

Job Aid: Creating an Appraisal for a User in OPPM



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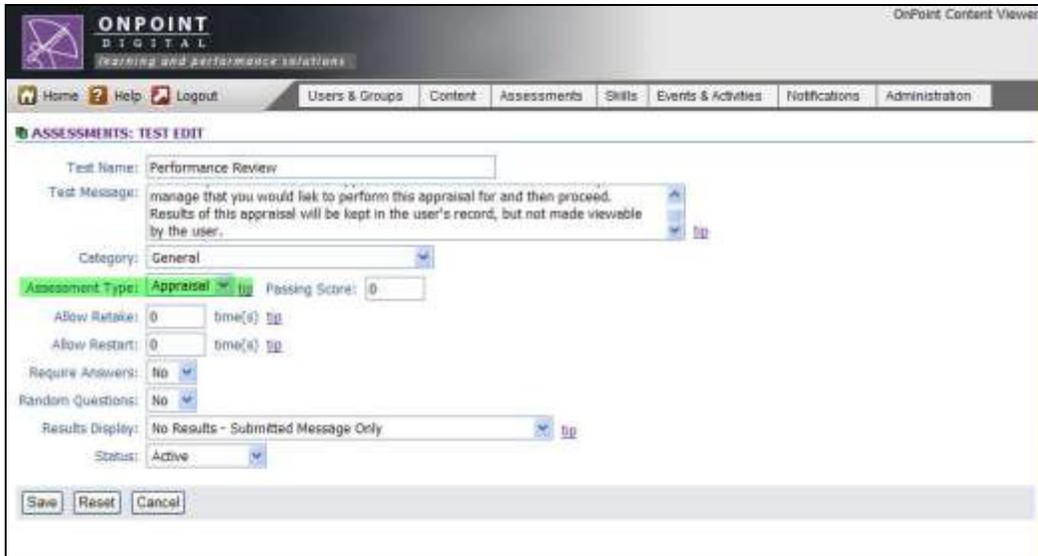
 Appraisal Creation1

Section 1: Appraisals on a User through OPDM

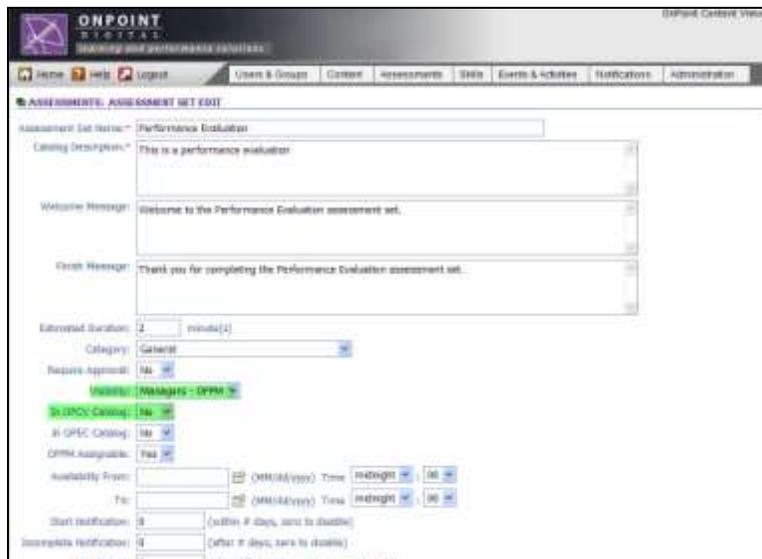
The Performance Manager Application allows for a performance manager to take an appraisal for a user. Depending on how that appraisal is set up, those results can be viewable by the user or not, but are always maintained in their record.

Appraisal Creation

To begin the appraisal process, you must first create an appraisal type test.



The test can then be created by adding questions to the assignments tab. All standard test protocols apply, except the questions should not be graded. Once the Test has been fully created, then it must be assigned to an Assessment Set for assignment to a user. When creating the assessment set, be sure to mark Visibility to Managers – OPDM only and it is not in the OPCV catalog. This will insure that users are not able to see the results of the test.



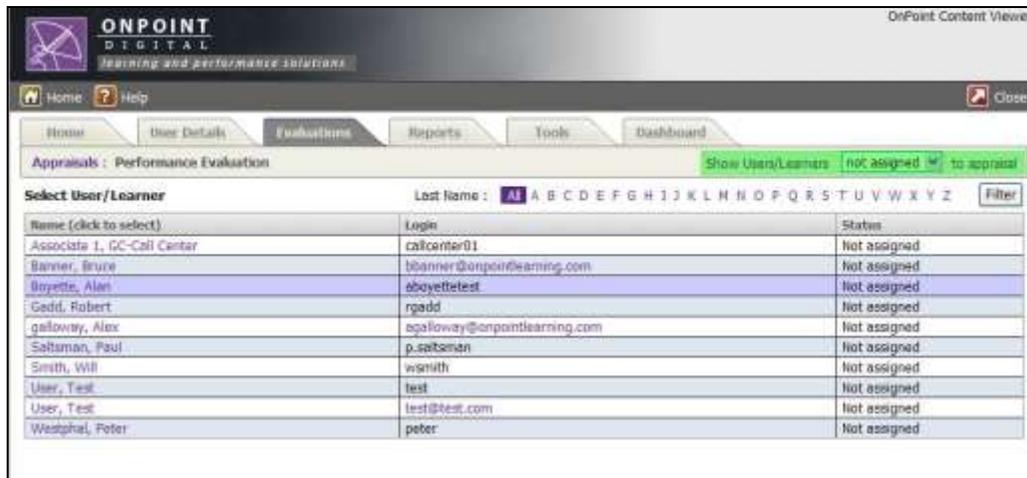
Now that the assessment set has been created, be sure to assign your appraisal to the Assessment Set. With these pieces in place, you are now ready to publish your appraisal.

Users can be directly assigned to this appraisal or the appraisal can be assigned by the performance manager. We will now take a look at this assignment process through the Performance Manager application. As a manager that manages a group of users, there is a tab for Appraisals / Evaluations in OPPM.



From this tab, a Performance Manager will see any assessment sets that are available by having their visibility marked as OPPM.

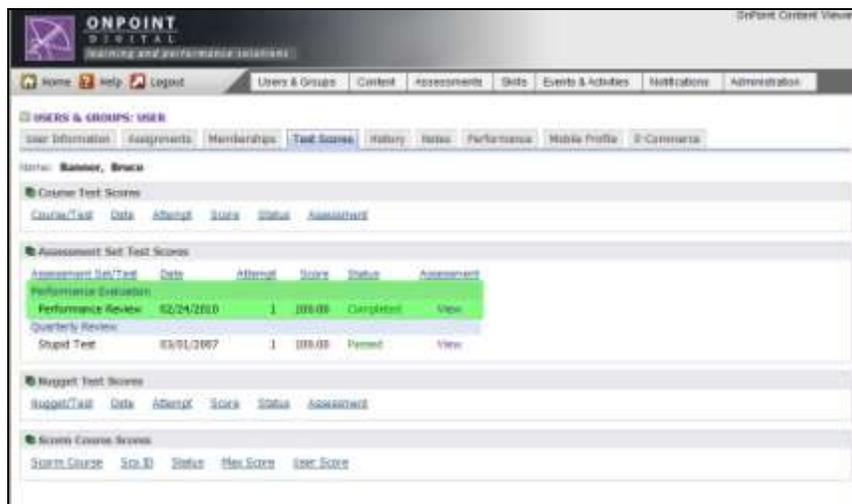
The Performance Manager then clicks the Appraisal, which will take them to a list of users that they manage that are currently assigned to the Assessment Set. To the far right the manager can change the view to show all users who are not assigned to the assessment set and then assign those users to that appraisal to perform an evaluation.



Then manager can then begin the appraisal as if they are taking it for the user. Because this particular appraisal was marked to only be visible in OPPM, the user will never see it in their record, but a manager can access and review at a later date.



Here you can see the completed assessment Set within OPCM, but notice in the final image that the Assessment set does not appear in the user's view.



OPCV view for user does not display the assessment set or the results.