

A blue arrow pointing to the right, containing the year 2015 in white text.

2015

# *electronic - Appraisal*

User Guide

A series of thin, curved lines in shades of brown and tan, resembling stylized grass or reeds, located in the bottom left corner.

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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.

XL AFRICA GROUP

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, not forgetting to use a valid email address (which will serve as your primary means of contact) and hit the **Create My Account** button. NB: 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 plead with you to choose a very strong password, below are some password tips: **Use alphabets mixed with numbers only, they can be in combinations of both capital and small letters (e.g: 12gRoUp98XL).**


**XL AFRICA GROUP**

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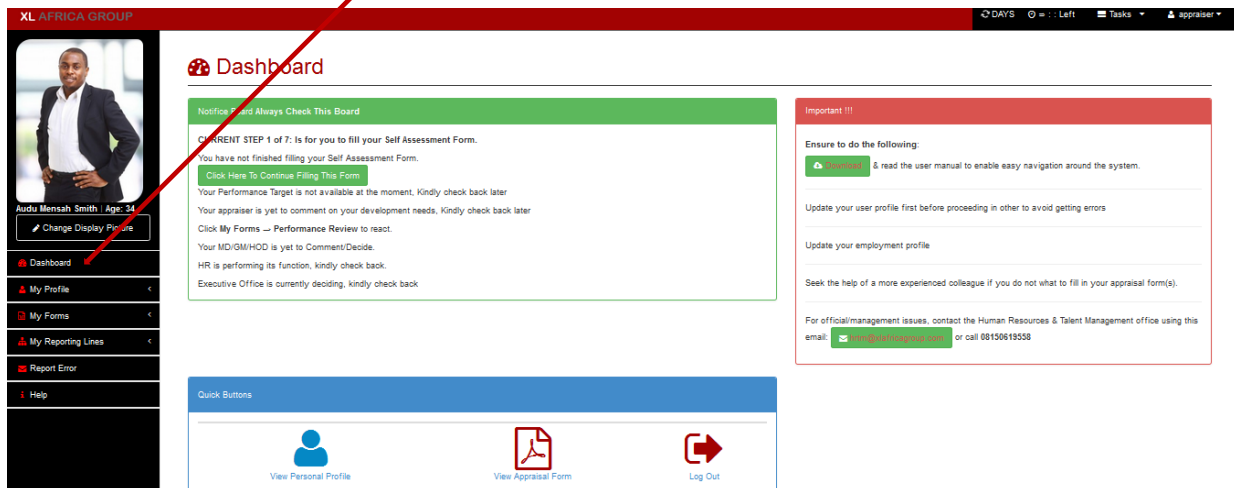
- v. Upon successful registration, you can now log into the appraisal portal. Also check your email for a welcome message containing your log in details.

## DASHBOARD

This is the very first page you will see once you have successfully logged 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 dashboard button located at the side bar menu as pointed out. The dashboard image is shown below:

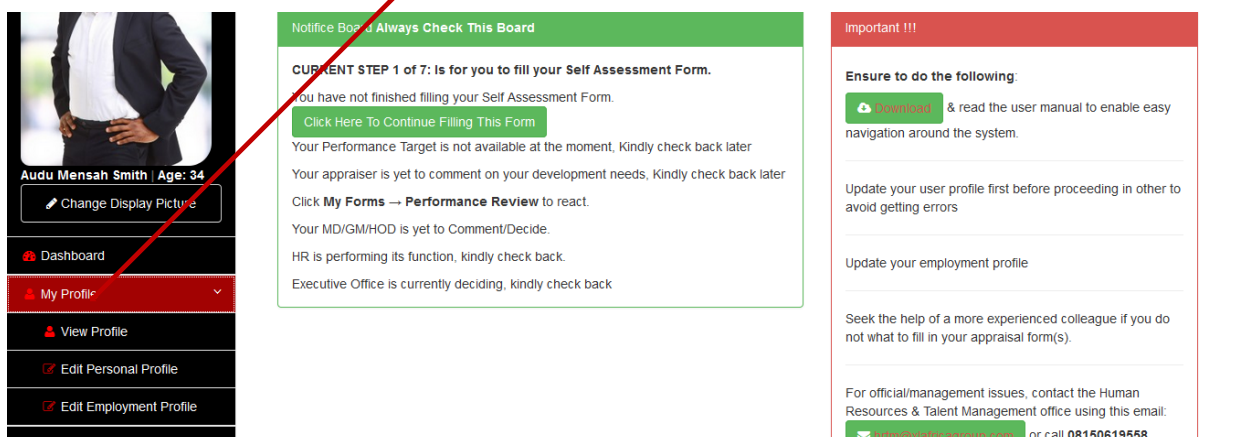


## MY PROFILE

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 can view your personal and employment profile.
- **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:

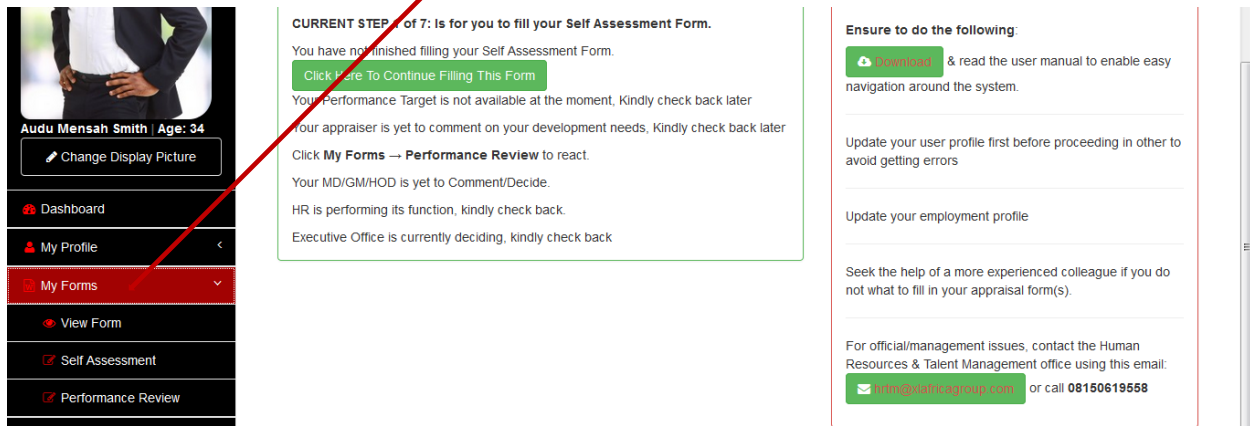


## MY FORMS

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 can view your appraisal forms.
- **Self Assessment:** here you can 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:



**CURRENT STEP 1 of 7: Is for you to fill your Self Assessment Form.**  
You have not finished filling your Self Assessment Form.  
[Click Here To Continue Filling This Form](#)  
Your Performance Target is not available at the moment, Kindly check back later  
Your appraiser is yet to comment on your development needs, Kindly check back later  
Click **My Forms** → **Performance Review** to react.  
Your MD/GM/HOD is yet to Comment/Decide.  
HR is performing its function, kindly check back.  
Executive Office is currently deciding, kindly check back

**Ensure to do the following:**

- [Download](#) & read the user manual to enable easy navigation around the system.
- Update your user profile first before proceeding in other to avoid getting errors
- Update your employment profile
- 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:  
[hr@xlfricagroup.com](mailto:hr@xlfricagroup.com) or call **08150619558**

## 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 current appraisers.
- **Appraisees:** here you can view and appraise your current 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:



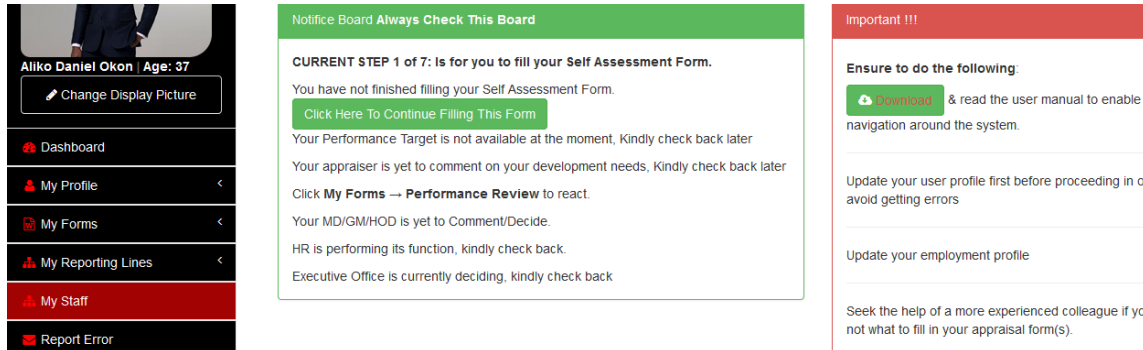
Seek the help of a more experienced colleague if you do not what to fill in your appraisal form(s).

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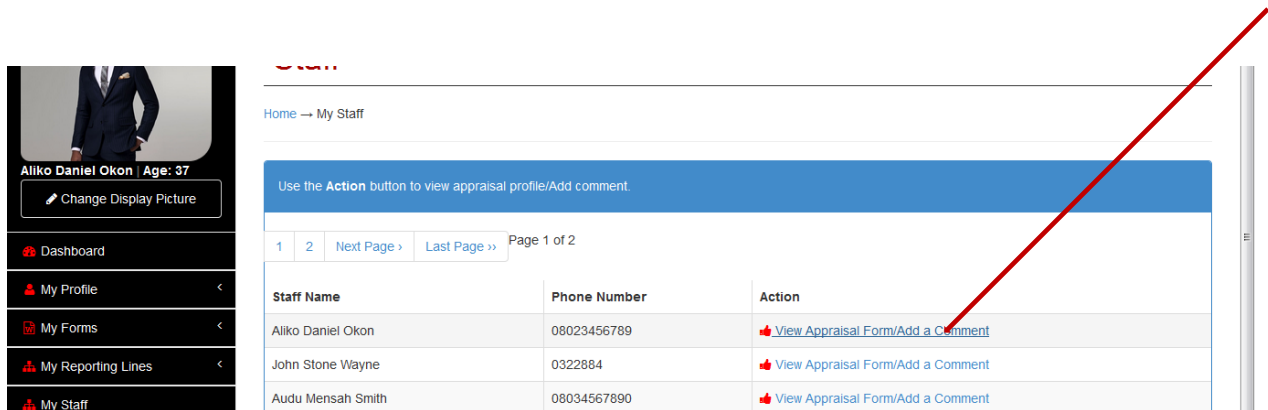
## MY STAFF

This is the fifth menu button and is located after the My Reporting Lines menu button. This menu will allow you to view staff appraisal process and rate staff performance for the current year.

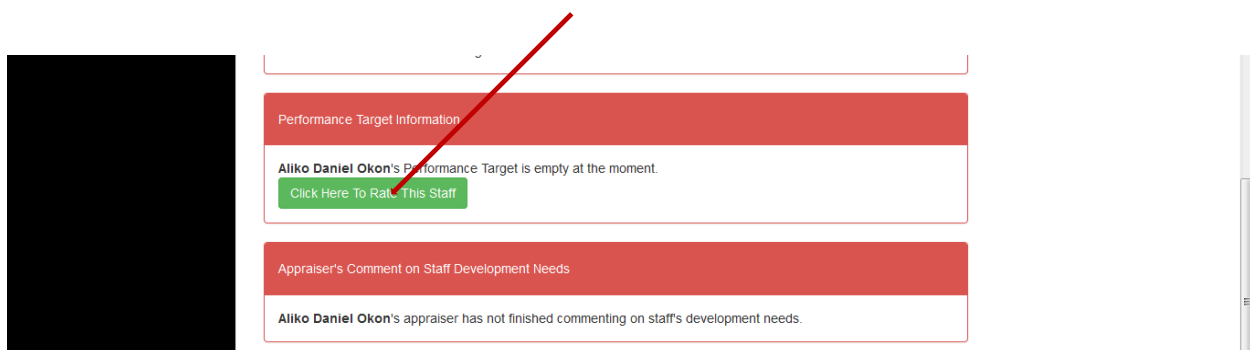
The image below points us to the My Staff menu button:



Once this button is clicked, the following page will be displayed and you are expected to click the link as pointed out.



This will lead you to another page where you can now rate the selected staff for the current year. Locate and click on the button as shown below:



This will now open the performance target page for you to perform your duty.

## 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, so we are expecting minimal level 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 link to download this material you are reading as a Portable Document Reader (pdf) format.

## TOP MENU BAR

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

**User Menu:** This will display your username beside a user icon with 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.