to use SPPAS for a promotion or probation review.

5.1 HR creates a template

HR starts the appraisal process by creating a template.

- Specify the name of the template
- Select the appraisal type as Promotion or Probation Review
- Select the Appraisee and Appraisers
- Select the appraisal start date.

Click **Save**



From the Objective tabs, add objectives.

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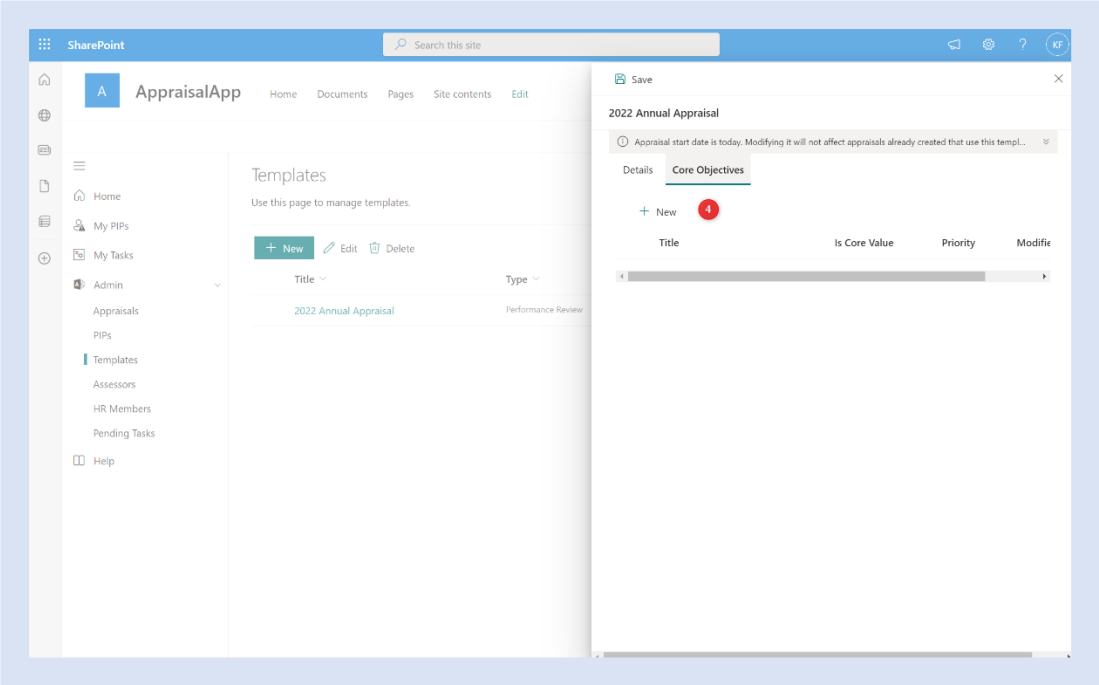
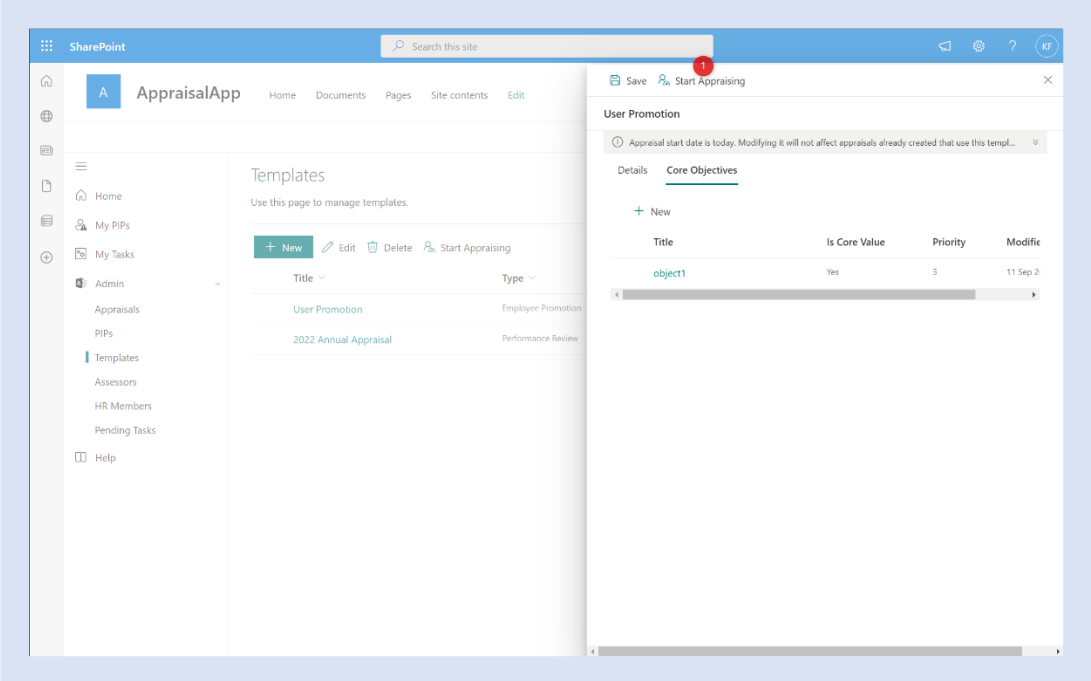


5.2 HR starts the Appraisal

HR will start the appraisal process. Appraiser and Appraisee will be notified that the process has started.



5.3 Appraisers scores the objectives

Appraisers will then score each objective, both core values objective and key business area objectives.

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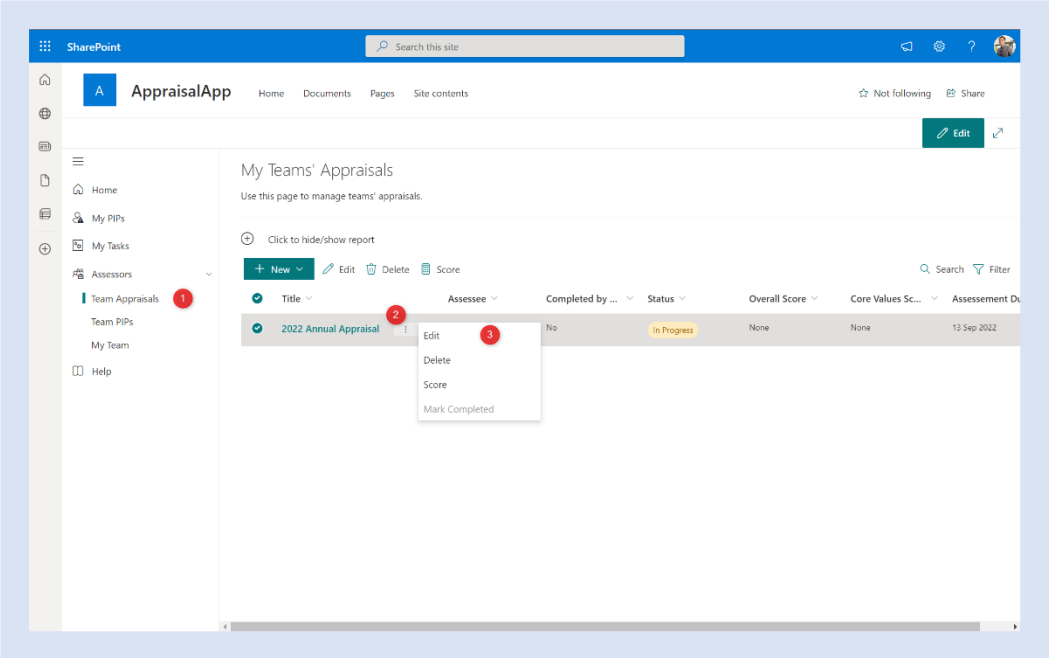
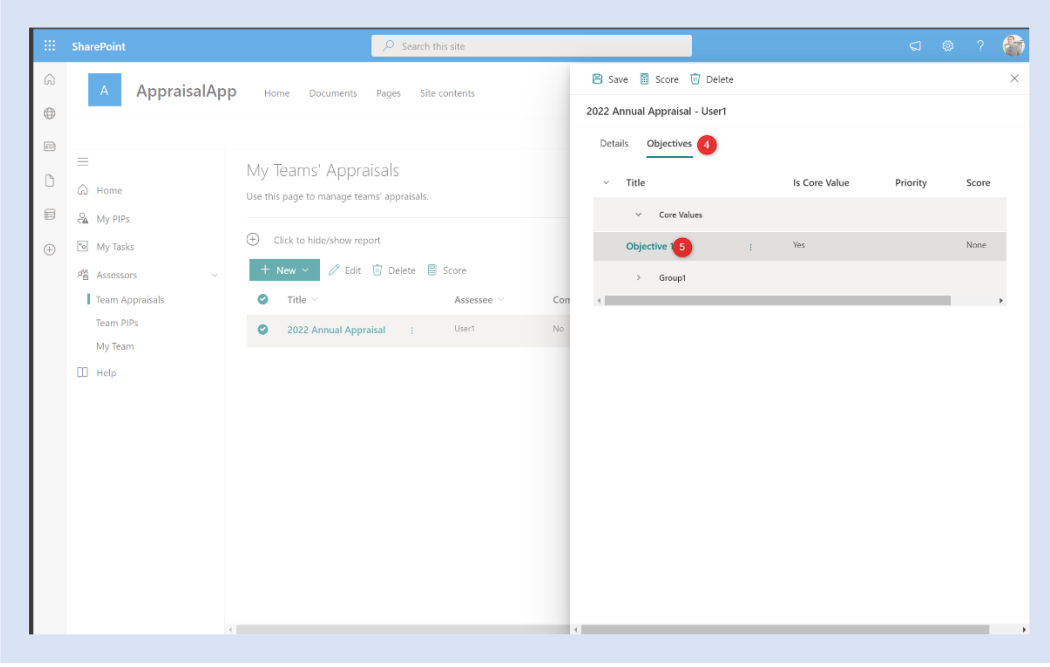


Figure 5.2.1 Choose site page



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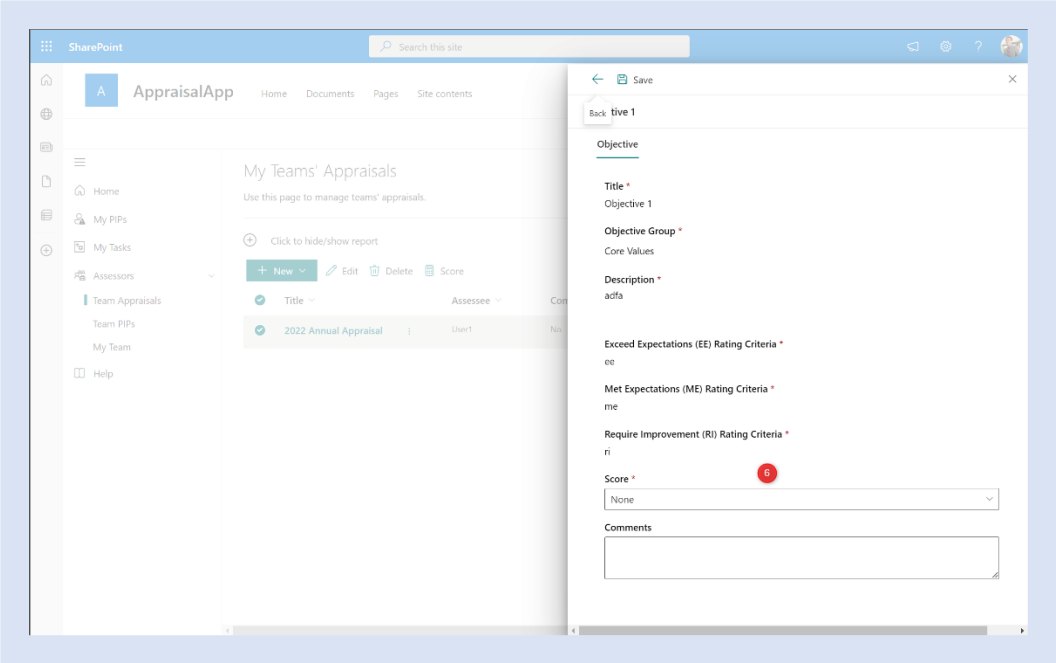

Once finished, appraisers will click score and the Mark as complete.

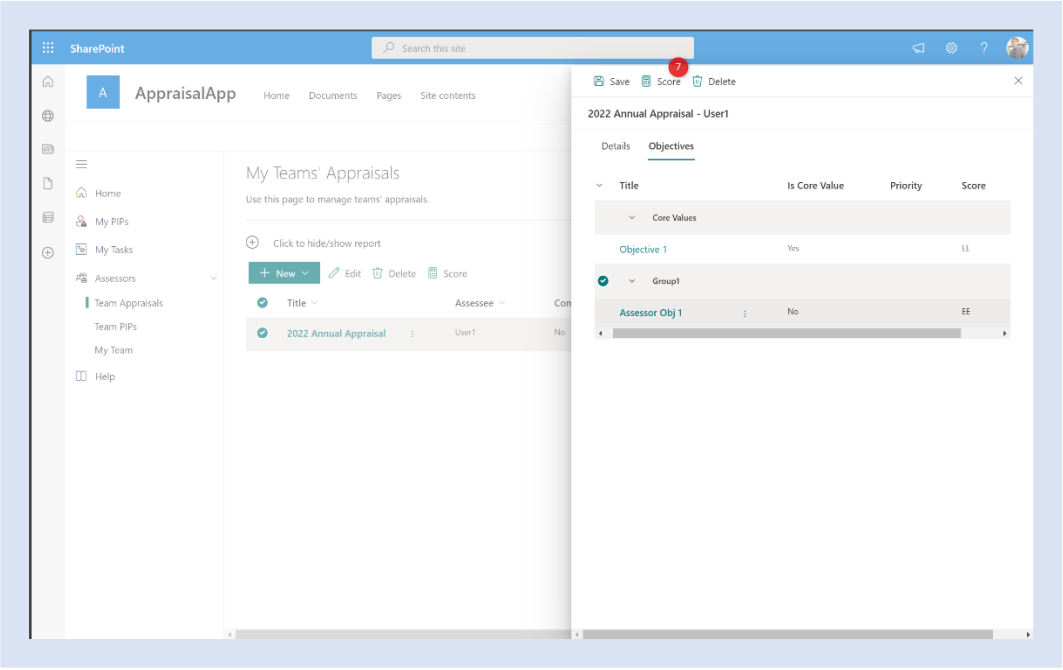

Figure 5.2.2 SharePoint teams site form

5.4 Appraisees give their comments

Appraisees (person being reviewed/appraised) will get a task. From the task, they can add their comments regarding the review. Appraisees can dispute their score and attach any evidence.

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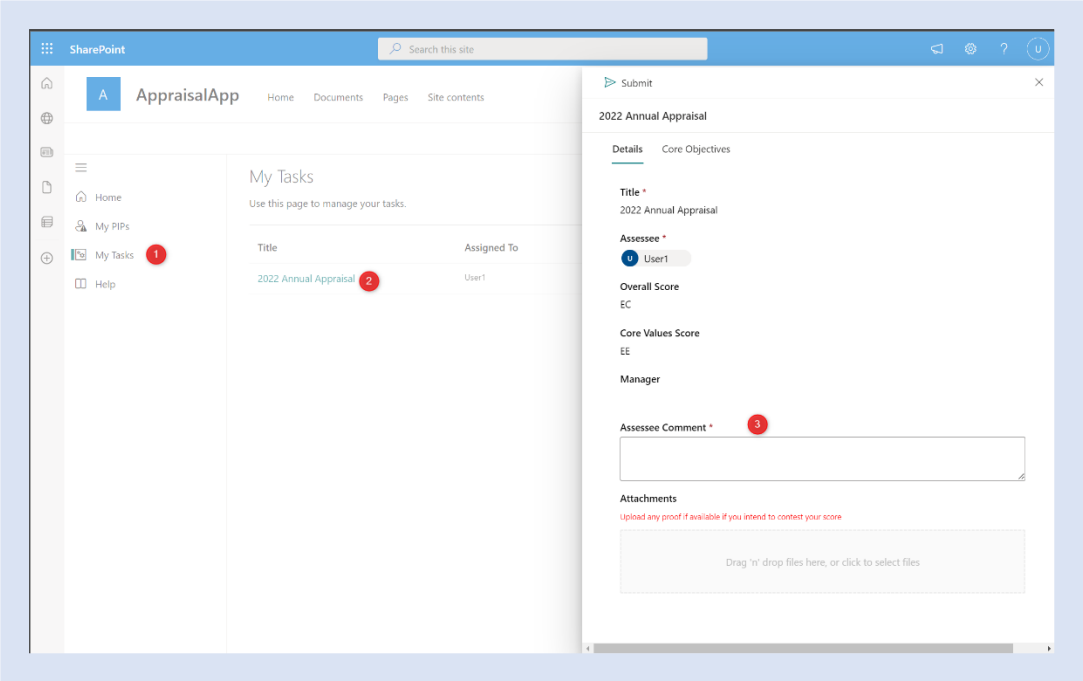
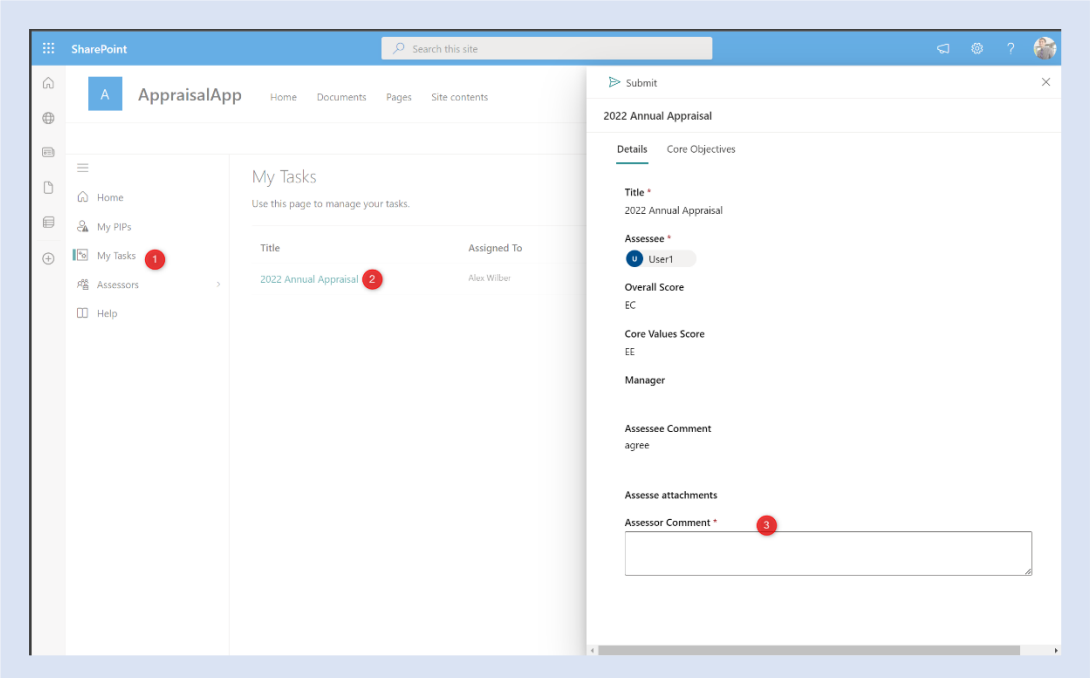


5.5 Appraisers give their comments

Appraisers are then given an opportunity to comment on the review and react to any comments that was given by the Appraisee.



5.6 A manager adds their comments

If another person was chosen as a manager (senior supervisor), they get the opportunity to add their comments.

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5.7 Appraisal completes

HR can add their comments if the appraisal process was set up that way. HR can view all completed appraisals and they get the opportunity to adjust the scores when there is the need to.

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Section 6

How appraisals are scored

This section covers how SPPAS scores an appraisal.

6.1 How scores are calculated

At the end of each appraisal period, Appraisers are to rate each performance objective as:

- **Improvement Required (IR)**
- **Met Expectation (ME)**
- **Exceeded Expectation (EE)**

Core values parameters are defined by HR. Appraisers define key business areas.

In scoring an objective, any rating other than "Met Expectation", comments are REQUIRED from the appraisers.

Core Values Scoring

All core values objectives have a Priority Rating of "3".

We recommend that you have a minimum of 5 Core Values to be assessed

SPPAS will assign an overall rating for the Core Values titled "**Core Values Score**" at the end of each review period. A rating for the Core Value Section would be as follows:

When a review has **5 or more** Core Values objectives:

Core Values Score	**Criteria**
Exceeded Expectation (EE)	3 or more EEs and Zero (0) IRs
Met Expectation (ME)	A combination of MEs, EE and one (1) IR
Improvement Required (IR)	2 or more RIs, and a combination of ME and EE

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When a review has **4 or less** Core Values objectives:

Core Values Score	**Criteria**
Exceeded Expectation (EE)	All ratings are EE
Met Expectation (ME)	A combination of EEs and MEs
Improvement Required (IR)	One (1) or more RIs

Overall Scoring

SPPAS will assign an overall rating titled "**Overall Score**" at the end of each review period. All Key Business Areas together with Core Values Score are taken into account when calculating the overall summary of contribution of employees. *Core Values Score will be given a priority of 3*.

An overall rating of contribution is calculated as follows:

Overall Score	**Criteria**
Exceptional Contribution (EC)	• Achieve EE ratings in **all** priority 3 objectives. • Achieve ME ratings in **all** priority 1 and 2 objectives. • **No IRs in any performance objective area (priorities 1, 2 or 3).**
Outstanding Contribution (OC)	• Achieve EE ratings in 50% or more of priority 3 objectives. • No RIs in priority 3 objectives. • **At most one (1) IR in priority 1 and or 2 objectives.**
Met Expectation (ME)	• Achieve a combination of EEs, MEs and IR in priorities 1, 2 and 3 objectives. • **At most one (1) IR in the overall performance.**
Improvement Required (IR)	• Achieve a combination of EEs, MEs and IRs in priorities 1, 2 and 3 objectives. • **Two (2) or more IRs ratings achieved in the overall performance.**

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