

grosu

Quick Guide

Review Letter User Guide

Sign In

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Where do you want to start from today?

Home

? [Forgot Password](#)

Login

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Log in to your GroSum Account
account. (Only Admin Rights)



home

Souvik Majumdar ▾

Home - Reviews - Instant Feedback - Repository - Analytics



My Performance Measures



My Review Form

My Profile

[\(details\)](#)

Quick Links

[Setup](#)

Where do you want to go? Take a shortcut

Setup GroSum Account

Manage Employee Data

My Tasks

My Reviews

My Profile

Click on My Reviews

My Reviews

[Start a Review](#)Showing **All**, Open, Closed**Previous Review**

30 Jun 2016 - 29 Jun 2017

OPEN

Sample 360

01 Jun 2016 - 31 May 2017

OPEN

Sample Review

01 Sep 2015 - 31 Aug 2016

OPEN

Quarterly Review

01 Aug 2015 - 31 Jul 2016

OPEN

Annual Review 13-14

01 Apr 2014 - 31 Mar 2015

CLOSED



Click on any Review.

What are you doing here?

Here you find the list of all the **Performance Reviews** that you have conducted.

Want to get in? Click on the **name of the review**.

Quick Links

[Review Templates](#)[360° Feedback Templates](#)

Support

[Knowledge Base](#)[New Ticket](#)

My Reviews

Showing All, Open, Closed

Previous Review

30 Jun 2016 - 29 Jun 2017

Sample 360

01 Jun 2016 - 31 May 2017

Sample Review

01 Sep 2015 - 31 Aug 2016

Quarterly Review

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Annual Review 13-14

01 Apr 2014 - 31 Mar 2015

[Start a Review](#)

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Quick Links












[Review Templates](#)[360° Feedback Templates](#)

Support

[Knowledge Base](#)[New Ticket](#)

Quarterly Review

Where do you want to go?

-  [Configure this Review](#)
-  [Plan & Schedule](#)
-  [Review Status](#)
-  [My Tasks](#)
-  [Grading](#)
-  [Final Promotion](#)
-  [Review Letters](#)
-  [Close Review](#)
-  [View Everyone's Reviews](#)
-  [Reports](#)
-  [Unlock](#)

Click on Review Letters



No, let me be on my own !!!

reviews ▼

Plivo Trial-Q1

show me ▼



Souvik Majumdar ▼

Filter by **All Departments** ▼ **All bands** ▼ **Search Employee** ▼Click ICON to download
sample format

Choose file

Upload

0 Issued 5 Pending

Showing All | Issued | Pending

Employee	Review Letter Template	Status
Shreya N (ID : 5) HR,TA Specialist	Review + Promotion + Increment ▼ For:	Pending
Sneha (ID : 4) HR,TA Specialist	Review + Promotion + Increment ▼ For:	Pending
Venu (ID : 2) Operations,Head of Operations	Review + Promotion + Increment ▼ For:	Pending
Srikanth (ID : 3) HR,HR Manager	Review + Increment Letter ▼ Review + Promotion + Increment Promotion + Incentive Review + Increment Letter	Pending
Pradeep I (ID : 6) Finance,Finance Specialist	For:	Pending

Click on Pending

Select on the last template. You can design templates for various situations and use it.

the system will automatically default the Letter Templates. Make changes if necessary & issue/download the letters.

Quick Links

- [Configure Plan & Schedule](#)
- [Review List](#)
- [My Task](#)
- [Custom Data Generate](#)

Support

- [Knowledge Base](#)
- [New Ticket](#)

Save

Issue

View All

Remember to SAVE if you have made any changes

the system will automatically default to the Letter Templates.
Make changes if necessary & the letters.

 **Pradeep K P** (ID
Finance, Finance S



Date: 1st April 2016

Srikanth

Employee ID: 3

Title: HR Manager

Location: Bengaluru

Dear Srikanth

Performance review allows us to look at the accomplishments and contributions you have made to the organization over the past months. We take this opportunity to thank you for being a part of the success of Plivo.

Your 2015-16 performance rating is: **"86.75"**

A Closer Look

The annualized compensation is itemized as follows:

	Current Compensation	New Compensation (Effective April 1, 2016)
Total Cost to Company	INR 800,000	INR 872,000

Please note that the condition pertaining to your compensation as specified in this letter supersedes any previous

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You are an Expert Now

