



Appraisal – User Manual



User Guidelines for Self Assessment



User m1 - Welcome to HomePort



News



HCC-HDC JV wins Rs. 2,126 crore Mumbai Coastal Road contract
October 03, 2018



HCC wins first International Nuclear Power contract in



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May 21, 2018

Birthdays

2 January
Debasish Das
Manager - Civil Works
DMRC CC-66 Project



2 January
Stephen Daniel
Planning Manager
Planning
BARC Tarapur Project, Maharashtra



2 January
Mithilesh Kumar Sah
Mechanical Engineer
Equipment - Mechanical
Munirka Elevated Corridor Project, Delhi



[Click here to start the Appraisal](#)



Appraisal Module

Self Assessment

Manage Self Assessment : (0)

Performance Review List : (0)

Recommendation List : (0)

View My Performance Appraisal Form

My Team Appraisals

Appraisal User Manual

Click here to initiate the Self Assessment



Address

Hindustan Construction Company Limited
Hincon House,
LBS Marg,
Vikhroli (West),
Mumbai - 400 083.



Self Assessment Index

Appraisal Index

Booklet No.	Year	Assessment Period	Location	Details
1	2018-19	01-Apr-2018 - 31-Mar-2019	Head Office, Mumbai	Create
2	2018-19	01-Apr-2018 - 31-Mar-2019	Head Office, Mumbai	Create



Click on 'Create' to open Self Assessment Form

Note: Employees who have been transferred from one Project to another on or after 1st Oct 2018 to up to 31st March 2019, separate appraisal need to be done by each supervisor with whom he/she has worked for 3 months are more. In such cases, a separate booklet will appear here.

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For any queries, please write to : homeport@hccindia.com



Self Assessment

Click on + to add **Targets and its evaluation**

Appraisal Year : *

2018-2019

31-Mar-2018 - 31-Mar-2019

Employee Details >>

+

Section 1.A: Target Evaluation Sheet :

+

Section 1.B: Attributes :

Overall comments of the Reviewee :

Maximum 256 characters

Status :

Employee Self Assessment By Ms. User M1 - Status : Pending
Reviewers Assessment By Mr. User E1
Employee & Reviewer Joint Assessment



Section 1.A: Target Evaluation Sheet

Agreed Targets

Description *

This section caters to the “WHAT” part of the Reviewee’s performance. It evaluates the targets achieved by the Reviewee vis-à-vis the agreed targets. The Reviewee does a self assessment followed by an assessment by Reviewer.

Maximum 256 characters, please attach additional sheet, if required

Points Allotted *

Reviewee : Targets Achieved

Description *

Maximum 256 characters, please attach additional sheet, if required

Points Achieved *

Upload File

Attach additional sheet, if required.

Maximum 3 files in PDF, Word or Excel format can be uploaded. The total files size should not exceed 10

No file chosen

To enter multiple targets, the following steps are to be followed:

- (i) On completion of the entry for each target, Click on **Submit**.
- (ii) Post submission it will direct you to the main Self Assessment page where you need to Click on **(+)** Section 1.A, to add more targets.

Please note that the total points allotted should equate to 100. The Points Achieved cannot be greater than the points allotted.



Self Assessment

This section covers the “HOW” part of the Reviewee’s performance. It evaluates the attributes displayed on the job. The Reviewee does a self assessment followed by an assessment by Reviewer.

Appraisal Year : *

2018-2019

For the Period : *

01-Apr-2018 - 31-Mar-2019

[Employee Details >>](#)



Section 1.A: Target Evaluation Sheet :

Click on + to evaluate the Attributes



Section 1.B: Attributes :

Overall comments of the Reviewee :

Maximum 256 characters

Status :

Employee Self Assessment By Ms. User M1 - Status : Pending
Reviewers Assessment By Mr. User E1
Employee & Reviewer Joint Assessment

Section 1.B: Attributes

Rating	Definition
4	Demonstrates the attribute(s) of an order higher than required by current position.
3	Demonstrates the attribute(s) as per position requirement.
2	Somewhat demonstrates the attribute(s) required for current position.
1	Inadequately demonstrates the attribute(s) required.

Attributes	Descriptors for Attributes	Reviews: Rating
Result Orientation	<ul style="list-style-type: none"> Understands the functional goals and works along with other team members to achieve the goals, while maintaining the best standards of quality and safety Is proactive, displays willingness and takes action to achieve the goals in a timely manner Continuously strives to challenge own performance level to achieve higher standards Seeks support when necessary to contribute better 	4 ▼
Team Work	<ul style="list-style-type: none"> Works well with seniors, co-team members and subordinates Has good Inter personal skills Is a good listener, values opinions, feedback and responds well to constructive suggestions Takes initiative and / or actively participates in the initiatives taken for improvements and find solutions for better performance 	3 ▼
Personal Effectiveness	<ul style="list-style-type: none"> Plans work & time effectively and works hard Is punctual and completes assigned work on time Tries to do things right the first time Ensures the quality of data / information provided is superior and can be used for decision making 	3 ▼
Communication	<ul style="list-style-type: none"> Communicates clearly, precisely and adequately in internal and external dealings Has clarity in verbal and written communication A good listener and makes efforts to understand other's point of view / thoughts 	2 ▼
Initiative	<ul style="list-style-type: none"> Always willing to try new ways of doing work Comes up with suggestions in improving speed of allocated work avoiding duplication Willing to participate in activities of the team even if it is not strictly the area of assigned responsibility 	4 ▼
Passion for Quality & Customer Service	<ul style="list-style-type: none"> Demonstrates integrity in all aspects of work Ensures quality in every action and activity taken up Takes interest to know the customers & their requirement even if not responsible directly Tries to improve customer experience through effective team work 	3 ▼

The rating drop down appears here. Select self rating for each Attribute.

Submit Back

Click on **Submit** to complete the attributes assessment



Self Assessment

Appraisal Year : *

2018-2019

For the Period : *

01-Apr-2018 - 31-Mar-2019

Employee Details >>

+ Section 1.A: Target Evaluation Sheet:

Description	Points Allotted	Reviews		
		Description	Self Assessment	Details
Target 1	50	Achieved	50	View
Target 2	50	Achieved	50	View
Total	100		100	

+ Section 1.B: Attributes :

Attributes	Reviews Rating
Result Orientation	4
Team Work	3
Personal Effectiveness	3
Communication	2
Initiative	4
Passion for Quality & Customer Service	3
Total	19
Average	3.17

Overall comments of the Reviewee :

Maximum 256 characters

The Reviewee(self) can indicate his/her overall comments here.

Status :

Employee Self Assessment By Ms. User M1 - Status : Pending
 Reviewers Assessment By Mr. User E1
 Employee & Reviewer Joint Assessment

The Review status of the appraisal is indicated here.

Submit

Back

Click on **Submit** to complete the Self Assessment and Submit to the Reviewer.



Appraisal Module

Self Assessment

Manage Self Assessment : (0)

Performance Review List : (0)

Recommendation List : (0)

View My Performance Appraisal Form

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Note:

Click here to Check Status of Self Assessment.



Address

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Manage Self Assessment

This table indicates the review status. Click view to see more details

Appraisal Index

Employee				Self Assessment Status	Performance Review Discussion		
Booklet No.	Year	Location	Period	Reviewee	Reviewer	Reviewee	Details
1	2018-19	Head Office, Mumbai	01-Apr-2018 - 31-Mar-2019	Completed	Pending	Pending	View



Address

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Appraisal Module

Self Assessment

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Recommendation List : (0)

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Note:

User Can Click here to Download his/her Performance Appraisal Form.

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User Guideline for Performance Review



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2 January
Mithilesh Kumar Sah
Mechanical Engineer
Equipment - Mechanical
Munirka Elevated Corridor Project, Delhi



Click here to start the Appraisal



Appraisal Module

Self Assessment

Manage Self Assessment : (0)

Performance Review List : (0)

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Click here to open list of Forms pending for Review

Note: Number in () bracket indicates the no. of Appraisals pending for Review



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Performance Review List

					Appraisal Index			
Employee					Self Assessment Status	Performance Review Discussion		
Booklet No.	Year	Location	Code	Name	Reviewee	Reviewer	Reviewee	Details
1	2018-19	Head Office, Mumbai	99912411	Ms. User M1	Completed	Pending	Pending	View



Click on **View** to open the form to be reviewed

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Performance Review : Ms. User M1

Appraisal Year : *

2018-2019

For the Period : *

01-Apr-2018 - 31-Mar-2019

Click on **View** to open & Assess the individual Targets.

Employee Details >>

+ Section 1.A: Target Evaluation Sheet :

		Reviewee		Reviewer			
Description	Points Allotted	Description	Self Assessment	Points Allotted	Description	Assessment	Details
Target 1	50	Achieved	50	0			View
Target 2	50	Achieved	50	0			View
Total	100		100	0		0	

+ Section 1.B: Attributes :

Attributes	Reviewee Rating	Reviewer Rating
Result Orientation	4	
Team Work	3	
Personal Effectiveness	3	
Communication	2	
Initiative	4	
Passion for Quality & Customer Service	3	
Total	19	
Average	3.17	

Overall comments of the Reviewee :

Maximum 256 characters

Section 1.A: Target Evaluation Sheet

Agreed Targets

Description *

Target 1

Points Allotted *

50

Reviewee : Targets Achieved

Description *

Type / Change Agreed Targets
Description

By default the points allotted by Reviewee appear. In case the reviewer wishes to change the points allotted he / she can do so by entering the revised points.

In case if the Reviewer wants to change the indicated targets, he/she can do so by allotting '0' points to that particular target here and add new target(s). Total of the Points allotted should not exceed 100 points.

Points Achieved *

50

No File Added

Reviewer : Targets Achieved

Description *

Maximum 256 characters

Points Achieved *

Click on **Submit** to Save assessment & go to main page

Submit

Back

Note: Similar process is to be followed for all the targets filled up by the Reviewee.

Performance Review : Ms. User M1

Appraisal Year : *

2018-2019

Employee Details >>

Click on + to evaluate the **Attributes**

+ Section 1.A: Target Evaluation Sheet :

Description	Points Allotted	Points Achieved	Self Assessment	Points Allotted	Reviewer		
					Description	Assessment	Details
Target 1		Achieved	50	50	Reviewed	40	View
Target 2	50	Achieved	50	50	Reviewed	30	View
Total	100		100	100		70	

+ Section 1.B: Attributes :

Attributes	Reviewee Rating	Reviewer Rating
Result Orientation	4	
Team Work	3	
Personal Effectiveness	3	
Communication	2	
Initiative	4	
Passion for Quality & Customer Service	3	
Total	19	
Average	3.17	

Overall comments of the Reviewee :

Maximum 256 characters

Section 1.C: Performance Review Discussion (PRD)

To be filled by the Reviewer in discussion with the Reviewee
(Specific data or examples need to be cited)

I. Tasks accomplished successfully : *

Maximum 256 characters

Section 1.B: Attributes

Rating	Definition
4	Demonstrates the attribute(s) of an order higher than required by current position.
3	Demonstrates the attribute(s) as per position requirement.
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Attributes	Descriptors for Attributes	Reviewee Rating	Reviewer Rating
Result Orientation	<ul style="list-style-type: none"> Understands the functional goals and works along with other team members to achieve the goals, while maintaining the best standards of quality and safety Is proactive, displays willingness and takes action to achieve the goals in a timely manner Continuously strives to challenge own performance level to achieve higher standards Seeks support when necessary to contribute better 	4 ▼	▼
Team Work	<ul style="list-style-type: none"> Works well with seniors, co-team members and subordinates Has good Inter personal skills Is a good listener, values opinions, feedback and responds well to constructive suggestions Takes initiative and / or actively participates in the initiatives taken for improvements and find solutions for better performance 	3 ▼	▼
Personal Effectiveness	<ul style="list-style-type: none"> Plans work & time effectively and works hard Is punctual and completes assigned work on time Tries to do things right the first time Ensures the quality of data / information provided is superior and can be used for decision making 	3 ▼	▼
Communication	<ul style="list-style-type: none"> Communicates clearly, precisely and adequately in internal and external dealings Has clarity in verbal and written communication A good listener and makes efforts to understand others point of view / thoughts 	2 ▼	▼
Initiative	<ul style="list-style-type: none"> Always willing to try new ways of doing work Comes up with suggestions in improving speed of allocated work avoiding duplication Willing to participate in activities of the team even if it is not strictly the area of assigned responsibility 	4 ▼	▼
Passion for Quality & Customer Service	<ul style="list-style-type: none"> Demonstrates integrity in all aspects of work Ensures quality in every action and activity taken up Takes interest to know the customers & their requirement even if not responsible directly Tries to improve customer experience through effective team work 	3 ▼	▼

Select appropriate Rating for each Attribute

Submit Back

Click on **Submit** to complete Attribute assessment & go to main page





Section 1.C: Performance Review Discussion (PRD)

To be filled by the Reviewer in discussion with the Reviewee
(Specific data or examples need to be cited)

This section lays emphasis on the importance of a constructive feedback. Such a feedback gives the Reviewee an opportunity to enhance performance and serves to build an environment of trust and open communication between the Reviewer and the Reviewee.

I. Tasks accomplished successfully : *

Maximum 256 characters

II. Tasks that could have been handled in a better way : *

Maximum 256 characters

III. Efforts taken to demonstrate the brand behaviors : *

Maximum 256 characters

IV. Any concerns that is hampering the performance of the Reviewee : *

Maximum 256 characters

V. Individual Development Plan (IDP)

+ Strengths of the Reviewee : *

First type Strength here, and then click (+) to add. Maximum 50 characters

Strength not yet Added

+ Development Plan :

Please click to add development plan

Methods :



V. Individual Development Plan (IDP)

+ Strengths of the Reviewee : *

First type Strength here, and then click (+) to add. Maximum 50 characters

Type here the Strength of the Reviewee and click on + to add more.

Sr. No	Strength	
1	Communication	Delete

+ Development Plan :

Please click to add development plan

Methods :

1. Personal Coaching 2. Site Visits/Exhibition Training

Click on + to open Development Plan

3. Mentoring 4. Classroom

Discussion held on : *

Status :

Employee Self Assessment By Ms. User M1 - Completed On : 25/04/2019
 Reviewers Assessment By Mr. User E1
 Employee & Reviewer Joint Assessment
 Reviewer Recommendation By Mr. User E1
 Final Reviewer Recommendation By Mr. User C1
 Additional Reviewer Recommendation By Mr. User S3

Submit

Back



Development Plan

Development Areas of the Reviewee

Project Monitoring

Method

Classroom Training

Timelines

State

Training Program

OTH - Other

Training Program (In Case of Other)

Method Description *

Maximum 100 characters

Submit

Back

STEP (a) (optional):

If **Method** selected is “**Classroom Training**”

Click *here* to select appropriate “**Training Program**”.

Training Program is applicable only for classroom training method.

STEP (b) (optional):

If **Training Program** selected is “**Any Other**”

Enter appropriate **Training Program description** here



+ Strengths of the Reviewee : *

First type Strength here, and then click (+) to add. Maximum 50 characters

Sr. No	Strength	
1	Communication	Delete

+ Development Plan :

Development Area	Methods	Timelines	Training Program	Details
Project Monitor	Special Assignments	Immediate		View

Methods :

1. Personal Coaching 2. Site Visits/Exhibitions 3. Job Rotation 4. On-the-job Training

Indicate the date on which the performance discussion was held.

Discussion held on : *

< April, 2019 >
 Su Mo Tu We Th Fr Sa
 31 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30 1 2 3 4
 5 6 7 8 9 10 11
 Today: April 25, 2019

t By Ms. User M1 - Completed On : 25/04/2019
 Mr. User E1
 t Assessment
 n By Mr. User E1
 dation By Mr. User C1
 mmentation By Mr. User S3

On **Submit** the form will go to the Reviewee for his/her agreement.

Submit

Back





User Guidelines for Joint Assessment



User m1 - Welcome to HomePort



News



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October 03, 2018



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2 January
Mithilesh Kumar Sah
Mechanical Engineer
Equipment - Mechanical
Munirka Elevated Corridor Project, Delhi



Click here to Open the Appraisal Menu



Appraisal Module

Self Assessment

Manage Self Assessment : (0)

Performance Review List : (0)

Recommendation List : (0)

View My Performance Appraisal Form

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Click here for viewing the assessment done by the Reviewer



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Manage Self Assessment

Appraisal Index

Employee				Self Assessment Status	Performance Review Discussion		
Booklet No.	Year	Location	Period	Reviewee	Reviewer	Reviewee	Details
1	2018-19	Head Office, Mumbai	01-Apr-2018 - 31-Mar-2019	Completed	Completed	Pending	View



Click on **View** to open Assessment Form

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II. Tasks that could have been handled in a better way : *

All Tasks Handled in a Better Way

III. Efforts taken to demonstrate the brand behaviors : *

Shown Brand Behaviors

IV. Any concerns that is hampering the performance of the Reviewee : *

No Concerns

V. Individual Development Plan (IDP)

Sr. No	Strength
1	Communication

Development Plan :

Development Area	Methods	Timelines	Training Program
Project Monitor	Special Assignments	Immediate	

Methods :

1. Personal Coaching 2. Site Visits/Exhibitions 3. Job Rotation 4. Special Assignments 5. Classroom Training

Reviewee's comments



Agree with Reviewer Assessment



Disagree with Reviewer Assessment

Discussion held on : *

25/04/2019

Status :

Employee Self Assessment By Ms. User M1 - Status : Submitted - Completed on : 25/04/2019
 Reviewers Assessment By Mr. User E1 - Status : Submitted - Completed on : 25/04/2019
 Employee & Reviewer Joint Assessment - Status : Pending

Reviewee can go through Assessment Form and submit his Agreement / Disagreement. In case of disagreement, the reviewee's comments can be viewed by all his/her subsequent reviewers,



Steps For Recommendations



User m1 - Welcome to HomePort



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Planning Manager
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BARC Tarapur Project, Maharashtra



2 January
Mithilesh Kumar Sah
Mechanical Engineer
Equipment - Mechanical
Munirka Elevated Corridor Project, Delhi



Click here to Open the Appraisal Menu



Appraisal Module

Self Assessment

Manage Self Assessment : (0)

Performance Review List : (0)

Recommendation List : (0)

View My Performance Appraisal Form

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Appraisal User Manual

Click here to open list of Forms pending for Recommendation

Note: Number in () bracket indicates the no. of Appraisals pending for Recommendation



Address

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Recommendation List

Appraisal Index

Employee				Self Assessment Status	Performance Review Discussion		Recommendations			Details
Booklet No.	Year	Location	Name	Reviewee	Reviewer	Reviewee	Reviewer	Final Reviewer	Additional Reviewer	
1	2018-19	Head Office, Mumbai	Ms. User M1	Completed	Completed	Completed	Pending			View



Click on **View** to open Appraisal Form for Recommendation

Address

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Reviewee's comments



Agree with Reviewer Assessment



Disagree with Reviewer Assessment

Discussion held on : *

25/04/2019

Section 2: Recommendations

	Name	Overall Performance Rating	Overall Personal Attributes Assessment Rating	Promotion Type	Promotion Recommendation	Details
Reviewer	Mr. User E1					Recommend
Final Reviewer	Mr. User C1					
Additional Reviewer	Mr. User S3					

Status :

Employee Self Assessment By Ms. User M1 - Completed On : 25/04/2019

Reviewers Assessment By Mr. User E1 - Completed On : 25/04/2019

Employee & Reviewer Joint Assessment - Completed On : 25/04/2019

Reviewer Recommendation By Mr. User E1

Final Reviewer Recommendation By Mr. User C1

Additional Reviewer Recommendation By Mr. User S3

Click on the **Recommend** tab to submit your recommendations

Submit

Back



Recommendation

This section is to be completed **confidentially** by Reviewer, the Final Reviewer and Additional Reviewer, if any.

A. Overall Performance Rating : *

AA

Rating	Definition
AAA	Employee has shown initiative that has gone beyond the normal call of duty and demonstrated exemplary performance contributing to the company's/ department's/ project's overall performance
AA	Employee has achieved more than what has been expected, typically including solving/overcoming one or more significant challenges
A	Employee meets expectations of the job; employee does a good job, does what is expected of him/her.
B	Employee does not meet expectations of the job, in spite of feedback, corrective actions, help, etc.

B. Overall Personal Attributes Assessment Rating : *

3

Rating	Definition
4	Demonstrates the attribute(s) of an order higher than required by current position.
3	Demonstrates the attribute(s) as per position requirement.
2	Somewhat demonstrates the attribute(s) required for current position.
1	Inadequately demonstrates the attribute(s) required.

C. Promotion Recommendation :

C 1. Post / Grade Promotion : *

Grade Promotion

C 2. Promotion Recommendation : *

Immediate
Next year
In next 2-3 years
In future

Overall Comments : *

Maximum 256 characters

Click on **Submit** to Save **Recommendations** & go to Main Page

Submit

Back



1. Personal Coaching 2. Site Visits/Exhibitions 3. Job Rotation 4. Special Assignments 5. Classroom Training

Reviewee's comments



Agree with Reviewer Assessment



Disagree with Reviewer Assessment

Discussion held on : *

25/04/2019

Section 2: Recommendations

	Name	Overall Performance Rating	Overall Personal Attributes Assessment Rating	Promotion Type	Promotion Recommendation	Details
Reviewer	Mr. User E1	AA	3	Grade Promotion	Immediate	Edit
Final Reviewer	Mr. User C1					
Additional Reviewer	Mr. User S3					

Status :

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 Reviewer Recommendation By Mr. User E1
 Final Reviewer Recommendation By Mr. User C1
 Additional Reviewer Recommendation By Mr. User S3

Click on **Submit** to send Performance Appraisal Form to next Reviewer (if any).
This is the final step and after submitting the form, the form cannot be edited again.

Submit

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Thank You