

My Performance

User Manual Appraisee: Self Assessment & Discussion



Legal Disclaimer

“My Performance” initiative from HCL (‘Company’) consisting of Goal Setting, and Continuous Assessment.

1. May not address every question or every possible circumstance with respect to every employee situation
2. Should be always read in conjunction with applicable laws of the jurisdiction, and the respective employment contract (another applicable employment policies and procedures) pursuant to which an employee has been hired. In case of any conflict between this document on one side and any applicable laws of the jurisdiction or employment contract on the other side, the applicable laws of the jurisdiction or the applicable employment contract, will prevail
3. Nothing in “My Performance” is designed to interfere with, restrain, or prevent an employee from exercising statutory rights, wages, hours of work, collective bargaining or other terms and conditions of employment, which are protected under law. HCL employees have the right to engage in or refrain from such activities
4. In the process of implementation of “My Performance”, Company may receive different types of information about the employee, including: 1) the information the employee chooses to share (such as locational preference, target roles, etc.); 2) Information others share about the employee (peers , managers and others); and 3) Other information the Company receives about the employee (including additional related data or metadata) such as when the employee looks at another employee timeline, post a referral or otherwise interact with the “My Performance” platform. Personal information of any employee that HCL obtains or receives during this process will be held and used in accordance with applicable data privacy laws and HCL’s policy in this regard. It will be treated confidentially and shared internally with a limited number of people who have a need to know or who are responsible for dealing with its implementation. This may, in some cases, include persons in other countries (including India) where HCL does business or have a back office presence. The Company will store such information/data for as long as the employee is employed with HCL and/ or the Company reasonably requires access to such information
5. Notwithstanding anything contained herein, the Company is authorized to share the aforementioned data/information, in case the Company receives any specific direction/s for sharing any data or information regarding an employee from any governmental or judicial or quasi-judicial authority etc.

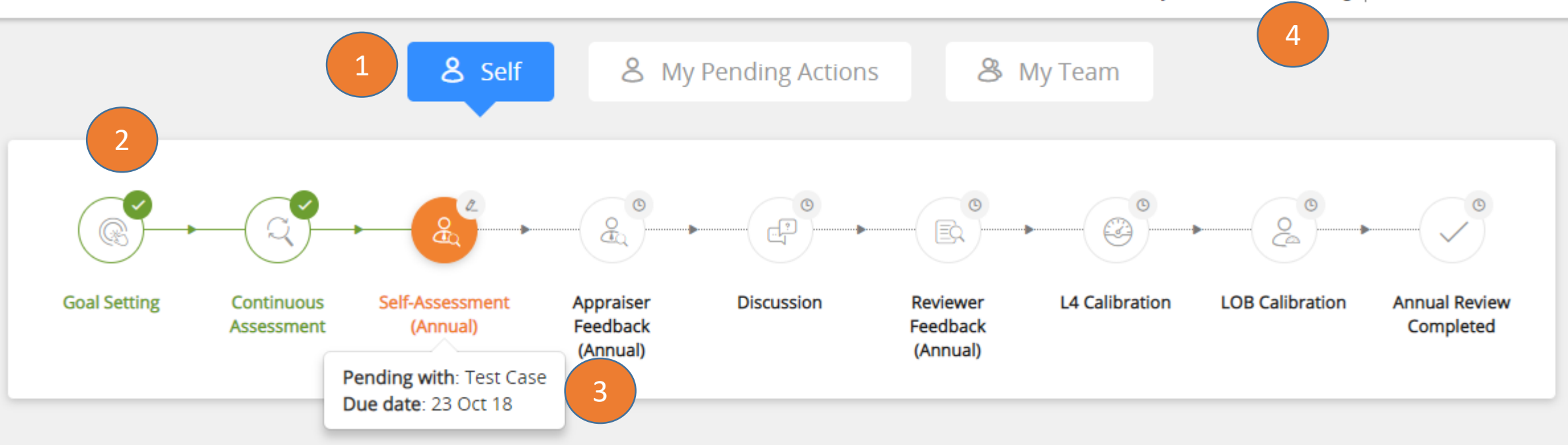


Self Assessment (Annual) Stage

DASHBOARD

Dashboard

[My Previous Year Rating](#) | Review Period: All ▾



“My Performance” landing page gives a complete view of all stages of Performance cycle.

1. **Self Tab** – Navigate your own form via “Self Tab”
2. **Form Stage** - Stage at which your performance form is. Stages which are completed will be in green and current stage will be in Orange. In above screenshot, form is at **Self-Assessment (Annual)**
3. **Stage Owner & Due Date** – You can mouse over on the stage and can view with whom your form is pending and what is the due date at that stage
4. **Previous Year Ratings** – You can view all your previous year rating available in system by clicking on “Previous Year Rating” button

Appraiser

Dashboard

Self
Assessment

My Goal and
Comments

Additional
Appraiser

Attach File

Add Goal

KPP History

Action – KPP
Details

Sent to
Appraiser

Click on Self Assessment (Annual) to view your form

My Goal (Mandatory) 1 2 3 4 5 6

Additional Appraiser Attach Files Add Goal

Goal Period: 2017-18 (01 Oct'17 – 30 Sep'18) Total Goal Weightage 58%

Category	KPP	KPP Description	Weightage	Target	Appraiser Remarks	History	Action
Learning	Process Adherence	Compliant to the defined proce...	58%	35%			

Comments (Mandatory)

Appraiser Overall Comments

Enter your comments here

My Goal and Comments:

- 1. Additional Appraiser** – Allows you to seek feedback from Additional Appraiser
- 2. Attach File** – Allow you to attach supporting documents that will be visible to the appraiser
- 3. Add Goal** – You can add goal at self assessment stage and make sure total goal weightage is 100%
- 4. History** – Goal history is visible in form of remarks from Appraiser and Appraiser
- 5. View/Edit** – To update “Appraiser Remark”, click on view/edit button
- 6. Appraiser Overall Comments** – Add overall comments before you submit your form to go to Appraiser Feedback

Appraiser

Dashboard

Self
Assessment

My Form

Additional
Appraiser

Attach File

Add Goal

KPP History

Action –
KPP Details

Sent to
Appraiser

Self Assessment (Annual) – Click on Additional Appraiser to seek feedback

The screenshot shows a web form titled 'Additional Appraiser' with a close button (X) in the top right corner. The form is divided into two main sections: 'Initiate Feedback' and 'Feedback Received'.

Initiate Feedback Section:

- 1** Select Additional Appraiser: A text input field with a search icon.
- 2** Select Goal Period: A dropdown menu showing '2017-18 (01 Oct'17 - 30 Sep'18)'.
- 3** Remarks: A text area with the placeholder 'Please enter your remarks'.
- 4** Select KPP: A table with columns 'Category', 'KPP', and 'KPP Description'. It contains one row: 'Learning' | 'Process Adherence' | 'Compliant to the defined process norms'.

Below the 'Initiate Feedback' section is an 'INITIATE' button.

Feedback Received Section:

A table with the following columns: Additional Appraiser Name, Date, Category, KPP, KPP Description, and Additional Appraiser Feedback.

Additional Appraiser:

- 1. Select Additional Appraiser** – Enter SAP ID of Additional Appraiser from whom you want feedback
- 2. Select Goal Period** – In case there are multiple goal periods, you can select one from the drop down
- 3. Select KPP** – Basis the goal period selected, “Select KPP” will show the KPP’s. You can select one or multiple KPPs’ for which you are seeking feedback.
- 4. Remarks** – Enter your remarks before raising feedback & **click on “Initiate” button**

Self Assessment (Annual) – Feedback Request Raised

Test Case | Job: Consultant

Additional Appraiser

Attach Files

Select Goal Period

2018-19 (01 Apr'18 - 31 Mar'19)



Operations

Dependable delivery

% of delivery first time right

Remarks

Please enter your remarks

1

INITIATE

Feedback Received

Additional Appraiser Name	Date	Category	KPP	KPP Description	Additional Appraiser Feedback
Test Case 51666674	01 Nov'18	Operations	Dependable delivery	% of delivery first time right	Inputs awaited
Test Case 51666674	01 Nov'18	Operations	Dependable delivery	% of delivery first time right	Inputs awaited

2

Once you have initiated feedback, scroll down to view “Feedback Received”.

Feedback Received – You can check following this in this section :

1. Check if the feedback is raised or not. Incase the feedback request is not visible under this section, it means feedback is not raised
2. Check if you have received or not. Incase feedback is not received then under “Additional Appraiser Feedback” the message will be “inputs awaited”
 - Incase you have received then the appraiser feedback will be mentioned

Note: You can raise feedback to maximum 3 Additional Appraisers

Appraiser

Dashboard

Self
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My Goal and
Comments

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Appraiser

Attach File

Add Goal

KPP History

Action – KPP
Details

Sent to
Appraiser

Self Assessment (Annual) – Attach File

[Additional Appraiser](#)

[Attach Files](#)



1



upload your documents here

pdf/xlsx/docx/pptx/mail/JPG/JPEG/PNG | File Size up to 5MB

[Documents](#)

File Name	Size	Description	Action
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SAVE

CLOSE

[Documents](#)

File Name	Size	Description	Action
BulkSessionCreation.xlsx	10.7 KB	client feedback	

3

SAVE

CLOSE

Click on Attach File Button to upload supporting documents -

1. Click on upload file and select file from your computer. Maximum file size that can be uploaded is 5MB.
2. Once you have uploaded the file, enter the file description
3. Click on "Save" button to upload the file.

Appraiser

Dashboard

Self
Assessment

My Goal and
Comments

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Appraiser

Attach File

Add Goal

KPP History

Action – KPP
Details

Sent to
Appraiser

Self Assessment (Annual) – Add Goal

My Goal (Mandatory) Additional Appraiser Attach Files [Add Goal](#)

Category	Key Performance Parameter	Parameter Description	Weight (%)
Select			
Target Unit	Target		
Percentage (1-100)			

[Add](#) [Clear](#) [Close](#)

Click on “**Add Goal**” button for adding a new goal and enter following details -

1. **Category** – Select Category under which the KPP falls
2. **Key Performance Parameter/Description** –Enter KPP name and KPP description
3. **Weight (%)** – Input weightage of the KPP (Total KPP weightage cannot be more than 100%)
4. **Target Unit/Target** – Input relevant Target Unit and Target
5. **Add/Clear/Close** – Finally, click on add goal to finish or if you want to clear or close then choose otherwise

Appraiser

Dashboard

Self
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Appraiser

Attach File

Add Goal

KPP History

Action – KPP
Details

Sent to
Appraiser

Self Assessment (Annual) – KPP History

My Goal (Mandatory)

[Additional Appraiser](#)[Attach Files](#)[Add Goal](#)

Goal Period: 2018-19 (01 Apr'18 – 31 Mar'19) Total Goal Weightage 80.00%

Category	KPP	KPP Description	Weightage	Target	Appraiser Remarks	History	Action
Operations	Dependable delivery	% of delivery first time right	40.00%	1Hrs			
Operations	Dependable delivery	% of delivery first time right	40.00%	1Hrs			

KPP History

Appraiser (28 Sep'18 10:02 PM)

Achievement : 56

Remarks

Test

Appraiser (27 Sep'18 07:11 PM)

Achievement : 56

Remarks

hfjhguj

KPP History: You can view remarks/comments by you (Appraisee) or appraiser against all your goals. This will help you see comments at the end of the year and the flow of discussions you had during Continuous Assessment

Appraiser

Dashboard

Self
Assessment

My Goal and
Comments

Additional
Appraiser

Add Goal

KPP History

Action – KPP
Details

Sent to
Appraiser

Self Assessment (Annual) – Action – KPP Details

My Goal (Mandatory)

Additional Appraiser

Attach Files

Add Goal

Goal Period: 2018-19 (01 Apr'18 – 31 Mar'19) Total Goal Weightage 80.00%

Category	KPP	KPP Description	Weightage	Target	Appraiser Remarks	History	Action
Operations	Dependable delivery	% of delivery first time right	40.00%	1Hrs			
Operations	Dependable delivery	% of delivery first time right	40.00%	1Hrs			

KPP Details 2017-18 (01 Oct'17 – 30 Sep'18)

Category

Learning

KPP

Process Adherence

KPP Description

Compliant to the defined process norms

Weight (%)

100

Target Unit

Percentage (1-100)

Target

50

Appraiser Remarks

I have stayed compliant to the defined process norms and have achieved the set target. Looking forward to the feedback in form of remarks/achievement from Appraiser

SAVE

CLOSE

KPP Details under Actions: You can add Appraiser Remarks in “Appraiser Remarks” section. All the previous remarks by you in this section will move to KPP history section. Only the latest remarks will be visible when you open a goal to see its details.

Self Assessment (Annual) – Send to Appraiser

My Goal (Mandatory) Additional Appraiser Attach Files

Goal Period: 2017-18 (01 Oct'17 – 30 Sep'18) **Total Goal Weightage** 100%

Category	KPP	KPP Description	Weightage	Target	Appraiser Remarks	History	Action
Learning	Process Adherence	Compliant to the defined proce...	100%	50%	I have stayed compliant to the ...		

Comments (Mandatory) –

Appraiser Overall Comments

I have been careful in terms of compliance and process adherence. Looking forward to the Appraiser feedback stage and discussion stage to discuss the points put forth in the Self Assessment Stage. Thanks.

4 SEND TO APPRAISER SAVE

Send to Appraiser:

- 1. Total Goal Weightage** – Ascertain total weightage is equal to 100%. Less than or greater than 100% not allowed
- 2. Appraiser Remarks** – Ascertain you have provided remarks against all the goals before you send form to appraiser
- 3. Appraiser Overall Comments** – You can provide/view your overall comments before you send form to appraiser
- 4. Send to Appraiser/Save** – You can now send your form to appraiser or save it and send later

Appraiser

Dashboard

Self
Assessment

My Goal and
Comments

Additional
Appraiser

Add Goal

KPP History

Action – KPP
Details

Sent to
Appraiser

APPRAISEE View: Discussion Stage

DASHBOARD

Dashboard

Review Period: 2017-18 ▾



“My Performance” Dashboard allows you to have complete view of your Performance Cycle. You can check the following from your Dashboard:

- 1. Form Stage** - Stage at which your performance form is. Form is at **Discussion stage** here
 - Stage Owner & Due Date** – You can mouse over on the stage and can view with whom your form is pending and what is the due date at that stage
- 2. Review period** – By default all your review periods are visible. You can select specific year review periods too

Appraisee

Dashboard

Discussion Stage

My Goal

Behavioural
Competencies

Overall Comments

Annual Performance
Discussion Feedback

Discussion Stage – My Goal

Home / Discussion

Review Period: 1 Apr'18 - 31 Mar'19

Saket Kumar | Job: Program Analyst

[My Career](#)

My Goal

[On Demand Feedback](#) [Additional Appraiser](#) [View Files](#)

Goal Period: 2017-18 (01 Jul'17 - 25 Oct'17)

Goal Period: 2017-18 (26 Oct' 17 - 30 Jun'18)

Category	KPP	KPP Description	Weightage	Target	Appraiser Remarks	Achievement	Appraiser Remarks	Score	History	View
Quality	Through-out	First-time right	100%	70%	Qui dolorem ipsum...	90%	Sed ut perspiciatis...	8/10		

Behavioural Competency

Successor Identification

Comments

1

2

My Goal:

- View Button** – Under My Goal section, click on view button to view Achievement, Appraiser Comments and Score given by the Appraiser.
- Behavioural Competency, Successor Identification, Comments** – Click on (+) sign on the right and expand behavioural competency, Successor Identification, Comments section to view details provided by your Appraiser

Appraiser

Dashboard

Discussion Stage

My Goal

Behavioural
Competencies

Overall Comments

Annual Performance
Discussion Feedback

Discussion Stage – Behavioural Competencies

Test Case | Job: MANAGER

Behavioural Competency (Mandatory)

Competency	1 Level of Proficiency ⓘ	Appraiser Remarks
Adapt, Adopt and Facilitate Change (refine) :The characteristic of an individual's ability to deal effectively with ambiguity, speed and volatility and bring transformation, innovation, change and results to the business while enabling, motivating or leading others to demonstrate the same capability and behaviours ⓘ	1 2 3 4 5 <div>2 Expert:Adjusts organizational priorities quickly as situations change • Shifts goals and initiatives to align with business priorities. Responds to setbacks by developing alternative approaches to determine the best course of action • Maintain effectiveness, quality, and morale during organizational change.</div>	Share a critical incidence 3
Cultural Competence :The demonstrated capability to interface, partner and work effectively with stakeholders across a diverse set of cultures, nationalities, race, age and sex ⓘ	1 2 3 4 5	Share a critical incidence
Customer Orientation :The demonstrated capability of delighting one's customers by focusing on their needs and ensuring that the customer perspective is the driving force behind all value-added business activities ⓘ	1 2 3 4 5	Share a critical incidence

Behavioural Competency Section:

1. **Level Of Proficiency** – View your level of proficiency given by Appraiser on a scale of 1 to 5
2. **Details** – Mouse over on the level of proficiency to understand further on the same
3. **Appraiser Remark** - Appraiser can mentioned any critical incidence pertaining to the competency but it is not mandatory.

Appraiser

Dashboard

Discussion Stage

My Goal

Behavioural
Competencies

Overall Comments

Annual Performance
Discussion Feedback

Discussion Stage – Appraiser Overall Comments

Comments (Mandatory)

Appraiser Overall Comments

hello 123938%, -./\$*()&_

Appraiser Overall Comments

hello 123938%, -./\$*()&_

Comments Section: View Appraiser & Appraiser Overall comments

Discussion Stage – Annual Performance Discussion Feedback

1

Annual Performance Discussion Feedback (Mandatory)

Quality of Annual Performance Review Discussion Comments & Feedback on Scale of 1 to 5 (5 being the highest)

0 1 2 3 4 5

I am satisfied with the feedback given

I have understood the feedback given by my manager.

Manager gave me comprehensive feedback.

Manager spent time in sharing my strenghts & weaknesses.

Overall Discussion Feedback Rating.

Appraisee Discussion Feedback Remarks

2

I am satisfied with the discussion. I like the fact that my overall discussion feedback rating is CONFIDENTIAL and only Reviewer and L4 know about it

Annual Performance Discussion Feedback:

- Quality of Feedback** – On a scale of 1 to 5, provide score against all 5 questions asked with respect to your discussion with your Appraiser. Feedback shared will be kept confidential
- Overall Discussion Feedback Rating** – Select whether your discussion with your appraiser was Satisfactory or not. **Please note in case you select dissatisfied the feedback is shared with the reviewer, L4, and HR only.**
- Appraisee Discussion Feedback Remarks** – Provide feedback remarks before you “send form to reviewer” or “send form back to appraiser”

THANK YOU