Online Staff Appraisal for (Nigeria) Polytechnic (OSTAPP) User Manual

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Section 1 – Introduction

1.1 Overview

This document contains the steps which should guide and give assistance to various users of the software solution.

OSTAPP is an acronym for Online Staff Appraisal for Polytechnic. It is a software application which enables Nigerian Polytechnics to manage their annual Staff appraisal processes. This manual shows detailed descriptions of the software solution.

1.2 Web address and links

The web address of this software solution is https://www.staffappraisal.org

Other useful links include:

Login link – https://www.staffappraisal.org/login this enables a registered user to access the dashboard.

Password reset link - https://staffappraisal.org/password/reset this enables a user to change password without logging to the dashboard or contacting the Administrator especially if the user has forgotten his/her password.

Section 2 – Accessing OSTAPP

2.1 Getting registered

Any Nigerian Polytechnic who wishes to adopt and implement this software solution will enroll her staff into the platform. The minimum staff details required to get registered on the platform include **Last name**, **first name**, **staff number**, **email address** and **phone number**.

2.2 User login credentials

This is minimum required staff details which MUST be used to access the platform and they are staff number and auto-generated password which the platform gives to every registered staff. The staff number should conform with the format below

staffcategory-staffnumber

staffcategory may be SS for Senior Staff or JS for Junior Staff.

staffnumber MUST be up to five (5) digits. If a staff number is 755, then two zeros MUST be prefixed to the number. Example: 00755

The complete staff number should be the concatenation of staff category and staff number. Example: SS-00755 or JS-04525 or JS-00075 or SS-00045

2.3 Logging on to the platform

To login, visit https://www.staffappraisal.org/login; see figure 1

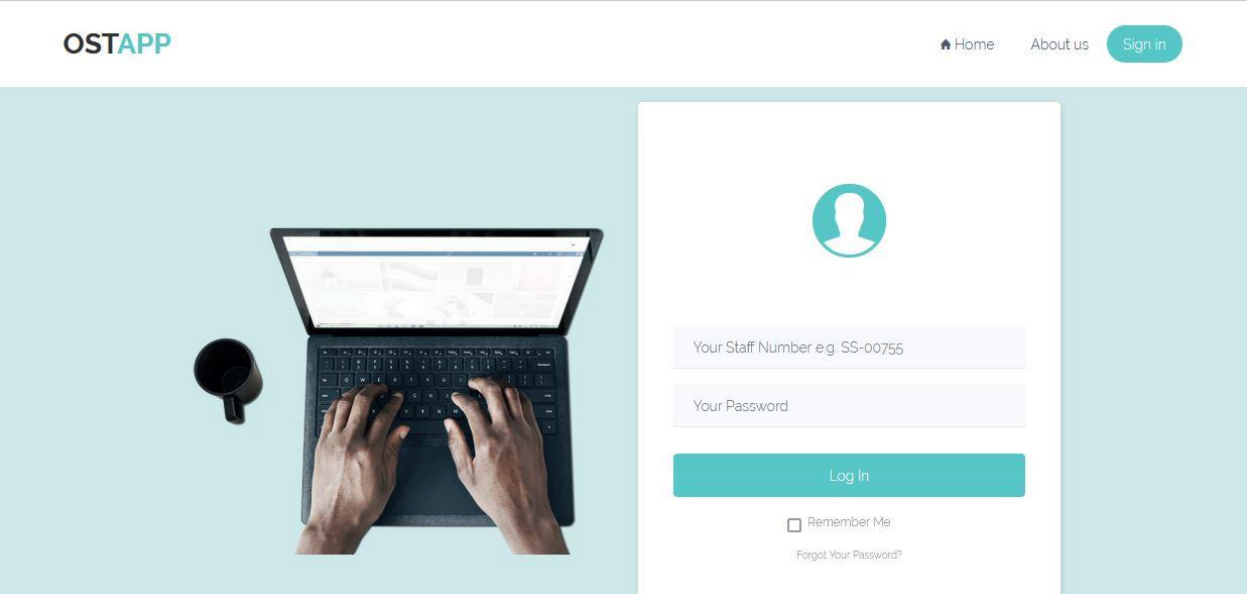


Figure 1: OSTAPP login page

Section 3 – Managing User Details

3.1 Updating profile details

Upon successful login to the platform, staff is required to update profile details. See figure 2:

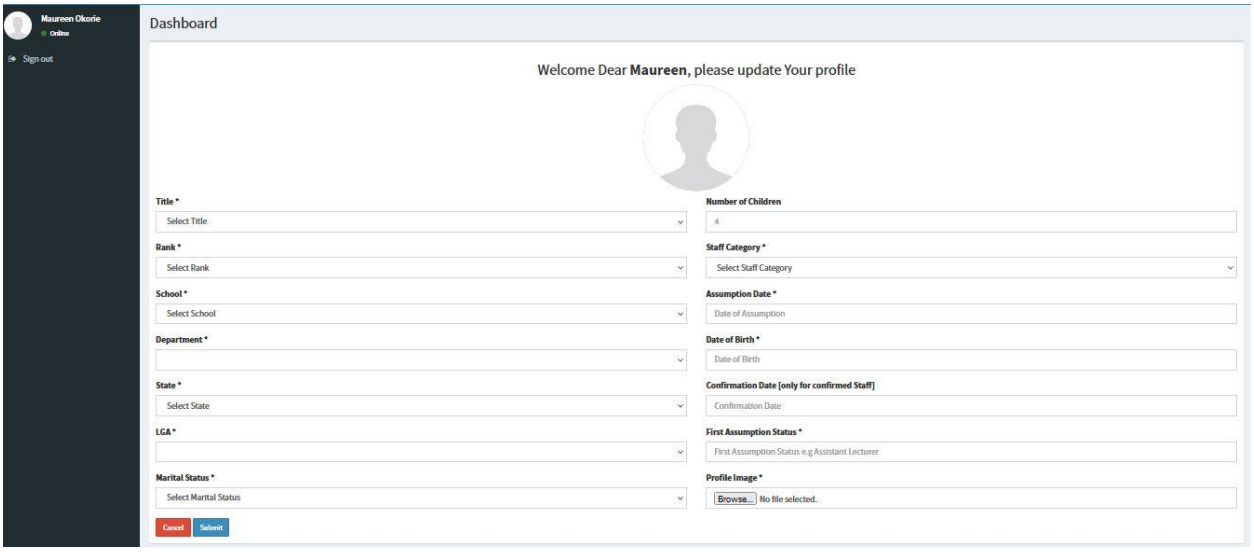


Figure 2: Staff profile update page

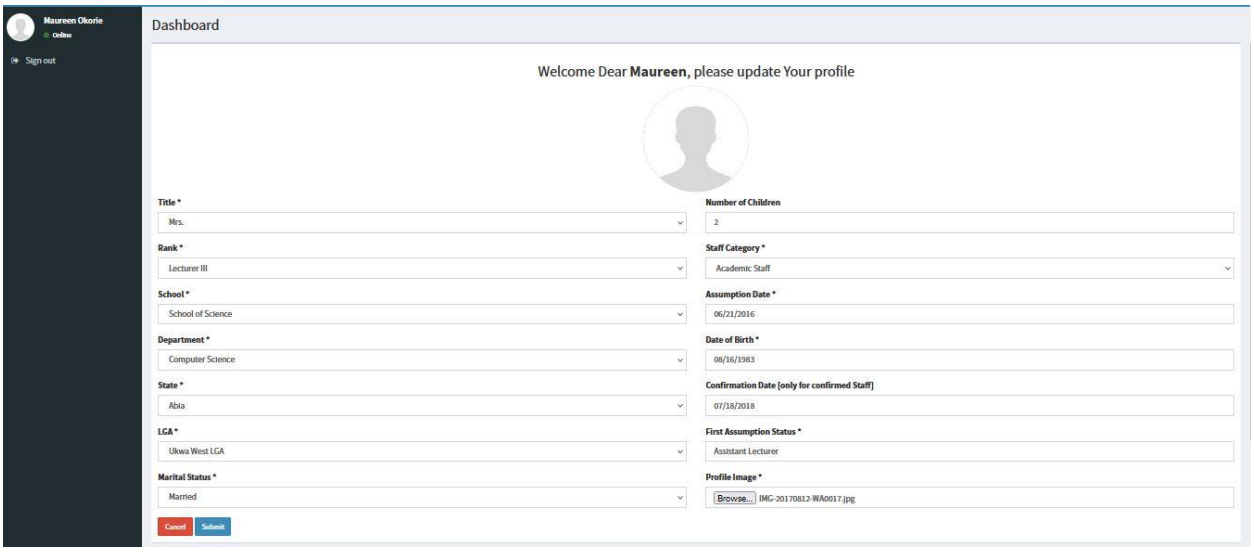


Figure 3: Filled profile details page

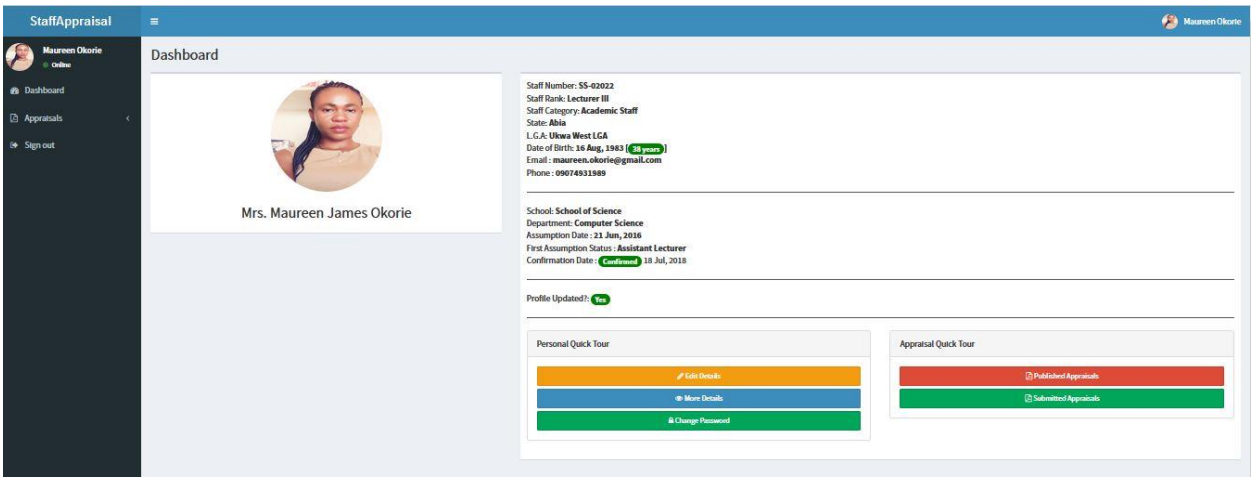


Figure 4: Updated profile page (Dashboard)

3.2 Editing profile details

A staff may have the need to edit his/her existing profile detail and the platform makes provision for handling such task. Click on the **Edit Details** yellow button from the Dashboard See figure 4 above and see figure 5 below for the edit profile details page.

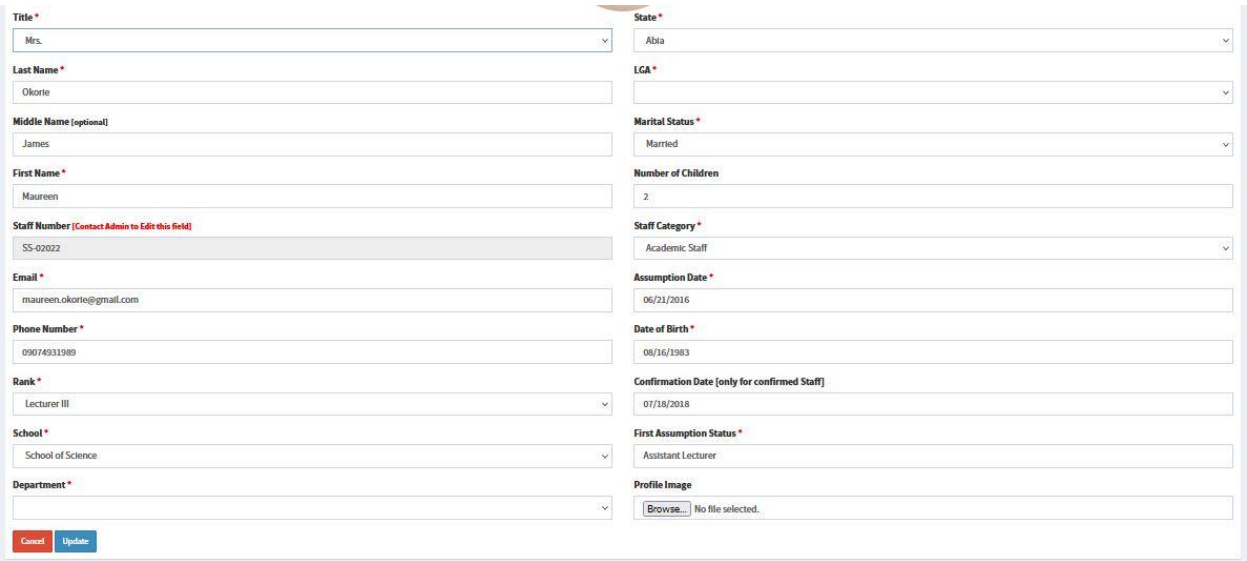


Figure 5: Edit profile details page

Note: Only the Administrator can edit staff number as may be directed and authorized by the Registry of the Polytechnic. Also, editing Department requires selecting a different School/Division and allowing the department field to be populated then re-select the initial School/Division for the desired departments to repopulate. The same steps apply for editing Local Government Area (LGA) based on State.

3.3 Changing password

After successful updating of profile details, it is **strongly advisable** to change the default password which was auto-generated by the platform. Click on the **Change Password** green button under **Personal Quick Tour** from the Dashboard See figure 4 above and see figure 6 below for the change password pop up window.

Figure 6: Change password pop up window

Section 4 – Managing Staff Appraisals

4.1 Creating and Publishing Appraisal

Every year, staff need to be appraised and there is need for creating and publishing Staff Appraisal to enable staff fill the appraisal form. Figure 7 & 8 show how to create and publish annual staff appraisal.

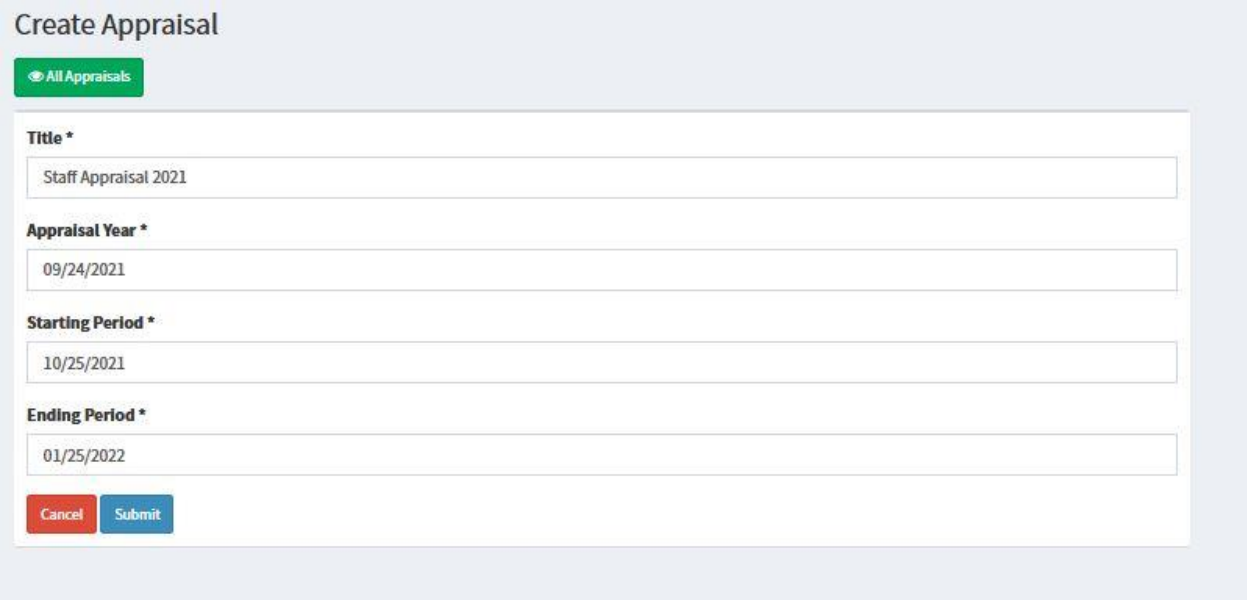


Figure 7: Create Appraisal page

After filling the Appraisal creation page, click on the Submit button to send it to the list of Appraisals. See figure 8.

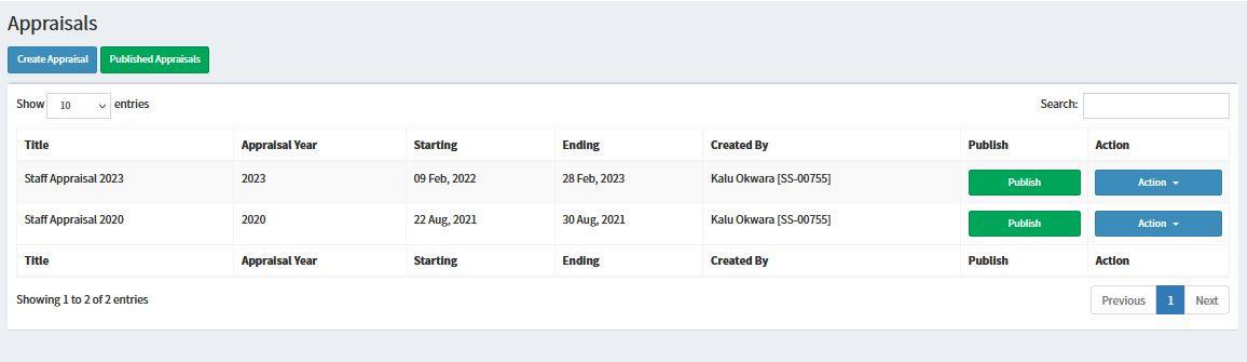


Figure 8: Created Appraisals page

Publishing appraisal means that the created appraisal will be available for every Staff to see and start filling the form. Clicking on the **Publish** green button will remove the appraisal from the list of created appraisals and put it in the list of published appraisals, see figure 9. This task is done by the Registry Staff who is authorized to do so.

Figure 9: List of Published Appraisals from Registry Staff Dashboard.

The above snapshot shows that the Registry staff has the privilege to Unpublish any Published Appraisal or to Edit already created Appraisal. Editing created appraisal requires clicking on the **Action** blue button and clicking on **Edit**. See figure 10 & 11.

Figure 10: Edit created appraisal button

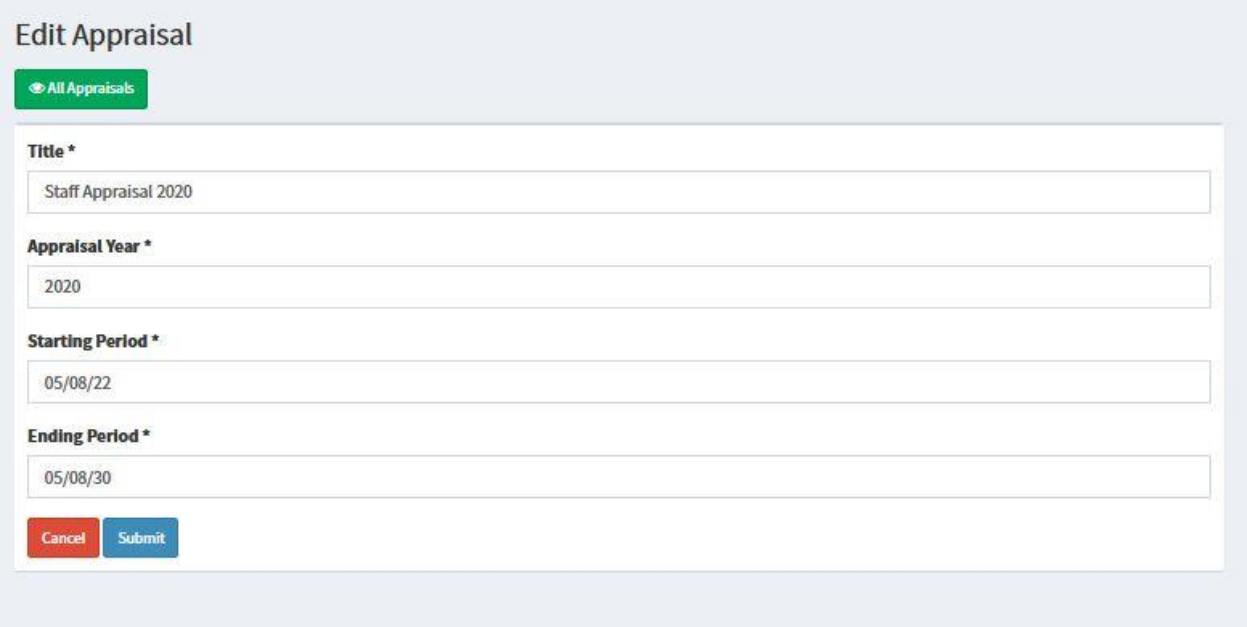


Figure 11: Edit appraisal page

4.2 Filling and submitting Appraisal form

The process of filling the appraisal form is the same for all categories of staff (Academic, Non-Academic and Junior Staff). To fill the appraisal form, click on **Appraisals** menu from the

sidebar or **Published Appraisal** red button under the Appraisals Quick Tour from the Dashboard. See figure 12 & 13.

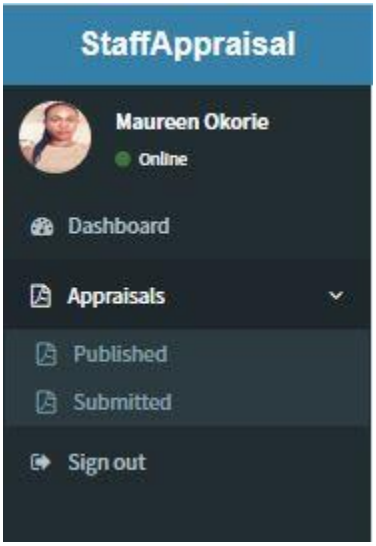


Figure 12: Sidebar

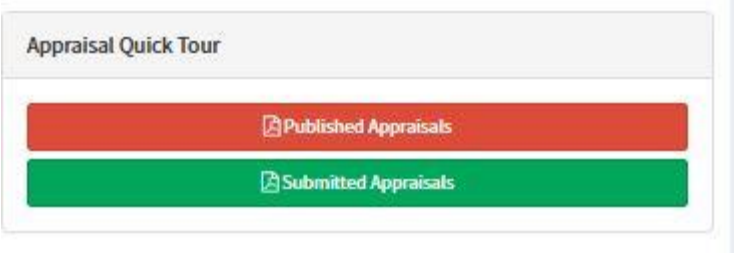


Figure 13: Published Appraisal red button

The sidebar is seen clearly while on larger device screens (Desktop view) as shown in figure 12 but is collapsed while on smaller device screens (Mobile view) as shown in See figure 14. To view the Sidebar when on smaller device screen, click on the expandable (three stacked lines) menu on the left side. See figure 14 & 15.

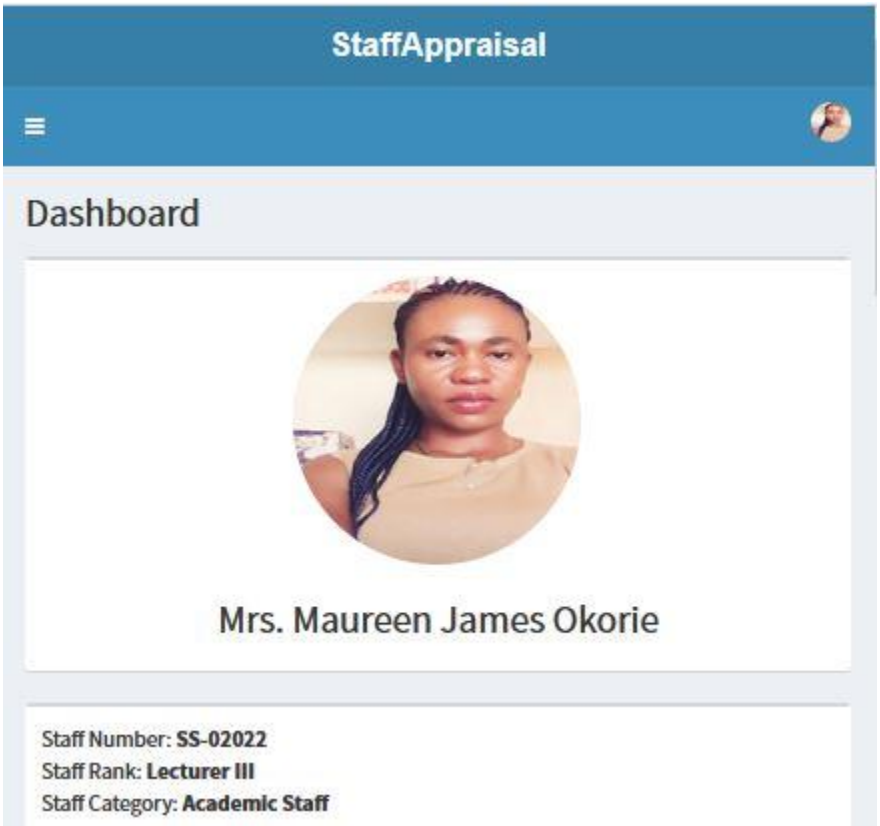


Figure 14: Mobile view of the Dashboard

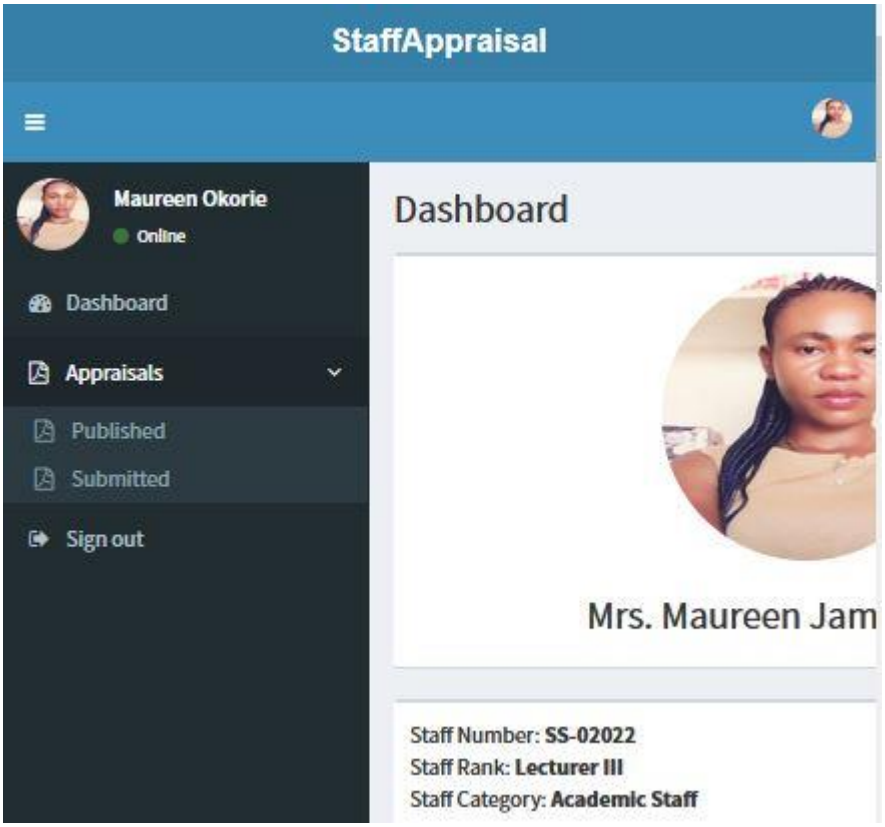


Figure 15: Sidebar from a mobile view

Clicking on **Published** from the Appraisals menu on the sidebar or clicking on the **Published Appraisals** red button under Appraisal Quick Tour from the Dashboard, will present all the published appraisals along with a link (**Fill Appraisal Form**), starting date and closing dates. See figure 16.

Figure 16: Published Appraisals with link, starting and closing dates

The appraisal form is revealed when the **Fill Appraisal Form** link is clicked. See figure 17.

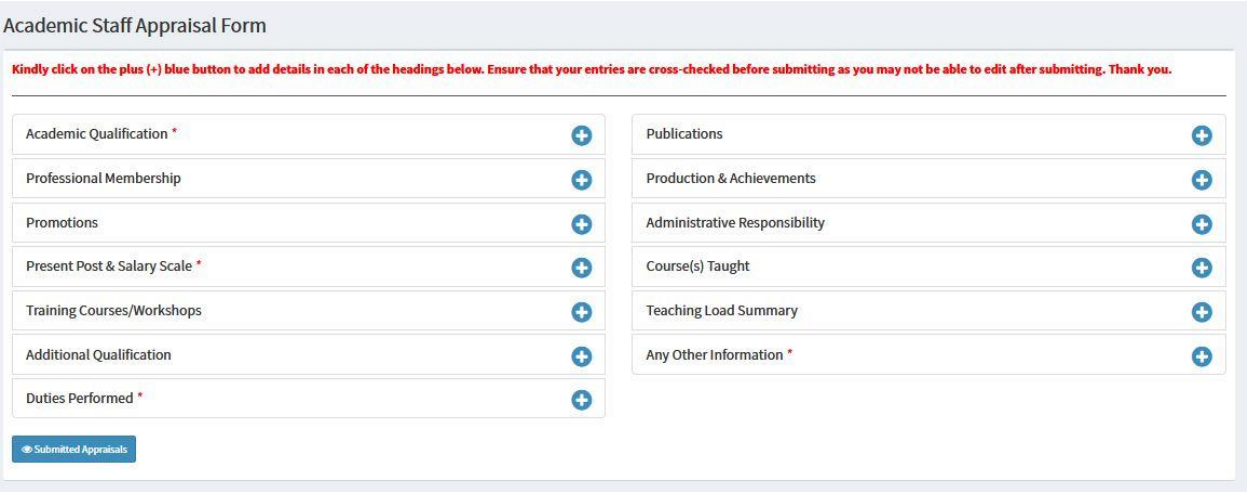


Figure 17: Appraisal form.

Each of the required headings on the appraisal form may be different based on staff category (Academic, Non-Academic or Junior Staff) but must have a plus blue button at the end. It is worthy to note that some of the headings have red asterisk and it shows that they are compulsory and must be filled. Click on the plus blue button to supply details under each heading. See figure 18.

Figure 18: Academic Qualification pop up window

From the above window, one or more academic qualifications can be added and to add more academic qualifications, click on the plus green button and to remove any added academic qualification, click on the times red button

Note: to see the green and red buttons on smaller device screens (mobile view), ensure that the auto-rotate screen is turned on. Also, prior to submitting entries on each heading, a confirmation dialog window appears and if the **Ok** button is clicked, the entries will be submitted.

Upon successful submission of the entries in each heading, the status, edit button and delete button will appear. See figure 19.

Figure 19: The new look of each heading after submission of entries.

The edit button after the submitted green badge will aid in editing existing entries while the delete button will aid in removing all the entries made on each heading. When the entries are deleted, the plus blue button resurfaces. Some of the headings do not require multiple entries and do not have the plus green and times red buttons. See figure 20.

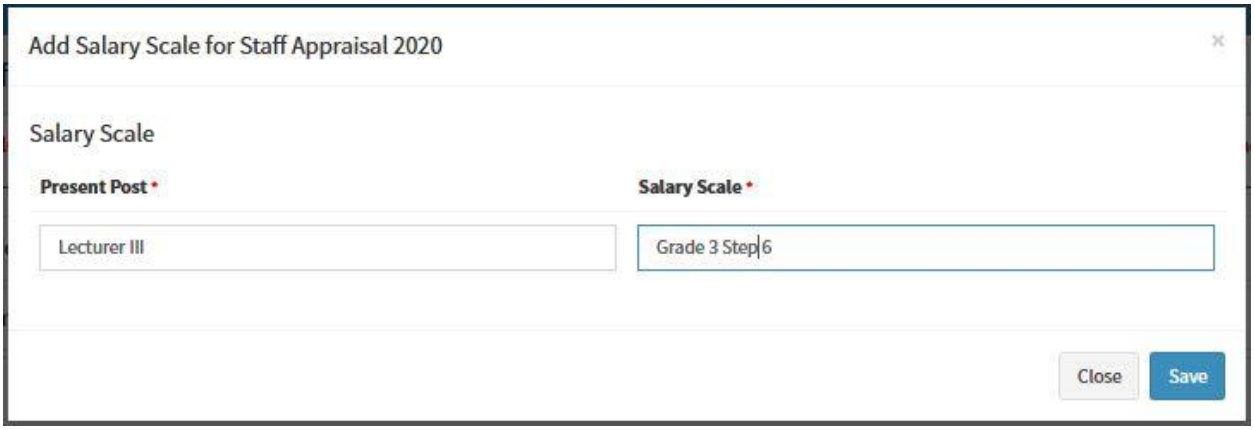


Figure 20: Pop up window without multiple data entries

Upon successful completion of the compulsory headings, the last heading which is **Upload Supporting Documents** should appear. See figure 21.

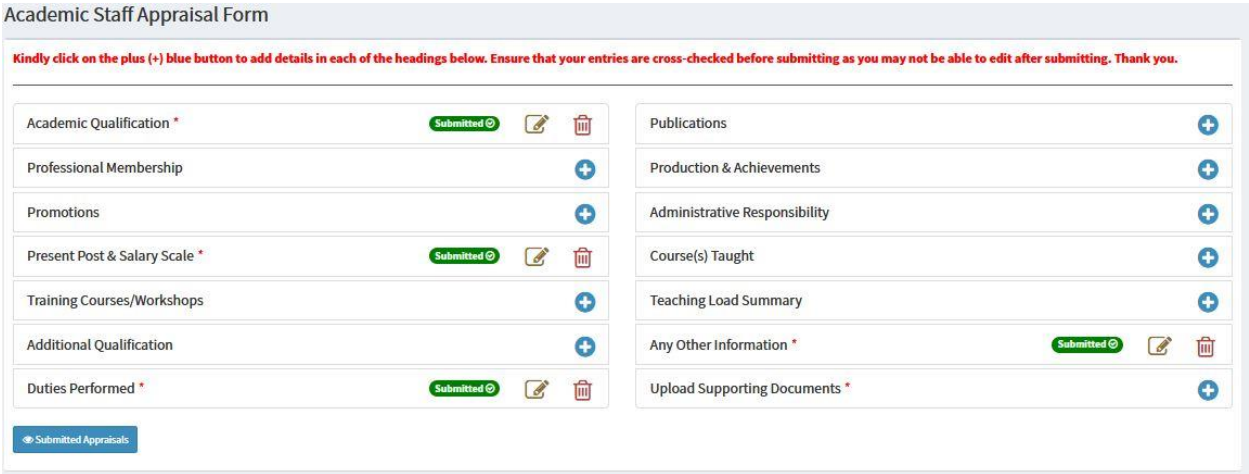


Figure 21: Upload Supporting Documents heading revealed

The last compulsory heading (Upload Supporting Documents) contains all the Appraiser (Qualified Staff who can appraise other Staff) and where attachments of scanned portable document format (PDF) files can be made. See figure 22.

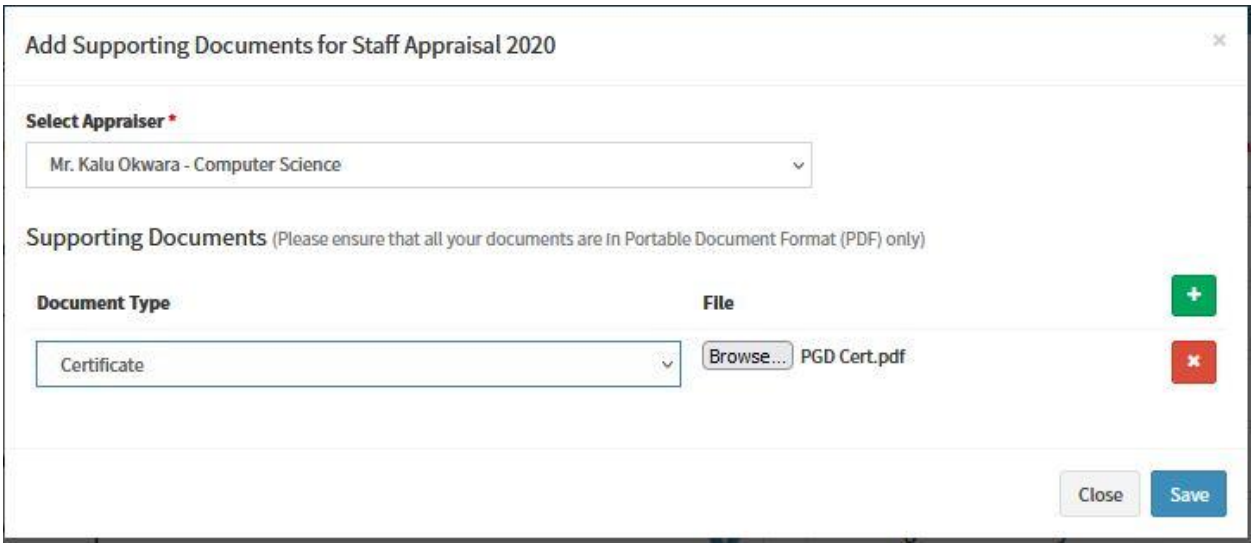


Figure 22: Supporting Document pop up window

Click on the Select Appraiser dropdown control to select your Appraiser, click on Document Type dropdown control to select the type of document to upload and click on the Browse button to choose the file to upload. Click on the plus green button to add more documents to be uploaded and when done adding all the necessary files, click on the **Save** button to finally submit the appraisal form. Upon successful submission of the appraisal form, notification will be shown, see figure 23; both your Appraiser and you (the Appraisee) would be notified via email that the appraisal form has been submitted.

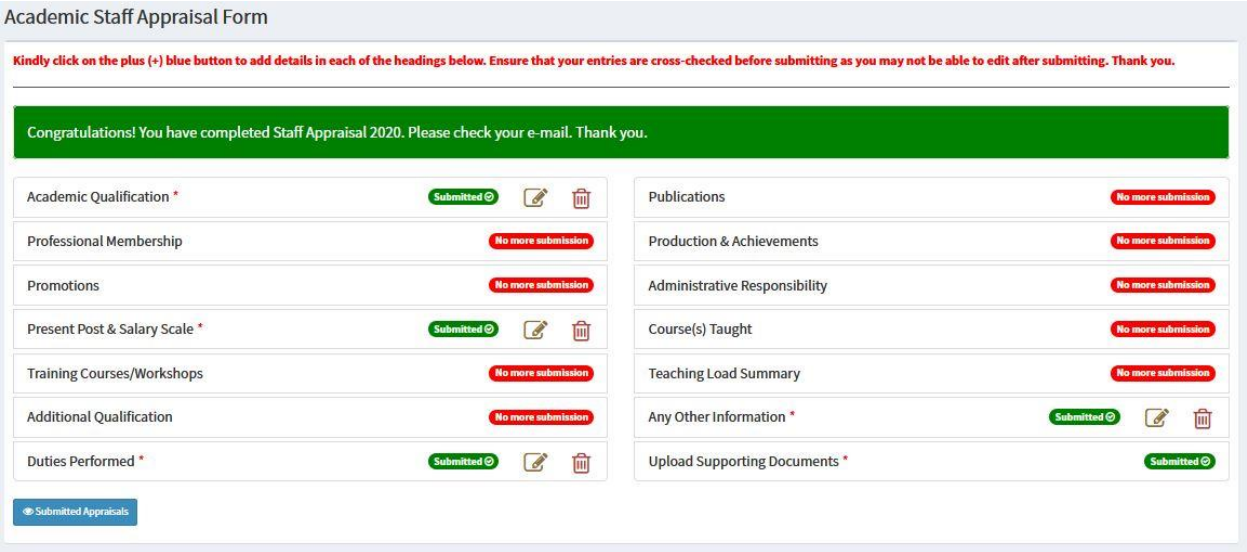


Figure 23: Successful appraisal form submission

After successful submission of the appraisal form, the Appraisee can still make adjustments on each of the headings prior to the scoring of the appraisal form by the Appraiser. Making adjustment to the submitted appraisal form will not be allowed by the system after the appraisal from has been scored.

4.3 Printing submitted appraisal form

Upon successful submission of the appraisal form, staff may print the submitted appraisal form if need be. Click on the **Submitted Appraisals** blue button from the appraisal form or **Submitted** under the **Appraisals** menu on the sidebar or **Submitted Appraisals** green button under Appraisal Quick Tour on the Dashboard to show list of submitted appraisals. See figure 24.

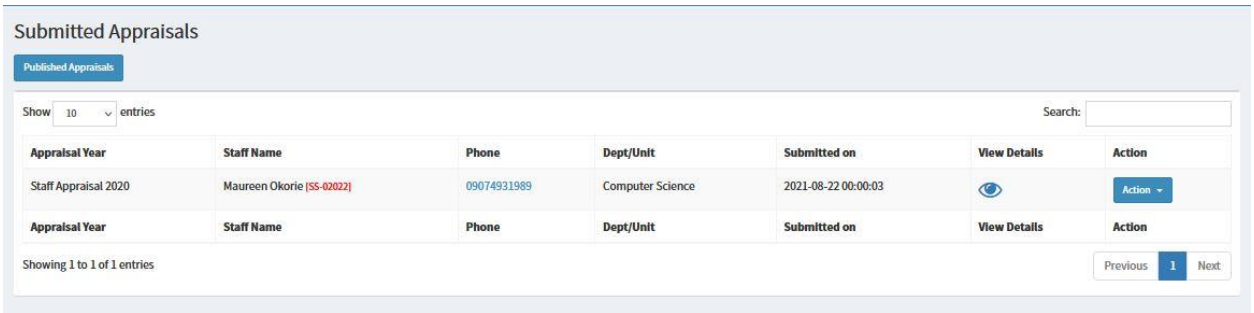


Figure 24: List of submitted appraisals window

Click on the eye icon on the list of submitted appraisals window to show the details of the staff who have submitted the appraisal with the list of his or her submitted appraisals in descending order. See figure 25.

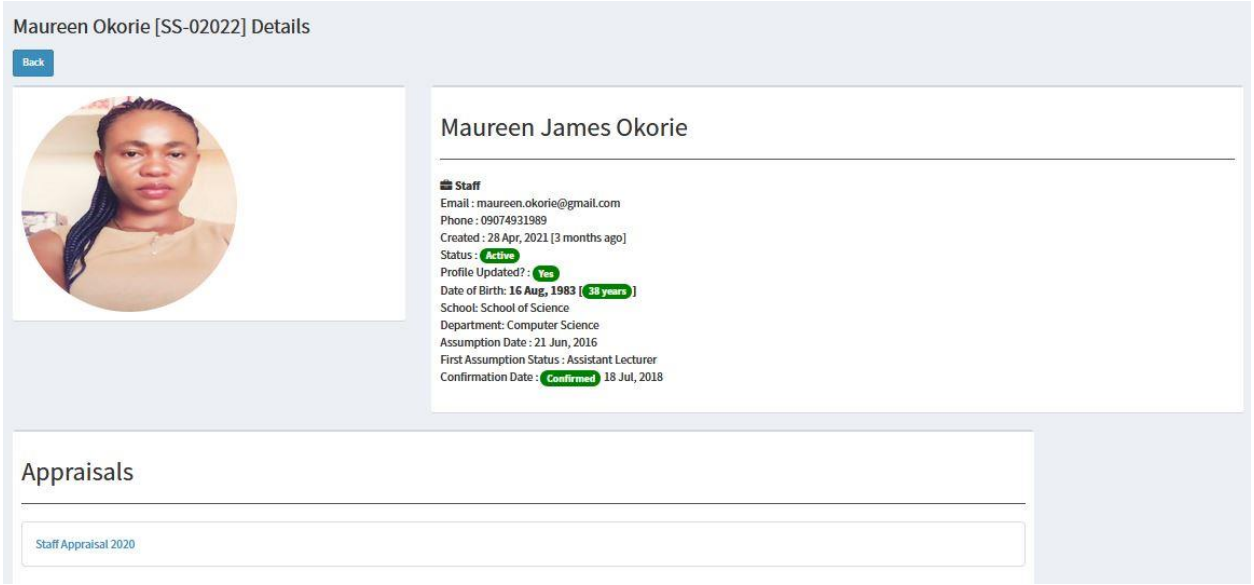


Figure 25: Staff profile with submitted appraisal window

Click on the title of the Appraisal to be printed e.g. Staff Appraisal 2020 as shown in figure 25 above.

The details of the submitted appraisal is shown with **Print Appraisal** button on the right-hand side of the window. See figure 26.

Note: the appraisal heading with no entry are indicated in red badges with the inscription "No Submission made"

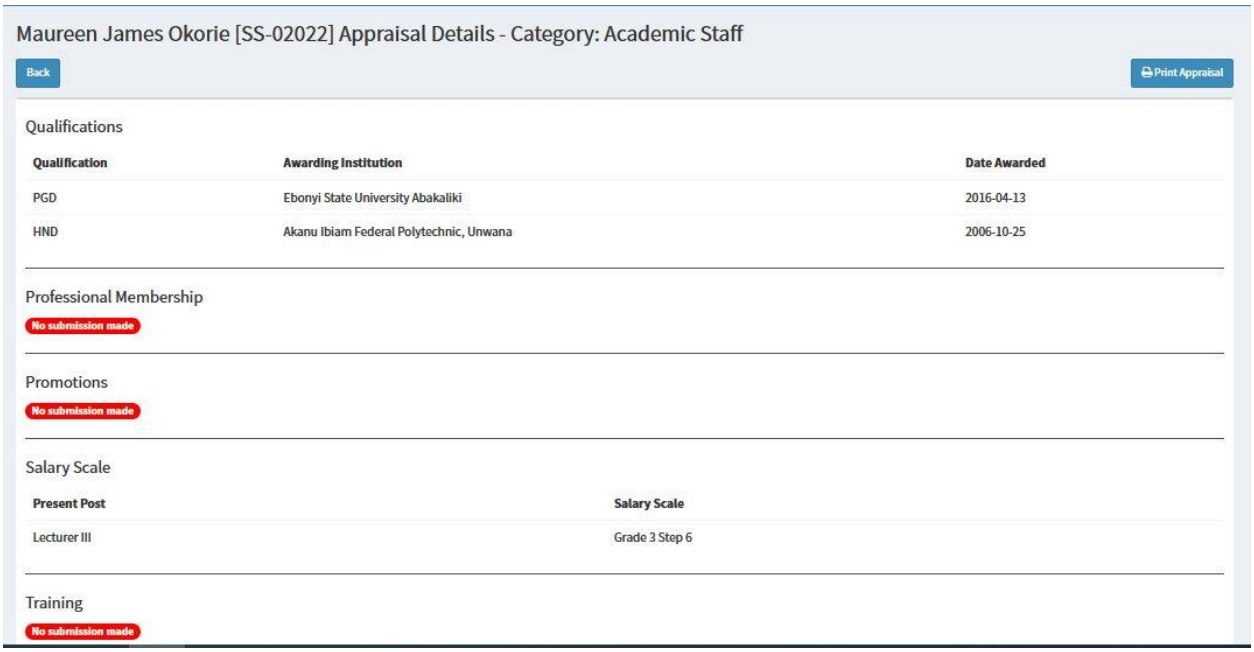


Figure 26: Appraisal detail page with printing button

When the **Print Appraisal** button is clicked, the submitted appraisal details will be shown in a pint preview window. See figure 27.

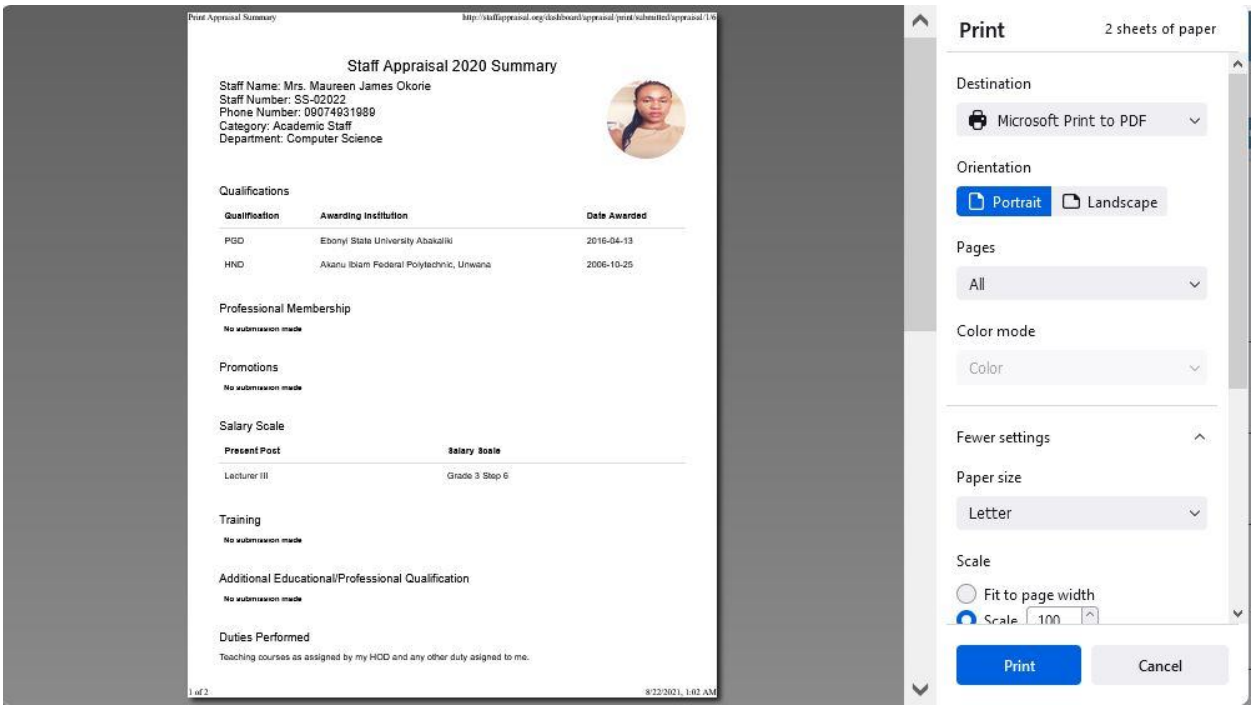


Figure 27: Print preview page of the submitted appraisal details

The print preview page should show the details of the staff including his/her profile picture and the details of the submitted appraisal.

4.4 Appraising submitted appraisal forms by the Appraiser

After successful submission of the appraisal form as shown in figure 24, the Appraiser will be notified via email. The Appraiser should be able to login and see submitted appraisals of staff under him/her by clicking on the **Submitted Appraisals** under Appraisal Quick Tour on the Dashboard. The steps shown in figure 24, 25 & 26 should be followed to display the submitted appraisal details; scroll down the page to see **Score this Staff** button. See figure 28.

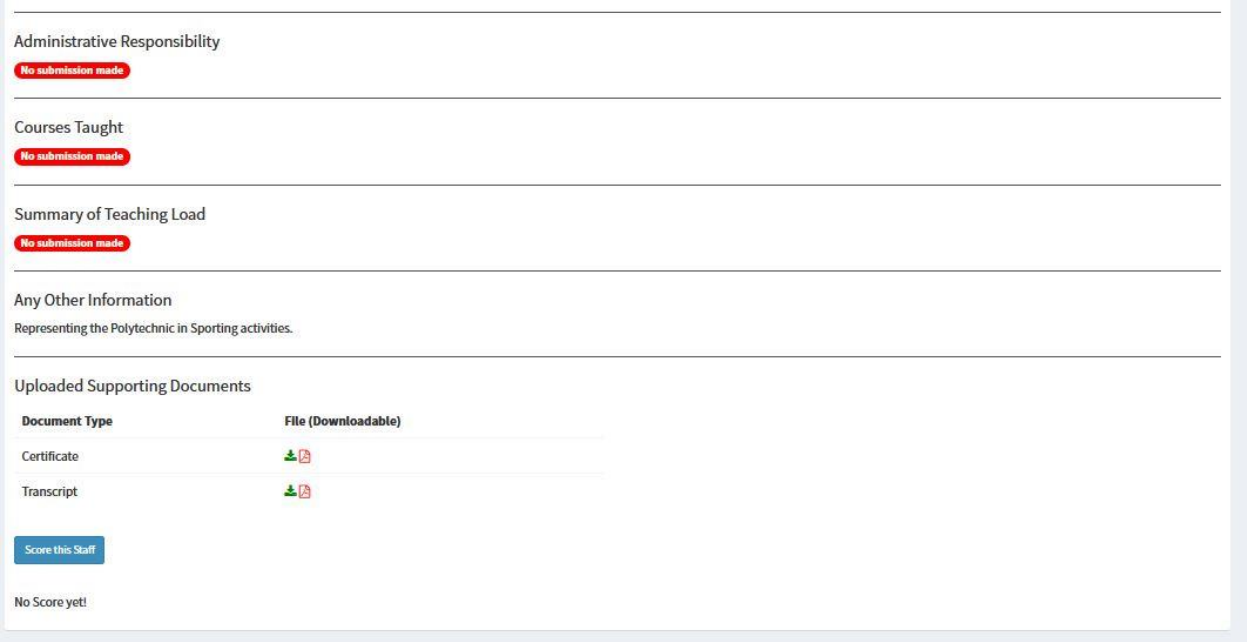


Figure 28: Submitted Appraisal detail page with Score this Staff button.

When the **Score this Staff** button is clicked, the appraisal score form will be shown. See figure 29a, 29b, & 29c.

Note: The appraisal score form may be different based on the staff category but each is used to achieve the same purpose of appraising staff. The individual scores are automatically summed up as the entries are made. The total score shows a red background if the value is less than 50 but green when greater or equal to 50.

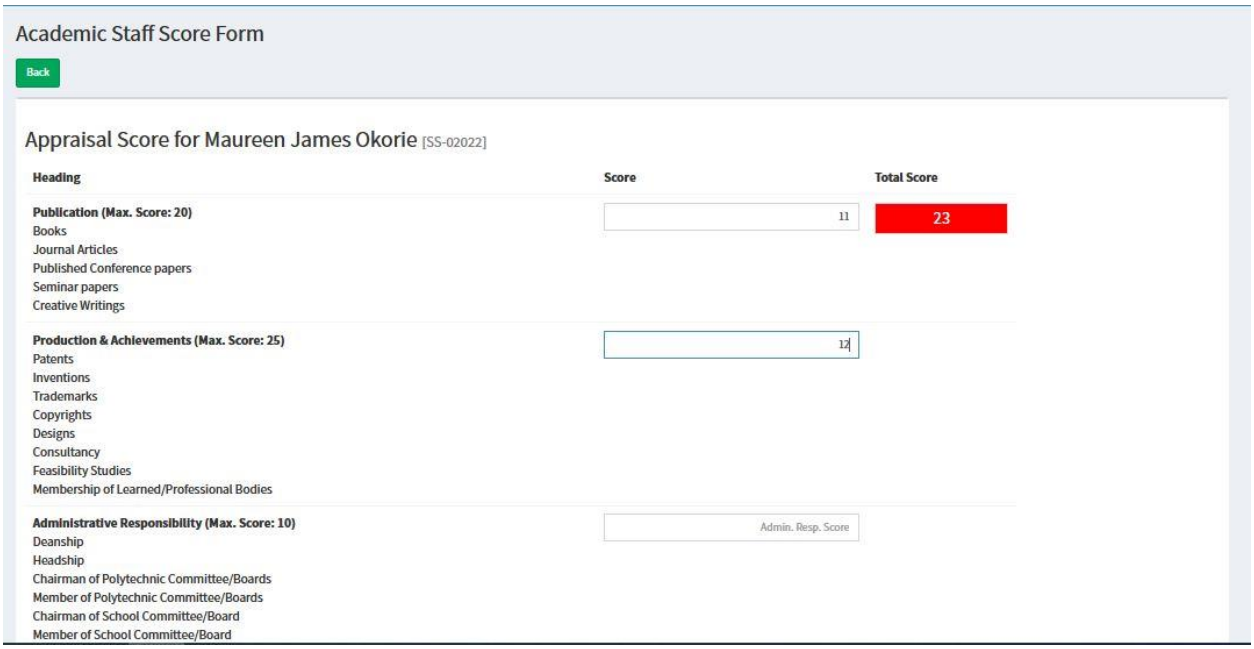


Figure 29a: Appraisal score form for academic staff

Membership of Learned/Professional Bodies
Public Service Render:

1. Federal Government
2. State Government
3. Local Government

Academic Qualifications (Max. Score: 10) *
Ph.D
Masters Degree
Postgraduate Diploma (Post B.A, B.S., HND)
B.A.,/B.Sc. 1st Class Hons (or HND with Distinction)
B.A.,/B.Sc. 2nd Class (Hons) Upper Division (or HND Upper Credit)
B.A.,/B.Sc. 2nd Class (Hons) Lower Division (or HND Lower Credit)

Acad. Qualification Score

Teaching Ability/Other Abilities (Max. Score: 15) *
Knowledge of the Subject
Communication Skill
Thoroughness In Teaching
Acceptance of Responsibility
Resourcefulness
Responsiveness
Punctuality
Reliability
Excess Teaching Load

Ability Score

Length of Service in this Polytechnic (Max. Score: 20) *
Length of Service

Length of Service Score

Figure 29b: Appraisal score form for academic staff (contd.)

Free Comments on Staff being Appraised *

Free Comments

Recommendations

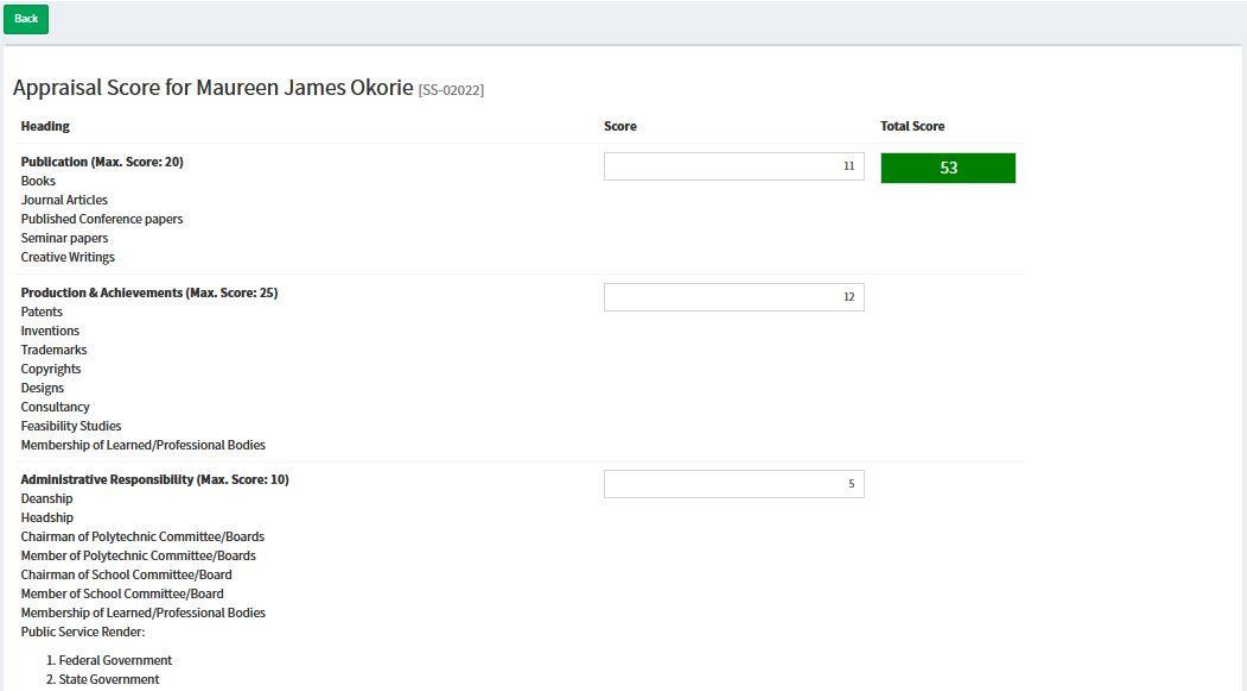
I recommend **Maureen James Okorie** [SS-02022] for

- Withholding of Increment
- Normal Increment
- Double Increment
- Promotion to the next Rank

Submit Score | Cancel

Figure 29c: Appraisal score form for academic staff (contd.)

The complete filled appraisal score form is show in figure 30a, 30b & 30c.

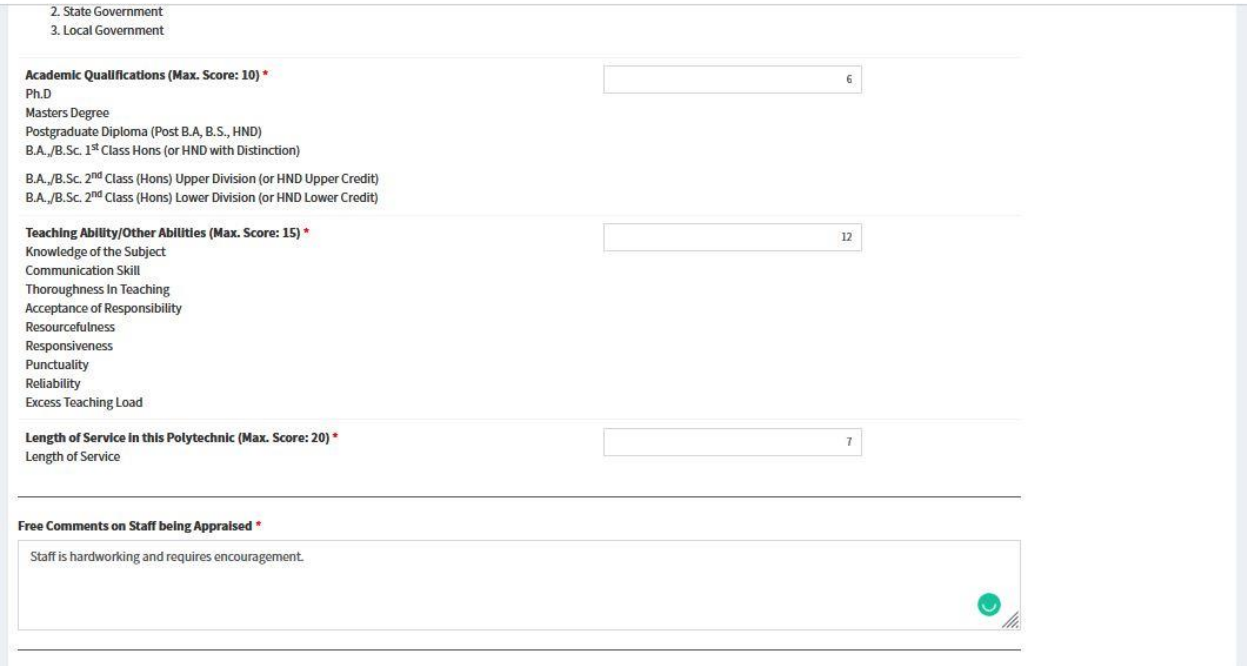


Back

Appraisal Score for Maureen James Okorie [SS-02022]

Heading	Score	Total Score
Publication (Max. Score: 20) Books Journal Articles Published Conference papers Seminar papers Creative Writings	11	53
Production & Achievements (Max. Score: 25) Patents Inventions Trademarks Copyrights Designs Consultancy Feasibility Studies Membership of Learned/Professional Bodies	12	
Administrative Responsibility (Max. Score: 10) Deanship Headship Chairman of Polytechnic Committee/Boards Member of Polytechnic Committee/Boards Chairman of School Committee/Board Member of School Committee/Board Membership of Learned/Professional Bodies Public Service Render: 1. Federal Government 2. State Government	5	

Figure 30a. Complete filled appraisal score form



2. State Government
3. Local Government

Academic Qualifications (Max. Score: 10) * Ph.D Masters Degree Postgraduate Diploma (Post B.A, B.S., HND) B.A.,/B.Sc. 1st Class Hons (or HND with Distinction) B.A.,/B.Sc. 2nd Class (Hons) Upper Division (or HND Upper Credit) B.A.,/B.Sc. 2nd Class (Hons) Lower Division (or HND Lower Credit)	6	
Teaching Ability/Other Abilities (Max. Score: 15) * Knowledge of the Subject Communication Skill Thoroughness In Teaching Acceptance of Responsibility Resourcefulness Responsiveness Punctuality Reliability Excess Teaching Load	12	
Length of Service in this Polytechnic (Max. Score: 20) * Length of Service	7	

Free Comments on Staff being Appraised *

Staff is hardworking and requires encouragement.

Figure 30b. Complete filled appraisal score form (contd.)

Figure 30c. Complete filled appraisal score form (contd.)

Clicking on the **Submit Score** button will save the score and notify the staff (Appraisee) that his/her submitted appraisal has been appraised.

4.5 Accepting or Rejecting appraised score by Staff (Appraisee)

When a staff has been notified of his/her submitted appraisal form being appraised, he/she logs in to accept or reject with reason the score when has been given by the Appraiser. On the submitted appraisal detail page (figure 28), scroll down to the end of the page to see the **Check Score** button, see figure 31. Click on it to see Appraisal score pop up window, see figure 32.

Figure 31: Appraisal detail page with Check Score button

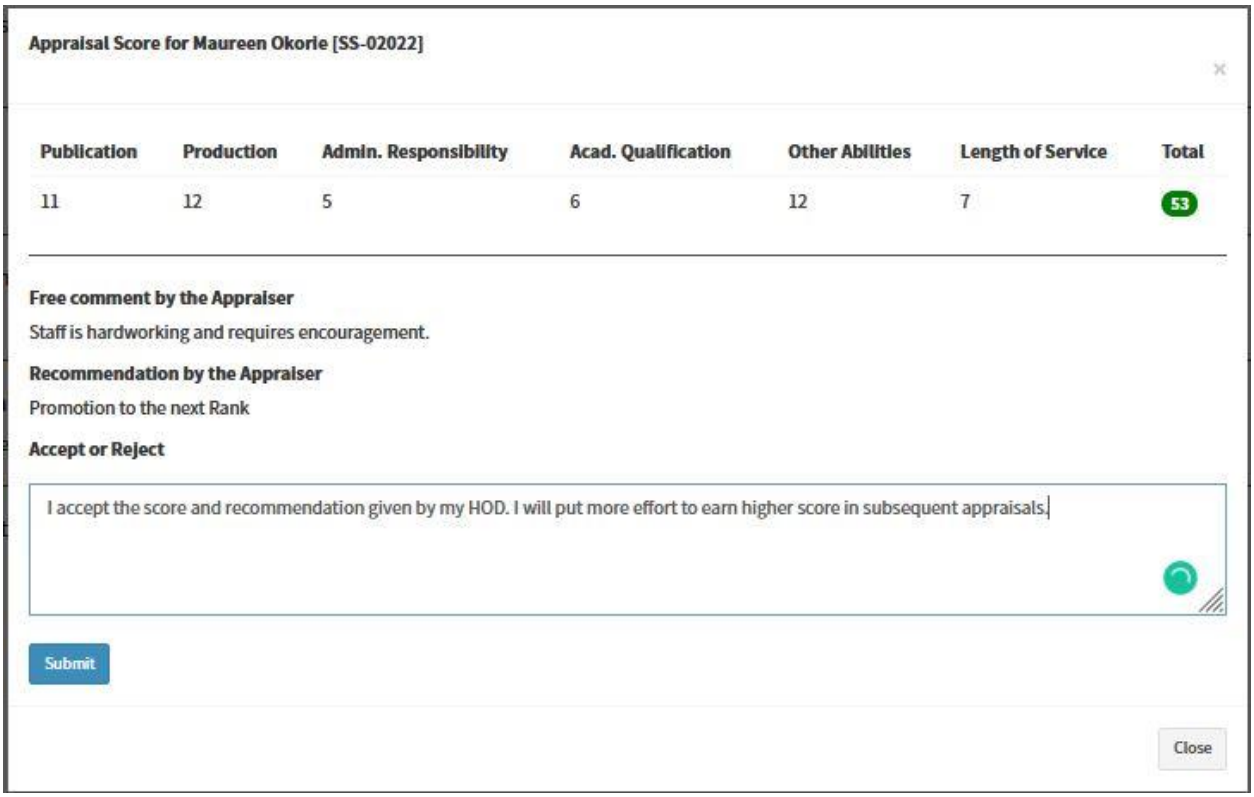


Figure 32: Appraisal score window

After accepting or rejecting the appraisal score, a window similar to figure 33 should be seen when next the Check Score button is clicked.

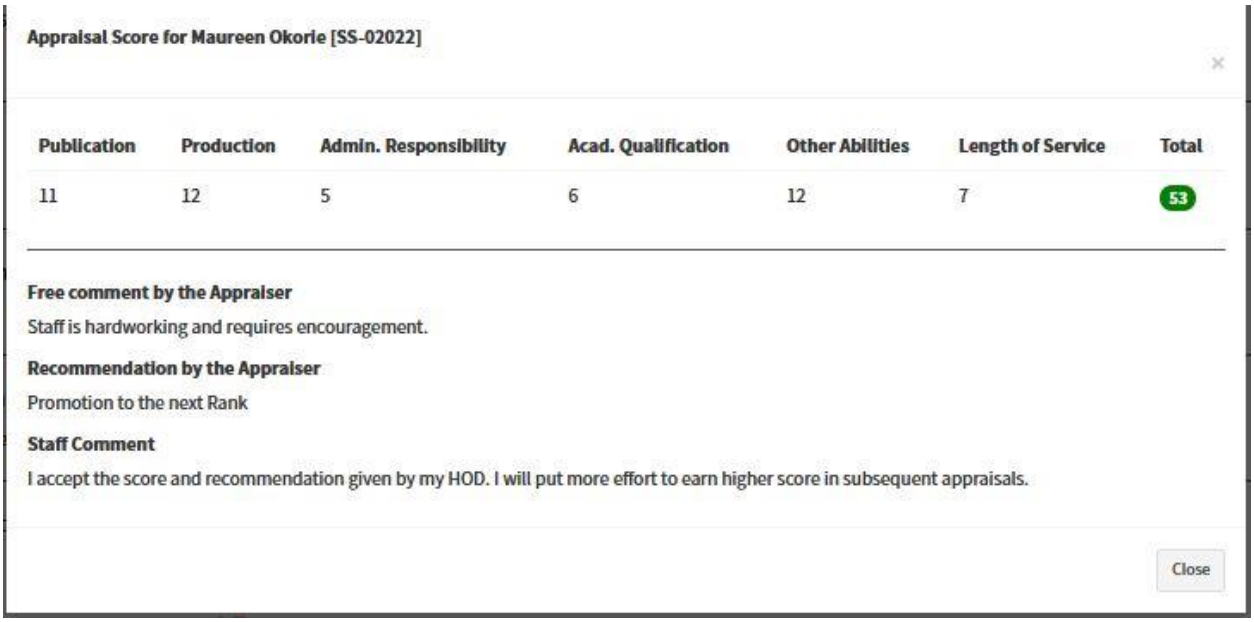


Figure 33: Appraisal score window after accepting or rejecting appraisal score.

Note: the appraisal score window may appear differently based on Staff category.

4.6 Generating individual & general printable appraisal report

Appraisal reports are at the center of this software solution which makes exceptional. Institutions who adopt and implement this solution will succeed in taking away the burden of many months of writing staff appraisal reports by the Appraisal Committee. The steps involved in generating printable appraisal report are easy.

i. Login to Dashboard
ii. Click on **Appraisals** menu and click on **Reports.** See figure 34
iii. On the **Appraisal Reports** page, click on the **Print Report** button to show the print preview page of individual appraisal report. See figure 35 & 36.

Figure 34: Appraisal Reports from sidebar

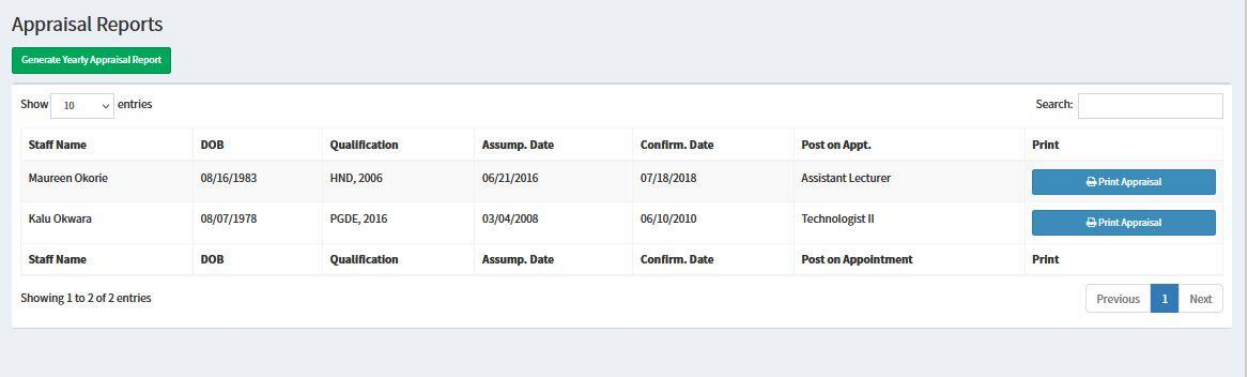


Figure 35: Appraisal Reports page

Click on **Print Report** button on each staff's record to see the print preview page of the appraisal report. See figure 36.

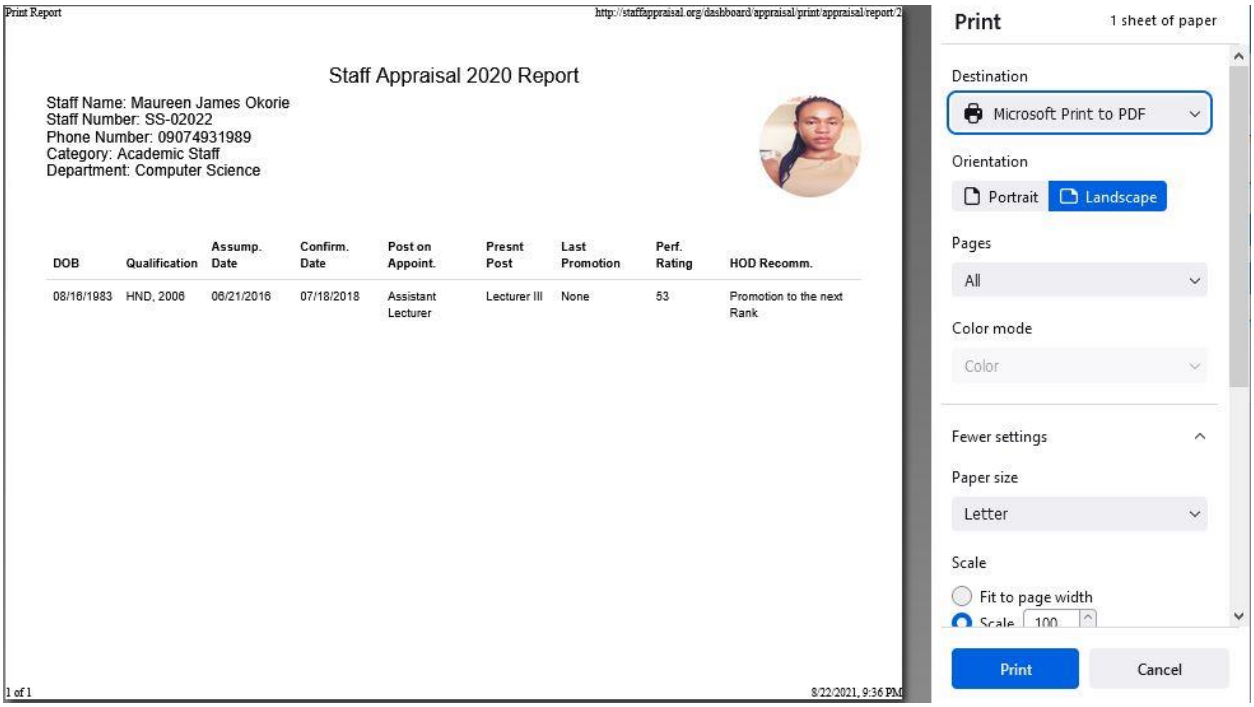


Figure 36: Individual Appraisal Report print preview window

Generating appraisal reports require specifying the appraisal year. Getting appraisal report is done by following the simple steps below

i. Login to Dashboard
ii. Click on **Appraisals** menu and click on **Reports.** See figure 35
iii. On the **Appraisal Reports** page, click on the **Generate Yearly Appraisal Report** button to show the Select Appraisal Year page. See figure 37 & 38.
iv. On the Select Appraisal Year page, select the year in which appraisal report should be generated and click on the **Get Report** button to generate Appraisal report. See figure 39.
v. Click on the **Print Report** button to see the print preview window. See figure 40.

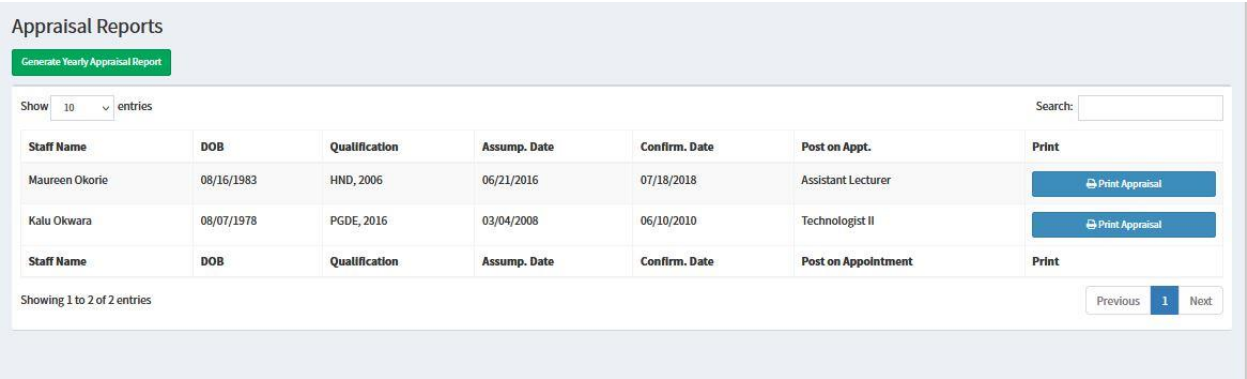


Figure 37: Appraisal Reports with the Generate Yearly Appraisal Report button

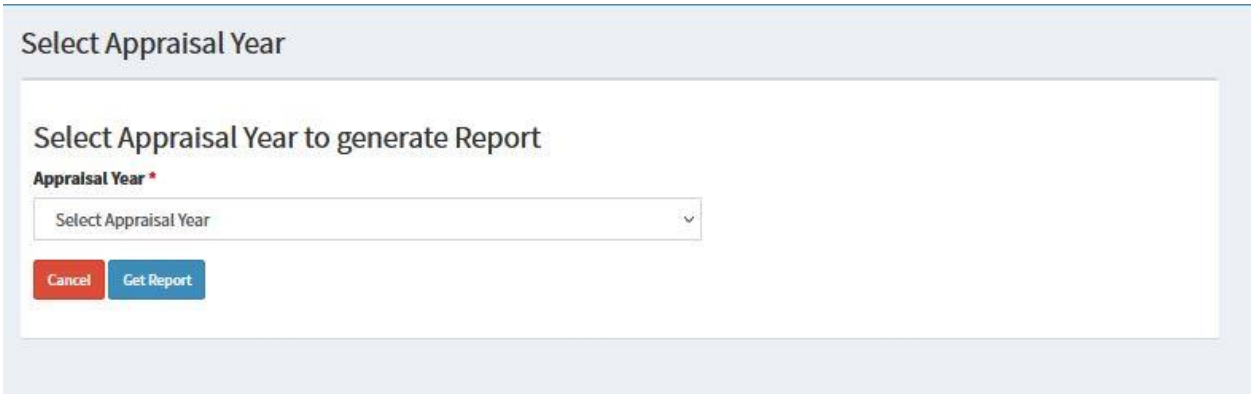


Figure 38: Select Appraisal Year page

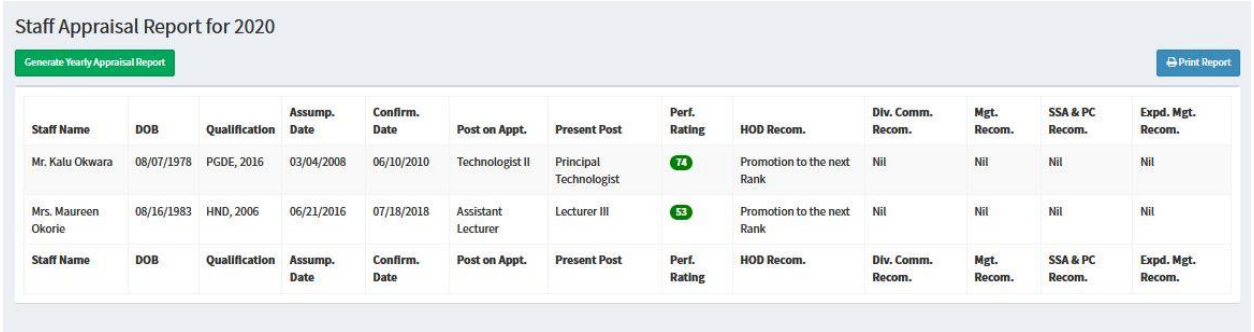


Figure 39: General Staff Appraisal Report based on selected Year

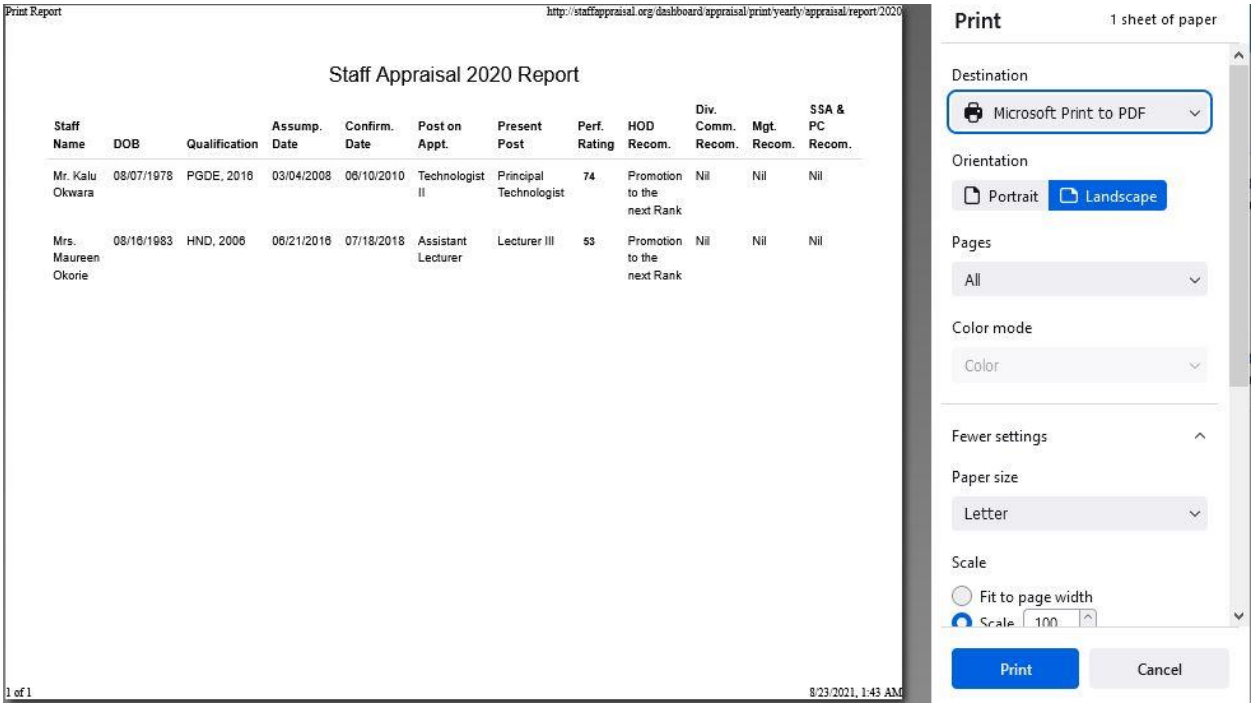


Figure 40: General Appraisal report print preview page

Section 9 – Managing User Role

This section shows how privileges can be assigned or withdrawn from a staff based on the office he/she may be occupying at every point in time. If a staff is elected as the Head of a Department, Dean of a School, appointed as a Director, Registrar or any other relevant position as may be needed to manage the appraisal process of the Polytechnic, the Administrator should be able to assign the appropriate privilege.

The Administrator logs in, clicks on **Settings** menu from the sidebar and click on **User Management**. See figure 41 & 42.

Figure 41: User Management under Settings menu

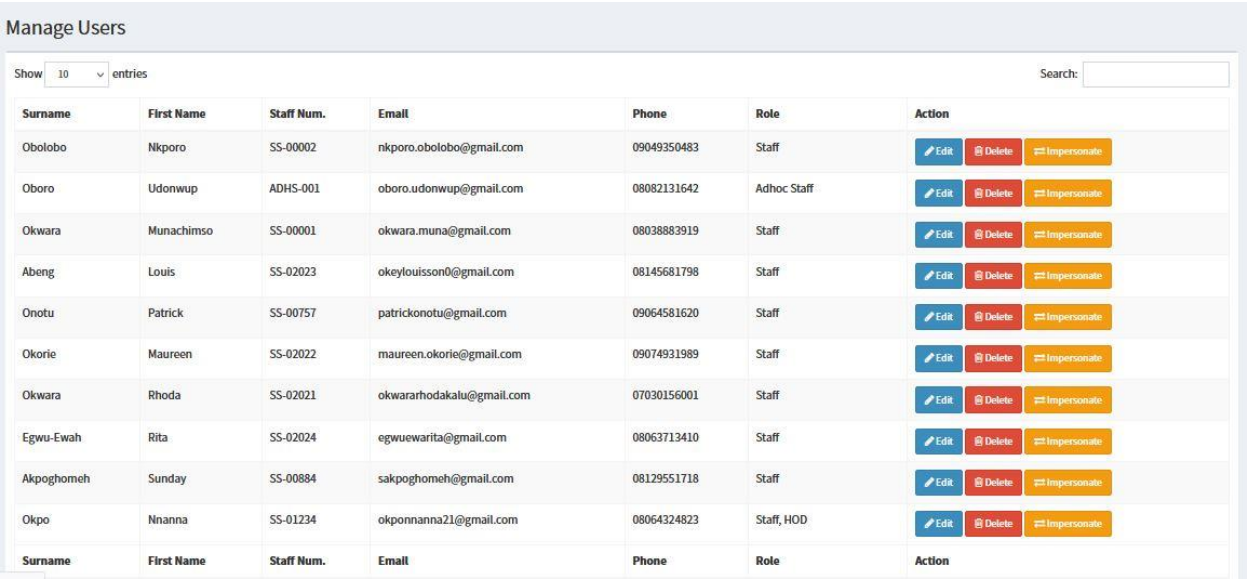


Figure 42: Manage User page

From the Manage User page, type the name, staff number, email address or phone number of the staff that requires to be given more privileges in the search text box on the right-hand side and click on the Edit button to see the page where privileges can be assigned. See figure 43 & 44

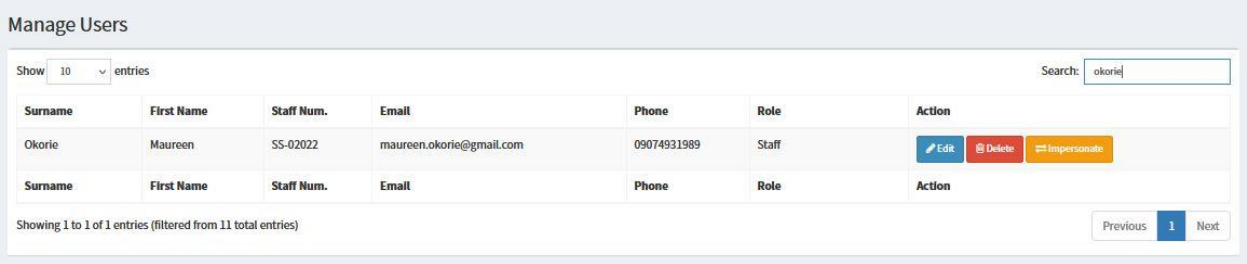


Figure 43: Searching Staff to assign privilege

Assigning privilege(s) to any user requires ticking one or more checkboxes that suit the position of the user and clicking on the **Save** button. See figure

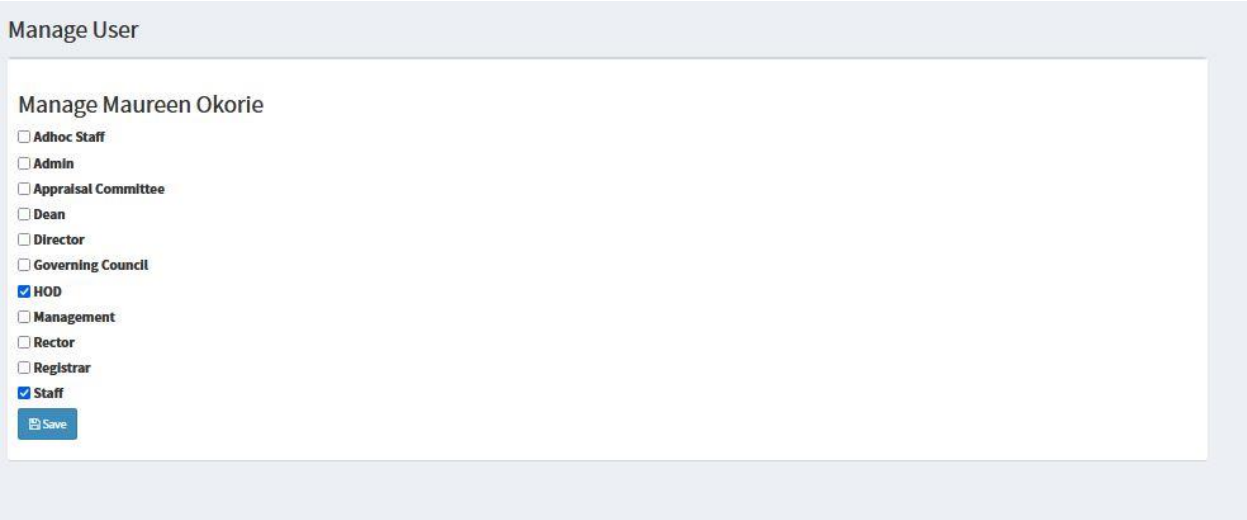


Figure 44: User privilege grant page

Note: revoking or rolling back any privilege can be done by unchecking the checkboxes aside from Staff and clicking on the **Save** button again.