



Directorate General for Personnel
Directorate for Human Resources Development
Staff Management & Careers Unit



The new EP application for Staff Reports

USER GUIDE FOR THE STAFF MEMBER

Purpose:

The purpose of this document is to provide to the Staff Member a detailed user guide of eRAPNOT application in English.

eRAPNOT is the new web-based application for the staff assessment of EP's officials, temporary and GF1 contract staff. This project is led by the Staff Management & Career unit with the support of IT & IT Support unit.

Template last updated: 01/03/2013 version: 10

Document name	eRAPNOT_User_guide_Staff_member_final_rev-17022015	Number of pages	19
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1. GETTING STARTED

1.1. What is eRAPNOT?

So far, staff reports have been completed via an application called Rapnot, which enabled first and final assessors to draft and validate the reports of the staff under their responsibility. Staff members who were not assessors had no access to Rapnot, and they could only make comments on their performance or on the contents of their report by hand, on the paper version of the report or by sending an email to the first assessor - who would then insert the text into Rapnot. Once validated by the assessors, the report was printed, signed by the final assessor and the staff member and sent to be included in the staff member's personal file.

As from January 2015, Rapnot is being replaced by eRAPNOT, a new web-based application with four major objectives:

1. **Transparency** - as a member of staff, you can now enter your comments and validate your staff reports directly in eRAPNOT; you can also follow the progress of your report from beginning to end and assess the text after each validation.
2. **User-friendliness** - an automatic workflow describes the progress of the report and notifies stakeholders when actions are required of them.
3. **Workflow efficiency** - actions have to be completed within a fixed timeframe and notifications are sent by email to the different stakeholders with explanations regarding the action that needs to be taken.
4. **Reduction of EP's carbon footprint** - also accessible from outside the EP's premises, staff reports are sent to staff members via the workflow and are meant to be printed only once, before the interview with the first assessor.

The new application is in full conformity with the new general implementing provisions and internal rules, on staff reports¹, which clearly foresee that the staff report must be fully drafted electronically.

As from January 2015, eRAPNOT is the only access point to complete, to follow up, to view and to validate staff reports. Every stakeholder can access it from anywhere.

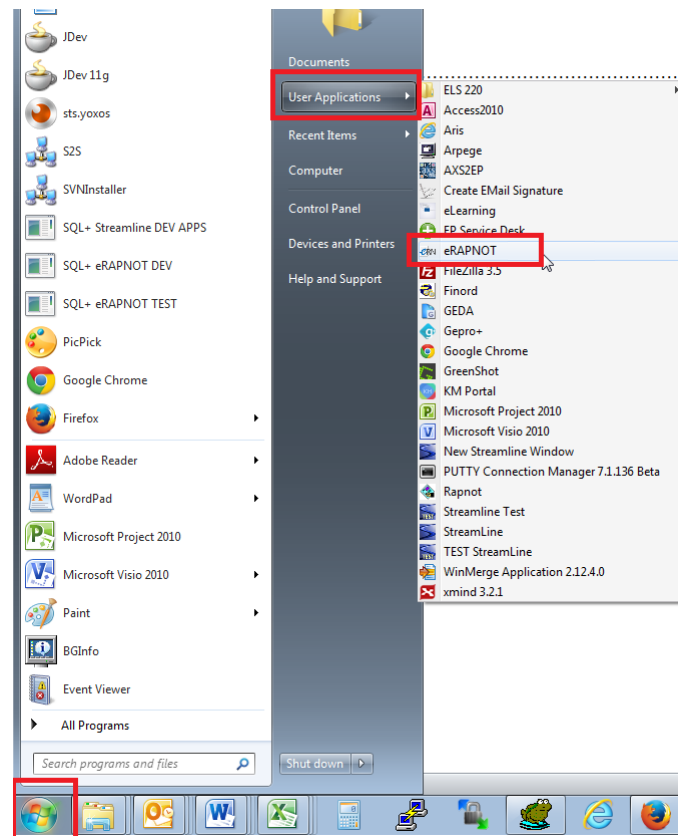
¹ [Internal rules governing the application of the general implementing provisions applicable to article 43 of the Staff Regulations of officials and articles 15\(2\) and 87\(1\) of the conditions of employment of other servants \(staff reports\)](#)

1.2. Login

1.2.1. Script

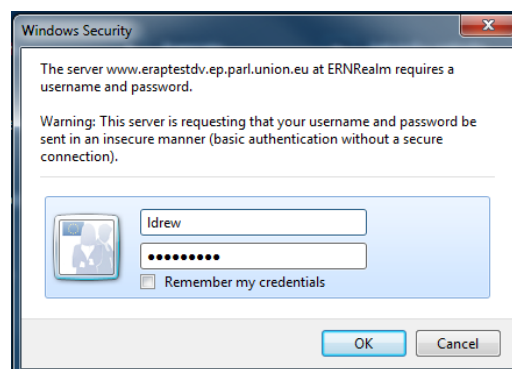
When you receive the email message from your first assessor inviting you for an interview, click on the link in the message you received - doing so will automatically log you in to eRAPNOT.

You can also access the application by using the shortcut available under "User Applications" in your "Start Menu".



Alternatively, you can access eRAPNOT directly in your web browser using the URL www.erapnot.ep.parl.union.eu.

When prompted, log in to eRAPNOT by entering your EP username and password.



1.3. Headline buttons

1.3.1. Script

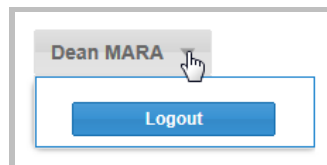
Once logged in to the application, you can easily see in which role you are connected as your name and your profile as 'Staff Member' are automatically selected in the first and second drop-down list box at the top of the screen. Moreover on the right side of the header, a number of 'help' tools are provided in the event that you should require assistance.



- 1st drop-down list

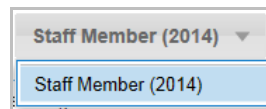
Once logged in, the Dashboard page is displayed and your name is automatically selected in the drop down list box next to the eRAPNOT logo at the top of the screen.

By clicking on your name, the 'Logout' option appears. If you want to leave the application, click once on your name, select "Logout" and choose 'Yes' in the confirmation dialogue box.



- 2nd drop-down list: Roles

When you log in to eRAPNOT you are connected by default as a "Staff Member". The drop-down list shows "Staff member (2014)". "2014" (for example) corresponds to the year for which you are being assessed - the year will of course change with every new assessment procedure. If you have other roles in the assessment procedure (such as 'First Assessor') this option will also appear in the 'Roles' drop down list.

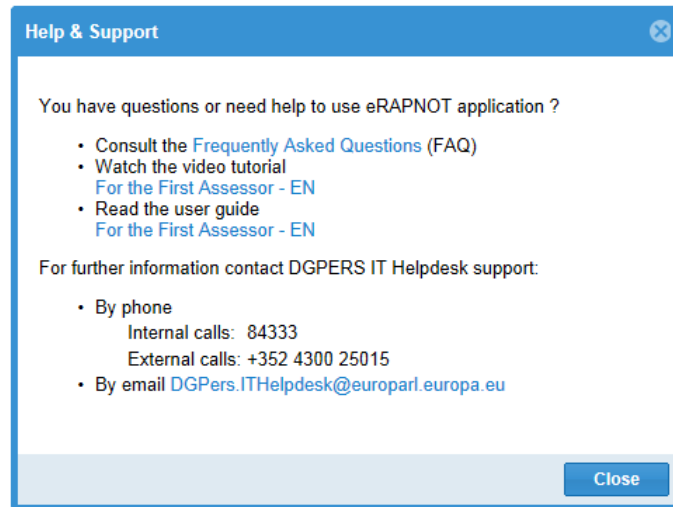


- Help & Support

On the top right hand side of the screen you can find a link to "Help & Support". You can consult the Frequently Asked Questions (FAQ), watch the video tutorials and read the user guide.



In addition, should you need more help using the eRAPNOT application the contact data for the DG PERS IT Helpdesk are provided.



1.4. Footer

The footer provides technical information relative to the eRAPNOT application.

- Version

The version number indicates the version of eRAPNOT currently deployed online.

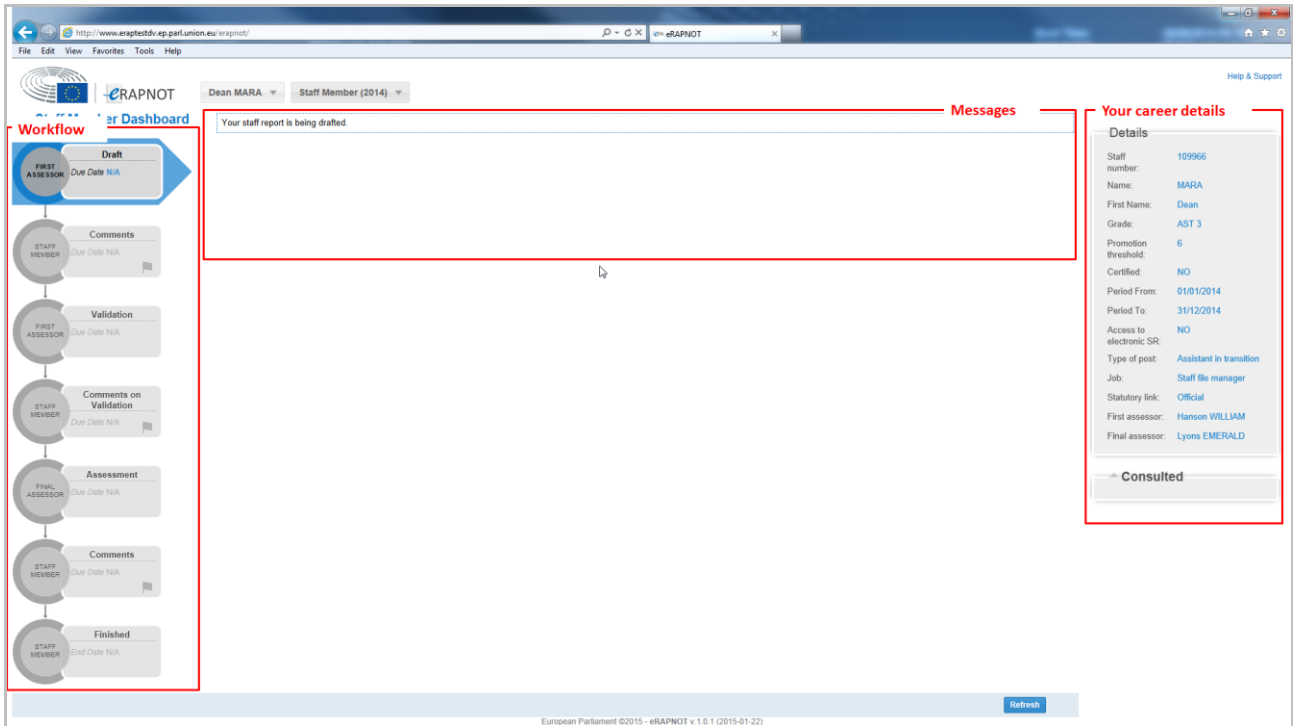
In due course, once new deployments of eRAPNOT have taken place, a link will allow you to consult the application's version history.

1.5. Dashboard

1.5.1. Script

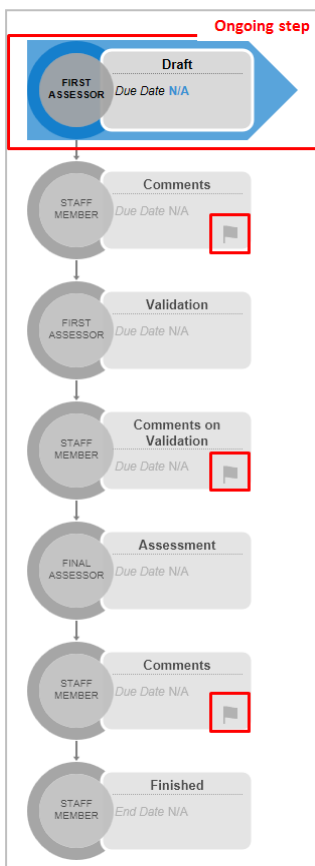
Once logged in, you are automatically directed to your Dashboard page. It allows you to see the status of your staff report. Your Dashboard is now displayed: you will see a vertical workflow on the left hand side of your screen and in the centre, a message informing you about any action you need to take and/or the current stage applicable to your report.

In the box on the right hand side of the screen you can see your career details and the name of your first and final assessors. Below them, under "Consulted" you can see the names of all the persons involved in drafting your staff report and/or assessing you, such as - if relevant - the name of the person to whom your first assessor has delegated the drafting of your report, another hierarchical superior that must be consulted, and/or the head of any committee or administrative body of which you are a member.



- The workflow

The workflow on the left hand side of the screen allows you to follow the progress of your staff report: from draft to final validation by the final assessor, followed by the report's archiving in your personal file.

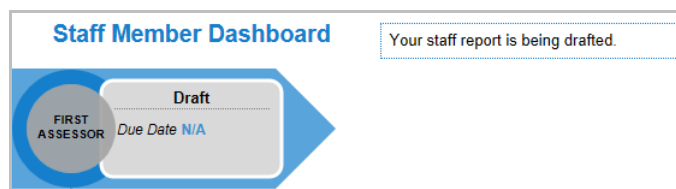


There are at most 8 stages in the workflow. A blue arrow indicates at which stage your staff report is currently. The assessor responsible for a particular stage is indicated in the grey circle while the task to be completed is indicated in the grey rectangle. A flag in the bottom right hand corner of the relevant rectangles indicates the stages at which you - as a staff member - are required to take action.

○ Step 1: Task "Draft":

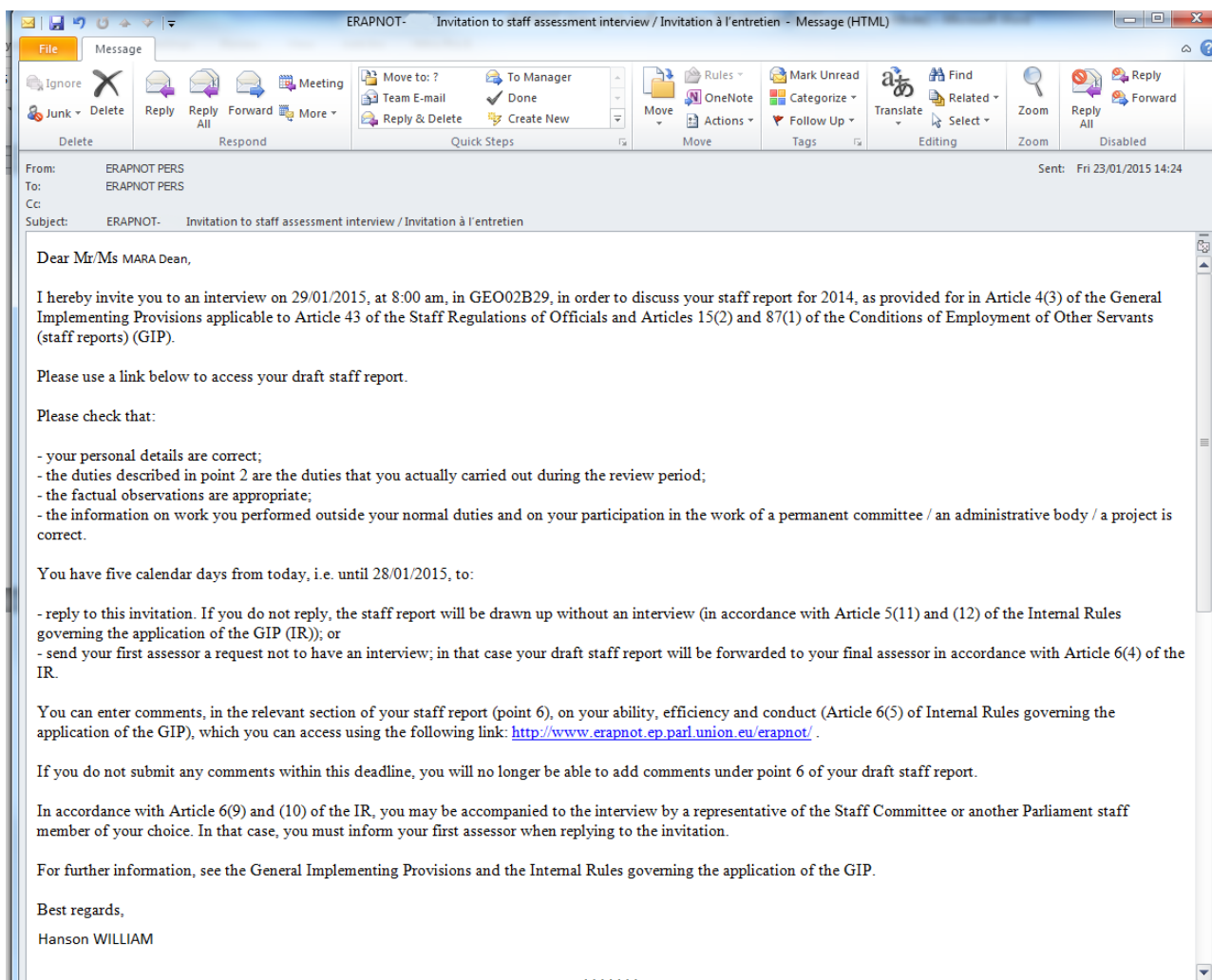
At this stage in the procedure, your report is in the process of being drafted. All the hierarchical superiors whose names appear under the heading "Consulted" are asked to provide their input at this stage.

At this point in the procedure, no action is needed from you and your Dashboard shows the message "Your report is being drafted".



○ Step 2: Task "Comments":

Once the first assessor validates your draft staff report, you will receive an email notification informing you that your report has been drafted and inviting you to an interview with your first assessor. Click on the link in the email to open your draft report.



If you so wish, you can enter comments in the relevant section of your draft report regarding your ability, efficiency and conduct.

You have 5 calendar days from the date of reception of the email notification "Invitation to staff assessment interview" in which to submit your comments, if any, and to accept the interview with your first assessor.

Once your comments have been sent to the first assessor, they will be able to see that you have provided comments and validated the draft report.

○ Step 3: Task "Validation":

No action is needed from you at this stage in the procedure as it is the first assessor's task to validate the draft report after the interview.

Your Dashboard shows the following message "Your draft staff report has been forwarded to your first assessor with your comments, if any. Do not forget to print it for the interview."

After the interview, your first assessor updates the draft staff report according to the agreements you have reached at the interview, adds the operational and professional training objectives and validates the draft report.

○ Step 4: Task "Comments on validation":

Once the first assessor validates your draft report after the interview with you, you will receive an email notification informing you that your draft report has been validated by your first assessor.

At this stage, if you wish, you can also add comments for the attention of your final assessor (point 7 of your staff report). Click on the link in the email notification to open your draft report. You can also read your draft report and/or save a copy.

If you wish to ask for an interview with your final assessor, tick the box "Request interview with the final assessor".

○ Step 5: Task "Assessment":

No action is needed from you in eRAPNOT at this stage in the procedure. The following message is displayed on your screen: "Your draft staff report has been validated and forwarded to your final assessor".

The final assessor has 14 calendar days in which to add their assessment and to validate the draft report.

The final assessor may also make changes to all the sections of the draft report, with the exception of the first assessor's overall assessment. If any such changes result in a less favourable report, the final assessor will invite you for an interview.

The screenshot shows the 'Staff Member Dashboard' interface. At the top, there are logos for the European Union and eRAPNOT, along with user selection dropdowns for 'Dean MARA' and 'Staff Member (2014)'. The dashboard features a vertical flowchart with five steps: 'Draft' (FIRST ASSESSOR, Date 30/01/2015), 'Comments' (STAFF MEMBER, Date 30/01/2015), 'Validation' (FIRST ASSESSOR, Date 30/01/2015), 'Comments on Validation' (STAFF MEMBER, Date 30/01/2015), and 'Assessment' (FINAL ASSESSOR, Due Date N/A). A notification box on the right states: 'Following your request, the final assessor has invited you to an interview. Do not forget to print the draft of your staff report for the interview.'

If you have requested an interview with the final assessor, they will send you an invitation by email (via Outlook). Please confirm the interview date by return email or, if the date does not suit you, ask the final assessor to propose another date.

After the interview the final assessor finalises the draft report, validates it and you will receive an email notification informing you that your draft report has been validated by your final assessor.

- Step 6: Task "Comments":

You will be notified once your final assessor has finished examining your draft report and has validated it.

You have 14 calendar days in which to validate the report and/or to enter comments. If you take no action during this period, the report will be automatically archived in your personal file.

The screenshot displays the eRAPNOT Staff Member Dashboard. At the top, there are dropdown menus for 'Dean MARA' and 'Staff Member (2014)'. The main area features a vertical progress bar on the left with six steps: 'Draft' (FIRST ASSESSOR, Date 30/01/2015), 'Comments' (STAFF MEMBER, Date 30/01/2015), 'Validation' (FIRST ASSESSOR, Date 30/01/2015), 'Comments on Validation' (STAFF MEMBER, Date 30/01/2015), 'Assessment' (FINAL ASSESSOR, Date 30/01/2015), and 'Comments' (STAFF MEMBER, Due Date 13/02/2015). The 'Comments' step is highlighted in blue. To the right, a notification banner states 'You have until 13/02/2015' and provides instructions on how to validate the draft report. Below the notification is a 'Comments by staff member' section with a text input field and a 'Save' button.

- Step 7: Task “Reply“

If, under the previous step (Task “Comments”), you entered any comments for the attention of the final assessor, they shall have 14 calendar days in which to reply to you, if they wish to do so, and to validate your report.

If your final assessor does not reply within 14 calendar days, the report is deemed to have been validated and shall then be filed in your personal file.

- Step 8: Task "Finished":

Once validated by the final assessor, your report is complete and is archived in your personal file.

You will receive an email notifying you that the final assessor has validated your staff report.

You can consult the final assessor's reply (if any), and you can read your final report, print it and/or save a copy.

Please note: Your report is sent to your personal file in Streamline, where you can also consult it.

The screenshot displays the 'Staff Member Dashboard' interface. At the top left, there is a logo for the European Parliament and the text 'eRAPNOT'. To the right of the logo are two dropdown menus: 'Dean MARA' and 'Staff Member (2014)'. Below the logo, the title 'Staff Member Dashboard' is displayed. The main content area shows a vertical flow of seven steps, each with a circular icon on the left and a rectangular box on the right. The steps are: 1. 'Draft' (FIRST ASSESSOR, Date 30/01/2015), 2. 'Comments' (STAFF MEMBER, Date 30/01/2015), 3. 'Validation' (FIRST ASSESSOR, Date 30/01/2015), 4. 'Comments on Validation' (STAFF MEMBER, Date 30/01/2015), 5. 'Assessment' (FINAL ASSESSOR, Date 30/01/2015), 6. 'Comments' (STAFF MEMBER, Date 30/01/2015), and 7. 'Finished' (STAFF MEMBER, End Date N/A). The 'Finished' step is highlighted with a red rectangular border. At the bottom right of the dashboard, there are four buttons: 'Refresh', 'Attachment(s)', 'Report Preview', and 'Export to PDF'. At the very bottom of the page, there is a small copyright notice: 'European Parliament ©2015 - eRAPNOT v.1.0.1 (2015-01-22)'.

2. WORKFLOW ADVANCEMENT

2.1. Comment on your draft report before the interview with your first assessor

2.1.1. Script

After you receive an email from your first assessor (via Outlook) inviting you for the interview you can, if you so wish, enter comments in eRAPNOT regarding your ability, efficiency and conduct.

The email message you receive includes a link to your draft staff report. When you click on this link, a message on your screen informs you of the date by which you have to (1) reply to the invitation by email and (2) to submit your comments in eRAPNOT.

N.B. Please note that you cannot reply via eRAPNOT to the invitation for an interview with your first assessor - you must use Outlook to do so. You have a period of five calendar days in which to reply to the invitation. If the date the first assessor proposed for the interview does not suit you, you can propose another date in your email reply.

If you do not reply to the invitation within the five calendar days' deadline, the first assessor will validate the report without an interview and will forward it to the final assessor.

Please note: If you wish to be accompanied during the interview you must inform the first assessor when you reply to the invitation.

The screenshot displays the eRAPNOT interface for a Staff Member. The main content area is titled 'Staff Member Dashboard' and shows a workflow progress bar with steps: Draft, Comments, Validation, Comments on Validation, Assessment, Comments, and Finished. The 'Comments' step is currently active, showing a due date of 04/02/2015. A red box highlights the 'Comments' section, which includes a deadline notice: 'You have until 04/02/2015'. Below this, there are instructions: 'to submit your comments to point 6 "STAFF MEMBER'S COMMENTS REGARDING HIS OR HER ABILITY, EFFICIENCY AND CONDUCT" of your draft staff report. If you do not take any action within this deadline, you will no longer be able to add comments to point 6 of your draft staff report' and 'to reply to the invitation sent by email to an interview with the first assessor. If you do not reply within the deadline, the draft report will be validated by the first assessor without an interview and forwarded to the final assessor.' The 'Comments' field contains the text: 'There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable.' A 'Save' button is located at the bottom right of the comments area. The 'Details' sidebar on the right shows staff information for MARA, including name, grade (AST 3), and various dates.

○ Enter comments

A message on your screen indicates the last date on which you can enter comments on your draft report (five calendar days from the date of validation of the draft report by the first assessor).

Please read your report before entering any comments. There are two buttons at the bottom of the screen which you can use in order to consult your draft staff report: either click on "Report Preview" or "Export to PDF".

Please enter any comments in the "Comments" text field and save your changes by clicking the "Save" button at the bottom of the screen.

If you choose to add comments, they will appear under point 6 of your staff report.

Please note that you will not be able to modify your comments at a later stage.

If you wish to upload a document in support of your comments, click on "Attachments", then "select file"; select "document type" in the window and upload the document.

Save your changes by clicking "Save" at the bottom of the screen.

- *Validate and forward to first assessor*

To send your draft staff report to your first assessor (with or without comments), click on "Send the draft report to the first assessor", at the bottom of the screen. A message will pop up asking you to confirm.

Please note: If you take no action within the deadline of five calendar days your draft staff report is automatically sent to your first assessor and you will no longer be able to make any comments under point 6.

You are advised to print your draft staff report before the interview. To do so, click on the "Export to PDF" button and then print.

2.2. Comment on your report after validation by your first assessor

2.2.1. Script

Once the first assessor validates your draft report after the interview with you, they will forward it to you.

You will receive an email via Outlook notifying you of the validation of your draft report by your first assessor. When you receive this message, please open eRAPNOT.

A message on your screen indicates the last date on which you can enter comments on your draft report (five calendar days from the date of validation of the draft report by the first assessor). The comments will appear under point 7 of the staff report - "Staff member's comments for the attention of the final assessor".

Please note that you will not be able to modify any such comments later on in the procedure.

To read any changes made by your first assessor after the interview, click on the "Report preview" or the "Export to PDF" button at the bottom of the screen.

- *Enter comments*

Please enter any comments in the "Comments" text field and save your changes by clicking the "Save" button at the bottom of the window.

You have until 04/02/2015

to submit your comments in point 7 of your draft staff report "STAFF MEMBER'S COMMENTS FOR THE ATTENTION OF THE FINAL ASSESSOR" and to request an interview with your final assessor if you wish. If you do not take any action within that deadline, your draft staff report will be validated automatically and forwarded to your final assessor. After that you will no longer be able to enter your comments or request an interview with your final assessor.

Staff member's comments for the attention of the final assessor

Comments: All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. 147 of 500

Request for interview with final assessor:

[Save](#)

If you wish to upload a document in support of your comments, click on "Attachments", then "select file"; select "document type" in the window and upload the document.

Staff Member Dashboard

You have until 04/02/2015

to submit your comments in point 7 of your draft staff report "STAFF MEMBER'S COMMENTS FOR THE ATTENTION OF THE FINAL ASSESSOR" and to request an interview with your final assessor if you wish. If you do not take any action within that deadline, your draft staff report will be validated automatically and forwarded to your final assessor. After that you will no longer be able to enter your comments or request an interview with your final assessor.

Staff member's comments for the attention of the final assessor

Comments: All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. 147 of 500

Request for interview with final assessor:

[Save](#)

[Refresh](#)
[Attachments\(s\)](#)
[Report Preview](#)
[Export to PDF](#)
[Send the draft report to the final assessor.](#)

European Parliament ©2015 - eRAPNOT (14/01/2015-03-2)

If you want to delete the uploaded document, click on "Attachments", select the document and click on " - " on the right hand side of the line; when the confirmation windows appears, click "Yes".

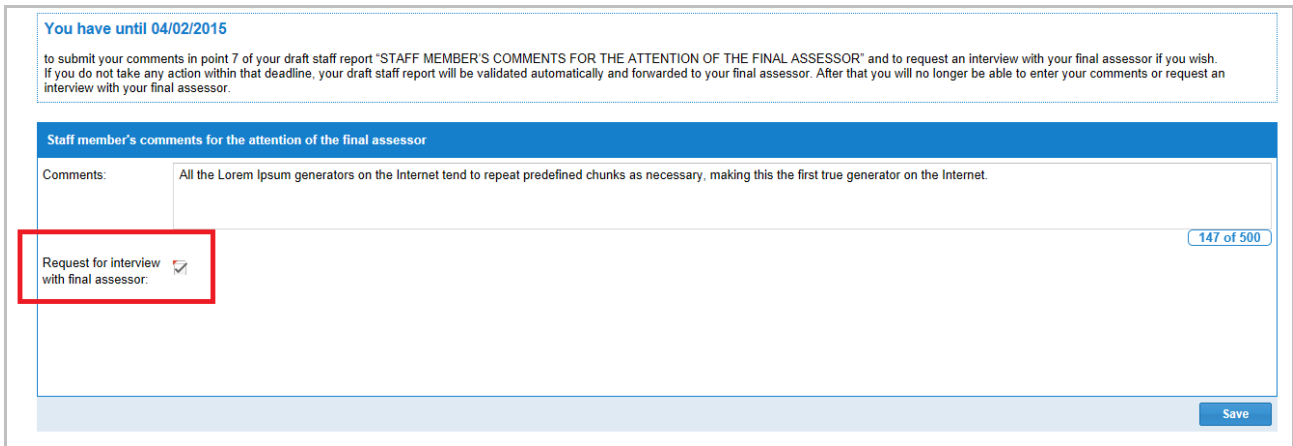
Please note that your first assessor will be notified of any comments you make.

If, under point 6 of your report, you made comments that have been taken into account by your first assessor and which are therefore no longer relevant, you can indicate this as part of any comments you make for the attention of your final assessor.

- *Ask for an interview*

If you wish to ask for an interview with your final assessor, tick the box "Request interview with the final assessor".

Save your changes by clicking on the "Save" button at the bottom right hand side of the window.



The screenshot displays a web form with the following elements:

- A blue header bar with the text: "You have until 04/02/2015".
- A sub-header: "Staff member's comments for the attention of the final assessor".
- A "Comments:" label followed by a text area containing the text: "All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet." A character count "147 of 500" is visible on the right side of the text area.
- A checkbox labeled "Request for interview with final assessor:" which is checked and highlighted with a red rectangular box.
- A "Save" button located at the bottom right of the form.

- *Validate your draft report*

You can validate your draft report (with or without comments) by clicking on the button "Send your draft report to the final assessor" at the bottom right hand side of the screen.

Please note: If you take no action within five calendar days, your draft report will be considered as validated and shall automatically be forwarded to your final assessor.

2.3. Comment on your report after assessment by your final assessor

2.3.1. Script

Once your final assessor finishes examining your draft report and validates it, you will be notified.

You have 14 calendar days in which to enter comments or to validate the report.

Please note: If you take no action, the report will be automatically archived in your personal file.

- Validate without comments:

To validate your report, click on the button " [Validate and/or send your comments](#)" at the bottom of the screen. The report will be automatically archived in your personal file.


- Enter comments:

If you choose to add comments, they will appear under point 9 of your staff report.

Please note that you will not be able to modify any such comments at a later stage.

Please enter any comments in the "Comments" text field and save your changes by clicking on the "Save" button at the bottom of the screen.

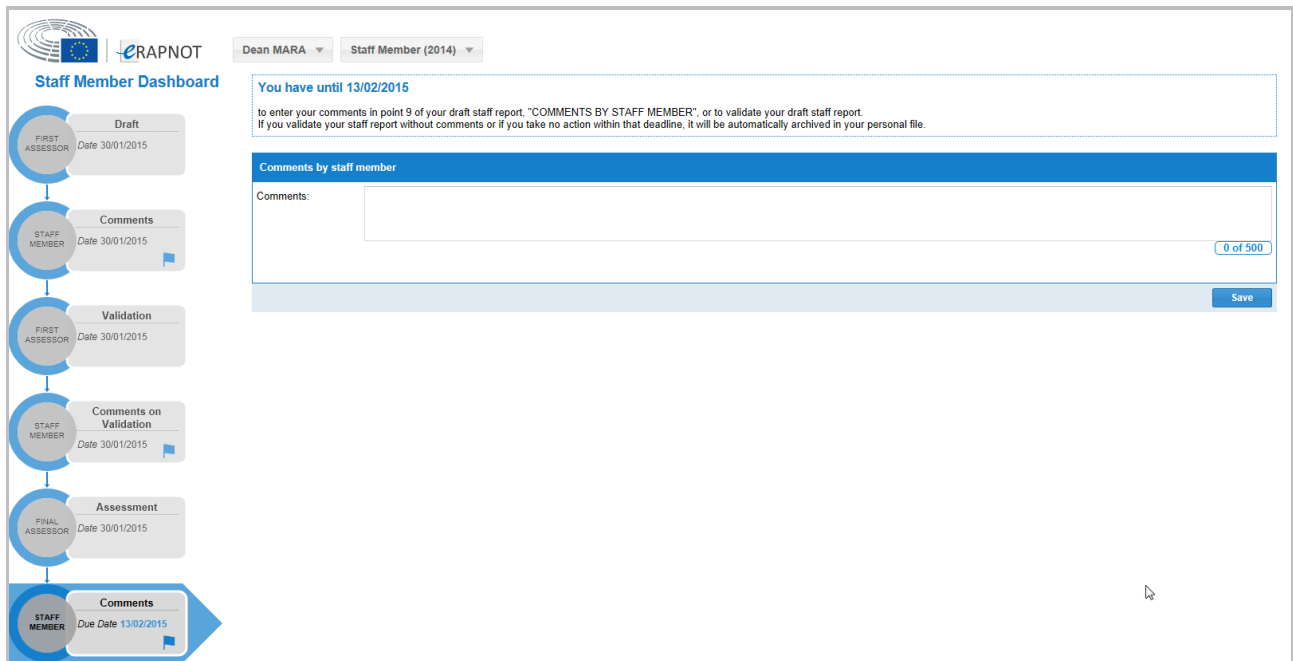
If you wish to upload a document in support of your comments, click on "Attachments", then "select file"; select "document type" in the window and upload the document.

If you want to delete the uploaded document, click on "Attachments", select the document and click on "  " on the right hand side of the line; when the confirmation windows appears, click "Yes".

Save your changes by clicking on the "Save" button at the bottom right hand side of the window.

You can now validate your report and forward your comments to your final assessor - to do so please click on the button "[Validate and/or send your comments](#)".

Please note: If your final assessor does not reply within 14 calendar days, the report shall be deemed to have been validated and shall be filed in your personal file.



The screenshot displays the eRAPNOT Staff Member Dashboard. At the top left, there is the eRAPNOT logo and the text "Staff Member Dashboard". Below this, a vertical workflow process is shown with six steps: 1. Draft (FIRST ASSESSOR, Date 30/01/2015), 2. Comments (STAFF MEMBER, Date 30/01/2015), 3. Validation (FIRST ASSESSOR, Date 30/01/2015), 4. Comments on Validation (STAFF MEMBER, Date 30/01/2015), 5. Assessment (FINAL ASSESSOR, Date 30/01/2015), and 6. Comments (STAFF MEMBER, Due Date 13/02/2015). The final step is highlighted with a blue arrow pointing right. At the top right, there are dropdown menus for "Dean MARA" and "Staff Member (2014)". A notification box states "You have until 13/02/2015" and provides instructions: "to enter your comments in point 9 of your draft staff report, 'COMMENTS BY STAFF MEMBER', or to validate your draft staff report. If you validate your staff report without comments or if you take no action within that deadline, it will be automatically archived in your personal file." Below this, a section titled "Comments by staff member" contains a large text input area with a "0 of 500" character count and a "Save" button at the bottom right.