**CREW EVALUATION**

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# Purpose

To evaluate/appraise ship-staff, as per the planned schedule for that rank.

# Controls & Actions Required

Master can assess all Deck Officers and ratings.

The Chief Engineer can assess all Engine/Electrical Officers and ratings.

Master & Chief Engineer’s appraisal will be carried out from the office end.

# Using the module

1. Start the JotERP Onboard Module from the Desktop.
2. After login, the **STARTUP** screen is displayed.
3. In this screen, click the button **CREW EVALUATIONS** under **CREW** menu.
4. The main screen of the **Crew Evaluation** module will open, and it will display the list of crews whose evaluation is **IN PROGRESS**.
5. The evaluations that are currently **OVERDUE** will have their **DUE DATES** in **RED** colour, as shown below.



1. In the main screen –
2. **Top part** of the window contains various **filters** to filter relevant Crew Evaluations:
* Staff Code / Name
* Staff Onboard / Signed-Off
* Department
* Rank
* Evaluation Status – Planned / In Progress / Completed
* Due From/ To Date
* Clear Filter
1. **Lower part** of the window by default displays –
* Entire **crew list whose evaluation is pending**, with their due dates.
* Also displays the following information: **Staff Code, Staff Name, Rank, Joining Date, COC, Sign-Off Date, Evaluation** (Type, Due Date, Status, Done Date and % Score) **AND Appraisee Acknowledgement.**

# To EVALUATE the Crew

1. To evaluate any crew in Crew Evaluations, click on the row of the desired crew.
2. Another window will open, showing details as given below.
3. In the **upper section**, you will see the crew details - *Staff Code, Rank, Sign-On Date, Staff Name, Sign-Off Date, Evaluation Due Date, Evaluation Date and Evaluation*.



1. In the **lower section**, it will have the *Question that will show the different criteria to evaluate/rate the crew under ‘Select Rating here’ options*.

**Note:** If ratings under **‘Select Rating here’** option goes **‘Below Average’** an additional remark will automatically alert for remarks. **Min 20 characters required to move on next criteria.**

Also, if you try to move on next criteria without rating it will prompt you an alert message **“*Select a rating for these criteria first!*”** and not allow user to move on next or previous criteria.



1. If the criteria or question is not applicable, you can select option **NOT APPLICABLE** button.



1. When you finish rating as per various criteria’s, the next button will automatically change into **‘Finalize and Send to Office’** button.
2. To **finalize** it will ask for confirmation, click **YES** to complete the evaluation exercise for the selected staff.
3. Once you finalize the Crew Evaluation that crew name will automatically go to the **Completed evaluation list** and can be viewed only using **‘Evaluation Status’** filter.

# To ADD Appraisee Comments

**Note:** Each seafarer, whose Appraisal / Evaluation has been marked **completed** by the department head, will be able to login to the Jot ERP Onboard module, and be able to **view** his own appraisal.

He will also be able to give his **feedback** about each of the grading that is given in his appraisal under column **APPRAISEE COMMENTS**.

1. To add the Appraisee Comments, login into Jot ERP Onboard Module.
2. Click on **Crew Evaluation**, under **Crew** menu.
3. The Appraisee, will be able to view the Evaluations marked as **Completed**.
4. Click on the **latest** Evaluation.
5. A new window will open, with the **Ratings & Remarks**.
6. The Appraisee can input their Remarks under **SEAFARER REMARKS** column.
7. Once all the Remarks are added, click on **APPRAISEE ACKNOWLEDGEMENT** button.
8. Click on **YES**, when asked for confirmation.



**Note:** Once the Appraisee Acknowledgement is recorded, it cannot be edited.

# Appendix – A : Seafarer Appraisal Business Process

**Planned Evaluations / Appraisals are automatically created.**

in the Jot ERP Office side, based on the schedule provided by the Crewing Department

Planned Evaluations are then **visible onboard ships**

Upon the DUE DATE, the Master & Chief Engineer onboard can **update the evaluations** for Deck and Engine respectively departments

Evaluations can be updated and saved.

**REMARKS are mandatory by the Appraiser if poor rating is given to a question**.

Once an evaluation is completed, the Master/Chief Engineer can **FINALIZED** that evaluation.

The **Appraisee** can then login to the Jot ERP onboard, and he can view only his own appraisal.

He **can view it and place his response for each grade**. Once completed, he has to **Acknowledge** that he has sighted and responded to the appraisal.

The Evaluation is then automatically synchronized with the office side, where the Crew Team and the **Superintendent** can view it and mark it as **VERIFIED**.