

valtech.



The New HRMS

PEOPLESTRONG

PERFORMANCE MANAGEMENT SYSTEM

Welcome to our PMS Module

PeopleStrong® alt



Contents

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

Step 2:> How to Approve/Reject Goals by L1 Manager / Acknowledge and approve by Employee

Step 3:> How to Check-in (update achievement) by Employee

Step 4:> Self Review by Employee

Step 5:> Review by Line Manager / Reporting Manager

Step 6:> Normalization by L2 Manager / PH / FH

Step 1:
Note – We have already
uploaded standard goals for
associates, you may modify.

> How to add or delete
Goal/KPI

By Manager/Employee

Login to PeopleStrong >> Click on Performance tab >> click on “GOALS”

PeopleStrong GOALS PERFORMANCE REVIEW SEARCH NOTIFICATIONS USER PROFILE

INSIGHTS AS INDIVIDUAL

Good Evening
Employee 1A

You own in [Apr2021-Mar2022].

0	0
Goal/KRA(s)	KPI(s)

CREATE GOAL/KRA

Execution Velocity ①

0% 0%

Expected Today Actual Today

Your Pending Actions

Looks like you haven't defined minimum no of your Goal/KRA in Year[Apr2021-Mar2022] Let's do it !

?

Goals

What are Goals

Goal/KRAs are what you want to achieve in a particular period, And KPI are how part of your Goal/KRA.

Rules of setting Goals

Performance Review

Performance Review

Performance review is a process of establishing a process of conversation, feedback and generating rating data between your manager and yourself.

Rules of Performance Review

Perform Better at Work with Alt Performance

How?

- 1.) By setting meaningful Goals, which are closer to the targets you chase, and action plans you achieve at work.
- 2.) As managers, reviewing the progress on the Goals with team members on regular basis.

Click on “+ GOAL/KRA”

The screenshot shows the PeopleStrong web interface. At the top, there is a navigation bar with the logo 'PeopleStrong', 'HOME', 'GOALS' (which is highlighted in blue), and 'PERFORMANCE REVIEW'. To the right of the navigation are icons for search, notifications, and user profile. Below the navigation, the main title 'MY GOAL/KRA' is displayed, along with a 'QUICK INTRO' button. A message box contains the text: 'You should have Minimum 1 and Maximum 10 Goal/KRAs Yearly'. On the right side, there is a date selector set to 'Apr2021-Mar2022' and a prominent blue button labeled '+ GOAL/KRA' which is outlined with a red box. The central area displays a message: 'No Goals found in Apr2021-Mar2022. Start the journey of achieving your Goals by creating one now.'

HOME GOALS PERFORMANCE REVIEW

MY GOAL/KRA

QUICK INTRO

You should have Minimum 1 and Maximum 10 Goal/KRAs Yearly

Apr2021-Mar2022

+ GOAL/KRA

No Goals found in Apr2021-Mar2022.
Start the journey of achieving your Goals by creating one now.

1. Write your Goal/KRA | 2. Align with Company Objective | 3. Enter Weightage for this goal

X

New Goal/KRA: Your area of focus

Goal/KRA Name *

What you want to achieve

1

Goal/KRA Description ▾

Characters Left: 2000

Which Period Is This Goal/KRA Running In?

Apr2021-Mar2022

Start Date *

04/01/2021

Due Date *

03/31/2022



Owner *

Employee 1A

To Which Company Objective This Goal/KRA Aligns With

Align with Company Objective

2

Goal/KRA Weight *

Weightage

%

3

Cancel

Add KPI

Goals Library

Help me

V-

1. Write your Goal/KRA | 2. Align with Company Objective (Optional) | 3. Enter Weightage for this goal | 4. Click on "Add KPI"

New Goal/KRA: Your area of focus

Goal/KRA Name *

Current Revenue Management

Goal/KRA Description

Characters Left: 1974

Which Period Is This Goal/KRA Running In?

Apr2021-Mar2022

Start Date *

04/01/2021

Due Date *

03/31/2022

Owner *

Employee 1A

To Which Company Objective This Goal/KRA Aligns With

Financial

Goal/KRA Weightage *

20

Cancel Add KPI

Goals Library

Help me

1

2

3

4

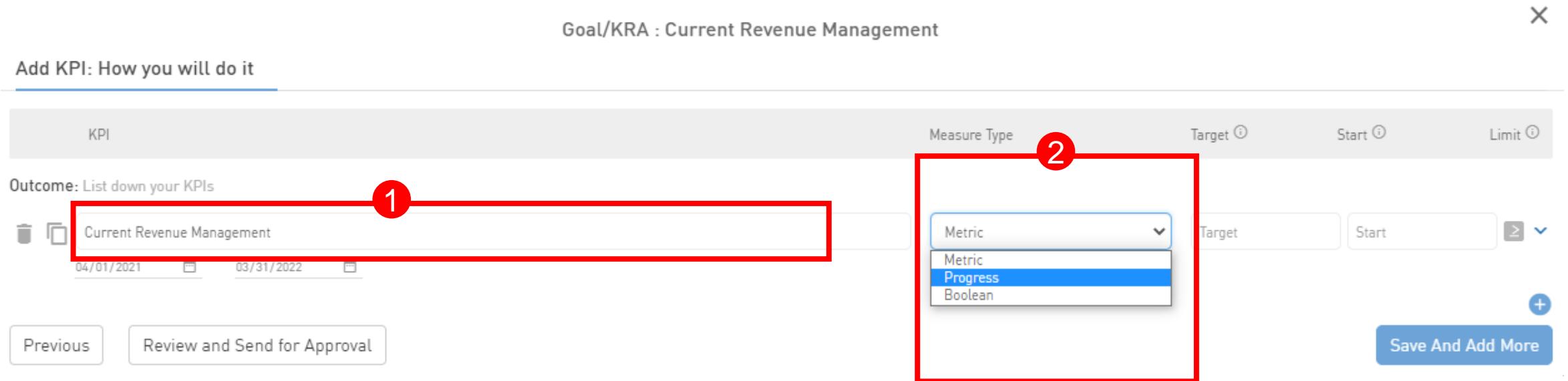
1. Write your KPI| 2. Select Progress as Measure Type

Goal/KRA : Current Revenue Management X

Add KPI: How you will do it

KPI	Measure Type	Target ⓘ	Start ⓘ	Limit ⓘ
Outcome: List down your KPIs <input type="checkbox"/> Current Revenue Management 04/01/2021 <input type="button"/> 03/31/2022 <input type="button"/>	<div style="border: 2px solid red; padding: 5px; width: fit-content;">1 <input type="button" value="Metric"/> <input type="button" value="Progress"/> <input type="button" value="Boolean"/></div>	<input type="text" value="Target"/> <input type="button" value="Σ"/>	<input type="text" value="Start"/> <input type="button" value="Σ"/>	

Previous Save And Add More



Click on “Save and Add More” to add more Goals. Create at-least 3 to 5 goals in the same way

Goal/KRA : Current Revenue Management X

Add KPI: How you will do it

KPI	Measure Type
Current Revenue Management	Progress

Outcome: List down your KPIs

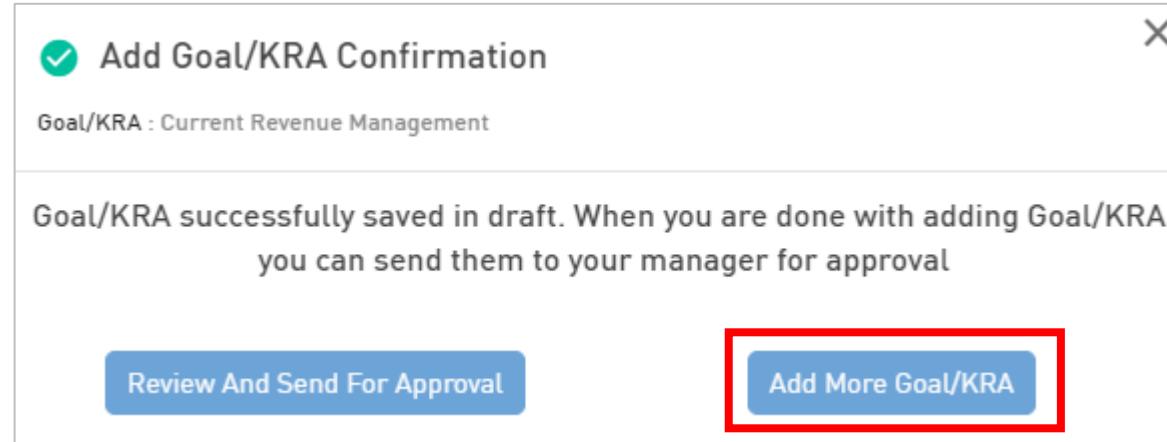
- + X

Current Revenue Management

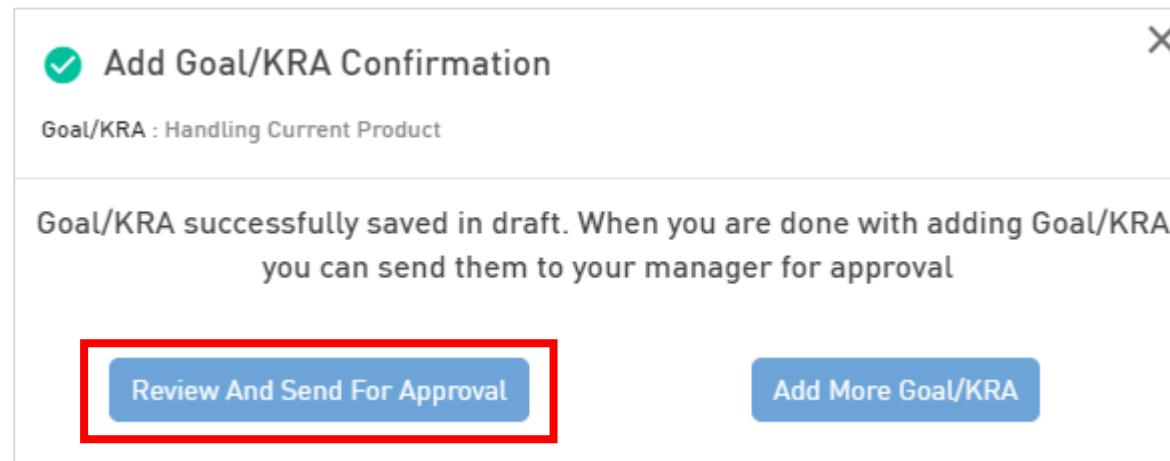
04/01/2021 03/31/2022

Previous Review and Send for Approval Save And Add More +

Click on “Add More Goal/KRA” to add more Goals. Create at-least 3 to 5 goals in the same way



Click on “Review and send for approval” once all the goals are created



1. Weightage for all the goals must be 100% | 2. Click on “Send for Approval”

The screenshot shows a software interface for managing goals. At the top, there is a navigation bar with the logo "PeopleStrong", "HOME", "GOALS", and "PERFORMANCE REVIEW". On the right side of the header are icons for search, notifications, user profile, and a dropdown menu.

The main area is titled "REVIEW AND SEND GOAL/KRAS FOR APPROVAL". It displays a list of goals under the heading "Draft (5)".

- 1** A message box at the top left states: "Your total Goal/KRA weightage is 100%." This message is highlighted with a red box.
- 2** A blue button labeled "Send For Approval" is located on the right side of the goal list, also highlighted with a red box.

Below the message box, the first goal is listed:

Handling Current Product
KPI **▼** | Date: 01 Apr 2021 - 31 Mar 2022 | Financial
Weightage 10 %

Subsequent goals are listed below it:

- New Incremental Revenues**
KPI **▼** | Date: - 31 Mar 2022 | Financial
Weightage 25 %
- New Product Sale in the Qtr./FY**
KPI **▼** | Date: - 31 Mar 2022 | Financial
Weightage 20 %
- Collections as per agreed targets**
KPI **▼** | Date: - 31 Mar 2022 | Financial
Weightage 25 %
- Current Revenue Management**
KPI **▼** | Date: - 31 Mar 2022 | Financial
Weightage 20 %

Once the goals are sent to your manager for approval, the status of the goals will be “Waiting for Approval”

MY GOAL/KRA

QUICK INTRO

Active (5)

Apr2021-Mar2022

+ GOAL/KRA

Current Revenue Management	Weightage:20%	Waiting for approval
Collections as per agreed targets	Weightage:25%	Waiting for approval
New Product Sale in the Qtr./FY	Weightage:20%	Waiting for approval
New Incremental Revenues	Weightage:25%	Waiting for approval
Handling Current Product	Weightage:10%	Waiting for approval

?

V-

Note -

While adding or deleting existing goals, you need to adjust the weightage to 100% across all goals

Next Step in Flow

How to Approve/Reject Goals

By L1 Manager/ Acknowledge and approve by

Employee

STEP 2

How to Approve/Reject Goals by L1 Manager / Acknowledge and approve by Employee

***Note: In the case of manager adding goals, employee
needs to accept it***

Login to PeopleStrong >> Click on Performance tab >>“Notification Icon”

PeopleStrong

HOME GOALS PERFORMANCE REVIEW

INSIGHTS AS INDIVIDUAL

Good Evening Employee 1A

You own in [Apr2021-Mar2022].

0 Goal/KRA(s) | 0 KPI(s)

CREATE GOAL/KRA

Execution Velocity ⓘ

0% Expected Today | 0% Actual Today

Your Pending Actions

Looks like you haven't defined minimum no of your Goal/KRA in Year[Apr2021-Mar2022] Let's do it!

?

Goals

What are Goals

Goal/KRAs are what you want to achieve in a particular period, And KPI are how part of your Goal/KRA.

Rules of setting Goals

Performance Review

Performance Review

Performance review is a process of establishing a process of conversation, feedback and generating rating data between your manager and yourself.

Rules of Performance Review

Perform Better at Work with Alt Performance

How?

1.) By setting meaningful Goals, which are closer to the targets you chase, and action plans you achieve at work.

2.) As managers, reviewing the progress on the Goals with team members on regular basis.

V-

Click on the notification for Goal Approval

PeopleStrong HOME GOALS PERFORMANCE REVIEW   

INSIGHTS AS INDIVIDUAL INSIGHTS AS MANAGER

 Good Evening
Manager L1A

You own in [\(Apr2021-Mar2022\)](#).

0 Goal/KRA(s) | 0 KPI(s)

[CREATE GOAL/KRA](#)

 Execution Velocity 

0% Expected Today | 0% Actual Today

 Your Pending Action

Looks like you haven't defined min.

"Employee 2A" accepted the Goal/KRA.
2 minutes ago

Employee 1A need your approval on 5 Goal/KRA.
40 minutes ago

[Let's do it !](#)

[?](#)

Goals

What are Goals

Goal/KRAs are what you want to achieve in a particular period, And KPI are how part of your Goal/KRA.

Rules of setting Goals

Performance Review

Performance Review

Performance review is a process of establishing a process of conversation, feedback and generating rating data between your manager and yourself.

Perform Better at Work with Alt Performance

How?

- 1.) By setting meaningful Goals, which are closer to the targets you chase, and action plans you achieve at work.
- 2.) As managers, reviewing the progress on the Goals with team members on regular basis.

1. Click on “View Details” to see complete details on Goal & KPI | 2. Select the Goal | 3. Click on Approve or Reject

PeopleStrong® HOME GOALS PERFORMANCE REVIEW

Employee 1A's Goal/KRAs / IDP For Approval (5)

BULK ACTION Total Weightage : 100

2 Current Revenue Management <small>KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial</small>	Weightage 20 %	Approve Reject View Details
 Collections as per agreed targets <small>KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial</small>	Weightage 25 %	Approve Reject View Details
 New Product Sale in the Qtr./FY <small>KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial</small>	Weightage 20 %	Approve Reject View Details
 New Incremental Revenues <small>KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial</small>	Weightage 25 %	Approve Reject View Details
 Handling Current Product <small>KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial</small>	Weightage 10 %	Approve Reject View Details

1 2 3

V-

Alternatively, 1. Select all goals | 2. Click on Bulk action to approve all goals in one click

PeopleStrong

HOME GOALS PERFORMANCE REVIEW

Employee 1A's Goal/KRAs / IDP For Approval (5)

Total Weightage : 100

1 2

BULK ACTION

Approve

Reject

Management

KPI | Date: 01 Apr 2021 - 31 Mar 2022 | Financial

Weightage 20 %

Approve Reject View Details

Collections as per agreed targets

KPI | Date: 01 Apr 2021 - 31 Mar 2022 | Financial

Weightage 25 %

Approve Reject View Details

New Product Sale in the Qtr./FY

KPI | Date: 01 Apr 2021 - 31 Mar 2022 | Financial

Weightage 20 %

Approve Reject View Details

New Incremental Revenues

KPI | Date: 01 Apr 2021 - 31 Mar 2022 | Financial

Weightage 25 %

Approve Reject View Details

Handling Current Product

KPI | Date: 01 Apr 2021 - 31 Mar 2022 | Financial

Weightage 10 %

Approve Reject View Details



Next Step in Flow

How to Check-in (update progress on Goals)

STEP 3

**How to Check-in (update achievement)
by Employee**

Click on "GOALS"

PeopleStrong [HOME](#) [GOALS](#) PERFORMANCE REVIEW [SEARCH](#) [NOTIFICATIONS](#) [USER PROFILE](#)

INSIGHTS AS INDIVIDUAL

Good Afternoon
Employee 1A

You own in [\(Apr2021-Mar2022\)](#).

5 Goal/KRA(s) | 5 KPI(s)

[VIEW GOAL/KRA](#)

Execution Velocity [?](#)

26% Expected Today | 0% Actual Today

Your Pending Actions

Hurray, no task pending. Though I am waiting for some action to happen!

[?](#)

My Goal/KRA

Your progress on Goal/KRA as of today

0% Current Revenue Management [View Details And Check-in](#)

0% Collections as per agreed targets [View Details And Check-in](#)

Your Check-in every Month

is the day when you did check-in.

July 2021 [Today](#) [<](#) [>](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
-----	-----	-----	-----	-----	-----	-----

Click “KPI” below the Goal that needs to be updated

PeopleStrong HOME GOALS PERFORMANCE REVIEW   

MY GOAL/KRA 

Active (5) Apr2021-Mar2022 + GOAL/KRA

 0 % KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial	Current Revenue Management	Weightage:20%	View Details 
 0 % KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial	Collections as per agreed targets	Weightage:25%	View Details  
 0 % KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial	New Product Sale in the Qtr./FY	Weightage:20%	View Details 
 0 % KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial	New Incremental Revenues	Weightage:25%	View Details 
 0 % KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial	Handling Current Product	Weightage:10%	View Details 

1. Click on “Check-in”

PeopleStrong®

HOME GOALS PERFORMANCE REVIEW

MY GOAL/KRA

QUICK INTRO

Active (5)

Apr2021-Mar2022

+ GOAL/KRA

KPI	Target Achieved	Progress	
Current Revenue Management Due On: 31 Mar	100% 0% Progress	0%	Check-in ?
Goal/KRA Description	Conversation		
Collections as per agreed targets Due On: 31 Mar	100% 0% Progress	0%	View Details ⋮
New Product Sale in the Qtr /FY	Weightage:20%	Weightage:20%	View Details ⋮

V-

1. Update the progress/achievement made on the goal | 2. Enter comments, if any | 3. Click on “Check-In”

PeopleStrong

HOME GOALS PERFORMANCE REVIEW

MY GOAL/KRA

Active (5)

Current Revenue Management
KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial

KPI
Current Revenue Management
Due On: 31 Mar

KPI Goal/KRA Description Conversation

Collections as per agreed targets
KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial

New Product Sale in the Qtr./FY
KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial

X Current Revenue Management

Goal/KRA: Current Revenue Management

CHECK-IN CHECK-IN HISTORY ABOUT KPI

Update progress
0%
0 100

Share challenges, achievements and learnings
Optional 2

Update Check-in date: 04 Jul 3

Check-In

Click on “X” to close the check-in window. Follow the same process to check-in for all goals

The screenshot shows the PeopleStrong software interface. At the top, there is a navigation bar with links for HOME, GOALS, and PERFORMANCE REVIEW. Below this, a section titled "MY GOAL/KRA" displays "Active (5)" goals. One goal is highlighted: "Current Revenue Management". This goal has a progress bar at 0% completion. To the right of the goal list, a detailed view is open for "Current Revenue Management". The title bar of this view is highlighted with a red box around the "X" icon. The view includes tabs for CHECK-IN, CHECK-IN HISTORY, and ABOUT KPI. The CHECK-IN tab is selected, showing an "Update progress" section with a slider set at 10%. Below this, there is a text area with placeholder text "Achieved 10% so far..." and a button labeled "Check-In".

PeopleStrong

HOME GOALS PERFORMANCE REVIEW

MY GOAL/KRA

Active (5)

Current Revenue Management
KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial

KPI

Current Revenue Management
Due On: 31 Mar

KPI Goal/KRA Description Conversation

Collections as per agreed targets
KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial

New Product Sale in the Qtr./FY

X Current Revenue Management
Goal/KRA: Current Revenue Management

CHECK-IN CHECK-IN HISTORY ABOUT KPI

Update progress
10 10% 0 100

Achieved 10% so far...

Check-In

V-

After check-in, the progress will be updated against every goal

PeopleStrong

HOME GOALS PERFORMANCE REVIEW

Apr2021-Mar2022 ▾ + GOAL/KRA

Goal Item	Weightage	Action
Current Revenue Management	20%	View Details
Collections as per agreed targets	25%	View Details
New Product Sale in the Qtr./FY	20%	View Details
New Incremental Revenues	25%	View Details
Handling Current Product	10%	View Details

V-



Next Step in Flow

Self Review by Employee

STEP 4

Self Review by Employee

Click on “Lets Do it!”

PeopleStrong

HOME GOALS PERFORMANCE REVIEW

INSIGHTS AS INDIVIDUAL

Good Evening Employee 1C

You own in (Apr2021-Mar2022).

4 Goal/KRA(s) | 4 KPI(s)

VIEW GOAL/KRA

Execution Velocity ①

26% Expected Today | 0% Actual Today

Your Pending Actions

Performance Review “Test Review V1” is launched. Lets submit your self-review n... Let's do it !

My Goal/KRA

Your progress on Goal/KRA as of today

Goal 1 0% Date: 01 Apr 2021 - 31 Mar 2022 View Details And Check-in

Goal 2 0%

Your Check-in every Month

is the day when you did check-in.

July 2021

Today < >

Sun Mon Tue Wed Thu Fri Sat

V-

1. Your Goal/KRA | 2. Actual Achievement | 3. Click on the drop down to update the achievement

Goal/KRA Review :					Get Feedback
Goal/KRA Details	Actual Achievement	Weightage	% Achievement <small>i</small>	Action	
Goal 1 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	0%	25	0.0	Select Rating	
Goal 2 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	0%	25	0.0	Select Rating	
Goal 3 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	0%	25	0.0	Select Rating	
Goal 4 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	0%	25	0.0	Select Rating	
Total		100	0		

Click on “KPI”

Goal/KRA Review :

Get Feedback

Goal/KRA Details	Actual Achievement	Weightage	% Achievement <small>i</small>	Action
Goal 1 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	0%	25	0.0	Select Rating 

Rate yourself *

Comments

Type your Comment here (Maximum 2000 Chars.)

 **Save**

Performance Rating **Goal/KRA Description** **KPI** **Continuous Feedback** **Conversation**

Click on “Check-In”

Goal/KRA Review :

Get Feedback

Goal/KRA Details

Actual Achievement

Weightage

% Achievement ⓘ

Action

Goal 1

0%

25

0.0

Select Rating



Date: 01 Apr 2021 - 31 Mar 2022

KPI

Target | Achieved

Progress

KPI 1

Due on: 31 Mar

10 | 0

Metric

0%

Check-in



At Risk

Performance Rating

Goal/KRA Description

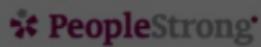
KPI

Continuous Feedback

Conversation

V-

Click on “X” to close the check-in window. Follow the same process to check-in for all goals



HOME GOALS PERFORMANCE REVIEW

MY GOAL/KRA

Active (5)

1



Current Revenue Management

KPI ▾

Date: 01 Apr 2021 - 31 Mar 2022 | Financial

KPI

Current Revenue Management

Due On: 31 Mar

Target

100%



KPI

Goal/KRA Description

Conversation



Collections as per agreed targets

KPI ▾

Date: 01 Apr 2021 - 31 Mar 2022 | Financial



New Product Sale in the Qtr./FY



Current Revenue Management

Goal/KRA: Current Revenue Management

CHECK-IN

CHECK-IN HISTORY

ABOUT KPI

Update progress



Share challenges, achievements and learnings

Achieved 10% so far...



Update Check-in date: 04 Jul

Check-In



1. Update the progress | 2. Enter comments if any, | 3. Click on Check-in

PeopleStrong

HOME GOALS PERFORMANCE REVIEW

MY GOAL/KRA

Active (5)

Current Revenue Management
KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial

KPI
Current Revenue Management
Due On: 31 Mar

KPI Goal/KRA Description Conversation

Collections as per agreed targets
KPI ▾ Date: 01 Apr 2021 - 31 Mar 2022 Financial

New Product Sale in the Qtr./FY

X Current Revenue Management
Goal/KRA: Current Revenue Management

CHECK-IN CHECK-IN HISTORY ABOUT KPI

Update progress

10%
0 100

Share challenges, achievements and learnings

Achieved 10% so far...

2

3

Check-In

1. After check-in for all Goals, the progress will be updated against every goal | 2. Click o dropdown to rate yourself

Goal/KRA Review :

Get Feedback

Goal/KRA Details	Actual Achievement	Weightage	% Achievement <small>i</small>	Action
Goal 1 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	<div><div style="width: 30%;">30%</div></div>	25	7.5	<div><div>Select Rating</div></div>
Goal 2 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	<div><div style="width: 20%;">20%</div></div>	25	5.0	<div><div>Select Rating</div></div>
Goal 3 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	<div><div style="width: 100%;">100%</div></div>	25	25.0	<div><div>Select Rating</div></div>
Goal 4 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	<div><div style="width: 10%;">10%</div></div>	25	2.5	<div><div>Select Rating</div></div>
Total		100	40	

1. Rate yourself from the ratings scale| 2. Enter comments if any | Click on “Save”

Goal/KRA Review :

Get Feedback

Goal/KRA Details	Actual Achievement	Weightage	% Achievement ⓘ	Action
Goal 1 <input type="checkbox"/> Date: 01 Apr 2021 - 31 Mar 2022 Rate yourself * <div style="border: 1px solid red; padding: 5px;">5 4 3 2 1</div>	<div style="background-color: #00AEEF; color: white; padding: 2px 10px; border-radius: 10px;">30%</div>	25	7.5	<input type="text" value="3"/> Edit
Comments Type your Comment here (Maximum 2000 Chars.)	<div style="border: 1px solid red; padding: 10px; margin-top: 10px;">Comment Reply Share Save</div>			

Performance Rating Goal/KRA Description KPI Continuous Feedback Conversation

Self rating values are visible as below.

Goal/KRA Review :

[Get Feedback](#)

Goal/KRA Details	Actual Achievement	Weightage	% Achievement ⓘ	Action
Current Revenue Management <small>📅 Date: 01 Apr 2021 - 31 Mar 2022</small>	<div style="width: 12%;">12%</div>	20	2.4	<input type="text" value="3"/> 
Collections as per agreed targets <small>📅 Date: 01 Apr 2021 - 31 Mar 2022</small>	<div style="width: 15%;">15%</div>	25	3.8	<input type="text" value="3"/> 
New Product Sale in the Qtr./FY <small>📅 Date: 01 Apr 2021 - 31 Mar 2022</small>	<div style="width: 20%;">20%</div>	20	4.0	<input type="text" value="4"/>  
New Incremental Revenues <small>📅 Date: 01 Apr 2021 - 31 Mar 2022</small>	<div style="width: 30%;">30%</div>	25	7.5	<input type="text" value="4"/> 
Handling Current Product <small>📅 Date: 01 Apr 2021 - 31 Mar 2022</small>	<div style="width: 25%;">25%</div>	10	2.5	<input type="text" value="3"/> 
Total		100	20.2	

Enter your learning and development requirements and click on “Add”

Learning and Development Requirements

Team Building

Add



Program Name

Action

No Data

Add more training programs if needed and click on “Save”

Learning and Development Requirements

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

Add

?

Program Name

Action

Team Building



Save

V-



Next Step in Flow

Review by Line Manager

STEP 5

**Review by Line Manager / Reporting
Manager**

Click on 1. Performance Review | 2. Team Review | 3. View Team to Review

The screenshot shows the PeopleStrong software interface. At the top, there is a navigation bar with the logo "PeopleStrong", "HOME", "GOALS", and "PERFORMANCE REVIEW". A red box with the number "1" highlights the "PERFORMANCE REVIEW" tab. Below the navigation bar, there are three options: "SELF REVIEW", "TEAM REVIEW", and "FEEDBACK TO COLLEAGUES". A red box with the number "2" highlights the "TEAM REVIEW" option. In the main content area, there is a table with the following data:

Review Cycle Name	No. of Pending Reviews	No. of Completed Reviews	Status
Test Review V1	1	0	OPEN

Below the table, there is a button labeled "View Team to Review" with a red box and the number "3" highlighting it.

Click on “Initiate Review”



HOME GOALS PERFORMANCE REVIEW



SELF REVIEW TEAM REVIEW FEEDBACK TO COLLEAGUES

Review Cycle Name

Status

Test Review V1

OPEN

[View Team to Review ^](#)

Review as Line manager

Self Review

Line Manager Review

Your Review Due Date

Rating

Action



Employee 1A
[Get Feedback](#)

DONE

PENDING

31 Jul 2021

N/A

[Initiate Review](#)



Employee 2A
[Get Feedback](#)

PENDING

PENDING

31 Jul 2021

N/A

Self Review Pending



Employee 3A
[Get Feedback](#)

PENDING

PENDING

31 Jul 2021

N/A

Self Review Pending



Either manager can ask for 1. Feedback from others, wait for feedback before rating the employee or can 2. Rate the employee

Goal/KRA Review :

Goal/KRA Details	Actual Achievement	Weightage	% Achievement <small>i</small>	Self Rating	Action
Goal 1 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	<div style="background-color: #00AEEF; color: white; padding: 2px 10px; border-radius: 10px;">60%</div>	100	60.0	4	<button>Select Rating</button> <small>?</small>
Self Rating: 4	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">Review * 5 4 3 2 1</div>				
Comments <small>Type your Comment here [Maximum 2000 Chars.]</small>					
<small>Save</small> <small>Print</small>					

Either manager can ask for 1. Feedback from others, wait for feedback before rating the employee or 2. Directly Rate the employee

Goal/KRA Review :

1

Get Feedback

Goal/KRA Details	Actual Achievement	Weightage	% Achievement <small>i</small>	Self Rating	Action
Goal 1 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	<div style="width: 60%;">60%</div>	100	60.0	4	<small>4</small>
<small>Self Rating:</small> 4					
<small>Review *</small>	<div style="border: 1px solid red; padding: 5px; width: fit-content;">2</div>				
	<small>5</small> <small>4</small> <small>3</small> <small>2</small> <small>1</small>				
<small>Comments</small>	<small>Type your Comment here (Maximum 2000 Chars.)</small>				
	<small>Save</small>				

V-

Either manager can ask for 1. Feedback from others, wait for feedback before rating the employee or 2. Directly Rate the employee | 3. Check Rating from Colleagues from this tab

Goal/KRA Review :

Goal/KRA Details	Actual Achievement	Weightage	% Achievement ⓘ	Self Rating	Action
Goal 1 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	60%	100	60.0	4	4
Self Rating: 4					
Review *	2				
5 4 3 2 1					
Comments Type your Comment here (Maximum 2000 Chars.)					
3					
Performance Rating Goal/KRA Description KPI Continuous Feedback Conversation Rating from Colleagues					

Click on “Save” and rate for the next goal

Goal/KRA Review :

[Get Feedback](#)

Goal/KRA Details	Actual Achievement	Weightage	% Achievement <small>i</small>	Self Rating	Action
Goal 1 <small>Date: 01 Apr 2021 - 31 Mar 2022</small>	<div style="width: 60%;">60%</div>	100	60.0	4	<small>4</small>  
Self Rating:	<small>4</small>				
Review *	<small>5</small> <small>4</small> <small>3</small> <small>2</small> <small>1</small>				
Comments	<small>Type your Comment here [Maximum 2000 Chars.]</small>				
 <small>Save</small>					

Recommend for Promotion and “Save”

Promotion Recommendation

Your Recommendation

Yes No

Save

?

V-

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):

Enter program name here to add

Add



Program Name

Team Building

Action



Save

V-

Check for 100% Completion and “Submit Review”

Learning and Development Requirements

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

Program Name

Team Building

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

Enter program name here to add

Add



Program Name

Team Building

Action



Save

Completion



100%

SUBMIT REVIEW





Next Step in Flow Normalization by L2 Manager

STEP 6

Normalization by L2 Manager / PH /

FH

Click on 1. Performance Review | 2. Normalization| 3. Normalization

The screenshot shows the PeopleStrong software interface. At the top, there is a navigation bar with the logo "PeopleStrong", "HOME", "GOALS", "PERFORMANCE REVIEW" (which has a red box around it and a red circle with the number 1 above it), "DASHBOARD", a search icon, a notifications icon with a red notification count of 1, and a user profile icon.

Below the navigation bar, there is a secondary navigation menu with options: "SELF REVIEW", "TEAM REVIEW", "FEEDBACK TO COLLEAGUES", and "NORMALIZATION" (which has a red box around it and a red circle with the number 2 above it).

The main content area displays a table of review cycles:

Review Cycle Name	Status	Action
Test Review A	OPEN	Normalization Due Date: 14 Aug 2021
Test Review V1	OPEN	Normalization Due Date: 14 Aug 2021

A red box highlights the "Normalization" action for the second review cycle, and a red circle with the number 3 is placed above it. A blue question mark icon is located in the bottom right corner of the table area.

1. Make changes in the ratings| 2. Submit Review



NORMALIZATION

Test Review V1



9

Total Number of Employees



3

Review Completed By Employee



2

Review Completed By L1-Manager

Calibrate Rating

Performance calibration is process in which managers (typically within a department or function) come together to discuss the performance of employees and achieve agreement on performance appraisal ratings

Search Employee

Upload Excel



Employee Name	Self Ratings	L1 Ratings	L2 Ratings
Employee 1B ()	4{4}	4{4}	<input type="text" value="4"/>
Employee 1C ()	4{3.75}	4{3.25}	<input type="text" value="3"/>

1

2

Submit Review

V-



Thank You