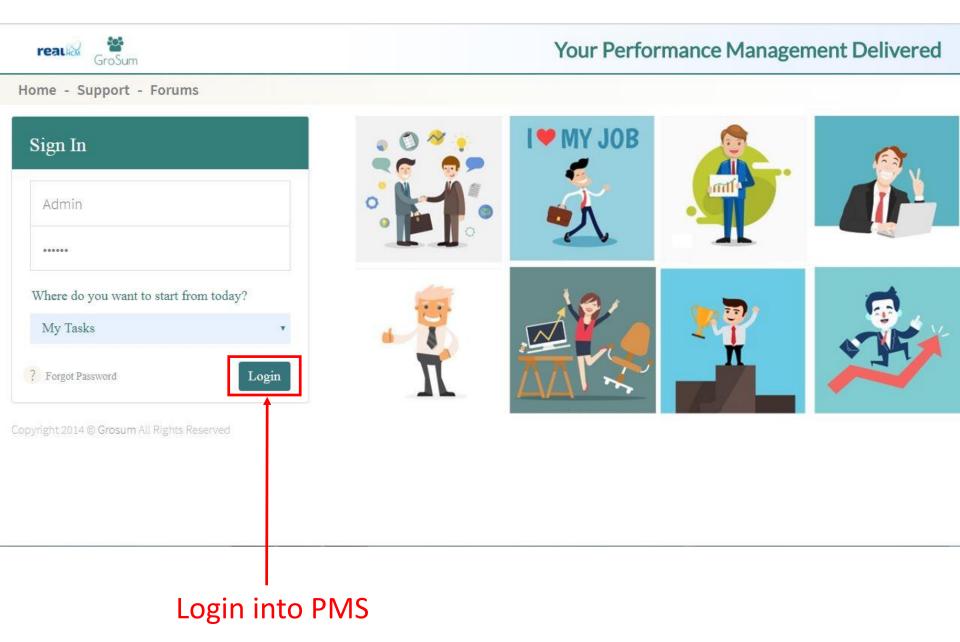
# GroSum

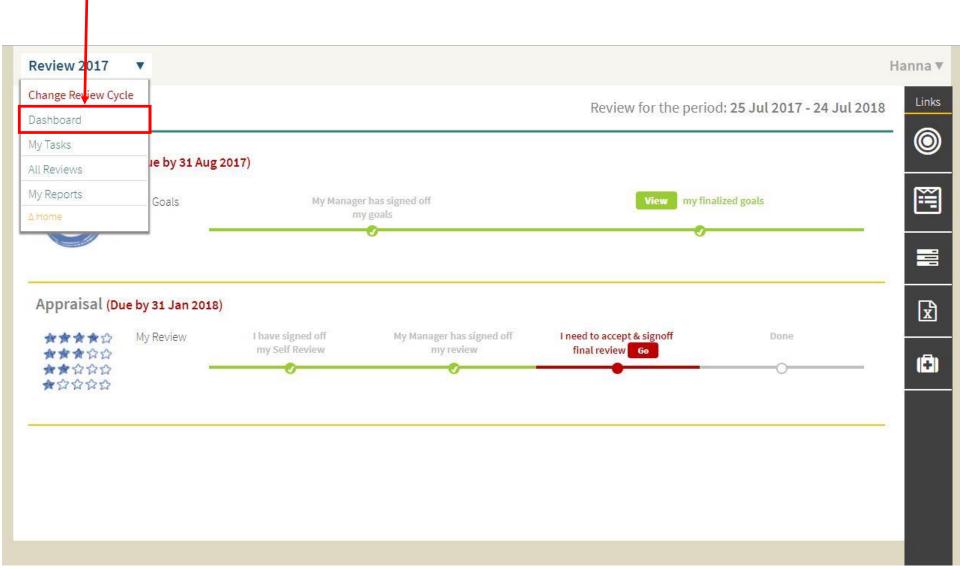
# Quick Guide

## **Employee View of Final Appraisal**

- 1. Employee receives email that appraisal is completed and the employee can now view appraisal and complete the acceptance process.
- 2. Employee logs into PMS & goes to dashboard



## Go to Dashboard



- 3. Under Appraisal, Employee sees a red link I need to accept & signoff Review GO
- 4. Employee clicks the link to start acceptance of review

Review 2017	T					Hanna 🔻
Dashboard				Review for th	ne period: <b>25 Jul 2017 - 24 Jul 2018</b>	
Goal Setting	S (Due by 31 Aug 2017)	)				0
C	My Goals	My Manager h my g	nas signed off goals	View	my finalized goals	
					Ŭ.	
Appraisal (Du	ie by 31 Jan 2018)				_	x
★★★★☆ ★★★☆☆☆ ★★☆☆☆☆ ★☆☆☆☆☆	My Review	I have signed off my Self Review	My Manager has signed off my review	I need to accept & signof final review <b>Go</b>	f Done	(Ĉ)
						8
						_
			(	Clicks the li	nk to	
			S	tart accept	ance	

- 5. In the Acceptance screen, the employee can see summary details of the employee's self-appraisal & final appraisal by Appraiser & Reviewer.
- 6. The Employee clicks on Ratings to view ratings to objectives & competencies.

## **Click on Ratings**

eview 2017 🔻			Har
verdue on 31 Jul 2017			& Download
ppraiser(s): Admin	Reviewe	r(s): MEGAN	
he Review Form has the following sec	tions:		
Ratings	Development	Highlights	
Review Score : 300	Self : None Reviewers : None	Self : None Reviewers : None	
Final Overall Rating:			3 - Fully Effective
nter your comment			
dmin			
nter your comment			
IEGAN			
inter your comment			
ppraisee Acceptance			
<u>a. e. i. e. i. e. i. i.</u>			
Submit Click Submit to complete revie	ew		

7. In the Ratings section, the employee can see the list of objectives and the employee and final ratings against each. For measurable goals, the employee can see the actual performance against the set target and the corresponding ratings.

appy with your review? Sign Off here <b>&gt;</b>	Overall Rating:	Objectives 30	0.00	300.0	
Team management		50.0%	4	3	
Risk & Control		50.0%	400.0	300.0	
Enhancing the performance processes					
SPECIAL GOAL		30.0%	4	3	
Group Synergy		30.0%	400.0	300.0	
Test5		Actual 25.0	-		(Ξ)
New Customer Accounts	10.0%	Target 25.0	3	3	x
Financial Targets		10.0%	300.0	300.0	
View Comments					
New Objective		10.0%	4	3	
Customer Service		10.0%	400.0	300.0	
		10.0%		200.0	
Showing Objectives - Competencies		Appraisee F	inal Rating		$\bigcirc$
Ratings	1 Development 2 Highligh	ts <sup>3</sup> Acc	ept 4		Links
Review 2017 🔹					Hanna 🔻

## **Click on View Comments**

For each objective, the employee can view comments - details the employee, appraiser
 & Reviewer has added - comments, accomplishments, etc.

Review 2017 🔹	Har	nna 🔻
Ratings	1     Development     2     Highlights     3     Accept     4	Links
Show All Objectives - Competencies		0
New Objective	10.0% 🗸	
Description: Test4		
Due Date: 43101		99
Appraisee Rating:	4 - High Contributor	x
Final Rating:	3 - High Contributor	(=)
Comments Attachments		
Appraisee's Comment		
Your Comment		
Appraiser's Comment		
Your Comment	් Prev Goal Next Goal ර	
lappy with your review? Sign Off here ►	New Customer Accounts	

9. Next, the employee can view inputs on the development & the other sections.

Review 2017 🔹 🔻						Hanna 🔻
Ratings	1 Development	<mark>2</mark> H	lighlights	<sup>3</sup> Accept	4	Links
Showing Self & All	Appraisers' Inputs					0
Professional De	velopment					
No inputs						
Training Needs						
No inputs						x
						(=)
Happy with your revie	w? <mark>Sign Off</mark> here ►					

- 10. Finally, the employee can see overall comments by appraiser, reviewer & final overall rating.
- 11. Once the employee completes viewing all inputs, the employee can choose to agree or disagree to the appraisal.

#### **Employee Acceptance**

- 1. If employee agrees to the Appraisal, the employee checks that he/she has discussed the appraisal with the Manager
- The Employee then clicks on agree, provides final comments, if any, and then clicks on Submit to complete the appraisal process.
   Enter your

comments

Review 2017 🔻			Hanna 🔻
The Review Form has the following	sections:		Links
Ratings Review Score : 300	Development Self - None Reviewers : None	Highlights Self : None Reviewers : None	0
Final Overall Rating:		3	- Fully Effective
Hanna			
Enter your comment			
Admin			x
Enter your comment			
MEGAN			(8)
Enter your comment			
Appraisee Acceptance			
I confirm to have discussed my appraisal w	vith my Manager(s)		
Agree I disagree with the review of Ad	Imin		
• · · · · · · · · · · · · · · · · · · ·			

## Click on agree and SUBMIT

## Your Review is over

Review 2017 🔻			Hanna 🔻
Overdue on 31 Jul 2017			Links
Appraiser(s): Admin	Reviewer	(s): MEGAN	<b>(</b>
The Review Form has the following se	ections:		
Ratings	Development	Highlights	
Review Score : 300	Self : None Reviewers : None	Self : None Reviewers : None	
Final Overall Rating:			3 - Fully Effective
Hanna			X
Enter your comment			(Ē)
Admin			
Enter your comment			
MEGAN			
Enter your comment			
Appraisee Acceptance			
Hoorah !!! Review is over.			

### **Employee Disagreement**

- 1. If employee disagrees to the Appraisal, the employee can disagree. In this case, a window will open where employee will be required to add comments on why he/she is disagreeing to the appraisal process.
- 2. On clicking on Submit, the appraisal form is locked and the Appraiser, Reviewer & HR is notified that the employee has disagreed.
- If the employee tries to disagree more than 2 times, then the appraisal form is locked & HR is notified by email that the employee has disagreed more than the limit.
- 4. Once Appraiser is notified of employee disagreement, the appraisal form is unlocked

   the Appraiser can make changes to ratings and then submit to Reviewer for review.
- 5. The Reviewer is notified by email of Appraiser submission. The Reviewer can then view reasons for disagreement, changes to appraisal and finally submit for employee acceptance again.

Self : None Reviewers : None	Self : None Reviewers : None	
	3	3 - Fully Effective
		X
		(8
(s)		
	5)	5)

## Enter your comments

Review 2017 🔻	H N N N N N N N N N N N N N N N N N N N	lanna 🔻
The Review Form has the following sect	Disagree	Links
Review Score - 300	Disagree for Admin's review in outs Enter your reason/comment Enter your comments	0
Final Overall Rating:	3 - Fully Effective	
Hanna		
Enter your comment	Submit	
Admin		x
Enter your comment MEGAN		(Ē)
Enter your comment		
Appraisee Acceptance		
C I confirm to have discussed my appraisal with my M	anager( <mark>:</mark> )	
<b>OI Agree I disagree</b> with the review of Admin		
Submit Click Submit to complete review		0

### I Click SUBMIT

ſ

# GroSum

## You are an Expert Now

