Job Aid:

Creating an Appraisal for a User in OPPM



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Section 1: Appraisals on a User through OPPM

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.

Home 🔒 Help	Logout	Users & Groups	Content	Assessments	Shifts	Events & Activities	Notifications	Administration
ASSESSMENTS: T	EST EDIT							
Test Name:	Performance Revi	CIV .		1				
Test Message:	manage that you Results of this app by the user.	would liek to perform this reisel will be kept in the	appraisal fu user's recor	or and then proce d, but not made v	ed. Iewable	in the		
Category:	General		*					
Assessment Type:	Appraisal 🛪 🕕	Passing Score: 0	1					
Allow Retailer	0 time(s)	tip						
Allow Restart:	0 time(s)	10						
Require Answers:	No 😁							
andom Questions:	No 🛩							
Results Display:	No Results - Subr	nitted Message Only		M to				
Status	Active							

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 – OPPM only and it is not in the OPCV catalog. This will insure that users are not able to see the results of the test.

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OnPoint Digital, Inc. August 2014 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.

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Home 🕜 Help		Close
Home User:Details Evolutions Reports Tools D	threaddhee	
Appraisals		February 24 2010
		Fitter
Name (click to select)	Description	
General		
Performance Evaluation		
Results page: 1		
1-1 of 1 listed		

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.

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🔐 Home 😰 Help		🞑 do:
House Details (Details	Inc. Reports Tools Dashboard	2001
Appraisals : Performance Evaluation	Show Users/Lear	not assigned 🐱 to appraisal
Select User/Learner	Lest Name : 📶 A B C D E F G H I J K L N N D F Q	RSTUVWXYZ Filter
Name (click to select)	Login	Status
Associate 1, GC-Call Center	calicenter01	Not assigned
Banner, Bruce	bbanner@anpointleaming.com	Not assigned
Boyette, Alan	oboyettetest	Not assigned
Gedd, Robert	rgadd	Not assigned
galloway, Alex	egalloway@enpointlearning.com	Not assigned
Saltsman, Paul	p.satsman	Not assigned
Smith, Will	wsnith	Not assigned
User, Test	test	Not assigned
User, Test	lest@test.com	Not assigned
Washinkal, Poter	peter	Not assigned

Then manager can then begin the appraisal as if they are taking it for the user. Because this particular appraisal was marks 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.

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Actions : Start Deckne	
Actions : Start Deckne	
Click on an action button to access the assessment set .	
Assessment Set Progress & Bookmarks	
Assessment Completed Bookmark Status/Score	
Introduction	
courseappraisal - Performance Review	

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.

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