



Performance

Performance Featured list Document Version 1.0

Overview :

Performance Rating module is Employee rating tool.

Using Performance Rating module employee in an organization can be rated and there rating can be managed easily.

Feature List :

Add Details tab

1. User can Add Time Period
 - The user will set a period of which performance rating is to be done and the active period will be released and the ratings can be started.
2. Users can ADD and EDIT Designation .
 - The user can add different designation that are present in their organization and edit those added designation and also delete those designations
 - In add user details the user can assign a designation to any particular employee .

KRA-KPI List Tab

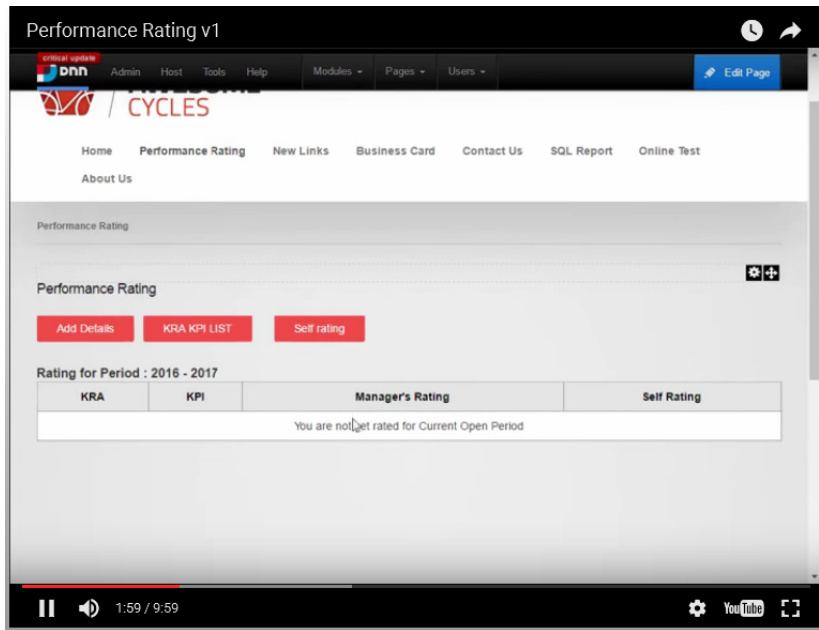
3. Users can Add and Edit KEY RESULT AREA (KRA),KEY PERFORMANCE INDEX(KPI) .
 - In this tab the user can n number of KRA and KPI and edit/delete those added KRA-KPI
 - The user can give weightage to KRA-KPI and overall weightage should be 100%
4. Users can set different KRA KPI point for different designation.
 - Users can select the KRA-KPI from the list and assign it to different designation and give weightage accordingly.

Self Rating Tab

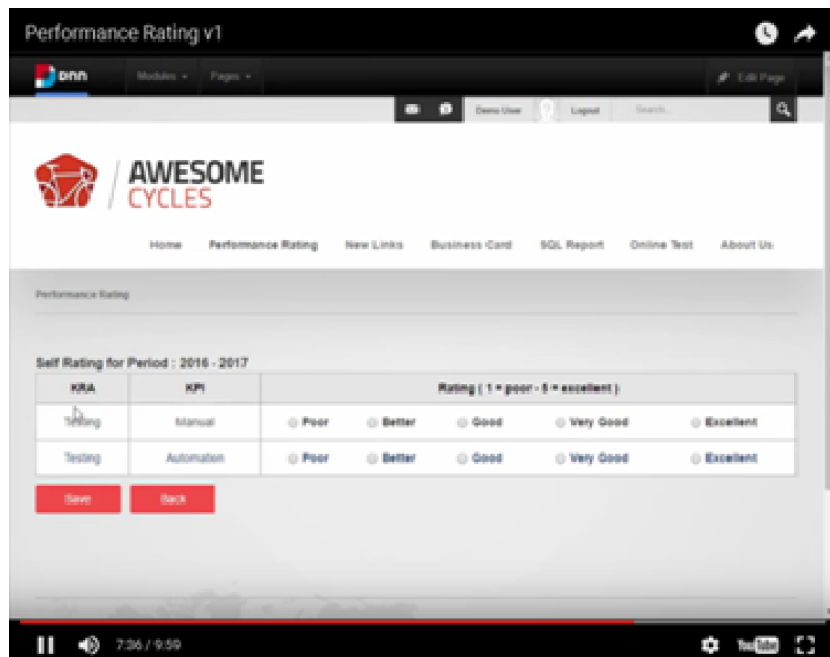
5. Users can give rating and review its previous ratings date wise.
 - The user can then start giving self rating and then the manager gives the rating to his team members and also self rating is done by managers.
 - The performance ratings can be viewed date wise if previous ratings are there in the system.

Screen shots and details :

Add/Edit KRA , KPI and Designation



Giving Self Rating



Preview Of the Rating

The screenshot shows a web application interface for 'AWESOME CYCLES'. The page title is 'Performance Rating'. It features a navigation menu with links for Home, Performance Rating, New Links, Business Card, SQL Report, Online Test, and About Us. Below the navigation, there are two red buttons: 'Add Details' and 'Self rating'. The main content area displays a table titled 'Rating for Period : 2016 - 2017' with the following data:

| KRA | KPI | Manager's Rating | Self Rating |
|---------|------------|------------------|-------------|
| Testing | Manual | Good | Very Good |
| Testing | Automation | Good | Good |