



**AUTOMATED APPRAISAL PERFORMANCE  
EVALUATION REPORT( APER) MANUAL**

# OUTLINE

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- 1. Preamble/Introduction.**
- 2. Verification/Access control.**
- 3. Basic Dashboard operations.**
- 4. Filling of APER form.**
- 5. Review of APER form (HOD/Unit Head).**
- 6. Review of APER form (Dean/Divisional Head).**
- 7. Review of APER form (Rector).**

# 1. PREAMBLE/INTRODUCTION

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The automated APER is a portal platform that replaces the manual yearly exercise.

It has proven to be more robust, efficient and time saving.

# 1. PREAMBLE/INTRODUCTION (CONT.)

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To begin, do the following:

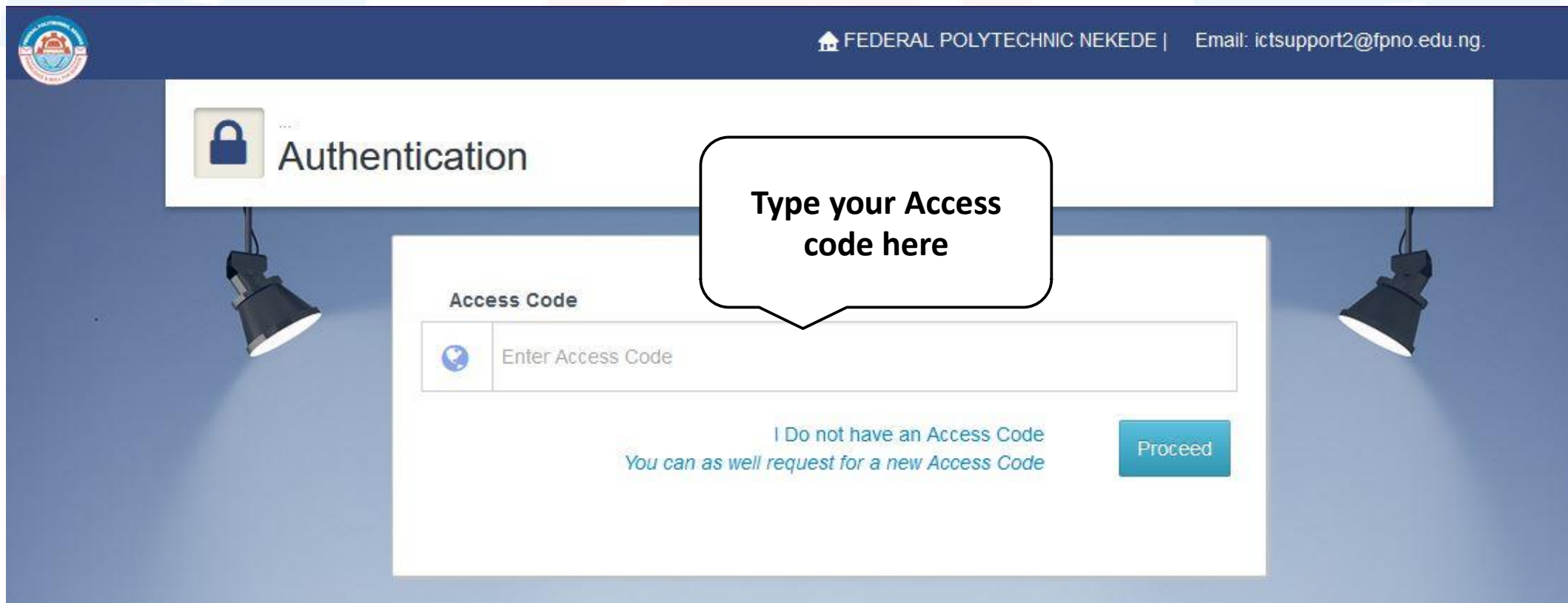
1. Open a web browser application.
2. On the address bar, visit the school official web site by typing [www.fpno.edu.ng](http://www.fpno.edu.ng)
3. On the menu bar, Click on “Staff” and select “APER Form” from the drop-down menu as shown below

# 1. PREAMBLE/INTRODUCTION (CONT.)


The screenshot displays the website for the Federal Polytechnic Nekede. The browser's address bar shows the URL <https://fpno.edu.ng>. The contact information at the top left includes the email [registrar@fpno.edu.ng](mailto:registrar@fpno.edu.ng) and the phone number +234-8118691549. The navigation menu includes links for About us, Admin, Students, Partnership, Academics, Units, Staff, FAQ, News, and Contact us. A dropdown menu is open under the Staff link, listing options: Staff Bio-data, Staff list, ERP login, Staff p..., Email, APER Form, and Academic Staff Qualifications Data. Two callout boxes are present: 'Step 1' points to the Staff link in the navigation menu, and 'Step 2' points to the Staff p... option in the dropdown menu. The background image shows three men in conversation, one wearing a white clerical collar and a white hat.

## 2. VERIFICATION/ACCESS CONTROL

**Fig. 1 :** The steps above bring us to the APER Portal:




FEDERAL POLYTECHNIC NEKEDE | Email: ictsupport2@fpno.edu.ng

 Authentication

Type your Access code here

Access Code

 Enter Access Code

[I Do not have an Access Code  
You can as well request for a new Access Code](#)

Proceed

## 2. VERIFICATION/ACCESS CONTROL (CONT.)

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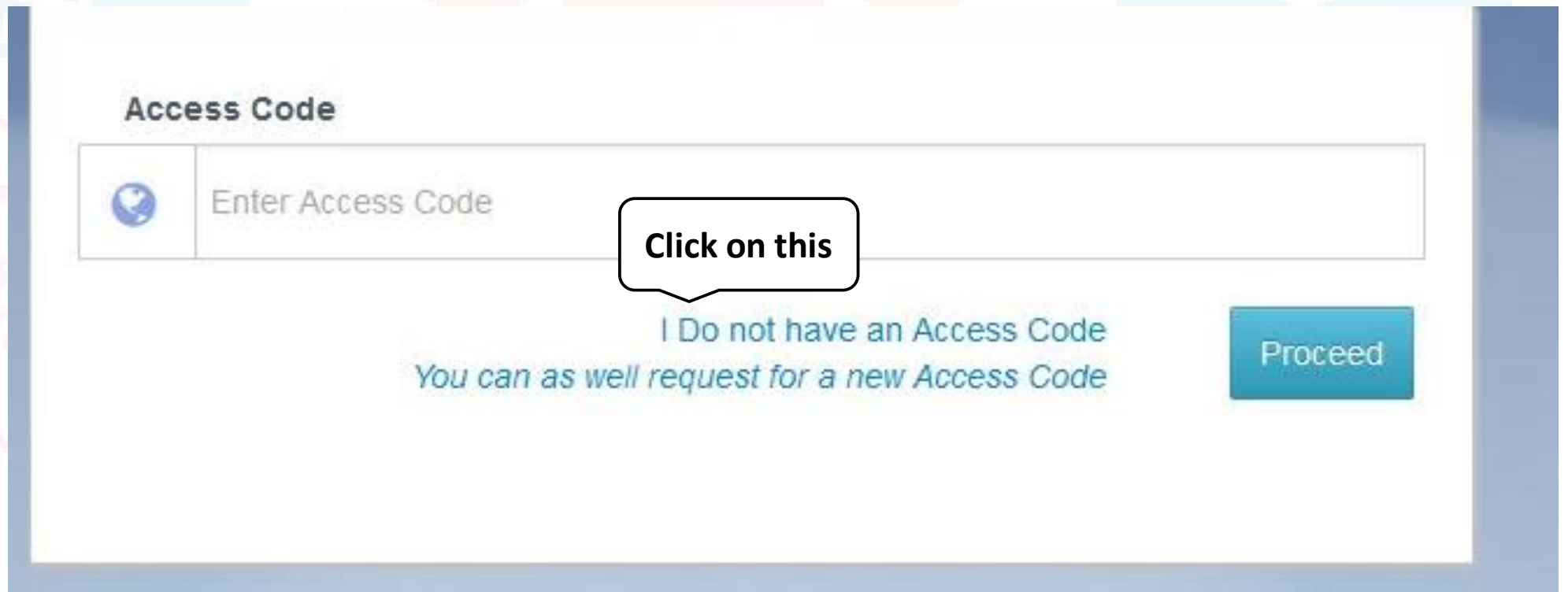
The portal is secured and restricted to only staff of the institution. Access to It's resources/functionalities can only be achieved by an "Access code".

The access code is unique to individual staff.

To have an access code do the following as shown below:


## 2. VERIFICATION/ACCESS CONTROL (CONT.)

1. Click on “ I do not have an access code”



The screenshot shows a web form titled "Access Code". It features a text input field with a placeholder "Enter Access Code" and a globe icon on the left. Below the input field, there is a link that reads "I Do not have an Access Code" followed by the text "You can as well request for a new Access Code". A blue "Proceed" button is located to the right of this link. A callout box with the text "Click on this" points to the link.

**Access Code**

 Enter Access Code

**Click on this**

[I Do not have an Access Code](#)  
*You can as well request for a new Access Code*

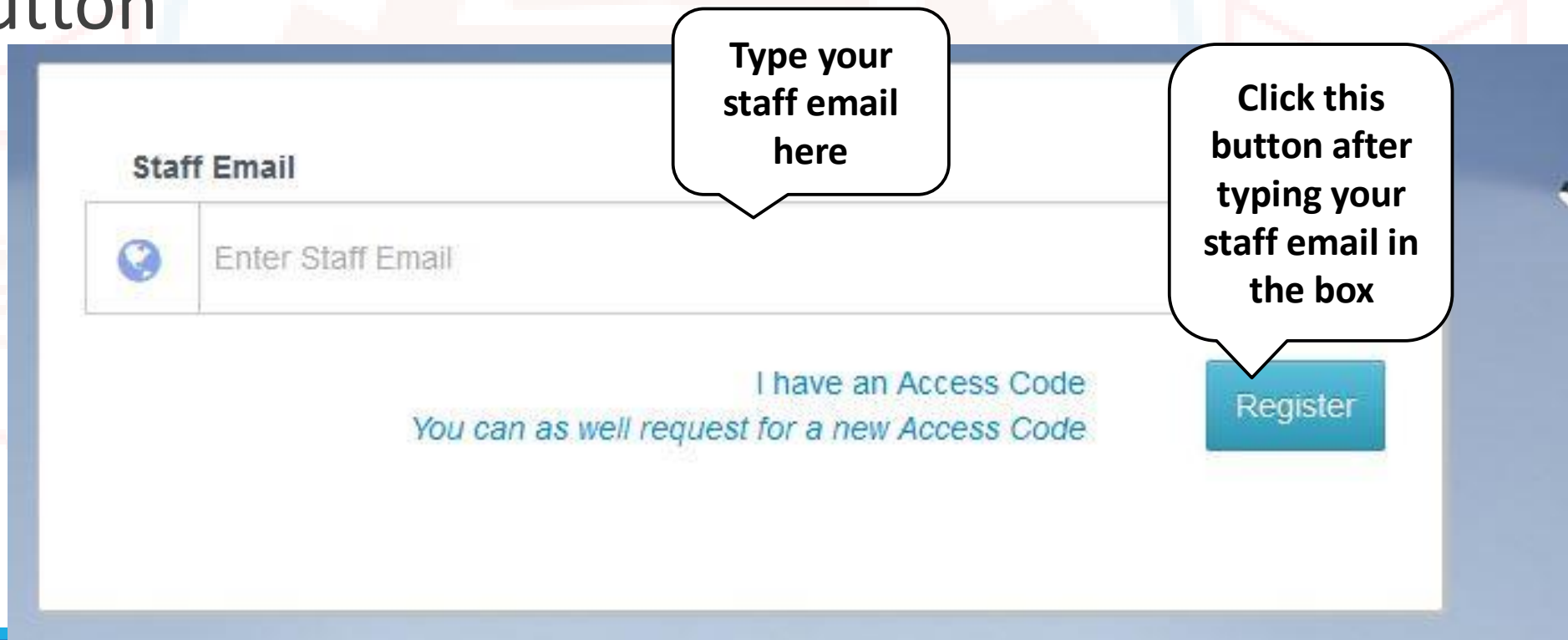
**Proceed**



## 2. VERIFICATION/ACCESS CONTROL (CONT.)

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2. Type your staff email and click on the “Register” button



The image shows a registration form with the following elements:

- Staff Email**: A label above the input field.
- Enter Staff Email**: The text inside the input field.
- Register**: A blue button on the right side.
- Callout 1**: A speech bubble pointing to the input field with the text "Type your staff email here".
- Callout 2**: A speech bubble pointing to the Register button with the text "Click this button after typing your staff email in the box".
- Text below input**: "I have an Access Code" and "You can as well request for a new Access Code" in a smaller, lighter font.

## 2. VERIFICATION/ACCESS CONTROL (CONT.)

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The system will generate a unique access code and, send same to your email.

Log into your email account and copy your unique access code and proceed to the next step.

## 2. VERIFICATION/ACCESS CONTROL (CONT.)


Click on the link to access your email account

**Click here to access email**

A new Access code has been sent to your email.  
You may have to check in Junk email.

[Click here to access your staff email](#)

**Staff Email**

 Enter Staff Email

[I have an Access Code](#)  
*You can as well request for a new Access Code*

[Register](#)

## 2. VERIFICATION/ACCESS CONTROL (CONT.)


Click on “I have an Access Code” to revert to **Fig. 1**

A new Access code has been sent to your email.  
You may have to check in Junk email.

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[Click here to access your staff email](#)

**Staff Email**

	<input type="text" value="Enter Staff Email"/>
--	--

[I have an Access Code](#)  
*You can as well request for a new Access Code*

[Register](#)

**Click here to bring up the box for access code**

## 2. VERIFICATION/ACCESS CONTROL (CONT.)

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If peradventure, you get the message as shown below, contact the ICT Directorate for prompt action.

Error Message

Email, 'sampleemail@email.com' is not associated with any account in our records!

Staff Email



Enter Staff Email

[I have an Access Code](#)

[You can as well request for a new Access Code](#)

Register

# 3. BASIC DASHBOARD OPERATIONS

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This section is divided into two categories;

- 1. Selective** (For Heads of Departments/Units, Deans of Schools/Divisional Heads, A&PC and the Rector only)
- 2. General** (For all staff)

# 3. BASIC DASHBOARD OPERATIONS(CONT.)

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1. **Selective** (For Heads of Departments/Units, Deans of Schools/Divisional Heads, A&PC and the Rector only).

The above stated positions are portfolios being occupied by staff of the institution. It is imperative and important to profile the user of such accounts on the platform.

In the form below, fill Name, Staff Number and notes(*optional*) and click the “Proceed” button to continue.

# 3. BASIC DASHBOARD OPERATIONS – Selective (CONT.)



Data Form For Head Of Department/Unit  
Report Period: 2021

	Enter name
	Enter Staff code
	Notes (Optional)


Click here  
then, confirm  
the  
correctness  
of  
information  
next




Proceed



# 3. BASIC DASHBOARD OPERATIONS – Selective (CONT.)

Confirm the information before saving

 **Data Form For Head Of Department/Unit**  
Report Period: 2021

	Name of Head Of Department/Unit
	SS/000X
	Currently the Head Of Department/Unit

Click here to save

Save

# 3. BASIC DASHBOARD OPERATIONS (CONT.)

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## 2. General (For all staff)

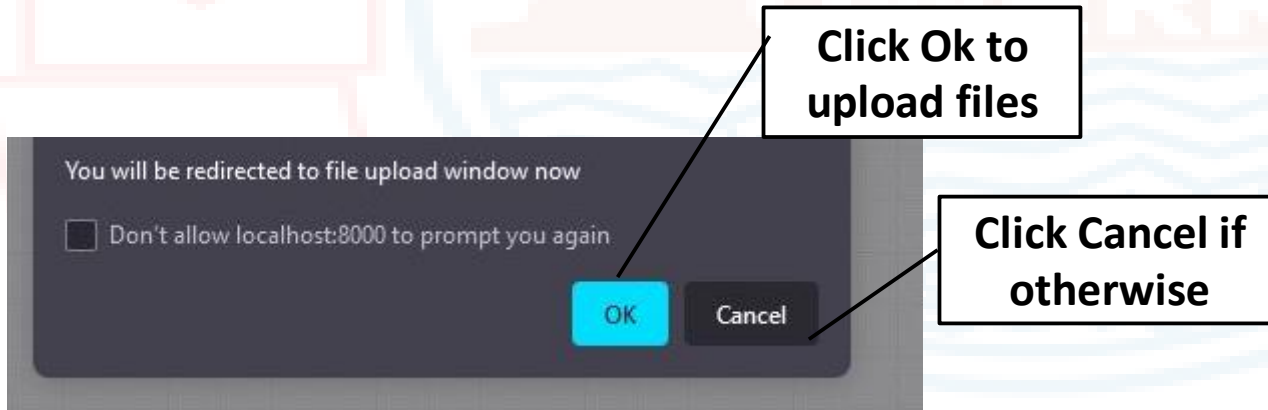
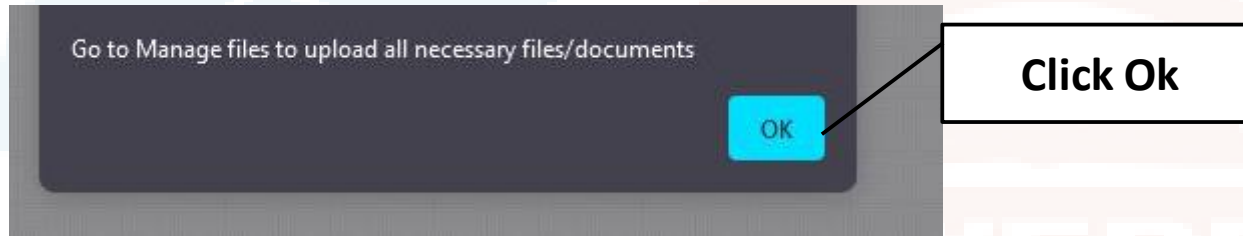
During the course of Reporting/Review of already submitted forms, some documents will be required for verification purposes.

Consequently, scanned copies of such document(s) should be readily available on your device. The system will prompt you to do so.

# 3. BASIC DASHBOARD OPERATIONS-

## General (CONT.)

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# 3. BASIC DASHBOARD OPERATIONS-

## General (CONT.)

### Specifications for file sizes and formats

Accepted file size for each file		Accepted file formats
Signature:	Minimum size: 50kb Maximum size: 100kb	.jpeg, .jpg, .png, .doc (MS-Word, 97-2003 format) and PDF (For letters of appointment)
Files:	Minimum size: 200kb Maximum size: 300kb	

# 3. BASIC DASHBOARD OPERATIONS-

## General (CONT.)

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Scan and upload signature

The screenshot shows a dashboard section titled "Signature". On the left, the word "Signature" is displayed in a light grey font. To its right is a "Select image" button. A callout box with a black border and white background points to this button, containing the text "Click here to select image". Below the "Select image" button is an "Update Signature" button, which is blue with white text. A second callout box with a black border and white background points to the "Update Signature" button, containing the text "Click here to upload".

# 3. BASIC DASHBOARD OPERATIONS- General (CONT.)

Scan and upload files

The image shows a web form for uploading files. The form has four main sections: File, Type, Description/Tag, and Date. A 'Select File' button is located below the File section. A 'Select file type' dropdown menu is located below the Type section, with 'First School Leaving Certificate' selected. A text input field for 'Description/Tag' contains the text 'Description'. A date input field for 'Date' contains '2022-05-09'. A blue 'Upload Attachment' button is at the bottom. Four callout boxes with arrows point to these elements: 'Click here to select image/file' points to the 'Select File' button; 'Select file type' points to the dropdown menu; 'Brief description or tag' points to the description input field; and 'Click here to upload' points to the 'Upload Attachment' button.

File	<input type="button" value="Select File"/>
Type	<input type="text" value="First School Leaving Certificate"/>
Description/Tag	<input type="text" value="Description"/>
Date	<input type="text" value="2022-05-09"/>


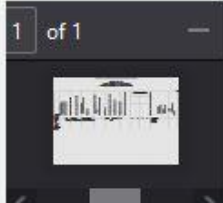
# 3. BASIC DASHBOARD OPERATIONS-

## General (CONT.)

### Uploaded files

Attachments

10 per page Search:

#	File	Name	Description.	Date	
1	 View	Full Technological Certificate	Cert Two	2022-05-09	Delete
2	 View	Bachelor's Degree(Engineering)	B.Eng	2022-05-09	Delete

Click here  
to view  
file

# 4. FILLING OF APER FORM

## Dashboard: Basic Features

1. Dashboard (*Current view*)
2. Manage files: Signature and file upload
3. Portfolio of reporting staff;
  - ✓ Staff/Lecturer
  - ✓ HOD/Unit Head
  - ✓ Dean/Head of Division
4. The three category of forms namely; Academic Staff, Senior Staff and Junior Staff

The screenshot displays the dashboard for the Federal Polytechnic Nekede. The top navigation bar includes the institution's logo, the name 'FEDERAL POLYTECHNIC NEKEDE', and a 'Reporting' link. A sidebar on the left contains menu items: 'Dashboard' (marked with a circled '1') and 'Manage Files' (marked with a circled '2'). The main content area shows a 'Report Period: 2021' filter. Below this, there is an 'Option' dropdown menu (marked with a circled '3') currently set to 'Staff/Lecturer'. A section titled 'Fill/Complete Aper Form' (marked with a circled '4') lists three categories: 'ACADEMIC STAFF', 'SENIOR STAFF (NON-TEACHING STAFF)', and 'JUNIOR STAFF (NON-TEACHING STAFF)'. A bracket groups these three categories under the number '4'.



# 4. FILLING OF APER FORM(CONT.)

## Choosing Form type and Staff position (3 &4)

FEDERAL POLYTECHNIC NEKEDE

Reporting

Report Period: 2021

Option

You are filling/Updating this form as Staff/Lecturer

Fill/Complete Aper Form

- ACADEMIC STAFF
- SENIOR STAFF (NON-TEACHING STAFF)
- JUNIOR STAFF (NON-TEACHING STAFF)

### Steps :

1. Select staff position from the drop down menu as shown on no (3)
2. Select the form type as shown on no (4)

# 4. FILLING OF APER FORM(CONT.)

## Form Window

FEDERAL POLYTECHNIC NEKEDE Reporting

⊕ ANNUAL PERFORMANCE EVALUATION REPORT  
ACADEMIC STAFF  
(Part One and Two to be completed by staff who is being reported on, Part Three to be completed by the Head of Department/DEAN. Part Four to be completed by Chairman of School Appraisal Committee and Part Five to be completed by the Rector where applicable)

[Download Blank Sheet](#)

☰ PART ONE: PERSONAL DATA (To Be Completed By Staff Reported On)    ☰ PART TWO (To Be Completed By Staff Reported On)

☰ PART THREE (HOD)    ☰ PART FOUR (School Appraisal Committee)    ☰ PART FIVE (RECTOR)

PERIOD OF REPORT:  To  2021

PART ONE: PERSONAL DATA  
*(To be completed by staff Reported On)*

FILE NO. SS/2100  
PHONE NO.   
Email Address

1. Name in full <i>Surname first</i>	<input type="text" value="Reporting Staff"/>
2. School	<input type="text" value="School of Information and Communication Technology"/>

Fill the required information in the boxes/drop down menus provided

# 4. FILLING OF APER FORM(CONT.)

Form Window: Fields with multiple entries

9.	Qualifications held on first appointment with dates and awarding Institutions	(a) Academic		
		Qualification Obtained	Awarding Institutions	Effective Date
		<input type="text" value="Bachelor's Degree(Engineering)"/>	<input type="text" value="Aba Boys Technical College Abia"/>	<input type="text" value="2022-05-10"/>
		<input type="button" value="Add"/>	<b>Click here to add</b>	
		(b) Professional		

Select the options from the drop down menus and click the “add” button as shown

# 4. FILLING OF APER FORM(CONT.)

## Form Window: Fields with multiple entries(Cont.)

9.	Qualifications held on first appointment with dates and awarding Institutions	(a) Academic			
		S/N	Qualification Obtained	Awarding Institutions	Effective Date
		1	Bachelor's Degree(Engineering)	Aba Boys Technical College Abia State	2022-05-10
		Qualification Obtained      Awarding Institutions      Effective Date			
		Bachelor's Degree(Engineering) ▼	Aba Boys Technical College Abia ▼	2022-05-10	
		<input type="button" value="Add"/>			
		(b) Professional			

Click here to undo



The selected information is displayed above the dropdown menus as shown.

To undo, click on the arrow as shown

## 4. FILLING OF APER FORM(CONT.)

Form Window: Attaching files (*from files previously uploaded*)


B. Membership of Committee/Board	Numbers of Meetings Held	Number of time Present
Current Post Current Post : 6/30 Post 1	3	2
Please, attach letter of appointment to the committee	Attachments cert	Cert 1 None Cert 2 Cert 1
<input type="button" value="Add"/>		
C. Academic		

**Steps :**

1. Type the name/tag of the file in the box as shown. (*Typing just the first 2/3 letters will suffice*)
2. Select file name from the drop menu as shown
3. Click the “add” button

## 4. FILLING OF APER FORM(CONT.)

Form Window: Attaching files (*from files previously uploaded cont.*)

Current Post	Numbers of Meetings Held	Number of time Present	Letter of Appointment to the Committee
Post 1	3	2	

State Current Key Task/Achievements:

Task	Achievement
<input type="text"/>	<input type="text"/>

Selected file

The selected file is displayed in thumbnail form as shown.

You may click on the thumbnail to view



# 4. FILLING OF APER FORM(CONT.)

Form Window: Save and Submit buttons

**Do not click on this button when you are not ready to submit. However, there is a button control measure**

**Save Button:** Clicking on this button will save your form and allow you to review at a later time.

**Submit Button:** Clicking on this button will save your form and submit to your superior for review/assessment



## 4. FILLING OF APER FORM(CONT.)

Form Window: Save and Submit buttons (Control Measures for **Reporting Staff.**)

The screenshot displays a web form with a table containing the following text:

21.	Knowledge of
	if yes, state area of proficiency/competence
	ICT Proficiency/Competence

At the bottom of the form are two buttons: "Save" and "Submit". A dark grey pop-up alert box is centered over the form, containing the text: "This action shows you have satisfactorily provided accurate information. Are you sure you want to submit your document?". The alert box has two buttons: "OK" (highlighted in blue) and "Cancel". A white callout box with a black border and the text "Alert for action" has a line pointing to the "OK" button.

**Submit Button:** When you hover on the Submit button, a pop alert will be triggered to ascertain your action.

Click "ok" then, the "Submit" button.

Click "Cancel" if otherwise.



## 4. FILLING OF APER FORM(CONT.)

Form Window: Success Page; Form sent to HOD/Unit Head for Review. You may download form by clicking the download link as shown

### ANNUAL PERFORMANCE EVALUATION REPORT ACADEMIC STAFF

(Part One and Two to be completed by staff who is being reported on, Part Three to be completed by the Head of Department/DEAN. Part Four to be completed by Chairman of School Appraisal Committee and Part Five to be completed by the Rector where applicable)

Form has been submitted successfully!

You will be contacted at an appropriate time. Also, keep tab on this dashboard for update or, check your email for notifications

Part One.	Part Two.	Part Three.	Part Four.	Part Five.
✓	✓			

 Download Form

**Click here to download  
form**

# 5. REVIEW OF APER FORM (HOD/UNIT HEAD)

## Dashboard: Basic Features

1. Dashboard (*Current view*)
2. Manage files:  
Signature and file upload.
3. Department/Unit

Click on  
Department/Unit to  
view staff list for review.

The screenshot shows the dashboard for Federal Polytechnic Nekede. The header is dark blue with the institution's name. The left sidebar is dark blue with the logo and navigation items: 'Dashboard' (marked with a '1' in a hexagon) and 'Manage Files' (marked with a '2' in a hexagon). The main content area has a light gray background with a grid pattern. It displays 'Report Period: 2022' with a dropdown arrow. Below this is a white box with a hamburger menu icon and the text 'Option'. Underneath is a white card titled 'Review Staff Aper Form' with a folder icon and the text 'Computer Science' (marked with a '3' in a hexagon).

# 5. REVIEW OF APER FORM (HOD/UNIT HEAD) CONT.

## List of staff for review

Click on  
“Review” to  
review the  
selected staff  
from the list.

≡ List

10 per page

Excel PDF Print Search:

#	Staff	Email	Phone	Division	Department	Part One.	Part Two.	Part Three.	Part Four.	Part Five.	
1	Reporting Staff	staff@fpno.edu.ng	08000000000	School of Information and Communication Technology	Computer Science	✓	✓				Review

Click here  
to review

# 5. REVIEW OF APER FORM (HOD/UNIT HEAD) CONT.

## Review of staff form

Review Staff form and score accordingly

☰ PART THREE (HOD)    ☰ PART FOUR (School Appraisal Committee)    ☰ PART FIVE (RECTOR)

PART THREE (To be completed by HOD/Dean)

22. Do you and the staff reported upon agree on the job description?  Yes  No

(see Serial Number 15 , Part Two). If not, please discuss the changes with him and record any unresolved difference here.

Unresolved difference

23. Please complete this section

(A) LECTURER

SECTION	JOB FACTOR	SUB-FACTOR	MAXIMUM POINTS SCORABLE	POINTS SCORED
(i)	PUBLICATION AND	Patents	20	

# 5. REVIEW OF APER FORM (HOD/UNIT HEAD) CONT.

## Form Window: Save and Submit buttons

**Do not click on this button when you are not ready to submit. However, there is a button control measure**


**Save Button:** Clicking on this button will save the form and allow you to review at a later time.


**Submit Button:** Clicking on this button, the system will ask for minute of Department/Unit Appraisal minute



# 5. REVIEW OF APER FORM (HOD/UNIT HEAD) CONT.

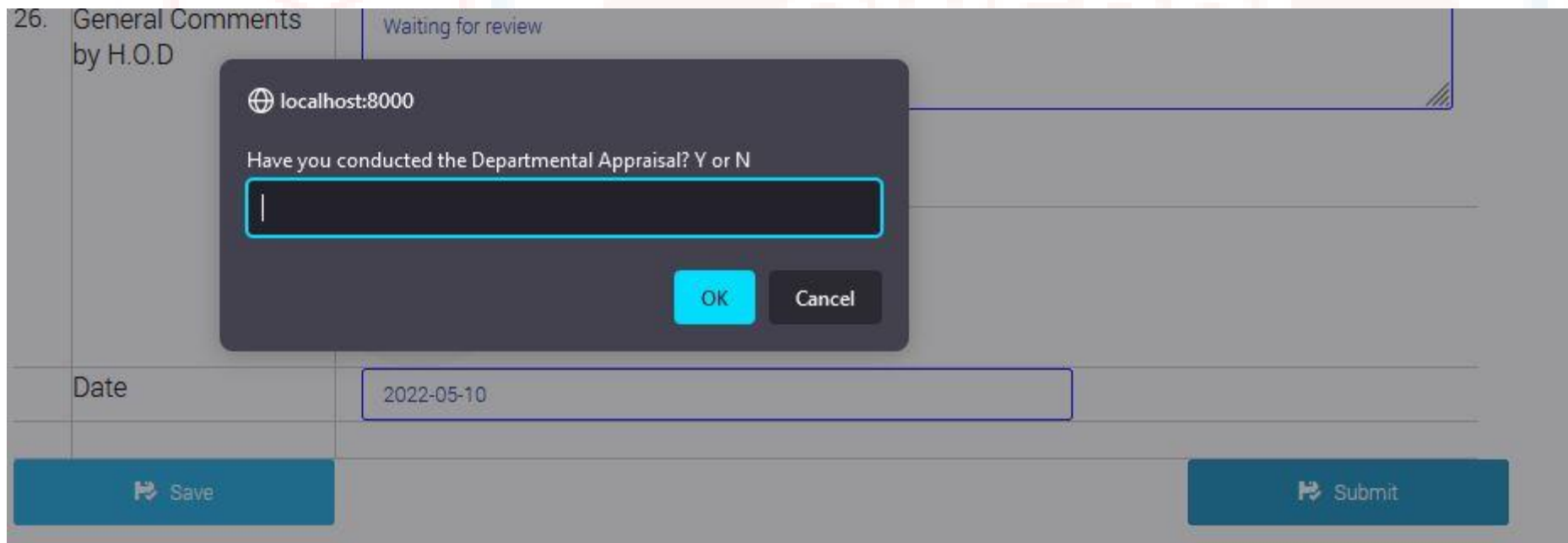
Form Window: After saving, Staff will have to comment on the scores

	Comments : 33/100 Satisfied with the score? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="I am satisfied with the scores 98"/>
Date	<input type="text" value="2022-05-10"/>
26. General Comments by H.O.D	Waiting for review
	HOD, Computer Science 
Date	2022-05-10

 Save

# 5. REVIEW OF APER FORM (HOD/UNIT HEAD) CONT.

Form Window: Save and Submit buttons (Control Measures for **HOD/Unit Head.**)



The screenshot shows a web application interface for reviewing an APER form. The main window has a header with '26. General Comments by H.O.D' and 'Waiting for review'. Below the header, there is a 'Date' field containing '2022-05-10'. At the bottom of the window, there are two buttons: 'Save' and 'Submit'. A modal dialog box is overlaid on the form, titled 'localhost:8000'. The dialog contains the question 'Have you conducted the Departmental Appraisal? Y or N' and a text input field. Below the input field are two buttons: 'OK' and 'Cancel'.

**Submit Button:**  
Clicking on this button, the system will ask for minute of Department/Unit Appraisal as shown.

Type "Yes" and, Click "Ok" to upload minute.



# 5. REVIEW OF APER FORM (HOD/UNIT HEAD) CONT.

Form Window: Save and Submit buttons (Control Measures for **HOD/Unit Head.**)

26. General Comments by H.O.D

Waiting for review

localhost:8000

Upload the signed minutes of the Appraisal meeting

Don't allow localhost:8000 to prompt you again

OK

Date

2022-05-10

Save

Submit

**Submit Button:**  
Clicking on this button, the system will ask for minute of Department/Unit Appraisal as shown.

Click "Ok" to upload minute.



# 5. REVIEW OF APER FORM (HOD/UNIT HEAD) CONT.

Form Window: Save and Submit buttons (Control Measures for **HOD/Unit Head.**)

Date	2022-05-10
Upload the signed minutes of Departmental Appraisal meeting	<input type="text" value="min"/>
	<input type="text" value="None"/> <input type="text" value="None"/> <input type="text" value="Mimute"/>

**1. Type here**

**2. Choose here**

Save Submit

**Steps :**

1. Type the name/tag of the file in the box as shown. (*Typing just the first 2/3 letters will suffice*)
2. Select file name from the drop menu as shown
3. Click the “Submit” button

# 5. REVIEW OF APER FORM (HOD/UNIT HEAD) CONT.

Form Window: Success Page; Form sent to Dean/Divisional Head for Review. You may download form by clicking the download link as shown.

⊕ ANNUAL PERFORMANCE EVALUATION REPORT  
ACADEMIC STAFF :Reporting Staff - SS/2100  
(Part One and Two to be completed by staff who is being reported on, Part Three to be completed by the Head of Department/DEAN. Part Four to be completed by Chairman of School Appraisal Committee and Part Five to be completed by the Rector where applicable)

Part One.	Part Two.	Part Three.	Part Four.	Part Five.
✓	✓	✓		

Form has been submitted successfully!  
You will be contacted at an appropriate time. Also, keep tab on this dashboard for update or, check your email for notifications

[Download Form](#)

Click here to download form

# 6. REVIEW OF APER FORM (DEAN/DIVISIONAL HEAD)

## Dashboard: Basic Features

1. Dashboard (*Current view*)
2. Manage files: Signature and file upload.
3. List of Departments/Units
4. Click on a Department/Unit to view staff list for review.

FEDERAL POLYTECHNIC NEKEDE | Dean

Report Period: 2022

Option

Review Staff Aper Form

Select Department from School of Information and Communication Technology

#	Department/Unit	View	View/Print Summary Sheet			Enteries
			Academic	Senior Staff	Junior Staff	
1	Computer Science	≡	📄	📄	📄	1
2	Deans Office(SICT)	≡	📄	📄	📄	0
3	Library and Information Sciences	≡	📄	📄	📄	0

# 6. REVIEW OF APER FORM (DEAN/DIVISIONAL HEAD) CONT.

## List of staff for Review

Click on  
“Review” to  
review the  
selected staff  
from the list.

#	Staff	Email	Phone	Division	Department	Part One.	Part Two.	Part Three.	Part Four.	Part Five.	
1	Reporting Staff	staff@fpno.edu.ng	08000000000	School of Information and Communication Technology	Computer Science	✓	✓	✓			Review

Click here  
to review

# 6. REVIEW OF APER FORM (DEAN/DIVISIONAL HEAD) CONT.

## Review of staff form

Review Staff form and Select accordingly

☰ PART THREE (HOD)    ☰ PART FOUR (School Appraisal Committee)    ☰ PART FIVE (RECTOR)

PART FOUR (To be completed by Chairman of School Appraisal Committee).

27.	COMMENTS:	The Divisional Appraisal Committee should confirm that the scores are correct. Where scores are not correct, detailed comments should be made and the right score stated:  <input type="text" value="Comments"/>
28.	PROMOTABILITY	Confirmed total score: 0   0%  Tick only one of the following: <input checked="" type="radio"/> Accelerated promotion: 85% to 100% (enclose supporting Report). Recommended for Promotion to: : 0/100 <input type="text" value=" "/>

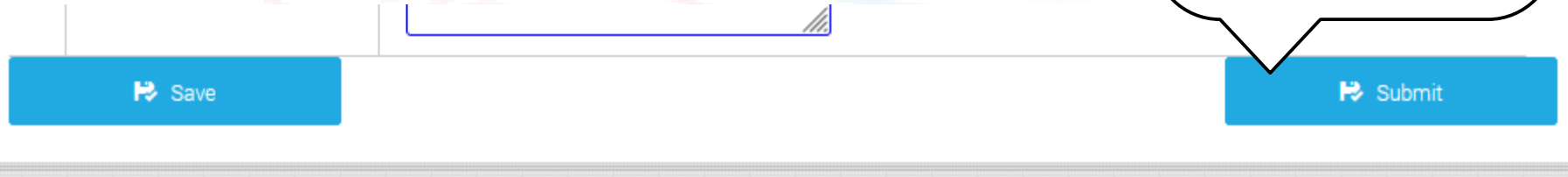
# 6. REVIEW OF APER FORM (DEAN/DIVISIONAL HEAD) CONT.

Form Window: Save and Submit buttons

**Do not click on this button when you are not ready to submit. However, there is a button control measure**

**Save Button:** Clicking on this button will save the form and allow you to review at a later time.

**Submit Button:** Clicking on this button, the system will ask for minute of School/Division Appraisal Minute

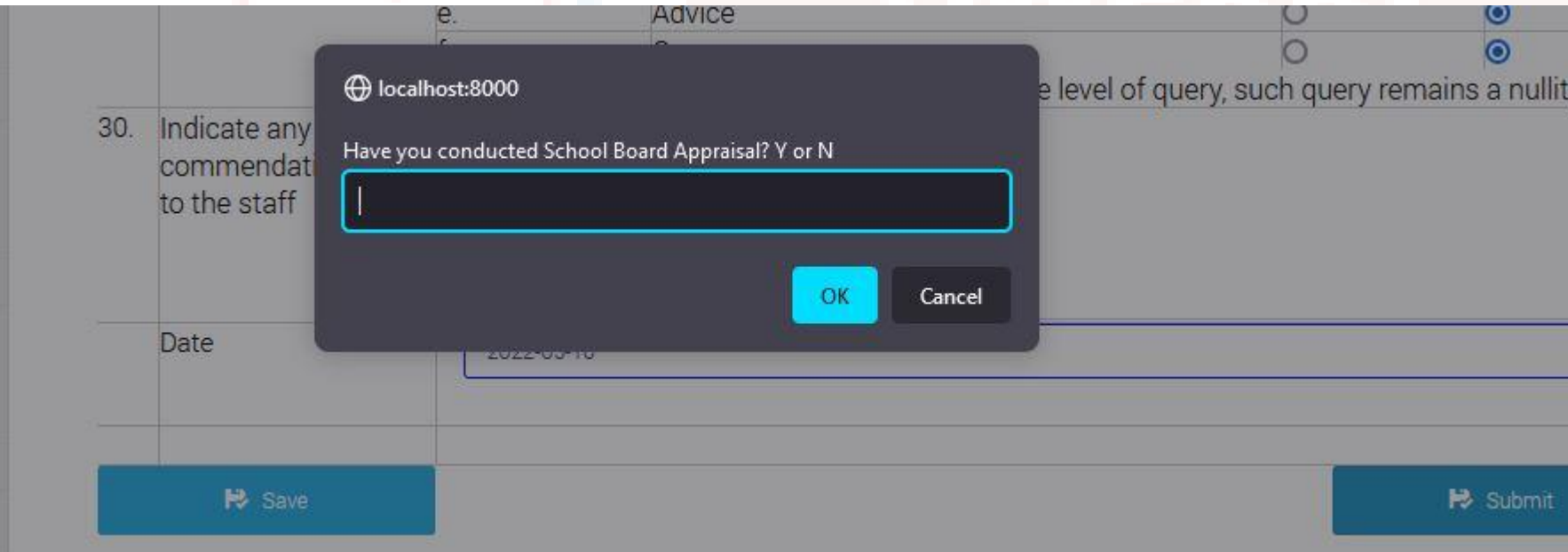


# 6. REVIEW OF APER FORM (DEAN/DIVISIONAL HEAD) CONT.

Form Window: Save and Submit buttons (Control Measures for DEAN/DIVISIONAL HEAD.)

**Submit Button:**  
Clicking on this button, the system will ask for minute of Department/Unit Appraisal as shown.

Type "Yes" and, Click "Ok" to upload minute.



The screenshot shows a web application interface. In the foreground, a modal dialog box is open, titled "localhost:8000". The dialog contains the question "Have you conducted School Board Appraisal? Y or N" and a text input field. Below the input field are two buttons: "OK" and "Cancel". In the background, a form is visible with a "Save" button on the left and a "Submit" button on the right. The form includes a table with a row containing the text "30. Indicate any commendat to the staff" and a date field with the value "2022-03-18".



# 6. REVIEW OF APER FORM (DEAN/DIVISIONAL HEAD) CONT.

Form Window: Save and Submit buttons (Control Measures for DEAN/DIVISIONAL HEAD.)

Steps :

1. Type the name/tag of the file in the box as shown. (*Typing just the first 2/3 letters will suffice*)
2. Select file name from the drop menu as shown
3. Click the “Submit” button

NOTE: When a staff is exonerated especially at the level of query, such query remains a nullity.

30. Indicate any commendation given to the staff	Commendation : 17/100 <input type="text" value="Due for Promotion"/>
Date	<input type="text" value="2022-05-10"/>
<input type="checkbox"/> Upload the signed minutes of School Board Appraisal meeting	<input type="text" value="minu"/> <input type="button" value="None"/> <input type="button" value="None"/> <input type="button" value="minute"/>

**1. Type here**

**2. Choose here**



# 6. REVIEW OF APER FORM (DEAN/DIVISIONAL HEAD) CONT.

Form Window: Success Page; Form sent to the Rector for Review. You may download form by clicking the download link as shown.

⊕ ANNUAL PERFORMANCE EVALUATION REPORT  
ACADEMIC STAFF :Reporting Staff - SS/2100  
(Part One and Two to be completed by staff who is being reported on, Part Three to be completed by the Head of Department/DEAN. Part Four to be completed by Chairman of School Appraisal Committee and Part Five to be completed by the Rector where applicable)

Part One.	Part Two.	Part Three.	Part Four.	Part Five.
✓	✓	✓	✓	

Form has been submitted successfully!  
You will be contacted at an appropriate time. Also, keep tab on this dashboard for update or, check your email for notifications

[Download Form](#)

**Click here to download form**

# 7. REVIEW OF APER FORM (RECTOR)

## Dashboard: Basic Features

1. Dashboard (*Current view*)
2. Manage files: Signature and file upload.
3. List of Schools/Divisions
4. Click on a Schools/Divisions

The screenshot displays the dashboard for the Federal Polytechnic Nekede. The top navigation bar includes the institution's logo and name. The main content area shows a 'Report Period: 2022' filter and a 'Review Staff Aper Form' section. A dropdown menu is open, listing various schools and divisions, with 'School of Industrial and Applied Science' highlighted. The interface is annotated with numbered callouts: 1 points to the 'Dashboard' menu item, 2 to the 'Manage Files' menu item, 3 to the dropdown menu, and 4 to the highlighted 'School of Industrial and Applied Science' option.

FEDERAL POLYTECHNIC NEKEDE

Report Period: 2022

Option

Review Staff Aper Form

School of Agriculture and Agricultural Technology

Division/School

School of Business & Management Technology

School of Engineering Technology

School of Environmental and Design Technology

School of Industrial and Applied Science

School of General Studies

RECTORY

REGISTRY

BURSARY

LIBRARY

MEDICAL CENTRE

WORKS

# 7. REVIEW OF APER FORM (RECTOR) CONT.

## Dashboard: Basic Features (Cont.)

Review Staff Aper Form

School of Information and Communication Technology **1**

**2**

Select Department from School of Information and Communication Technology

#	Department/Unit <b>3</b>	View <b>4</b>	View/Print Summary Sheet			Enteries
			Academic	Senior Staff	Junior Staff	
1	Computer Science					1
2	Deans Office(SICT)					0
3	Library and Information Sciences					0

1. List of Schools/Divisions.
2. Selected Schools/Divisions.
3. List of Departments/units from Selected Schools/Divisions
4. Click on a Department/Unit to view staff list for review.

# 7. REVIEW OF APER FORM (RECTOR) CONT.

## List of staff for Review

Click on  
“Review” to  
review the  
selected staff  
from the list.

≡ List

10 per page

Excel PDF Print Search:

#	Staff	Email	Phone	Division	Department	Part One.	Part Two.	Part Three.	Part Four.	Part Five.	
1	Reporting Staff	staff@fpno.edu.ng	08000000000	School of Information and Communication Technology	Computer Science	✓	✓	✓	✓		Review

Click here  
to review

# 7. REVIEW OF APER FORM (RECTOR) CONT.

## Review of staff form

Review Staff form and Select accordingly

≡ PART ONE: PERSONAL DATA (To Be Completed By Staff Reported On)

≡ PART TWO (To Be Completed By Staff Reported On)

≡ PART THREE (HOD)

≡ PART FOUR (School Appraisal Committee)

≡ PART FIVE (RECTOR)

### PART FIVE (The Rector).

31. COMMENTS BY THE RECTOR

Comments

Date

2022-05-10

Save

The logo of Federal Polytechnic Nekede, Owerri is a circular emblem. At the top, a blue arc contains the text 'FEDERAL POLYTECHNIC NEKEDE' in white. The center features a gear with a rising sun behind it, and the word 'OWERRI' is written across the gear. Below the gear are wavy lines representing water. At the bottom, a red arc contains the motto 'KNOWLEDGE & SKILL FOR SERVICE' in white.

**In conclusion, the whole process is real time, faster and commendable.**

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Thanks.

Ag. Head, ICT Directorate.

*Federal Polytechnic Nekede, Owerri*