

# **PERFORMANCE EVALUATION PROGRAM FY 2019-20**

---



# The Annual Appraisal process in a glimpse

---

1. Once the KRA setting window is open, you can **add/upload your KRAs** and send it to your appraiser for approval. Once submitted you can not edit/delete the goals, unless it is reassigned to you
2. Your Goals can be assigned to a **Single Appraiser (Manager)** or **Multiple Appraisers (Managers)** depending on your role
3. Managers can **edit** and **approve goals** if they want to make any changes
4. Once goals have been approved, you can do a **Self Rating** on your **Performance** on a scale of **1 to 5** and assess your alignment with the organisation **Values** on a scale of **1 to 5**
5. **KRAs** will have a **90 percent** weightage and **Values** will have a **10 percent** weightage
6. Once you have completed your **Self Rating**, it moves to the **Appraiser(s) for their Rating** and then to the **Reviewer for the Final Assessment and Rating**.



# Types of Appraisal Workflows

---

- ❖ **Band 1 - Appraisal Process** : KRAs are uploaded in the system by the People Officers and the appraisal process begins with the approval from the appraiser. No Self-Rating in case of band 1 individuals and rating for KRAs is on a scale of 1 to 3.
- ❖ **Band 2 - Appraisal Process** : The appraisal process begins with the goal setting by the individual. They will do their Self-Rating post KRA approval by the appraiser. Rating for KRAs is on a scale of 1 to 5.

In addition, there are different workflows based on the individual's reporting matrix, viz. single appraiser, multiple appraisers and same appraiser and reviewer.

- **Single Appraiser – all Bands**: When all your goals are aligned to one manager and he/she is the one who will do the complete assessment.
- **Multiple Appraisers – all Bands** : When all goals are assigned to one manager but there are multiple managers who would rate you on all your goals.
- **Same Appraiser and Reviewer – all Bands** : When the reporting manager is also the reviewer for the individual.
- **Multiple Appraisers - Holacracy – Band 2 and above** : When goals are divided between more than 1 appraisers and assigned to both appraisers according to the weightages.



# Elements of Performance Evaluation

## 1. Goal Setting ( Band 2 & above)

**Set Goals** – People will be able to set their **Key Responsibility Areas (KRAs)** for the year and submit it for approval to the respective Appraiser(s).

Goal Name	Key Deliverables	Measurement Criteria	Nature Of Performance	Target
<ul style="list-style-type: none"><li>• This is the <b>Key Responsibility Area (KRA)</b> of an individual.</li><li>• It is the broader goal that he/she takes up, which further breaks into deliverables.</li><li>• One Objective/Goal can have multiple Key Deliverables</li></ul>	<ul style="list-style-type: none"><li>• These are action points which need to be accomplished in order to achieve your objective.</li></ul>	<ul style="list-style-type: none"><li>• This is a parameter that you define for your targets. Please select one out of the three formats. <b>Date</b> – When a KRA needs to be achieved within a particular date(dd-mon-yy) <b>Number</b> – When a KRA target is a number. Eg. Increase the revenue by 1000 cr <b>Percentage</b> – When a KRA can be defined by assigned percentage. Eg. Reduce the cost by 20 percent</li></ul>	<ul style="list-style-type: none"><li>• Depending on whether 'higher is better' or 'lower is better' for your performance w.r.t. the criteria/parameter against each deliverable</li></ul>	<ul style="list-style-type: none"><li>• Fill the target decided against each Key Deliverable based on the Measurement Criteria selected. Eg. • Date – DD-MON-YY • Number – 12, 23, 120 • Percentage – 20, 100,90</li></ul>



# Elements of Performance Evaluation

---

## 2. Approve Goals

- **For People who have single Appraiser** – Appraiser will check the KRAs and approve them. If required, the Appraiser will be able to modify the KRAs post a discussion.
- **For People who have more than one Appraisers** – Each Appraiser will check the specific KRAs that are mapped to them and approve. If required, the Appraisers will be able to modify the KRAs mapped to them post a discussion with the individual.



# Elements of Performance Evaluation

## 3. Measurement

### Measuring Performance

1. For Band 2 and above, rating is on a 5 point scale by - Self, Appraiser & Reviewer
2. For Band 1, rating is on a 3 point scale by– Appraiser & Reviewer

Performance would be measured against your goals/ KRAs

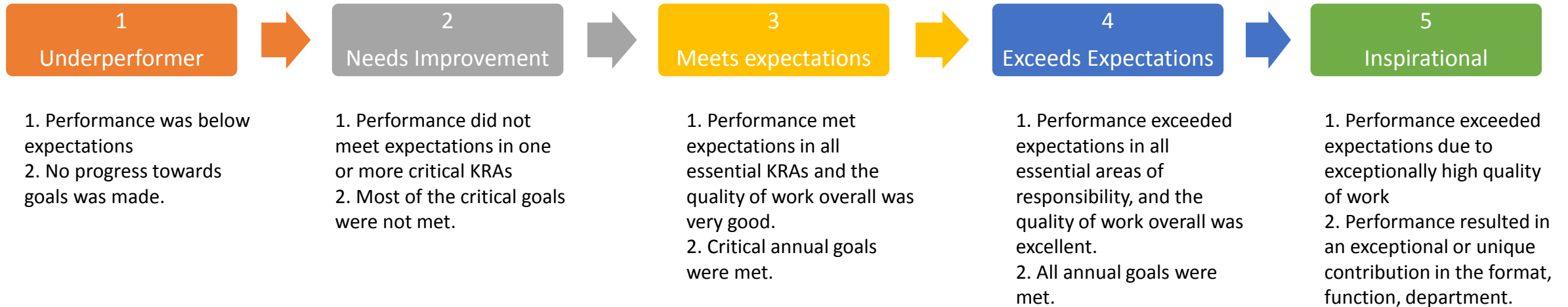
### Measuring Values

1. 5 point rating scale for measurement of value alignment

Alignment is checked with **Future Group Values**

# Elements of Performance Evaluation

## Measuring Performance for Band 2 and above – 5 point rating scale



## Measuring Performance for Band 1 – 3 point rating scale



# Elements of Performance Evaluation

## Measuring Values – 5 point rating scale

The Value rating scale defines the likelihood of the value getting displayed at the workplace







# Elements of Performance Evaluation

---

## **Self-Rating** (only for Band 2 & above)

- Individuals will rate their KRAs according to their performance on a **5 point rating scale** and also mention their **Achievement** against each KRA. Post that, they will also give input on their alignment with the **Values** of the Group.
- After the ratings and inputs are submitted, KRAs will reflect in the respective Appraiser(s)' action items for their rating.



# Elements of Performance Evaluation

---

## Appraiser Rating

- **For People who have single Appraiser** – The Appraiser will **Rate** the team member's KRAs on a 5 point rating scale (Band 2 and above) or 3 point rating scale (Band 1), and mention their **Achievement** against each KRA. The Appraiser will also give input on the team member's alignment with the **Values** of the Group.
- **For People who have more than one Appraiser** – The Primary Appraiser, Appraiser 2 and/or Appraiser 3 will **Rate** the **specific KRAs that are mapped to them** on a 5 point rating scale (Band 2 and above) or 3 point rating scale (Band 1), and also mention the team member's **Achievement** against each KRA. The Primary Appraiser will also give input on the team member's alignment with the **Values** of the Group.



# Elements of Performance Evaluation

---

## 4. Appraiser's Recommendation for Promotion, Salary Correction and Training

- **For People who have one Appraiser** – After the ratings are submitted by the Appraiser, the Appraiser will provide the **Recommendation (if any)** for **Promotion, Salary Correction and Training**.
- **For People who have more than one Appraiser** – After the ratings are submitted by **all the Appraisers**, the **Primary Appraiser** will be able to review it and provide the **Recommendation (if any)** for **Promotion, Salary Correction and Training**.



# Elements of Performance Evaluation

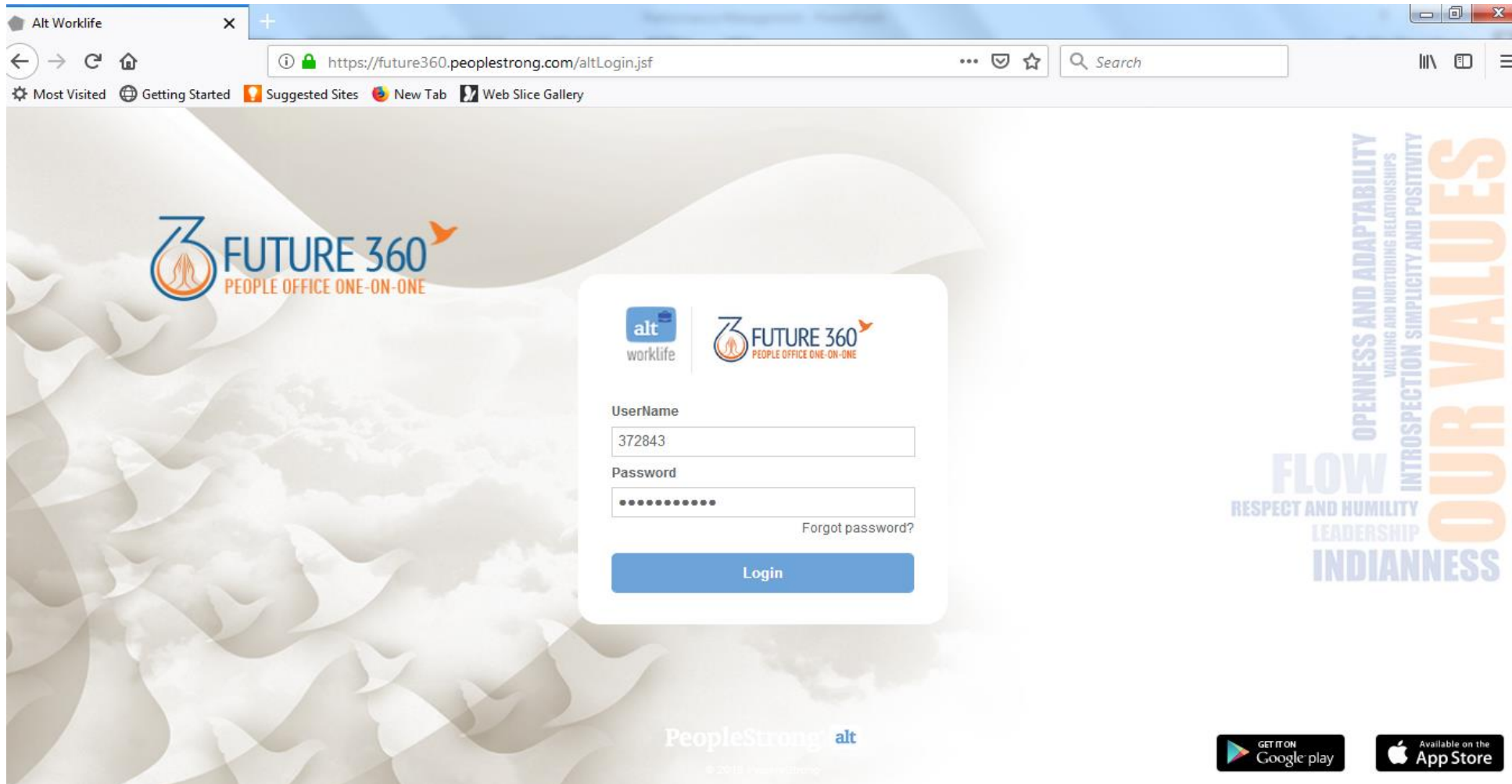
---

## 5. Reviewer's Final Rating and Recommendation

- **For People who have one Appraiser** – The Reviewer will be able to review the ratings and recommendations by the Appraiser and provide the final rating and recommendation for the individual. The Reviewer will also give input on the team member's alignment with the Values of the Group.
- **For People who have more than one Appraiser** – The Reviewer will be able to review the ratings and recommendations by all the Appraisers and provide the final rating and recommendation for the individual. The Reviewer will also give input on the team member's alignment with the Values of the Group.

# Using Future360 PEP

Login using your Future 360 Credentials to login to the system.



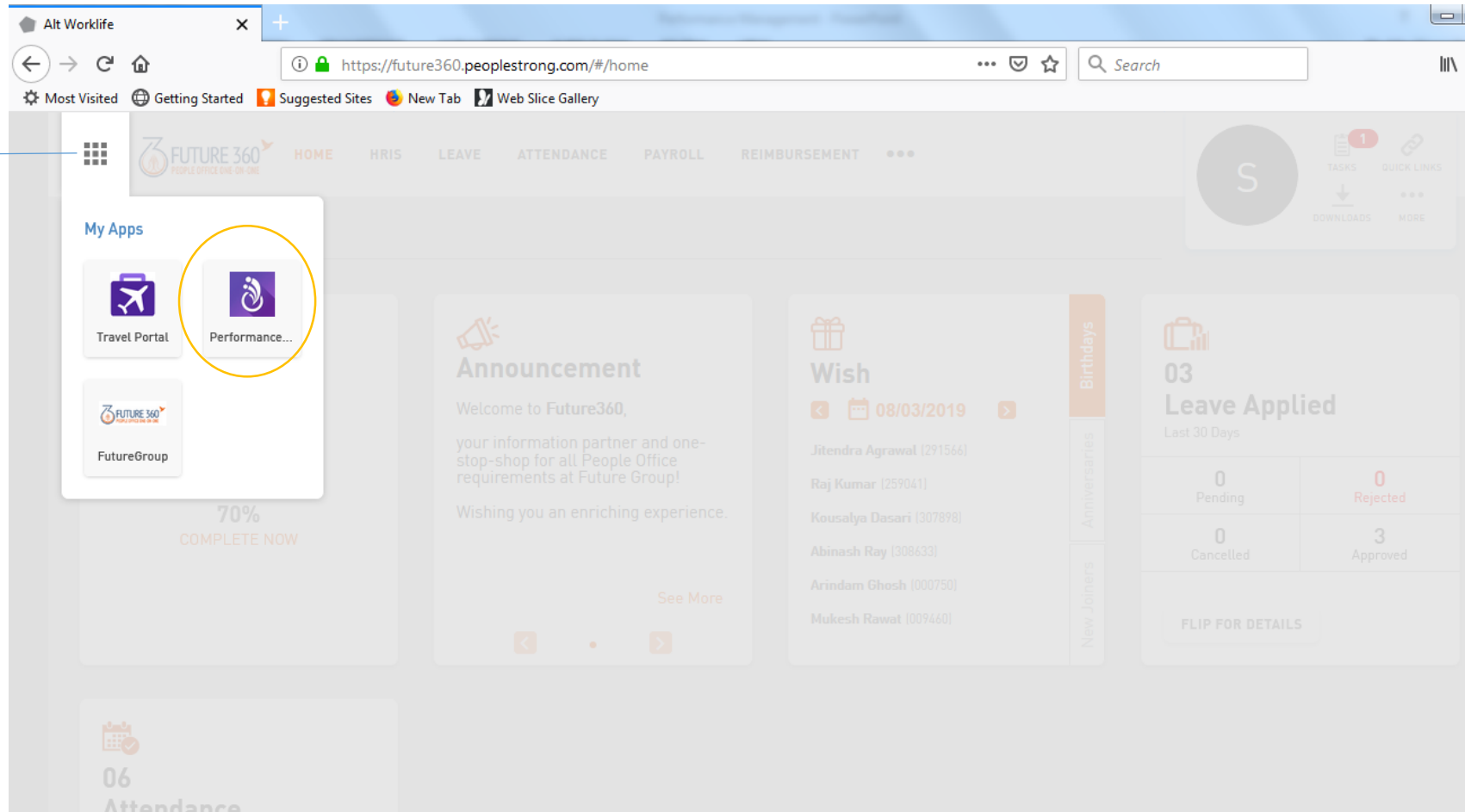
The screenshot shows a web browser window with the address bar displaying `https://future360.peoplestrong.com/altLogin.jsf`. The page features the Future360 logo (a stylized '3' with a flame) and the tagline 'PEOPLE OFFICE ONE-ON-ONE'. A central login form contains the following elements:

- alt worklife** logo
- FUTURE 360** logo
- UserName** field:
- Password** field:
- [Forgot password?](#) link
- Login** button

The background of the page is a light gray with a subtle pattern of white, wavy, paper-like shapes. On the right side, there is a vertical list of values: **OUR VALUES**, including **OPENNESS AND ADAPTABILITY**, **VALUING AND NURTURING RELATIONSHIPS**, **INTROSPECTION**, **SIMPLICITY AND POSITIVITY**, **FLOW**, **RESPECT AND HUMILITY**, **LEADERSHIP**, and **INDIANNESS**. At the bottom, there are logos for **PeopleStrong alt** and **alt**, along with mobile app download buttons for Google Play and the App Store.

# FG 360 PEP Login

Once you login, click on the mesh icon on the top left hand corner of the screen and choose the performance option.



# FG 360 PEP – Landing Page

The Landing page gives you an overview of the various elements of the Performance Evaluation Program at Future Group

The screenshot shows the landing page of the Future 360 PEP (Performance Evaluation Program) portal. The browser address bar shows the URL <https://futuregroup-pms.synergita.com/Home/Home>. The page features a sidebar with navigation options: Home, My Dashboard, People, Performance, Development, and Engagement. The main content area displays a vertical flowchart titled "Performance Evaluation Program" with five steps: 01 Goal Setting, 02 Self-Rating, 03 Appraiser Rating, 04 Appraiser's Recommendation, and 05 Reviewer's Rating & Recommendation. To the right of the flowchart, there is a welcome message and a list of features. A "Help Documentation" button is located in the top right corner, and a "Proceed to Action Items" button is at the bottom of the welcome message section.

**My Dashboard** gives you list of your pending activities such as Set Goals, approve goals etc.

In the **People Option**, you will be able to view your own and your team member's profile details such as Date of Joining, Band and reporting structure

In the **Performance option**, you would be able to view your own Performance (goals) your team's performance (goals) and your pending action items.

**Help Documentation** section gives you access to the Self manual, Appraiser manual highlighting the Performance evaluation process

Through this, you can directly proceed to your pending action items



# Appraisal process and workflows-explained with screenshots

---

1. [Appraisal Process – Band 1](#) – KRAs are uploaded in the system by the People Officers and the appraisal process begins with the approval from the appraiser
2. [Appraisal Process – Single Appraiser \(Manager\) - Band 2 and above](#) – When all your goals are aligned to one manager and he is the one who will do the complete assessment
3. [Appraisal Process – Multiple Appraiser \(Manager\) – Band 2 and above](#) – Process where all goals are assigned to one manager but there are more than one managers who would rate you on all your goals
4. [Appraisal Process – Holacracy - Multiple Appraisers –Band 2 and above](#) – Process where your goals are divided between more than 1 appraisers.
5. [Same Appraiser and Reviewer](#)





# Appraisal Process for Band 1

# Band 1 – Appraisal Process

## Goal Approval

The Band 1 process directly begins at the Goal Approval Stage by the Appraiser. The Appraiser will be able to view pending action in the Dashboard and begin the process.

**Approve Goals for Alagiri K**

**User Info:** Alagiri K, Senior Executive, 380963\_lalita.almeida@peop...

**Cycle Related Info:** Designation: Senior Executive, Cycle Name: Goal Testing\_1, Grade: , Sub Function: Food, Primary Manager: Balaji R, Band: 2D

**Actions:** Expand All, Collapse All, Comments (0), Export to Excel, Save All, Approve

**GOALS** 90% ^

(Remaining weightage to be added : 0%)

**ANNUAL GOALS** ^

**+ ADD GOAL**

**Goal Name**  
Net sales achievement

**Key Deliverable**  
Achievement against ABP Plan

**Delete**

The Appraiser can save all goals and thereafter approve them

The Appraiser can add a new goal

The Appraiser can also delete the goals that have been set by the team member if required

# Band 1 – Appraisal Process

## Appraiser Rating

Once goals have been approved, the feedback now moves to all the Appraisers for his/her ratings and recommendation. The Appraisers also needs to input the Achievement and provide a rating against each goal on a 3 point rating scale.

### Goals

The screenshot displays the 'Appraiser Rating' interface. At the top, under the 'Goals' section, it shows '1. Individual Target Vs Achievement - 40%' with the subtext 'Individuals target as per ABP'. Below this is a 'TARGET' box containing '100 Percent As Per ABP'. Underneath is an 'ACHIEVED TARGET' box, which is currently empty, with a '2000 Characters Left' indicator. To the left of the 'ACHIEVED TARGET' box, a blue arrow points from the text 'The Appraiser can view the achievement indicated by the individual and will have to fill in the achievement from his/her side'. Below the achievement box is a 'Rating' section with a question mark icon. It features a 3-point rating scale with buttons labeled '1', '2', and '3'. The '1' button is highlighted with a blue circle, and a tooltip 'Below Expectation' is visible below it. A blue arrow points from the text 'The Appraiser needs to provide a rating to the individual on a 3 point rating scale' to the rating scale. Above the rating scale, the text 'PLEASE PROVIDE YOUR RATING' is displayed. To the left of the rating scale, a blue arrow points from the text 'Please hover here to view the full text' to the rating scale. Below the rating scale is a 'Comments' section with a text area and a '2000 Characters Left' indicator. At the bottom left, there is an 'Attach File' button.

# Band 1 – Appraisal Process

## Appraiser Rating

After rating the goals, the Appraiser also needs to rate the values

Rating scale  
description is  
provided against the  
question mark

Provide your rating  
against each value on a  
5 point rating scale

**VALUES - 10%**  
How often is the value displayed

**Indianness**  
Believing in the Indian way and in oneself (Customize, Navigate, Mindful, Connect, Jugaad)

**Rating ?**

PLEASE PROVIDE YOUR RATING

1 2 3 4 5

**Comments:**

2000 Characters Left


Attach File

# Band 1 – Appraisal Process

## Appraiser Recommendation

After rating the goals, the Primary Appraiser or Appraiser 1 needs to provide their recommendation for Salary Correction and Promotion, if any

**Appraiser Recommendation for Kitty Basumatary**



**Kitty Basumatary**  
Future Business Innovator

**Cycle Related Info**  
Cycle Name : Multi-Manager Annual Review Process  
Designation : Future Business Innovator

Primary Manager : Komal Verma

**RECOMMENDATION**

Recommend For Salary Correction	<div>-- Select --</div>
Recommend for promotion	<div>No</div>
Appraiser Comments	<div></div> <div>2000 Characters Left</div>

Save

Submit

The Appraiser can recommend for Salary correction and promotion if required for the team member

In this section, the Appraiser can leave comments highlighting his observations and submit

# Band 1 – Appraisal Process

## Appraiser Training Recommendation

The Primary Appraiser or Appraiser 1 needs to recommend Training courses for the individual post the rating and the recommendation

RECOMMENDED TRAINING COURSES

Available Courses

Collapse All Expand All Selected 0 Courses

Training List

☐ Business Communication

☐ Storytelling/ Content Building

☐ Data Analytics

☐ Customer Centricity

☐ Understanding and living Future Group Values

☐ Problem Solving

☐ Project Management

Recommended Courses

Collapse All Expand All

Training List

☐ Understanding Data to Drive Business

27-Mar-2019

☐ Managing Stakeholders

24-Apr-2019

Other Courses

2000 Characters Left

Save

Submit

Back to menu

# Band 1 – Appraisal Process

## Reviewer Rating

Once the ratings and recommendation have been submitted by the Primary Appraiser, the workflow will directly move to the reviewer for his final rating and recommendation on the goals and the values. The reviewer would be able to view the option in the **My pending Actions** on the dashboard.

GOALS - 90% SCORE: NA

Financial Impact

SALES MANAGEMENT - 25%  
SELL THROUGH ACHIEVEMENT

Measure/ Index

MEASUREMENT CRITERIA	TARGET	ACHIEVEMENT TILL DATE	NATURE OF PERFORMANCE
Number	75		Higher Is Better

Others Feedback

Wasudeo Patil  
Self

Self Comments

Exceeds Expectations (4 / 5)

Amir Raza  
Appraiser

Inspirational (5 / 5)

Rating ?

PLEASE PROVIDE YOUR RATING

1 2 3 4 5

The reviewer will be able to view the rating provided by the individual against every goal

The reviewer would also be able to view the appraiser rating against each goal

The reviewer needs to provide his/her rating against each goal

# Band 1 – Appraisal Process

## Reviewer Recommendation

Once the ratings have been provided by the reviewer, the reviewer needs to provide his final rating and recommendation

RECOMMENDATION

Approve

Score	<input type="text" value="4.28"/>
Rating	<div>Significantly Above Expectations</div>
Recommend for Salary correction	<div>No</div>
Recommend for Promotion	<div>No</div>
Appraiser Comments	<div>Appraiser Comments</div>
Reviewer comments	<div><div></div><div>2000 Characters Left</div></div>

Save

The reviewer will have access to change/modify the rating, salary correction and promotion for the individual

## FEEDBACK

3.12 ▼

Self Score

1.72 ▼

Appraiser Score

The reviewer will be able to view the final rating of Self and the Appraiser

Back to menu



# **Appraisal Process – Single Appraiser (Manager)**

**Band 2 and above**

# Appraisal Process – Single Appraiser (Manager)

## Goal Setting – Single Appraiser

You can access the **Set Goals** page directly from **Proceed to Action Items** on the Landing page or can Click on **Performance** and then move to **My Action Items**. Once you click on the **Set Goals** option, you would be able to **add/ edit/ delete your goals**. You can then save and submit the goals to the Appraiser for approval.

You can add a goal under 4 categories – Financial, Internal/External Stakeholder, Operational, Learning & Development. It is mandatory to add 1 goal under each of the categories

You can Edit the goals and other goal parameters

The screenshot displays the 'Set Goals' interface. At the top, there's a header with the 'FUTURE 360 PEP' logo and a user greeting 'Welcome, Shubha Viraraghavan'. The main section is titled 'FINANCIAL IMPACT' and features an 'ADD GOAL' button. Below this, a form is shown with the following fields: 'Goal Name' (containing '1.Leveraging internal resources to minimize vendor cost for Talent Development'), 'Key Deliverable' (containing 'Doing the 360 Degree Insight session by myself and enabling HR'), 'Weightage%' (set to '5'), 'Measurement Criteria' (set to 'Date'), 'Target' (set to '30-Sep-2019'), and 'Nature of Performance' (set to 'Lower is better'). A 'Delete' button is located to the right of the 'Goal Name' field. A sidebar on the left contains links for 'Reports', 'Admin', and a right arrow. A 'Back to menu' link is at the bottom right.

You would also be able to delete the goals and add new goals

# Appraisal Process – Single Appraiser (Manager)

## Goal Approval – Single Appraiser

Once the team members have submitted their goals, the Appraiser would be able to view the Approve Goals option in the Dashboard under pending activities. The Appraiser can initiate, edit and delete, reassign weightages to goals.

**Approve Goals for Alagiri K**

**Alagiri K**  
Senior Executive  
380983\_lalita.almeida@peop...

**Cycle Related Info**  
Designation: Senior Executive  
Cycle Name: Goal Testing\_1  
Grade:

Sub Function: Food  
Primary Manager: Balaji R  
Band: 2D

Expand All Collapse All

Comments (0) Export to Excel

**GOALS**  
(Remaining weightage to be added : 0%)

**ANNUAL GOALS**

+ ADD GOAL

Goal Name  
Net sales achievement

Key Deliverable  
Achievement against ABP Plan

90%

Save All Approve

Delete

The Appraiser can save all goals and thereafter approve them

The Appraiser can also delete the goals that have been set by the team member if required

The Appraiser can add a new goal

# Appraisal Process – Single Appraiser (Manager)

## Self Rating - Goals

Once goals have been approved by the Manager, the process now moves to the Self Rating stage. You can access your Pending activities from your Dashboard and chose the Self Rating option.

For Self-Rating, you need to enter your **Achievement** against each **Goal** and rate yourself on a **5 point rating scale**. Post this you would also need to rate your alignment with Future Group Values

GOALS - 90%

**Goals** →

Financial Impact

1.Talent Acquisition for vacant positions - 5%

Maintaining cost effectiveness by sourcing profiles through various sources and by hiring within budget

MEASUREMENT CRITERIA  
Text

TARGET  
100

NATURE OF PERFORMANCE  
Higher is Better

ACHIEVEMENT TILL DATE  
100

1007 Characters Left

Rating ?

PLEASE PROVIDE YOUR RATING

Please hover here to view the full text

1 2 3 4 5

Comments:

Attach File

Fill in your achievement against each goal

The question mark against the Rating option gives you a description of the rating scale

Choose your rating against a 5 point rating scale

You would also be able to attach files to support the rating scale



# Appraisal Process – Single Appraiser (Manager)

## Self Rating - Values

After rating the goals, you need to assess your alignment with the values of the organization

VALUES - 10%

How often is the value displayed

Indianness

Believing in the Indian way and in oneself (Customize, Navigate, Mindful, Connect, Jugaad)

Rating ?

PLEASE PROVIDE YOUR RATING

1

2

3

4

5

Comments:

2000 Characters Left

Attach File

Rating scale description is provided against the question mark

Provide your rating against each value on a 5 point rating scale

# Appraisal Process – Single Appraiser (Manager)

## Appraiser Rating – Single Appraiser

Once the ratings have been submitted by the individual, the feedback now moves to the Appraiser for his/her ratings and recommendation. The Appraiser also needs to input the Achievement and provide a rating against each goal on a 5 point rating scale.

**Goals** →

**1.Talent Acquisition for vacant positions - 5%**  
Maintaining cost effectiveness by sourcing profiles through various sources and by hiring within budget

**MEASUREMENT CRITERIA**  
Text

**TARGET**  
100

**NATURE OF PERFORMANCE**  
Higher Is Better

**Others Feedback**

**Kitty Basumatary**  
Self

★ ★ ★ ☆ ☆  
Meets Expectations (3 / 5)

The Appraiser can view the achievement indicated by the individual and will have to fill in the achievement from his/her side

**ACHIEVEMENT TILL DATE**

Achieved	Review Frequency	Provided By
100	Annual	Kitty Basumatary

**Rating ?**

**MEETS EXPECTATIONS**

1 2 3 4 5

The Appraiser will be able to view the rating provided by the self on the goal

The Appraiser needs to provide a rating to the individual on a 5 point rating scale

# Appraisal Process – Single Appraiser (Manager)

## Appraiser Rating – Single Appraiser

After rating the goals, the Appraiser also needs to rate the values

VALUES - 10%  
How often is the value displayed

**Indianness**  
Believing in the Indian way and in oneself (Customize, Navigate, Mindful, Connect, Jugaad)

Rating ?

PLEASE PROVIDE YOUR RATING

1 2 3 4 5

Comments:

2000 Characters Left

Attach File


Rating scale description is provided against the question mark

Provide your rating against each value on a 5 point rating scale

# Appraisal Process – Single Appraiser (Manager)

## Appraiser Recommendation – Single Appraiser

**Appraiser Recommendation for Kitty Basumatary**

**Kitty Basumatary**  
Future Business Innovator

**Cycle Related Info**  
Cycle Name : Multi-Manager Annual Review Process  
Designation : Future Business Innovator

Primary Manager : Komal Verma

**RECOMMENDATION**

Recommend For Salary Correction	<input type="text" value="-- Select --"/>
Recommend for promotion	<input type="text" value="No"/>
Appraiser Comments	<div><div></div><div>2000 Characters Left</div></div>

The Appraiser can recommend for Salary correction and promotion if required for the team member

In this section, the Appraiser can leave comments highlighting his observations and submit

Save

Submit



# Appraisal Process – Single Appraiser (Manager)

## Appraiser Training Recommendation – Single Appraiser

The Appraiser needs to recommend Training courses for the individual post the rating and the recommendation

RECOMMENDED TRAINING COURSES

Available Courses

Collapse All Expand All Selected 0 Courses

Training List

☐ Business Communication

☐ Storytelling/ Content Building

☐ Data Analytics

☐ Customer Centricity

☐ Understanding and living Future Group Values

☐ Problem Solving

☐ Project Management

Recommended Courses

Collapse All Expand All

Training List

☒ Understanding Data to Drive Business

27-Mar-2019

☒ Managing Stakeholders

24-Apr-2019

Other Courses

2000 Characters Left

Save

Submit

Back to menu

# Appraisal Process – Single Appraiser (Manager)

## Reviewer Rating

Once the ratings and recommendation have been submitted by the Appraiser, the workflow will move to the reviewer for his final rating and recommendation on the goals and the values. The reviewer would be able to view the option in the **My pending Actions** on the dashboard.

The screenshot displays a web interface for reviewing goals. At the top, it shows 'GOALS - 90%' and 'SCORE: NA'. The main section is titled 'Financial Impact' and contains a sub-section 'SALES MANAGEMENT - 25%' with the goal 'SELL THROUGH ACHIEVEMENT'. Below this, there are four metrics: 'MEASUREMENT CRITERIA' (Number), 'TARGET' (75), 'ACHIEVEMENT TILL DATE', and 'NATURE OF PERFORMANCE' (Higher is Better). The 'Others Feedback' section shows two entries: 'Wasudeo Patil' (Self) with a rating of 4/5 (Exceeds Expectations) and 'Amir Raza' (Appraiser) with a rating of 5/5 (Inspirational). At the bottom, there is a 'Rating' section with a prompt 'PLEASE PROVIDE YOUR RATING' and five buttons labeled 1, 2, 3, 4, and 5.

The reviewer will be able to view the rating provided by the individual against every goal

The reviewer would also be able to view the appraiser rating against each goal

The reviewer needs to provide his/her rating against each goal

# Appraisal Process – Single Appraiser (Manager)

## Reviewer Recommendation

Once the ratings have been provided by the reviewer, the reviewer needs to provide his final rating and recommendation

The screenshot shows a web form titled 'RECOMMENDATION'. It contains several input fields and buttons. At the top right is an 'Approve' button. The form fields are: 'Score' with a text input containing '4.28'; 'Rating' with a dropdown menu showing 'Significantly Above Expectations'; 'Recommend for Salary correction' with a dropdown menu showing 'No'; 'Recommend for Promotion' with a dropdown menu showing 'No'; 'Appraiser Comments' with a text area; and 'Reviewer comments' with a larger text area. At the bottom right of the form is a 'Save' button. A blue arrow points from the 'Score' input field to the explanatory text on the right.

Score	4.28
Rating	Significantly Above Expectations
Recommend for Salary correction	No
Recommend for Promotion	No
Appraiser Comments	Appraiser Comments
Reviewer comments	

The reviewer will have access to change/modify the rating, salary correction and promotion for the individual

## FEEDBACK

The screenshot shows a 'FEEDBACK' section with two scores displayed in green: '3.12' for 'Self Score' and '1.72' for 'Appraiser Score'. A blue arrow points from the 'Appraiser Score' to the explanatory text on the right.

3.12	1.72
Self Score	Appraiser Score

The reviewer will be able to view the final rating of Self and the Appraiser

**Appraisal Process – Multiple Appraisers (Managers)** – Process where all goals are assigned to one appraiser but there are multiple appraisers who would rate you

**Band 2 and above**

# Appraisal Process – Multiple Appraisers (Managers)

## Goal Setting – Multiple Appraisers

You can access the **Set Goals** page directly from **Proceed to Action Items** on the Landing page or can Click on **Performance** and then move to **My Action Items**. Once you click on the **Set Goals** option, you would be able to **add/edit/delete your goals**. You can then save and submit the goals to the Appraiser for approval.

You can add a goal under 4 categories – Financial, Internal/External Stakeholder, Operational, Learning & Development. It is mandatory to add 1 goal under each of the categories

You can Edit the goals

The screenshot displays the 'Set Goals' interface. On the left, a dark sidebar contains a menu with 'Reports', 'Admin', and a right-pointing arrow. The main content area is titled 'FINANCIAL IMPACT' and features an 'ADD GOAL' button. Below this, a form is used to create a goal. The 'Goal Name' field contains '1.Leveraging internal resources to minimize vendor cost for Talent Development'. The 'Key Deliverable' field contains 'Doing the 360 Degree Insight session by myself and enabling HR'. The 'Weightage%' field has a value of '5'. The 'Measurement Criteria' is set to 'Date'. The 'Target' field shows '30-Sep-2019'. The 'Nature of Performance' is set to 'Lower is better'. A 'Delete' button is located to the right of the 'Goal Name' field. At the bottom, a second goal is partially visible with the name '2.Leveraging internal resources to minimize vendor cost for Talent Development' and a key deliverable of 'Designing tools or programs internally for various development initiatives'.

You would also be able to delete the goals and add new goals

# Appraisal Process – Multiple Appraisers (Managers)

## Goal Approval – Multiple Appraisers (Managers)

Once the team members have submitted their goals, the Primary Appraiser would be able to view the Approve Goals option in the Dashboard under pending activities. The Primary Appraiser can initiate, edit and delete, reassign weightages to goals.

**Approve Goals for Alagiri K**

**Alagiri K**  
Senior Executive  
380983\_lalita.almeida@peop...

**Cycle Related Info**  
Designation: Senior Executive  
Cycle Name: Goal Testing\_1  
Grade:

Sub Function: Food  
Primary Manager: Balaji R  
Band: 2D

Comments (0) Export to Excel

Expand All Collapse All

**GOALS**  
(Remaining weightage to be added : 0%)

**ANNUAL GOALS**  
+ ADD GOAL

Goal Name  
Net sales achievement

Key Deliverable  
Achievement against ABP Plan

Save All Approve

Delete

The Appraiser can save all goals and thereafter approve them

The Appraiser can add a new goal

The Appraiser can also delete the goals that have been set by the team member if required

# Appraisal Process – Multiple Appraisers (Managers)

## Self Rating - Goals

Once goals have been approved by the Manager, the process now moves to the Self Rating stage. You can access your Pending activities from your Dashboard and chose the Self Rating option.

For Self-Rating, you need to enter your **Achievement** against each **Goal** and rate yourself on a **5 point rating scale**. Post this you would also need to rate your alignment with Future Group Values

GOALS - 90%

**Goals** →

**Financial Impact**

1.Talent Acquisition for vacant positions - 5%  
Maintaining cost effectiveness by sourcing profiles through various sources and by hiring within budget

MEASUREMENT CRITERIA Text	TARGET 100	NATURE OF PERFORMANCE Higher is Better
------------------------------	---------------	---

ACHIEVEMENT TILL DATE  
100  
1997 Characters Left

Rating ?

PLEASE PROVIDE YOUR RATING

Please hover here to view the full text

1 2 3 4 5

Comments:  
2000 Characters Left

Attach File

Fill in your achievement against each goal

The question mark against the Rating option gives you a description of the rating scale

Choose your rating against a 5 point rating scale

You would also be able to attach files to support the rating scale

to menu

# Appraisal Process – Multiple Appraisers (Managers)

## Self Rating - Values

After rating the goals, you need to assess your alignment with the values of the organization

**VALUES - 10%**

How often is the value displayed

**Indianness**  
Believing in the Indian way and in oneself (Customize, Navigate, Mindful, Connect, Jugaad)

**Rating ?**

PLEASE PROVIDE YOUR RATING

1 2 3 4 5

**Comments:**

2000 Characters Left

[Attach File](#)

Rating scale description is provided against the question mark

Provide your rating against each value on a 5 point rating scale




# Appraisal Process – Multiple Appraisers (Managers)


## Appraiser Rating – Multiple Appraisers


Once the ratings have been submitted by the individual, the feedback now moves to all the Appraisers for his/her ratings and recommendation. The Appraisers also needs to input the Achievement and provide a rating against each goal on a 5 point rating scale

### Goals


**1.Talent Acquisition for vacant positions - 5%**  
Maintaining cost effectiveness by sourcing profiles through various sources and by hiring within budget


 **MEASUREMENT CRITERIA**  
Text

 **TARGET**  
100

 **NATURE OF PERFORMANCE**  
Higher Is Better

**Others Feedback**

 **Kitty Basumatary**  
Self

 **ACHIEVEMENT TILL DATE**

Achieved	Review Frequency	Provided By
100	Annual	Kitty Basumatary

**Rating** ?

**MEETS EXPECTATIONS**

1

2

3

4

5

The Appraiser can view the achievement indicated by the individual and will have to fill in the achievement from his/her side

The Appraiser will be able to view the rating provided by the self on the goal

The Appraiser needs to provide a rating to the individual on a 5 point rating scale



# Appraisal Process – Multiple Appraisers (Managers)

## Appraiser Rating – Multiple Appraisers

After rating the goals, all the Appraisers also need to rate the values

VALUES - 10%

How often is the value displayed

Indianness

Believing in the Indian way and in oneself (Customize, Navigate, Mindful, Connect, Jugaad)

Rating ?

PLEASE PROVIDE YOUR RATING

1

2

3

4

5

Comments:

2000 Characters Left

Attach File


Back to menu

# Appraisal Process – Multiple Appraisers (Managers)

## Appraiser Recommendation – Multiple Appraisers

After rating the goals, all the Primary Appraiser or Appraiser 1 needs to provide their recommendation for Salary Correction and Promotion if any

**Appraiser Recommendation for Kitty Basumatary**



**Kitty Basumatary**  
Future Business Innovator

**Cycle Related Info**  
Cycle Name : Multi-Manager Annual Review Process  
Designation : Future Business Innovator

**Primary Manager : Komal Verma**

---

**RECOMMENDATION**

Recommend For Salary Correction	-- Select --
Recommend for promotion	No
Appraiser Comments	<div></div> <div>2000 Characters Left</div>

Save

Submit

The Appraiser can recommend for Salary correction and promotion if required for the team member

In this section, the Appraiser can leave comments highlighting his observations and submit

# Appraisal Process – Multiple Appraisers (Managers)

## Appraiser Training Recommendation – Multiple Appraisers

The Primary Appraiser or Appraiser 1 needs to recommend Training courses for the individual post the rating and the recommendation

RECOMMENDED TRAINING COURSES

Available Courses

Collapse All Expand All Selected 0 Courses

Training List

☐ Business Communication

☐ Storytelling/ Content Building

☐ Data Analytics

☐ Customer Centricity

☐ Understanding and living Future Group Values

☐ Problem Solving

☐ Project Management

Recommended Courses

Collapse All Expand All

Training List

☐ Understanding Data to Drive Business

27-Mar-2019

☐ Managing Stakeholders

24-Apr-2019

Other Courses

2000 Characters Left

Save

Submit

Back to menu

# Appraisal Process – Multiple Appraisers (Managers)

## Reviewer Rating – Multiple Appraisers (Managers)

Once the ratings and recommendation have been submitted by the Primary Appraiser, the workflow will directly move to the reviewer for his final rating and recommendation on the goals and the values. The reviewer would be able to view the option in the **My pending Actions** on the dashboard.

The screenshot displays a web interface for reviewing goals. At the top, it shows 'GOALS - 90%' and 'SCORE: NA'. The main section is titled 'Financial Impact' and contains a sub-section 'SALES MANAGEMENT - 25%' with the goal 'SELL THROUGH ACHIEVEMENT'. Below this, there are four metrics: 'MEASUREMENT CRITERIA' (Number), 'TARGET' (75), 'ACHIEVEMENT TILL DATE', and 'NATURE OF PERFORMANCE' (Higher Is Better). The 'Others Feedback' section shows two entries: 'Wasudeo Patil Self' with a rating of 4/5 (4 stars) and 'Amir Raza Appraiser' with a rating of 5/5 (5 stars). At the bottom, there is a 'Rating' section with a question mark icon and a 'PLEASE PROVIDE YOUR RATING' prompt with five buttons labeled 1, 2, 3, 4, and 5. A vertical 'Related Feedback' button is on the right side of the main content area.

The reviewer will be able to view the rating provided by the individual against every goal

The reviewer would also be able to view the appraiser rating against each goal

The reviewer needs to provide his/her rating against each goal

# Appraisal Process – Multiple Appraisers (Managers)

## Reviewer Recommendation

Once the ratings have been provided by the reviewer, the reviewer needs to provide his final rating and recommendation

The screenshot shows a 'RECOMMENDATION' form with the following fields:

Score	<input type="text" value="4.28"/>
Rating	<input type="text" value="Significantly Above Expectations"/>
Recommend for Salary correction	<input type="text" value="No"/>
Recommend for Promotion	<input type="text" value="No"/>
Appraiser Comments	<input type="text" value="Appraiser Comments"/>
Reviewer comments	<input type="text"/>

Buttons: **Approve** (top right), **Save** (bottom right). A character count '2000 Characters Left' is visible at the bottom right of the comments field.

The reviewer will have access to change/modify the rating, salary correction and promotion for the individual

## FEEDBACK

The 'FEEDBACK' section displays two scores:

<b>3.12</b> ▼ Self Score	<b>1.72</b> ▼ Appraiser Score
-----------------------------	----------------------------------

The reviewer will be able to view the final rating of Self and the Appraiser

**Appraisal Process – Multiple Appraisers (Managers)** – Process where goals are divided between 2 appraisers

**Band 2 and above**



# Appraisal Process – Multiple Appraisers – Holacracy

## Goal Setting – Multiple Appraisers

You can access the **Set Goals** page directly from **Proceed to Action Items** on the Landing page or can Click on **Performance** and then move to **My Action Items**. Once you click on the **Set Goals** option, you would be able to **add/ edit/ delete your goals**. Make sure you select the corresponding Appraiser while adding each goal. Please note- minimum 50% of your goals need to be mapped to your primary manager. You can then save and submit the goals to the Appraisers for approval.

You can add a goal under 4 categories – Financial, Internal/External Stakeholder, Operational, Learning & Development. It is mandatory to add 1 goal under each of the categories

FINANCIAL IMPACT

+ ADD GOAL

Goal Name

1.Talent Acquisition for vacant positions

Maintaining cost effectiveness by sourcing profiles through various sources and by hiring within budget

Key Deliverable

Weightage%

5

Measurement Criteria

Text

Target

100

Nature of Performance

Higher is better

Manager

Approval Status

YET TO SUBMIT

PENDING

APPROVED

Goals can be deleted before submitting the goals to the appraiser

You need to choose the manager to which the specific goal needs to be aligned



# Appraisal Process – Multiple Appraisers – Holacracy

## Goal Approval – Multiple Appraisers

Once the team members have submitted their goals, the Appraisers would be able to view the specific goals that are assigned to him/her and can approve the same. The Appraisers can also initiate, edit and delete, reassign weightages to goals.

The screenshot displays a web application for goal management. At the top right, there are links for 'Comments (0)' and 'Export to Excel', and buttons for 'Save All' and 'Approve'. A blue circle highlights the 'Save All' and 'Approve' buttons, with an annotation stating: 'The Appraisers can save all goals and thereafter approve them'. On the left side, under the 'FINANCIAL IMPACT' section, there is a '+ ADD GOAL' button, which is circled in blue. An annotation points to it: 'The Appraisers can add a new goal'. The main area shows a goal entry for '1.Talent Acquisition for vacant positions'. It includes a 'Key Deliverable' text area, a 'Weightage%' input field (set to 5), a 'Measurement Criteria' dropdown (set to 'Text'), a 'Target' input field (set to 100), and a 'Nature of Performance' dropdown (set to 'Higher is better'). A 'Delete' button is circled in blue on the right side of the goal entry, with an annotation: 'The Appraisers can also delete the goals that have been set by the team member if required'. At the bottom, the 'Manager' section shows 'Komal Verma, Chief-Talent Management and Development'. The 'Approval Status' section shows a progress bar with three stages: 'YET TO SUBMIT' (checked), 'PENDING' (checked), and 'APPROVED' (unchecked). A 'Back to menu' link is at the bottom right.

The Appraisers can save all goals and thereafter approve them

The Appraisers can add a new goal

The Appraisers can also delete the goals that have been set by the team member if required

Back to menu

# Appraisal Process – Multiple Appraisers – Holacracy

## Self Rating - Goals

Once goals have been approved by the Manager, the process now moves to the Self Rating stage. You can access your Pending activities from your Dashboard and chose the Self Rating option.

For Self-Rating, you need to enter your **Achievement** against each **Goal** and rate yourself on a **5 point rating scale**. Post this you would also need to rate your alignment with Future Group Values

GOALS - 90%

### Goals

#### Financial Impact

1.Talent Acquisition for vacant positions - 5%

Maintaining cost effectiveness by sourcing profiles through various sources and by hiring within budget

MEASUREMENT CRITERIA  
Text

TARGET  
100

NATURE OF PERFORMANCE  
Higher is Better

ACHIEVEMENT TILL DATE  
100  
1907 Characters Left

Rating ?

PLEASE PROVIDE YOUR RATING

Please hover here to view the full text

1 2 3 4 5

Comments:  
2000 Characters Left

Attach File

Fill in your achievement against each goal

The question mark against the Rating option gives you a description of the rating scale

Choose your rating against a 5 point rating scale



# Appraisal Process – Multiple Appraisers – Holacracy

## Self Rating - Values

After rating the goals, you need to assess your alignment with the values of the organization

Rating scale  
description is  
provided against the  
question mark

Provide your rating  
against each value on  
a 5 point rating scale

Indianness

Believing in the Indian way and in oneself (Customize, Navigate, Mindful, Connect, Jugaad)

Rating ?

MODERATELY LIKELY

1

2

3

4

5

Comments:


2000 Characters Left


# Appraisal Process – Multiple Appraisers – Holacracy


## Appraiser Rating – Multiple Appraisers

Once the ratings have been submitted by the individual, the assessment now moves to the respective Appraiser for his/her ratings and recommendation on the goals assigned to them. The Appraisers would be able to view the Appraiser Assessment under my Pending actions on the Dashboard. The Appraisers also needs to input the Achievement and provide a rating against each goal on a 5 point rating scale


**1.Talent Acquisition for vacant positions - 5%**  
Maintaining cost effectiveness by sourcing profiles through various sources and by hiring within budget


 MEASUREMENT CRITERIA  
Text

 TARGET  
100

 NATURE OF PERFORMANCE  
Higher Is Better

**Others Feedback**

 **Kitty Basumatary**  
Self

 ACHIEVEMENT TILL DATE

Achieved	Review Frequency	Provided By
100	Annual	Kitty Basumatary

Rating ?

MEETS EXPECTATIONS

1

2

3

4

5

The Appraisers can view the achievement indicated by the individual and will have to fill in the achievement from his/her side

The Appraiser will be able to view the rating provided by the self on the goal

The Appraiser needs to provide a rating to the individual on a 5 point rating scale

# Appraisal Process – Multiple Appraisers – Holacracy

## Appraiser Rating – Multiple Appraisers

After rating the goals, the Primary Appraiser also needs to rate the values

Rating scale description is provided against the question mark

The Primary Appraiser will rate the values on a 5 point rating scale

VALUES - 10%

How often is the value displayed

Indianness

Believing in the Indian way and in oneself (Customize, Navigate, Mindful, Connect, Jugaad)

Rating ?

PLEASE PROVIDE YOUR RATING

1

2

3

4

5

Comments:

2000 Characters Left

Attach File



# Appraisal Process – Multiple Appraisers – Holacracy

## Appraiser Recommendation – Multiple Appraisers

Once the ratings have been submitted for the goals by the respective appraisers, the process now moves to Primary Appraiser (Manager) for his/her recommendation

RECOMMENDATION

Recommend For Salary Correction

-- Select --

Recommend for promotion

No

Appraiser Comments

2000 Characters Left

Save

Submit

FEEDBACK

3.06

Self Score

1.66

Appraiser Score

1.40

Appraiser 2A Score

The Primary Manager would be able to view the Self Score and the score of both the Appraisers

# Appraisal Process – Multiple Appraisers – Holacracy

## Appraiser Training Recommendation – Multiple Appraisers

The Primary Appraiser needs to recommend Training courses for the individual post the rating and the recommendation

RECOMMENDED TRAINING COURSES

Available Courses

Collapse All Expand All Selected 0 Courses

Training List

☐ Business Communication

☐ Storytelling/ Content Building

☐ Data Analytics

☐ Customer Centricity

☐ Understanding and living Future Group Values

☐ Problem Solving

☐ Project Management

Recommended Courses

Collapse All Expand All

Training List

☐ Understanding Data to Drive Business

27-Mar-2019

☐ Managing Stakeholders

24-Apr-2019

Other Courses

2000 Characters Left

Save

Submit

Back to menu

# Appraisal Process – Multiple Appraisers – Holacracy

## Reviewer Rating

Once the ratings from both Appraisers and recommendation from Primary Appraiser have been submitted, the workflow will move to the reviewer for his final rating and recommendation on the goals and the values. The reviewer would be able to view the option in the **My pending Actions** on the dashboard.

1.Khushali Initiative - 5%

Provide support with tie-ups and partnerships with various organizations and organizing/ managing Khushali related activities at office premises (Minimum 8)

MEASUREMENT CRITERIA Number	TARGET 8	ACHIEVEMENT TILL DATE	NATURE OF PERFORMANCE Higher is Better
Others Feedback			
<div>Kitty Basumatary Self</div>			<div>★★★★☆</div> <div>Meets Expectations (3 / 5)</div>
<div>Komal Verma Appraiser</div>			<div>★★★★☆</div> <div>Meets Expectations (3 / 5)</div>
<div>Shubha Viraraghavan Appraiser 2A</div>			

Rating ?

MEETS EXPECTATIONS

1

2

3

4

5

The reviewer will be able to view the rating provided by the individual and the appraiser against every goal

The reviewer needs to provide his/her rating against each goal

[Back to menu](#)



# Appraisal Process – Multiple Appraisers – Holacracy

## Reviewer Recommendation

Once the ratings have been provided by the reviewer, the reviewer needs to provide his final rating and recommendation

RECOMMENDATION

Approve

Score	3.06
Rating	<div>Above Expectations</div>
Recommend For Salary Correction	<div>No</div>
Recommend for promotion	<div>No</div>
Appraiser Comments	NA
Reviewer Comments	<div></div> <div>2000 Characters Left</div>

The reviewer will have access to change/modify the rating if required, and recommend salary correction and promotion for the individual

FEEDBACK

3.06

Self Score

1.66

Appraiser Score

1.40

Appraiser 2A Score

3.06

Reviewer Score

The reviewer will be able to view the final rating of Self and both the Appraisers

# **Appraisal Process – Same Appraiser and Reviewer**

**Band 2 and above**

# Appraisal Process – Same Appraiser and Reviewer

## Goal Setting

You can access the **Set Goals** page directly from **Proceed to Action Items** on the Landing page or can Click on **Performance** and then move to **My Action Items**. Once you click on the **Set Goals** option, you would be able to **add/edit/ delete your goals**. You can then save and submit the goals to the Appraiser for approval. In this case the Appraiser and Reviewer will be the same.

You can add a goal under 4 categories – Financial, Internal/External Stakeholder, Operational, Learning & Development. It is mandatory to add 1 goal under each of the categories

You can Edit the goals and other goal parameters

The screenshot displays the 'Set Goals' interface. At the top, the header includes the 'FUTURE 360 PEP' logo and a user greeting 'Welcome, Shubha Viraraghavan'. The main section is titled 'FINANCIAL IMPACT' and features an 'ADD GOAL' button. Below this, a form is used to define a goal. The 'Goal Name' field contains '1.Leveraging internal resources to minimize vendor cost for Talent Development'. The 'Key Deliverable' field contains 'Doing the 360 Degree Insight session by myself and enabling HR'. The 'Weightage%' field is set to '5'. The 'Measurement Criteria' is set to 'Date'. The 'Target' field shows '30-Sep-2019'. The 'Nature of Performance' is set to 'Lower is better'. A 'Delete' button is located to the right of the 'Goal Name' field. A sidebar on the left contains links for 'Reports', 'Admin', and a right arrow. A 'Back to menu' link is at the bottom right.

You would also be able to delete the goals and add new goals

# Appraisal Process – Same Appraiser and Reviewer

## Goal Approval

Once the team members have submitted their goals, the Appraiser/ Reviewer would be able to view the Approve Goals option in the Dashboard under pending activities. The Appraiser can initiate, edit and delete, reassign weightages to goals.

**Approve Goals for Alagiri K**

**Alagiri K**  
Senior Executive  
380983\_lalita.almeida@peop...

**Cycle Related Info**  
Designation: Senior Executive  
Cycle Name: Goal Testing\_1  
Grade:

**Sub Function: Food**  
**Primary Manager: Balaji R**  
**Band: 2D**

Expand All Collapse All

Comments (0) Export to Excel

**GOALS**  
(Remaining weightage to be added : 0%)

**ANNUAL GOALS**  
+ ADD GOAL

**Goal Name**  
Net sales achievement

**Key Deliverable**  
Achievement against ABP Plan

90%

Save All Approve

Delete

The Appraiser can save all goals and thereafter approve them

The Appraiser can add a new goal

The Appraiser can also delete the goals that have been set by the team member if required

# Appraisal Process – Same Appraiser and Reviewer

## Self Rating - Goals

Once goals have been approved by the Manager, the process now moves to the Self Rating stage. You can access your Pending activities from your Dashboard and chose the Self Rating option.

For Self-Rating, you need to enter your **Achievement** against each **Goal** and rate yourself on a **5 point rating scale**. Post this you would also need to rate your alignment with Future Group Values

### Goals

GOALS - 90%

Financial Impact

1.Talent Acquisition for vacant positions - 5%

Maintaining cost effectiveness by sourcing profiles through various sources and by hiring within budget

MEASUREMENT CRITERIA Text	TARGET 100	NATURE OF PERFORMANCE Higher is Better
------------------------------	---------------	---

ACHIEVEMENT TILL DATE  
100  
1997 Characters Left

Rating ?

PLEASE PROVIDE YOUR RATING

Please hover here to view the full text

1 2 3 4 5

Comments:

2000 Characters Left

Attach File

Fill in your achievement against each goal

The question mark against the Rating option gives you a description of the rating scale

Choose your rating against a 5 point rating scale

You would also be able to attach files to support the rating scale



# Appraisal Process – Same Appraiser and Reviewer

## Self Rating - Values

After rating the goals, you need to assess your alignment with the values of the organization

Rating scale description is provided against the question mark

Provide your rating against each value on a 5 point rating scale

VALUES - 10%

How often is the value displayed

Indianness

Believing in the Indian way and in oneself (Customize, Navigate, Mindful, Connect, Jugaad)

Rating ?

PLEASE PROVIDE YOUR RATING

1

2

3

4

5

Comments:

2000 Characters Left

Attach File

# Appraisal Process – Same Appraiser and Reviewer

## Appraiser/ Reviewer Training Recommendation

Once the ratings have been submitted by the individual, the feedback moves to the Appraiser/ Reviewer for Training course recommendation.

RECOMMENDED TRAINING COURSES

Available Courses

Collapse All Expand All Selected 0 Courses

Training List

☐ Business Communication

☐ Storytelling/ Content Building

☐ Data Analytics

☐ Customer Centricity

☐ Understanding and living Future Group Values

☐ Problem Solving

☐ Project Management

Recommended Courses

Collapse All Expand All

Training List

☐ Understanding Data to Drive Business

27-Mar-2019

☐ Managing Stakeholders

24-Apr-2019

Other Courses

2000 Characters Left

Save

Submit

# Appraisal Process – Same Appraiser and Reviewer

## Appraiser/ Reviewer Rating

Once the training recommendations are submitted, the feedback moves to the Appraiser/ Reviewer for his/her ratings and recommendation. The Appraiser also needs to input the Achievement and provide a rating against each goal on a 5 point rating scale

Goals →

**1.Talent Acquisition for vacant positions - 5%**  
Maintaining cost effectiveness by sourcing profiles through various sources and by hiring within budget

MEASUREMENT CRITERIA  
Text

TARGET  
100

NATURE OF PERFORMANCE  
Higher Is Better

Others Feedback

**Kitty Basumatary**  
Self

ACHIEVEMENT TILL DATE

Achieved	Review Frequency	Provided By
100	Annual	Kitty Basumatary

Rating ?

MEETS EXPECTATIONS

1

2

3

4

5

The Appraiser can view the achievement indicated by the individual and will have to fill in the achievement from his/her side

★★★★☆  
Meets Expectations (3 / 5)

→ The Appraiser will be able to view the rating provided by the self on the goal

→ The Appraiser needs to provide a rating to the individual on a 5 point rating scale



# Appraisal Process – Same Appraiser and Reviewer

## Appraiser/ Reviewer Rating on values

After rating the goals, the Appraiser/ Reviewer also needs to rate the values

**VALUES - 10%**

How often is the value displayed

**Indianness**  
Believing in the Indian way and in oneself (Customize, Navigate, Mindful, Connect, Jugaad)

**Rating ?**

PLEASE PROVIDE YOUR RATING

1 2 3 4 5

**Comments:**

2000 Characters Left

[Attach File](#)


Rating scale description is provided against the question mark

Provide your rating against each value on a 5 point rating scale

# Appraisal Process – Same Appraiser and Reviewer

## Appraiser/ Reviewer Recommendation

**Appraiser Recommendation for Kitty Basumatary**



**Kitty Basumatary**  
Future Business Innovator

**Cycle Related Info**  
Cycle Name : Multi-Manager Annual Review Process  
Designation : Future Business Innovator

Primary Manager : Komal Verma

**RECOMMENDATION**

Recommend For Salary Correction	-- Select --
Recommend for promotion	No
Appraiser Comments	<div></div> <div>2000 Characters Left</div>

Save Submit

The Appraiser/ reviewer can recommend for Salary correction and promotion if required for the team member

In this section, the Appraiser/ Reviewer can leave comments highlighting his observations and submit

Thank you.