GroSum
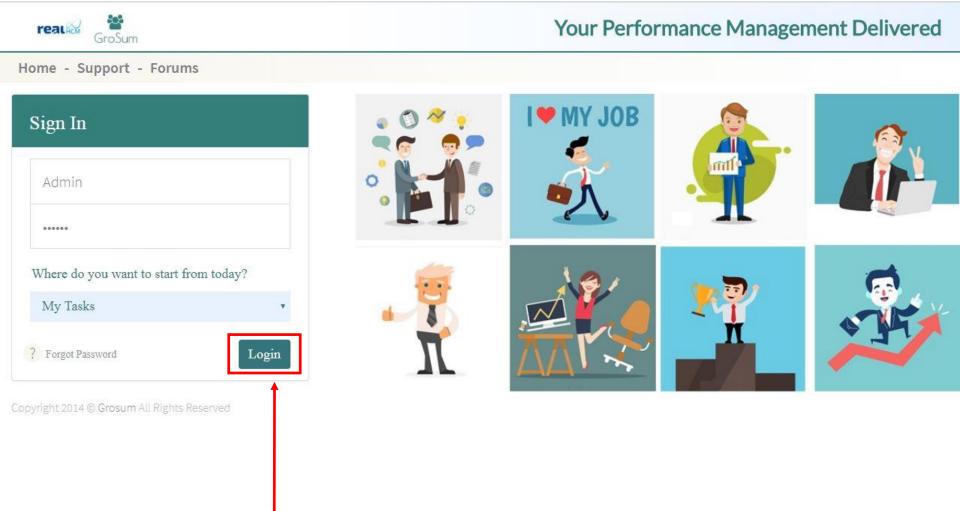
Quick Guide
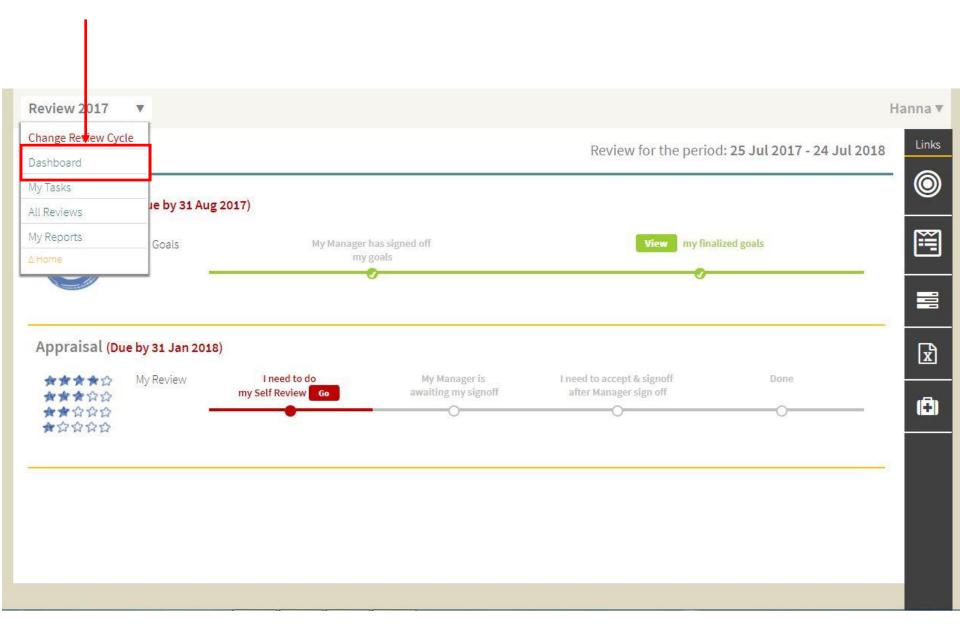
Self Appraisal

1. Employee logs into PMS & goes to dashboard

Login into PMS

Go to Dashboard

Review 2017 ▼   Hanna ▼

Change Review Cycle   Review for the period: 25 Jul 2017 - 24 Jul 2018

Dashboard

My Tasks   ue by 31 Aug 2017)

All Reviews

My Reports   Goals   My Manager has signed off   View   my finalized goals
                                               my goals
△ Home
                                                       ✓   ✓

Appraisal **(Due by 31 Jan 2018)**

★★★★☆   My Review   I need to do   My Manager is   I need to accept & signoff   Done
★★★☆☆   my Self Review Go   awaiting my signoff   after Manager sign off
★★☆☆☆
★☆☆☆☆   ●   ○   ○   ○
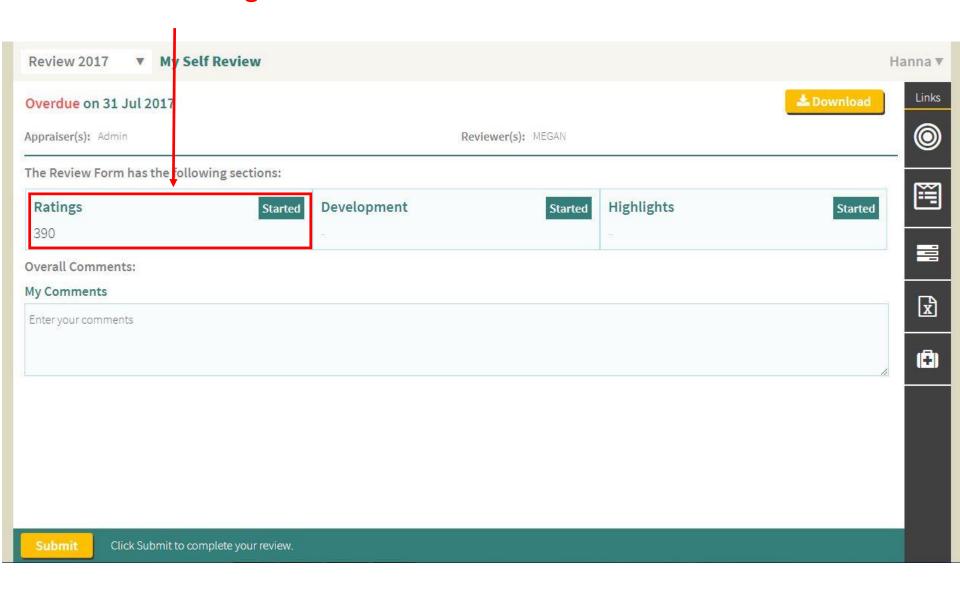
Links

2. Under Appraisal, Employee sees a red link – I need to do Self Review – GO
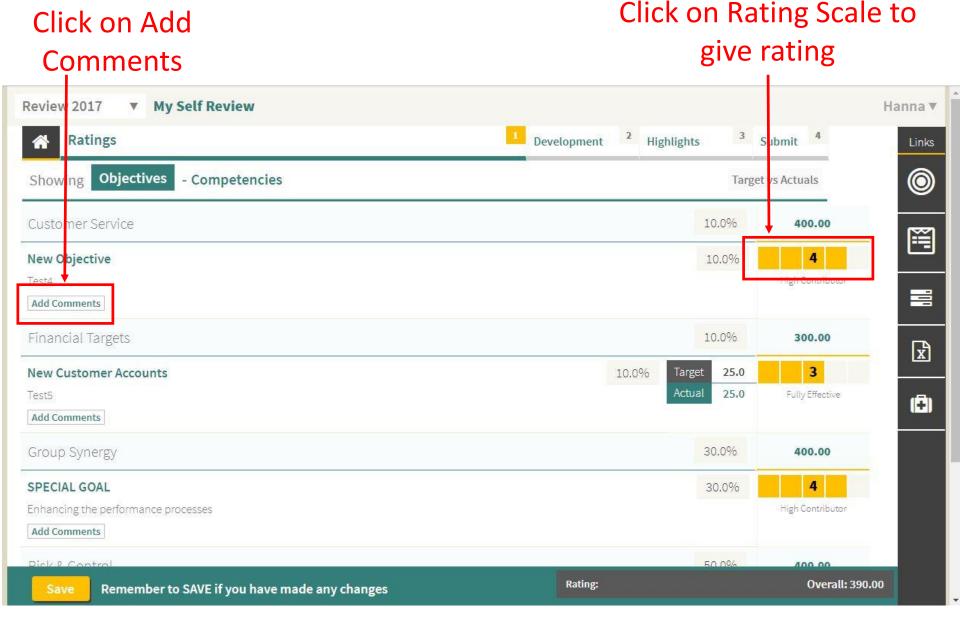
3. Employee clicks the link to start self review

Click link to start
self review

4. In the Appraisal screen, the employee can see all the forms that he has to provide inputs on – Ratings, Development etc.

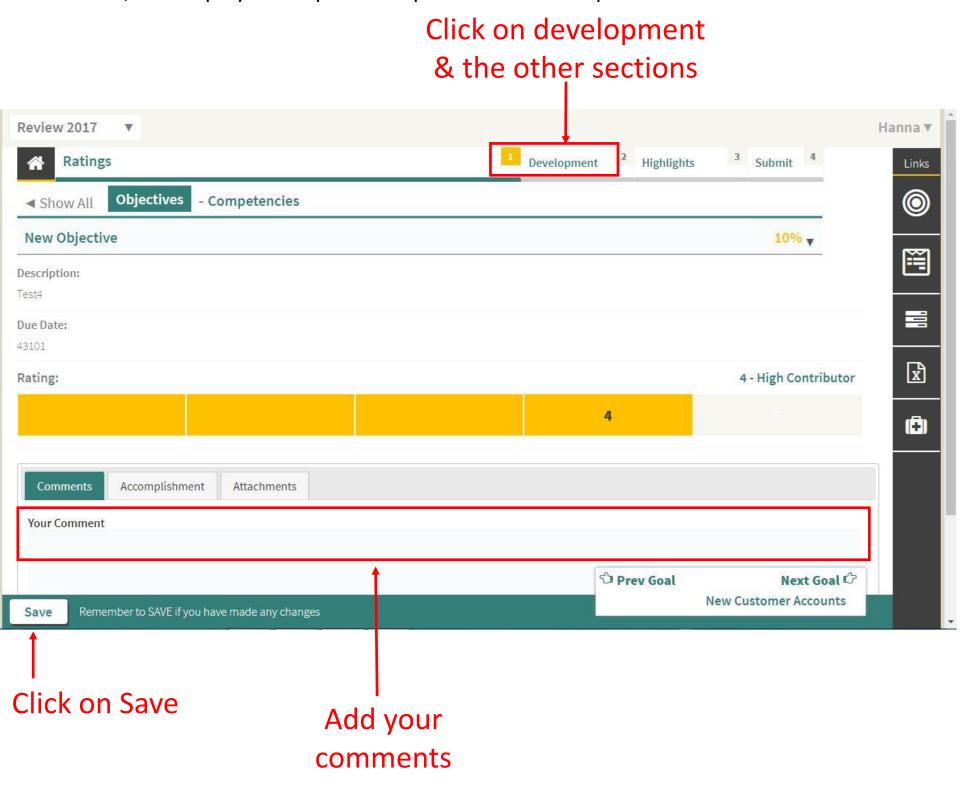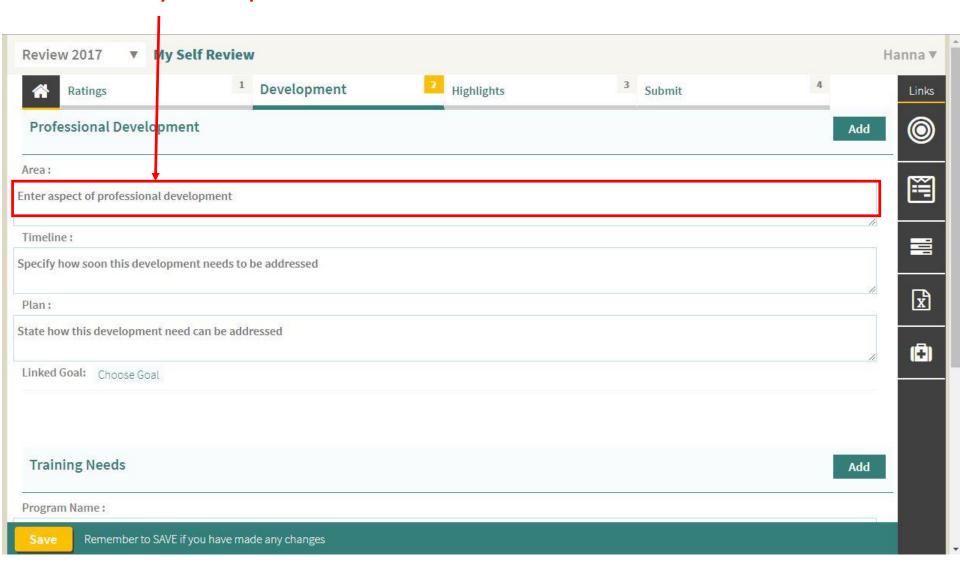5. The Employee clicks on Ratings to provide ratings to objectives & competencies.

Click on Ratings

6. In the Ratings section, the employee can see the list of objectives. Against each subjective objective, there is a rating scale provided to give rating. The employee clicks on a rating from the scale to give rating. He clicks on SAVE – the screen refreshes and the employee can see the rating is given.

7. For measurable goals, the employee can update the actual performance against the set target. Based on the actuals, the system automatically determines a rating.

8. If the employee wants to add comments, he can click on ADD COMMENTS

Click on Add Comments

Click on Rating Scale to give rating

9. In the ADD COMMENTS, the employee can add comments, accomplishments etc & click on SAVE. The details are successfully saved.

10. Next, the employee can provide inputs on the development & the other sections.

Click on development & the other sections

Click on Save

Add your comments

Enter your inputs

Review 2017 ▼ **My Self Review**   Hanna ▼

🏠 Ratings | ¹ Development | ² Highlights | ³ Submit | ⁴   Links

Professional Development   Add

Area :

Enter aspect of professional development

Timeline :

Specify how soon this development needs to be addressed

Plan :

State how this development need can be addressed

Linked Goal: Choose Goal

Training Needs   Add

Program Name :

Save   Remember to SAVE if you have made any changes
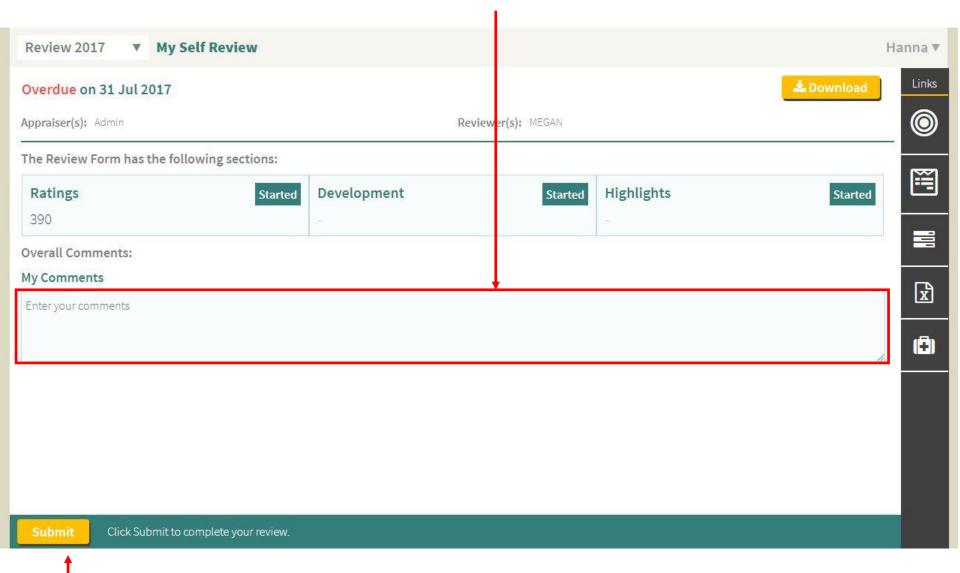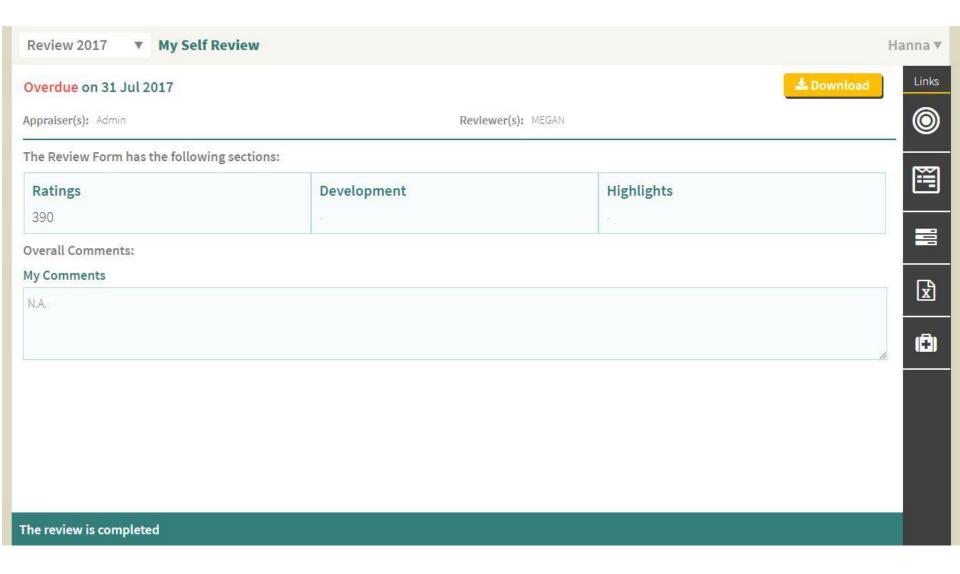
11. Finally, once self-appraisal is completed, the employee can enter final comments and submit the appraisal. No further changes can be done by the employee.

Enter your comments

Review 2017 ▼ **My Self Review**   Hanna ▼

Overdue on 31 Jul 2017   ⬇ Download   Links

Appraiser(s): Admin   Reviewer(s): MEGAN

The Review Form has the following sections:

Ratings	Started	Development	Started	Highlights	Started
390		–		–	

Overall Comments:

My Comments

Enter your comments

Submit   Click Submit to complete your review.

Click on Submit

12. Email alert is sent to Appraiser that employee has submitted the self-appraisal and now, Appraiser can start the appraisal.

Overdue on 31 Jul 2017   ⬇ Download

Links

Appraiser(s): Admin   Reviewer(s): MEGAN

The Review Form has the following sections:

Ratings	Development	Highlights
390	-	-

Overall Comments:

My Comments

N.A.

The review is completed

GroSum

You are an Expert Now