VHRIS
Performance Appraisal

Performance Appraisal

Performance appraisal is a systematic evaluation of performance of the employees and to understand the abilities of a person for further career transition. It is generally done by the supervisors based on measuring criterion such as parameters, questions, ratings and more.

In VHRIS, the appraisal is configured for an entire business unit or for a specific department in a business unit.

To configure the appraisal process, first the appraisal settings for the selected business unit or department must be configured.

Appraisal Settings

Appraisal Settings set the mode and ratings for the selected business unit or department. The appraisal mode can be quarterly, half yearly, or yearly. The ratings can be 1-5 or 1-10 depending on the appraisal architecture of the organization. Ratings are provided with description signifying each ratings definition in the appraisal process.

Organization >> Business Unit

1. Click on Organization in the header
2. Click on Business Units on the left side panel
3. Click on Add in the right side panel

Organization >> Department

4. Click on Organization in the header
5. Click on Department on the left side panel
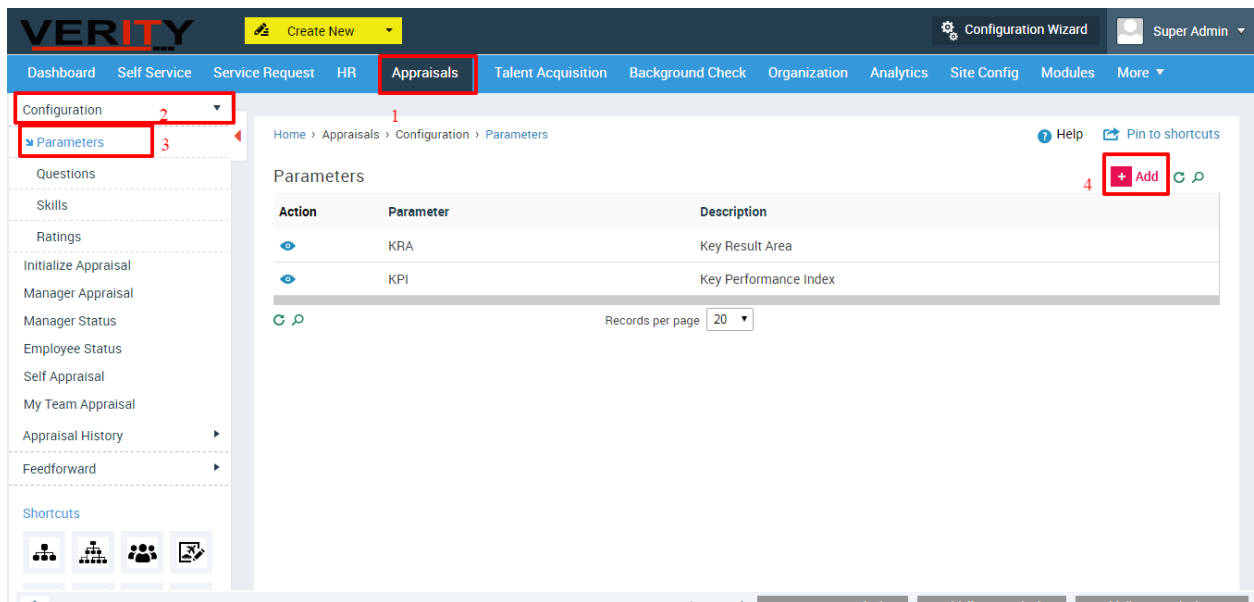6. Click on Add in the right side panel

Parameters

Parameters define the performance indicators defined by the supervisors to assess the capabilities of the employees.

1. Click on Appraisal in the header

2. Click on configurations on the left side panel

3. Click on parameters submenu
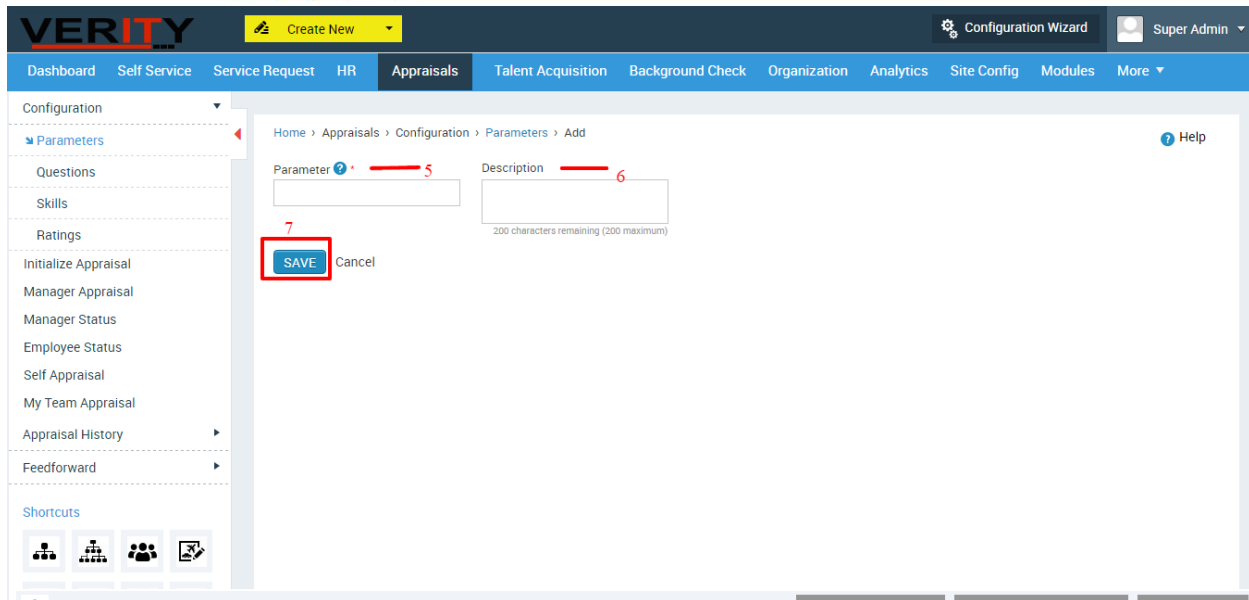
4. Click on Add in the right side panel

Refer Figure 3

In the Add parameter screen,

5. Enter the parameter

6. Provide description if necessary
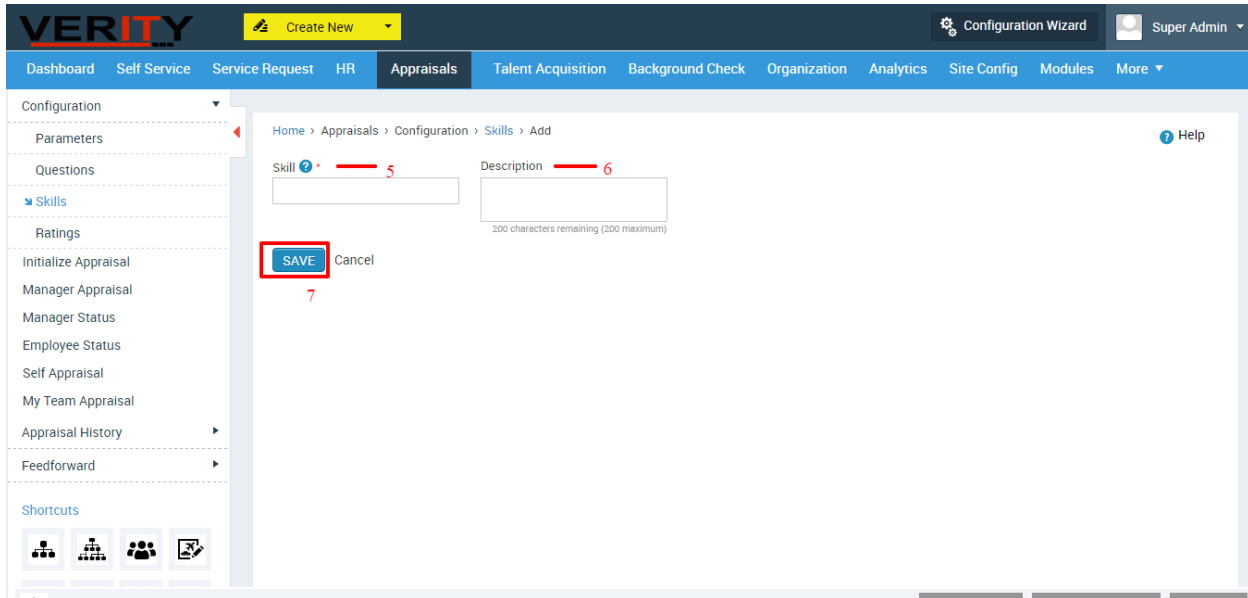
7. Click on save to add the parameter

Refer figure 4

Questions

Questions are determined for each parameter defined in the parameters section. For each parameter, the supervisor can provide more than one question in relation with the parameter.

1. Click on Appraisal in the header
2. Click on configurations on the left side panel
3. Click on Questions sub menu
4. Click on Add in the right side panel

Refer Figure 5
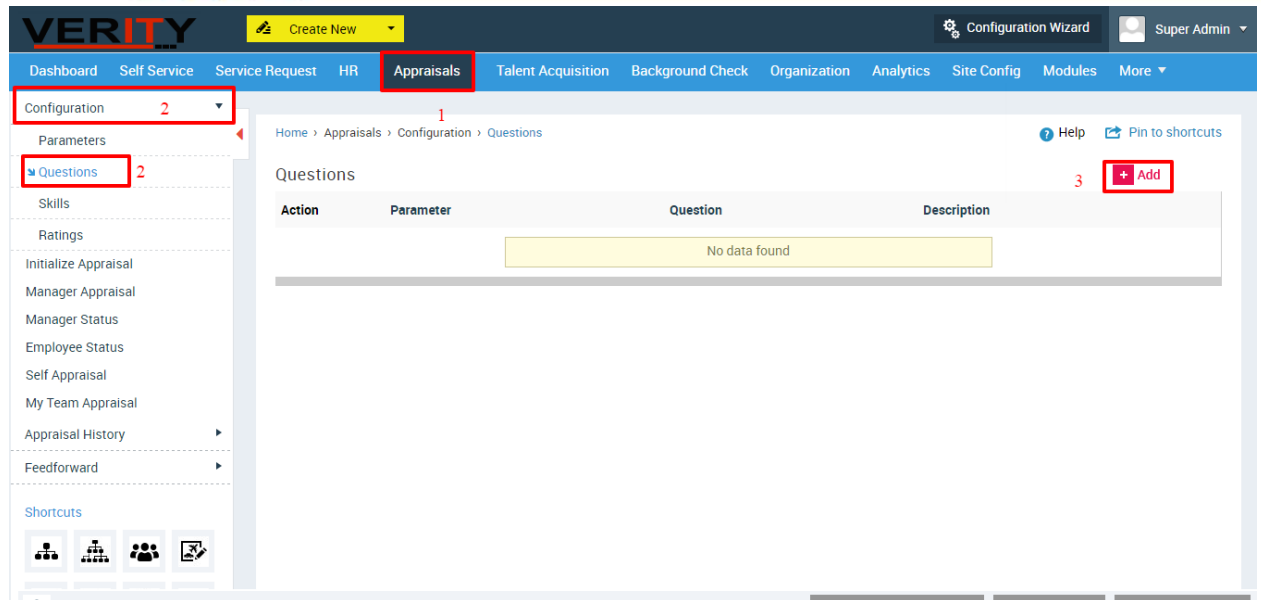
In the Add Questions screen,

5. Select an option from the parameters dropdown

6. Add other parameter by clicking Add Parameter

7. Enter the question

8. Provide description if necessary

9. Click on "Add New Question" to add questions for the selected parameter

10. Click on Save to add questions for the selected parameter

Refer Figure 6
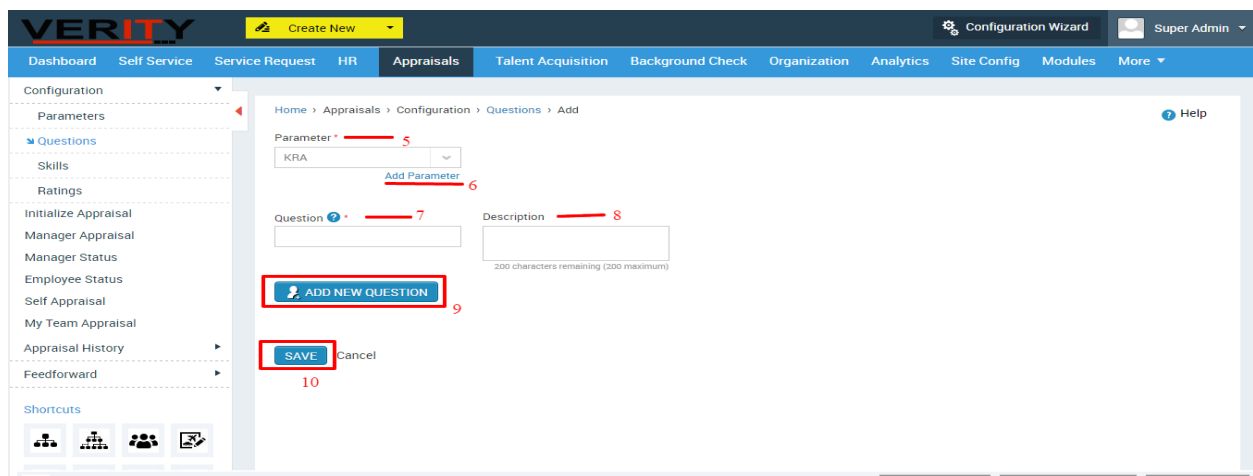
Skills

Skills are the skill set that enhances the employee's profile.

1. Click on Appraisal in the header

2. Click on Configurations on the left side panel

3. Click on Skills submenu

4. Click on Add in the right side panel

Refer figure 7
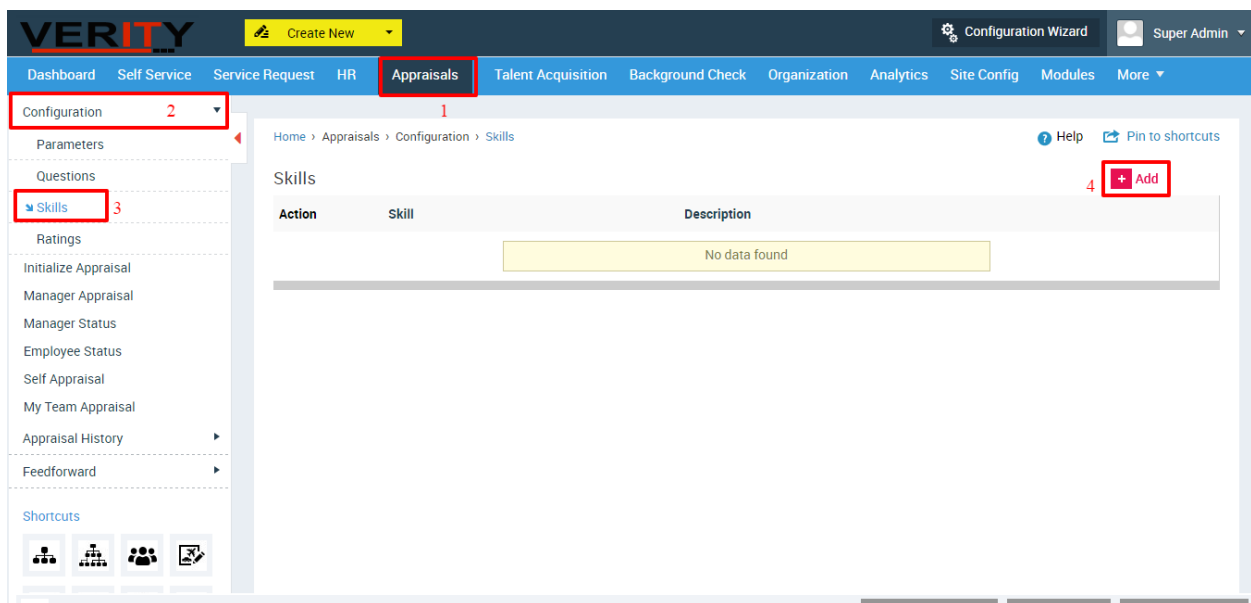
In the Add Skills screen,

5. Enter the skill

6. Provide description if necessary

7. Click on save to add the skills

Refer figure 8
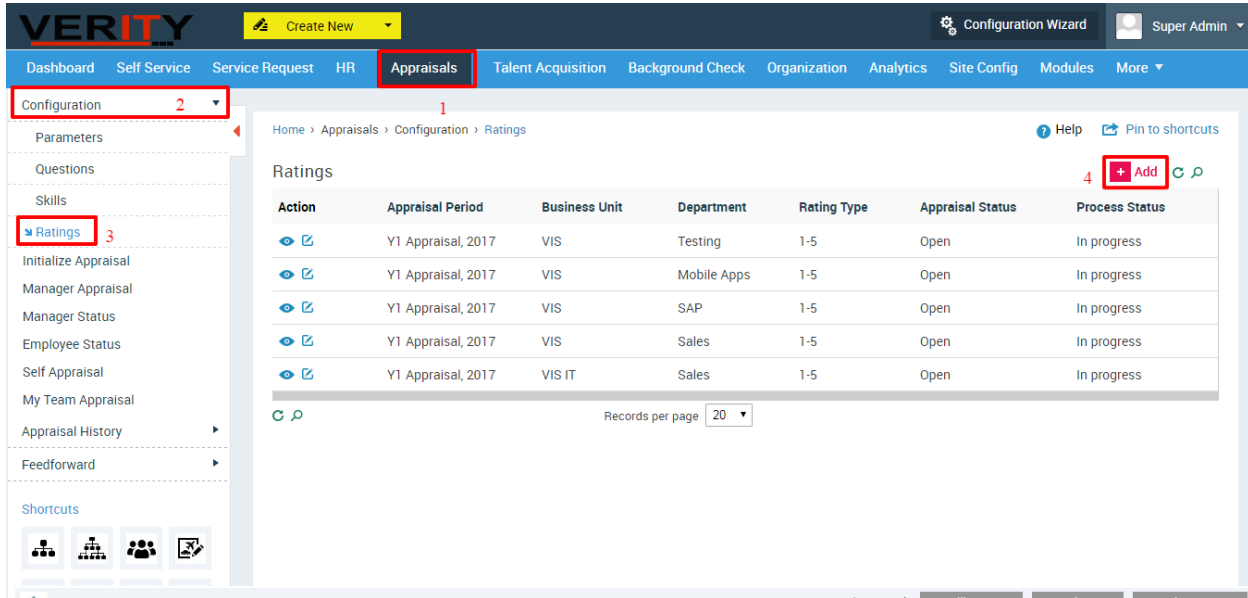
Ratings

Ratings are defined for each business unit or department for which the appraisal settings are previously configured. The rating scale, 1-5 and 1-10, is decided as per the standards of the organization for appraisal process.

1. Click on Appraisal in the header
2. Click on Configurations on the left side panel
3. Click on Ratings submenu
4. Click on Add in the right side panel

Refer figure 9
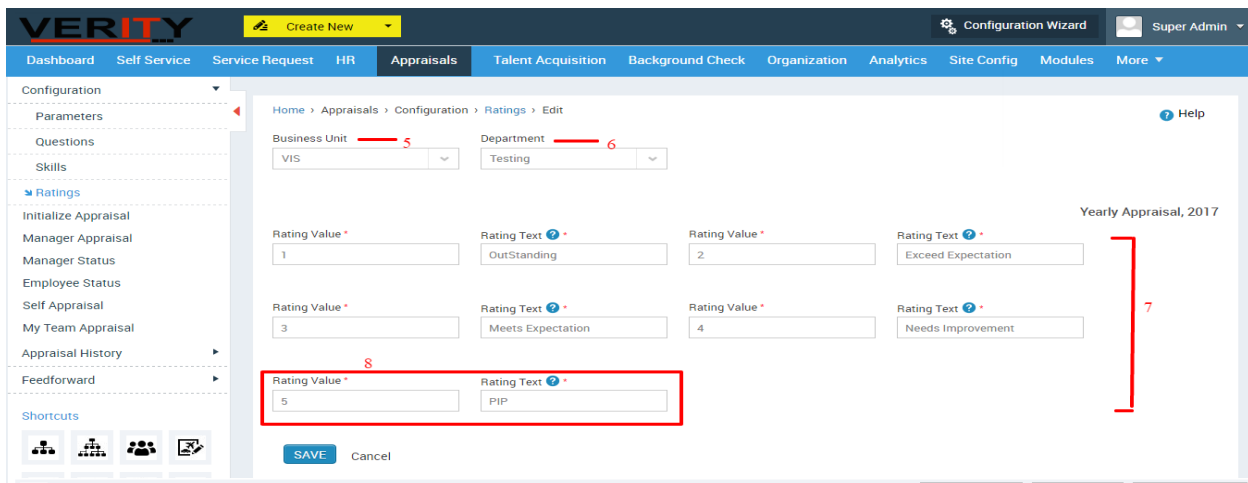
In the Add ratings screen,

5. Select an option from Business Unit dropdown

6. Select an option from Department dropdown

7. The Appraisal Ratings range selected in Appraisal Settings for the selected Business
    Unit and Department are auto populated

8. Provide rating text for each rating value

9. Click on save to add the ratings

Refer figure 10

Upon configuring the essential details, the initialization of appraisal process is the next step.

Initialize Appraisal

In the initialization step, the business units or the departments that have their appraisal settings configured will be displayed.

- **Business unit:** All the Business Units which have the Appraisal Settings/Organization configured will be displayed

- **Frequency:** Based on the appraisal settings for the selected business unit, frequency will be auto populated

- **Period:** Period will be calculated dynamically based on the previously configured appraisal for the selected business unit

- **Appraisal Status:** Appraisal status will be "Open" by default. Upon the initialization of appraisal, close and force close options will be made available

- **Force Close:** Closes the Appraisal Process by force. Appraisal Process for the selected Business Unit can be configured again and for the same appraisal period

- **Close:** Closes the appraisal process for the selected business unit permanently

- **Enable to:** The Appraisal Process will be enabled by default to managers. When the settings saved, the Appraisal Process will be made available for managers to configure the questions under the selected parameters. If the appraisal is directly made available for the employees, they will be able to view the questions configured by the HR.

- **Due Date:** The due date is for closing the appraisal process for managers or employees

- **Consider Management :** To consider management group for appraisal
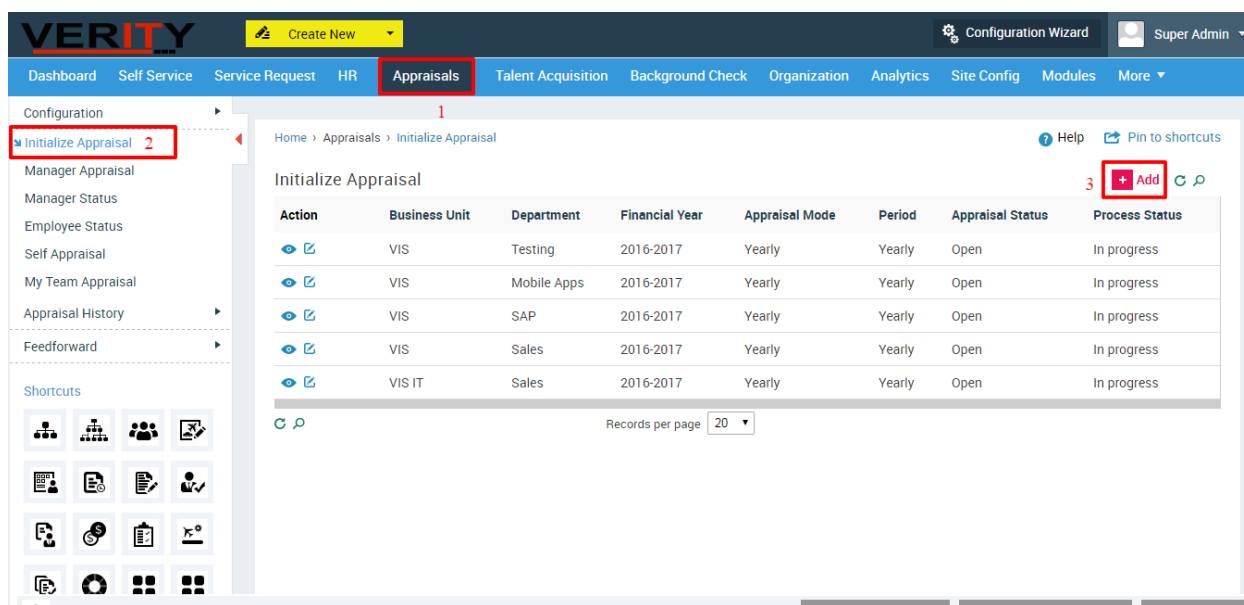
process for the selected period, check the respective checkbox

- **Eligibility:** Select the employees eligible for appraisal period based on the employee status

- **Parameters:** Select the parameters for appraisal process that will be applicable to the employees

- **Ratings :** The ratings configured in appraisal setting/organization for a business unit or department will be auto- populated

1. Click on Appraisal in the header
2. Click on Initialize Appraisal in the left side panel
3. Click on Add in the right side panel

Refer figure 11
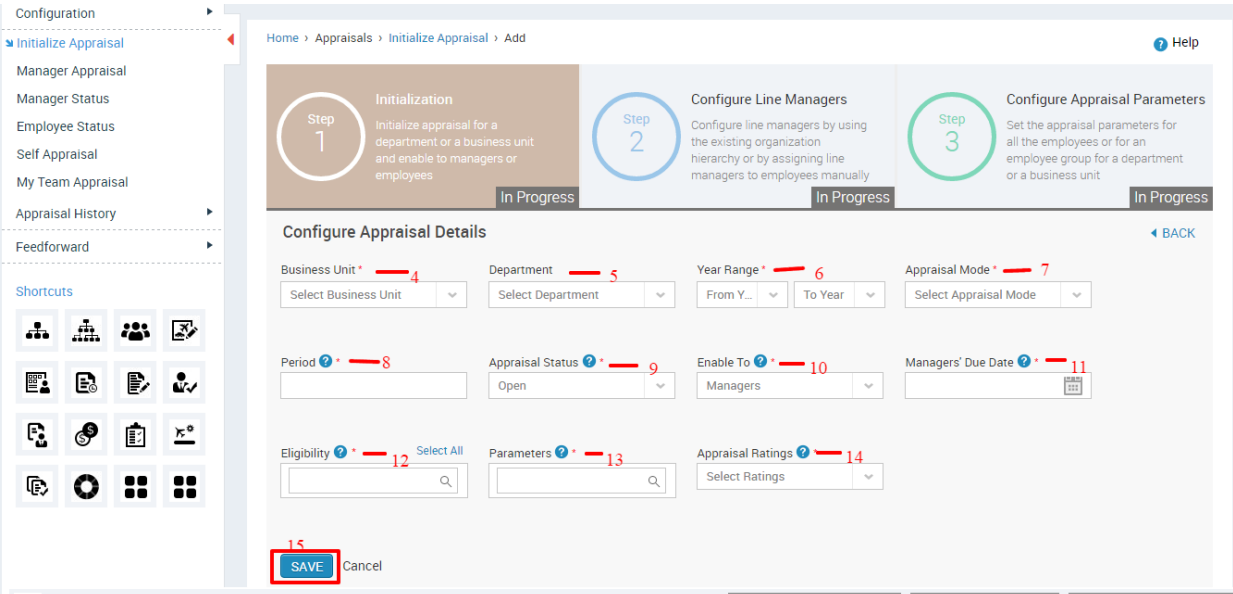
4. All the business units for which the appraisal settings are configured are populated. Select an option from business unit dropdown

5. Select an option from the department dropdown

6. Select the year range

7. Based on the selected business unit and department, the appraisal mode is populated

8. Period will be dynamically calculated and populated

9. Appraisal Status is by default Open in Initialize e appraisal

10. Select an option in Enable To dropdown

11. Based on the Enable To option, set a due date to the employees or to managers

12. Select more than one eligibility criteria for employees who are eligible for the appraisal process

13. Select more than one parameters

14. Select appraisal ratings

15. Click on save to initialize appraisal for a business unit or a department

Refer figure 12

Configure Line Managers

Once the appraisal process is initiated for a department or a business unit, the line managers must be configured so as to evaluate the employees' appraisal.
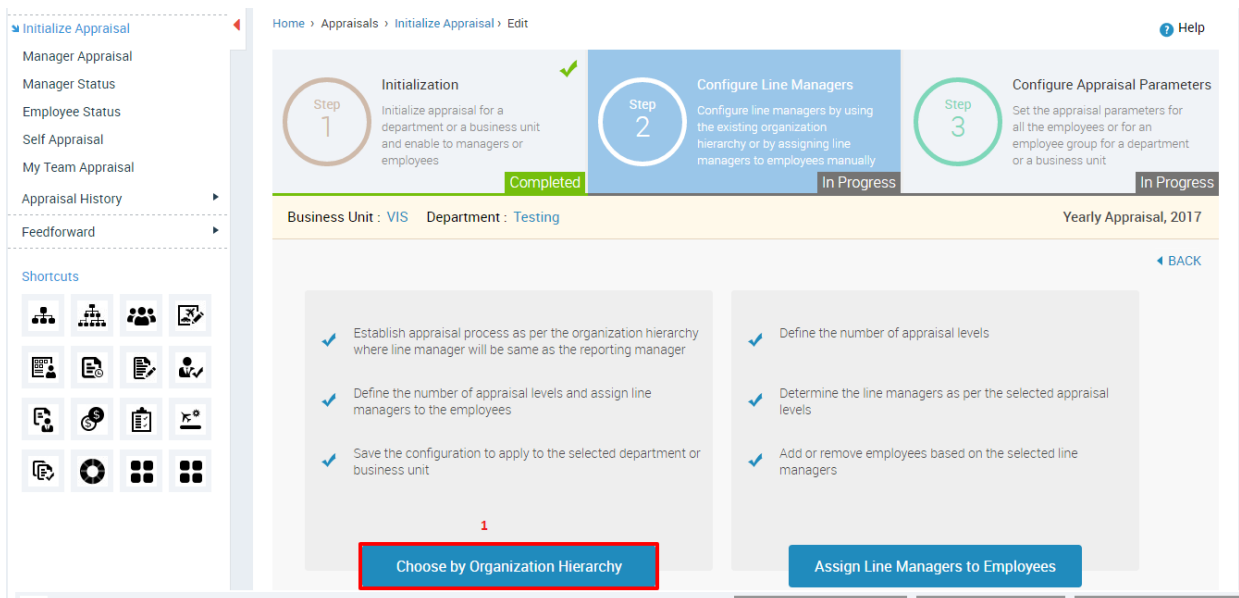
The line managers can be configured in the appraisal process in two ways:

1. Choose by organization hierarchy

    ▶ Establish appraisal process as per the organization hierarchy where line manager will be same as the reporting manager.

    ▶ Define the no. of appraisal levels and assign line managers to the employees.

    ▶ Save the configuration to apply to the selected department or business unit.

    1. Click on Choose by Organization Hierarchy
    2. Click Yes in the Confirmation alert box

3. Manager and the employees under the manager are displayed

4. On the right side, configure line managers by selected the number of appraisal levels

5. Click on Save.

Refer figure 14
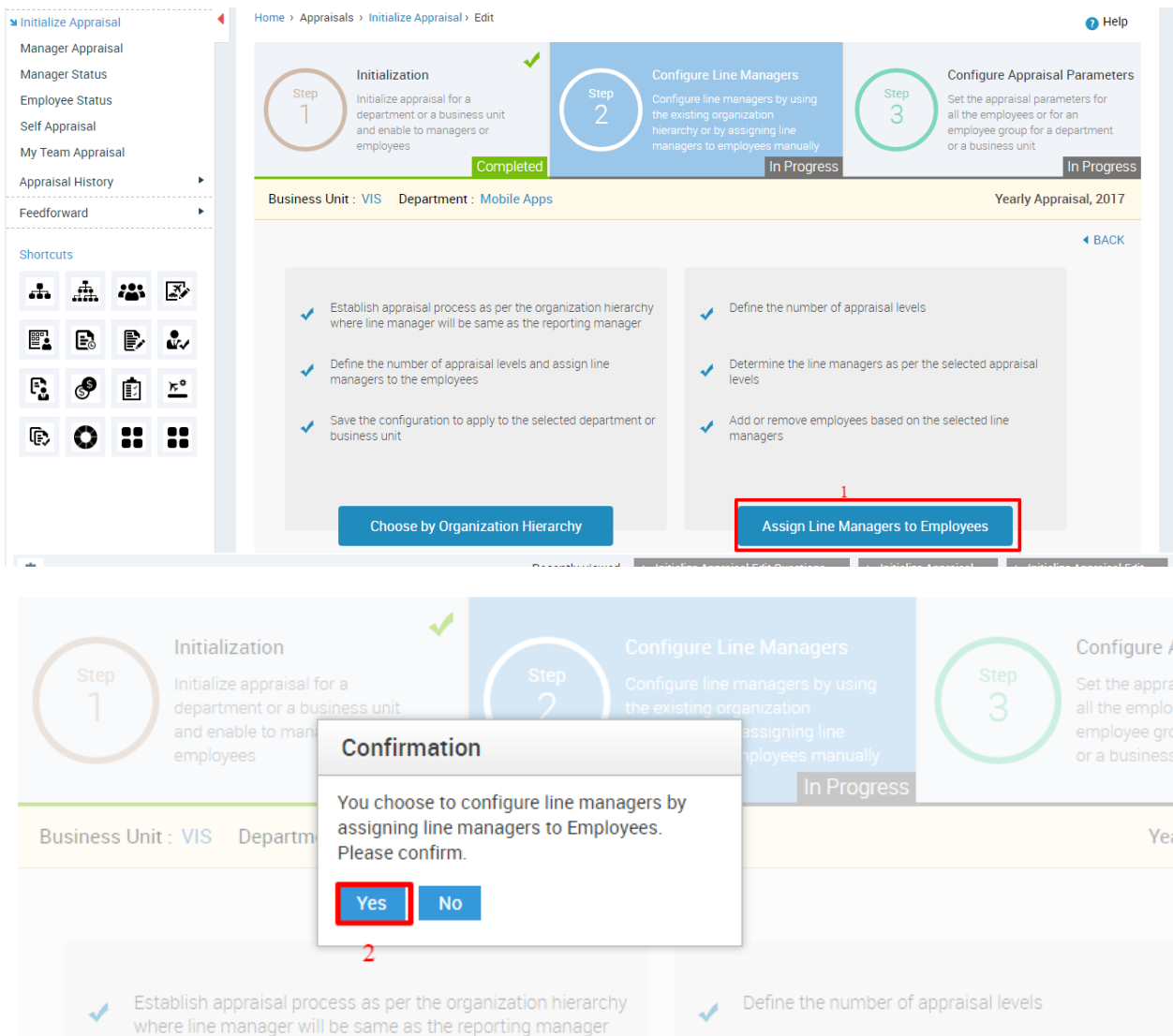
2. Assign Line Managers to Employees

▶ Define the number of appraisal levels

▶ Determine the line managers as per the selected appraisal levels

▶ Add or remove employees based on the selected line managers

1. Click on Assign line managers to employees

2. Click yes in the confirmation alert box

Refer figure 15
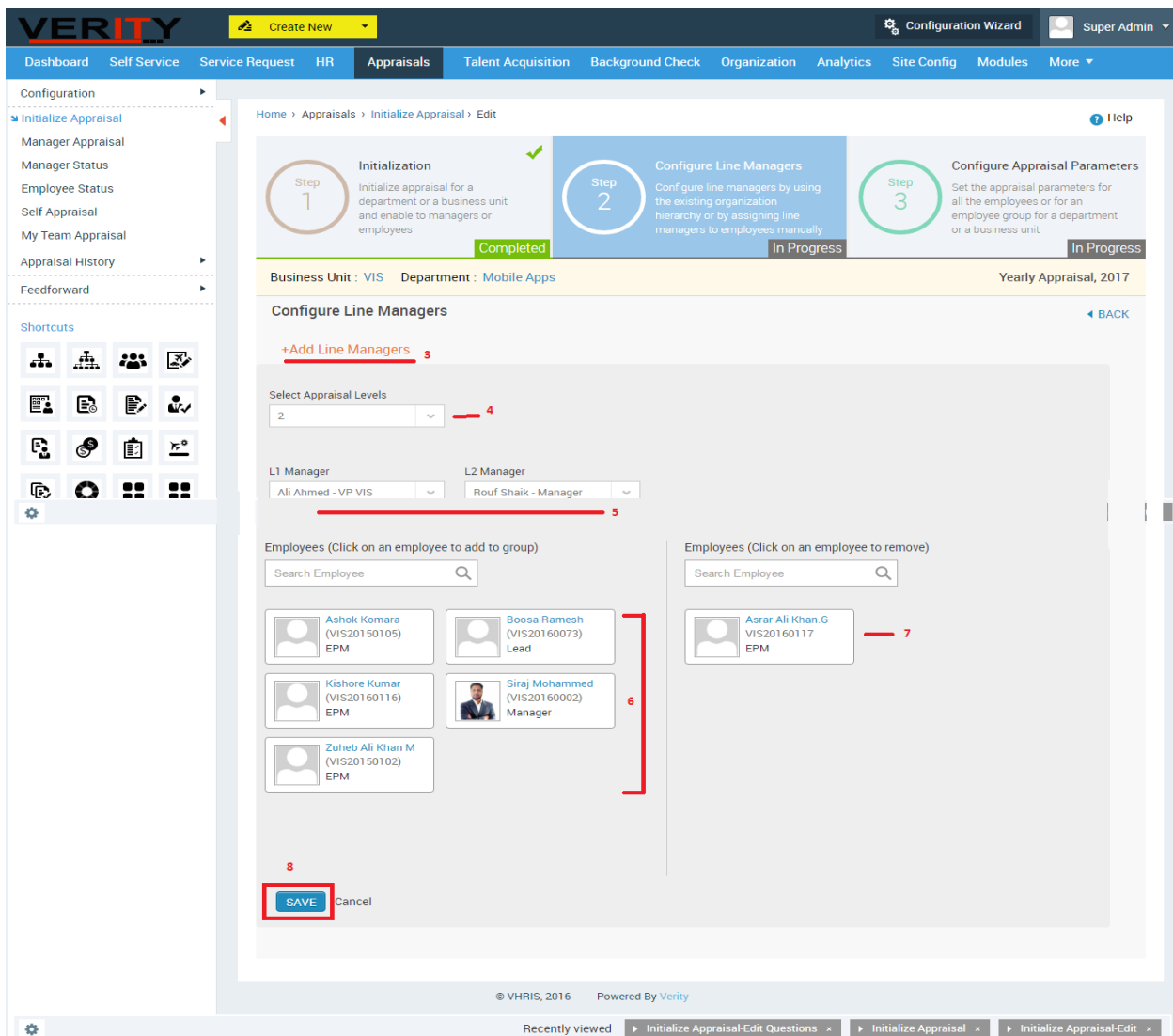
3. Click on Add Managers link

4. Select the number of appraisal levels

5. Based on the number of appraisal levels, select the line managers

6. Employees are displayed in the left side panel

7. Click on the employee to select for appraisal process

8. Click on Save

Refer figure 16

Discard Line Manager Configuration

You can discard the line managers' configuration after saving the appraisal process in step two.

1. Click on Discard to discard the line manager configurations

Refer figure 17
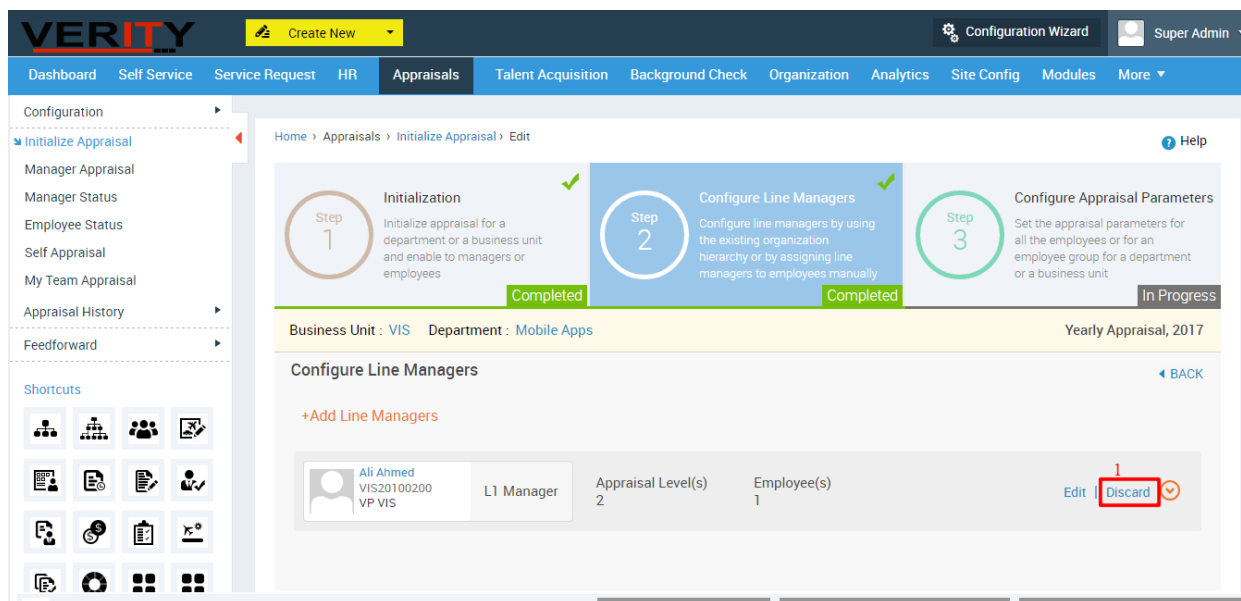
Configure Appraisal Parameters

Configure the appraisal parameters after configuring the line managers. Here, the appraisal process can be made applicable to employees.

This step can be done in two ways:

1. All Employees

   ▶ Questions created for the selected parameters in initialization step will be displayed

   ▶ Choose or add questions to be enabled to all employees for the selected business unit or department

   ▶ Choose ratings and/or comments for each question by line manager and employee

1. Click on Assign Line Managers to Employees

2. Click yes in the confirmation alert box
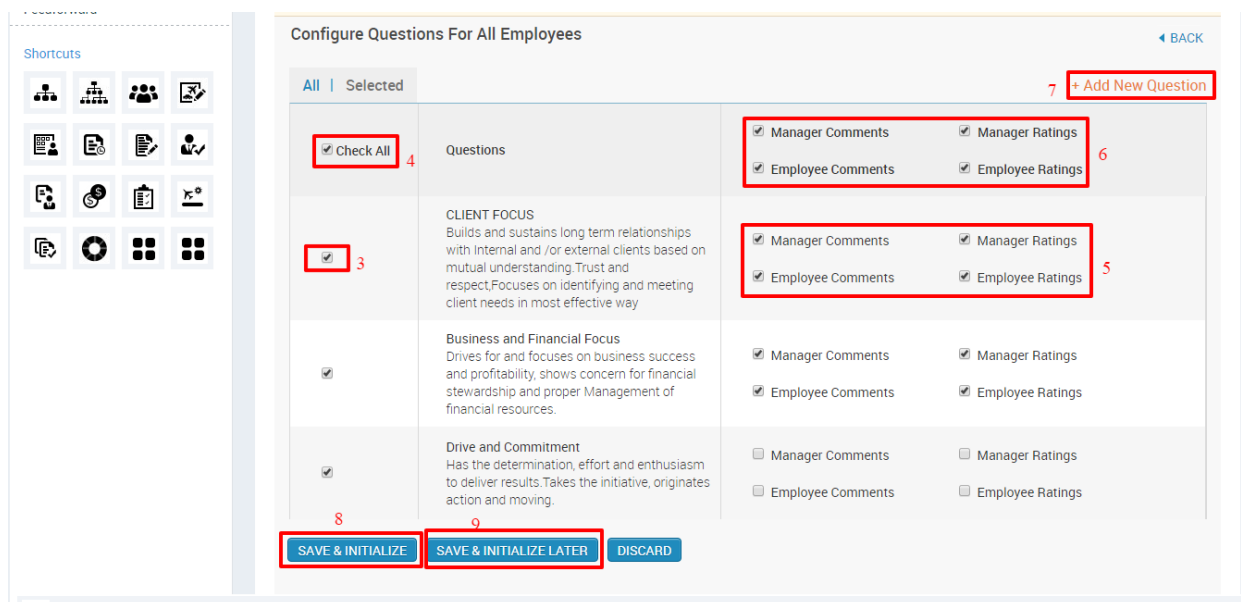
Refer figure 18

3. Select Questions individually by checking the checkbox respective to each question **Or**

4. Select all the questions by checking the Check All option in the table header

5. Select ratings or comments of manager or employee individually for all the questions **Or**

6. Select ratings or comments of manager or employee by checking the Manager Rating, Manager Comments, Employee Ratings and Employee Comments

7. Click on Add New Question to add more questions to the appraisal process

8. Click on Save & Initialize to initialize the appraisal **Or**

9. Click on Save and initialize later to only save the appraisal process

Refer figure 19

2. Customized Employee Groups

▶ Apply appraisal parameters by grouping employees

▶ Choose or add questions to be enabled to all employees for the selected business unit or department

▶ Choose ratings and/or comments for each question by line manager and employee

1. Click on Customized Employees Groups

2. Click yes in the confirmation alert box
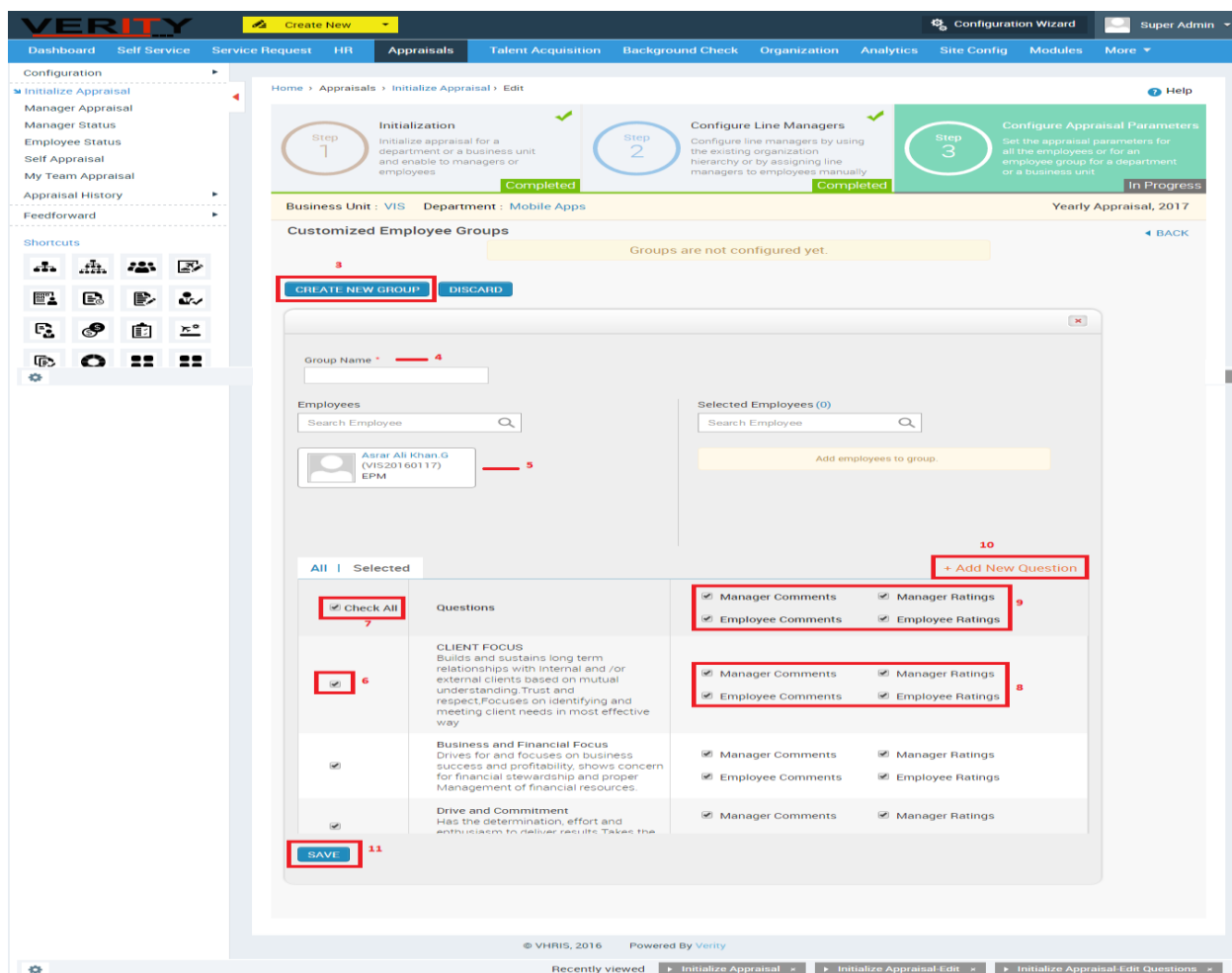
Refer figure 20

3. Click on create New Group

4. Select employees applicable for the appraisal process

5. Select Questions individually by checking the checkbox respective to each question

    Or

6. Select all the questions by checking the Check All option in the table header

7. Select ratings or comments of manager or employee individually for all the questions

    Or

8. Select ratings or comments of manager or employee by checking the Manager Rating, Manager Comments, Employee Ratings and Employee Comments

9. Click on Add New Question to add more questions to the appraisal process

10. Click on Save to configure appraisal parameters

Refer figure 21

11. Upon Saving the appraisal parameters, click on initialize to initialize t
he appraisal process

12. Click on Initialize Later to only save the appraisal process

13. Click yes on the confirmation box to initialize the appraisal

Refer figure 22

Manager Appraisal

In the first step of Initialize appraisal, if the appraisal is enabled to managers, managers can configure the Appraisal parameters. Once the parameters are set, manager creates employee groups and applies the appraisal parameters to the group. Upon saving the appraisal settings, the HR will be able to change the status of appraisal process from "Enabled to Managers" to "Enabled to Employees".

1. Login as a manager

2. Click on Appraisal in the header

3. Click on Manager Appraisal in the left side menu

4. Click on edit icon with respect to an appraisal process

Refer figure 23

5. Create new group (E.g., Support, Testing, Development, etc.)

6. Add employees to the group by clicking on an employee

7. Click on Add New Question to add questions for a particular group of employees

8. Select Questions individually by checking the checkbox respective to each question **Or**

9. Select all the questions by checking the Check All option in the table header

10. Select ratings or comments of manager or employee individually for all the questions **Or**

11. Select ratings or comments of manager or employee by checking the Manager Rating, Manager

12. Comments, Employee Ratings and Employee Comments

13. Click on Save

Refer figure 24
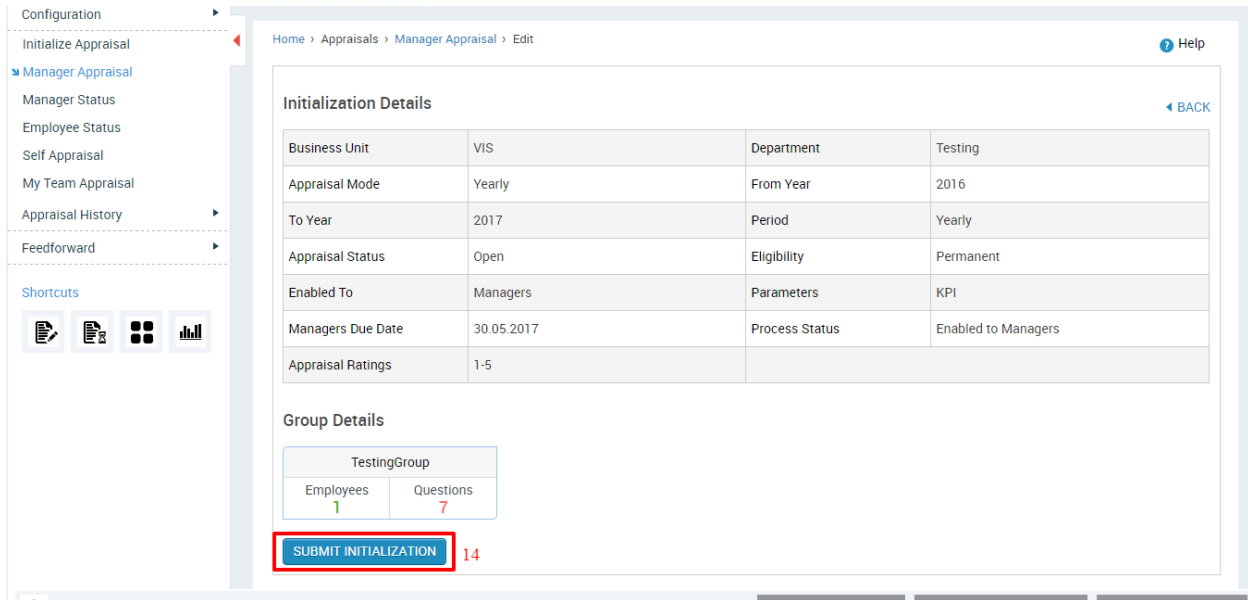
Upon saving appraisal details, the manager must submit the appraisal process for initialization.

14. Click on submit initialization.

Refer figure 25

The Hr, then will update the appraisal process by changing the process status from "Enable to Managers" to "Enable to Employees" and providing Employee Due Date.

15. Click on Appraisal in the header

16. Click on Initialize Appraisal in the left side menu

17. Click on edit icon with respect to an appraisal process

Refer figure 26
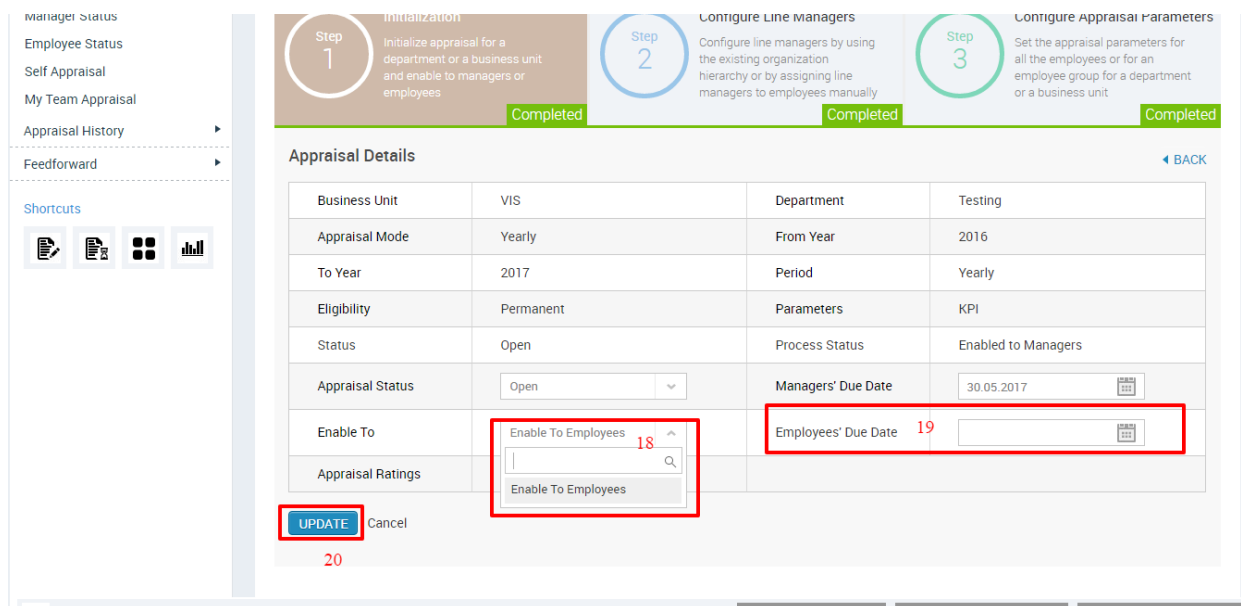
18. Select "Enable to Employees" in the Enable To dropdown

19. Pick a date for Employee Due Date

20. Click on Update to enable the appraisal process to employees

Refer figure 27

Manager Status

In this page, the HR views the status of appraisal process when it is enabled to the managers.

1. Click on Appraisal in the header

2. Click on Manager Status in the left side menu

3. Select the Business Unit

4. Select the Department

5. Select the Manager Appraisal Status if required

6. Managers and their status will be displayed

Refer figure 28
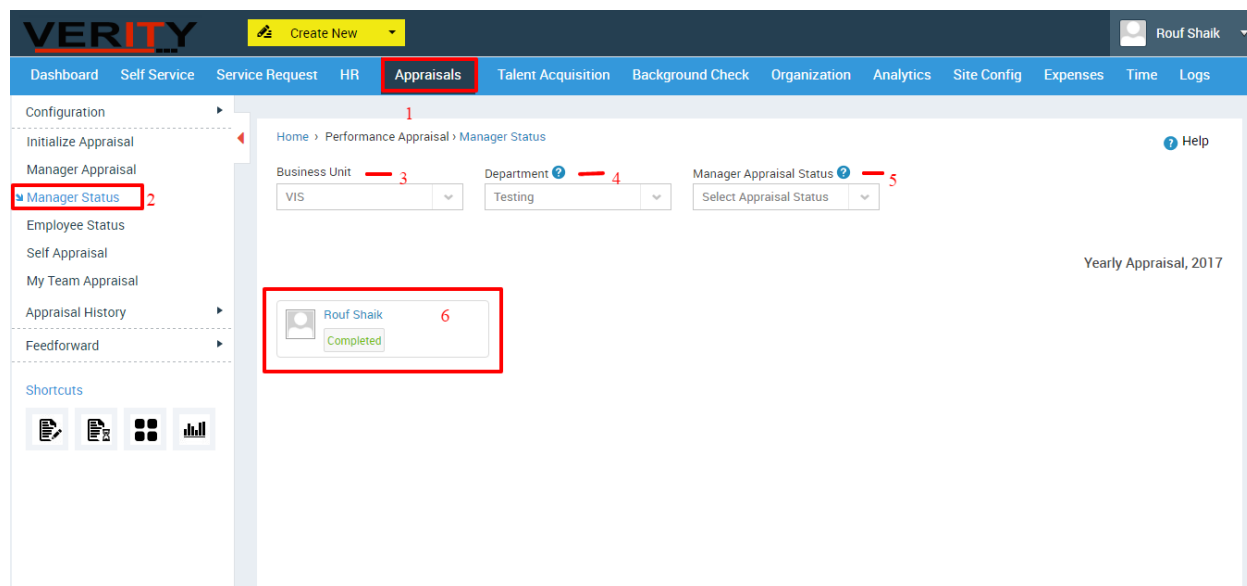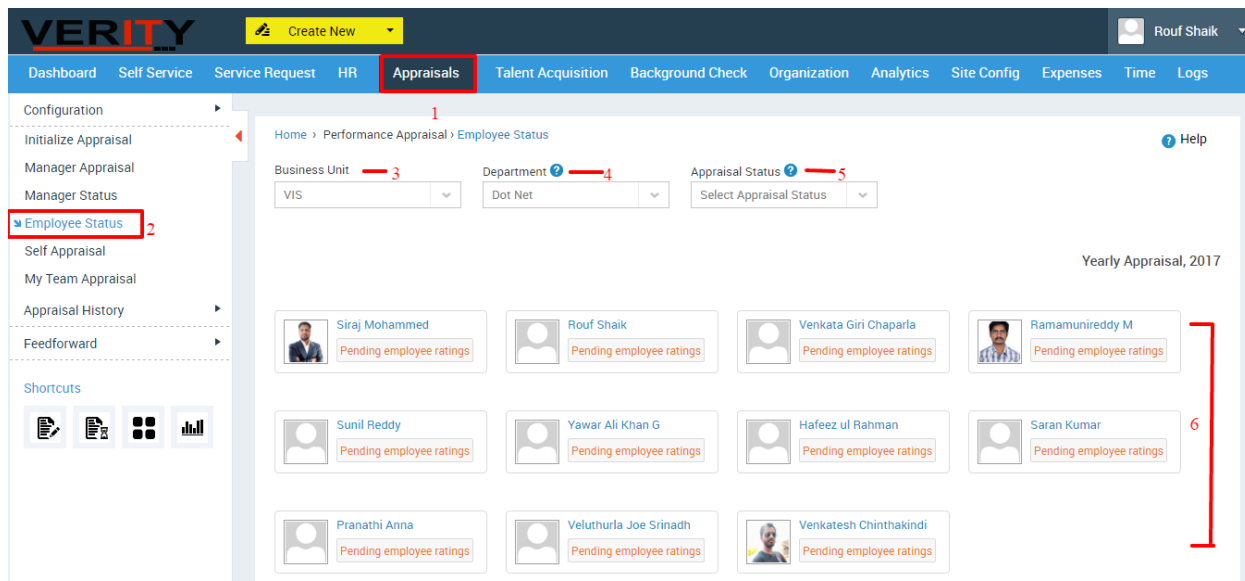
Employee Status

HR and Management roles will be able to view the employee appraisal status.

1. Click on Appraisal in the header

2. Click on Employee Status in the left side menu

3. Select the Business unit

4. Select the Department

5. Select appraisal process if required

6. Employees and their appraisal status will be displayed

Refer figure 29

Self Appraisal

Self-appraisal is displayed to all the employees as each and every employee is subject to appraisal process. Here, the employees will provide self-appraisal details such as ratings and comments. Upon completion of self appraisal, their appraisal will be visible to their line managers for further ratings and comments

1. Click on Appraisal in the header

2. Click on Self Appraisal in the left side menu

3. The parameters are displayed above the questions grid

4. Provide ratings and comments for every question

5. Click on rating definition to know more about ratings

6. Click on send to manager to send it to manager

7. Click on save as draft to only save the appraisal process
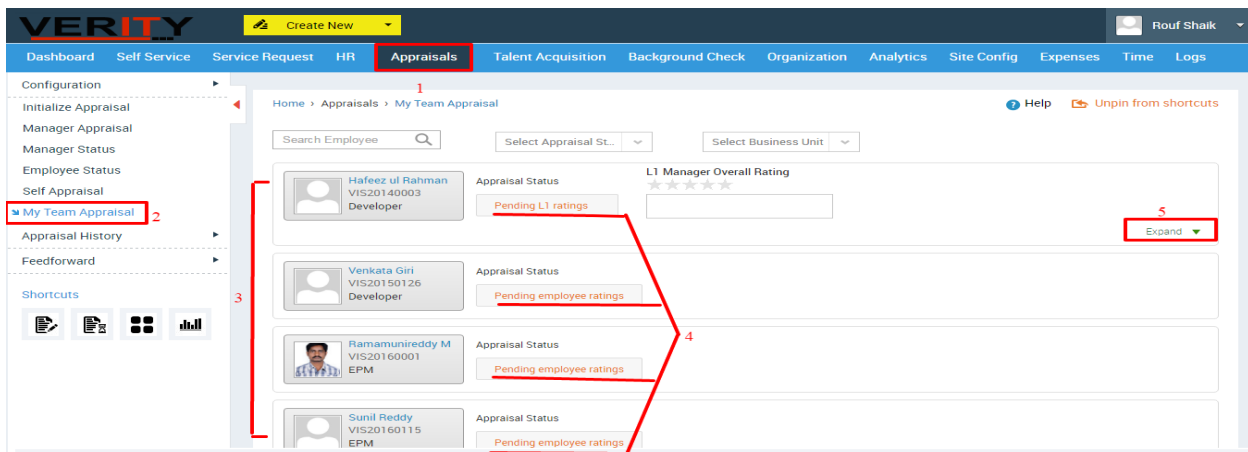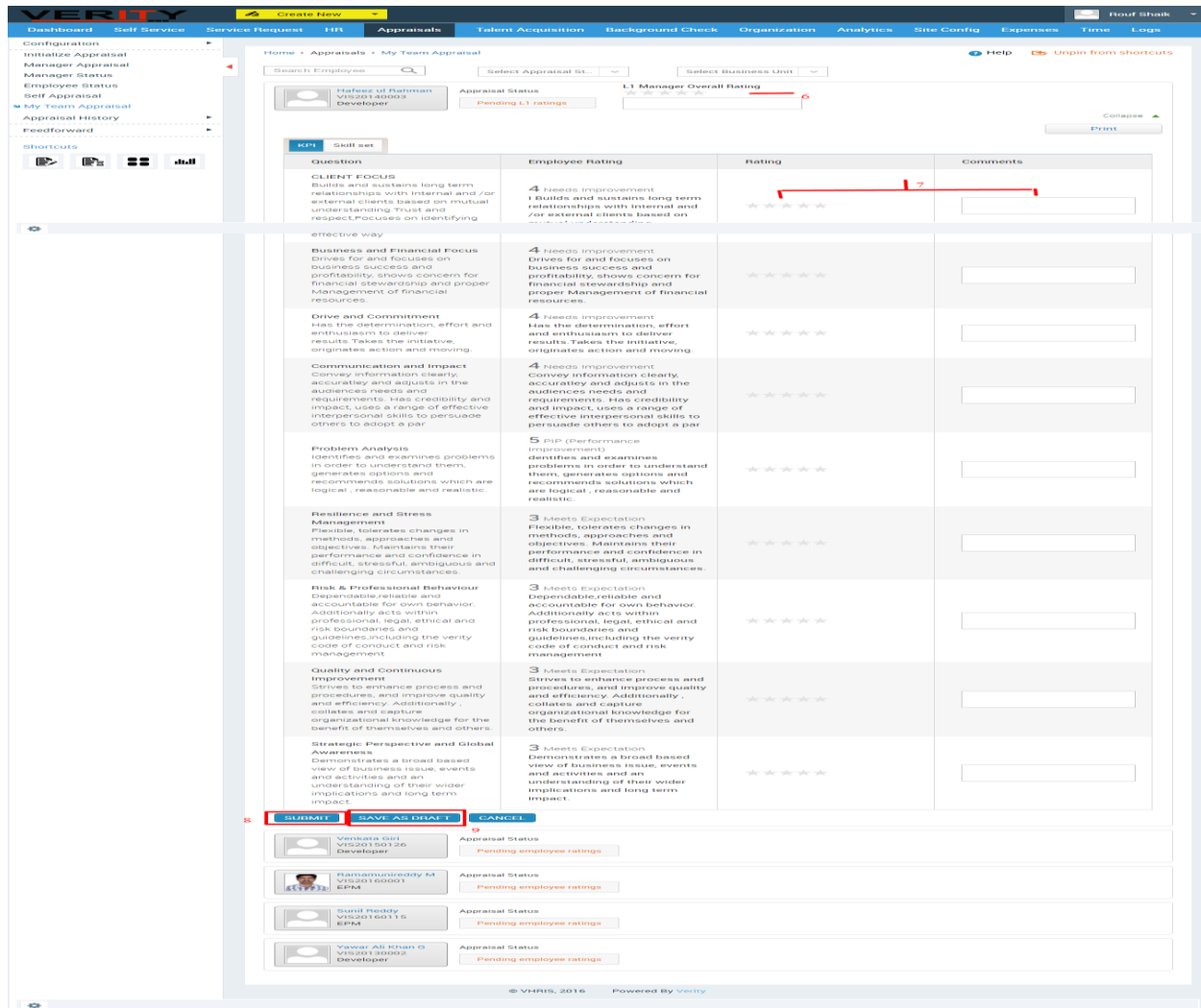
Refer figure 31

My Team Appraisal

Managers will be able to view their team employee's appraisal status. Once the employees complete the appraisal process, the managers will be able to provide ratings and comments to the employees. Based on the levels of appraisal, the employee appraisal process will be enabled to the line managers.

1. Click on Appraisal in the header

2. Click on My Team Appraisal in the left side menu

3. All the employees in the managers team will be displayed

4. The status of each employee's appraisal is displayed

5. Click on Expand to provide Manager's rating

6. Provide overall rating and comment for an employee

7. Provide the rating and comments respectively

8. Click on Submit to send it for approval based on the levels of appraisal

9. Click on save as draft to save the ratings and comments

Refer figure 30

Feed Forward

Feed forward is the feedback given by the employees to appraise their respective line managers. All the configurations are done on management level. Once all the employees have appraised their managers, managers' appraisal process will be carried out by the management

Questions

Questions are added by the Management to evaluate manager's performance.

1. Click on Appraisal in the header

2. Click on Feed Forward in the left side menu

3. Click on questions in the submenu link

4. Click on add in the right side grid

Refer figure 32
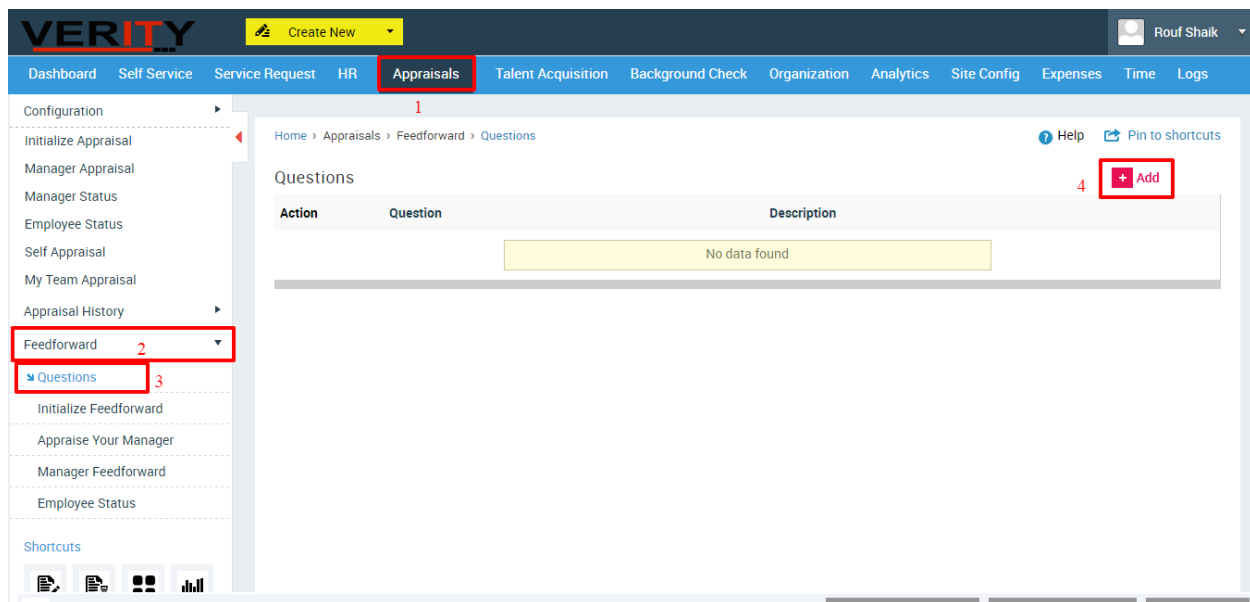
5. Add the question and description if required

6. Click on Add New Question to add more questions

7. Click on Save

Refer figure 33

Initialize feed forward

In the initialize feed forward page, only the appraisal that have "Closed" status are displayed.

Before adding record in 'Initialize Feed Forward' screen, we have to close an appraisal.

Go to:

1. Login as Manager

2. Click on Appraisal in the header

3. Click on Initialize appraisal in the left side menu

4. Click on Edit

5. Change appraisal status to 'Close'

6. Click on Ok

7. Click on 'Update'

Then the closed record will be shown in 'Initialize Feed Forward'.

Appraisal: Select the appraisal from the populated dropdown. The appraisal details grid is displayed in the screen where Business Unit, Department, Appraisal Mode, From Year, To Year and Period are displayed.

Status: Feed Forward status will be "Open" by default Upon the initialization of feed forward, close and force close options will be made available

> ▶ **Force Close:** Closes the Appraisal Process by force. Appraisal Process for the selected Business Unit can be configured again and for t he same appraisal period.
>
> ▶ **Close:** Closes the appraisal process for the selected business unit permanently

Employee Details: Here, the Management will determine if the management can view only the feedback given by the employee or the feedback along with the employee names.

Show: Employee names and their feedback will be displayed

Hide: Only the feedback will be displayed

Enable to: The Management will determine if all employees can appraise their managers or only the employees eligible for appraisal

Appraisal Employees: All the employees eligible for appraisal process can appraise their managers.

All Employees: All the employees in the organization can appraise their managers.

Due Date: The due date is for closing the feed forward process for employees.

Configure Questions: All the questions added by the Management will be displayed. If more questions are to be added, Add New Question link is also provided.
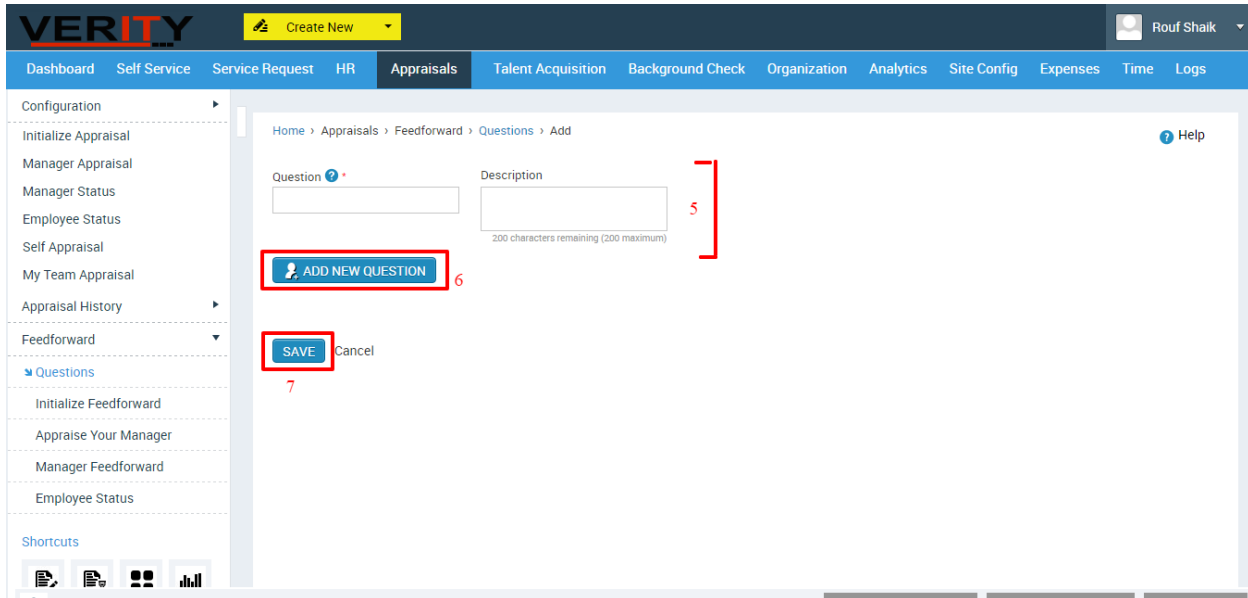
1. Click on Appraisal in the header
2. Click on Feed Forward in the left side menu
3. Click on Initialize feed forward in the submenu links
4. Click on add in the right side grid

Refer figure 34
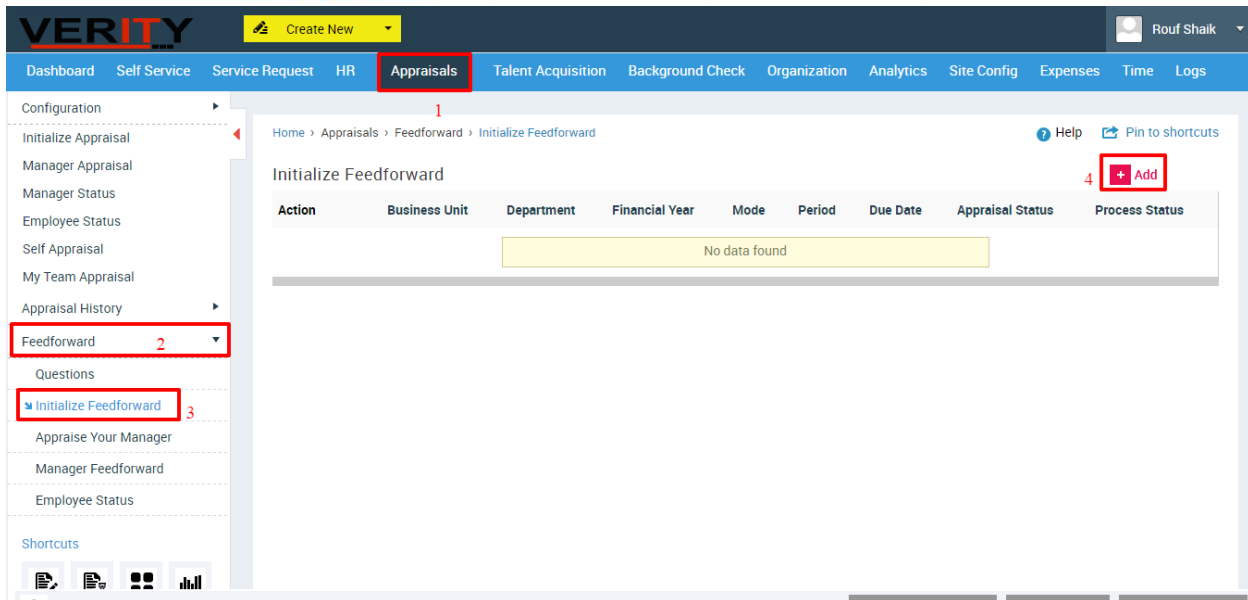
5. Select an appraisal process from the appraisal drop down

6. Define whether or not you want to view the employee details along with their feedback ratings and comments

7. Enable Feed Forward to all employees or only to employees who are eligible for Appraisal process
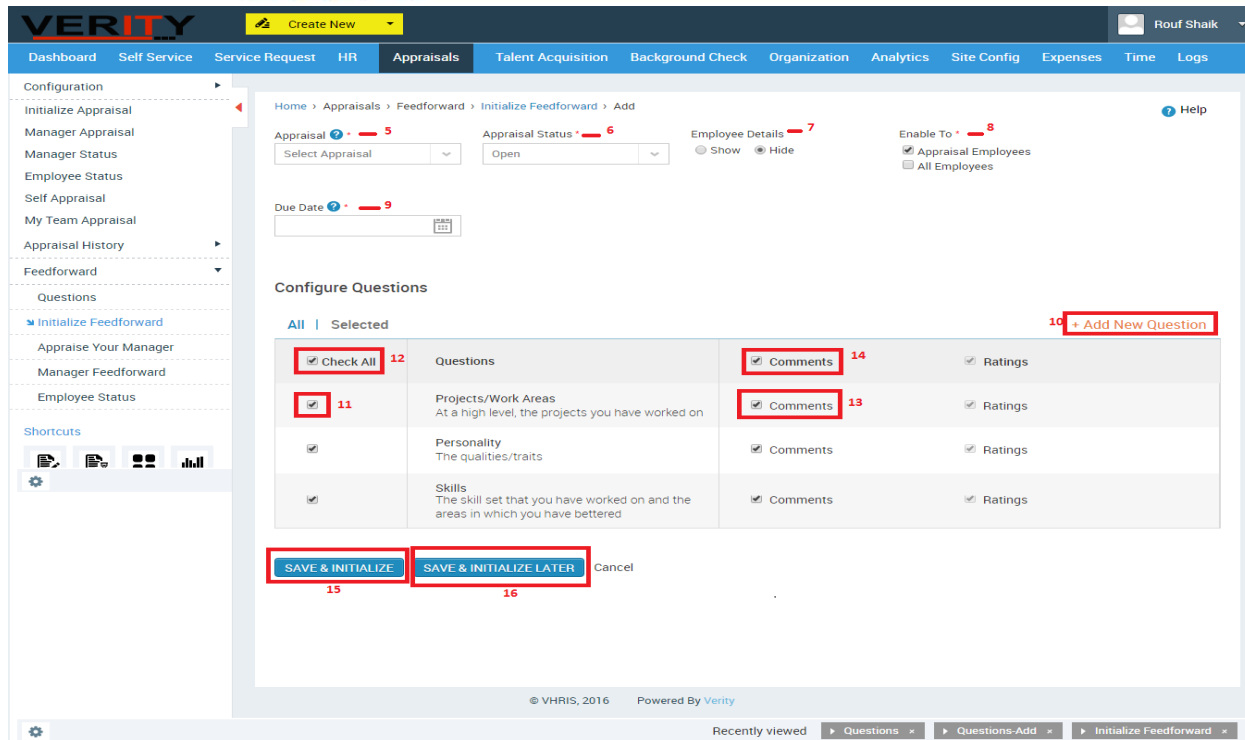
8. Pick a date for employees to provide their feedback

9. Click on Add New Question to add questions for Feed Forward

10. Select questions individually by checking the checkbox respective to each question Or

11. Select all the questions by checking the Check All option in the table header

12. Select comments individually for all the questions Or

13. Select comments by checking the Comments checkbox in the table header

14. Click on Save & Initialize to initialize the Feed Forward process

15. Click on Save & initialize later to only save the feed forward process
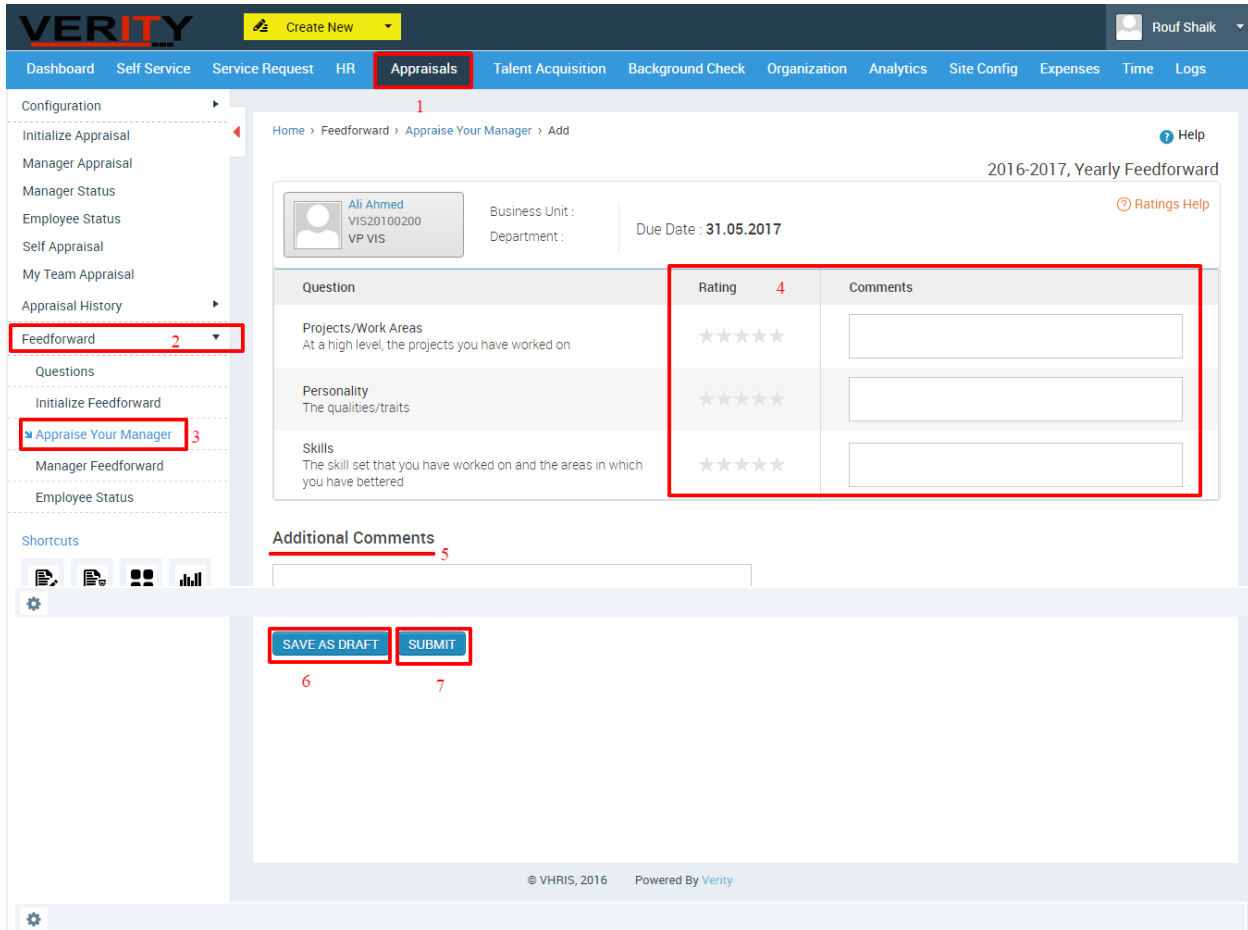
Refer figure 35

Appraise Your Managers

The employees will be able to view the questions established to appraise their line managers. They can provide ratings and comments for each question and the manager feed forward is submitted.

1. Click on Appraisal in the header
2. Click on Feed Forward in the left side menu
3. Click on Appraise Your Manager in the submenu links
4. Provide ratings and comments
5. Enter additional comments (not mandatory)
6. Click on save as draft to save feed forward
7. Click on submit to submit feed forward

Refer figure 36

Manager Feed Forward

Before going to 'Manager Feed Forward' we have to close appraisal status in initialize feed forward.
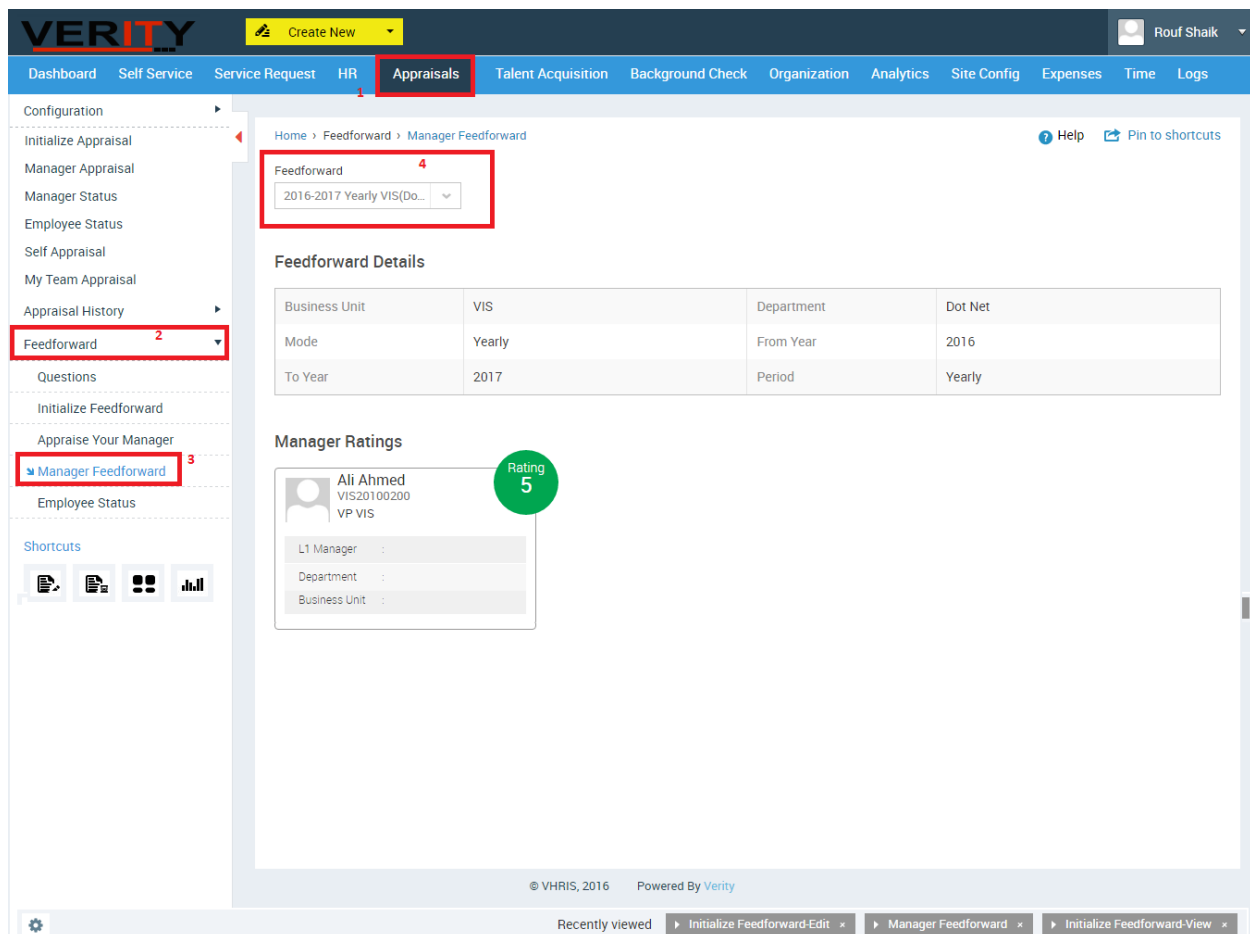
Go to:

1. Click on Appraisal

2. Click on Feed Forward in the left side menu

3. Click on Initialize feed forward submenu

4. Open a record in edit mode

5. Change appraisal status to close

Only the Management will be able to view managers feed forward. Upon selection of appraisal from the dropdown, feed forward details a long with the manager ratings are displayed. The average ratings of all the employee will be highlighted. A detailed description of comments and ratings of employees are displayed by question or by employee.

1. Click on Appraisal in the header
2. Click on Feed Forward in the left side menu
3. Click on Manager feed Forward in the submenu links
4. Select a process to feed forward details in the drop down

Refer figure 37

5. Click on individual manager section to view the ratings and comments provided by employees

6. Select By Questions to view the ratings and comments based on questions

7. Select By Employee to view the ratings and comments of each employee

Refer figure 38

Employee Status

Management will be able to view the feed forward status of all the employees.

1. Click on Appraisal in the header

2. Click on Feed Forward in the left side menu

3. Click on Employee Status in the submenu links

4. Select a process to Feed Forward details in the dropdown

5. The employees of the selected process along with their Feed Forward status will be displayed

Refer figure 39