

OVERALL PROCESS

1. Inviting Self Comments

Provide Team Members with self Appraisal forms

Ownership : Hr Manager



2. Collecting Self Comments

Team members fill up the Self Comments and revert to HR manager. HR Manager sends reminders for timely completion

Ownership : Team Members



3. Sharing Self Comments with Supervisors

HR manager shares the Self Appraisal documents with the respective Supervisors.

Ownership : HR Manager

OVERALL PROCESS

• 4. Supervisor's Comments

Respective supervisors provide comments/ feed back for their Individual team members

Ownership: Supervisors

• 5. Consolidating Feed Back

Hr Manager and the Supervisors meet to discuss on the HR feed back of the respective individual

Ownership: HR Manager

• 6. Providing Feed Back to Individual

Supervisors share the overall feed Back with the team members. Communicate clearly on the achievements, improvement Areas, expectations from the next year

Ownership : Supervisors