

Timeline - Performance Review - July 2025 cycle

Timeline - Performance Review in HRMS- July 2025 cycle

Managers can
cascade
previous PA
cycle goals
and make
necessary
changes for
Jan to Jun 2025
- H1
performance
period

By June 12, 2025, Timeline & Intimation is rolled out to all employees who are scheduled for Performance review and to their Reporting Managers.

On or before Jun 19, 2025

Appraisers/Managers to freeze on the goals/parameters/weightages, where applicable, for their respective team members in the HRMS tool.

On or before Jun 27, 2025

Employees shall complete and submit their check-in and self assessment using the HRMS tool.

On or before July 08, 2025

Appraisers/Managers to complete one-to-one discussion and to freeze the appraisal of employees using the HRMS tool.

Closure of performance review in the tool

The above plan & process is subject to change as per company discretion