

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

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

Home

Hanna ▾

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

Links



Due by 31 Aug 2017)

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 need to accept & signoff
final review

Go

Done

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

Hanna

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 need to accept & signoff final review **Go**

Done

Clicks the link to start acceptance

- 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

Review 2017

Hanna

Overdue on 31 Jul 2017

Download

Appraiser(s): Admin

Reviewer(s): MEGAN

The Review Form has the following sections:

Ratings

Review Score : 300

Development

Self : None

Reviewers : None

Highlights

Self : None

Reviewers : None

Final Overall Rating:

3 - Fully Effective

Hanna

Enter your comment

Admin

Enter your comment

MEGAN

Enter your comment

Appraiser Acceptance

Submit

Click Submit to complete review

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.

Click on View Comments

Review 2017

Hanna

Ratings

1

Development

2

Highlights

3

Accept

4

Showing

Objectives

 - Competencies

Appraisee

Final Rating

Customer Service	10.0%	400.0	300.0	
New Objective	10.0%	4	3	
Test4				
<div>View Comments</div>				
Financial Targets	10.0%	300.0	300.0	
New Customer Accounts	10.0%	Target 25.0	3	3
Test5		Actual 25.0		
Group Synergy	30.0%	400.0	300.0	
SPECIAL GOAL	30.0%	4	3	
Enhancing the performance processes				
Risk & Control	50.0%	400.0	300.0	
Team management	50.0%	4	3	

Happy with your review? Sign Off here

Overall Rating: Objectives 300.00 300.0

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

Review 2017

Hanna

Home

Ratings

1

Development

2

Highlights

3

Accept

4

Show All

Objectives

- Competencies

New Objective

10.0%

Description:

Test4

Due Date:

43101

Appraiser Rating:

4 - High Contributor

Final Rating:

3 - High Contributor

Comments

Attachments

Appraiser's Comment

Your Comment

Appraiser's Comment

Your Comment

Prev Goal

Next Goal

Happy 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 ▼

Home

Ratings

1 Development

2 Highlights

3 Accept

4

Showing Self & All Appraisers' Inputs

Professional Development

No inputs

Training Needs

No inputs

Links

Happy with your review? **Sign Off** 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
2. 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:

Ratings	Development	Highlights
Review Score : 300	Self : None Reviewers : None	Self : None Reviewers : None

Final Overall Rating: 3 - Fully Effective

Hanna

Enter your comment

Admin

Enter your comment

MEGAN

Enter your comment

Appraisee Acceptance

☒ I confirm to have discussed my appraisal with my Manager(s)

☒ Agree ☐ disagree with the review of Admin

Click on agree and SUBMIT

Your Review is over

Review 2017

Hanna

Overdue on 31 Jul 2017

Download

Links

Appraiser(s): Admin

Reviewer(s): MEGAN

The Review Form has the following sections:

<div>Ratings</div> <div>Review Score : 300</div>	<div>Development</div> <div>Self : None</div> <div>Reviewers : None</div>	<div>Highlights</div> <div>Self : None</div> <div>Reviewers : None</div>
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Final Overall Rating:

3 - Fully Effective

Hanna

Enter your comment

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.
3. 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.

Review 2017 ▼ Hanna ▼

The Review Form has the following sections:

Ratings	Development	Highlights
Review Score : 300	Self : None Reviewers : None	Self : None Reviewers : None

Final Overall Rating: 3 - Fully Effective

Hanna
Enter your comment

Admin
Enter your comment

MEGAN
Enter your comment

Appraisee Acceptance

☒ I confirm to have discussed my appraisal with my Manager(s)

☐ I Agree ☒ I disagree with the review of Admin

Submit Click Submit to complete review

Click on disagree and Submit

Enter your comments

Review 2017 ▾ Hanna ▾

The Review Form has the following sections

Ratings
Review Score : 300

Final Overall Rating: 3 - Fully Effective

Hanna
Enter your comment

Admin
Enter your comment

MEGAN
Enter your comment

Appraisee Acceptance
☒ I confirm to have discussed my appraisal with my Manager(s)
☐ I Agree ☒ I disagree with the review of Admin

Disagree ✕

Disagree for Admin's review inputs
Enter your reason/comment
Enter your comments

Submit

Submit Click Submit to complete review

Click SUBMIT

GroSum

You are an Expert Now

