

PERFORMANCE APPRAISAL PROCESS IN UNITY

Performance Appraisal Module:

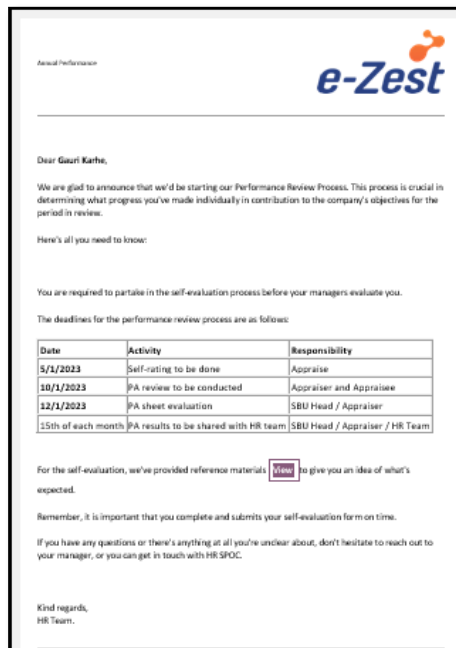
- e-Zestians are eligible for their Performance Appraisal (here after referred as PA) on joining anniversary.
- Joining date from 1st -15th is considered in current month PA cycle, 16th - 31st is considered in the next month.

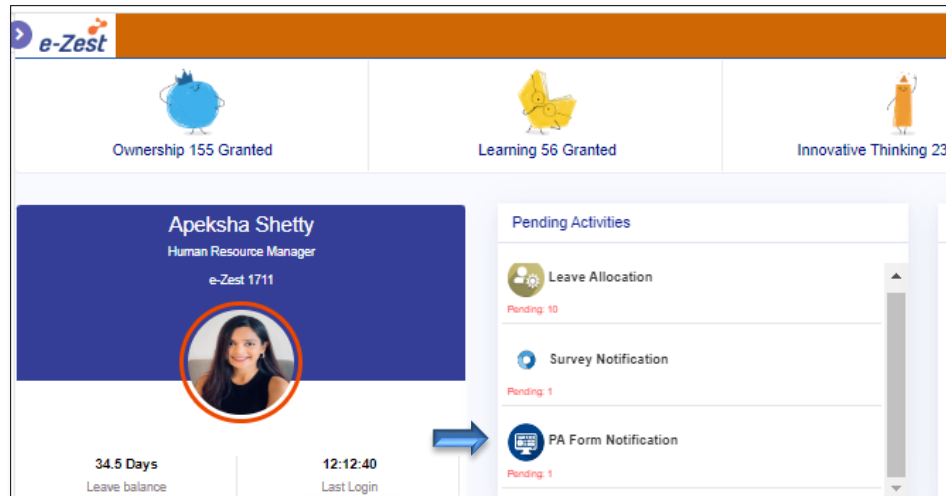
The step-by-step process for the appraisal process is as mentioned below:

1. PA due notification email
2. Self-rating
3. Appraiser's Ratings & Recommendations
4. BU Head's Ratings & Recommendations
5. HR's Recommendations & Approval
6. PA Results

Step 1: PA Notification email

1. First week of every month eligible e-Zestians will get an email notification regarding performance review.
2. This notification can also be accessed from the Unity Dashboard.



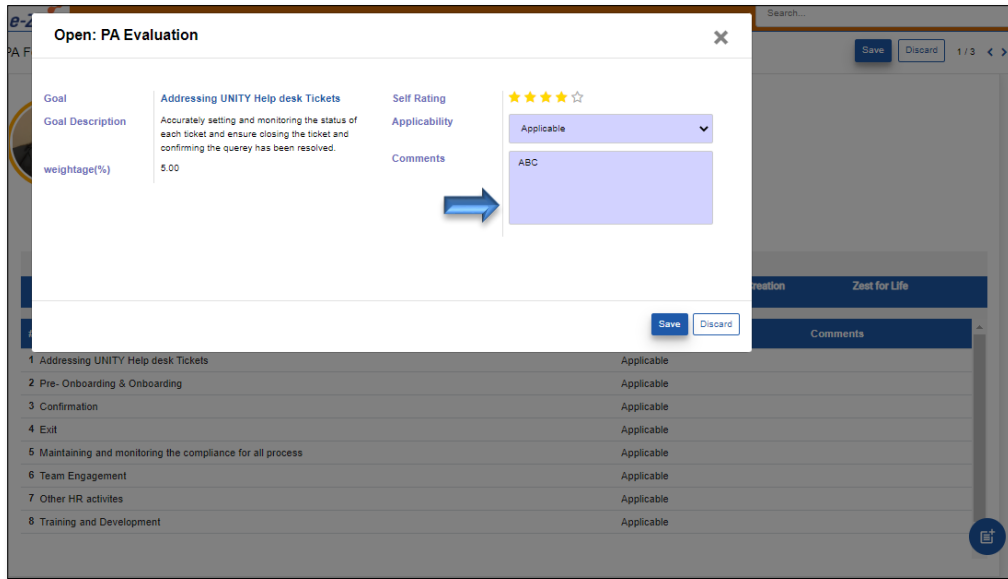


Step 2: Self-Rating:

- Once performance review is initiated by HR SPOC, PA form will be visible on team member's UNITY dashboard and an email will be sent.
- By clicking on the notification member will be access the PA form.
- Goal categories are pre-defined as mentioned in the below image (Core skill, Soft skill, O, L, I, V, Z)
- Self-rating should be given to all Goal categories.

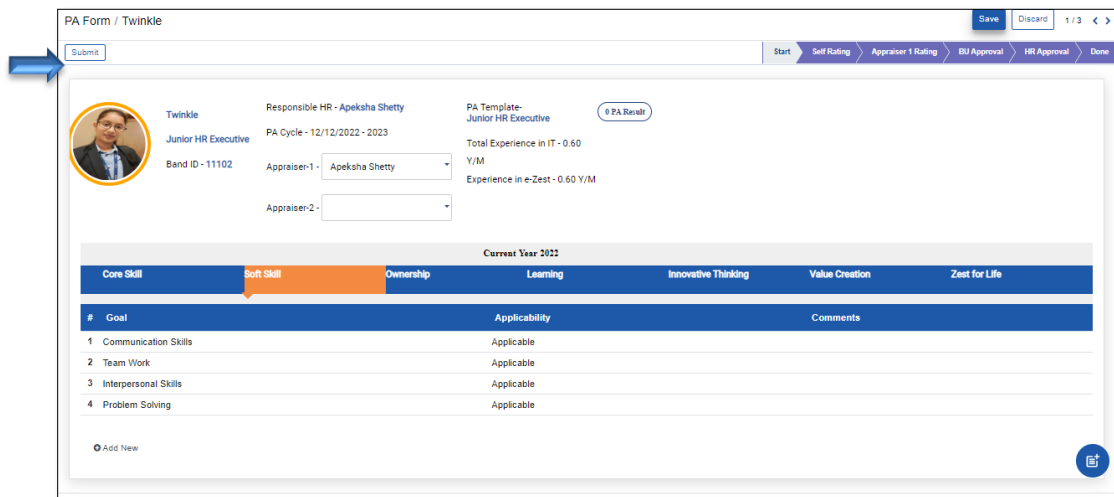
#	Goal	Applicability	Comments	Appraiser-1 Comment
1	Addressing UNITY Help desk Tickets	Applicable	TEST	
2	Pre- Onboarding & Onboarding	Applicable	TEST	
3	Confirmation	Applicable	TEST	
4	Exit	Applicable	TEST	
5	Maintaining and monitoring the compliance for all process	Applicable	TEST	
6	Team Engagement	Applicable	TEST	
7	Other HR activities	Applicable	TEST	
8	Training and Development	Applicable	TEST	

- Click on the goal to open editable view as shown in below image.



Goal	Applicability
1 Addressing UNITY Help desk Tickets	Applicable
2 Pre- Onboarding & Onboarding	Applicable
3 Confirmation	Applicable
4 Exit	Applicable
5 Maintaining and monitoring the compliance for all process	Applicable
6 Team Engagement	Applicable
7 Other HR activities	Applicable
8 Training and Development	Applicable

- Submit the PA form once comments / review is added in all goal category as (Core skill, Soft skill, O, L, I, V, Z).



#	Goal	Applicability
1	Communication Skills	Applicable
2	Team Work	Applicable
3	Interpersonal Skills	Applicable
4	Problem Solving	Applicable

Note: ***All fields of Self-rating for all goal categories are mandatory.

Step 3: Appraiser's Rating

- Once the self-rating is submitted by the appraisee, Appraiser (1 & 2) will be notified through email that the appraisee's form is submitted and PA review is now open for discussion
- This notification will be also available in the Appraiser's Unity dashboard.

Annual Performance

e-Zest

Dear Manager,

Gauri Karhe has submitted PA form, kindly evaluate her performance and submit the Performance Appraisal form.

PFB the details:

Team member name – Gauri Karhe

Designation - Senior HR Executive

Date of Joining - 2019-01-01

You are requested to submit the same on or before 10/01/2023.

Kindly click on View Performance appraisal Form for further process. [PA Form](#)

Thanks,
HR Unity.

- Appraisers have to submit their ratings and comments against various goals on all goal categories (Core skill, Soft skill, O, L, I, V, Z).
- Appraiser will be giving the recommendations based on the goals accomplished by their team members.

Open: PA Evaluation ✕

Goal	Pre- Onboarding & Onboarding	Achieved Value	0.00
Goal Description	Accurately setting and monitoring the status of each ticket and ensure closing the ticket and confirming the query has been resolved.	Self Rating	☆☆☆☆☆
weightage(%)	5.00	Applicability	Applicable
		Comments	TEST
Appraiser-1	★★★★★	Appraiser-2	☆☆☆☆☆
Appraiser-1 Comment		Appraiser-2 Comment	

[Save](#) [Discard](#)

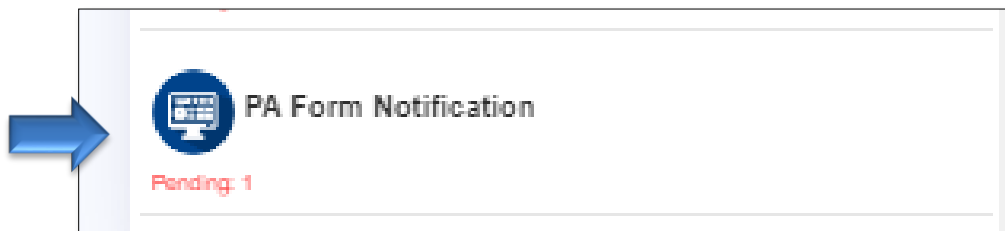
Note*** Current compensation details will not be visible in UNITY or provided by HR SPOCs

Gauri Karhe	
Current Designation	Senior HR Executive
Appraiser-1 Recommendations	
Appraiser-1	Apeksha Shetty
CTC	123456
Bonus	12345
Designation	Senior HR Executive
Revision Delayed By(Month)	0
Feedback	TEST

- Click on the submit

Step 4: BU Head Ratings & Recommendations

- Once the Appraiser 1 & 2 ratings and recommendation is submitted. BU Head will be notified through email that the appraisee's feedback is submitted and PA review is now open for discussion
- This notification will be also available in the BU Head's Unity dashboard.



- BU head will also share their recommendations.

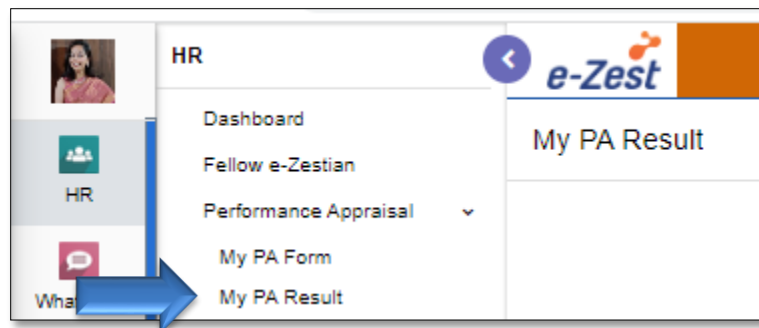
BU Head Approval	
CTC	123456
Bonus	123456
Designation	Senior HR Executive
Revision Delayed By(Month)	0
FeedBack	TEST Feedback

Step 5: HR Recommendations & Approval

- Once Appraiser & BU Head's recommendations are submitted, HR will be notified.
- HR SPOC will then review and approve the Recommendations and feedback.

HR Recommendations	
CTC	123456
Bonus	12345
Designation	Senior HR Executive
Revision Delayed By(Month)	0
HR FeedBack	TEST HR Feedback

- Once PA form is approved by HR, team members will be able to see their PA results in Unity.



The screenshot displays a web application interface for viewing performance appraisal results. The left sidebar contains a navigation menu with items like 'Dashboard', 'Follow e-Zestian', 'Performance Appraisal', 'My PA Form', 'My PA Result', 'HR Management', 'e-Zestian Hierarchy', 'OLNZ', and 'Seperation'. The main content area is titled 'My PA Result / PA Result' and shows a progress bar with steps: 'Appraiser-1 Approved', 'Appraiser-2 Approved', 'BU Head Approved', and 'HR Approved'. The user's name 'Bhavya Mehta' is displayed at the top. Below this, there is a 'Feedback For You' section with comments from 'Appraiser-1', 'Appraiser-2', 'BU-Head', and 'HR'. To the right, the 'Revised Details' section lists 'CTC' as 1,234,560, 'Designation' as 'Accounts Executive', 'Bonus' as 0, and 'Frequency'.

Get in touch with respective HR SPOC for any more details.

HR Team details:

- Enabling Functions: Apeksha Shetty/Gauri Karhe
- Digital Enterprise Services: Shriya Deshpande
- Digital Operations: Darshana Indurkar
- Digital Product Engineering Services: Geethu Nair
- International Organization: Kshitija Ketkar

Thank you