**PAR**

**PAR HISTORY**

*Below details should be in table view*

* Date
* PAR Score
* Promoted Y/N
* Salary Increment Y/N
* Remarks

**LATEST PAR**

* Date
* Review form [ last 3 review forms should be available.
* Final score
* Remarks

**UPCOMING PAR**

* Scheduled Date
* Appraisers

**SCHEDULE NEW PAR**

* Employee id (Can be individual/ group of individuals)
* Employee name
* Department
* Position
* Due date
* Appraisers

NOTE: There should be an option to **CONFIGURE PAR** where we can configure the information which we need to appraise

CONFIGURE PAR should have the below checklists. New checklist should able to be added if required

* Administration
* Knowledge of work
* Communication
* Team work
* Decision making
* Punctuality
* Out of the box thinking
* Expense management
* Human resource management
* Leadership
* Managing change and improvements
* Personal appearance
* Dependability
* Safety

**PAR TEMPLATE**

Based on the information provided in the schedule PAR & configure PAR, the template should be generated as given below with the provided information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Appraisee's Full Name: <<Name>> | | Appraisers  <<List of Appraisees>> |  | Rate yourself between 1-5:  where |
| Employee ID:<<Employee ID>> | |  |  | 1 = Very little knowledge |
| Due Date: <<Date>> | |  |  | 2 = Little below expected level |
|  |  | 3 = Expected level |
|  |  |  |  | 4 = Exceed expectation |
|  |  |  |  | 5 = Exceptional |
| Assessment Area | Assessment by the Appraisee (Rate between 1-5) | Points for Justification by Appraisee (Justify ratings 1,2,4 & 5) | Assessment by the leadership | Points for Justification by Appraiser |
| <<Selected check list items should be listed >> | <<1-5 dropdown>> | <<1-5 dropdown>> |  |  |

**TARCK PAR**

A separate list of employee names with the PAR status. That should be filterable with the employee id.

* PAR sent/not
* Where the PAR is (@Employee/@Lead)

**SCHEDULE PAR DISCUSSION**

* Date
* Appraise
* Appraiser
* Location

**ENTER PAR REVIEW OUTCOME**

* Employee Id
* Employee Name
* Date
* PAR Score
* Promoted Y/N
* Salary Increment Y/N
* Remarks

|  |  |  |
| --- | --- | --- |
| **Scenarios** | |  |
| Give alert for upcoming PAR | select date one week earlier on calendar |  |
| send PAR form for self-assessment | select date from calendar | with deadline selected |
| notification to employee to forward the filled par on due | two days before deadline |  |
| notify department head | on scheduled date | with deadline selected |
| notification to Dept. head to forward the filled par on due | two days before deadline |  |
| notify HR | on received / scheduled date |  |
| HR sends PAR discussion date to employee, Director, HR and Dept. Head | Par discussion date | send once scheduled |
| update PAR |  |  |

**SET NOTIFICATION ON WORK FLOW**