



Welcome to our PeopleStrong PMS Module



Contents

Step 1:> How to add or delete Goal/Milestone By Manager

Step 2:> Accept goals and Check-in (update achievement) by Employee

Step 3:> Self-Review by Employee

Step 4:> Review by Line Manager / Reporting Manager

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



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

Goal

Goal Tree

Search

Jan 2025 - Dec 2025

H1

- You should have minimum 1 and maximum 50 Goal biyearly

Active | 3

99%

Organizational Activities and Initiatives

01 Jan 2025 - 30 Jun 2025

WEIGHTAGE

5%

Active



- 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

[MY GOAL](#) [MY TEAM](#)

→

Step 1

[DETAILED LIST VIEW](#)

[MILESTONE VIEW](#)

[🔍](#)

[ACTION](#) [▼](#)

Name	Last check-in	Individual Goals / IDP Owned	Pending for Approval	Action
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Note:

- You can also cascade goals of team member to all other team members with similar roles & receptibilities within team
- To copy previous goals of your team member, you can “Duplicate” goals from previous review cycle

Step 1 – click on “Action” to start creating/adding goals

NEW GOAL: YOUR AREA OF FOCUS

Goal Name *

What you want to achieve

Goal Description

Characters Left: 2000

Which Period Is This Goal Running In?

H2

Start Date *

01-07-2022

Due Date *

31-12-2022

Owner *

Owner

Goal Weightage *

Weightage

%

Cancel

Add Milestone

Goals Library

Fill in required details and add milestones

- Please note-
- When adding the first goal the weightage needs to be adjusted to 95% and then publish the goals
 - You can start adding more goals to a team member by further adjusting the weightages and ensuring the total weightages sums upto 100%

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.

Goal

Goal Tree

Search

Jan 2025 - Dec 2025

ALL

You should have minimum 1 and maximum 50 Goal biyearly

All | 3

Awaiting Acceptance | 2

Active | 1

<div>0%</div> <div>Code quality</div> <div>01 Jan 2025 - 30 Jun 2025</div>	<div>WEIGHTAGE</div> <div>50%</div>	<div>Accept</div> <div>Decline</div>	<div></div> <div></div>
<div>0%</div> <div>Process Adherence</div> <div>01 Jan 2025 - 30 Jun 2025</div>	<div>WEIGHTAGE</div> <div>45%</div>	<div>Accept</div> <div>Decline</div>	<div></div> <div></div>
<div>0%</div> <div>Organizational Activities and Initiatives</div> <div>01 Jan 2025 - 30 Jun 2025</div>	<div>WEIGHTAGE</div> <div>5%</div>	<div>Active</div>	<div></div> <div></div>

Employee need to accept the goals in PMS

Performance Home > My Goals

My Goals

Goal | PIP | Goal Tree

Search

n 2 and maximum 50 Goal quarterly

Jan 2022 - Dec 2022

ALL

Add Goal

<div>Perfor</div> <div>Performance Home</div> <div>Objective</div>	<div>e Reviews Efficiently and on Time</div> <div>22 People</div>	<div>11.11%</div> <div>Active</div>	<div></div> <div></div>
<div>Objective</div> <div>My Objectives</div>		<div>11.11%</div> <div>Active</div>	<div></div> <div></div>








Post acceptance, the goals will be in active status and employees can start the self review



Step 3: Next Step in Flow Self Review by Employee

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

»

Good Evening Mohan

Your Profile & Team

M

82%

PROFILE COMPLETED

P

Padma Geeta R

P


Prashanth Nayak M

S



Smita Udgate



View All

Download our app




Scan the QR Code to download our app





All Tasks1



Start Your Self Review

Performance Review "Test Review 1" is launched. Lets submit your self-review now

31 Mar 2023

Click on “Initiate” task against the review cycle name.

Performance Home > My Reviews

My Reviews

5

PENDING GOAL CHECK INS

Open

1

View Team Review

Apr 2022 - Mar 2023

Search

Review Cycle Name	Start Date	Due Date	Final Rating/Score	Status	
Test Review 1 Type: Periodic	31 Mar 2023	06 Apr 2023	N/A ⓘ	Open	Initiate

Select the current review cycle

Click on “Initiate” to start the self review process

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

Test Review 1

Get Peer Reviews

M

Mohan Ms (Self)
Due Date: 06 Apr 2023

--

S

System Admin (L1 Manager)
Due Date: 13 Apr 2023

--

A

Aman Yadav (L2 Manager)
Due Date: 20 Apr 2023

--

Final Overall Rating

--

Goal

5

NUMBER OF OKRS

Pending

SELF OVERALL RATING

100

SUM OF WEIGHTAGES

100

OVERALL WEIGHTED ACHIEVEMENT

100%

6+ pendency to be made 0, short shipment losses 0, DSR (>95%), RTSND (<0.5%)
01 Apr 2022 - 30 Mar 2023

WEIGHTAGE

12%

WEIGHTED ACHIEVEMENT %

12.5%

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⬆

SELF RATING

Average

Check-in & Rating

Reviewer Responses

KEY RESULT NAME	ACHIEVED / TARGET	DUE DATE	STATUS
-----------------	-------------------	----------	--------

Submit Review

Learning and Development Requirements

test

Add

Save & Next

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

Learning and Development Requirements

Enter training programs that you want to enhance your capability in the coming months

Add

SKILL

testad

Remove

Save & Next



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

✓ Goal

✓ Potential Questions

✓ Learning and Development
Requirements

Submit Review

1

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

Integrity

SELF RATING

Meets Expectation (L2)

Learning and Development Requirements

Enter training programs that you want to enhance

testad

Add

Remove

Save & Next

SKILL

testad

Confirmation

Are you sure you want to submit. Once submitted you will not be able to edit any of your responses.

Stay back on Form

Yes, I'd like to submit

✓ Goal

✓ Potential Questions

✓ Learning and Development Requirements


Submit Review

STEP 4


L1 Manager Review

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


>>




|




|




>



|



|



|

D

Performance Home > My Team Review

My Team Review

See Self Review

Apr 2022 - Mar 2023

Performance

Performance Home

Objective

Development Plans (IDPs)

Reviews

Continuous Feedback

Reviews

My Reviews

Normalization

My Team Reviews

Test Review 1

Annual Review - S

Reviews

L2 Manager Reviews

Search

Status
Open
Open

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

My Team Review

[See Self Review](#)

Apr 2022 - Mar 2023

L1 Manager Reviews

L2 Manager Reviews

1

L1 MANAGER REVIEWS PENDING

Open | 2

Search

Review Name				Status
Test Review 1				Open
TEAM MEMBER	SELF REVIEW	YOUR REVIEW DUE DATE	RATING/SCORE	
<div>A</div> <div>Ashish Joshi</div> <div>Add Multi-rater reviewers</div>	<div>✓</div> Complete	<div>!</div> 13 Apr 2023	N/A	
				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

Performance Home > My Team Review > Review

Test Review 1

Download PDF

Get Peer Reviews

A

Ashish Joshi (Self)

Submission Date: 31 Mar 2023

A+ [Send Back Review](#)

D

Deepak Goel (L1 Manager)

Due Date: 13 Apr 2023

--

P

Praharsh Chandra (L2 Manager)

Due Date: 20 Apr 2023

--

Final Overall Rating

--

Goal

5

NUMBER OF OKRS

4.6

SELF OVERALL RATING

Pending

L1 MANAGER OVERALL RATING

100

SUM OF WEIGHTAGES

6.13

OVERALL WEIGHTED ACHIEVEMENT

49%

6+ pendency to be made 0, short shipment losses 0, DSR (>95%), RTSND (<0.5%)

01 Apr 2022 - 30 Mar 2023

WEIGHTAGE

12%

WEIGHTED ACHIEVEMENT %

6.13%

👁

⬆

SELF RATING

Excellent

Check-in & Rating

Reviewer Responses

KEY RESULT NAME

ACHIEVED / TARGET

DUE DATE

STATUS

☐ Goal

☐ Potential Questions

☐ Learning and Development Requirements

☐ Promotion Recommendation

Submit Review

Recommend Learning & Development needs and “Save”

Learning and Development Requirements

Employee 1B's selected training program(s):

Program Name
Team Building

Manage Employee 1B's selected training program(s):

Add

Program Name	Action
Team Building	

Save

Check for completion of all the sections and then click on Submit Review.

Performance Home > My Team Review > Review

Test Review 1

Download PDF

A

Ashish Joshi (Self)
Submission Date: 31 Mar 2023
A+

D

Deepak Goel (L1 Manager)
Submission Date: 31 Mar 2023
B

P

Praharsh Chandra (L2 Manager)
Due Date: 20 Apr 2023
--

Final Overall Rating

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Goal

5 NUMBER OF OKRS	4.6 SELF OVERALL RATING	4.4 L1 MANAGER OVERALL RATING	100 SUM OF WEIGHTAGES	6.13 OVERALL WEIGHTED ACHIEVEMENT
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49%

6+ pendency to be made 0, short shipment losses 0, DSR (>95%), RTSND (<0.5%)
01 Apr 2022 - 30 Mar 2023

WEIGHTAGE
12%

WEIGHTED ACHIEVEMENT %
6.13%

Eye icon

Down arrow icon

SELF RATING
Excellent

L1 MANAGER
Outstanding

0%

DSR (>95%), 0 pick ZP (<4%), NSL (99.9%), D0 connection (100%)
01 Apr 2022 - 30 Mar 2023

WEIGHTAGE
12%

WEIGHTED ACHIEVEMENT %
0%

Eye icon

Down arrow icon

Submit Review

✓ Goal

✓ Learning and Development Requirements

Check for completion of all the sections and then 'Submit Review'

Please contact Supritha Naveen Amin (Supritha.Amin@valtech.com) or Vijetha Harish (vijetha.harish@valtech.com) 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!