1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **Use Case ID** | UC – 032 | | | | | | |
| **Use Case Name** | ADR (Associate Development Review) – Cycle Review | | | | | | |
| **Purpose/Goal** | Review of associate work performance and competency development for the last cycle | | | | | | |
| **Description** | HRM triggers the ADR process organization wide for the last cycle then associate fill his contribution to KRA’s and indicates ready for review. Reporting Manager schedule the review meeting for the associates under him. Review committee reviews associate work performance and gives the rating for the cycle. System notifies to HRM, review committee and associate after the completion of review. | | | | | | |
| **Actors** | * Associate * Reporting Manager * Program Manager * Department Head * Competency Lead | | | | | | |
| **User** | * Associate, Reporting Manager, Program Manager, Department Head and Competency Lead | | | | | | |
| **Priority** | High | Frequency of Use | | | Quarterly once | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Santosh Adidawarpu | | | **Date** | | | 04/05/2017 |
| **Reviewed By** |  | | | **Date** | | |  |
| **Last Updated By** |  | | | **Date** | | |  |

1. **TRIGGERS, PRE-CONDITIONS AND POST-CONDITIONS**

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| **Triggers** | When HRM initiate the ADR process. |
| **Pre-Conditions** | * KRA should be assigned to an associate * HRM login into the system |
| **Post- Conditions** | * ADR status should be updated to ‘Completed’ and Review completed Date (when did the ADR meeting happened) need to be captured * Work performance need to updated with below fields   + Feedback   + Rating * Competency rating should be updated by review committee/ Program Manager |

1. **NORMAL FLOW**

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| User | System | Alternate flow |
| 1. HRM clicks on “Trigger ADR” sub tab from “ADR” Tab. | * System displays the below fields: * From Date (calendar) * To Date (calendar) * Select Employee(s) (Multi select checkbox with filter) * Exclude Employee(s) – Button control * Trigger ADR – Button control * System notifies to all the active employees and their reporting manager. | * HRM can re-schedule the ADR meeting on demand. * System should allow to re-schedule the ADR meeting if the current date falls under the previously scheduled date. |
| 1. Associate login into application and clicks on “ADR work performance” sub tab from “ADR” Tab. | * System displays the recorded work performance details for the last cycle review. * Associate can Add/Edit the recorded work performance details. * Associate clicks on "Ready for Review" button. * Once Associates clicks on "Ready for Review" button then the recorded work performance details will be locked for Add/Edit. * System notifies to review committee. |  |
| 1. Reporting Manager log-in to the system. | * System displays the list of associates, who reports to him. * Reporting Manager selects the associate and input the date and time of review meeting and click on Schedule button. * System notifies to the review committee and to an associate about review meeting date and time. |  |
| 1. Review committee validates the filled ADR details and updates the status. | * During ADR meeting review committee will update the below fields:   + - Performance Achievement in the last cycle for each KRA – Textbox input field (Under KEY RESULT AREAS - PERFORMANCE REVIEW section)     - DEFICIENCIES AND IMPROVEMENT FEEDBACK FOR NEXT PERIOD – text area input control (under DEFICIENCIES AND IMPROVEMENT NEEDS section)     - Associate Potential for Performance in the last cycle – textbox input control (under OVERALL WORK PERFORMANCE AND COMPETENCE ASSESSMENT section) * When review committee submits their feedback then system notifies to Program Manager/ Department Head for their approval. System should allow them to enter their remarks. They can change the submitted feedback by review committee. |  |
| 1. Program Manager/ Department Head login into the system and clicks on “ADR work performance” sub tab from “ADR” Tab | * Program Manager/ Department Head can give their feedback and rating. And that will be considered as the final feedback and rating. Here approval is not needed from Reporting Manager/ Lead. * System notifies to an associate and the reporting manager. |  |
| 1. Associate login into application and clicks on “ADR work performance” sub tab from “ADR” Tab. | * Associate can see the given ratings and feedback in read-only mode. |  |

1. **ALTERNATIVE FLOW**

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| NA |

1. **EXCEPTIONS**

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| NA |

1. **BUSINESS RULES**

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| * ADR review should consider up to G5 grade * Associate who are in sick leave, maternity leave, resigned/absconded are not applicable for ADR process. * On demand basis, HR can postpone the ADR meeting, system will notify to an associate and to the review committee. * System excludes the ADR meeting for the excluded associates. * ADR cycle review should complete on or before the scheduled date by HRM. * The below input fields should be allowed till the scheduled date by HRM   + Feedback   + Rating |

1. **SPECIAL REQUIREMENTS**

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| NA |

1. **ASSUMPTIONS**

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| NA |

1. **NOTES AND ISSUES**

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| NA |

1. **ACCEPTANCE CRITERIA AND TESTS**

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| * ADR status should be updated to ‘Completed’ and Review completed Date (when did the ADR meeting happened) need to be captured * Work performance need to updated with below fields   + Feedback   + Rating * Competency rating should be updated by review committee/ Program Manager |