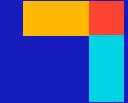
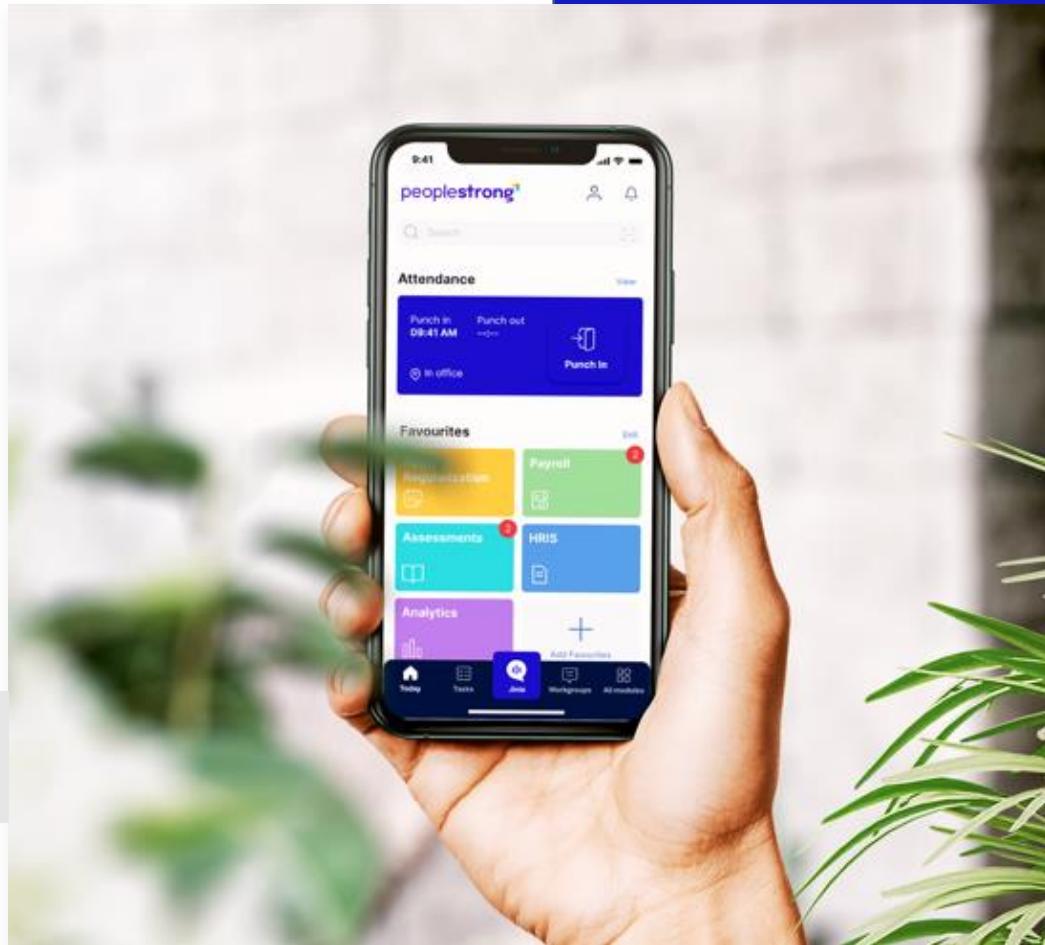




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-



Review Process Steps:

Self assessment
L1 assessment
Normalization



Login Page:



Performance Landing Page

Click on “Objective” Tab to view goals assigned and make check-ins on the Goals.

Performance Home > My Objective

My Objective

Performance

Objective

Performance Home

Reviews

1-on-1 Conversations

Objective

My Objectives

Add Objective

Test

67% 01 Oct 2023 - 31 Oct 2023

WEIGHTAGE 50% Active

WEIGHTAGE 50% Active

»

Self View Team View

Its Time To Complete Your Review

Ongoing Review Status

Performance Management System 2022 -- 2023 ... >

31 Oct 2023 SELF REVIEW DUE DATE

THINGS TO DO BEFORE STARTING THE REVIEW

Check-in Objective 3 Key Result to check-in See Objective

Go to My Reviews

Check-Ins That Are Overdue

Key Result At Risk

3 KEY RESULT WITH NO CHECK-INS NA LAST CHECK-IN

KEY RESULT AT RISK

0% milestone Outcome | Weightage : 100% Check-In >

0% milestone Outcome | Weightage : 100% Check-In >

Suggested for you

My Objectives

Employee -Goal Creation and Check-in



Self check-in Page

Employees can view Active Objective and Key result on this page.
Click on “My Objective” to view and check-in achievement

Performance Home > My Objective

My Objective

Performance

Performance Home

Objective

Reviews

1-on-1 Conversations

My Objectives

Test

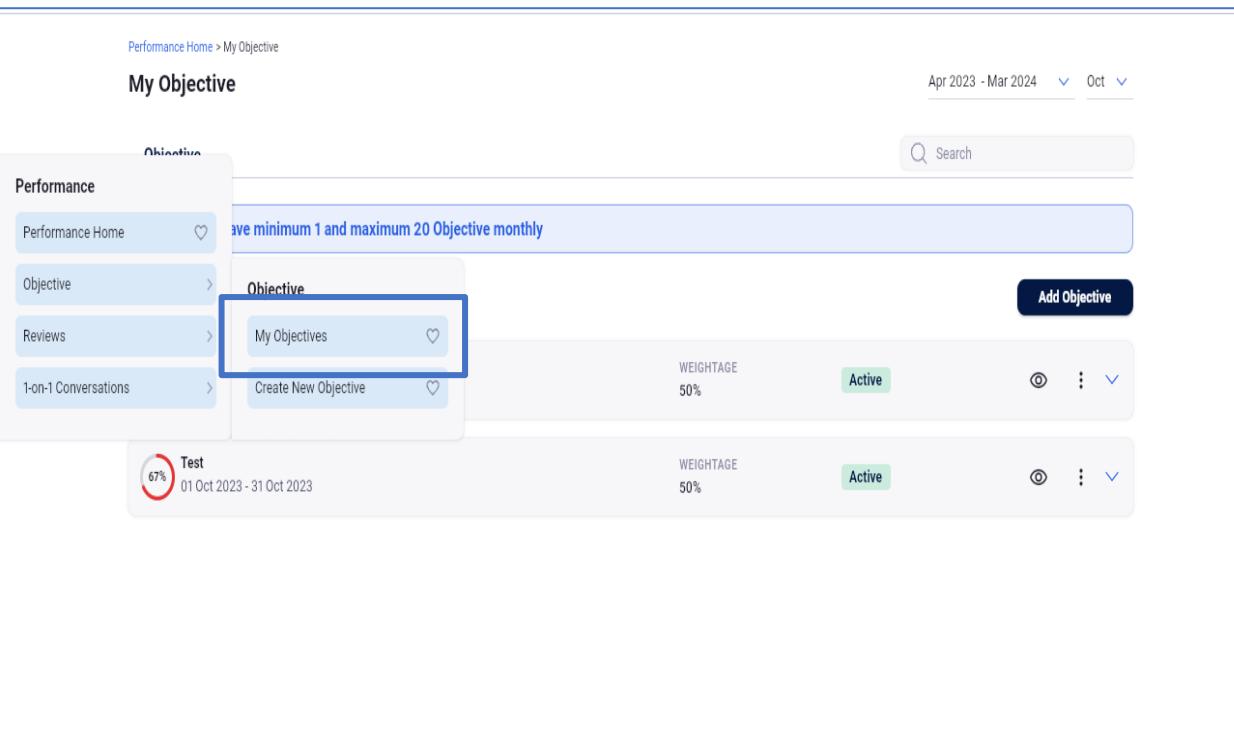
Apr 2023 - Mar 2024 Oct

Search

WEIGHTAGE 50% Active

WEIGHTAGE 50% Active

Add Objective



Performance Home > My Objective

My Objective

Objective Objective Tree

* You should have minimum 3 and maximum 10 Objective yearly

Active | 3

test 01 Apr 2021 - 31 Mar 2022 WEIGHTAGE 40% Active

KEY RESULT

milestone Outcome | Progress ACHIEVED / TARGET 0/100 WEIGHTAGE 100% STATUS At Risk

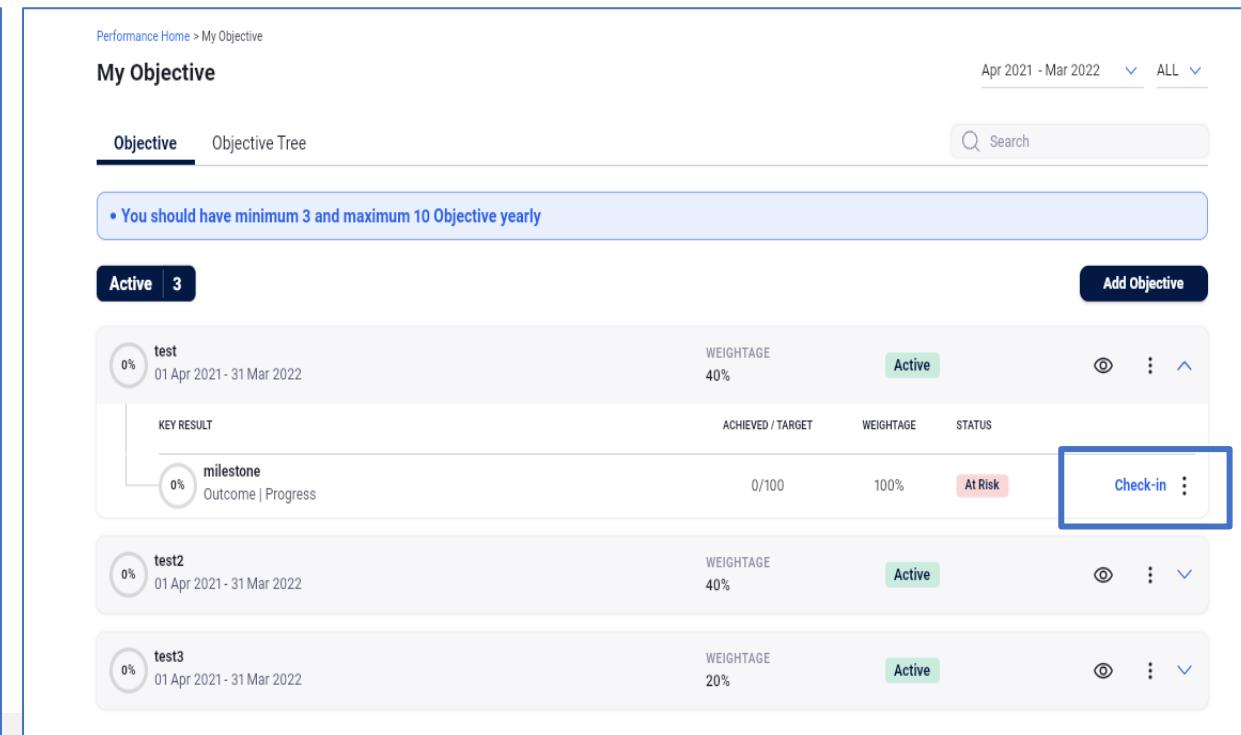
Check-in

test2 01 Apr 2021 - 31 Mar 2022 WEIGHTAGE 40% Active

test3 01 Apr 2021 - 31 Mar 2022 WEIGHTAGE 20% Active

Apr 2021 - Mar 2022 ALL

Search



Self check-in Page

Enter check-in value and comments if required. You may also attach supporting documents here.

Once check-in is entered, click on save check-in button to submit.

You may re-enter check-in values, your history will be captured in check-in history section

Search by model, ID, name, or description

Check-in

test 0%

milestone

Check-in Check-in History About Key Result

CHECK-IN VALUE

0 25 50 75 100 0 %

CHECK-IN DATE 19 Oct 2023 ACHIEVED TILL DATE 0%

COMMENT (Optional)

Add notes on achievements, challenges and observations to support your check-in 0/500

Add Attachment (doc, xls, ppt, pdf, .txt, .jpg, .png, .gif, .mp4, .zip, .rar MAX 25MB)

Reset Check-in Save Check-In

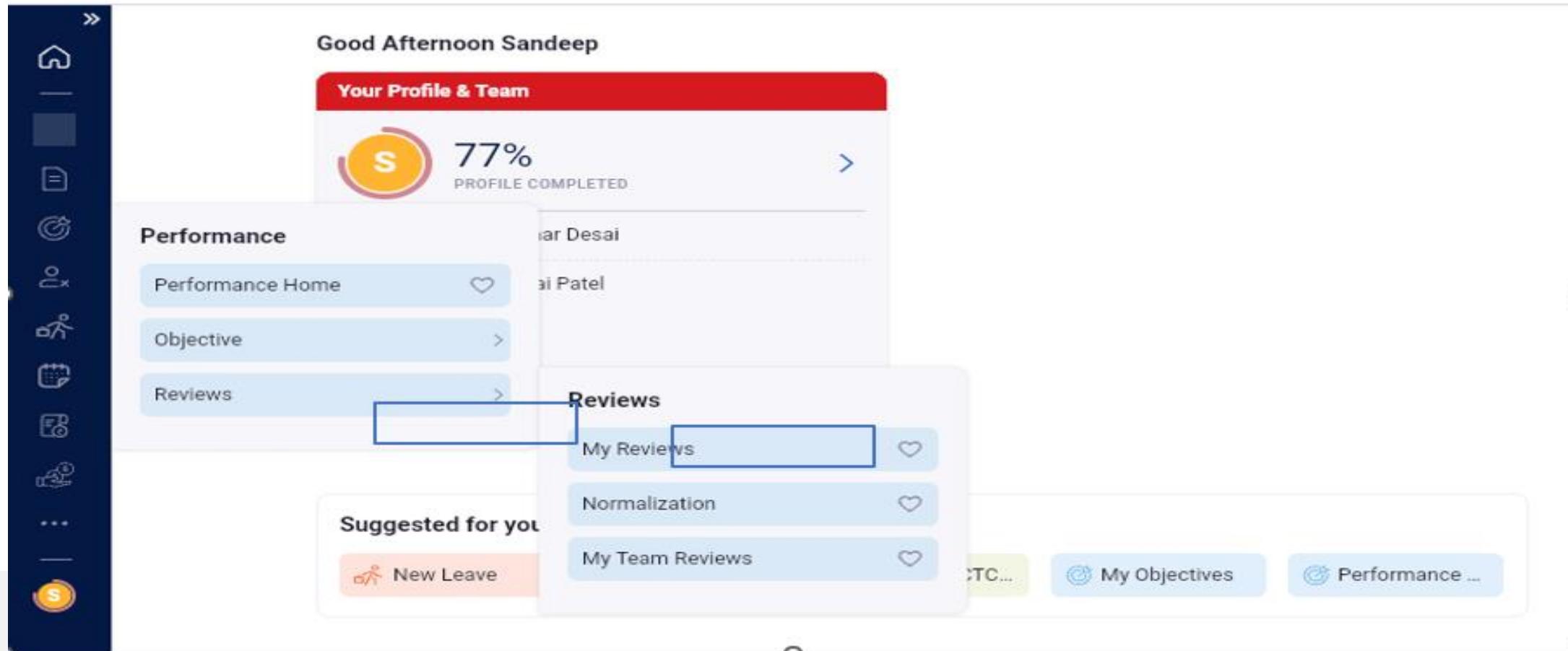
1/1 Key Result

Employee –Self Assessment



Performance Landing Page

Click on “Review -> My Review” Tab to initiate self-assessment.



The screenshot shows the Performance Landing Page for a user named Sandeep. The top navigation bar displays "Good Afternoon Sandeep". Below it, a red header bar reads "Your Profile & Team". A profile card shows a yellow circle with a 'S', "77% PROFILE COMPLETED", and a "View Details" button. The main content area is divided into sections: "Performance" (with "Performance Home", "Objective", and "Reviews" buttons), "Reviews" (with "My Reviews" highlighted in a blue box), and "Suggested for you" (with "New Leave" button). A sidebar on the left contains various icons and a user profile picture. The bottom right corner features a small PeopleStrong logo.

Employee Self -Assessment

From Performance Review-> My Review-> click on Initiate

Performance Home > My Reviews

My Reviews

Apr 2023 - Mar 2024 

All | 6 Open | 4 Closed | 2

 Search

Review Cycle Name	Start Date	Due Date	Final Rating/Score	Status	
Nov 23 HR Test Periodic	03 Nov 2023	20 Dec 2023	–	Open	Initiate
August 2023 Periodic	10 Oct 2023	20 Oct 2023	N/A	Open	
Aug-2023 Periodic	10 Sep 2023	12 Sep 2023	N/A	Closed	
Aug-2023 Periodic	28 Aug 2023	30 Sep 2023	N/A	Closed	
Normalization Test Periodic	01 Aug 2023	08 Aug 2023	–	Open	
Test 1 Periodic	28 Jul 2023	05 Aug 2023	N/A	Open	



Employee Self -Assessment

Employee will give the self rating and as comment is non-mandatory employee can proceed with/without giving comments.

2 NUMBER OF OBJECTIVE	100 SUM OF WEIGHTAGES	0 OVERALL WEIGHTED ACHIEVEMENT																																
<table border="1"><tr><td> Test 0% 01 Oct 2023 - 31 Oct 2023</td><td>WEIGHTAGE 50%</td><td>WEIGHTED ACHIEVEMENT %  0.00%</td><td> </td></tr><tr><td>SELF RATING -</td><td colspan="3">Progress History</td></tr><tr><td>Check-in & Rating</td><td>Reviewer Responses</td><td>Continuous Feedback</td><td>Description</td></tr><tr><td>KEY RESULT NAME  Test Outcome Metric</td><td>ACHIEVED / TARGET 1/10</td><td>DUE DATE 31 Oct 2023</td><td>STATUS At Risk Check-in</td></tr><tr><td colspan="4">YOUR RATING Show Rating Rules</td></tr><tr><td colspan="4">SP OP DFP1 DFP2 DFP3 PDP IP</td></tr><tr><td colspan="4">YOUR COMMENTS (Optional) <input type="text"/></td></tr><tr><td colspan="2"><input type="radio"/> Objective</td><td colspan="2">Submit Review</td></tr></table>			 Test 0% 01 Oct 2023 - 31 Oct 2023	WEIGHTAGE 50%	WEIGHTED ACHIEVEMENT %  0.00%	 	SELF RATING -	Progress History			Check-in & Rating	Reviewer Responses	Continuous Feedback	Description	KEY RESULT NAME  Test Outcome Metric	ACHIEVED / TARGET 1/10	DUE DATE 31 Oct 2023	STATUS At Risk Check-in	YOUR RATING Show Rating Rules				SP OP DFP1 DFP2 DFP3 PDP IP				YOUR COMMENTS (Optional) <input type="text"/>				<input type="radio"/> Objective		Submit Review	
 Test 0% 01 Oct 2023 - 31 Oct 2023	WEIGHTAGE 50%	WEIGHTED ACHIEVEMENT %  0.00%	 																															
SELF RATING -	Progress History																																	
Check-in & Rating	Reviewer Responses	Continuous Feedback	Description																															
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YOUR RATING Show Rating Rules																																		
SP OP DFP1 DFP2 DFP3 PDP IP																																		
YOUR COMMENTS (Optional) <input type="text"/>																																		
<input type="radio"/> Objective		Submit Review																																



Employee Self- Assessment

Once assessment is submitted, it will move to manager stage for their assessment.

Performance Home > My Reviews > Review

Nov 23 HR Test

A Aditi Hamine Milind Hamine (Self)
[View Profile](#)
Submission Date : 12 Dec 2023
DFP1

N Nitesh Tilwani Tilwani (L1 Manager)
Due Date: 29 Dec 2023
-

Download PDF

Objective

2 NUMBER OF OBJECTIVE	100 SUM OF WEIGHTAGES	0 OVERALL WEIGHTED ACHIEVEMENT
--------------------------	--------------------------	-----------------------------------

Test 0% 01 Oct 2023 - 31 Oct 2023	WEIGHTAGE 50%	WEIGHTED ACHIEVEMENT % 0.00%
SELF RATING DFP3		Progress History

Check-in & Rating [Reviewer Responses](#) [Continuous Feedback](#) [Description](#)

KEY RESULT NAME	ACHIEVED / TARGET	DUE DATE	STATUS
Test 0%	1/10	31 Oct 2023	At Risk

Objective

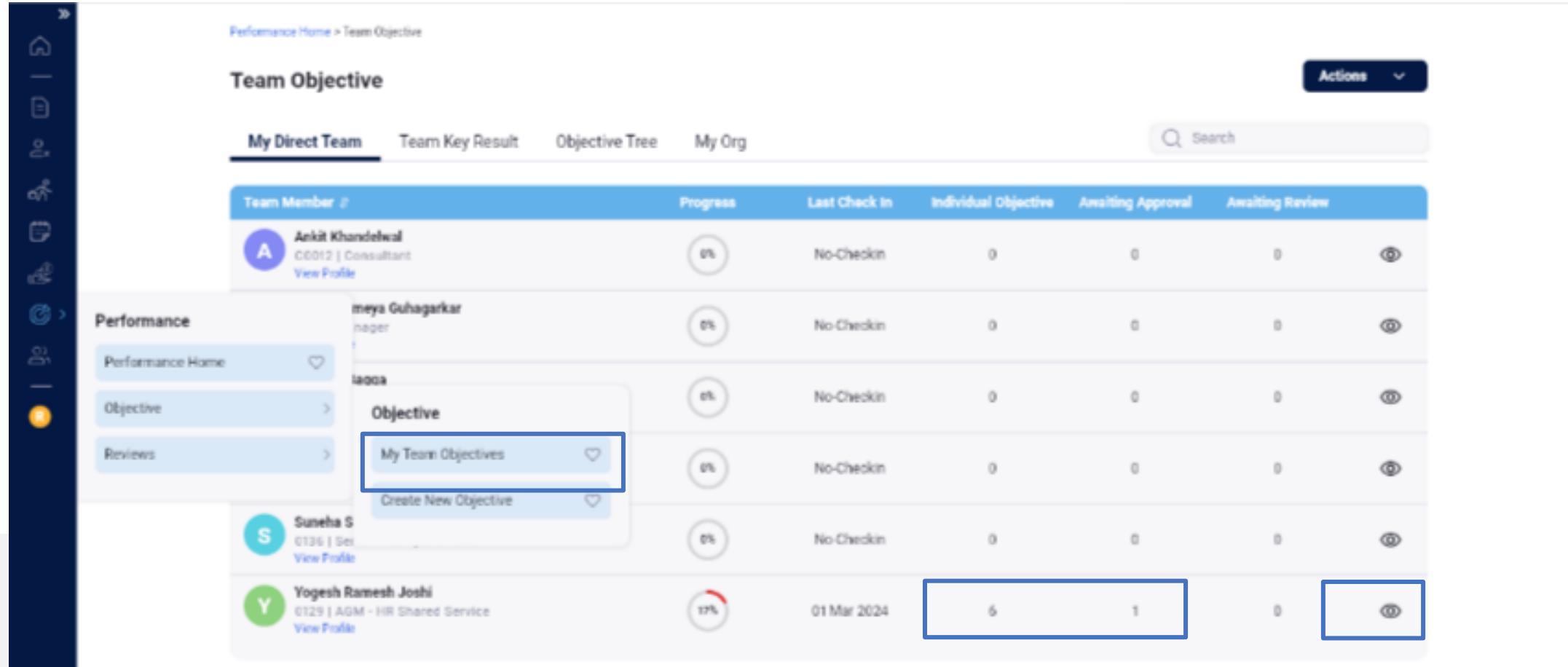
Review submitted successfully!

L1 Goals Approval



Performance Landing Page

Click on “ Objectives -> My Team Objectives” Click on eye Icon for employees with objectives awaiting for approval..



Performance Home > Team Objective

Team Objective

Actions

My Direct Team Team Key Result Objective Tree My Org

Search

Team Member	Progress	Last Check In	Individual Objective	Awaiting Approval	Awaiting Review
Ankit Khandelwal C0012 Consultant View Profile	0%	No-Checkin	0	0	0
meya Guhagarkar nager	0%	No-Checkin	0	0	0
ladda	0%	No-Checkin	0	0	0
Objective	0%	No-Checkin	0	0	0
My Team Objectives	0%	No-Checkin	0	0	0
Suneha S C136 Set View Profile	0%	No-Checkin	0	0	0
Yogesh Ramesh Joshi C129 AGM - HR Shared Service View Profile	77%	01 Mar 2024	6	1	0

Performance

Performance Home

Objective

Reviews

My Team Objectives

Create New Objective

A

S

Y

Performance Landing Page

Approve or reject new objectives. For Multiple objectives, bulk action option will also appear.

Performance Home > Team Objective > Team Objective Detail

Team Objective Detail

Yogesh Ramesh Joshi 0129 | AGM - HR Shared Service LAST CHECK-IN 01 Mar 2024

Objective

All | 6 Awaiting Approval 1 Active 5

Apr 2023 - Mar 2024 ALL Adjust Weightage

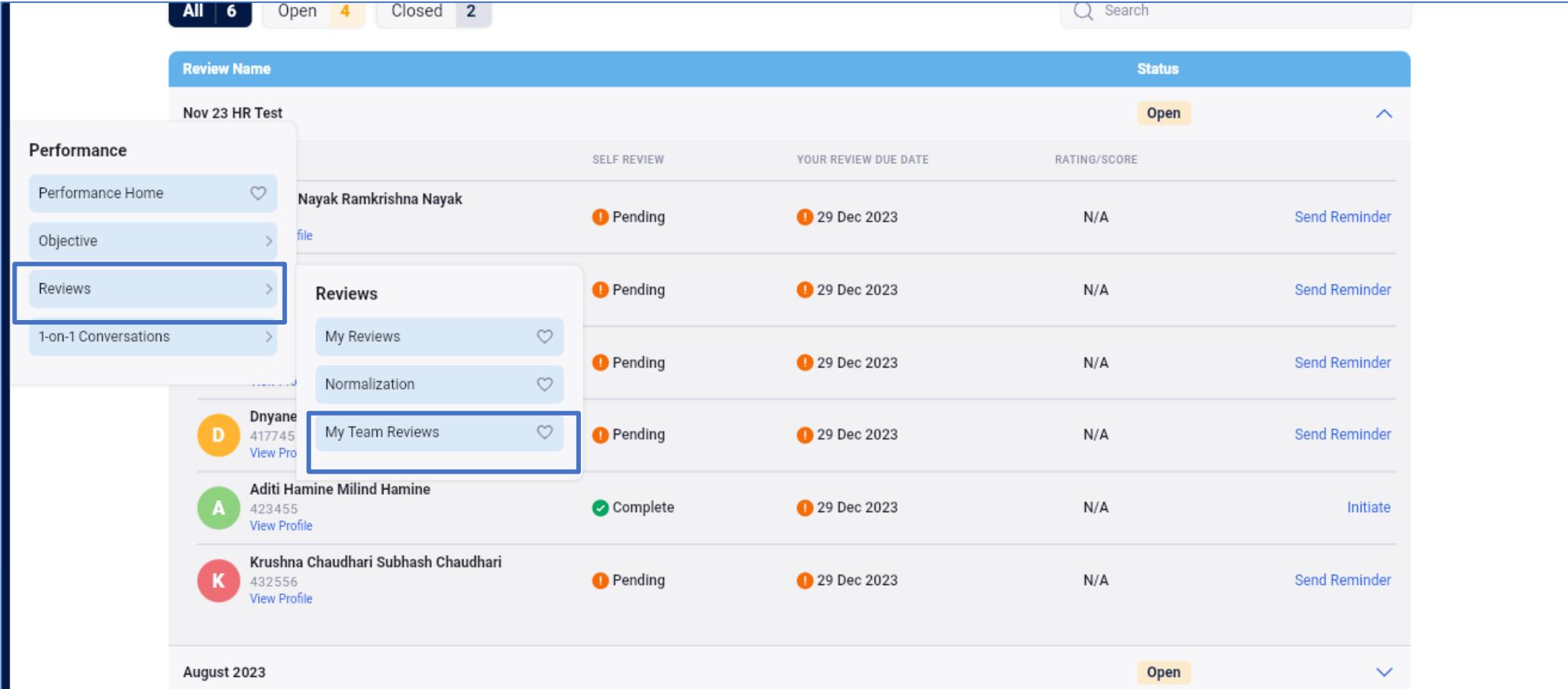
<p>0% New Objective 01 Apr 2023 - 31 Mar 2024</p> <p>10% Approve Reject</p>	<p>0% atmost 01 Apr 2023 - 31 Mar 2024</p> <p>20% Active</p>	<p>0% range 01 Apr 2023 - 31 Mar 2024</p> <p>40% Active</p>	<p>74% test12 01 Apr 2023 - 31 Mar 2024</p> <p>10% Active</p>
--	--	---	---

L1 Manager-Assessment



Performance Landing Page

Click on “Reviews -> My Team Reviews” Tab to initiate assessment for team.



The screenshot shows the Performance Landing Page interface. At the top, there are tabs for 'All' (6), 'Open' (4), and 'Closed' (2). A search bar is also present. The main area displays a table with columns for 'Review Name', 'Status', and 'Actions'. The table shows reviews for three team members: Nayak Ramkrishna Nayak, Dnyane, and Aditi Hamine Milind Hamine. The 'My Team Reviews' tab for Nayak Ramkrishna Nayak is highlighted with a blue box. The table includes columns for 'SELF REVIEW', 'YOUR REVIEW DUE DATE', and 'RATING/SCORE'. The 'Reviews' section for Nayak Ramkrishna Nayak shows three pending reviews. The 'Reviews' section for Dnyane shows one pending review. The 'Reviews' section for Aditi Hamine Milind Hamine shows one complete review. The 'Reviews' section for Krushna Chaudhari Subhash Chaudhari shows one pending review. The table footer indicates the data is from 'August 2023'.

Review Name	Status	
Nov 23 HR Test	Open	Send Reminder
Nayak Ramkrishna Nayak	Pending	Send Reminder
Nayak Ramkrishna Nayak	Pending	Send Reminder
Nayak Ramkrishna Nayak	Pending	Send Reminder
Dnyane	Pending	Send Reminder
Aditi Hamine Milind Hamine	Complete	Initiate
Krushna Chaudhari Subhash Chaudhari	Pending	Send Reminder

L1 Manager Assessment

Click on “Reviews -> My Team Reviews -> Initiate” Tab to initiate assessment for team.

 N Navina Nayak Ramkrishna Nayak 362755 View Profile	! Pending	! 29 Dec 2023	N/A	Send Reminder
 S Sudeep Deepak Nerkar Deepak Nerkar 406609 View Profile	! Pending	! 29 Dec 2023	N/A	Send Reminder
 S Shruti Bhosale Bhosale 418723 View Profile	! Pending	! 29 Dec 2023	N/A	Send Reminder
 D Dnyaneshwar Adhav Sakharam Adhav 417745 View Profile	! Pending	! 29 Dec 2023	N/A	Send Reminder
 A Aditi Hamine Milind Hamine 423455 View Profile	✓ Complete	! 29 Dec 2023	N/A	Initiate
 K Krushna Chaudhari Subhash Chaudhari 432556 View Profile	! Pending	! 29 Dec 2023	N/A	Send Reminder



L1 Manager Assessment

L1 Manager will give the rating against each objective/Goal based on the achievement done. As comment is non-mandatory L1 Manager can proceed with/without giving comments.

SELF RATING	L1 MANAGER	Progress History		
DFP3	DFP3			
Check-in & Rating		Reviewer Responses	Continuous Feedback	Description
KEY RESULT NAME		ACHIEVED / TARGET	DUUE DATE	STATUS
Test Outcome Metric		1/10	31 Oct 2023	At Risk
Check-in				
YOUR RATING Show Rating Rules				
SP	OP	DFP1	DFP2	DFP3
PDP	IP			
YOUR COMMENTS (Optional)				
Add Attachment (.doc, .xls, .ppt, .pdf, .txt, .jpg, .png, .gif, .mp4, .zip, .rar MAX 25MB)				
Save & Next				
<input checked="" type="checkbox"/> Objective				
Submit Review				



L1 Manager Assessment

- L1 manager review submitted.

Performance Home > My Team Review > Review

Nov 23 HR Test

[Download PDF](#)

A Aditi Hamine Milind Hamine (Self)
[View Profile](#)
Submission Date : 12 Dec 2023
DFP1

N Nitesh Tilwani Tilwani (L1 Manager)
Submission Date : 12 Dec 2023
Submitted By : Nitesh Tilwani Tilwani
DFP1

Final Overall Rating
--

Objective

2 NUMBER OF OBJECTIVE	100 SUM OF WEIGHTAGES	0 OVERALL WEIGHTED ACHIEVEMENT
--------------------------	--------------------------	-----------------------------------

Test 01 Oct 2023 - 31 Oct 2023	WEIGHTAGE 50%	WEIGHTED ACHIEVEMENT % 0.00%
SELF RATING DFP3	L1 MANAGER DFP2	Progress History

Check-in & Rating	Reviewer Responses	Continuous Feedback	Description
KEY RESULT NAME Test	ACHIEVED / TARGET 1/10	DUE DATE 31 Oct 2023	STATUS At Risk

Objective

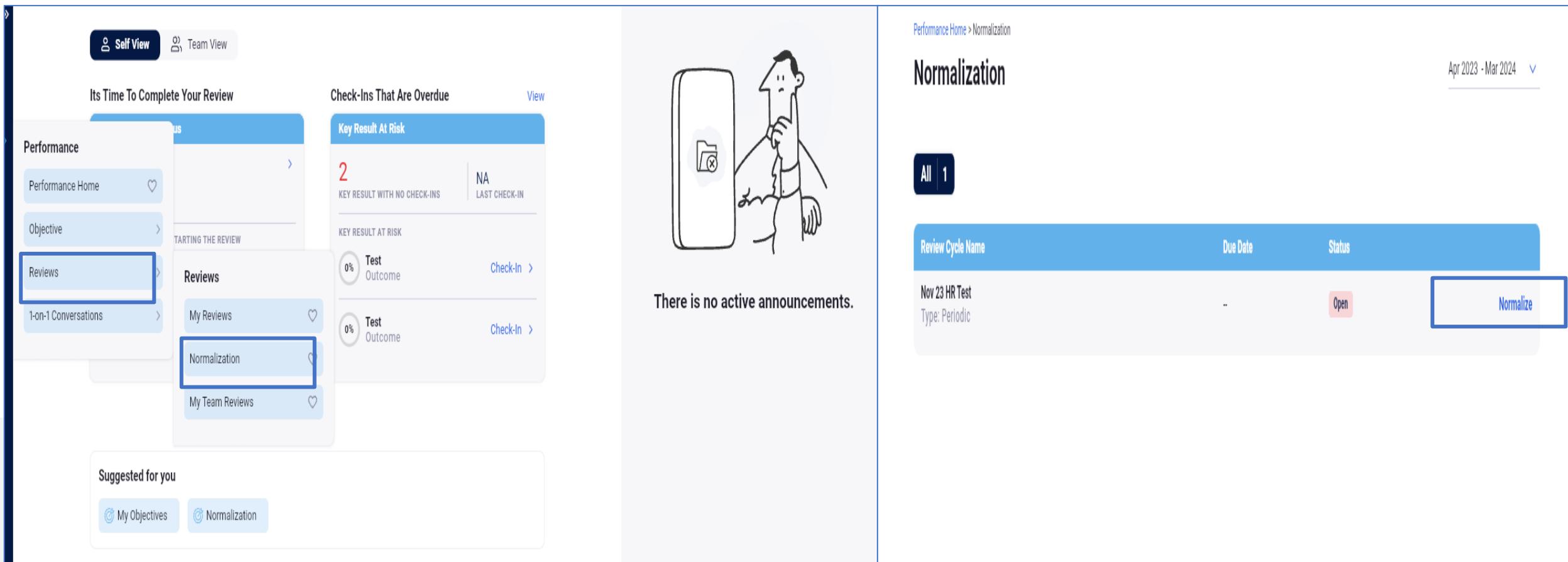


Normalization



Normalization Actor Screen (DH)

Click on Reviews-> Normalization and select template .



Its Time To Complete Your Review

Self View Team View

Performance

Performance Home

Objective

Reviews

1-on-1 Conversations

Normalization

Check-Ins That Are Overdue

Key Result At Risk

2 KEY RESULT WITH NO CHECK-INS

NA LAST CHECK-IN

KEY RESULT AT RISK

0% Test Outcome

0% Test Outcome

Check-In >

Check-In >

Suggested for you

My Objectives Normalization

Performance Home > Normalization

Normalization

All 1

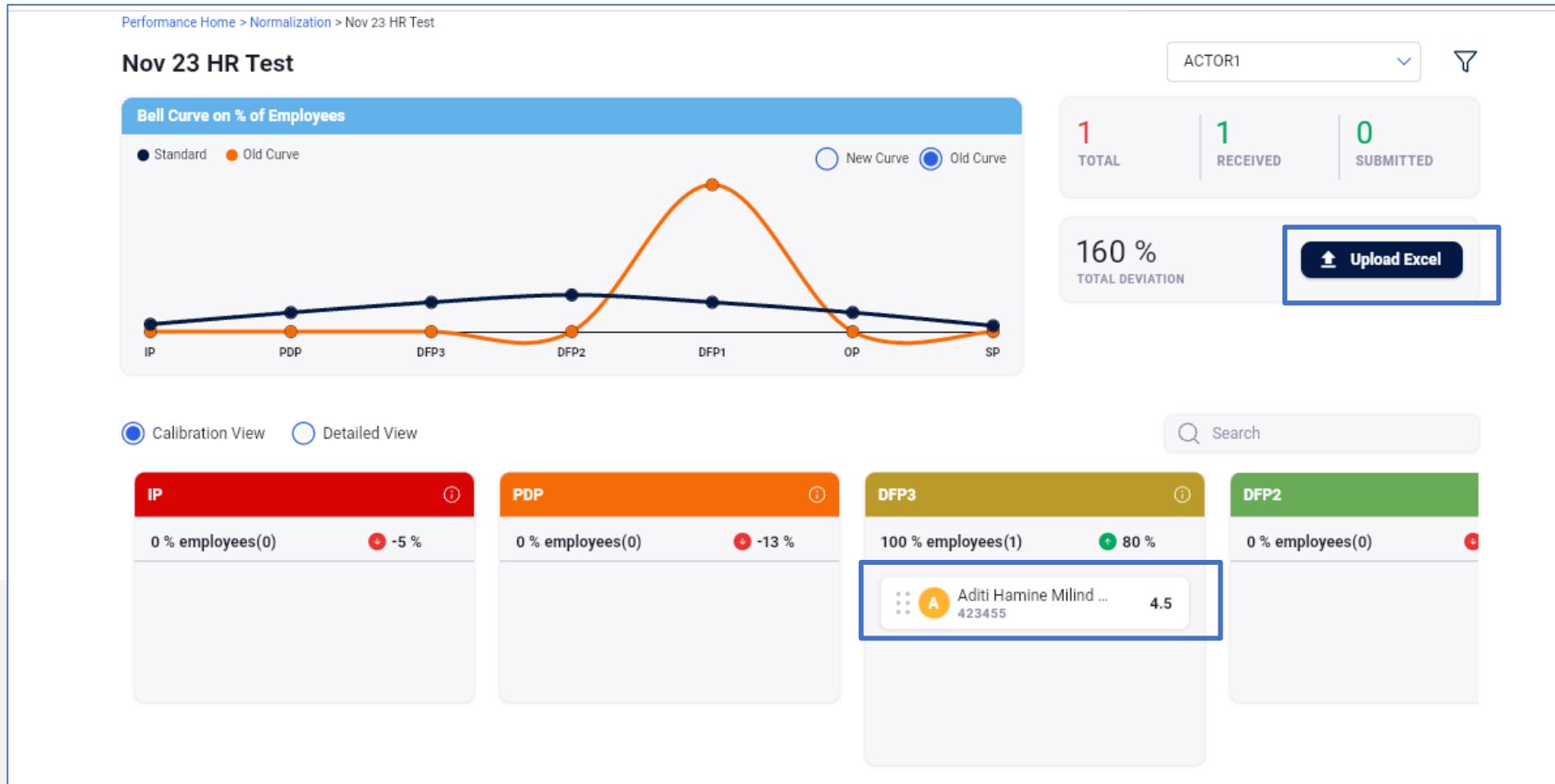
Review Cycle Name	Due Date	Status
Nov 23 HR Test Type: Periodic	-	Open

Normalize

Normalization Actor Screen

Search employees to calibrate , provide rating And can also view the bell curve.

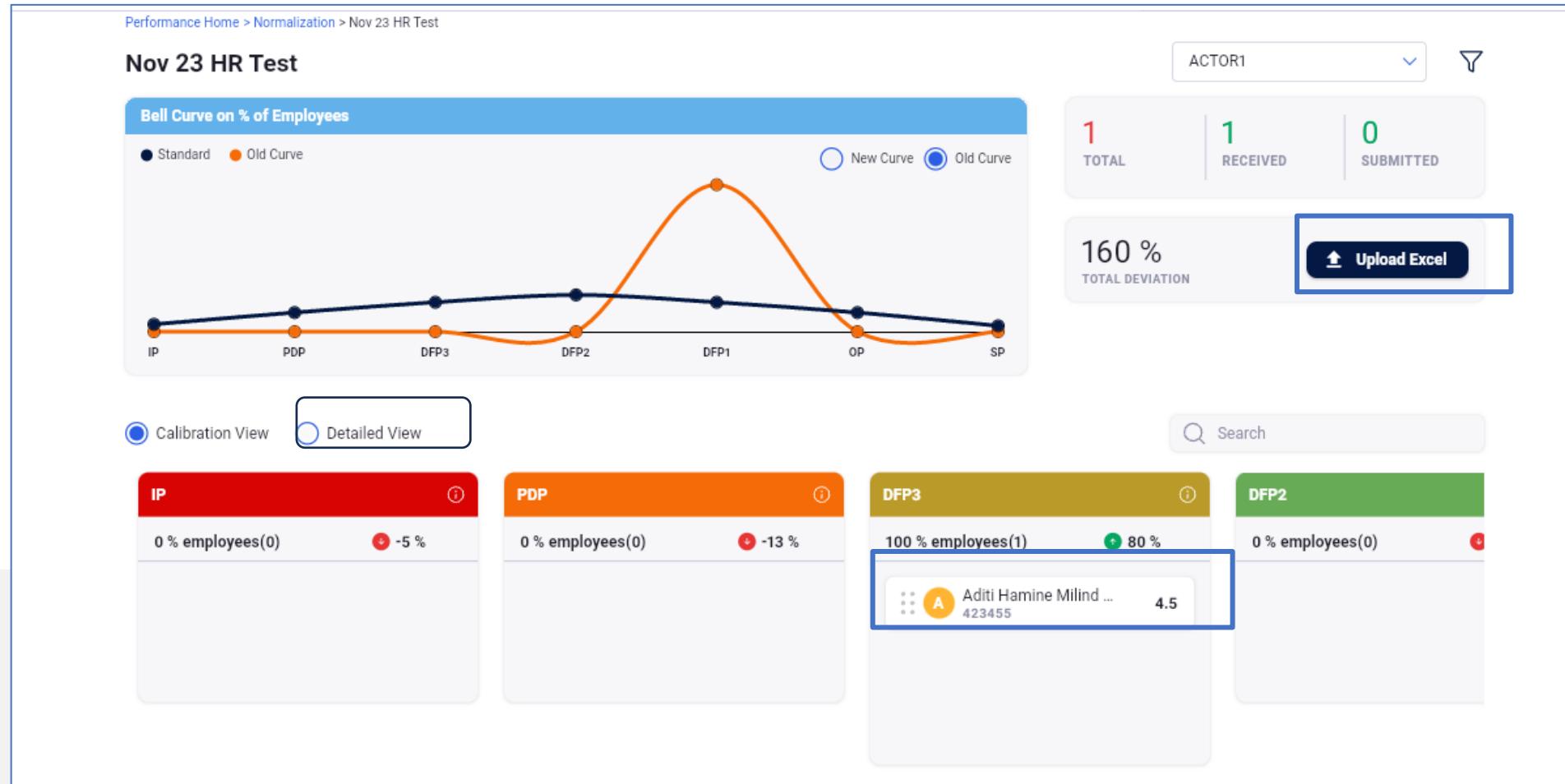
Here we have calibrated and Detailed view , where you can drag and drop the employee to change or adjust the rating And can also submit it by upload it through excel.



Normalization Actor Screen

Search employees to calibrate/Normalize.

Select Detailed view option for check for the incentives as per ratings of the employees.



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Thank You

