**Use Case –** **Employee Score Card Generator**

**IDENTITY SECTION**

**Project: Human Resource Management System (HRMS**)

**ID:**  UC-002

**Use Case Name: Employee Score Card Generator**

**Priority**: ­­­­­­­­­­­­­­ 🗹 Critical

🞎 Important

🞎 Nice-to-have

**Actor(s):** Manager, HR Executive, Employee   
**Trigger Event:**  Quarterly Performance Evaluation

**Trigger Type:** 🗹 External

🞎 Internal

**Description:** In the HRMS, the performance review module, the manager will update Reviews and Scores after quarterly performance review meeting to achieve consolidated performance report of the employee. This action will help organization reward high performing employees and would ultimately keep employees motivated and satisfied eventually reducing the attrition rate.

**PROCEDURAL SECTION**

**Preconditions:**

1. The employee must exist in a database.
2. The Manager must be associated to employee in the database

**Normal Course**

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| --- | --- |
| **Procedure NC 1:** Score Card Generates | |
| **Major Steps for This Process** | **Inputs and outputs for each step** |
| 1. Manager queries the database for all employees under him (If employees not found branch to E1) | < Manger Info / ID  > Employee Details  > Trainings\_attended details |
| 1. Manager Schedules Review meetings for each employee (if employee is unavailable branch AC1) |  |
| 1. Manager grades employee and updates reviews in the system based on the quarterly performance | <Reviews Table |
| 1. Manger provide reviews after the quarterly review process to HR. |  |
| 1. HR updates the reviews in database system | <Reviews Table |
| 1. Based on the reviews score is calculated in the system |  |
| 1. HR provide the consolidated report to manager | >Consolidated Performance Report |
| 1. Use Case Ends |  |

**Alternate Course**

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| **Decision Branch AC 1**: (From Step 2) | |
| **Major Steps** | **Inputs and outputs for each step** |
| 1. Manager asks the employee for alternative meeting mode | < System Raises and Employee not found exception |
| 1. Manager schedules meeting on Alternative mode like call |  |
| 1. Back to NC1 #3 |  |

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| **Exception E 1:** (From Step 1) | |
| **Major Steps** | **Inputs and outputs for each step** |
| 1. Manager cannot find Employee ID in database | < System Raises and Employee not found exception |
| 1. HR Executive requests correct details from the requesting manager again |  |

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| **Exception E 2:** (From Step 2) | |
| **Major Steps** | **Inputs and outputs for each step** |
| 1. HR cannot find Manager ID associated to Employee ID in database | < System Raises and Manager not found exception |
| 1. HR Executive requests correct details from the requesting manager again |  |

**Post Conditions**

1. An Employee ID must have quarterly reviews updated in database.
2. Consolidated quarterly performance report must be updated in database.

**DATA SECTION**

**Summary of Inputs**

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| --- | --- |
| **Inputs** | **Sources** |
| Employee Details | HR\_Systems, Employee table |
| Review Details | Manager, Performance Form |

**Summary of Output**

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| --- | --- |
| **Outputs** | **Destinations** |
| Updated Reviews are reflected throughout the system for that employee | HR\_Systems, Reviews table |