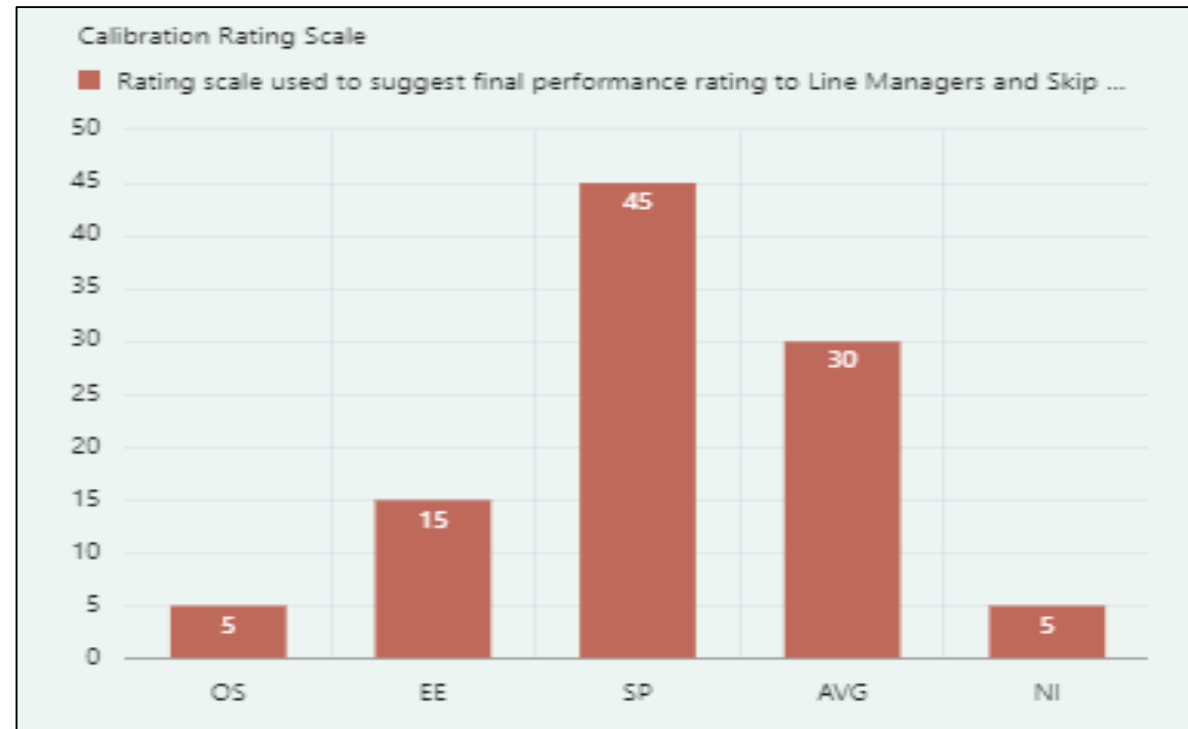


PERFORMANCE APPRAISALS

**DEVELOPED BY
OSYS TECHIES**

Product Overview

- ❖ Employee Management and Organization Setup
- ❖ Performance Rating Scale
- ❖ Competencies Rating Scale
- ❖ Calibration Scale
- ❖ End-To-End Appraisals Process
- ❖ Management Dashboard



Performance Rating Scale

Five Standard Ratings:

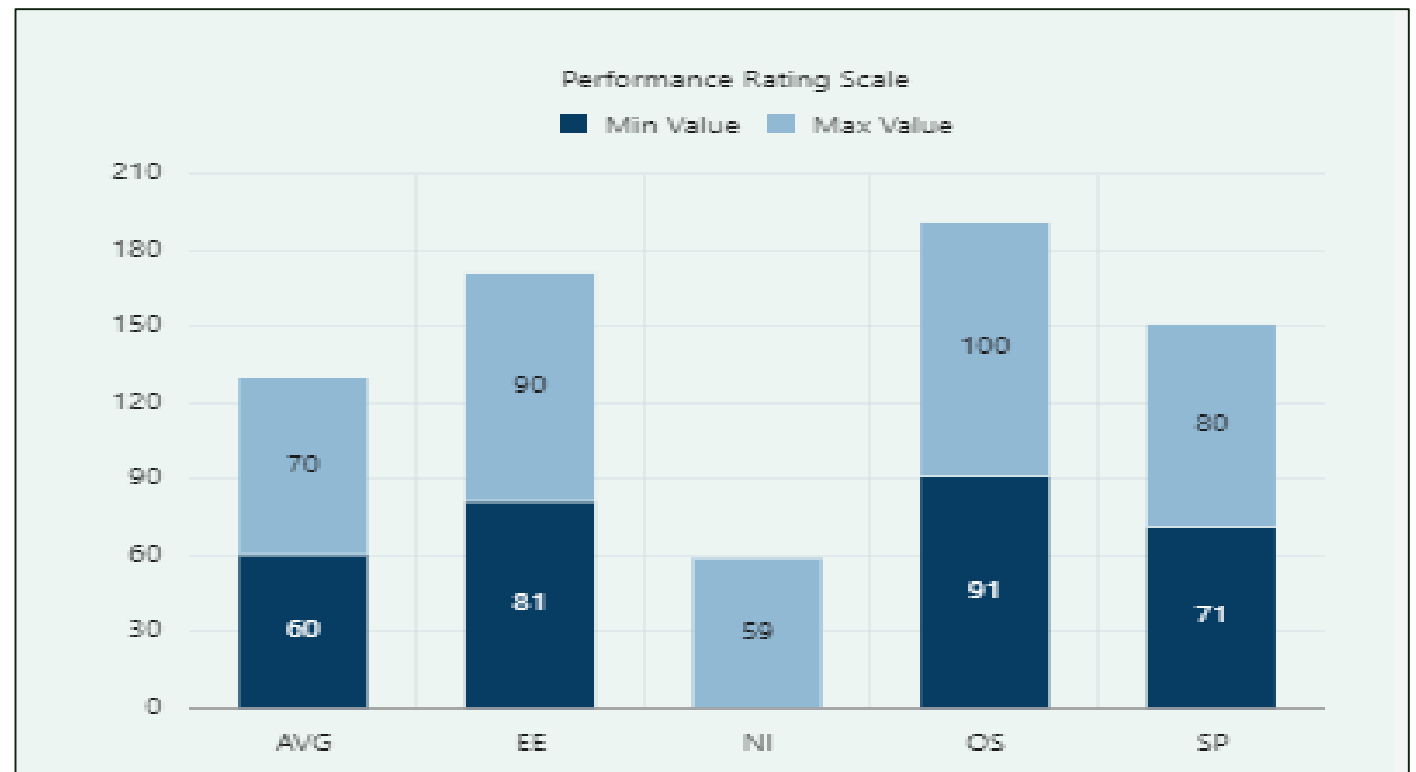
AVG → Average

EE → Exceed Expectations

NI → Needs Improvement

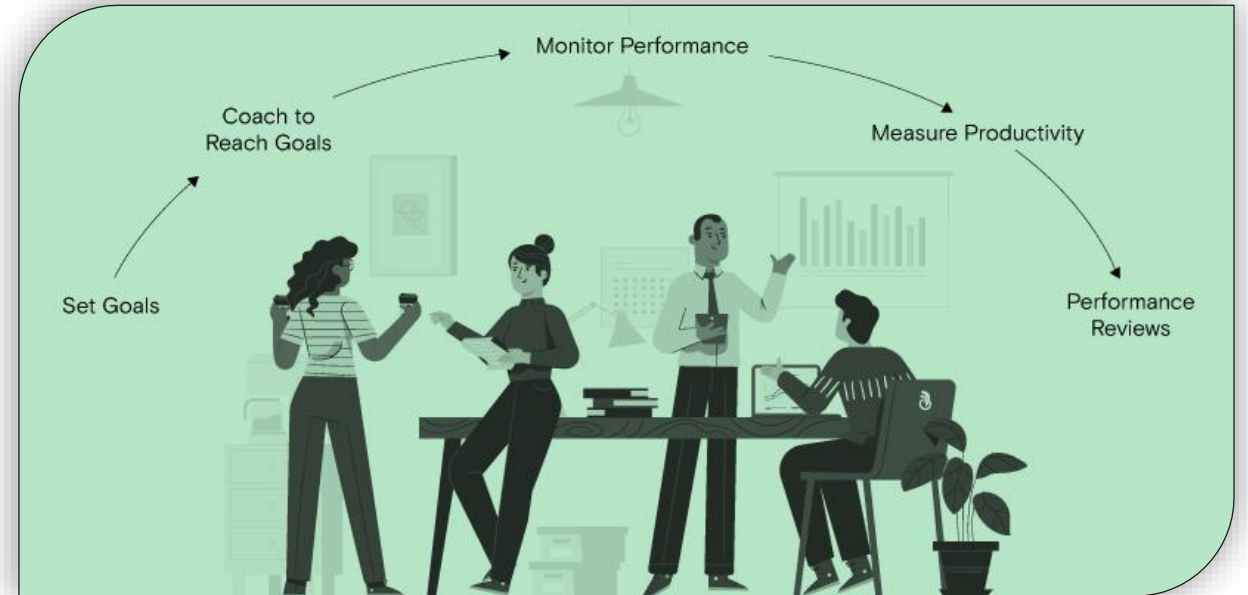
OS → Outstanding

SP → Strong Performance



Key Features

- ❖ Publish Appraisals
- ❖ Employee Goal Settings
- ❖ Mid Year Reviews
- ❖ Full Year Reviews
- ❖ Calibration Process
- ❖ HR Review
- ❖ Management Approval



Appraisal Activities

Goal Settings

1

Goal Setting Activity at the Start of the Year !

Employees set their Goals, assign weightage and Deadline. Line Manager Approves the Goal or Revert to Employee for Correction with his Remarks.

Full Year Reviews

3

Full Year Reviews Activity ended up the Deserved Rating !

In Full Year, Employee rate himself then his Line Manger. Finally Skip Manager Approve it or Revert it with his Remarks.

Mid Year Reviews

2

Mid Year Reviews Activity plays a Cross Check !

Both Employee and Line Manger put up the Reviews on the Agreed Goals and update Rating. Goals can be modified through proper Approvals.

Calibration Process (Bell Curved)

4

Calibration up to Departmental Head and Function Head !

Skip Manager Rating is Evaluated from Departmental Head and Functional Head. HR Reviews the Employee Appraisals and send to Management for Approvals.

Employee Dashboard

Cadres

Functions

Departments

Locations

Sub Departments

Employees List																		Bulk Download (Excel, CSV)		Open Employees Database (V)		Add New Employee	
Employee Code	Name	Date of Birth	Date of Joining	Age	Gender	Designation	Location	Department	Sub-Department	Location	Pincode	Mobile No.	Home No.	Emergency No.	Religion	Marital Status	Notes						
1	Arjun Kumar Singh	15-03-1985	21-03-2010	38.00	Male	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
2	Pooja Singh	10-01-1990	08-01-2015	34.00	Female	Product Manager	Delhi	Product	Product Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
3	Ravi Singh	20-05-1988	25-05-2012	36.00	Male	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
4	Shruti Singh	12-08-1992	14-08-2016	32.00	Female	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
5	Arjun Kumar Singh	15-03-1985	21-03-2010	38.00	Male	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
6	Pooja Singh	10-01-1990	08-01-2015	34.00	Female	Product Manager	Delhi	Product	Product Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
7	Ravi Singh	20-05-1988	25-05-2012	36.00	Male	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
8	Shruti Singh	12-08-1992	14-08-2016	32.00	Female	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
9	Arjun Kumar Singh	15-03-1985	21-03-2010	38.00	Male	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
10	Pooja Singh	10-01-1990	08-01-2015	34.00	Female	Product Manager	Delhi	Product	Product Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
11	Ravi Singh	20-05-1988	25-05-2012	36.00	Male	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
12	Shruti Singh	12-08-1992	14-08-2016	32.00	Female	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
13	Arjun Kumar Singh	15-03-1985	21-03-2010	38.00	Male	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
14	Pooja Singh	10-01-1990	08-01-2015	34.00	Female	Product Manager	Delhi	Product	Product Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
15	Ravi Singh	20-05-1988	25-05-2012	36.00	Male	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
16	Shruti Singh	12-08-1992	14-08-2016	32.00	Female	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
17	Arjun Kumar Singh	15-03-1985	21-03-2010	38.00	Male	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
18	Pooja Singh	10-01-1990	08-01-2015	34.00	Female	Product Manager	Delhi	Product	Product Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
19	Ravi Singh	20-05-1988	25-05-2012	36.00	Male	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							
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24	Shruti Singh	12-08-1992	14-08-2016	32.00	Female	Senior Manager	Delhi	Marketing	Senior Manager	Delhi	110001	9876543210	1234567890	9876543210	Hindu	Married							

Employee Opening Form

- ❖ Basic Information
- ❖ Line Manager
- ❖ Skip Manager
- ❖ Position Hierarchy
- ❖ Portal User Mapping
- ❖ Safety Scoring

Employee Entry Form

 Add / Edit Employees

Employee Information

Harmony Code * Name * Email ID *

Designation * Date Of Joining * Date Of Birth * Salary *

System Access

Portal User ID *

Access Level *

Eligible Status

Status *

Close Date

HSE

Location *

HSE Enable ☐

Corporate Hierarchy

Cadre * Function *

Department * Sub Department *

Management Reporting

Line Manager * Skip Manager *

Open New Appraisal

- ❖ Define Appraisal Year
- ❖ Important Dates (Start/End/Due)
- ❖ Budgeting (%)
- ❖ Set No. of Goals. (Up to 10)

The screenshot shows a web form titled "Add / Edit Appraisals" with a close button in the top right corner. The main heading is "Annual Appraisals Process". Below this is a section titled "Appraisal Definition" which contains four input fields: "Appraisal Year" (with a hint "For e.g. 2022-2023"), "Appraisal Start Date" (with a calendar icon), "Appraisal End Date" (with a calendar icon), "Promotion (%)" (marked with a red asterisk), and "Inc. Budget (%)" (marked with a red asterisk). Below the "Appraisal Definition" section is a "Goal Settings" section with two fields: "Due Date" (with a calendar icon) and "No. Of Goals" (a dropdown menu currently showing "1"). At the bottom of the form are three buttons: "Cancel", "Save Appraisal" (with a save icon), and "Publish Appraisal" (with a checkmark icon).

Appraisal Options

- ❖ Change No. of Goals Specific Case.
- ❖ Employee Exclusion during Activity.
- ❖ Revert Option available.
- ❖ Real Time Appraisal Status.
- ❖ Systematic Email Reminders.
- ❖ Management Appraisal.
- ❖ View Learning Needs.

Change No. Of Goals Goals to Show on Goal Setting Form  Select this Option to Change the No. of Goals to be shown on Employees Goal Setting Form	Exclude Employee Select the Employee from the List to Exclude from Appraisals  Exclude Employee From Current Appraisals	Revert Submission Change Submission Status  Select this option to Change Goal Setting Submission Status
Revert Submission (Mid-Year) Change Submission Status  Select this option to Change Goal Setting Submission Status	Revert Submission (Full-Year) Change Submission Status  Select this option to Revert Full-Year Submission	Appraisal Status Live Status Monitoring  Check this Option for Over All Appraisal Status of Employee Submission(s)
Email Reminders Email Reminders to Employees  Send Reminder Emails to Employees	Management Appraisals Email Reminders to Employees  KAC and FKC Appraisals	Learning Needs Email Reminders to Employees  Download Employee Learning Needs

Employee Goal Settings

- ❖ Goal Detail
- ❖ Key Result Area(s)
- ❖ Weightage (%)
- ❖ Goal Deadline

Goal Detail

Increase company profitability.

Key Result Area(s) Description

1. Increase recurring monthly revenue by 10 percent by the end of the year.
2. Increase the number of first time customers who become recurring customers by 20 percent by the end of year.

Goal Settings Closure

- ❖ Goal Settings Closure after Line Manager Approvals
- ❖ Goals can be Viewed.
- ❖ Goals cannot be **Modified**.



Appraisal Activity - Appraisals Activity will be Live Soon.

Mid Year Reviews

- ❖ Employee enters Rating for Goals and Competencies and Submit his Appraisal.
- ❖ Line Manager evaluates his Progress at Mid Year.

Learning & Development and Business Partnering	
Employee Goal Status (Mid-Year)	Line Manager Goal Status (Mid-Year) *
On Track	On Track
Goal Detail	
Learning & Development and Business Partnering	
Key Result Area(s) Description	
1. Nooriabad Resource Expansion	
2. Management Trainee / Trainee Engineers / Internship - Capacity Building	
3. VMV Inculcation In forms and processes	
4. Ensuring smooth and robust business Partnering with all stakeholders	

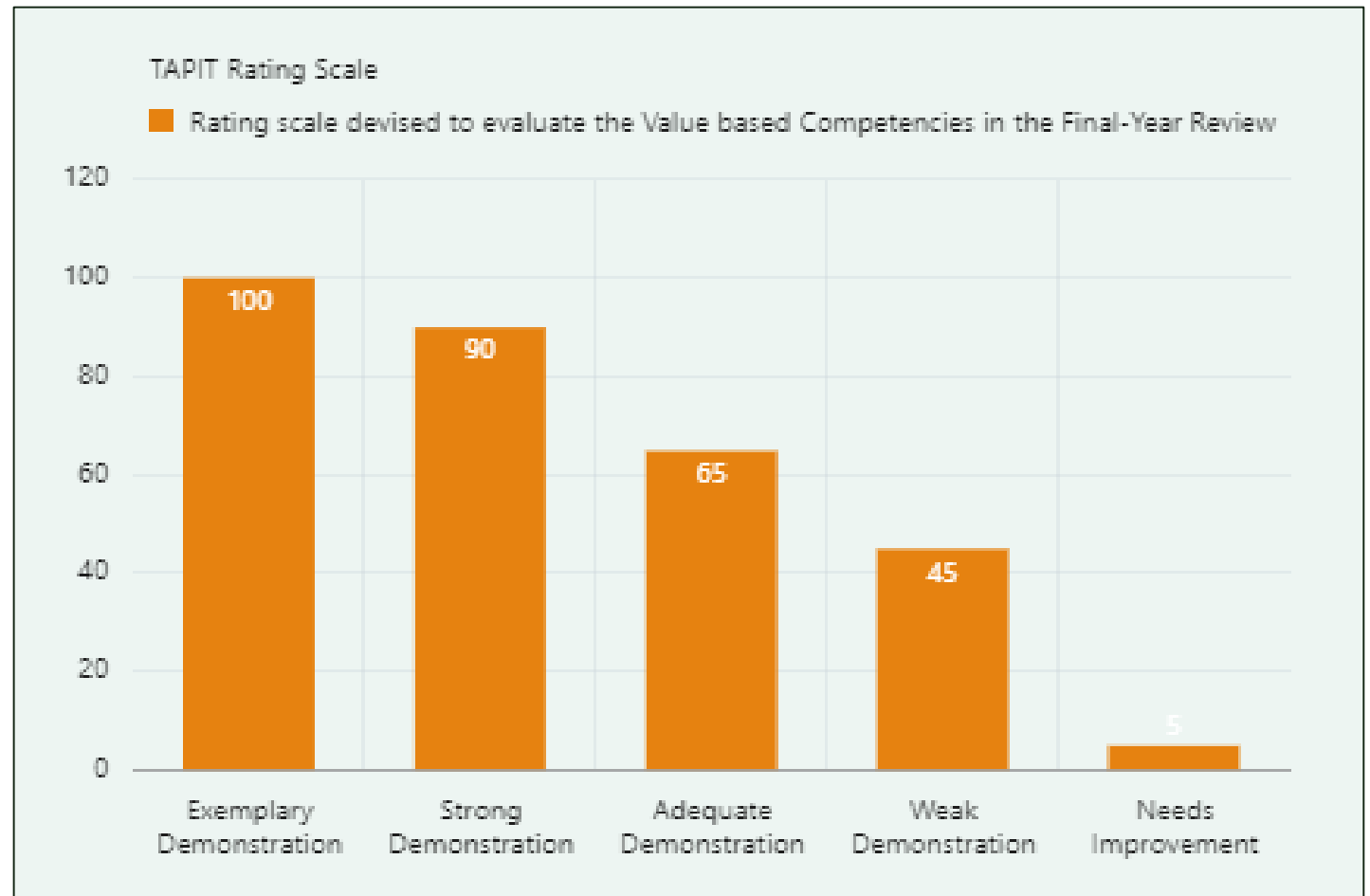
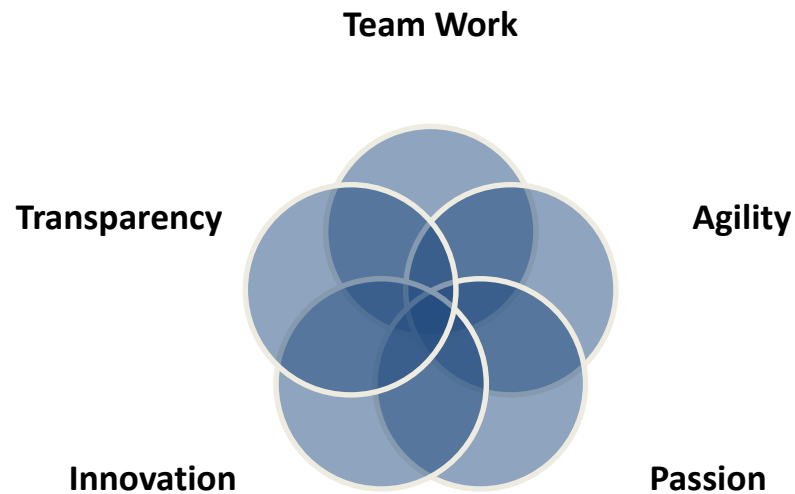
Mid Reviews Closure

- ❖ Mid Reviews Closure after Line Manager Approvals
- ❖ Appraisals can be Viewed.
- ❖ Appraisals cannot be **Modified**.



Appraisal Activity - Appraisals Activity will be Live Soon.

Competencies



Final Stage:

Employee Appraisal (Goals and Competencies) reviewed by **Employee** himself then by **Line Manager** and finally by **Skip Manager** .

Appraisal Full Year Reviews



CALIBRATION

Graphical representation in **Bell Curved** showing Expected Vs Actual Calibration.

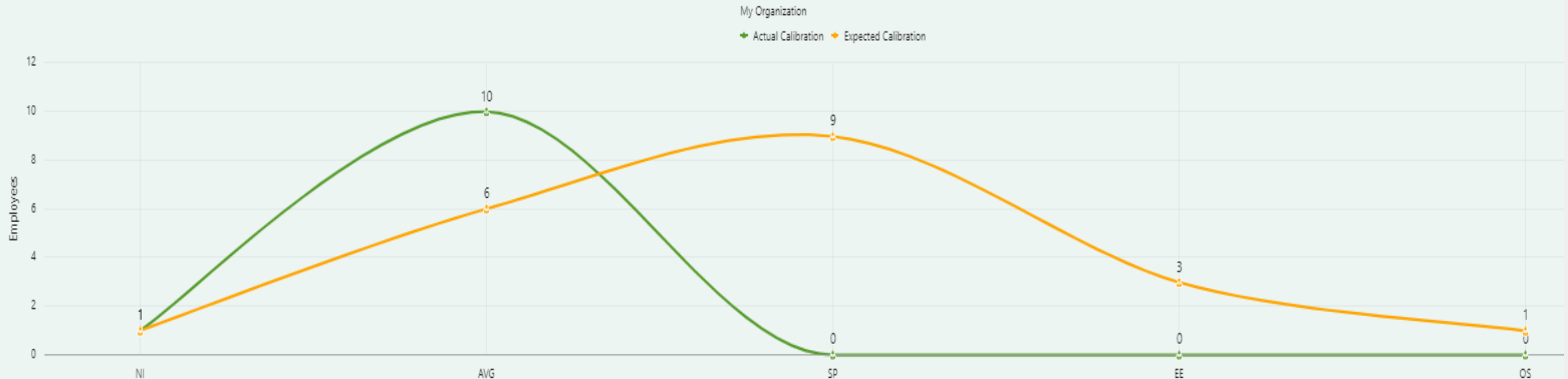
Expected derives from Template Data.
Actual derives from Appraisals Data.



Available Options:

- Approve Calibration
- Revert Calibration

My Organization



Employee Calibration

 Employee Calibration

Code

966

Name

Current Salary

67050

Line Manager Rating

Skip Manager Rating

Function Head Rating

HR Rating *

NI Needs Improvement

Proposed Increment (%)

0

Structure Increase (%)

5

Structural Amount (PKR)

10000

Promotion Recomend

☒

Promotion Amount

3352.5

Promoted To

Senior Executive

Designation (To Be)

System Calculated

13352.5

By Pass Increment

☐

Final Gross

80403

Remarks

Cancel

Apply Changes

HR Review

Separate Form
for update
Appraisals Data
is also
available, this
form allows **HR
Executive** to
cross check the
Values.

Management Dashboard



You Can't Control What you Don't Monitor

Select Appraisal :

Annual Appraisals FYO 2023-2024

418

Over All Employees

376

Active Employees

372

Eligible For Appraisals

44

Separated

2

Ineligible For Appraisals

8

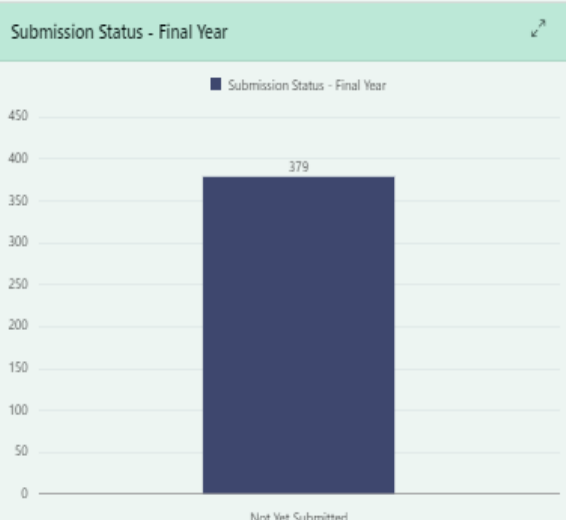
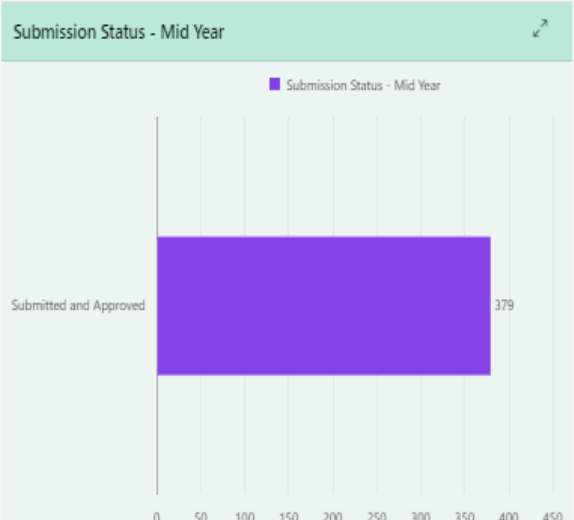
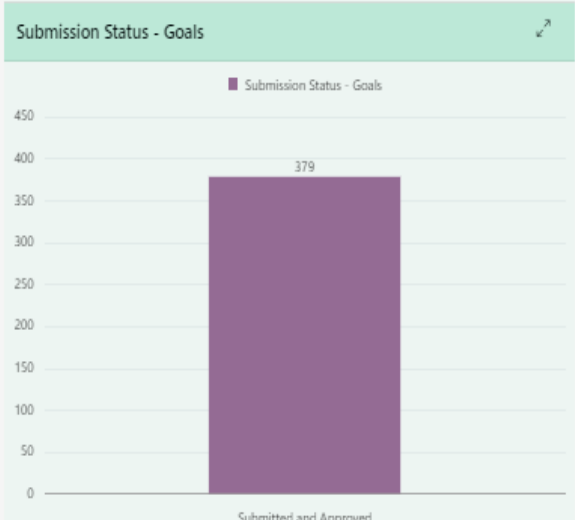
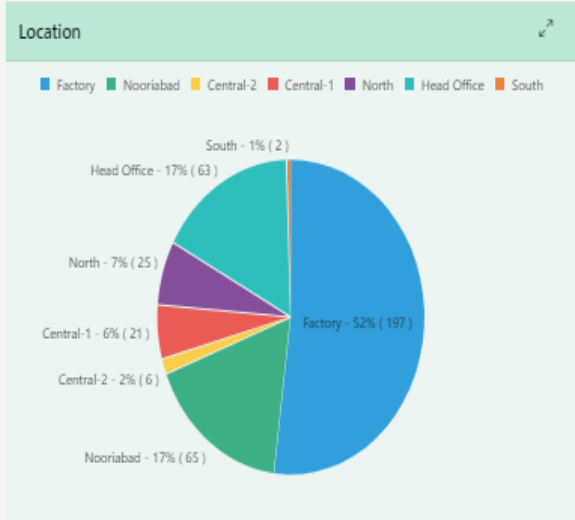
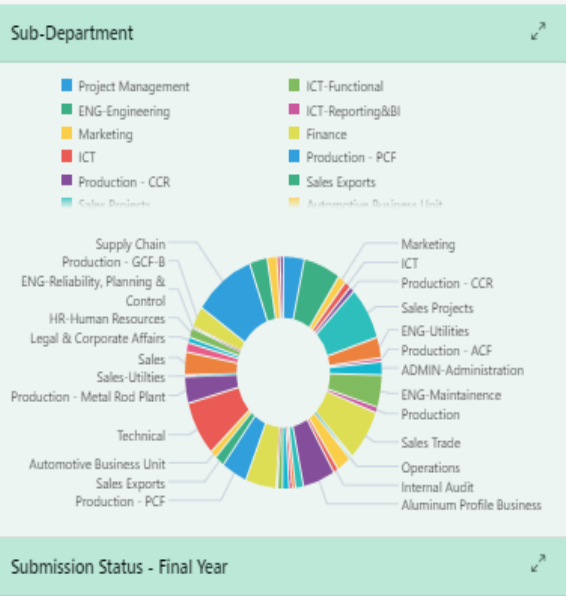
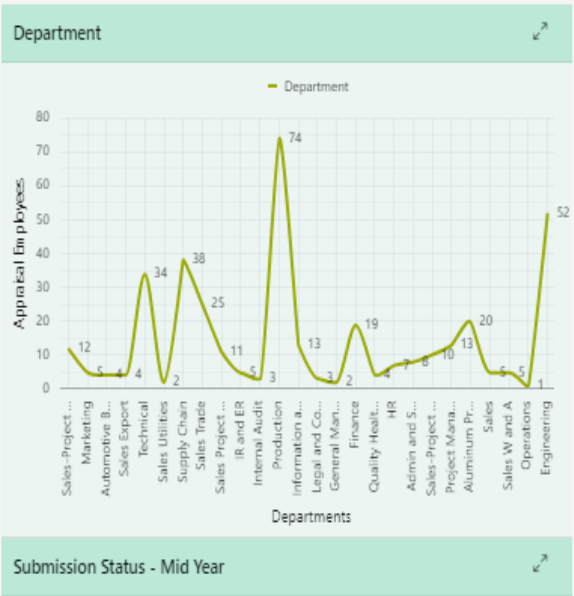
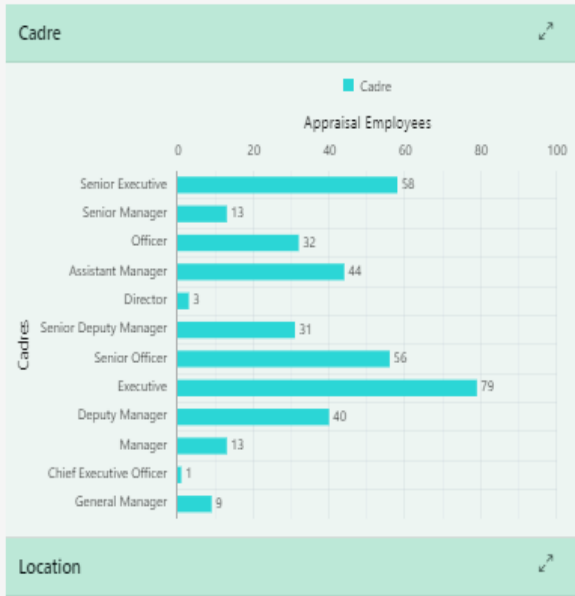
Average Tenure (Years)

41

Average Age (Years)

Total Employee(s) in Appraisals: 379	No. of Goal(s) Allowed: 5	Appraisals Activity will be Live Soon.	Appraisal Promotion (%): 5	Appraisal Budget (%): 15
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Corporate Dashboard



Organization Review

Management Final Approval

You are **Recognized**

Employee Appraisals
were finally
reviewed by
Management for

Approval.