

Welcome to our PeopleStrong PMS Module



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Step 5:> Normalization by L2 Manager / PH / FH (Optional)

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Step 1: Managers need to create/add goals

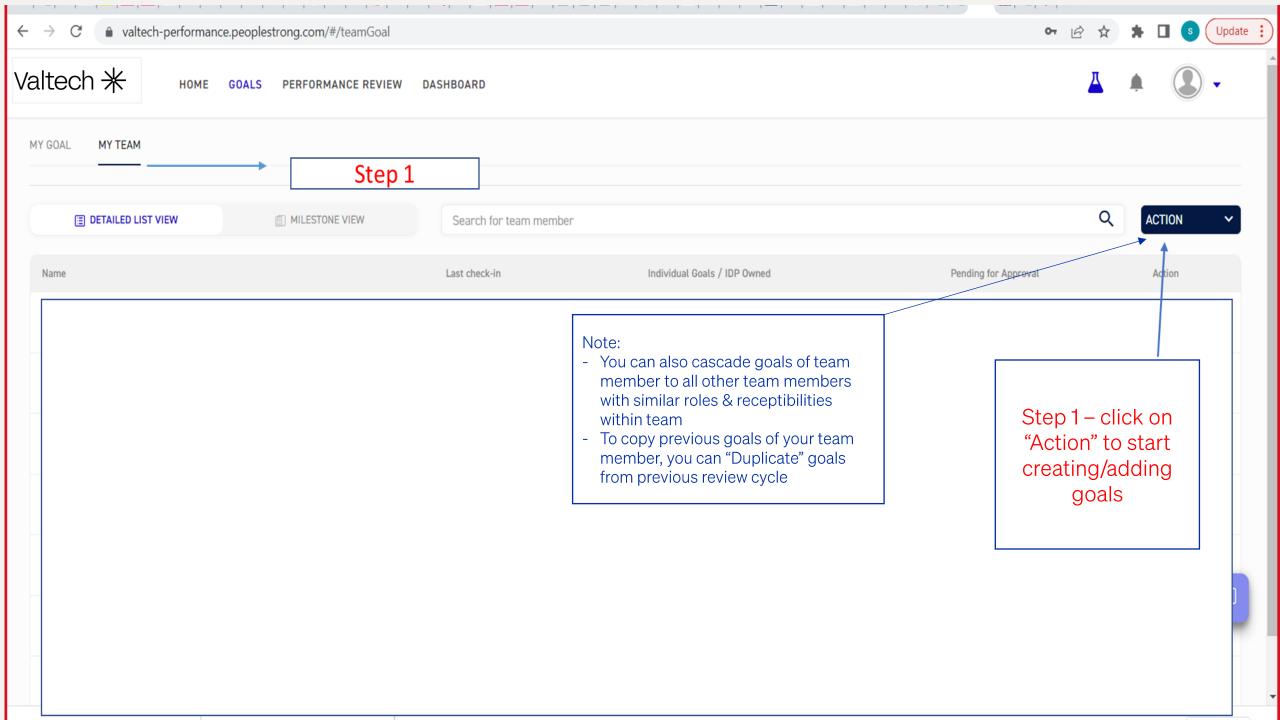


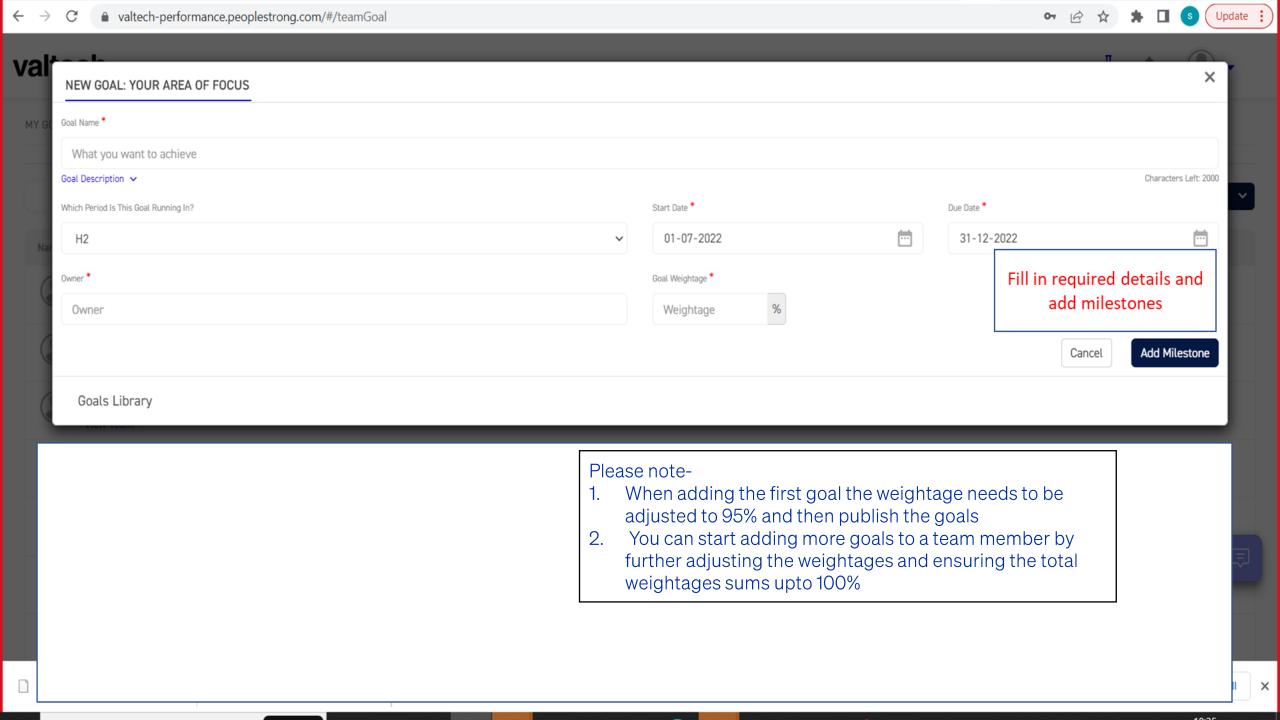
Note -

While creating/adding or cascading goals, you need to adjust the weightage to 95% only across all goals. Organisation level goal is preset in the PMS tool and weightage allocated is 5%. Hence you can add goals with weightage upto 95% to ensure total goal weightage is 100%

My Goal

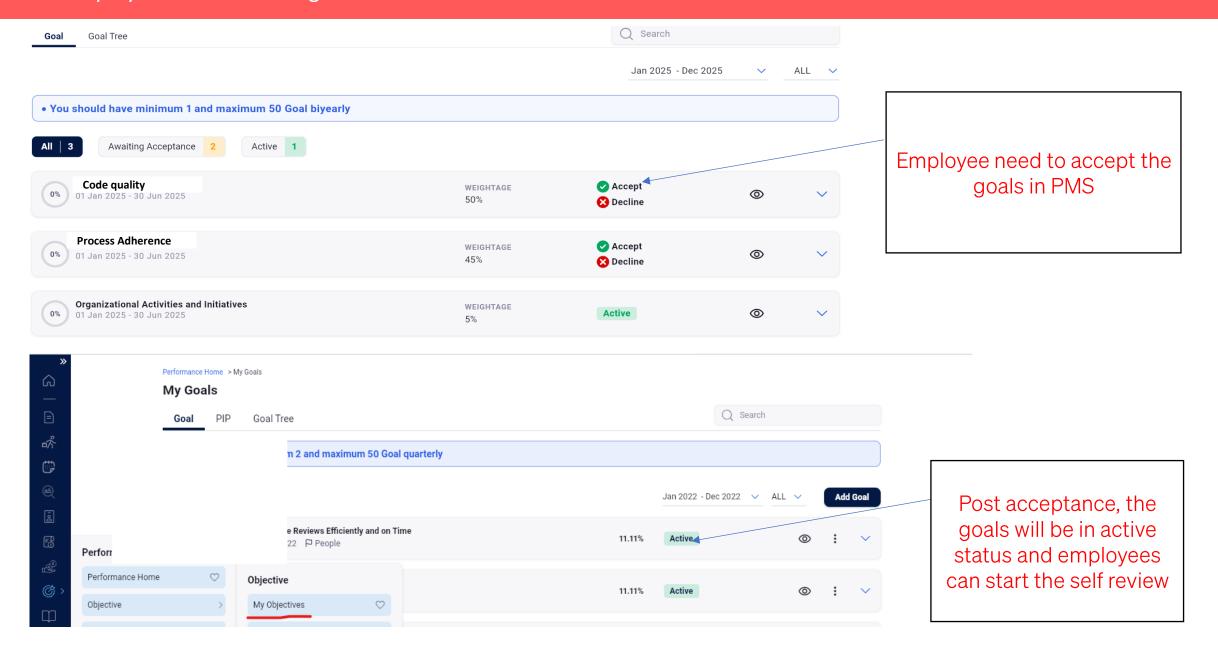
Q Search Goal Tree Goal Jan 2025 - Dec 2025 • You should have minimum 1 and maximum 50 Goal biyearly Active 3 Organizational Activities and Initiatives
01 Jan 2025 - 30 Jun 2025 WEIGHTAGE Active 0 5% Organisation level goals preset at 5% will be visible to all team members Manager to create/add or cascade other team members goal – upto 95% only





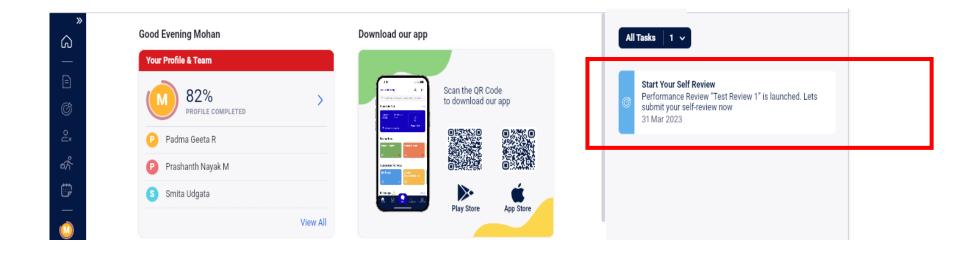
STEP 2 Employee to accept goals and Check-in (update achievement)

Once L1 manager uploads the goals, employee need to accept the goals in PMS. Post acceptance, the goals will be in active status and employees can start doing the check-ins.

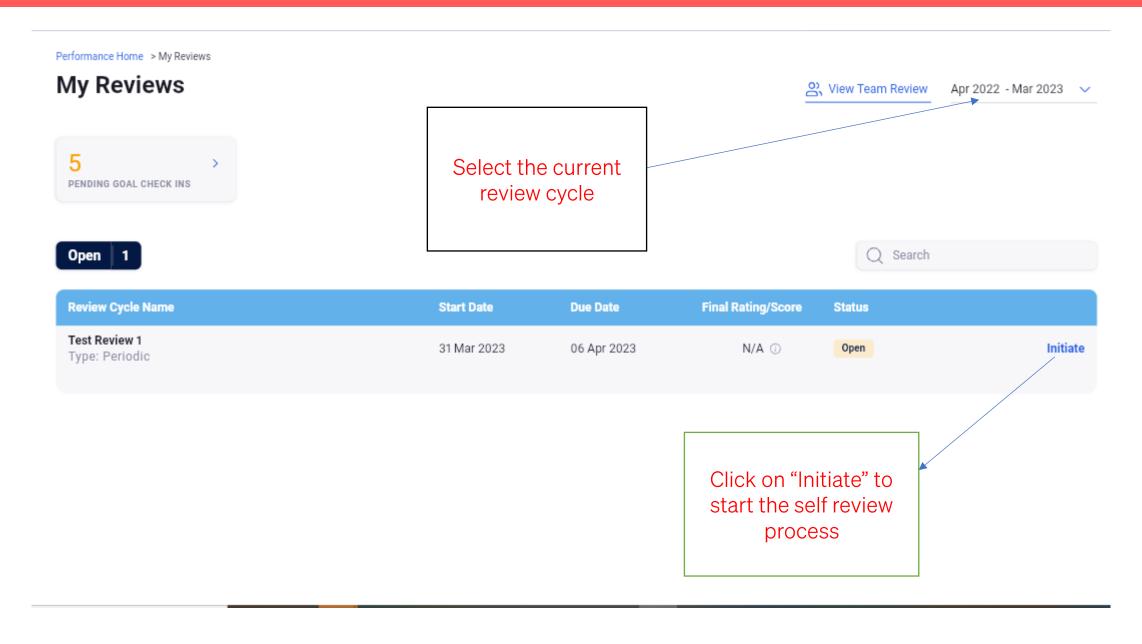




Once the Review is launched, you will get a task to start the Self Review (Go to my reviews)



Click on "Initiate" task against the review cycle name.



Performance Review - Rating Scale

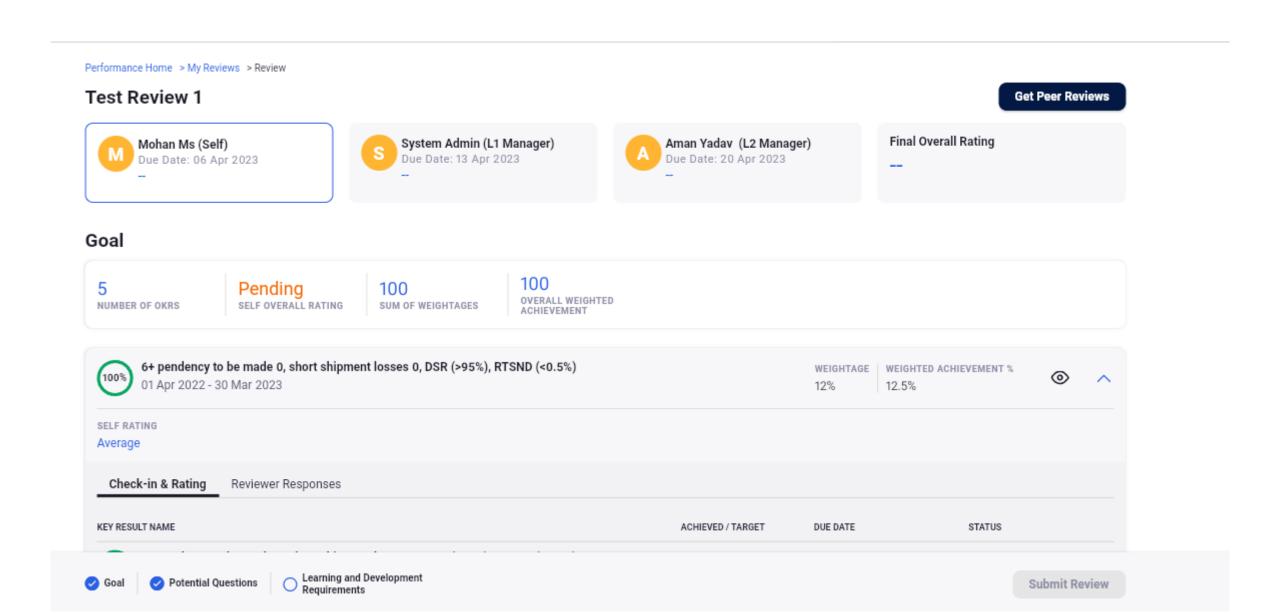
Rating Scale	Description		
≥ 4.5 to 5	Outstanding		
3.5 to < 4.5	Very Good		
2.5 to < 3.5	Good		
1.5 to < 2.5	Average		
<1.5	Poor		

Note: The rating which was earlier reflecting as 1 to 10 is updated in line with our existing performance rating scale 1-5 in PMS

Old Rating Scale									
1	2	3	4	5	6	7	8	9	10
Poor	Poor	Poor	Poor	Poor	Poor	Avg	Good	Very good	Outstanding

Previous Rating in PMS	Description	As per Current Scale		
10	Outstanding	5		
9	Very Good	4		
8	Good	3		
7	Average	2		
6 and Below	Poor	1		

System will calculate the self rating basis on the rules set, now click "next" to go to the next goal to give rating and enter comments if required. Repeat the same for all the goals



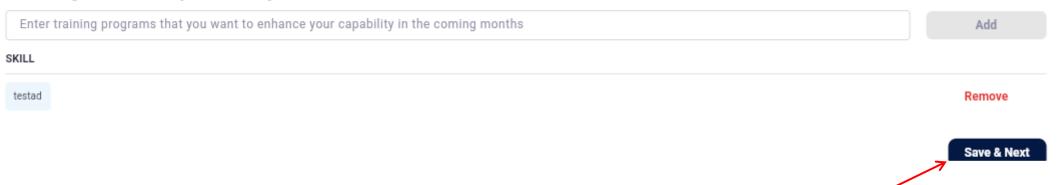
Learning and Development Requirements

Add
Save & Next

Adding learning and development requirement is mandatory to go the next step

Add more training programs if needed and click on "Save"

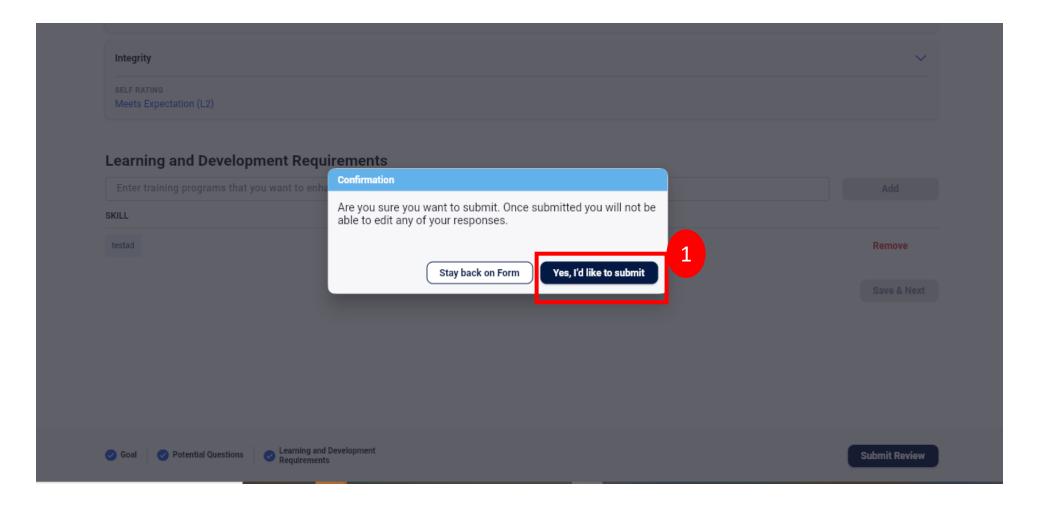
Learning and Development Requirements



1. Click on Submit review, to complete self-review. Make sure you complete all the sections in the review form

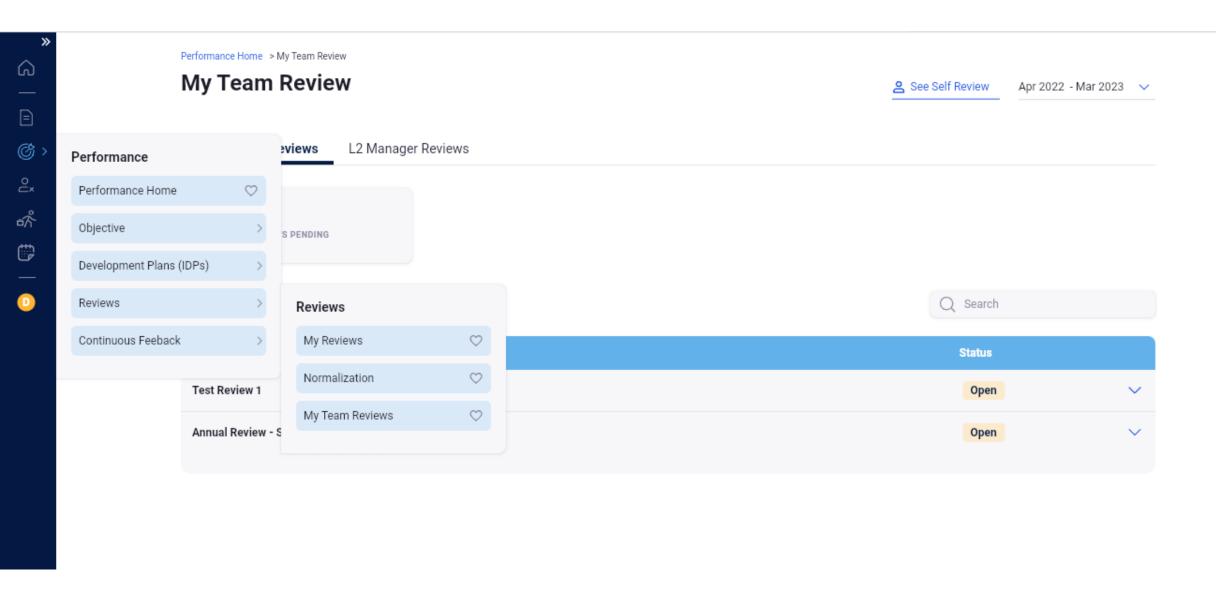
Learning and Development Requirements Enter training programs that you want to enhance your capability in the coming months Add SKILL testad Remove Save & Next Learning and Development Requirements Potential Questions **Submit Review**

1. Click on "Yes, I'd like to submit" to submit the self review or Stay back on Form to cancel the submission.

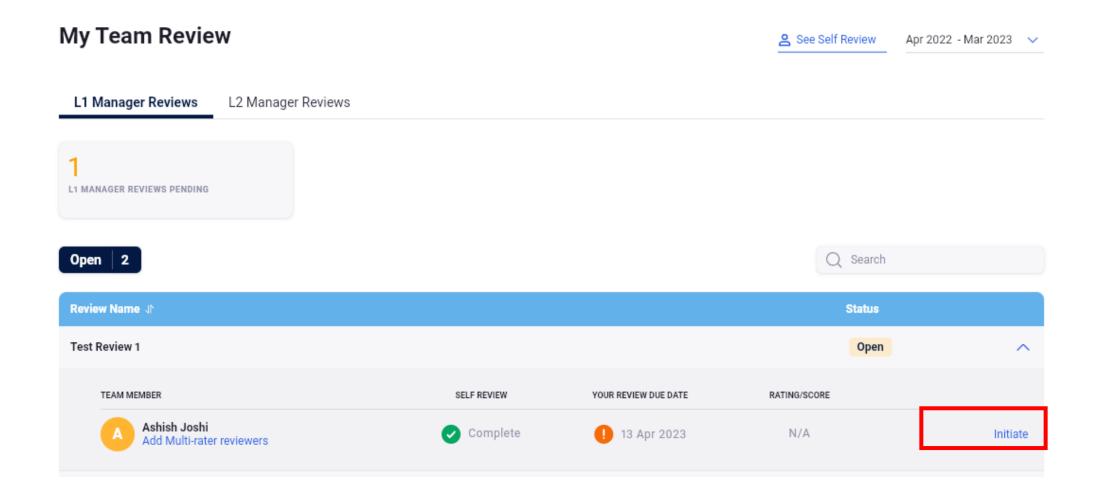


STEP 4 L1 Manager Review

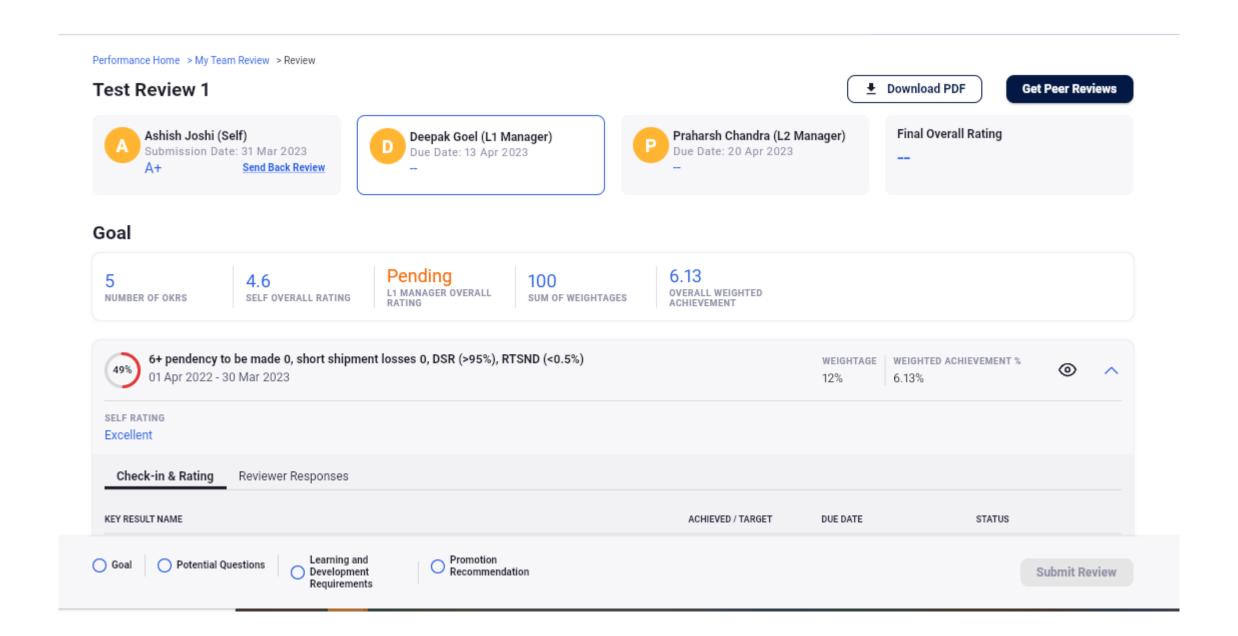
Click on 1. Performance Review | 2. Reviews | 3. Click on My team Review 4. Click on status "Open"



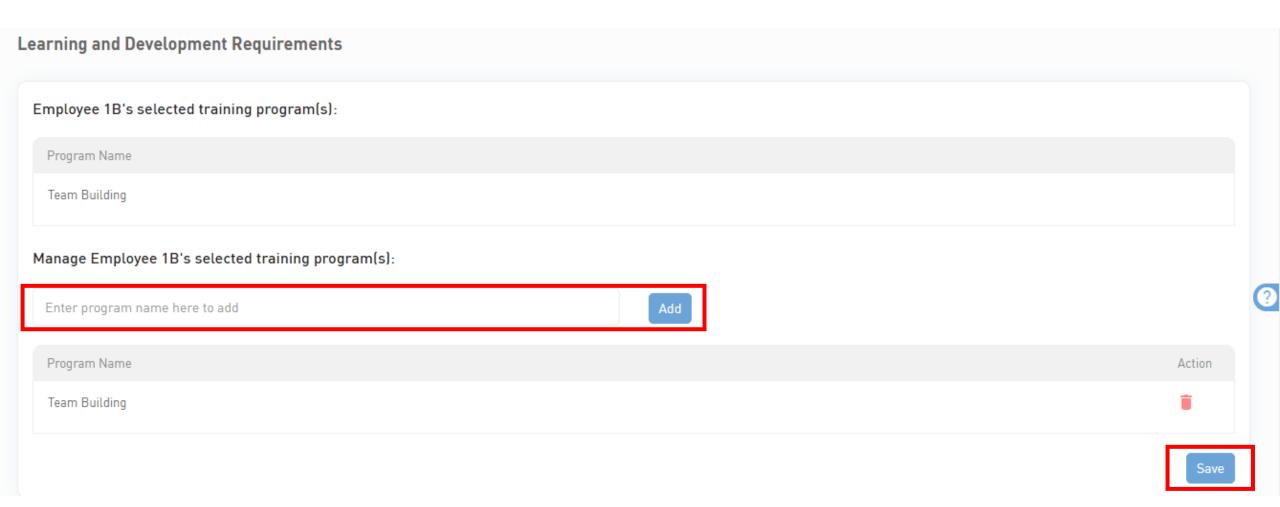
Look for the employee from the drop-down and Click on "Initiate".

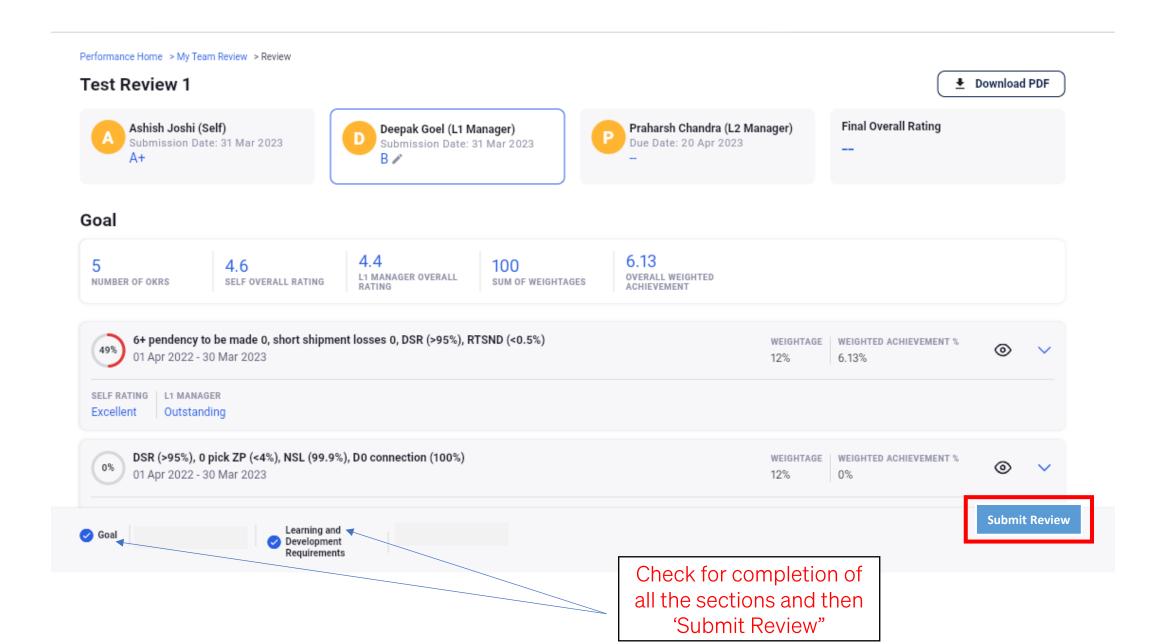


Check on Check-in & Rating, system will calculate the ratings automatically. And then do "Save & next" to save the ratings for all the goals



Recommend Learning & Development needs and "Save"





Please contact Supritha Naveen Amin (<u>Supritha.Amin@valtech.com</u>) or Vijetha Harish (<u>vijetha.harish@valtech.com</u>) from the P&C team for following:-

- If you or your reporting team member has moved between projects, and if the manager's name in the HRIS tool needs to be changed
- If you require any support or assistance on the Performance Review process, data discrepancy in the tool etc



Thank you!