



GODFREY OKOYE UNIVERSITY

GUIDE FOR STAFF APPRAISAL FOR ACADEMIC AND ADMINISTRATIVE STAFF

Here is a step by step guide on how to successfully fill the Godfrey Okoye University staff Appraisal form for Academic and Administrative Staff.

Steps in filling GOUNI Appraisal form

Note: It is highly recommended for the staff to use a **computer system**.

Open a browser (Google Chrome, Mozilla Firefox, Microsoft Edge etc.)

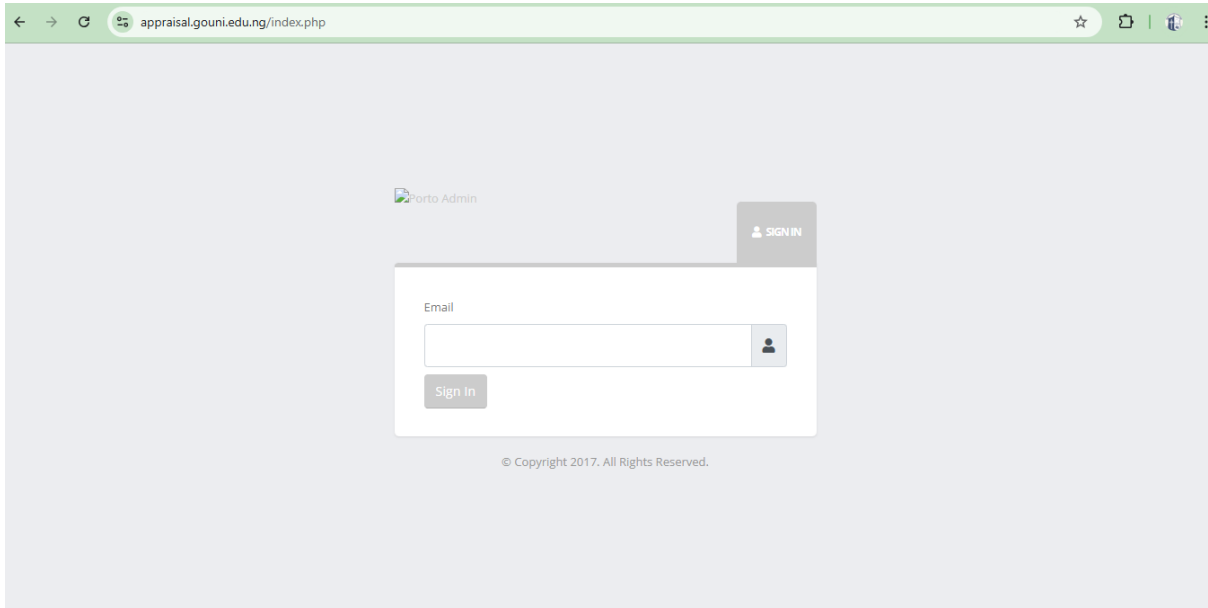
On the URL (Uniform Resource Locator) or Address Bar



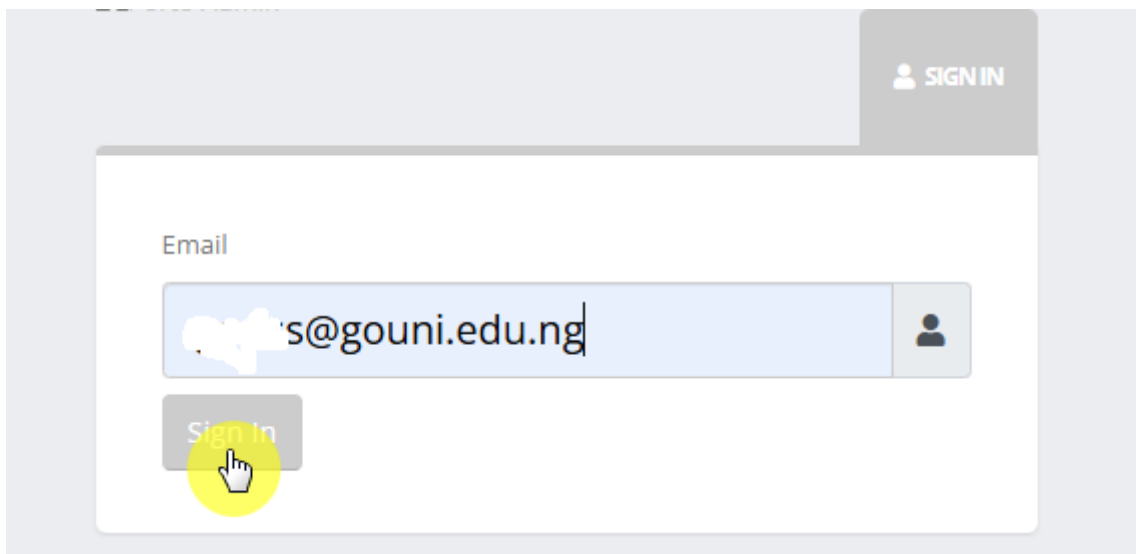
Enter this <https://appraisal.gouni.edu.ng/> Or simply type in appraisal.gouni.edu.ng

Once you enter the address on the browser > tap the **Enter** or **Return Key** on your computer system.

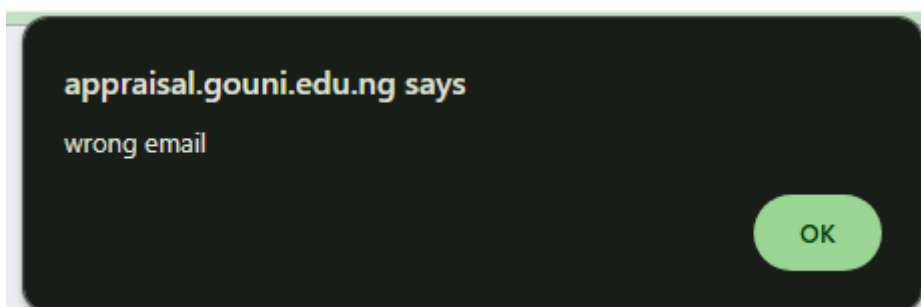
Then a **SIGN IN** page will be displayed as shown below



On the **Email**, enter your university Email Address



Then Click on **Sign In**





If you receive this alert message shown above it means your University Email is wrong, kindly contact the ICT Unit for assistance.

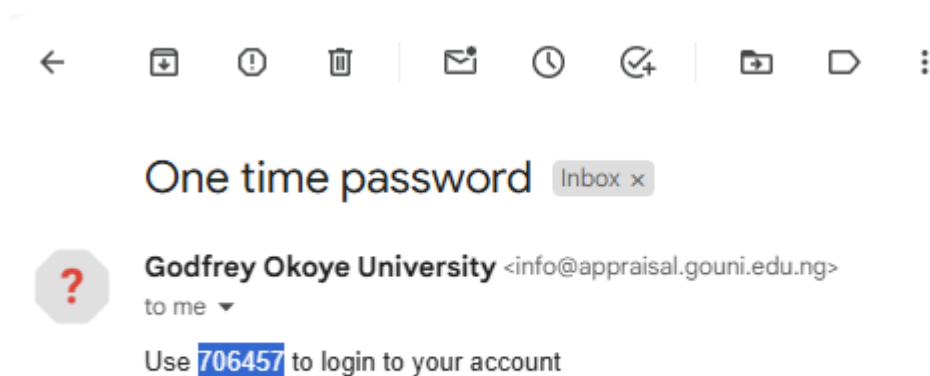
Once solved enter your University Email Address again and click **Sign In**.

Enter 6 digit code sent to gouss@gouni.edu.ng

Remember Me

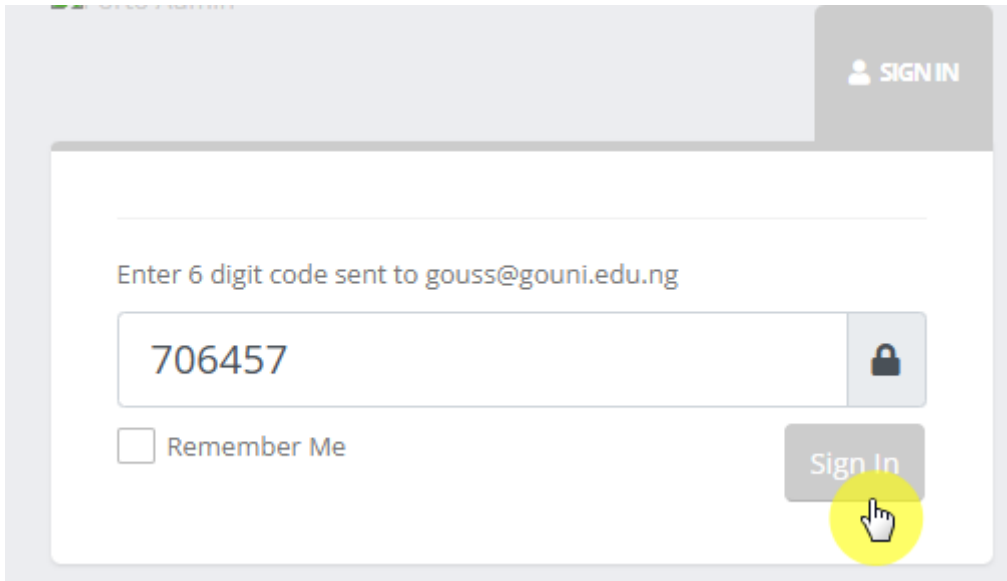
Sign In

A **6-digit** code will be sent to the University Email Address, this means you have to login to the university email address first before filling the appraisal form.

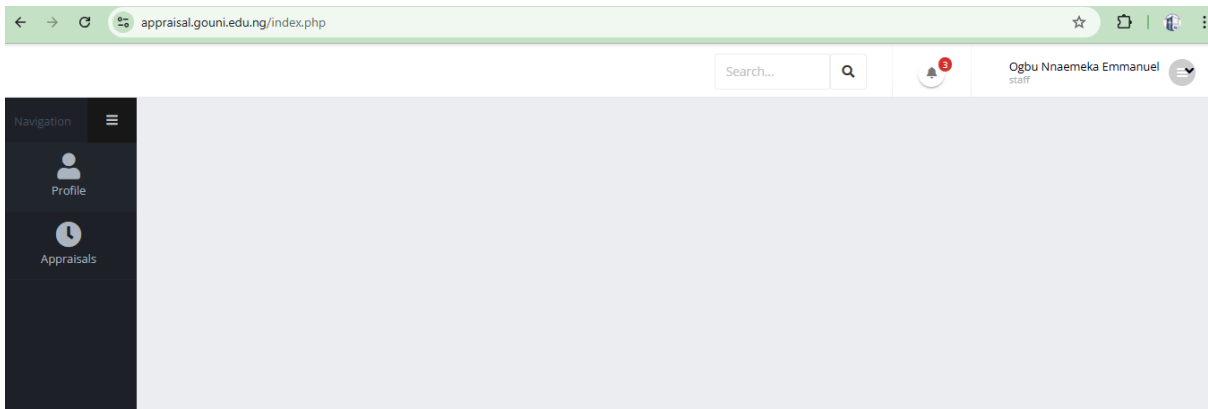


Like the subject name says, **One time password** which means a password is sent to the email address every time you want to login. **Copy** and **Paste** the 6-digit code to the appraisal site.

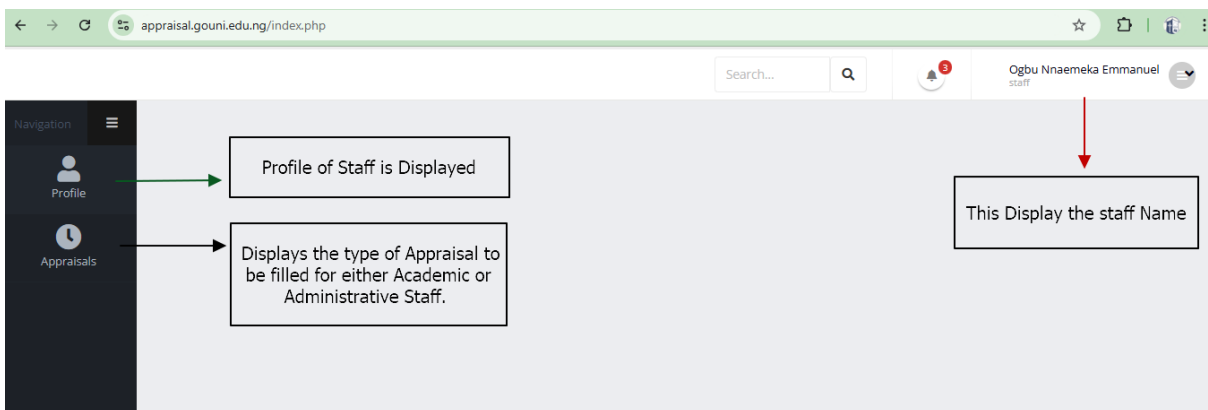
Then click **Sign In**



The image below shows a successful **Sign-In** to the Godfrey Okoye University Appraisal Site

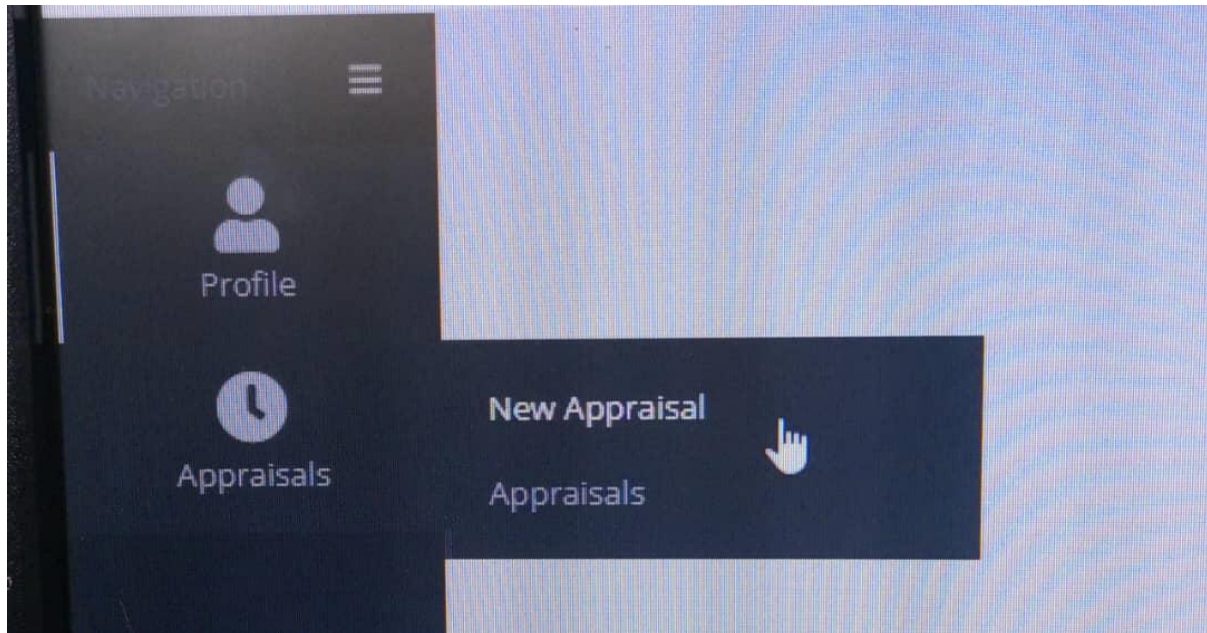


The Interface of the Staff Appraisal is briefly explained below.





Next, Select **Appraisals** > Click on **New Appraisals** to see the list of appraisals needed to be filled.



After Clicking the New Appraisal Select the Appraisal that describe your job employment.

Academic Staff: Should select Academic Staff Assessment/Appraisal.

Administrative Staff: Select Annual Appraisal form for Technical Staff.

Next, fill in the form, click **save** before going to the next page or number

At the end, Click **Submit**.