**Core Features**

**1. User Management**

* Role-based access (Admin, Manager, Employee, HR)
* Department and team organization
* Integration with existing HR systems (e.g., via CSV, API)//future work

**2. Review Cycle Management**

* Customizable review cycles (quarterly, bi-annually, annually)
* Automated scheduling and reminders
* Freeze/publish cycles for transparency

**3. Review Participants**

* Self-evaluation
* Peer review
* Manager review
* Direct report (upward) feedback
* Optional external (client/vendor) feedback

**4. Questionnaire Builder**

* Custom question types (rating scale, multiple choice, open text)
* Question templates (e.g., leadership, communication, technical skills)
* Anonymity settings per question/reviewer type
* Scoring and weighting logic

**5. Feedback Collection**

* Easy-to-use web interface
* Mobile-friendly UI
* Auto-save, progress tracking
* Confidentiality and anonymity settings

**6. Reporting and Analytics**

* Individual performance reports
* Team/department-level summaries
* Trends over time
* Strengths & improvement areas
* Heatmaps, charts, radar graphs

**7. Action Plans and Follow-ups**

* Set goals and development plans
* Manager/employee feedback loop
* Progress tracking between cycles

**8. Notifications and Reminders**

* Email and in-app notifications
* Slack/MS Teams integration
* Escalation for overdue reviews

**9. Security and Privacy**

* GDPR compliance
* Role-based data visibility
* Anonymous feedback toggles

**Optional & Advanced Features**

* **AI-Assisted Summaries & Insights**
  + Summarize open text feedback
  + Sentiment analysis