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.
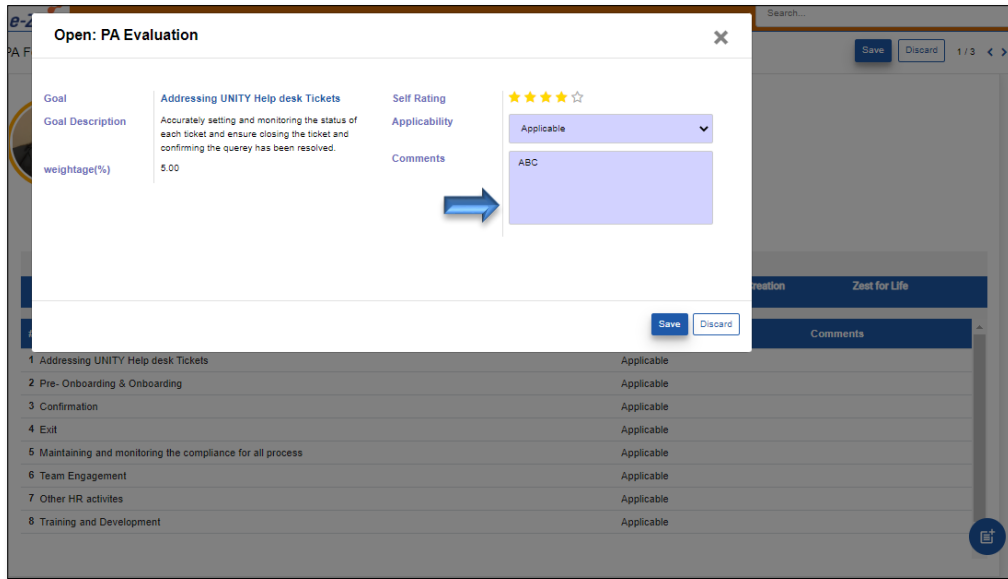2. This notification can also be accessed from the Unity Dashboard.
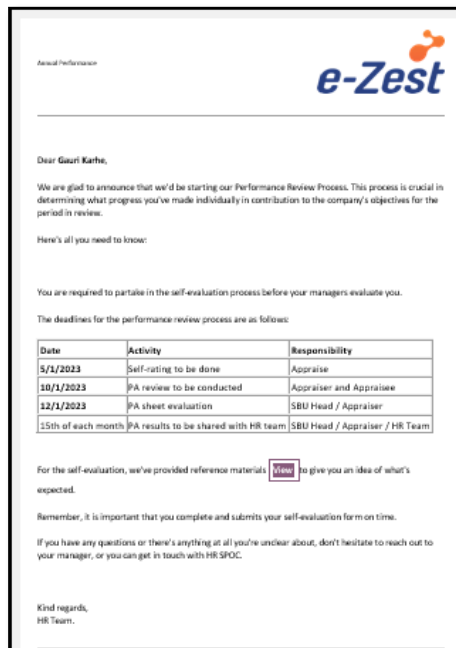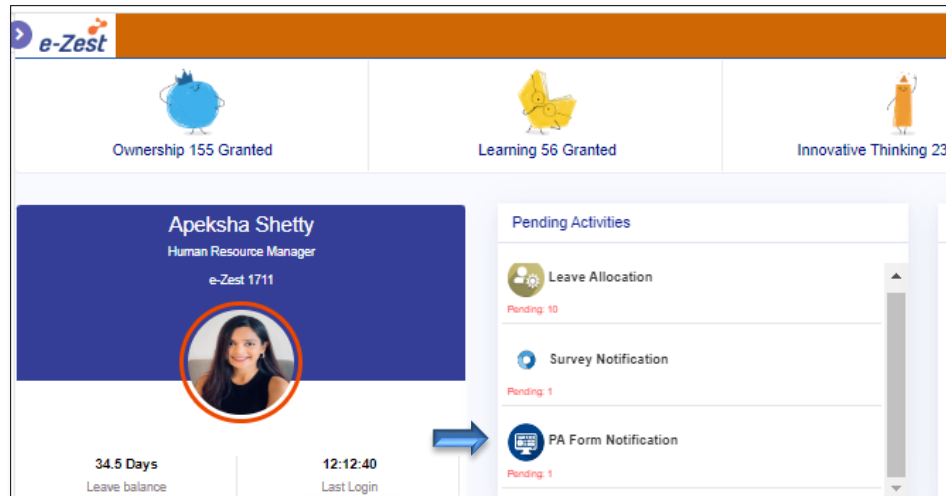
Step 2: Self-Rating:

- 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)
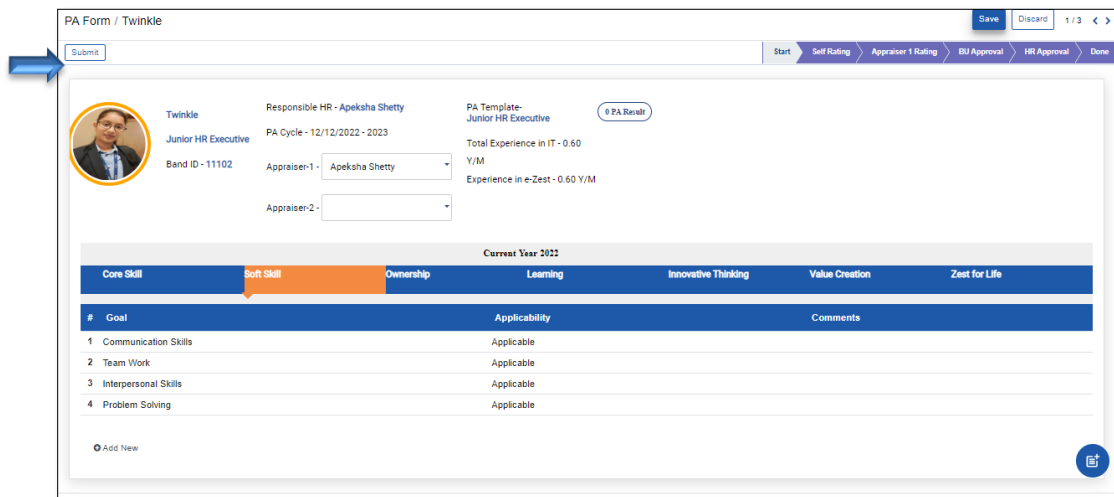- Self-rating should be given to all Goal categories.

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

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

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.

- 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.


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.

PA Form Notification

Pending: 1
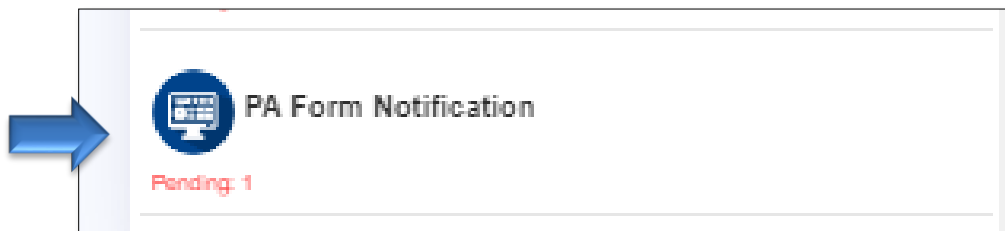
- BU head will also share their recommendations.

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.

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

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