

GroSum

Quick Guide

Appraiser's Review

1. Appraiser receives email that employee has submitted self-appraisal and can now start the appraisal.
2. Appraiser logs into PMS & goes to dashboard

Sign In

Admin

.....

Where do you want to start from today?

My Tasks

? Forgot Password

Login



Login into PMS

Go to Dashboard

Review 2017

Change Review Cycle

Dashboard

Configurations

Plan & Schedule

Review Status

My Tasks

All Reviews

Grading

Final Promotion

View Everyone's

Review Letters

Close Review

My Reports

Unlock

Audit Trail

Home

Quick Links

Admin

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

Links

Review by 31 Aug 2017)

Appraisees

All 40 Appraisees have signed off

I have signed off for all 40 Appraisees

View

Appraisees' finalized goals

Review by 31 Jan 2018)

Appraisees

All Appraisee(s) have signed off Self Review

I have to complete review of 2 employee(s)

Reviewer still to sign off for 2 employee(s)

35 Appraisee(s) still to accept & signoff

1 Appraisee(s) have accepted the Review

Staff Details

Target Vs. Actual

HR Signoff

Reviewers

All Appraisee(s) have signed off Self Review

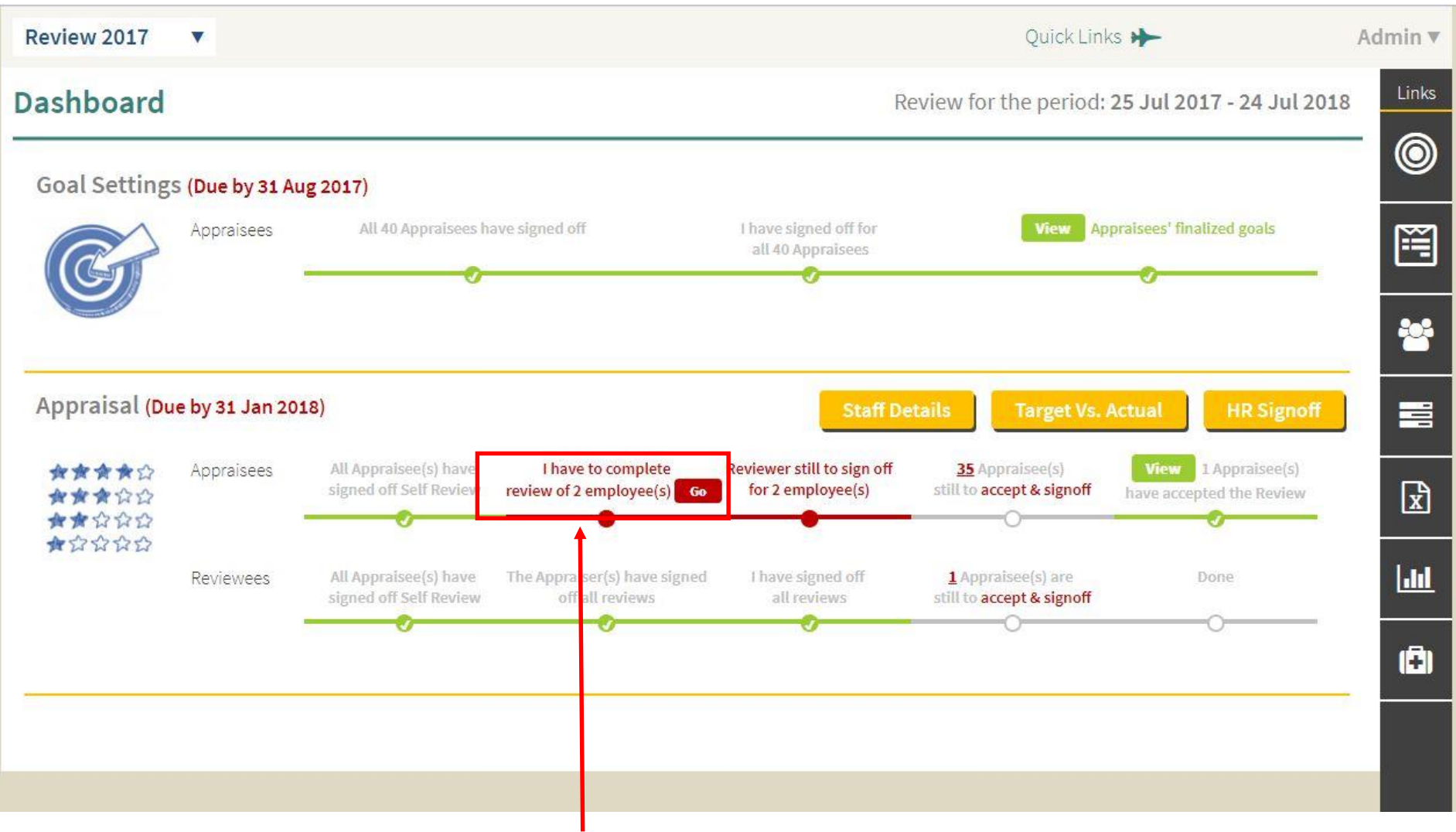
The Appraiser(s) have signed off all reviews

I have signed off all reviews

1 Appraisee(s) are still to accept & signoff

Done

- 3. Under Appraisal, Appraiser sees a red link – I have to complete review of reviewees – GO
- 4. Appraiser clicks the link to start appraisal of employee



Click link to start appraisal of employee

5. In the Appraisal screen, on the left hand menu, Appraiser can see the list of employees whose appraisals have to be done by the Appraiser. The Manager can see the status too – whether employee has submitted or not. The Manager selects the employee for whom appraisal has to be done.
6. The screen refreshes & Appraiser can see the appraisal home screen of the employee with summary details of the employee's self-appraisal and staff related details.
7. The appraiser can also see all the forms that he has to provide inputs on – Ratings, Development etc.
8. The Appraiser clicks on Ratings to provide ratings to objectives & competencies.

Select Employee

Click on Ratings

The screenshot shows the appraisal interface for employee Hanna. On the left, a sidebar lists employees under 'Appraisee(s)'. Hanna is selected, highlighted with a red box and a red arrow labeled 'Select Employee'. The main area shows the review details for Hanna, including the review year (2017), reviewer (MEGAN), and a status of 'Overdue on 18 Jan 2018'. A red arrow labeled 'Click on Ratings' points to the 'Ratings' section in the 'The Review Form has the following sections:' table. This table includes sections for Ratings, Development, Highlights, and Promotion, each with a 'Started' status. Below this, there are sections for 'Overall Comments' and 'My Comments'. At the bottom, an 'Overall Rating' section shows a scale from 6 to 0, with 3 selected. A 'Submit' button is at the bottom right.

Review 2017 Review: Hanna Quick Links Admin

Type & Search Emp. Name: Hanna

Appraisee(s)

Hanna

Hanna

Showing 1 to 2 of 2 entries (filtered from 40 total entries)

Overdue on 18 Jan 2018

Reviewer(s): MEGAN

Staff Details Download

The Review Form has the following sections:

Ratings	Started	Development	Started	Highlights	Started	Promotion
Self : 390.0 Reviewers : 300		Self : None Reviewers : None		Self : None Reviewers : None		Reviewers : No

Overall Comments:

Hanna

N.A.

My Comments

Enter your comments

Overall Rating: 6 4 3 1 0 (Know More)

Submit Click Submit to submit.

9. In the Ratings section, the appraiser can see the list of objectives and the employee's ratings against each. For each subjective objective, there is a rating scale provided to give rating. The appraiser clicks on a rating from the scale to give rating. He clicks on SAVE – the screen refreshes and the appraiser can see the rating is given.
10. For measurable goals, the appraiser can update the actual performance against the set target. Based on the actuals, the system automatically determines a rating.
11. If the appraiser wants to add comments, he can click on ADD COMMENTS

Click on
Comments

Click on Rating Scale
to give rating

Review 2017 Review: Hanna Quick Links Admin

Type & Search Emp. Name: Appraiser(s)

Abbz Simha ✓ Abdul Haleem ✓ Achernar ✓ Acrab ✓ Ahamed ✓ ALAN [] Algieba ✓ Algol ✓ Algorab ✓ Ali Al Ali ✓ Alphard ✓ Alphecca ✓ Alta ✓ Aman Balaji ✓

2 Open, 38 Completed

Save Remember to SAVE if you have made any changes

Appraiser Rating: Employee Rating: Overall: 300.00 Overall: 390.00

Showing: Objectives - Competencies	Target vs Actuals	Appraiser	Rating
Customer Service	10.0%	400.00	300.00
New Objective	10.0%	4	3
Financial Targets	10.0%	300.00	300.00
New Customer Accounts	10.0%	Target 25.0 Actual 25.0	3 3
Group Synergy	30.0%	400.00	300.00
SPECIAL GOAL	30.0%	4	3

12. In the ADD COMMENTS, the appraiser can see what details the employee has added and he also can add comments, accomplishments etc & click on SAVE. The details are successfully saved.
13. Next, the appraiser can provide inputs on the development & the other sections.

Click on development &
other sections

The screenshot shows a web application for performance reviews. On the left is a sidebar with a search bar and a list of employees, each with a green checkmark. The main content area has a top navigation bar with tabs: 'Ratings' (active), 'Development', 'Highlights', 'Promotion', and 'Submit'. The 'Development' tab is highlighted with a red box and a red arrow pointing to it from the text 'Click on development & other sections'. Below the tabs, there are sub-tabs: 'Show All', 'Objectives', and 'Competencies'. The 'Objectives' sub-tab is active. The main form area contains fields for 'New Objective' (with a 10% progress indicator), 'Description' (containing 'Test4'), and 'Due Date' (containing '43101'). Below these is the 'Appraiser Rating' section, showing a rating of '3 - Fully Effective' out of 4. The rating is displayed as a bar chart with 3 yellow segments and 1 grey segment. At the bottom of the form, there are tabs for 'Comments', 'Accomplishment', and 'Attachments'. The 'Comments' tab is active, and a red box highlights the 'Your Comment' text input field, with a red arrow pointing to it from the text 'Enter your comments'. Below the comment field is a 'Save' button, which is also highlighted with a red box and a red arrow pointing to it from the text 'Click on Save'. At the bottom right, there are buttons for 'Prev Goal' and 'Next Goal', with 'Next Goal' being the active one, showing 'New Customer Accounts'.

Click on Save

Enter your
comments

Add inputs on the
development

Review 2017

Review: Hanna

Quick Links

Admin

Home

Ratings

Development

Highlights

Promotion

Submit

Links

Type & Search Emp. Name:

Appraisee(s)

Abbz Simha

Abdul Haleem

Achernar

Acrab

Ahamed

ALAN

Algieba

Algol

Algorab

Ali Al Ali

Alphard

Alphecca

Alta

Aman Balaji

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 :

3 Open, 37 Completed

Save

Remember to SAVE if you have made any changes

14. In the Promotion section, the appraiser can recommend for promotion as well as provide inputs on Emerging Talent Identification.

Click on Yes, I recommend for Promotion

Review 2017 Review: Hanna Quick Links Admin

Home Ratings 1 Development 2 Highlights 3 Promotion 4 Submit 5 Links

Type & Search Emp. Name: Appraisee(s)

Abbz Simha	✓
Abdul Haleem	✓
Achernar	✓
Acrab	✓
Ahamed	✓
ALAN	☐
Algieba	✓
Algol	✓
Algorab	✓
Ali Al Ali	✓
Alphard	✓
Alphecca	✓
Alta	✓
Aman Balaji	✓

Recommendations for Promotion Emerging Talent

☒ Yes, I recommend Hanna for promotion

Current Profile : Microsoft Technical; Kuwait; Band 1; Microsoft techncial

Department : Corporate Banking

Business Unit : Kuwait

Band : Band 1

Position : Microsoft techncial

(Select OTHERS if you can't find the designation you want to recommend)

Reasons for Transfer & Promotion Add

Assignments Handled :

Development of Skills & Ability :

2 Open 27 Completed Save Remember to SAVE if you have made any changes

javascriptvoid(0)

Click on Select to provide inputs on
Emerging Talent Identification

Review 2017 ▾ Review: Hanna Quick Links ➤ Admin ▾

Home Ratings 1 Development 2 Highlights 3 Promotion 4 Submit 5

Recommendations for Promotion Emerging Talent

The 9-Blocker Grid Assessment

Select

Please Indicate the Employee Potential

Select

Talent Pool

Select

Please Indicate Risk of Leaving

Select

Development Required

3 Open, 37 Completed Save Remember to SAVE if you have made any changes

Type & Search Emp. Name:

Appraisee(s)

Abbz Simha ✓

Abdul Haleem ✓

Achernar ✓

Acrab ✓

Ahamed ✓

ALAN

Algieba ✓

Algol ✓

Algorab ✓

Ali Al Ali ✓

Alphard ✓

Alphecca ✓

Alta ✓

Aman Balaji ✓

Links

Target

Calendar

People

Documents

Excel

Charts

Medical

15. Once ratings are done, the system automatically calculates an Overall Rating. The Appraiser can add final comments and click SUBMIT to complete the Appraisal process. No further changes can be done by the Appraiser.

Review 2017 ▾ Review: Hanna Quick Links ➤ Admin ▾

Type & Search Emp. Name:

Appraisee(s) ▴ ▾

- Abbz Simha ✓
- Abdul Haleem ✓
- Achernar ✓
- Acrab ✓
- Ahamed ✓
- ALAN ▢
- Algieba ✓
- Algol ✓
- Algorab ✓
- Ali Al Ali ✓
- Alphard ✓
- Alphecca ✓
- Alta ✓
- Aman Balaji ✓

Overdue on 18 Jan 2018

Reviewer(s): MEGAN

The Review Form has the following sections:

Ratings	Development	Highlights	Promotion
Self : 390.0 Reviewers : 300	Self : None Reviewers : None	Self : None Reviewers : None	Reviewers : No

Overall Comments:

Hanna

N.A.

My Comments

Enter your comments

Overall Rating : 6 4 3 1 0 (Know More)

2 Open, 38 Completed

Submit Click Submit to submit.

Click SUBMIT

Enter your
comments

16. Email alert is sent to Reviewer that Appraiser has submitted the appraisal and now, reviewer can start review.

Review 2017

Type & Search Emp. Name:

Appraisee(s)

Abbz Simha

Abdul Haleem

Achernar

Acraab

Ahamed

ALAN

Algieba

Algol

Algorab

Ali Al Ali

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Alphecca

Alta

Aman Balaji

2 Open, 38 Completed

Review: Hanna

Quick Links

Admin

Overdue on 18 Jan 2018

Staff Details

Download

Reviewer(s): MEGAN

The Review Form has the following sections:

<div>Ratings</div> <div>Self : 390.0</div> <div>Reviewers : 300</div>	<div>Development</div> <div>Self : None</div> <div>Reviewers : None</div>	<div>Highlights</div> <div>Self : None</div> <div>Reviewers : None</div>	<div>Promotion</div> <div>Reviewers : No</div>
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Overall Comments:

Hanna

N.A.

My Comments

N.A.

Overall Rating : 3 - Fully Effective (Know More)

The review is completed

Links

GroSum

You are an Expert Now

