

How to Conduct a CPC Appraisal

Your quick reference guide for conducting a CPC Appraisal within Manager Space.

1. CPC Appraisal Email Notification
An email will be sent to your inbox from noreply-cloudnotification@infor.com for each employee you manage notifying you that the appraisal process has begun.
2. Click here to review the appraisal guidelines and then begin the appraisals by using the Appraisal Prep Tool. We encourage everyone to use the prep tool as Manager Space does time out rather quickly, causing you to lose what you have written.
3. Log into Manager Space. Click on Review Performance on the sidebar.
4. Click the box of the employee you would like to complete an appraisal on. (Please note: you only need to click once and click the large overall box, not the little checkmark box.)
5. Click on CPC Appraisal Form 1
6. A button will appear above the data grid titled "Start Appraisal." Click on Start Appraisal.
7. Review Check-ins from the year.
Double-click on a date to pull up the check-in. You may find a red exclamation mark by a check-in. This exclamation mark indicates that the check-in has not been acknowledged by the employee. While we encourage the acknowledgment of check-ins, they are not required at this time.
8. You may fill out a new check-in at this time if necessary. To do so, click the check-in button on the screen. A check-in is not required for the appraisal but is an option for any supervisor who would like to include that into the process.
9. Click on Evaluate Criteria.
10. Fill out the first rating on job performance.
11. Please fill out the comment section regarding the employee's job performance.
12. Fill out the second rating on interpersonal behavior.
13. Please fill out the comment section regarding the employee's interpersonal behavior.
14. If you have comments you would like to leave on the employee's overall performance for the year, please put them here.
15. Click save and close.

16. Set up a meeting with the employee to go over the appraisal results.
17. During the meeting, go back to the appraisal in Manager Space by following steps 3–4. Then single-click the employee you are reviewing.
18. Click on CPC Appraisal Form 1.
19. Click Continue Appraisal
20. If there are items you need to update while meeting with the employee, please do so.
21. Click Finish.
22. Click Finalize Appraisal
23. Type in the date of the meeting.
24. Click Submit.
25. Select the Finalized Tab
26. Click CPC Appraisal Form 1.
27. Click Submit to Employee
28. Your employee will receive an email regarding the appraisal.
Your employee will receive an email in their inbox letting them know an appraisal has been submitted on them and needs their attention.

Please make sure your employees go out and acknowledge the appraisal. The appraisal will not be complete until the acknowledgment has happened.

29. Check to make sure the acknowledgment has happened.
30. Log into Manager Space and go to Review Performance again.
31. Click on Acknowledge and Historical
32. All appraisals that have been acknowledged will show up here.
33. Congratulations! The process is complete!