1. ***Confirmation appraisal initiate list*** *(Listing screen for Site HR/ HR head)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Employee Name | Employee Code | Status | Date of Join | Date of Confirmation | Action (Initiate Mail) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. ***Confirmation appraisal list*** *(Confirmation appraisal listing screen for Lead/manager)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Employee Name | Employee Code | Status | Date of Join | Date of Confirmation | Action (Fill form ) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. ***Confirmation appraisal form*** *(Confirmation appraisal form screen for Lead/manager)*

(Refer excel)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LOGO | CONFIRMATION APPRAISAL FORM | | | | |
|  | | Label : Document id | | |
| (Label ) Employee name |  | | (Label) Date of Joining: | | |
| (Label ) Employee no |  | | (Label) Date of Completing Probation: | | |
| (Label ) Designation |  | | Tot. Exp. | | Review Period: |
|  |  | |  | |  |
| Grid - Ratings | | | | | |
| Grid - Performance | | | | | |
| Any Specific training required: Textbox | | | | | |
| Skill Sets identified for the employee :(specify level also) textbox &grid | | | | | |
|  | | | | | |
| Name of Appraiser(label) | |  | | Signature and Date(label) | |
| Additional Comments by Management /HR : Textbox | | | | | |
| CANCEL  SAVE AS Draft  SAVE | | | | | |

* If rating is low popup

|  |  |
| --- | --- |
| Rating is low. It leads to extension. Do you want to continue? | YES  NO |
|  |  |
| Extension Months | Select Months (Dropdown) |
| SAVE | |

After completion (save) send mail to employee

1. ***Confirmation Appraisal feedback form*** *(Employee confirmation feedback form screen)*

(Refer excel)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LOGO | CONFIRMATION FEEDBACK FORM | | | | |
|  | | Label : Document id | | |
| (Label ) Employee name |  | | (Label) Date of Joining: | | |
| (Label ) Employee no |  | | (Label) Date of Completing Probation: | | |
| (Label ) Designation |  | | (Label) Review Period: | | |
|  |  | |  | |  |
| Achievements (If any): ( (Textbox) | | | | | |
| Areas Of Improvement (to be filled by reporting officer) : (Textbox) | | Action Plan:  (Textbox) | | Target Date: (Textbox) | |
|  | | | | | |
| Suggestions/Feedback from the Appraisee: (Textbox) | | | | | |
| Name of Appraisee(label) | |  | | Signature and Date: (label) | |
| Name of Appraiser(label) | |  | | Signature and Date(label) | |
| Additional Comments by Management /HR : Textbox | | | | | |
| CANCEL  SAVE AS Draft  SAVE | | | | | |

1. ***Confirmation Appraisal employee report (for employee) – RDLC report.***
2. ***Confirmation Verification screen***  *(Verification screen for Manager)*

|  |  |  |
| --- | --- | --- |
| Report | | |
|  | verify |  |

***6.1 Confirmation Appraisal detail report - RDLC report shown in Verification & review screens.***

1. ***Confirmation Review SiteHR***

|  |  |  |
| --- | --- | --- |
| Report | | |
| *Comments* | Review |  |

1. ***Confirmation Review HRHead***

|  |  |  |
| --- | --- | --- |
| Report | | |
| *Comments* | Review |  |

1. ***Confirmation Appraisal list\_Mgmt***
2. ***Management Review screen***
3. ***Confirmation dashboard***

***11.1 Confirmation Appraisal summary report – RDLC report***