

HR Orbit Data Fields

Submitted by: Faiyaz Masrur

Approved by: Liton Kumar Das

Signature:

Employee Login

Username: *

Password: *

Submit

Forgot Password

User Email: *

Submit

Forgot Password Form

New Password: *

Confirm Password: *

Submit

Change Password


Old Password: *

New Password: *

Confirm Password: *

Submit

Create Employee

Employee Username:	<input type="text" value="Enter Email"/>	*
Employee Id:	<input type="text" value="Enter Id"/>	*
Employee Name:	<input type="text" value="Enter Username"/>	*
Designation:	<input type="text" value="Select"/>	*
Department:	<input type="text" value="Select"/>	*
Joining Date:	<input type="text" value="DD/MM/YYYY"/> 	*
Grade:	<div><div>Options</div><div>Choose...</div><div>▲▼</div></div>	*
Basic Salary:	<div><div>28000</div><div>▲▼</div></div>	*
Reporting Manager:	<div><div>Options</div><div>Choose...</div><div>▲▼</div></div>	*
Set Password:	<input type="text" value="Enter Password"/>	*

Reviewed by Reporting Manager: ☐

Reviewed by HR: ☐

Reviewed by HOD: ☐

Reviewed by COO: ☐

Reviewed by CEO: ☐

Edit

Submit

Employee Profile

Employee Email: shovon.chowdhury@sonali.com

Employee Id: IT01

Employee Name: Shovon Chowdhury

Designation: Manager

Department: IT

Joining Date: 01-07-2024

Grade: T001

Reporting Manager: Md Solaiman Hossain

Responsibilities:

Previous Work Experience:

(Optional)



[Note: To add another experience]

Save

[Note: To trigger Auto Calculation]

Total Work Experience: 1.2 year [Note: Auto calculate]

Educational Qualification: No file chosen



[Note: To add another qualification]

Professional Certificate:
(Optional)

[Note: month, year]

No file chosen



[Note: To add another certificate]

Upload Signature: No file chosen

(Signature with
*Black and White
*No Background)

Upload Image: No file chosen

Edit

Submit

Performance Appraisal Form for Employee

Review Period: July 01, 2024 to July 01, 2025

Employee Id: IT01

Employee Name: Shovon Chowdhury

Designation: Manager

Department: IT

Joining Date: 01-07-2024

Grade: T001

ACHIEVEMENTS/GOAL COMPLETION *

[Note: Field limit 1000 words]

You are encouraged to add your points on your achievements for this appraisal year. Including previous years goals (if any).

TRAINING & DEVELOPMENT PLAN *

[Note: Field limit 1000 words]

What do you consider to be your main strengths that contribute to your overall performance?

What do you consider to be the aspects of your performance that needs to be improved?

What further training and/or experience do you feel would help your future performance and development? *

☒ SOFT SKILLS TRAINING

☒ BUSINESS TRAINING

☒ TECHNICAL TRAINING

[Note: Field limit 500 words]

Please Specify (if any):

Submit

Performance Appraisal Form for Employee - Reporting Manager Review

ACHIEVEMENTS/GOAL COMPLETION *

[Note: Field limit 1000 words]

Make any comment that you feel necessary to clarify or supplement the Achievements mentioned above. In addition set goals for next year.

Reporting managers remarks for Training and Development Plan:

OVERALL ASSESSMENT

How are you going to rate an employee's overall performance in terms of meeting or exceeding performance expectations? Select the option that best reflects the employee's level of performance over time *

- ☒ Does not meet expectation ☐ Partially meets expectation
☐ Meets expectation ☐ Meets most expectation
☐ Exceeds Expectation

[Note: Field limit 1000 words]

Provide comments to justify your rating. When crafting your comments, consider the following factors: consistent demonstrations of skills, competencies, and the results they have delivered for the organization.

How are you going to rate an employee's overall performance in terms of meeting or exceeding performance expectations? Select the option that best reflects the employee's level of performance over time *

- ☒ Low Potential - improvement not expected, lack of ability and/or motivation.
☐ Medium potential - room for some advancement in terms of performance or expertise.
☐ High potential - performing well and ready for promotion immediately.

[Note: Field limit 500 words]

Remarks on your decision:

Submit

Performance Appraisal Form for Employee - HR Review

[Note: Field limit 1000 words]

Remarks from Human Resource
 Please validate this review and complement any necessary comment

LEAVE OBTAINED AS AT: Casual * Sick * Earned *

Save

[Note: To trigger Auto Calculation]

Total Leave taken: [Note: Auto calculate]

Late Attendance Percentage: * [Note: Very Good=100-91%, Good=81-90%, Average=70-80%, Below Average=Less than 70%]

Save

[Note: To trigger Auto Calculation]

☐ Very Good ☐ Good ☐ Average ☒ Below Average [Note: Auto calculate]

Variance of Salary for Decision Making: * [Note: Gross, New Gross, Gross Difference Auto calculate]

Present Salary		Status	Proposed Salary		Gross Difference
Basic *	Gross		New Basic	New Gross	
<input type="text" value="Enter Salary"/>	<input type="text" value="0"/>	Promotion with Increment		<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="Enter Salary"/>	<input type="text" value="0"/>	Promotion without Increment		<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="Enter Salary"/>	<input type="text" value="0"/>	Increment		<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="Enter Salary"/>	<input type="text" value="0"/>	Pay Progression		<input type="text" value="0"/>	<input type="text" value="0"/>

Save

[Note: To trigger Auto Calculation]

Decision	Yes/No *	Remarks *
Promotion Recommended with Increment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion Recommended with PP only	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Increment Recommended without Promotion	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Only Pay Progression (PP) Recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion/Increment/PP Deferred	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Remarks on your decision:

[Note: Field limit 500 words]

Submit

Performance Appraisal Form for Employee - HOD Review

[Note: Field limit 1000 words]

Please confirm your agreement to this review and add any comment you feel necessary:

Decision	Yes/No *	Remarks *
<i>Promotion Recommended with Increment</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Promotion Recommended with PP only</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Increment Recommended without Promotion</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Only Pay Progression (PP) Recommended</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Promotion/Increment/PP Deferred</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Remarks on your decision:

[Note: Field limit 500 words]

Submit

Performance Appraisal Form for Employee - COO Review

[Note: Field limit 1000 words]

Please confirm your agreement to this review and add any comment you feel necessary:

Decision	Yes/No *	Remarks *
<i>Promotion Recommended with Increment</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Promotion Recommended with PP only</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Increment Recommended without Promotion</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Only Pay Progression (PP) Recommended</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Promotion/Increment/PP Deferred</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Remarks on your decision:

[Note: Field limit 500 words]

Submit

Performance Appraisal Form for Employee - CEO Review & Approval

[Note: Field limit 1000 words]

Please confirm your agreement to this review and add any comment you feel necessary:

Decision	Yes/No *	Remarks *
Promotion Recommended with Increment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion Recommended with PP only	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Increment Recommended without Promotion	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Only Pay Progression (PP) Recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion/Increment/PP Deferred	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Remarks on your decision:

[Note: Field limit 500 words]

Submit