

Default appraisal workflow in Primalogik

Modified on Mon, 31 May 2021 at 03:22 PM

In Primalogik, there is a standard default workflow that consists of employee self-review **before** the manager review.

This means that the self-review is **required** before the manager can get started on their portion of the appraisal. The manager will not be allowed to finish their part of the review until the employee presses Submit.

The main advantage of this workflow is that the manager can view the employee's self-responses while filling out their portion of the review. Notice the "tick" marks under each rating question which indicate the employee response as well as the open-ended text responses which appear right below the manager's text responses.

Motivation

	Strongly disagree	Disagree	Somewhat disagree	Somewhat agree	Agree	Strongly agree	Not applicable
* Is motivated to complete their work-related tasks in a timely and efficient manner	1	2	3	4	5	6	N/A
* Goes above and beyond what is asked of them	1	2	3	4	5	6	N/A
* Consistently meets deadlines	1	2	3	4	5	6	N/A

Comments:

Given Alex has joined us recently, I think his motivation is similar to other new hires. This is not to say that I don't expect he'll keep it up but motivation is always extra high when starting at a new company. If Alex maintains this level of enthusiasm I think he will be a top employee here.

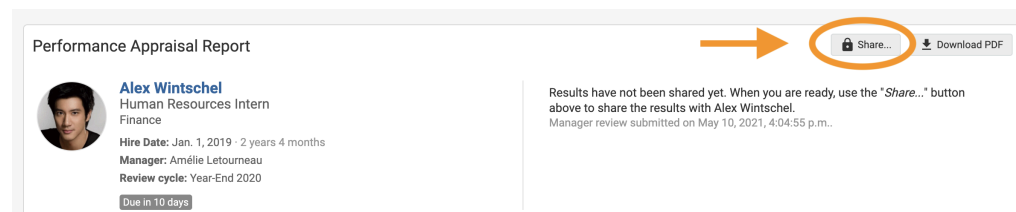
Self-evaluation:

I am still new but I do believe that my motivation for success is higher than usual. My ambition at this stage in my life is very consistent and, I think, given more tasks/responsibilities I would be able to tackle a wide range of assignments. My rating of '5' about going above and beyond is based on this. Since I am still new, I am still learning and will eventually be able to do more once I have a foundation set.

When the appraisal is completed by the manager, the system will create a final results page where both the employee and manager's responses are displayed.

Part of the default workflow allows the appraisal to be "shared" with the reviewee through the application. This action can be done by either the manager (or manager's manager and so on) or any HR Administrator.

The final results page will have a Share button at the top if/when you are ready to give access to the reviewee.



Performance Appraisal Report

Alex Wintschel
Human Resources Intern
Finance
Hire Date: Jan. 1, 2019 · 2 years 4 months
Manager: Amélie Letourneau
Review cycle: Year-End 2020
Due in 10 days

Share... **Download PDF**

Results have not been shared yet. When you are ready, use the "Share..." button above to share the results with Alex Wintschel.
Manager review submitted on May 10, 2021, 4:04:55 p.m..

If you would like, you can require an approval step before the appraisal is able to be shared. You can also require signatures if the appraisal calls for it. Neither of these are turned on for the default workflow.

For more information on approvals and signatures, take a look at:

[Adding an approval step before appraisals can be shared with reviewee](#)

[Adding signatures to performance appraisals](#)