

The year '2015' is written in a blue, sans-serif font inside an orange arrow-shaped graphic pointing to the right. The arrow is positioned on the left side of the page, overlapping a vertical brown bar.

electronic - Appraisal

User Guide

A decorative graphic consisting of several thin, curved lines in shades of brown and tan, resembling stylized grass or reeds, located in the bottom left corner of the page.

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Account Creation/Sign-Up


As a new staff/user, you are expected to have an appraisal account. Without the account, you cannot participate in the appraisal process. To do this take the following steps:

- i. Open your internet browser (Recommended Browser: **MOZILLA FIREFOX** for optimum performance).
- ii. Type in this web address: **eappraisal.xlafricagroup.com** and hit the enter button on your keyboard.
- iii. Click on the **Sign-Up Here** link to access the registration page.

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Please Sign In *all fields are required*

Username  Username

Password  Password

Remember me next time

Login

[Forgot Password?](#) [Don't Have an Appraisal Account?](#) [Sign-Up Here! +](#)

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- iv. Fill the registration form with accurate data, do not forget to use a valid email address (which will serve as your primary means of contact) and hit the **Create My Account** button. **NOTE:** if your preferred username has been taken by another staff, the system will automatically inform you to enable you choose another username, as no two users can have the same username. The system will also show you how strong your chosen password is, we urge you to choose a very strong password to ensure security. Here is a strong password tip: **Use alphabets mixed with numbers**


only, they can be in combinations of both capital and small letters (e.g: 12gRoUp98XL).


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Please Fill With Accurate Data *all fields are required*

Your Email address is your primary means of contact. Appraisal update(s) will sent to this email address. **Use Your Official Email Address**

Username  Enter Your Preferred Username

Password  Enter Your Preferred Password

Email  Enter Your Official Email (e.g: e.ibeh@xlafricagroup.com)

Create My Account

Already Have an Account? [Log In Here](#) ➔

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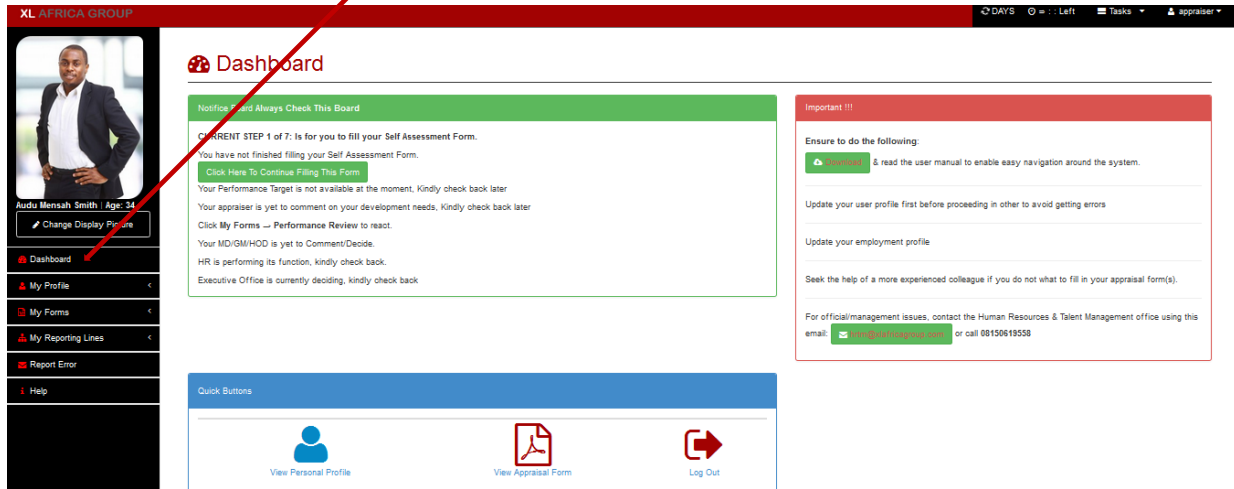
- v. Upon successful registration, you can now log into the appraisal portal. Also check your email for a welcome message containing your log in details.

DASHBOARD

This is the first page you will see once you successfully log in. This board contains a **Notice, Important and Quick buttons Board**.

- The notice board keeps you updated on your appraisal process.
- The important board provides you with the basic information.
- The quick buttons board displays some frequently used buttons.

You can also access the dashboard by clicking on the dashbaord button located at the side bar menu as pointed out. The dashboard image is shown below:

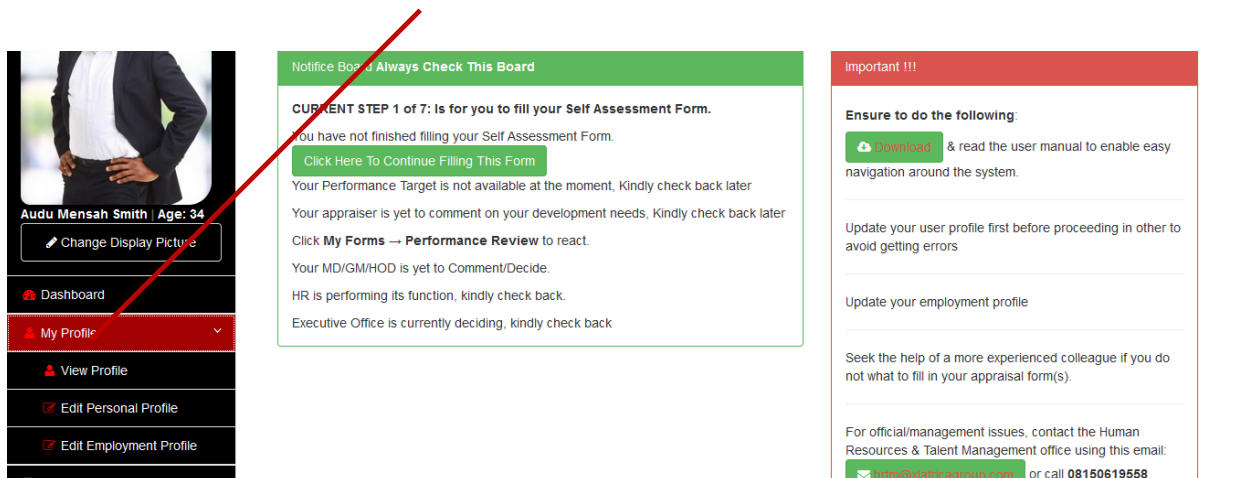


MY PROFILE

This is the second menu button after the dashboard and is broken down into three (3) segment: **View Profile, Edit Personal Profile, and Edit Employment profile.**

- **View Profile:** here you view your personal and employment details.
- **Edit Personal Profile:** here you can update your personal details such as name, address, phone number, date of birth, etc.
- **Edit Employment Profile:** here you can update your employment details such as staff ID, unit/subsidiary deployed to, head of unit/subsidiary, etc.

The image below points us to the My Profile menu:

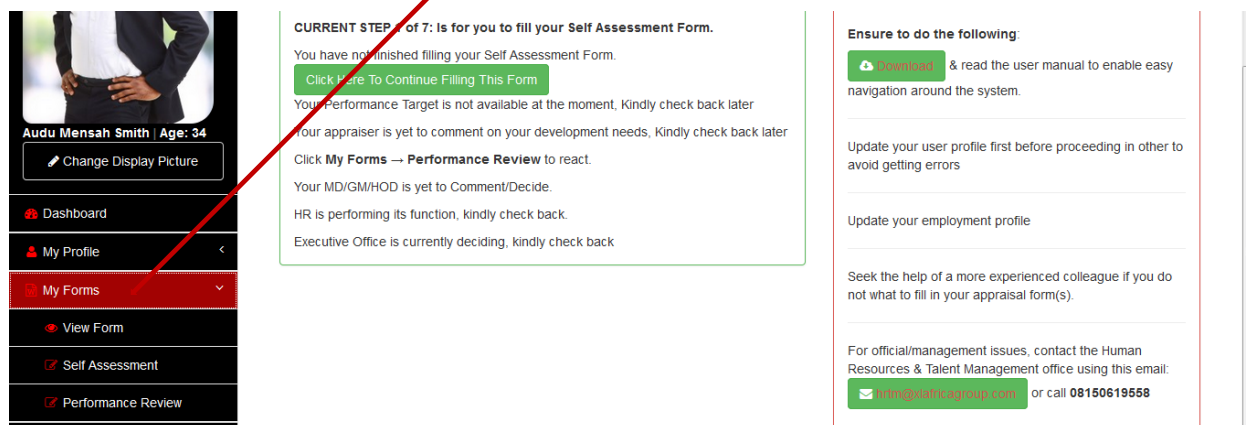


MY FORMS

This is the third menu button and is located after the My Profile menu button, this menu is also broken down into three (3) segment: **View Form, Self Assessment, and Performance Review.**

- **View Form:** here you view your appraisal forms.
- **Self Assessment:** here you update your self assessment record for the current appraisal year.
- **Performance Review:** here you can react to your performance rating for the current appraisal year.

The image below points us to the My Forms menu button:



MY REPORTING LINES

This is the fourth menu button and is located after the My Forms menu button. This menu is also broken down into two (2) segment: **Appraisers, Appraisees.**

- **Appraisers:** here you can view your appraiser.
- **Appraisees:** here you can view and appraise your appraisees. To do this just click on the appraise button against the staff(appraisee) name and fill the form that follows with accurate information.

The image below points us to the My Reporting Lines:



Seek the help of a more experienced colleague if you do not what to fill in your appraisal form(s).

For official/management issues, contact the Human Resources & Talent Management office using this email: hrhm@adtkgroup.com or call 08150619558

REPORT ERROR

This is the fifth menu button and is located after the My Reporting Lines menu button. As we all know that no system/application is perfect or hundred percent OK, though we do not expect many bugs/error to occur. So if this is the case during the time of usage, we advise you copy out the error message and send it to us. All you have to do is click the **Report Error** menu and your default email application will open with the required fields already filled in for you, just input your error/observation message and send. We will take it up from there.

HELP

This page will give you a link to download this manual in a Portable Document Reader (pdf) format.

TOP MENU BAR

This is located at the top right side of your page, it contains the following menu:

User Menu: This will display your username beside a user icon with a dropdown to grant you access to the following pages:

- My Profile: this will open your profile page for viewing or editing purpose.
- Account Settings: this will enable you change your user log in details.
- Edit Profile: this will enable you edit your e-appraisal profile page.
- Log Out: this will log you out of the system, it is mandatory that you log out of the appraisal system once you are done for that day; this is to avoid someone using your system or browser at a later end having access to our appraisal record and thereby tampering with it.

Task Bar: This will show you how far you have gone in you appraisal profile and appraisal process, always click here to track your progress. Always ensure your profile level is at 100%, if it's not then click on the **edit profile** menu to complete it.

Counter: This will display the number days, minutes and seconds left to the end of appraisal.