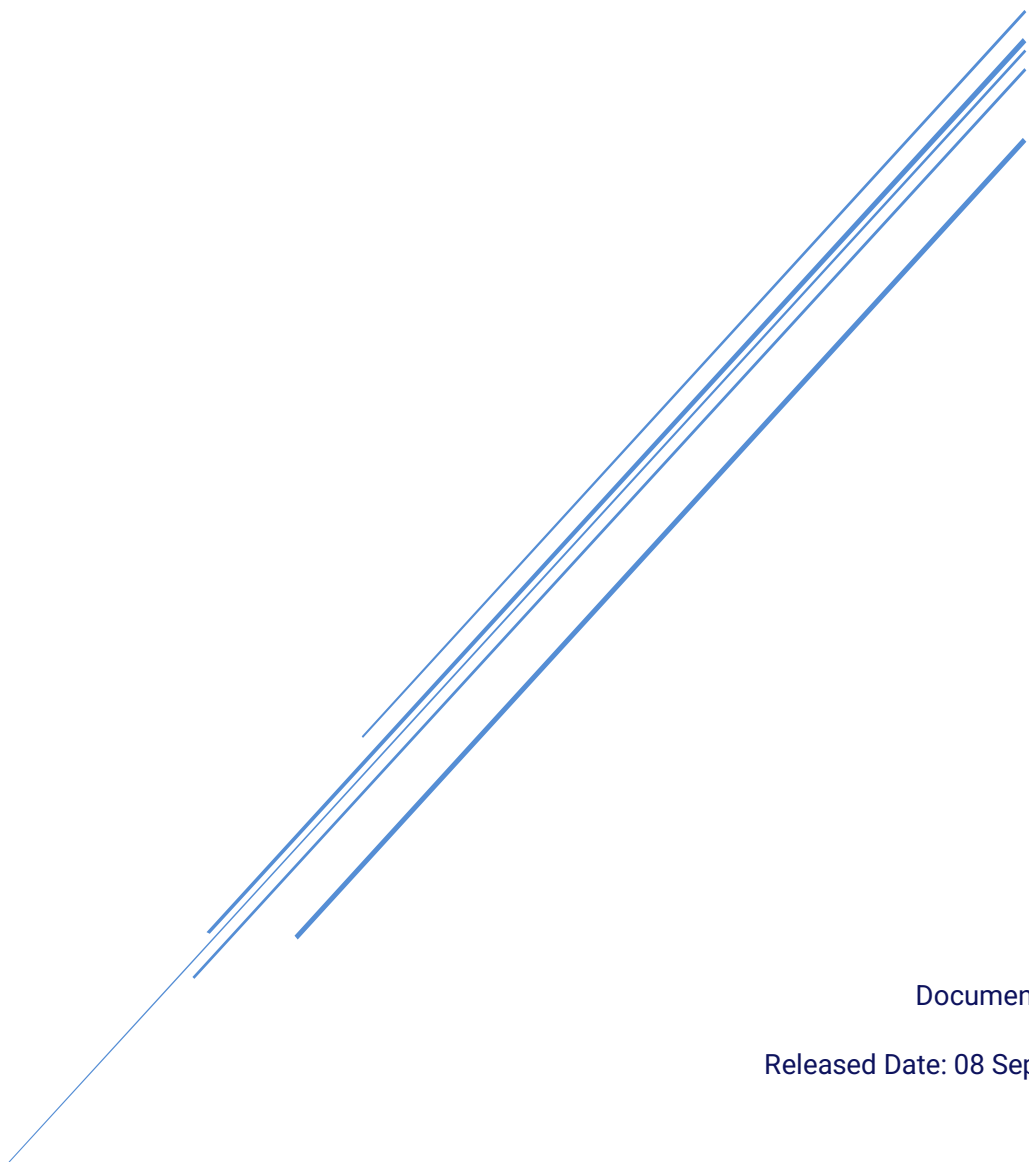




# TIMES PRO Appraisal

User Guide for Employees



Document Version: 1.0

Released Date: 08 September 2023

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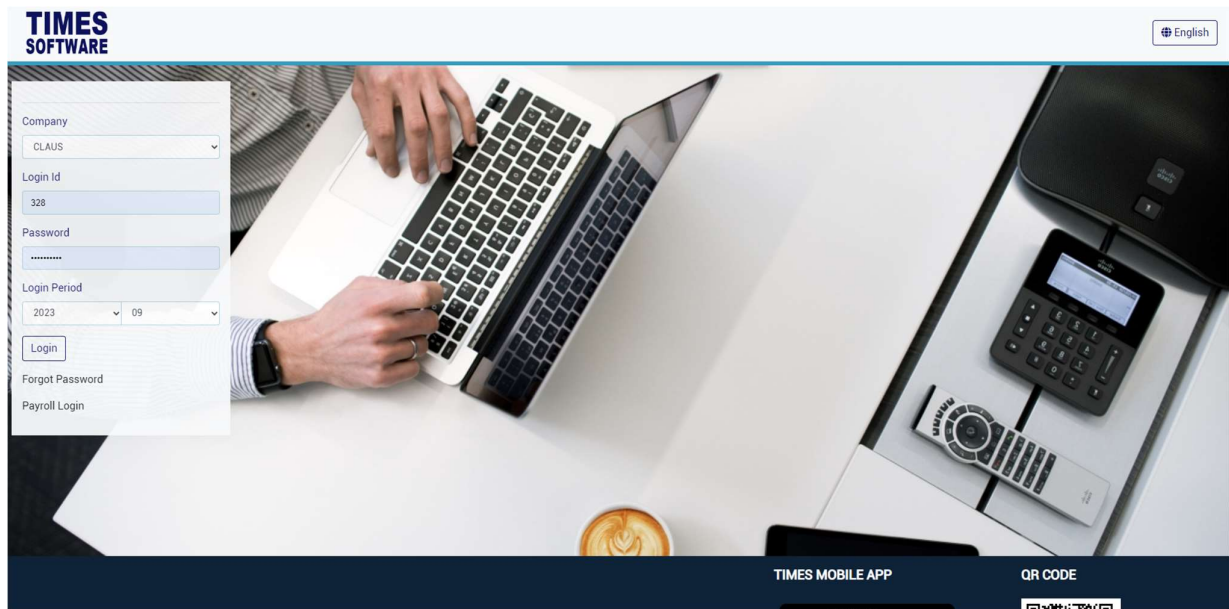
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## Chapter 1. First time logging into the TIMES Appraisal

Open internet browser and enter the URL address to access the TIMES Solution portal login web page, example: <http://www.myportal.com/SolutionPro>

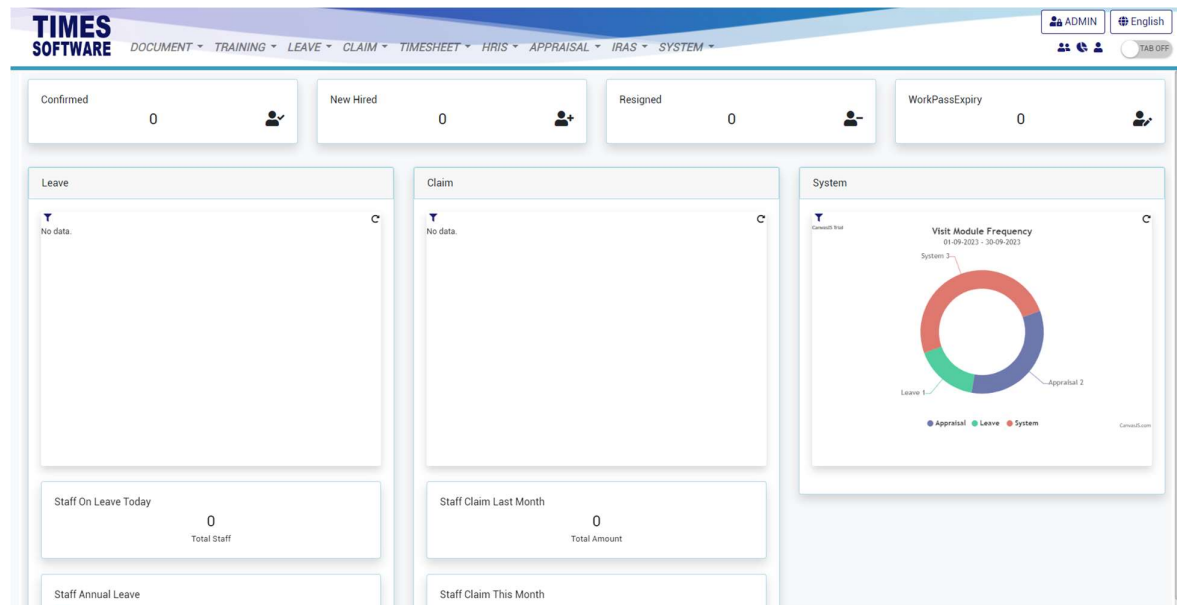
An example of the login page is shown below.



1. Click on the “Company” drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in login id at “Emp No”.
3. Key in password at “Password”.
4. Click the  button to login into the system.

## Chapter 2. Dashboard

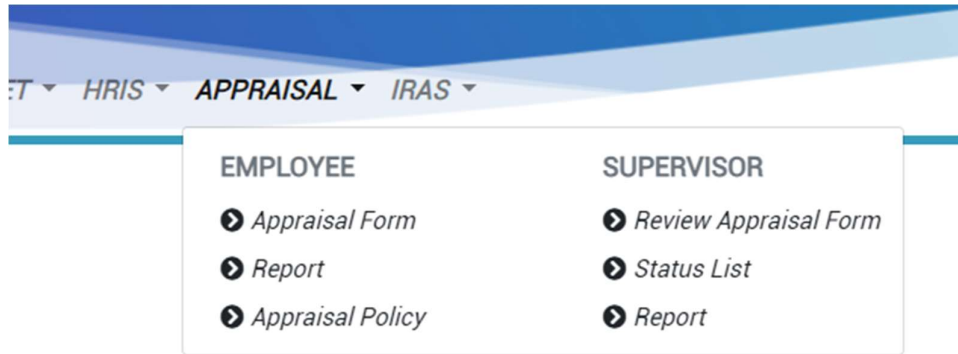
After logging into the system, you will be presented with your dashboard.



The dashboard shows you a list of items that require your attention.

You can click on any of the items to access it.

## Chapter 3. Accessing the Appraisal Form



To access your appraisal form click on the **Appraisal Form** option in the Employee menu.

If you are the appraiser for your reporting employees click on the **Review Appraisal Form** option in the Supervisor menu to see their appraisal forms.

## Chapter 4. Appraisal Form Common Features

We will describe the common features of TIMES Appraisal's appraisal form in this chapter.

Do note that your actual web appraisal form is unique and tailored to your organisational needs. For the purpose of explaining the common features of this form we will use a generic web appraisal form as reference and although it differs in content and design from your actual form the common features are similar.

### 4.1 Searching and Retrieving the Appraisal Form

To retrieve the appraisal form click on the “Appraisal Form” and “Review” to choose your criteria .

Appraisers can choose to see specific appraisee’s form.

### 4.2 Appraisal Form Status and Review Period

“The Start / End Date” located on the right side of the web page indicates the selected appraisal review period. It is best to complete your appraisal before the review period ends.

### 4.3 Each Appraisal Form Page is a Tab


To navigate the different pages of the appraisal form just click on the tabs.

### 4.4 Goal Settings or KPIs

Goal	Weight	System Score	BEN LIM	ANDY LOW
Goal 1 Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf Maintaining comprehensive and accurate records	40	4.00	Score: 4.00 Remark:	Score: 4.00 Remark:
Goal 2 Performing minor accounting duties Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary	30	4.00	Score: 5.00 Remark:	Score: 4.00 Remark:

Goal settings or KPIs (also known as **Self Define Questions**) allows you to fill in your objectives, weight percentage of these objectives and score them accordingly.


The weight percentage for all objectives that you have filled in must add up to 100%.

If you want to see the conditions and legends for the weight percentage and score just click on the  button.



## 4.5 Performance Factors or Criteria

These might be a list of performance factors or criteria (also known as **Pre-Define Questions**) that you just choose the scores for them.

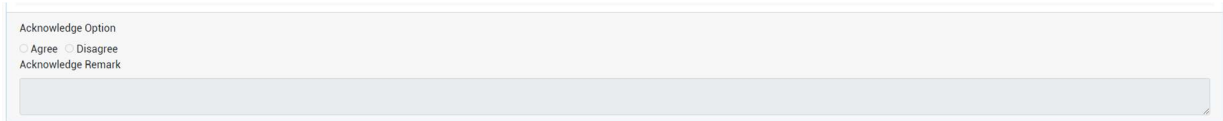
If you want to see the legends for the score just click on the  button.

## 4.6 Freefield or Free Form Questions

**Freefield** or free form questions are questions and discussion topics that you fill in or choose your answers and feedbacks.

There will be no scoring and weight percentages for them.

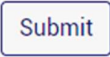
## 4.7 Appraisee Acknowledgement



Acknowledge Option  
☐ Agree ☐ Disagree  
 Acknowledge Remark

Depending on your organization's appraisal policy you can review your appraisal form after the last appraiser had approved it and decide whether you want to acknowledge the results of the appraisal.

Just click on either "Agree" or "Disagree" checkbox to tick it in order to indicate your answer and enter your comments in the text box below.

Then click on the  button to submit your answer to your appraisers.

Your appraisal is completed only if you agree with the results of your appraisal.

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