Employee Performance Review System

1. Topic

Title: Employee Performance Management and Review System

- **Overview:**

This is a web-based application designed to streamline the performance review process for organizations. This system enables HR teams and managers to set and evaluate employee goals, manage review cycles, and generate insightful reports. The application is structured to promote constructive feedback, enhance employee engagement, and track performance improvement over time.

- **Objective:**

To develop a user-friendly and flexible performance review system that supports goal-setting, ongoing feedback, performance assessment, and data-driven decisions for organizational development.

2. High-Level User Stories

- **User Authentication and Role Management**

As an HR admin, I want to create and manage user accounts for employees, managers, and HR personnel, so that each user has secure access to the system with appropriate permissions based on their role.

- **Goal Setting and Tracking**

As a manager, I want to set specific performance goals for my team members, so that each employee has clear objectives to work towards during the review period.

As an employee, I want to view, update, and track my goals, so that I can monitor my progress and stay aligned with my personal and organizational objectives.

- **Review Scheduling and Notifications**

As an HR admin, I want to schedule review cycles and set deadlines, so that managers and employees receive notifications to complete reviews on time.

As a manager, I want reminders for pending reviews, so that I can complete them within the review period.

- **Performance Feedback and Self-Assessment**

As a manager, I want to provide feedback on employee performance across different areas, so that employees receive constructive feedback on their work.

As an employee, I want to submit a self-assessment before my review, so that I can share my achievements and areas for growth.

- **Reporting and Analytics**

As an HR admin, I want to generate reports on employee performance and review trends, so that I can provide insights for management's strategic planning.

3. Key Features

- **Role-Based Access Control:**

Secure authentication and authorization for employees, managers, and HR admins, with each role having specific permissions and access to features.

- **Goal Management:**

Ability for managers to set, edit, and track individual goals for employees, and for employees to view, update, and track progress on their goals.

- **Review Cycle Scheduling:**

Tools for HR admins to set up review cycles and deadlines, with automated notifications sent to managers and employees.

- **Feedback and Self-Assessment Submission:**

Structured forms for managers to provide performance feedback and for employees to submit self-assessments, including predefined criteria and performance metrics.

- **Performance Dashboard:**

A visual dashboard displaying key performance indicators (KPIs) for managers and employees, enabling quick assessment of performance trends.

- **Reporting and Data Export:**

Report generation and analytics tools for HR admins to analyze performance data across departments or individuals, with options to export data for further analysis.

4. Technology Stack

Frontend:

- Next.js
- NextAuth

Backend:

- Node.js with Express
- MongoDB

Alternative Option:

- .NET Core

- SQL Server.