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

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Pare HEP commences commercial operations

May 21, 2018

Birthdays

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



Stephen Daniel
Planning Manager
Planning
BARC Tarapur Project, Maharashtra

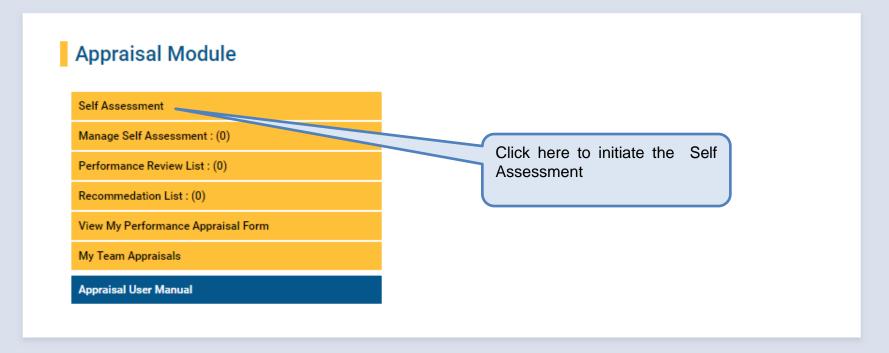


Mithilesh Kumar Sah Mechanical Engineer Equipment - Mechanical Munirka Elevated Corridor Project, Del











Address





Self Assessment Index

Appraisal Index

Booklet No.	Year	Assessment Period	Location	1	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.

Address

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

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



Self Assessment

Click on + to add Targets and its evaluation

Appraisal Year: *

2018-2019

- Apr-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	Target	8

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.

Description * Treviewee does a self-tr	assessment followed by an assessment by Neviewer.
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 exce	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.
Choose Files No file chosen	

Delete



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

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.

inadequately demonstrates the attribute(s) required.

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

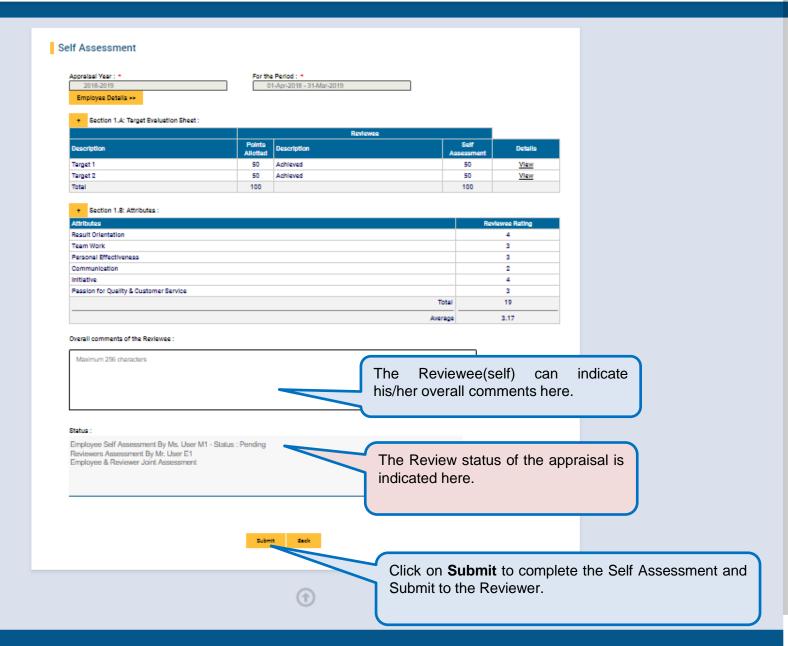
Attributes	Descriptors for Attributes	Reviewee Rating
Result Orientation	Understands the functional goals and works along with other team members to achieve the goals, while maintaining the best standards of quality and safety Is proactive, displays willingness and takes action to achieve the goals in a timely manner Continuously strives to challenge own performance level to achieve higher standards Seeks support when necessary to contribute better	4 v
Team Work	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	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	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	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	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 ▼

Click on **Submit** to complete the

attributes assessment

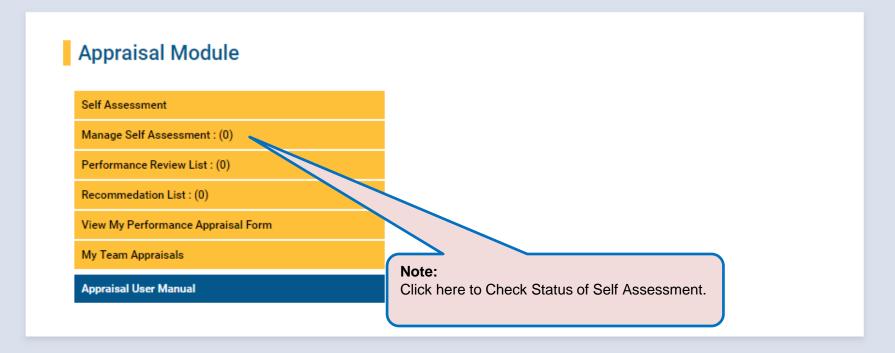














Address





Manage Self Assessment

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

Appraisal Index

		Employee	Self Assessment Status		nce Review Ission		
Booklet No.	Year	Location	Period	Reviewee	Reviewer	Reviewee	Details
1	2018-19	Head Office, Mumbai	01-Apr-2018 - 31-Mar-2019	Completed	Pending	Pending	<u>View</u>



Address

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Appraisal Module

Self Assessment

Manage Self Assessment: (0)

Performance Review List: (0)

Recommedation List: (0)

View My Performance Appraisal Form

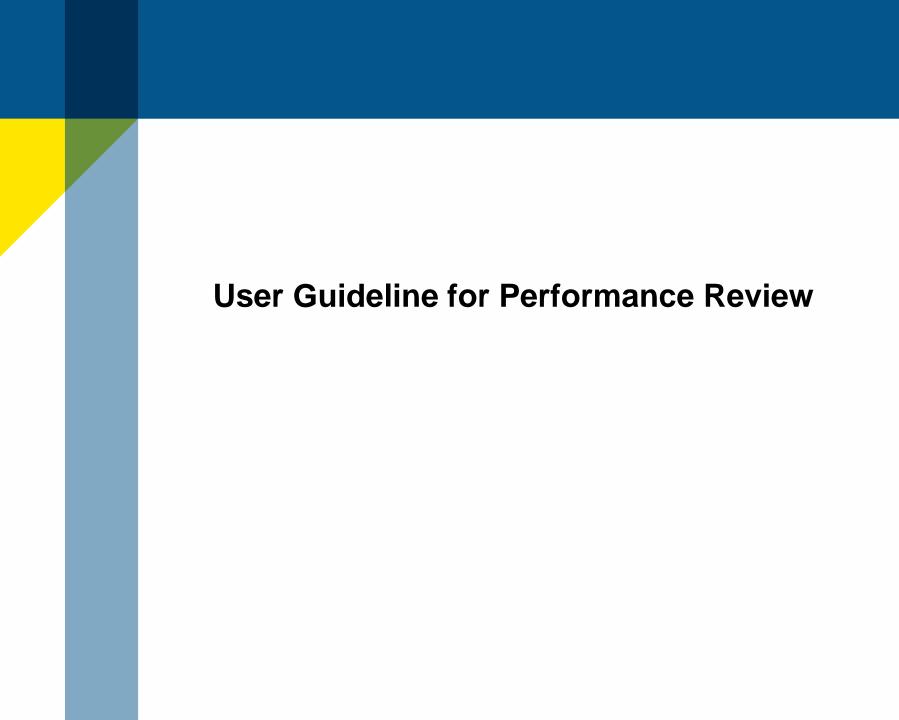
My Team Appraisals

Appraisal User Manual

Note:

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

Address







User m1 - Welcome to HomePort







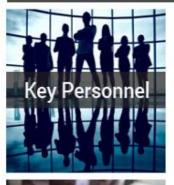














My Files

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







Appraisal Module

Self Assessment

Manage Self Assessment: (0)

Performance Review List: (0)

Recommedation List: (0)

View My Performance Appraisal Form

My Team Appraisals

Appraisal User Manual

Click here to open list of Forms pending for Review

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



Address





Performance Review List

Appraisal Index

	Employee						mance iscussion	
Booklet No.	Year	Location	Code	Name	Reviewee	Reviewer	Reviewee	Details
1	2018-19	Head Office, Mumbai	99912411	Ms. User M1	Completed	Pending	Pending	<u>View</u>



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

Address

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Performance Review : Ms. User M1

Appraisal Year: *

2018-2019

Employee Details >>

For the Period: *

01-Apr-2018 - 31-Mar-2019

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

Section 1.A: Target Evaluation Sheet :

		Reviewee			Reviewer			
Description	Points Allotted	Description	Self Assessment	Points Allotted	Description	Assessment	L	ails
Target 1	50	Achieved	50	0			Vi	ew
Target 2	50	Achieved	50	0			Vi	ew
Total	100		100	0		0		

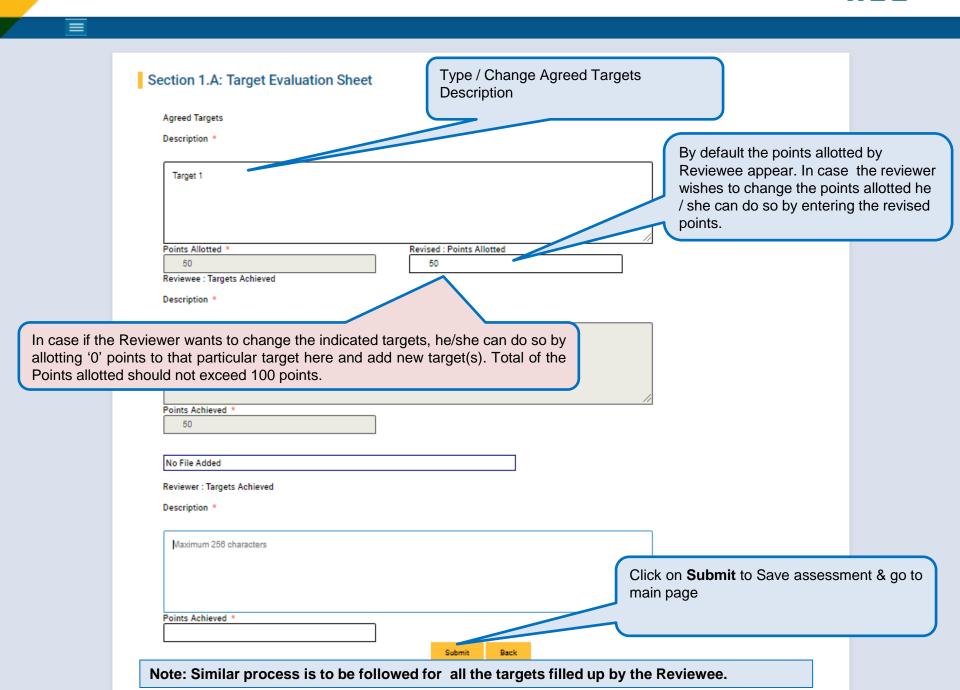
+ Section 1.B: Attributes :

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







Performance Review : Ms. User M1

Appraisal Year : *

2018-2019

Employee Details >>

Click on + to evaluate the Attributes

+ Section 1.A: Target Evaluation Sheet :

				Reviewer			
Description	Points Allotted	n.	Self Assessment	Points Allotted	Description	Assessment	Details
Target 1		Achieved	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 258 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 258 characters



Section 1.B: Attributes

4	Demonstrates the attribute(s) of an order higher than required by current position.

- Demonstrates the attribute(s) as per position requirement. Somewhat demonstrates the attribute(s) required for current position.
- Inadequately demonstrates the attribute(s) required.

Select appropriate Rating for each Attribute

Attributes	Descriptors for Attributes	Reviewee Rating	Reviewer Rating
	 Understands the functional goals and works along with other team members to achieve the goals, while maintaining the best standards of quality and safety 		
Result Orientation	 Is proactive, displays willingness and takes action to achieve the goals in a timely manner 	4 ▼	▼-
	 Continuously strives to challenge own performance level to achieve higher standards 		
	Seeks support when necessary to contribute better		
	Works well with seniors, co-team members and subordinates		
	Has good Inter personal skills		
Team Work	 Is a good listener, values opinions, feedback and responds well to constructive suggestions 	3 ▼	₩
	 Takes initiative and / or actively participates in the initiatives taken for improvements and find solutions for better performance 		
	Plans work & time effectively and works hard		
	 Is punctual and completes assigned work on time 		
Personal Effectiveness	Tries to do things right the first time	3 ▼	▼
Personal Effectiveness	 Ensures the quality of data / information provided is superior and can be used for decision making 		
	 Communicates clearly, precisely and adequately in internal and external dealings 		
Communication	Has clarity in verbal and written communication	2 ▼	₩
	 A good listener and makes efforts to understand other's point of view / thoughts 		
	Always willing to try new ways of doing work		
Initiative	 Comes up with suggestions in improving speed of allocated work avoiding duplication 	4 🔻	
	 Willing to participate in activities of the team even if it is not strictly the area of assigned responsibility 		
	Demonstrates integrity in all aspects of work		
	Ensures quality in every action and activity taken up		
Passion for Quality & Customer Service	 Takes interest to know the customers & their requirement even if not responsible directly 	3 ▼	₩
	Tries to improve customer experience through effective team work		

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

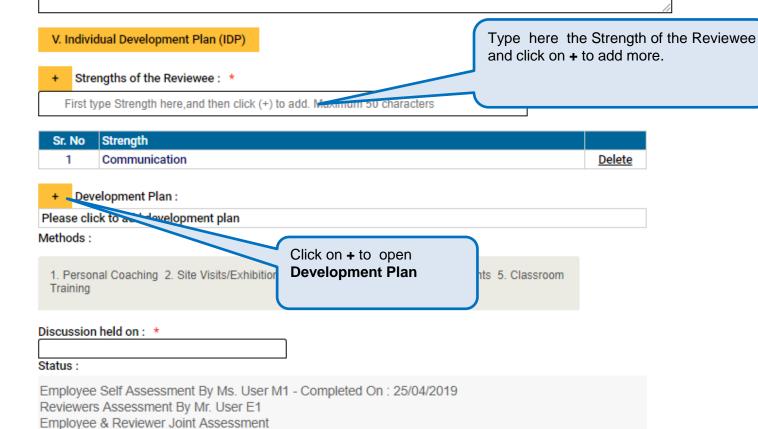


Methods:

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 250 characters	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.
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 Re	viewee : *
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	





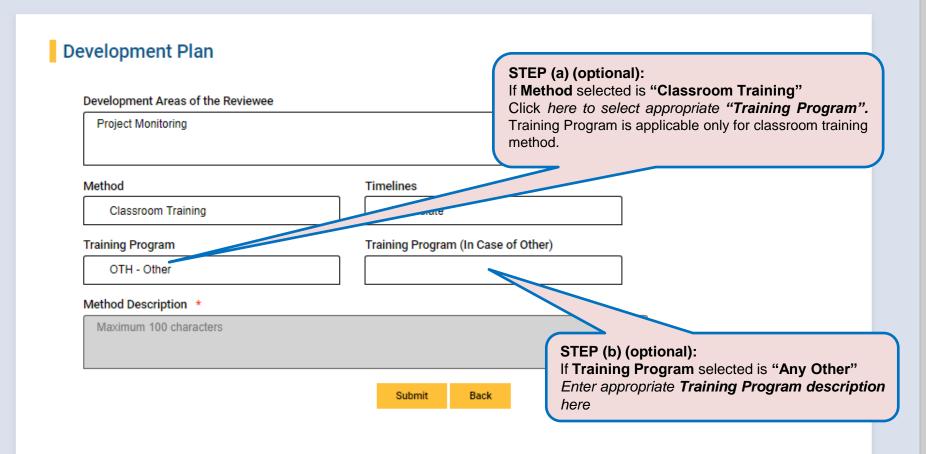


Submit

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



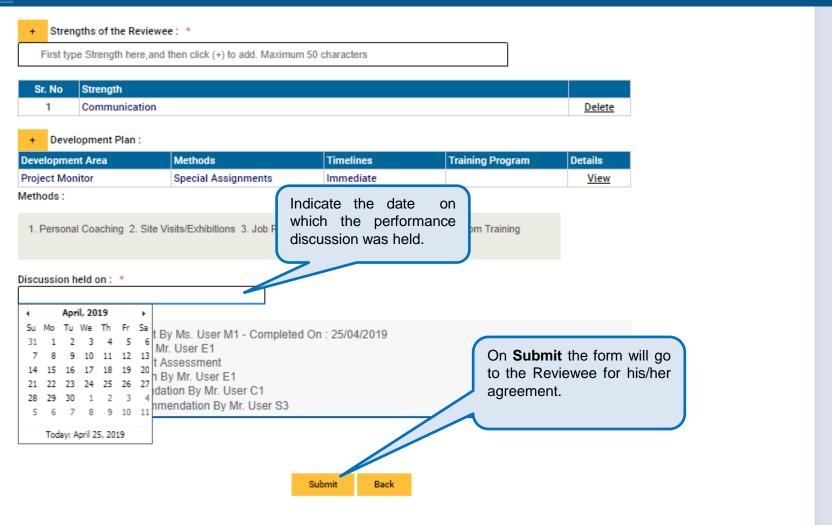


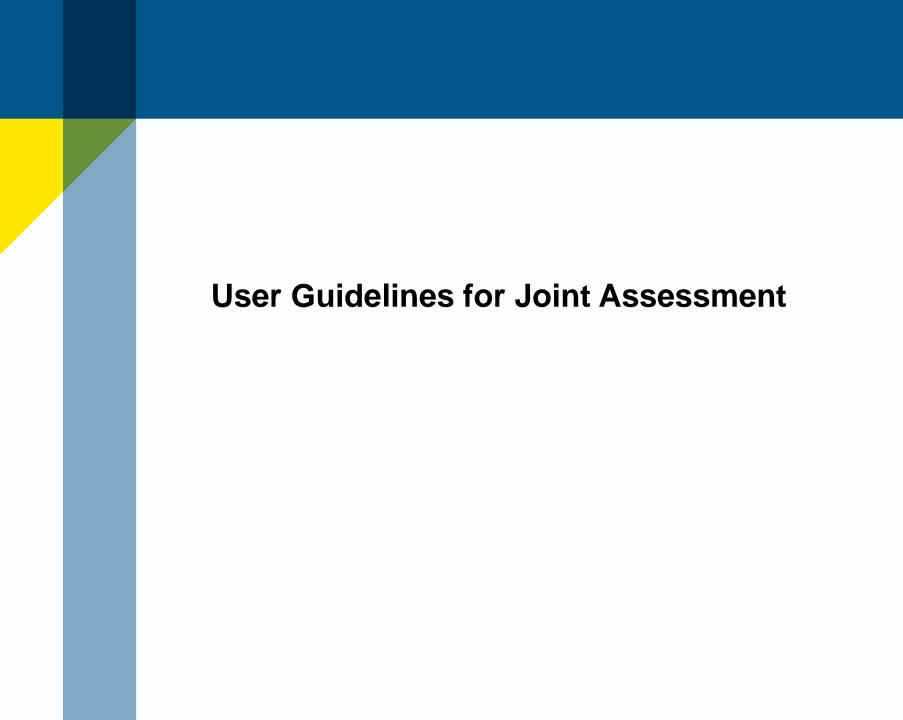
















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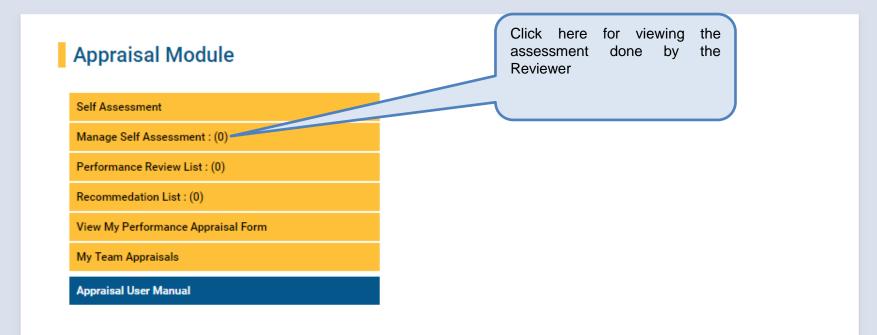


Withilesh Kumar Sah
Mechanical Engineer
Equipment - Mechanical
Munirka Elevated Corridor Project, Del











Address





Manage Self Assessment

Appraisal Index

		Employee	Self Assessment Status	Performan Discu			
Booklet No.	Year	Location	Period	Reviewee	Reviewer	Reviewee	Details
1	2018-19	Head Office, Mumbai	01-Apr-2018 - 31-Mar-2019	Completed	Completed	Pending	<u>View</u>

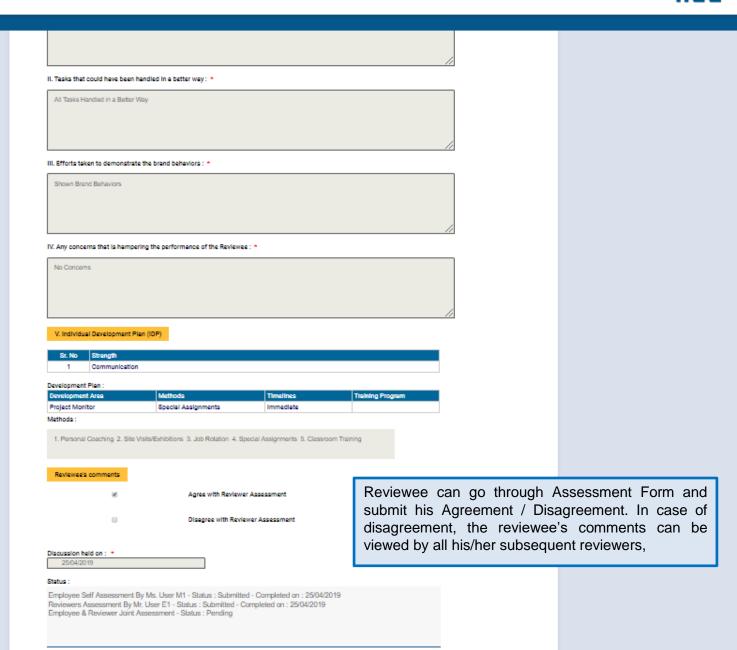


Click on **View** to open Assessment Form

Address

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mit

Red

Steps For Recommendations





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







Appraisal Module

Self Assessment

Manage Self Assessment: (0)

Performance Review List: (0)

Recommedation List: (0)

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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





Recommendation List

Appraisal Index

	Employee			Self Assessment Status	Performan Discu	Rec	Recommendations			
Booklet No.	Year	Location	Name	Reviewee	Reviewer	Reviewee	Reviewer	Final Reviewer	Additional Reviewer	Details
1	2018-19	Head Office, Mumbai	Ms. User M1	Completed	Completed	Completed	Pending			<u>View</u>



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

Address

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

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





Reviewee's comments

- Agree with Reviewer Assessment
- Disagree with Reviewer Assessment

Discussion held on: *

25/04/2019

Section 2: Recommendations

	Name	Performance	Overall Personal Attributes Assessment Rating	Promotion Type	Promotion Recommendation	Details
Reviewer	Mr. User E1					Recommend
Final Reviewer	Mr. User C1					1
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



Recommendation

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

^	Overall	Performance	Dating :
A.	Overall	Periormance	Railing.

AA

Rat	ing	Definition
AA	AA	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
А	Α	Employee has achieved more than what has been expected, typically including solving/overcoming one or more significant challenges
A	A	Employee meets expectations of the job; employee does a good job, does what is expected of him/her.
E	3	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 : *		Promotion Recomm	mendation: *		
Grade Promotion					
Overall Comments : *		nediate t vear		L	
Maximum 256 characters	In ne In fu	ext 2-3 years iture	Click on Submit to	Save Recommendations & go to	Main

ubmit



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 Personal Attributes Assessment Rating	Promotion Type	Promotion Recommendation	Details
Reviewer	Mr. User E1	AA	3	Grade Promotion	Immediate	<u>Edit</u>
Final Reviewer	Mr. User C1					
Additional Reviewer	Mr. User S3					

Status:

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





Appraisal Module

Self Assessment

Manage Self Assessment: (0)

Performance Review List: (0)

Recommedation List: (0)

View My Performance Appraisal Form

My Team Appraisals

Appraisal User Manual

Note:

User Can Click here to view his/her Team's Performance Appraisals.

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Thank You