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1. Performance Appraisal - Overview

To assess and recognise the Performance of an Employee. Allocate Increment as per the grade, performance and skills of an individual. To encourage employee and provide them opportunities for their growth.

2. Performance Appraisal Stakeholders

- **Reviewee** - A person who undergoes a review i.e., employee who is being appraised. (N)
- **Reviewer** - A person who reviews i.e., immediate superior of the Reviewee. (N+1)
- **Final Reviewer** - A person who review the Reviewer's comments i.e., Senior of Reviewer, whom reviewer reports. (N+2).
- **KRA** - Key Result Area.
- **KPI** - Key Performance Indicator.

Note: If employee has worked on multiple projects during the assessment year, then if required current manager can take feedback from previous managers of the employee while filling the assessment details.

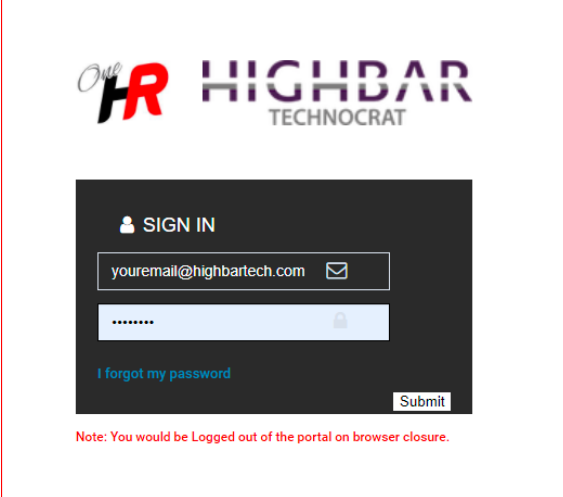
3. Eligibility:

Employees who have joined on or before **31st December of assessment year** will be eligible for Annual Performance Review, except Trainees on pro rata basis. Those who have joined in last quarter of the Calendar year i.e., 1st Oct to 31st Dec will be given a Notional rating.

4. How to Submit Self-Assessment

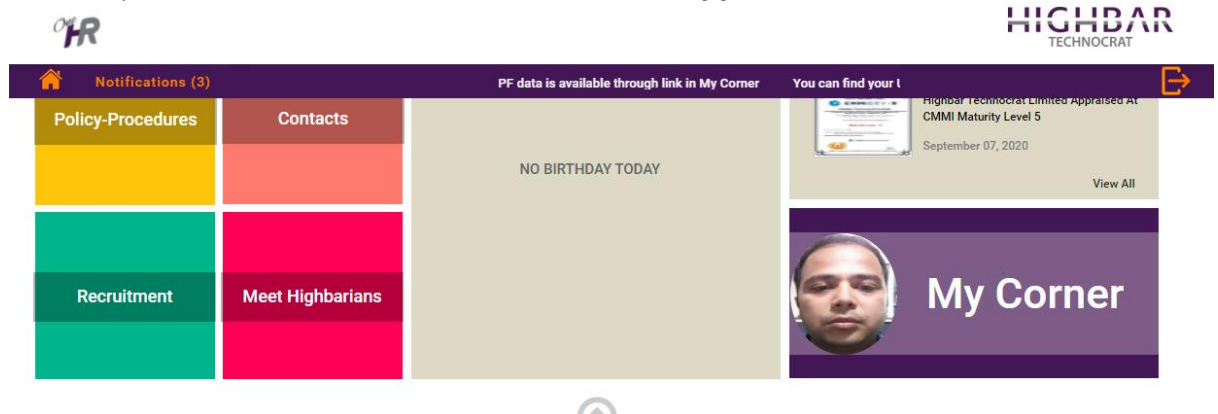
- 4.1. To submit Self-Assessment, first login to OneHR system using your email & password.

OneHR URL:- <https://ess.highbartech.com/hrms/login.aspx>

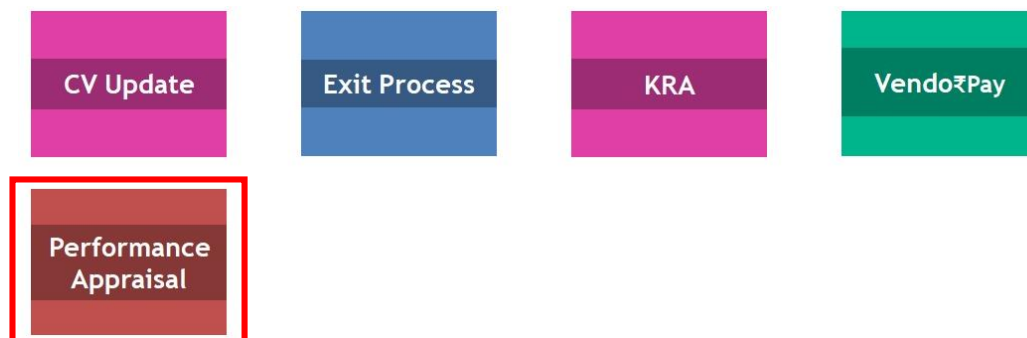


The image shows the login page of the OneHR system. At the top, there is a logo for 'OneHR HIGHBAR TECHNOCRAT'. Below the logo is a 'SIGN IN' section with a text input field for email (containing 'youremail@highbartech.com') and a password input field (masked with dots). There is a 'Submit' button and a link for 'I forgot my password'. A note at the bottom states: 'Note: You would be Logged out of the portal on browser closure.'

- 4.2. Go to My Corner & then click on Performance Appraisal tab.



- 4.3. Click on "Self Assessment".





4.4. To View Self Assessment details and click on Create link button to view the Self Assessment. Self Assessment to be filled by “Reviewee”.

Self Assessment Index

				Appraisal Index
Booklet No.	Year	Assessment Period	Location	Details
1	2022-23	01-Apr-2022 - 31-Mar-2023	Head Office - Navi Mumbai (HO)	Create

4.5. View and Submit the Self Assessment

Self Assessment

Appraisal Year : *

Employee Code :

Department :

Grade :

Appraisal Type :

For the Period : *

Employee Name :

Designation :

1 - Employee can view or download approved KRA.

[Download Approved KRA](#)

+ Section 1.A: Target Evaluation Sheet :

		Reviewee		
Description	Points Allotted	Description	Self Assessment	Details
1. Recruitment :- Making available within 45-75 days from indent and within Band CTC indented.	45.00	Recruitment making within 45 to 75 days	43.00	View
Supporting end to end Special recruitment initiatives taken during the year :-	25.00	Working on Sales positions alos	23.00	View
Sourcing of profiles :-	10.00	working with Source profiles	8.00	View
Onboarding of new employees :-	10.00	Working on Onboarding employees	10.00	View
Improving quality of sourcing :-	10.00	Improved Quality of sourcing	10.00	View
Total	100.00		94.00	

2 - Click on View button to enter the targets achieved against the set Targets.

Section 1.A: Target Evaluation Sheet

Agreed Targets

Description *

1. Recruitment :- Making available within 45-75 days from indent and within Band CTC indented.

Points Allotted *

45.00

Reviewee : Targets Achieved

Description *

Maximum 256 characters, please attach additional sheet, if required

1 - enter the Targets Achieved Description.

Points Achieved *

0.00

2 - enter the Points Achieved for the Targets.

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 MB.

Choose Files

No file chosen

3 - Upload supporting files for target.

No File Added

4 -Click on Submit button to save Target Evaluation.

Submit

Delete

Back

4.6. Attributes Section: Review should rate himself on the “Attributed” based on the Descriptors for the Attributes. Rating should be done as per the below rating table.

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.

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Attributes	Descriptors for Attributes	Reviewee 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 Continuously strives to challenge own performance level to achieve higher standards Is proactive, displays willingness and takes action to achieve the goals in a timely manner Understands the functional goals and works along with other team members to achieve the goals, while maintaining the best standards of quality and safety 	2
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 	4
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 	1
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 	4

3 -Select the Self Rating for each attribute.

4 -enter the Overall comments.

Overall comments of the Reviewee :

Maximum 256 characters

Strength of Reviewee (Top three strengths):

Select Strength

5 -Reviewee can select his/ her top 3 strengths.

Sr. No	Strength	
1	Emotional Intelligence/Stability	Delete
2	Communication	Delete

4.7. Development Area Section:

Review can self-assess and suggest development area for self-development.

Development Plan :

Development Areas of the Reviewee

Maximum 100 characters

Timelines

Select Timeline

Training Program

Select Training Program

Training Program Name

Maximum 100 characters

Add Development Plan Reset Development Plan

Development Area	Timelines	Training Program	Details
I want to learn SAP ABAP programming	After 6 Months	Technical	View

10 -Click on Add Development Plan to Save.

11 -Click on View button to view and update Development Plan.

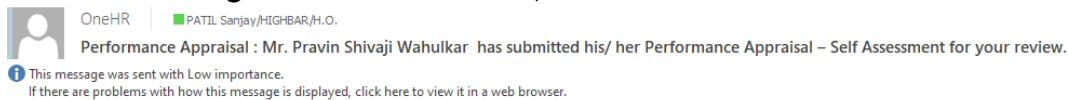
Status :

Employee Self Assessment By Mr. Pravin Shivaji Wahulkar - Status : Pending
Reviewer Assessment By Mr. Vijaykumar Patil

Submit Back

12 -Click on Submit button to submit the Self-Assessment and send to the Reviewer for the assessment.

After submitting the self-assessment, Reviewer will receive an e-mail as below.



Dear Sir/Madam,

Mr. Pravin Shivaji Wahulkar has submitted his/ her Performance Appraisal – Self Assessment for your review.

Emp. Code	00631228
Name	Mr. Pravin Shivaji Wahulkar
Grade	II
Designation	Senior Executive - HR
Department	Human Resources
Location	HO-NaviMum-Head Office - Navi Mumbai (HO)
Reviewer	Mr. Vijaykumar Patil
Final Reviewer	Mr. Mangesh Dattatray Wadaje

Please provide your appraisal assessment.

[Please click here to review](#)

- 4.8. Go to “Manage Self-Assessment” to view already submitted assessment & status from the index page.

Appraisal Module

Self Assessment

Manage Self Assessment : (0)

Manage Self Assessment

Employee				Self Assessment Status	Performance Review Discussion		Appraisal Index
Booklet No.	Year	Location	Period	Reviewee	Reviewer	Reviewee	Details
1	2022-23	Head Office - Navi Mumbai (HO)	01-Apr-2022 - 31-Mar-2023	Completed	Pending	Pending	View

- 4.9. Click on “View” to view the status of already submitted Self-Assessment.

Self Assessment : View

Appraisal Year : *
 2022-2023

For the Period : *
 01-Apr-2022 - 31-Mar-2023

Employee Code :
 00631228

Employee Name :
 Mr. Pravin Shivaji Wahulkar

Department :
 Human Resources

Designation :
 Senior Executive - HR

Grade :
 II

Appraisal Type :
 Regular

[Download Approved KRA](#)

Section 1.A: Target Evaluation Sheet :

		Reviewee		
Description	Points Allotted	Description	Self Assessment	Details
1. Recruitment :- Making available within 45-75 days from indent and within Band CTC indented.	45.00	Recruitment making within 45 to 75 days	43.00	View
Supporting end to end Special recruitment initiatives taken during the year :-	25.00	Working on Sales positions alos	23.00	View
Sourcing of profiles :-	10.00	working with Source profiles	8.00	View
Onboarding of new employees :-	10.00	Working on Onboarding employees	10.00	View
Improving quality of sourcing :-	10.00	Improved Quality of sourcing	10.00	View
Total	100.00		94.00	

Section 1.B: Attributes :

Attributes	Reviewee Rating
Result Orientation	2
Team Work	3
Personal Effectiveness	4
Communication	2
Initiative	1
Passion for Quality & Customer Service	4
Total	16
Average	2.67

Overall comments of the Reviewee :

Overall comments of the Reviewee

Strength of Reviewee (Top three strengths):

Sr. No	Strength
1	Emotional Intelligence/Stability
2	Communication

Development Plan :

Development Area	Timelines	Training Program
I want to learn SAP ABAP programming	After 6 Months	Technical

Status :

Employee Self Assessment By Mr. Pravin Shivaji Wahulkar - Status : Submitted - Completed on : 10/07/2023
Reviewer Assessment By Mr. Vijaykumar Patil - Status : Pending

[Back](#)

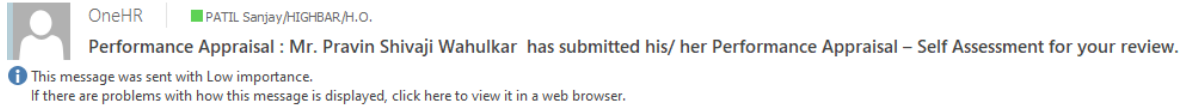
4.10. Click on “View My Performance Appraisal Form” to view and download Performance Appraisal form in PDF.

View My Performance Appraisal Form

Appraisal Index				
Booklet No.	Year	Assessment Period	Location	Details
1	2022-23	01-Apr-2022 - 31-Mar-2023	Head Office - Navi Mumbai (HO)	View

5. How to do Performance Review - for Reviewer (N1):

5.1. Reviewer will receive an email for Self-Assessment submitted by reviewee. Reviewer can click on the link provided in a mail to go the performance review screen or can use the method mentioned below.



Dear Sir/Madam,

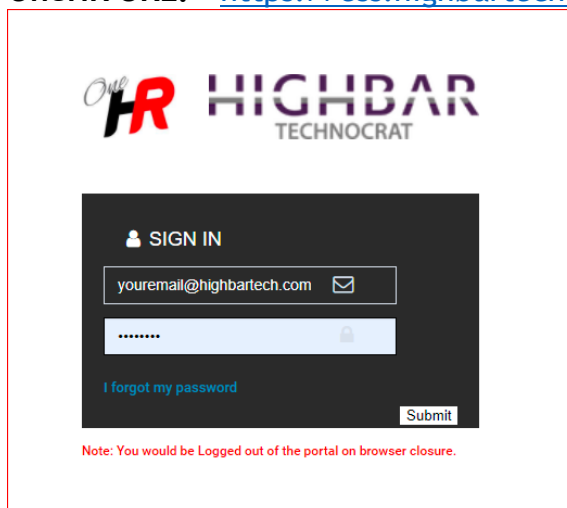
Mr. Pravin Shivaji Wahulkar has submitted his/ her Performance Appraisal – Self Assessment for your review.

Emp. Code	00631228
Name	Mr. Pravin Shivaji Wahulkar
Grade	II
Designation	Senior Executive - HR
Department	Human Resources
Location	HO-NaviMum-Head Office - Navi Mumbai (HO)
Reviewer	Mr. Vijaykumar Patil
Final Reviewer	Mr. Mangesh Dattatray Wadaje

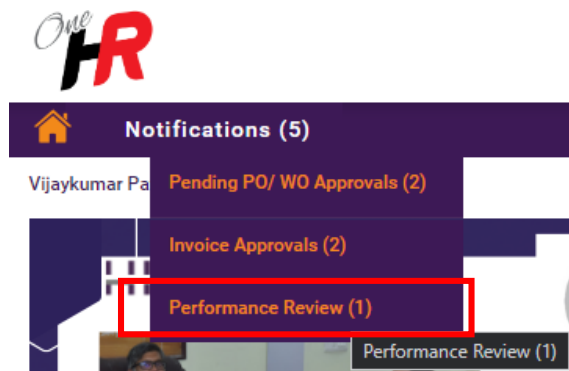
Please provide your appraisal assessment.

[Please click here to review](#)

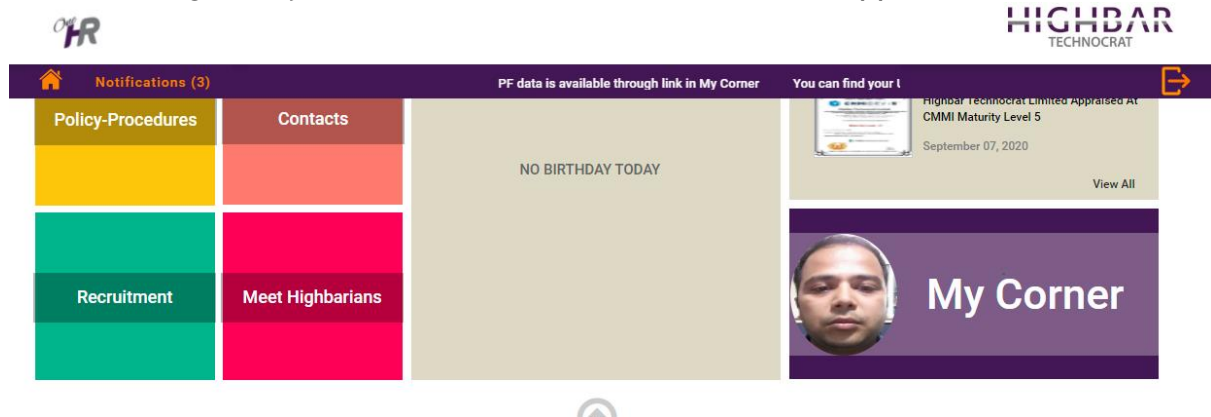
5.2. first logon to OneHR system using your email & password.
OneHR URL:- <https://ess.highbartech.com/hrms/login.aspx#>



5.3. Can go to the Performance Review List page directly by clicking on Performance Review in OneHR Notifications section.

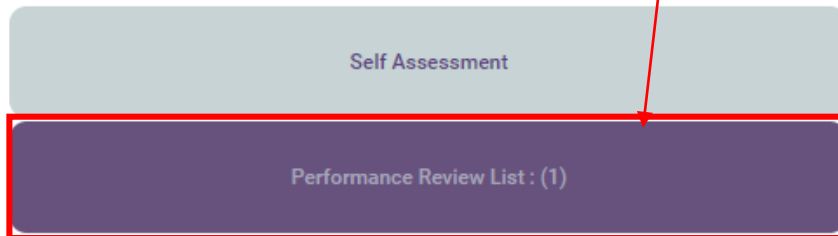


5.4. Or can go in My Corner & then click on Performance Appraisal tab



5.5. Click on “Performance Review List” Appraisal Module

1 - Performance Review List Shows No of Request pending for Performance Review.



5.6. Click on View button to review the performance details of the reviewee and send to the next level for recommendation.

Performance Review List

Employee					Self Assessment Status	Performance Review Discussion		Appraisal Index
Booklet No.	Year	Location	Code	Name	Reviewee	Reviewer	Reviewee	Details
1	2022-23	Head Office - Navi Mumbai (HO)	00631228	Mr. Pravin Shivaji Wahulkar	Completed	Pending	Pending	View

5.7. Reviewer can do Target Evaluation, Attributes Rating, Performance Review Discussion with Reviewee, Add or Update Reviewee Development Plan, Overall Performance Rating and Promotion Recommendation.

Performance Review : Mr. Pravin Shivaji Wahulkar

1 - Download Approved KRA

Appraisal Year : *	For the Period : *
2022-2023	01-Apr-2022 - 31-Mar-2023
Employee Code :	Employee Name :
00631228	Mr. Pravin Shivaji Wahulkar
Department :	Designation :
Human Resources	Senior Executive - HR
Grade :	
II	
Appraisal Type :	
Regular	

[Download Approved KRA](#)

2 - Indication for Notional Rating or Regular Rating

Section 1.A: Target Evaluation Sheet :

Reviewee				Reviewer		
Description	Points Allotted	Description	Self Assessment	Points Allotted	Description	Assessment
1. Recruitment :- Making available within 45-75 days from indent and within Band CTC indented.	45.00	Recruitment making within 45 to 75 days	43.00	<input type="text" value="45.00"/>	<input type="text" value="Maximum 200 characters"/>	<input type="text"/>
Supporting end to end Special recruitment initiatives taken during the year :-	25.00	Working on Sales positions alos	23.00	<input type="text" value="25.00"/>	<input type="text" value="Maximum 200 characters"/>	<input type="text"/>
Sourcing of profiles :-	10.00	working with Source profiles	8.00	<input type="text" value="10.00"/>	<input type="text" value="Maximum 200 characters"/>	<input type="text"/>
Onboarding of new employees :-	10.00	Working on Onboarding employees	10.00	<input type="text" value="10.00"/>	<input type="text" value="Maximum 200 characters"/>	<input type="text"/>
Improving quality of sourcing :-	10.00	Improved Quality of sourcing	10.00	<input type="text" value="10.00"/>	<input type="text" value="Maximum 200 characters"/>	<input type="text"/>
Total	100.00		94.00	100.00		0

Target Evaluation Supporting Documents

File Name
1_1_Target_Evaluation_File
2_1_Target_Evaluation_File
3_1_Target_Evaluation_File
4_1_Target_Evaluation_File
5_1_Target_Evaluation_File

3 - enter the reviewer remarks against the Target Description.

4 - enter the points achieved against the Target Description.

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	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 Continuously strives to challenge own performance level to achieve higher standards Is proactive, displays willingness and takes action to achieve the goals in a timely manner Understands the functional goals and works along with other team members to achieve the goals, while maintaining the best standards of quality and safety 	<input type="text" value="2"/>	<input type="text" value="2"/>
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 	<input type="text" value="3"/>	<input type="text" value="3"/>

5 - Select the Attributes Rating for each attribute.

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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 	4 ▾	4 ▾
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 ▾	3 ▾
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 	1 ▾	2 ▾
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 	4 ▾	3 ▾

Overall comments of the Reviewee :

Overall comments of the Reviewee

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

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

Maximum 256 characters

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

Maximum 256 characters

6 - Please enter Performance Review Discussion in discussion with Reviewee

Strength of Reviewee (Top three strengths):

Select Strength

7 - Please select strengths for Reviewee in discussion with Reviewer

Sr. No	Strength	
1	Emotional Intelligence/Stability	Delete
2	Communication	Delete

Development Plan :

Development Areas of the Reviewee

Maximum 100 characters

8 - Discuss the strength with the reviewee and finalize top three and update the strengths from here

Timelines

Select Timeline

9 - Add Development plan for the Reviewee in discussion with Reviewer

Training Program

Select Training Program

Training Program Name

Maximum 100 characters

[Add Development Plan](#)

[Reset Development Plan](#)

Development Area	Timelines	Training Program	Details
I want to learn SAP ABAP programming	After 6 Months	Technical	View

Methods :

1. Personal Coaching 2. Site Visits/Exhibitions 3. Job Rotation 4. Special Assignments 5. Classroom Training 0. No Method Program

10 - click on view to update the Development plan of the Reviewee

Discussion held on : *

11 - Please select Discussion held on date with Reviewee

A. Overall Performance Rating : *

12 - Please select the Overall Performance Rating for the Reviewee

Rating	Definition
AAA	• Employee has shown initiative that has gone beyond the normal call of duty and has 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.

Overall Performance Comments : *

Maximum 256 characters

13 - enter the Overall Performance Comments for the Reviewee

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B. Overall Personal Attributes Assessment Rating : *

14 - Please select the Overall Personal Attributes Assessment Rating for the Reviewee

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.

15 - enter the Overall Personal Attributes Assessment Comments for the Reviewee

Overall Personal Attributes Comments : *

C. Promotion Recommendation :

C 1. Post / Grade Promotion : *

C 2. Promotion Recommendation : *

16 - Please select the Promotion Recommendation for the Reviewee

Overall Promotion Recommendation Comments : *

Overall Comments : *

18 - Please enter Overall comments for the Reviewee

17 - Please enter Promotion Recommendation comments for the Reviewee

Status :

Employee Self Assessment By Mr. Pravin Shivaji Wahulkar - Completed On : 10/07/2023
Reviewer Assessment By Mr. Vijaykumar Patil
Reviewer Recommendation By Mr. Vijaykumar Patil
Final Reviewer Recommendation By Mr. Mangesh Dattatray Wadaje

19 - Performance Approval status

Submit

Back

20 - click on Submit button to send for next level performance review (if any).

5.8. On click of a "Submit" button system will send a mail to final reviewer (if any) for recommendation.

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OneHR

PATIL Sanjay/HIGHBAR/H.O.

Performance Appraisal : Mr. Vijaykumar Patil, has reviewed below employee assessment



This message was sent with Low importance.

If there are problems with how this message is displayed, [click here to view it in a web browser.](#)

Dear Sir/Madam,

Mr. Vijaykumar Patil, has reviewed below employee assessment

Emp. Code	00631228
Name	Mr. Pravin Shivaji Wahulkar
Grade	II
Designation	Senior Executive - HR
Department	Human Resources
Location	HO-NaviMum-Head Office - Navi Mumbai (HO)
Reviewer	Mr. Vijaykumar Patil
Final Reviewer	Mr. Mangesh Dattatray Wadaje

Please provide your appraisal assessment.

[Please click here to review](#)

5.9. Reviewer can click on “My Team Appraisals” link button to view team appraisal status.

Appraisal Module



My Team Appraisals : 2022-23

								Appraisal Index
Sr No	Booklet No.	Location	Reviewee	Reviewer (N1)	Final Reviewer (N2)	Additional Reviewer (AD1)	Status	Details
1	1	Head Office - Navi Mumbai (HO)	Mr. Anilkumar Sangameshw Jeur	Mr. Vijaykumar Patil	Mr. Mangesh Dattatray Wadaje		Not Submitted	
2	1	Head Office - Navi Mumbai (HO)	Mr. Pravin Shivaji Wahulkar	Mr. Vijaykumar Patil	Mr. Mangesh Dattatray Wadaje		N2 Recommendation Pending	View
3	1	Head Office - Navi Mumbai (HO)	Mr. Rupesh Vairal	Mr. Vijaykumar Patil	Mr. Mangesh Dattatray Wadaje		Completed	View
4	1	Head Office - Navi Mumbai (HO)	Mr. Sourabh Chhangani	Mr. Vijaykumar Patil	Mr. Mangesh Dattatray Wadaje		Reviewee Self Assessment Pending	View
5	1	Head Office - Navi Mumbai (HO)	Mr. Vijay Nateshwar Chavan	Mr. Vijaykumar Patil	Mr. Ashok Wani		Not Submitted	

Recommendation : Mr. Pravin Shivaji Wahulkar

Appraisal Year : *

2022-2023

For the Period : *

01-Apr-2022 - 31-Mar-2023

Employee Code :

00631228

Employee Name :

Mr. Pravin Shivaji Wahulkar

Department :

Human Resources

Designation :

Senior Executive - HR

Grade :

II

[Download Approved KRA](#)

Appraisal Type :

Regular

Section 1.A: Target Evaluation Sheet :

Reviewee					Reviewer	
Description	Points Allotted	Description	Self Assessment	Points Allotted	Description	Assessment
1. Recruitment :- Making available within 45-75 days from indent and within Band CTC indented.	45.00	Recruitment makeing within 45 to 75 days	43.00	45.00	TA achieved in lower band positions. However more time taken for higher band positions . Positions	37.00
Supporting end to end Special recruitment initiatives taken during the year :-	25.00	Working on Sales positions alos	23.00	25.00	No special initiatives done during year hence marks given on proportionate basis.	25.00
Sourcing of profiles :-	10.00	working with Source profiles	8.00	10.00	Sourced more resumes from Naukari	10.00
Onboarding of new employees :-	10.00	Working on Onboarding employees	10.00	10.00	Onboarding done. Care should have	9.00
Improving quality of sourcing :-	10.00	Improved Quality of sourcing	10.00	10.00	Very good hit ration 1:10	10.00
Total	100.00		94.00	100.00		91.00

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	Reviewee Rating	Reviewer Rating
Result Orientation	2	3
Team Work	3	2
Personal Effectiveness	4	3
Communication	2	3
Initiative	1	3
Passion for Quality & Customer Service	4	3
Total	16	17
Average	2.67	2.83

Overall comments of the Reviewee :

Overall comments of the Reviewee

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 : *

Task completed successfully.

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

Task handled better way

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

No any concerns that hampering the performance

IV. Individual Development Plan (IDP)

Strength of Reviewee (Top three strengths):

Sr. No	Strength
1	Emotional Intelligence/Stability
2	Communication

Development Plan :

Development Area	Timelines	Training Program
I want to learn SAP ABAP programming	After 6 Months	Technical

Methods :

1. Personal Coaching 2. Site Visits/Exhibitions 3. Job Rotation 4. Special Assignments 5. Classroom Training 0. No Method Program

Discussion held on : *

11/07/2023

A. Overall Performance Rating : *

AAA

Rating	Definition
AAA	• Employee has shown initiative that has gone beyond the normal call of duty and has 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.

Overall Performance Comments : *

Overall Performance Good

B. Overall Personal Attributes Assessment Rating : *

4

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.

Overall Personal Attributes Comments : *

Overall Personal Attributes Good

C. Promotion Recommendation :

C 1. Post / Grade Promotion : *

Post Promotion

C 2. Promotion Recommendation : *

5-Immediate

Overall Promotion Recommendation Comments : *

Overall Promotion Recommendation by the Reviewer

Overall Comments : *

Overall comments of the Reviewer



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	Name	Overall Performance Rating	Overall Personal Attributes Assessment Rating	Promotion Type	Promotion Recommendation
Reviewer	Mr. Vijaykumar Patil	AAA	4	Post Promotion	Immediate

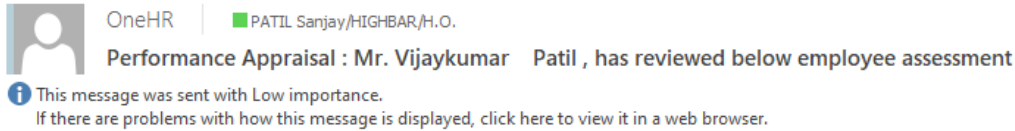
Status :

Employee Self Assessment By Mr. Pravin Shivaji Wahulkar - Completed On : 10/07/2023
Reviewer Assessment By Mr. Vijaykumar Patil - Completed On : 11/07/2023
Reviewer Recommendation By Mr. Vijaykumar Patil - Completed On : 11/07/2023
Final Reviewer Recommendation By Mr. Mangesh Dattatray Wadaje

[Back](#)

6. How to do Performance Review by Reviewer (N2):

6.1. Reviewer N2 will receive email for Performance Recommendation. Reviewer can click on the link provided in a mail to go the Recommendation screen.



Dear Sir/Madam,

Mr. Vijaykumar Patil, has reviewed below employee assessment

Emp. Code	00631228
Name	Mr. Pravin Shivaji Wahulkar
Grade	II
Designation	Senior Executive - HR
Department	Human Resources
Location	HO-NaviMum-Head Office - Navi Mumbai (HO)

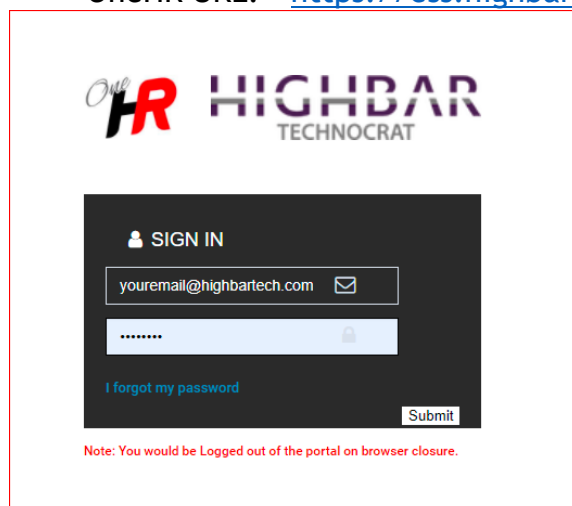
Reviewer	Mr. Vijaykumar Patil
Final Reviewer	Mr. Mangesh Dattatray Wadaje

Please provide your appraisal assessment.

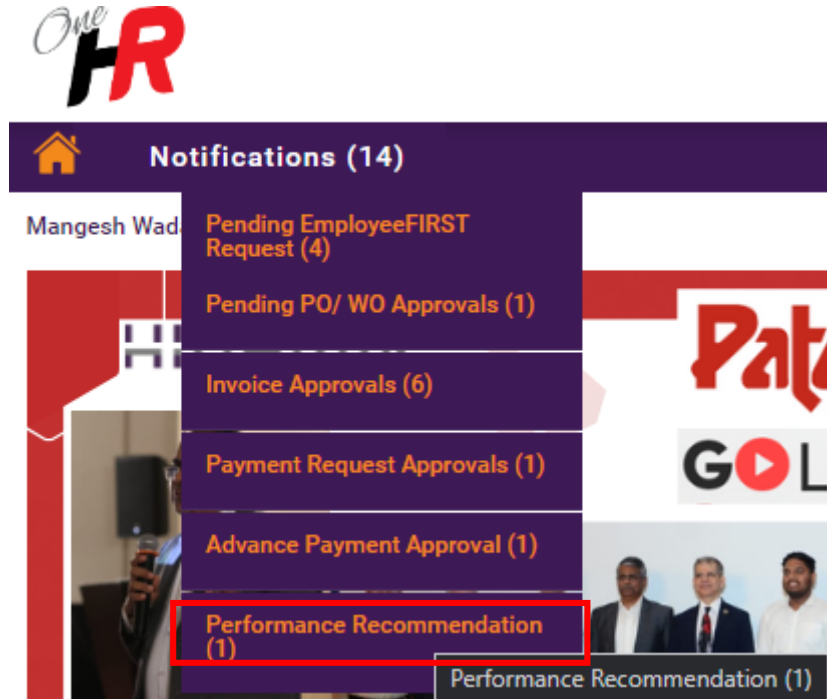
[Please click here to review](#)

6.2. OR logon to OneHR system using your email & password.

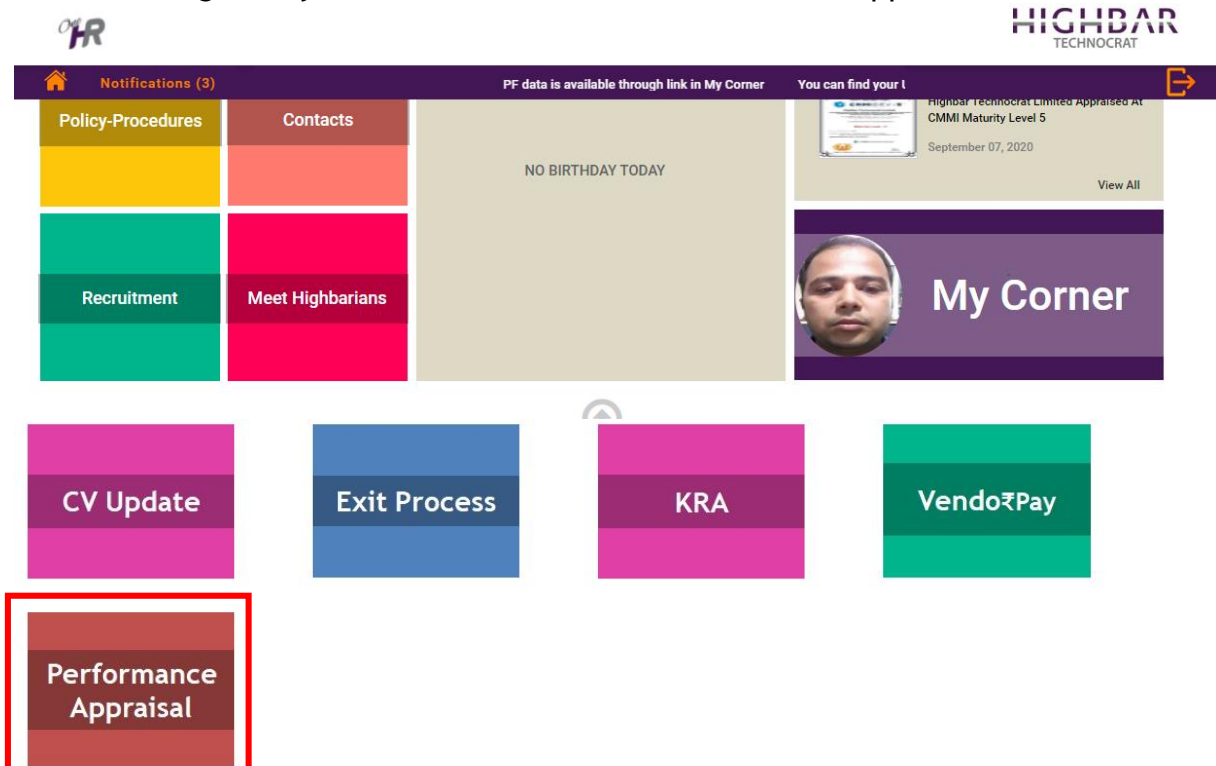
OneHR URL:- <https://ess.highbartech.com/hrms/login.aspx#>



6.3. Can go to the Recommendation List page directly by clicking on Performance Recommendation in OneHR Notification.



6.4. OR can go in My Corner & then click on Performance Appraisal tab.



6.5. Click on “Recommendation List” to view list of Recommendation pending for approval.

Appraisal Module

Self Assessment

Recommendation List : (1)

View My Performance Appraisal Form

My Team Appraisals

Appraisal User Manual

Manage Self Assessment : (0)

6.6. Click on “View” button to view Invoice details.

Recommendation List

Employee				Self Assessment Status	Performance Review Discussion		Recommendations			
Booklet No.	Year	Location	Name	Reviewee	Reviewer	Reviewee	Reviewer	Final Reviewer	Additional Reviewer	Details
1	2022-23	Head Office - Navi Mumbai (HO)	Mr. Pravin Shivaji Wahulkar	Completed	Completed	Completed	Completed	Pending		View

6.7. Final reviewer cannot modify details of the Employee details and Reviewer Recommendation. They can provide the Performance rating and Promotion Recommendation.

Recommendation : Mr. Pravin Shivaji Wahulkar

Appraisal Year : *

2022-2023

Employee Code :

00631228

Department :

Human Resources

Grade :

II

Appraisal Type :

Regular

For the Period : *

01-Apr-2022 - 31-Mar-2023

Employee Name :

Mr. Pravin Shivaji Wahulkar

Designation :

Senior Executive - HR

[Download Approved KRA](#)

2-Reviewee details.

1-View approved KRA.

Section 1.A: Target Evaluation Sheet :

Reviewee					Reviewer	
Description	Points Allotted	Description	Self Assessment	Points Allotted	Description	Assessment
1. Recruitment :- Making available within 45-75 days from indent and within Band CTC indented.	45.00	Recruitment making within 45 to 75 days	43.00	45.00	TA achieved in lower band positions. However more time taken for higher band positions . Positions	37.00
Supporting end to end Special recruitment initiatives taken during the year :-	25.00	Working on Sales positions alos	23.00	25.00	No special initiatives done during year hence marks given on	25.00
Sourcing of profiles :-	10.00	working with Source profiles	8.00	10.00	Sourced more resumes from Naukari portal and network	10.00
Onboarding of new employees :-	10.00	Working on Onboarding employees	10.00	10.00	Onboarding done. Care should have taken while	9.00
Improving quality of sourcing :-	10.00	Improved Quality of sourcing	10.00	10.00	Very good hit ration 1:10	10.00
Total	100.00		94.00	100.00		91.00

Target Evaluation Supporting Documents

File Name
1_1_Target_Evaluation_File
2_1_Target_Evaluation_File
3_1_Target_Evaluation_File
4_1_Target_Evaluation_File
5_1_Target_Evaluation_File

3- Reviewer inputs on KRA points achieved the by reviewee

4- Supporting documents of the Target Evaluation

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	Reviewee Rating	Reviewer Rating
Result Orientation	2	3
Team Work	3	2
Personal Effectiveness	4	3
Communication	2	3
Initiative	1	3
Passion for Quality & Customer Service	4	3
Total	16	17
Average	2.67	2.83

5- Attributes Rating by the Reviewee and Reviewer

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Overall comments of the Reviewee :

Overall comments of the Reviewee

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)

6- Performance Review discussion
with Reviewee and Reviewer

I. Tasks accomplished successfully : *

Task completed successfully.

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

Task handled better way

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

No any concerns that hampering the performance

IV. Individual Development Plan (IDP)

Strength of Reviewee (Top three strengths):

Sr. No	Strength
1	Emotional Intelligence/Stability
2	Communication

Development Plan :

Development Area	Timelines	Training Program
I want to learn SAP ABAP programming	After 6 Months	Technical

Methods :

1. Personal Coaching 2. Site Visits/Exhibitions 3. Job Rotation 4. Special Assignments 5. Classroom Training 0. No Method Program

Discussion held on : *

11/07/2023

A. Overall Performance Rating : *

7- Select Overall Performance Rating

Rating	Definition
AAA	Employee has shown initiative that has gone beyond the normal call of duty and has 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
B	Employee does not meet expectations of the job, in spite of feedback, corrective actions, he

8- Enter Overall Performance Comments

Overall Performance Comments : *

B. Overall Personal Attributes Assessment Rating : *

9- Select Overall Personal Attributes Rating

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.

10- Enter Overall Personal Attributes Comments

Overall Personal Attributes Comments : *

C. Promotion Recommendation :

C 1. Post / Grade Promotion : *

C 2. Promotion Recommendation :

10- Select Promotion Recommendation

Overall Promotion Recommendation Comments : *

Overall Comments : *

11- Enter Promotion Recommendation Comments

	Name	Overall Performance Rating	Overall Personal Attributes Assessment Rating	Promotion Type	Promotion Recommendation	Details
Reviewer	Mr. Vijaykumar Patil	AAA	4	Post Promotion	Immediate	> View
Final Reviewer	Mr. Mangesh Dattatray Wadaje		NA			> Recommend

Status :

Employee Self Assessment By Mr. Pravin Shivaji Wahulkar - Completed On : 10/07/2023
Reviewer Assessment By Mr. Vijaykumar Patil - Completed On : 11/07/2023
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Final Reviewer Recommendation By Mr. Mangesh Dattatray Wadaje


12- Enter Overall Comments

13- View Reviewer Performance and Promotion Recommendation details

15- Submit the Performance Rating and Promotion Recommendation details.

14- Recommend the Performance Rating and Promotion Recommendation.


6.8. Click on “Submit” button to complete the Performance Recommendation and system will send an email to the reviewer as below.



OneHR

PATIL Sanjay/HIGHBAR/H.O.

Performance Appraisal : Mr. Mangesh Dattatray Wadaje has reviewed below employee assessment.

 This message was sent with Low importance.
 If there are problems with how this message is displayed, click here to view it in a web browser.

CONTENTS

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