

Management Evaluation

As part of a company's human resource policy, each employee is periodically evaluated to review his or her objectives, goals, bonus, and corrective action steps, if any.

According to the company policy, each employee is evaluated annually (for each year of service worked at the organization) by the immediate supervisor. On a weekly basis, the human resource department reviews which employees have completed a year of service and registers them for employee evaluation. In this registration procedure, the department, supervisor, and other information of the employee are recorded.

The appraisal starts with a self-evaluation in which the employee assesses aspects of their performance relevant to their department. This is passed on to the supervisor who evaluates the same performance aspects and gives feedback on the employee's weakest points. The employee receives the evaluation document and recommendations for improvement.

Finally, having finished the group of evaluations for that week, the human resource director generates and reviews a high-level evaluation report to identify specific performance or behaviour problems.

Design a process diagram using the BPMN standard.