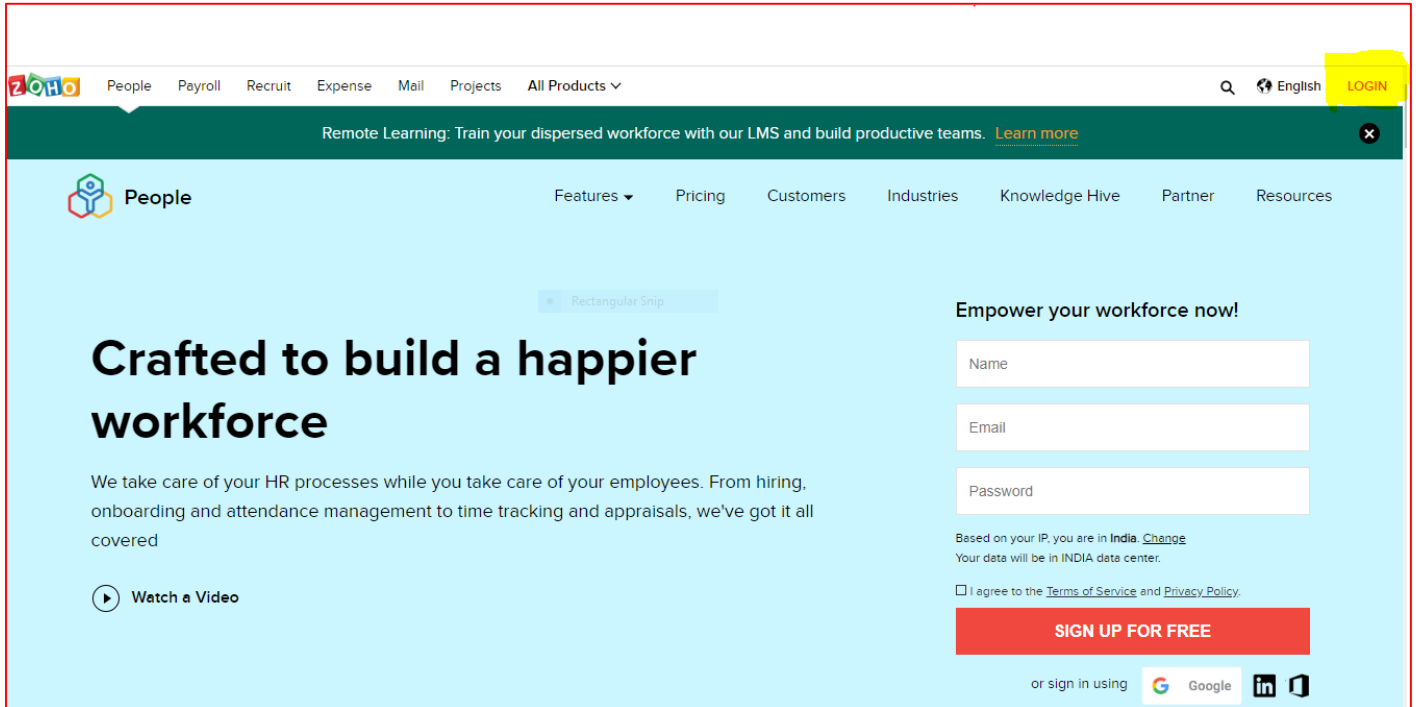


## Performance Management Guide – *Employee's View*

The purpose of this getting started guide is to give you an idea of how to fill the appraisal form. The steps that you need to follow are explained here.

Click on the link: <https://people.zoho.in>



The screenshot shows the Zoho People website homepage. The top navigation bar includes links for People, Payroll, Recruit, Expense, Mail, Projects, and All Products. A search bar and language selector (English) are on the right. A yellow 'LOGIN' button is highlighted in the top right corner. Below the navigation bar, a banner for 'Remote Learning' is visible. The main content area features the Zoho People logo, a 'Features' dropdown, and links for Pricing, Customers, Industries, Knowledge Hive, Partner, and Resources. The central headline reads 'Crafted to build a happier workforce' with a subtext about HR processes. A 'Watch a Video' button is on the left. On the right, there is a login form titled 'Empower your workforce now!' with fields for Name, Email, and Password. Below the form, it states 'Based on your IP, you are in India. Change' and 'Your data will be in INDIA data center.' There is a checkbox for 'I agree to the Terms of Service and Privacy Policy.' and a red 'SIGN UP FOR FREE' button. At the bottom, it says 'or sign in using' with icons for Google, LinkedIn, and Microsoft.

Click on **Login** and enter the login credentials as per the below instructions.

**ID:** Gemini Email ID

**PWD:** Click on forgot password, a link will be generated to your email. Please reset it.

## Sign in

to access People

corporatehr@gemini-us.com [Change](#)

.....

[Forgot Password?](#)

SIGN IN

**KEEP YOUR ACCOUNT SECURE**

Zoho OneAuth is our new in-house multi-factor authentication app. Shield your Zoho account with [OneAuth](#) now.

**Home Page**-We can view the new Hires, Employee Directory etc.

Search Employee

Subscription

Services

Dashboard

Feeds

Home

Self-service

Performance

Organization

Onboarding

More

Settings

Birthday

No Birthday buddies found.

New Hires

No New Joinees in past 15 days.

Favorites

No Favorites found.

Quick Links

Department Members

121

Request For Approval

Pending 0

Chat

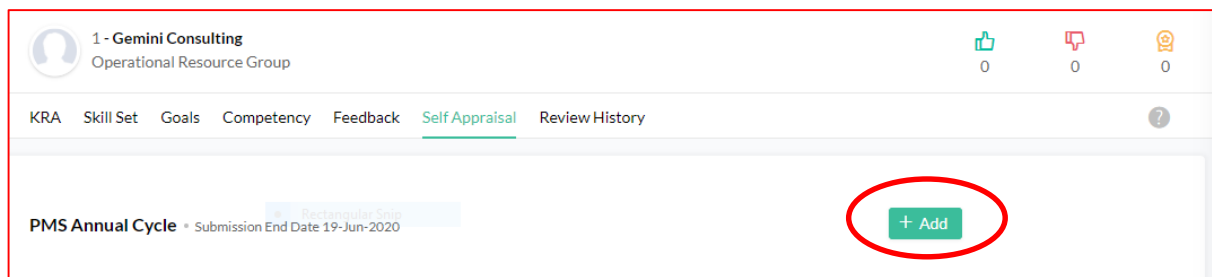
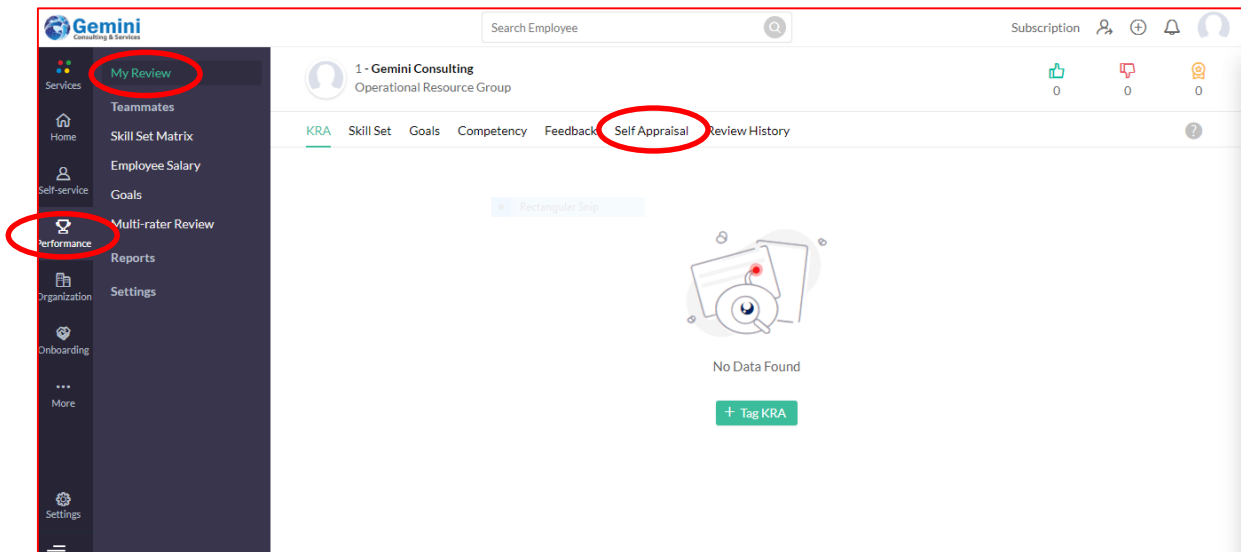
Channels

Contacts

Here is your Smart Chat (Ctrl+Space)

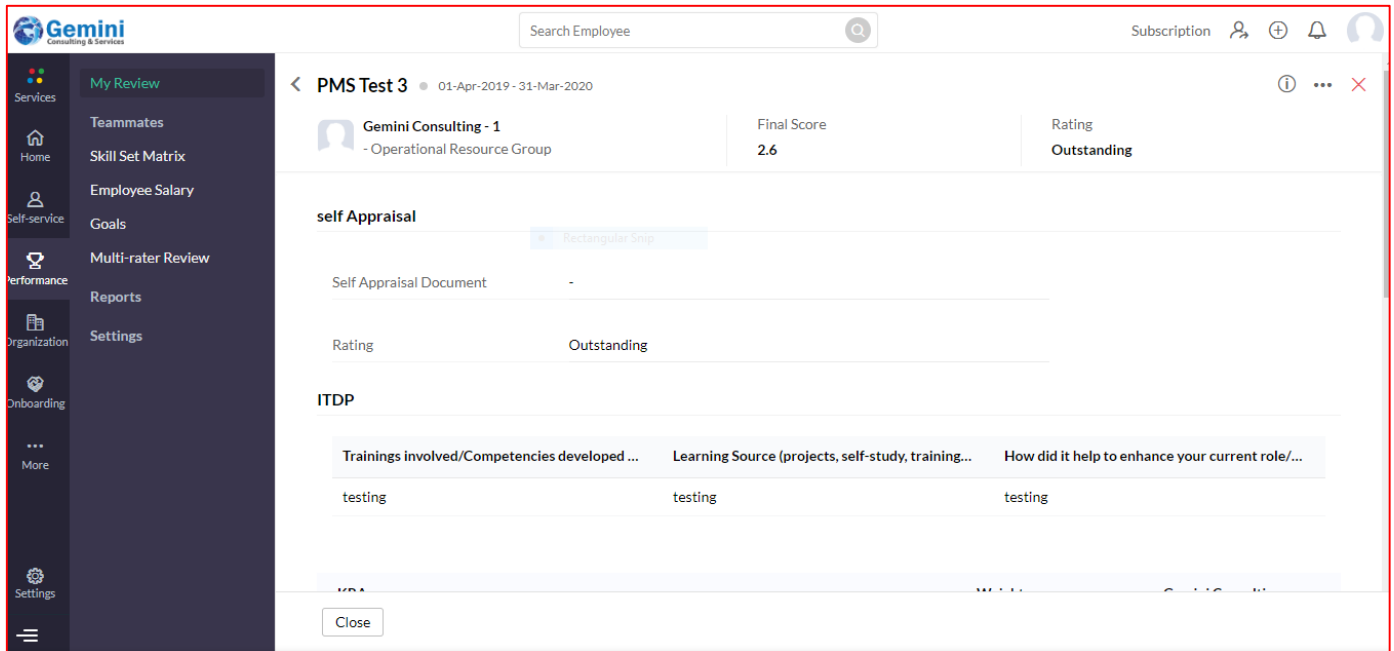
## Self Assessment:

**Navigation Path:** Performance → My Review → Self Appraisal-Click on Appraisal Cycle Name-→Add



Outstanding	5
Exceeds Expectation	4
Meets Expectation	3
Meets Low	2
Does Not Meet	1

Rate the KRAs and Competencies from the drop down, write a comment and submit the form.



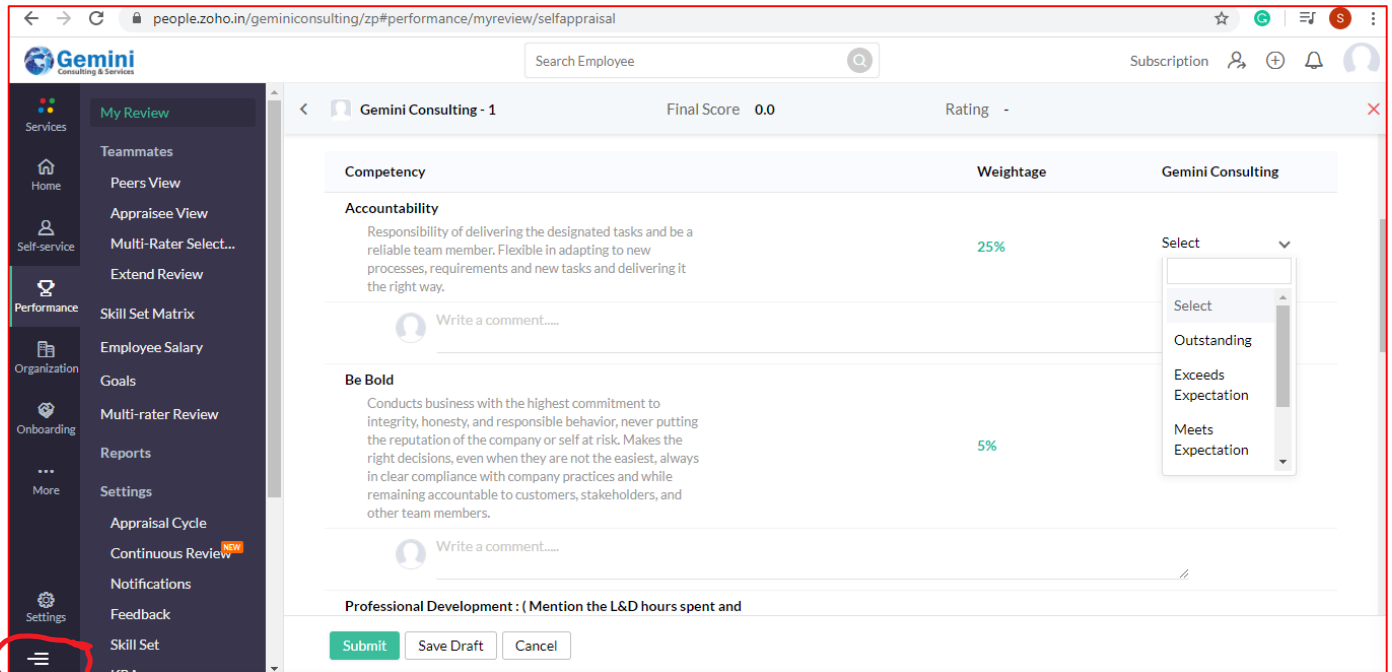
The screenshot shows the Gemini HR system interface. On the left is a dark sidebar with navigation options: Services, My Review, Teammates, Skill Set Matrix, Employee Salary, Goals, Multi-rater Review, Reports, Settings, Organization, Onboarding, More, and Settings. The main content area is titled 'PMS Test 3' with a date range of '01-Apr-2019 - 31-Mar-2020'. It displays a 'Final Score' of '2.6' and a 'Rating' of 'Outstanding'. Below this, there is a 'self Appraisal' section with a 'Self Appraisal Document' field and a 'Rating' field set to 'Outstanding'. Further down is an 'ITDP' (Individual Talent Development Plan) section with a table for recording development activities.

Trainings involved/Competencies developed ...	Learning Source (projects, self-study, training...	How did it help to enhance your current role/...
testing	testing	testing

At the bottom of the ITDP section, there is a 'Close' button.

### Comment ITDP: Individual Talent Development Plan

- **At the beginning of each fiscal year**, establish an Individual Talent Development Plan (ITDP). Record your development opportunity ideas and review them with your manager for alignment. Make sure your manager knows what kind of support you will need in order to reach your development goals.
- **Development activities may be ongoing** throughout the fiscal year or they may have a defined completion date. You will need to determine the appropriate timing and implementation of your development activities with your manager and record that information in the form.
- **Update your development goals and progress** and review them with your manager during quarterly performance review meetings.



Please click here to minimize the window for a complete view of the form.

**Note:** Once your form is reviewed by your manager you cannot edit the self-assessment form.