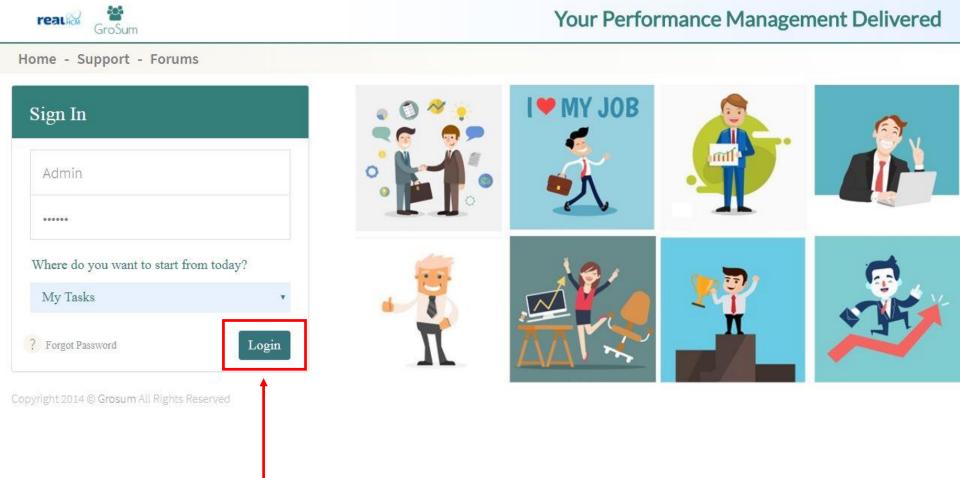
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Quick Guide

Reviewer's Review

- 1. Reviewer receives email that appraiser has submitted appraisal and can now start the review.
- 2. Reviewer logs into PMS & goes to dashboard



Login into PMS

Go to Dashboard



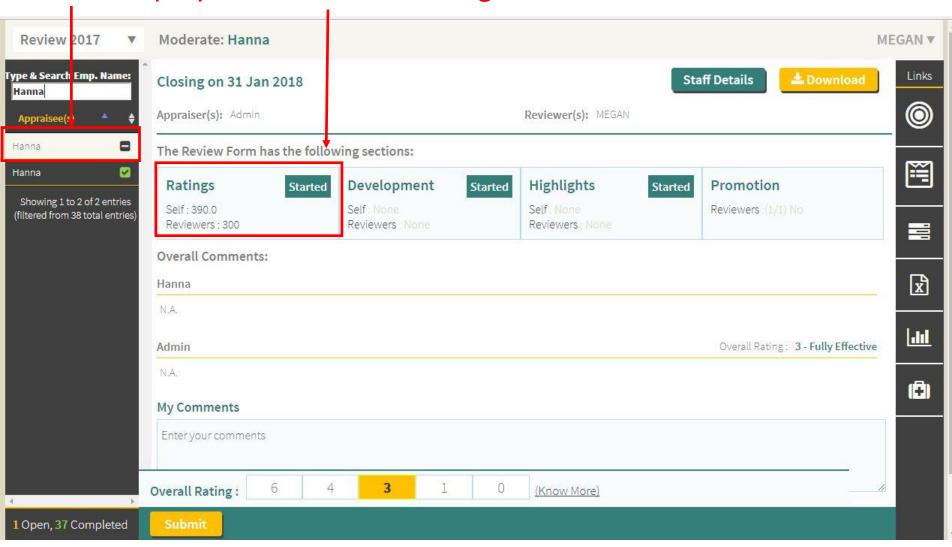
- 3. Under Appraisal, Reviewer sees a red link I have to complete review of reviewees GO
- 4. Reviewer clicks the link to start appraisal of employee



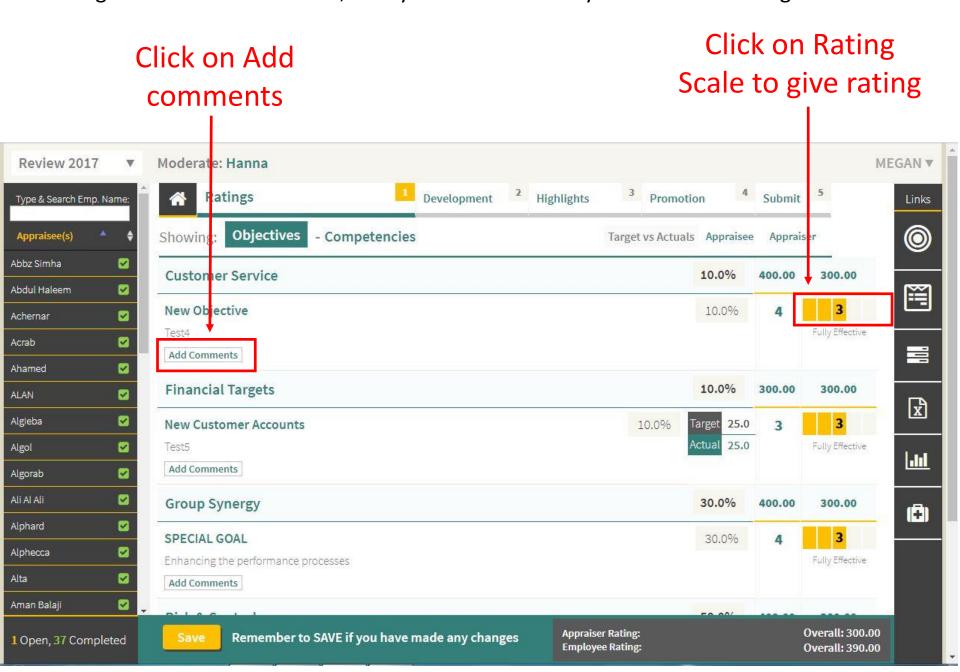
Click link to start appraisal of employee

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

Select Employee Clicks on Ratings

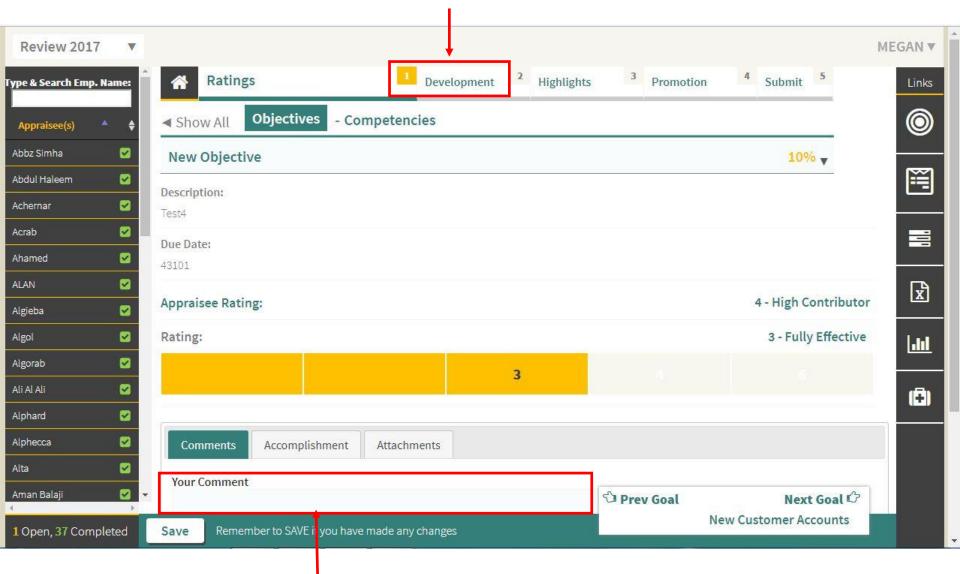


- 9. In the Ratings section, the Reviewer can see the list of objectives and the employee and Appraiser's ratings against each. For each subjective objective, there is a rating scale provided to give rating. The Reviewer clicks on a rating from the scale to change rating. He clicks on SAVE the screen refreshes and the Reviewer can see the rating is given.
- 10. For measurable goals, the Reviewer can update the actual performance against the set target. Based on the actuals, the system automatically determines a rating.



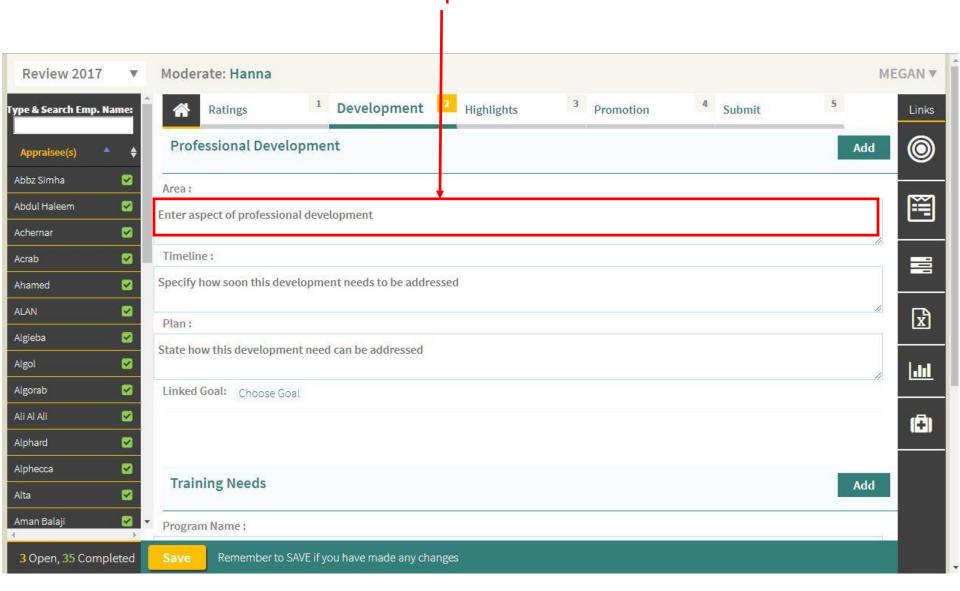
- 10. If the Reviewer wants to add comments, he can click on ADD COMMENTS
- 11. In the ADD COMMENTS, the Reviewer can see what details the employee & appraiser has added and he also can add comments, accomplishments etc & click on SAVE. The details are successfully saved.
- 12. Next, the Reviewer can review inputs on the development & the other sections.





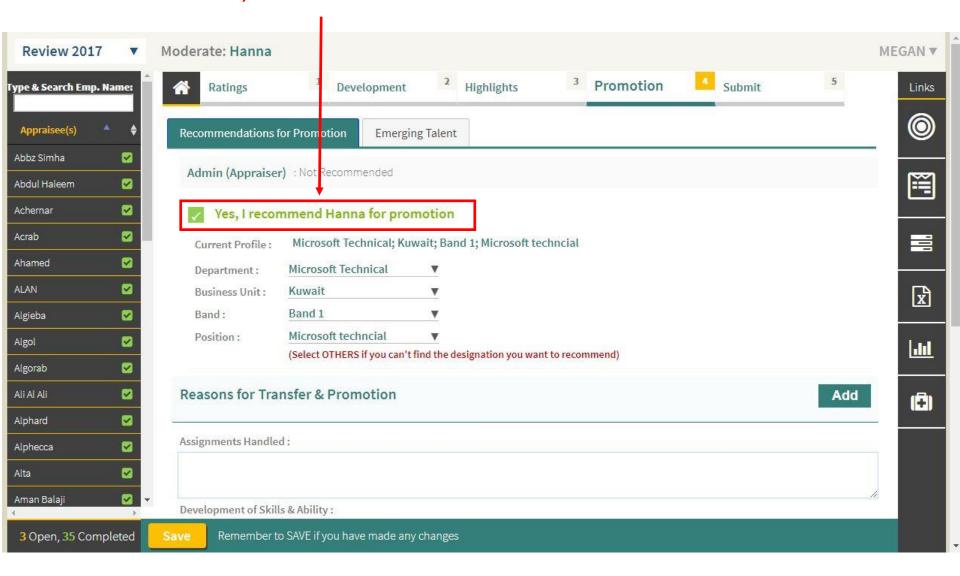
Add your comments

Add your inputs on development

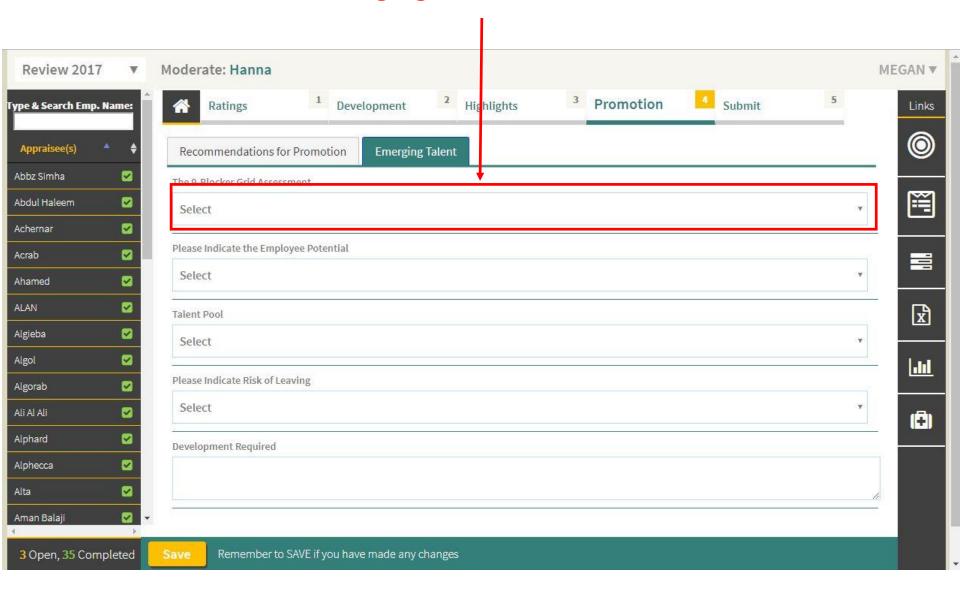


13. In the Promotion section, the Reviewer can review Appraiser recommendation for promotion as well as provide inputs on Emerging Talent Identification.

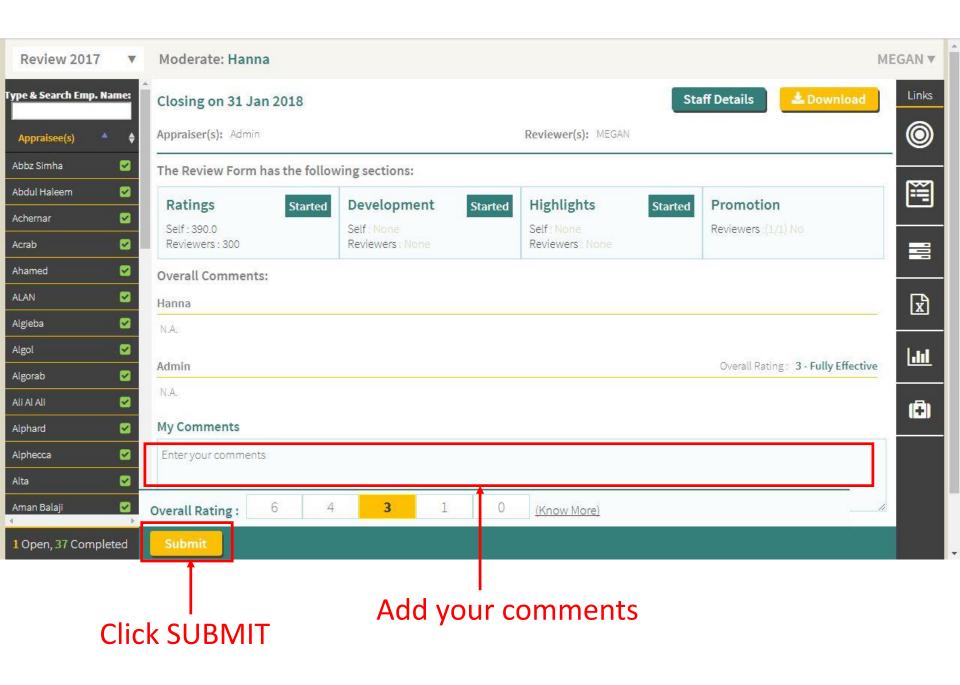
Click on Yes, I recommend for Promotion



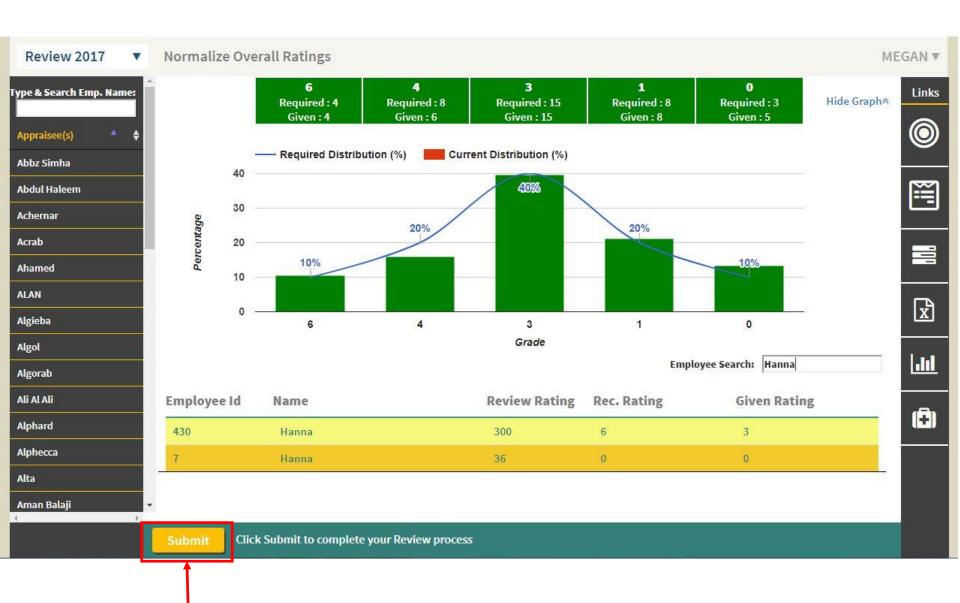
Click on Select to provide inputs on Emerging Talent Identification



- 14. Once appraisal is reviewed for all reviewees, the Reviewer can add final comments & click SUBMIT to check the normalization curve.
- 15. If the overall ratings match the normalization curve, the system will allow Reviewer to submit. Or else, the Reviewer has to manually change the objectives ratings of employees to fit the normalization curve.

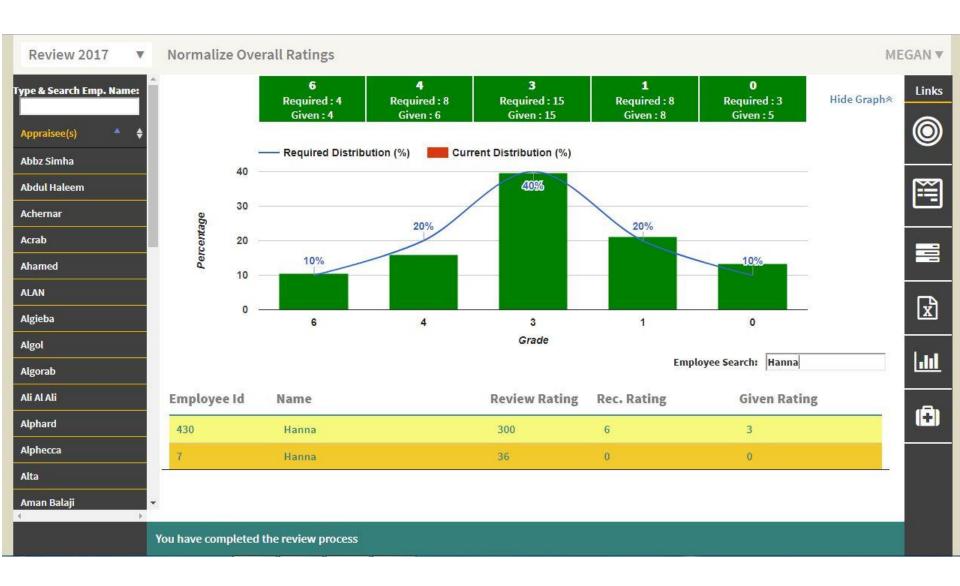


16. Once the normalization curve fitment is successful, the Reviewer can click SUBMIT to complete the Appraisal process. No further changes can be done by the Reviewer.



Click SUBMIT

You have completed the review process



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You are an Expert Now

