



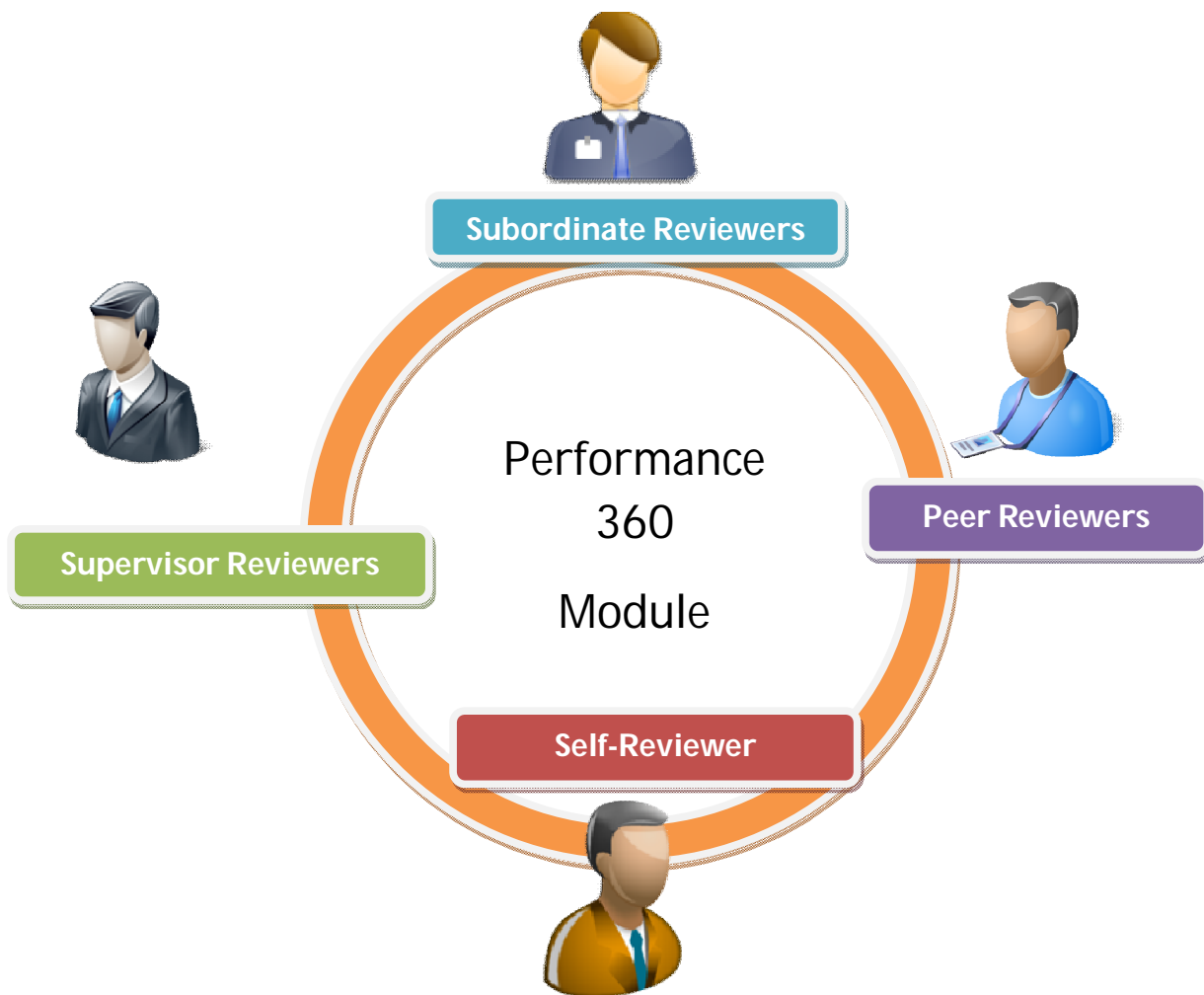
ORANGEHRM

THE WORLD'S FIRST

HR App Store



OrangeHRM Performance 360 Module is a multi-rater assessment process designed specifically for the evaluation of employee performance. This module lets you create performance reviews with multiple reviewer roles, thus giving a more comprehensive picture of the employee's performance.



Group your KPIs and define a weightage, which will be used for calculating an employee's KPI rating. (Eg: Project Management)

Add KPI Group

Group Name *

Weightage (1 - 100) *

Create KPIs based on Job Title, Department & KPI Group.

Key Performance Indicator

Job Title *

Department *

Key Performance Indicator *

KPI Group *

Minimum Rating *

Maximum Rating *

Make Default Scale ☐

Manage your KPI combinations anytime.

Search Key Performance Indicators

Job Title

Department

KPI Group

Key Performance Indicators for Job Title

<input type="checkbox"/> Key Performance Indicator	Job Title	Department	Group Name	Weightage	Min Rate	Max Rate	Is Default
<input checked="" type="checkbox"/> Communication Skills	Sales Executive	Regional Sales Office	Sales	50	1	5	Yes
<input checked="" type="checkbox"/> Customer Loyalty	Sales Executive	Regional Sales Office	Sales	50	1	5	
<input checked="" type="checkbox"/> E-marketing	Marketing Coordinator	Regional Reservations Centre	Marketing	50	1	5	
<input checked="" type="checkbox"/> Project Management	Operations Manager	Regional Reservations Centre	Marketing	50	1	5	
<input checked="" type="checkbox"/> Public Relations	Marketing Coordinator	Regional Reservations Centre	Marketing	50	1	5	

Add your company's standard appraisal header, on all employee performance evaluation forms.

Define Appraisal Details

Appraisal Details * In the formatted from of 360-degree performance appraisals, the performance of an employee will be assessed based on ideas of many other different people, for example customers, peers and direct reports. If the assessed is a manager, his/her staff will be often asked for feedback on how that manager is doing his task. In case of using 360-degree performance appraisal, it is vital that the process be implemented by the manager of Human Resources Department so that the subordinate reviewers (or staff) are made sure that all their assessments on performance are kept anonymous.

Create performance reviews by assigning employees from the system into different reviewer roles.

Performance Review

Employee *

Subordinate Reviewers

Add Subordinate

Employee Name	
Jane Doe	<input checked="" type="checkbox"/>
John Smith	<input checked="" type="checkbox"/>

Peer Reviewers

Add Peer

Supervisor Reviewers

Add Supervisor

Employee Name	
Hayley James	<input checked="" type="checkbox"/>

Work Period Start Date *

Work Period End Date *

Due Date *

Lists out all performance reviews within the system with their statuses.

Search Performance Reviews

Employee Name

Job Title
All

Department
All

From Date
dd-mm-yy

To Date
dd-mm-yy

Status
All

Reviewer

Review List

<input type="checkbox"/> Employee	Due Date	Review Period	Job Title	Department	Status	Actions
<input checked="" type="checkbox"/> Jane Doe	31-05-2012	01-05-2012 - 15-05-2012	Marketing Coordinator	Regional Reservations Centre	Inactive	Edit Details Evaluate
<input checked="" type="checkbox"/> John Smith	31-05-2012	02-01-2012 - 31-01-2012	Sales Executive	Regional Sales Office	Activated	View Progress Evaluate
<input checked="" type="checkbox"/> Tracy Whitney	31-05-2012	01-01-2012 - 31-03-2012	Operations Manager	Regional Reservations Centre	Approved	View Details Evaluate

A comprehensive evaluation form which automatically calculates the evaluation based on the rating given by each reviewer.

Administrator Evaluation Form

Review Details

Employee Name	John Smith
Job Title	Sales Executive
Department	Regional Sales Office
Review Period	02-01-2012 To 30-04-2012
Review Due Date	31-05-2012
Status	In Progress

Individual Evaluation Status

Reviewer Type	Reviewer Name	Review Status
Employee	John Smith	Activated
Subordinate	Hayley James	Activated
Peer	Jane Doe	Activated
Supervisor	Tracy Whitney	In Progress

Appraisal Details & Instructions

To evaluate any overall performance:

1 = Poor
2 = Fair
3 = Good
4 = Very Good
5 = Excellent

Evaluation by Employee

KPI Info				Evaluation by John Smith		
Group	Weightage	KPI	Min	Max	Rating	Comment
Attendance	20	Daily Attendance	1	5	<input type="text" value="3"/>	<input type="text"/>
Communication	30	Average Handling Time	1	5	<input type="text" value="2"/>	<input type="text"/>
		Courtesy Calls	1	5	<input type="text" value="4"/>	<input type="text"/>
Leadership	40	Team Leadership	1	5	<input type="text" value="4"/>	<input type="text"/>
Sales Target	10	Customer Loyalty	1	5	<input type="text" value="3"/>	<input type="text"/>
		Weekly Target	1	5	<input type="text" value="4"/>	<input type="text"/>
					Overall Rating : 79	

Evaluation by Subordinates

KPI Info				Evaluation by Hayley James		
Group	Weightage	KPI	Min	Max	Rating	Comment
Attendance	20	Daily Attendance	1	5	<input type="text" value="4"/>	<input type="text"/>
Communication	30	Average Handling Time	1	5	<input type="text" value="4"/>	<input type="text"/>
		Courtesy Calls	1	5	<input type="text" value="2"/>	<input type="text"/>
Leadership	40	Team Leadership	1	5	<input type="text" value="3"/>	<input type="text"/>
Sales Target	10	Customer Loyalty	1	5	<input type="text" value="4"/>	<input type="text"/>
		Weekly Target	1	5	<input type="text" value="4"/>	<input type="text"/>
					Overall Rating : 66	

Evaluation by Peers

KPI Info				Evaluation by Jane Doe		
Group	Weightage	KPI	Min	Max	Rating	Comment
Attendance	20	Daily Attendance	1	5	<input type="text" value="3"/>	<input type="text"/>
Communication	30	Average Handling Time	1	5	<input type="text" value="2"/>	<input type="text"/>
		Courtesy Calls	1	5	<input type="text" value="1"/>	<input type="text"/>
Leadership	40	Team Leadership	1	5	<input type="text" value="4"/>	<input type="text"/>
Sales Target	10	Customer Loyalty	1	5	<input type="text" value="1"/>	<input type="text"/>
		Weekly Target	1	5	<input type="text" value="4"/>	<input type="text"/>
					Overall Rating : 66	

Evaluation by Supervisors

KPI Info				Evaluation by Tracy Whitney		
Group	Weightage	KPI	Min	Max	Rating	Comment
Attendance	20	Daily Attendance	1	5	<input type="text" value="2"/>	<input type="text"/>
Communication	30	Average Handling Time	1	5	<input type="text" value="2"/>	<input type="text"/>
		Courtesy Calls	1	5	<input type="text" value="3"/>	<input type="text"/>
Leadership	40	Team Leadership	1	5	<input type="text" value="3"/>	<input type="text"/>
Sales Target	10	Customer Loyalty	1	5	<input type="text" value="1"/>	<input type="text"/>
		Weekly Target	1	5	<input type="text" value="1"/>	<input type="text"/>
					Overall Rating : 65	

Evaluation by HR Admin

HR Admin Comments *

Final Rating *

Completed Date *

Save Compare Back

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