

GroSum

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

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

My Tasks

All Reviews

My Reports

Unlock

Home

MEGAN

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

Goals

My Manager has signed off my goals

View my finalized goals

Appraisal (Due by 31 Jan 2018)

★★★★★

My Review

I have signed off my Self Review

My Manager has signed off my review

I have confirmed my acceptance

View my final review

Reviewees

All Appraisee(s) have signed off Self Review

Appraiser(s) still to complete 1 review(s)

I have to complete 2 review(s) Go

35 Appraisee(s) are still to accept & signoff

Done

- 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

Review 2017

MEGAN

Dashboard

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

Goal Settings (Due by 31 Aug 2017)



My Goals

My Manager has signed off my goals

View my finalized goals

Appraisal (Due by 31 Jan 2018)

★★★★☆

★★★★☆

★★★★☆

★★★☆☆

My Review

I have signed off my Self Review

My Manager has signed off my review

I have confirmed my acceptance

View my final review

Reviewees

All Appraisee(s) have signed off Self Review

Appraiser(s) still to complete 1 review(s)

I have to complete 2 review(s) Go

35 Appraisee(s) are still to accept & signoff

Done

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

Review 2017 ▼ Moderate: Hanna MEGAN ▼

Type & Search Emp. Name: Hanna

Appraisee(s) Hanna Hanna

Closing on 31 Jan 2018

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

Staff Details Download Links

The Review Form has the following sections:

Ratings	Development	Highlights	Promotion
Started	Started	Started	
Self : 390.0 Reviewers : 300	Self : None Reviewers : None	Self : None Reviewers : None	Reviewers : (1/1) No

Overall Comments:

Hanna
N.A.

Admin
N.A.

Overall Rating : 3 - Fully Effective

My Comments

Enter your comments

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

1 Open, 37 Completed Submit

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.

Click on Add comments

Click on Rating Scale to give rating

Review 2017

Moderate: Hanna

MEGAN

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

1 Open, 37 Completed

Save

Remember to SAVE if you have made any changes

Appraiser Rating:
Employee Rating:

Overall: 300.00
Overall: 390.00

Ratings

Development

Highlights

Promotion

Submit

Showing: Objectives - Competencies

Target vs Actuals

Appraiser

Customer Service

10.0%

400.00

300.00

New Objective

10.0%

4

3

Test4

Add Comments

Financial Targets

10.0%

300.00

300.00

New Customer Accounts

10.0%

Target 25.0

Actual 25.0

3

3

Test5

Add Comments

Group Synergy

30.0%

400.00

300.00

SPECIAL GOAL

30.0%

4

3

Enhancing the performance processes

Add Comments

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.

Click on Development
& other sections

Review 2017

MEGAN

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 ✓

1 Open, 37 Completed

Ratings

1 Development 2 Highlights 3 Promotion 4 Submit 5

Show All Objectives - Competencies

New Objective 10%

Description: Test4

Due Date: 43101

Appraisee Rating: 4 - High Contributor

Rating: 3 - Fully Effective

Comments Accomplishment Attachments

Your Comment

Prev Goal Next Goal

New Customer Accounts

Save Remember to SAVE if you have made any changes

Add your comments

Add your inputs on
development

Review 2017

Moderate: Hanna

MEGAN

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

Ratings

Development

Highlights

Promotion

Submit

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 :

3 Open, 35 Completed

Save

Remember to SAVE if you have made any changes

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

Review 2017 ▼ Moderate: Hanna MEGAN ▼

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

Type & Search Emp. Name: Appraisee(s) ▲ ▼

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

Recommendations for Promotion Emerging Talent

Admin (Appraiser) : Not Recommended

☒ Yes, I recommend Hanna for promotion

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

Department : Microsoft Technical ▼

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 :

3 Open, 35 Completed Save Remember to SAVE if you have made any changes

Click on Select to provide inputs
on Emerging Talent Identification

Review 2017 ▾ Moderate: Hanna MEGAN ▾

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

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, 35 Completed Save Remember to SAVE if you have made any changes

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.

Review 2017

Moderate: Hanna

MEGAN

Type & Search Emp. Name:

Appraiser(s): Admin

Reviewer(s): MEGAN

Staff Details

Download

Links

Appraisee(s)

Abbz Simha

Abdul Haleem

Achernar

Acrab

Ahamed

ALAN

Algieba

Algol

Algorab

Ali Al Ali

Alphard

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Closing on 31 Jan 2018

The Review Form has the following sections:

Ratings

Started

Self : 390.0

Reviewers : 300

Development

Started

Self : None

Reviewers : None

Highlights

Started

Self : None

Reviewers : None

Promotion

Reviewers : (1/1) No

Overall Comments:

Hanna

N.A.

Admin

N.A.

Overall Rating : 3 - Fully Effective

My Comments

Enter your comments:

Overall Rating :

6

4

3

1

0

(Know More)

1 Open, 37 Completed

Submit

Click SUBMIT

Add your comments

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



GroSum

You are an Expert Now

