Performance Appresial Product Overview

Overview

The value that the performance appraisal module can provide to the enterprise mainly lies in the following points：

1. performance appraisal helps enterprises achieve their strategic goals and promote their growth.

2. performance appraisal helps enterprises cultivate talents and retain talents

3. performance appraisal can be used as the basis for salary evaluation and grading to effectively motivate personnel.

Features

Appraisal Template Management

Before starting the performance appraisal, the business administrator first needs to configure the appraisal template to configure different appraisal contents and processes for different members or departments：

1. Go to the template management module on the left side of the navigation bar, then click the Create Template button in the upper right corner👇

Search Templates

Create Template

Creator	Template Name	Scoring rules	Action
yichengzhao	General templates	100	
yichengzhao	Product Template	10	

My Performance Appraisa

Appraised by Me

Audited by me

Performance Management

Template Management

2. The first step needs to fill in the name of the template and scoring rules

< Back | Create Template

1 Basic Info   ·   2 Appraisal Content   ·   3 Appraisal Process

Template Name   Please enter template name

Scoring Rule

Five-Point System

Ten-Point System

Percentile System ✓

+Customization

Next

3. The second step is to configure the assessment content, you can directly turn on the switch of the assessment OKR, or you can customize the assessment content

| enable OKR appraisal | After enabling, the OKR of the appraisee can be appraised | Weight: 34% | 🔵 |

| enable iOKR appraisal | After enabling, the iOKR of the appraisee can be appraised | Weight: 33% | 🔵 |

Fill in dimension name   Weight: 33% 🗑 ⌃

Indicator Name *	Scoring criteria *	weight *
Fill in indicator name	Fill in the scoring criteria	100%

+ Add Indicator

+ Add Appraisal Dimension

Previous   Next

4. The last step is to configure the assessment process and set who will conduct the assessment

| Employee self-assessment | | Employee self-assessment | ✅ Rating public | weight: 10% |
| Appraiser rating | | Appraiser rating | ✅ Rating public | weight: 90% |

  yichengzhao   Weight: 100%   ✕
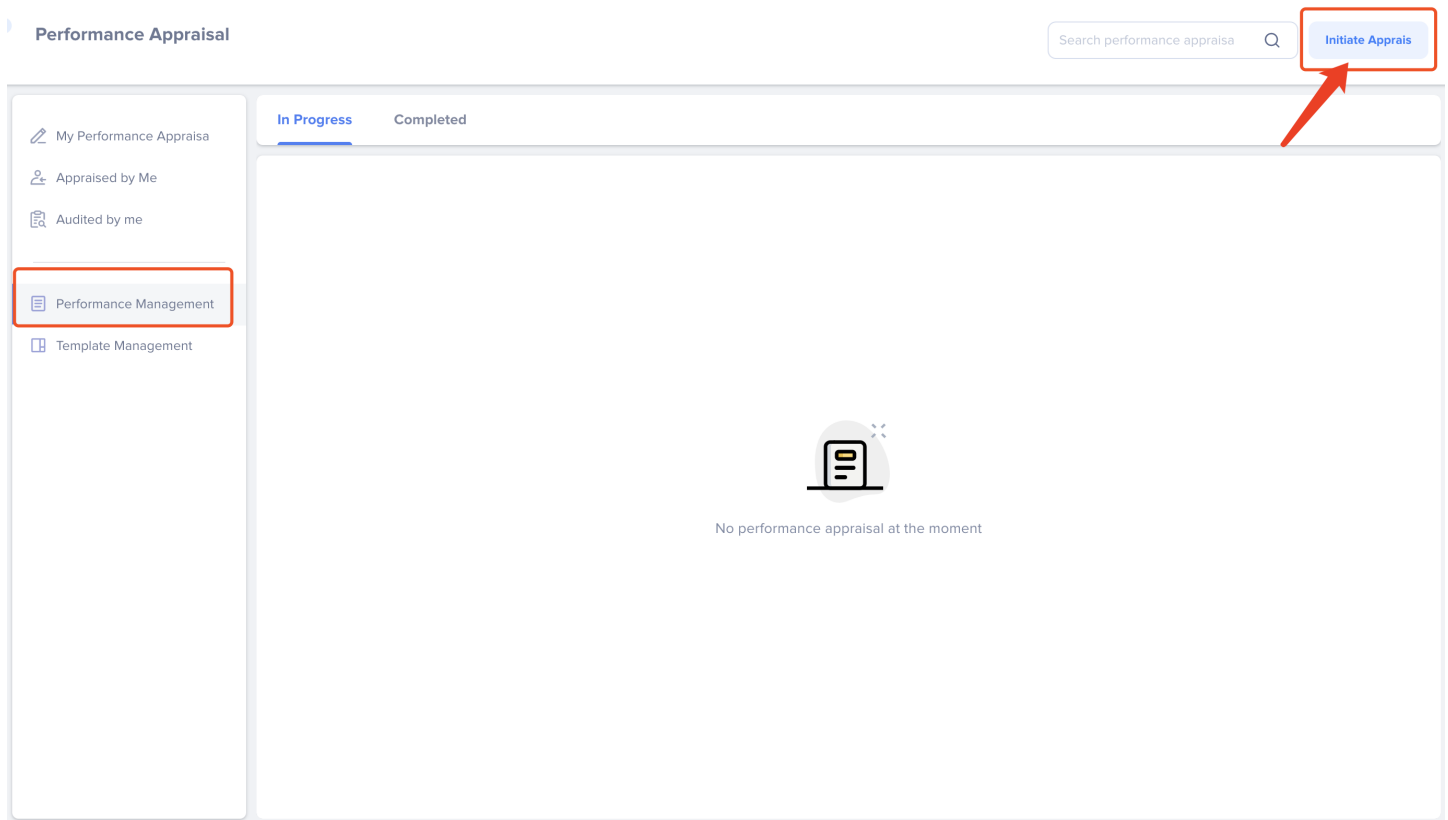
+ Add Appraiser

Complete

+ Add Audit Process

Previous   Save

Performance Management

After the template configuration is completed, you will be able to initiate an assessment of the company's employees in the performance management module：

1. The enterprise administrator enters the performance management module and starts it by clicking the Initiate Appraisal button in the upper right corner

2. Fill in the basic information of the assessment, including title, time and appraisee, and the most important thing is to select a corresponding appraisal template
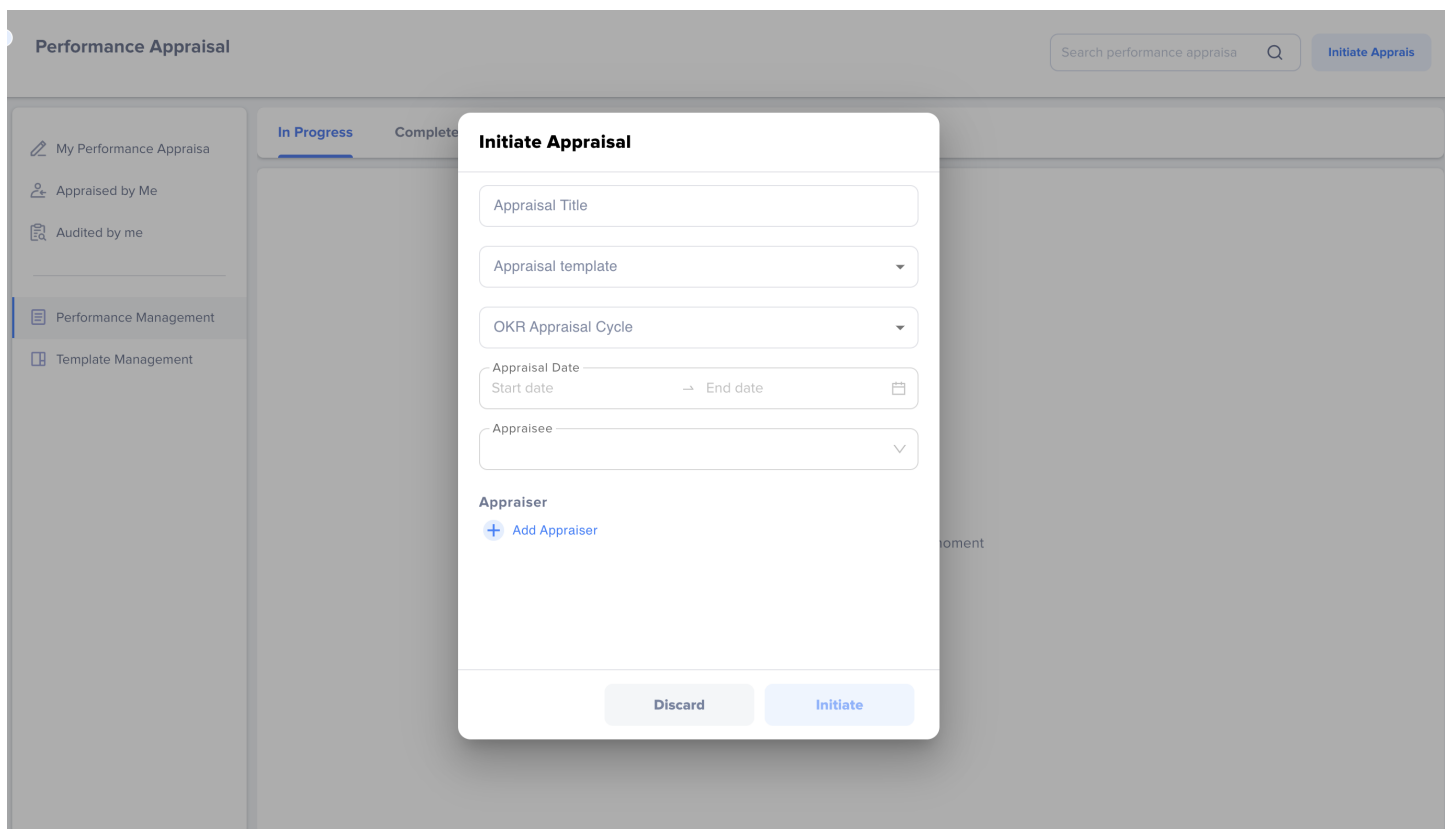
3. After the assessment is initiated, a new piece of data will be added to the in progress tab page to facilitate your continuous follow-up

4. Once everyone in the assessment completes the assessment, the assessment will change to completed status, you can find the assessment under the completed tab page and view the relevant details

My Performance Appraisal

After the assessment is initiated, the appraisee will receive a notification and can continue to follow up on his assessment
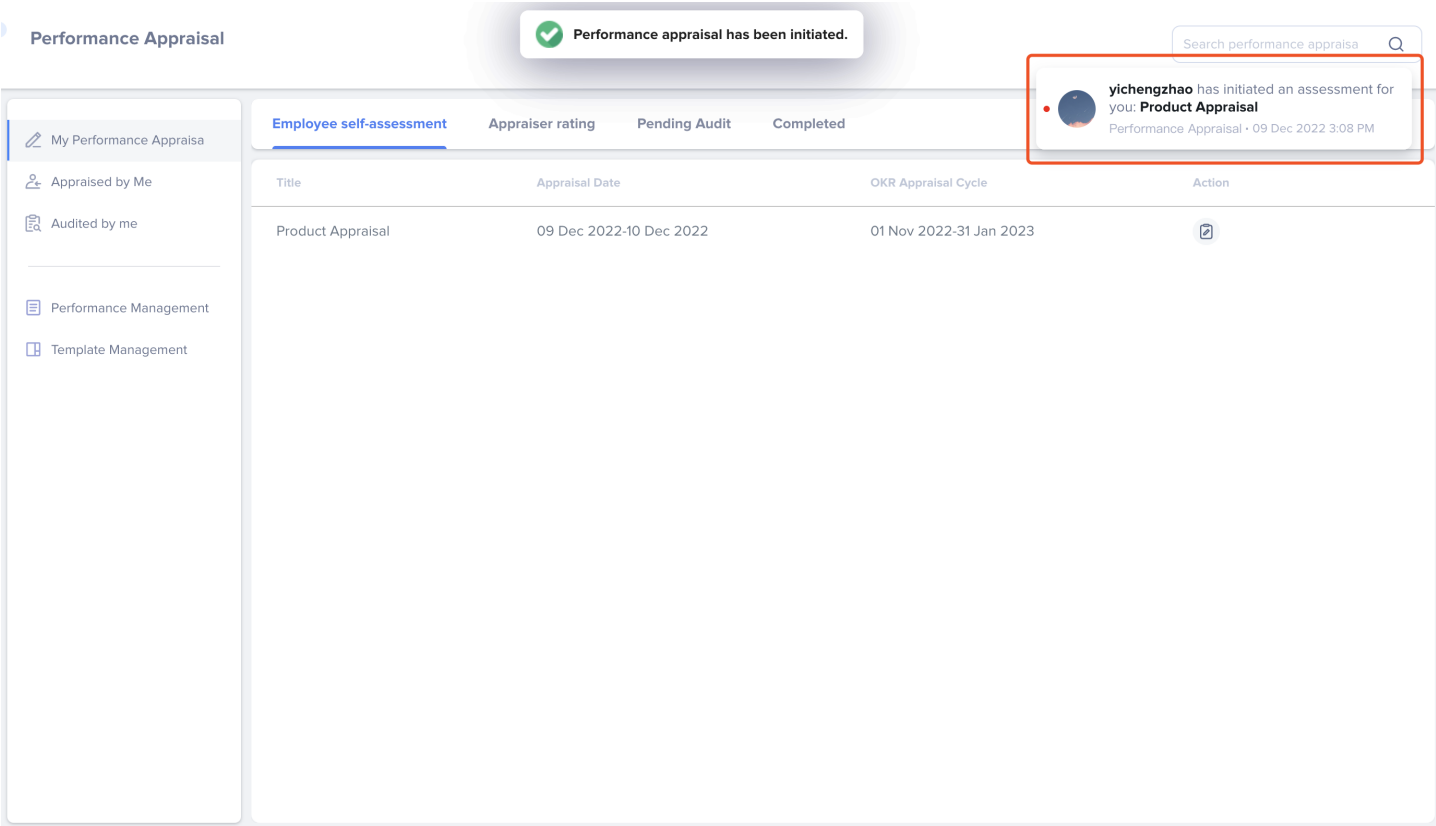
1. Enterprise employees can view and follow up their own appraisal in the My performance appraisal module. The different tab pages at the top show the different status of the appraisal. Click the button on the right side of the appraisal to enter the appraisal details page
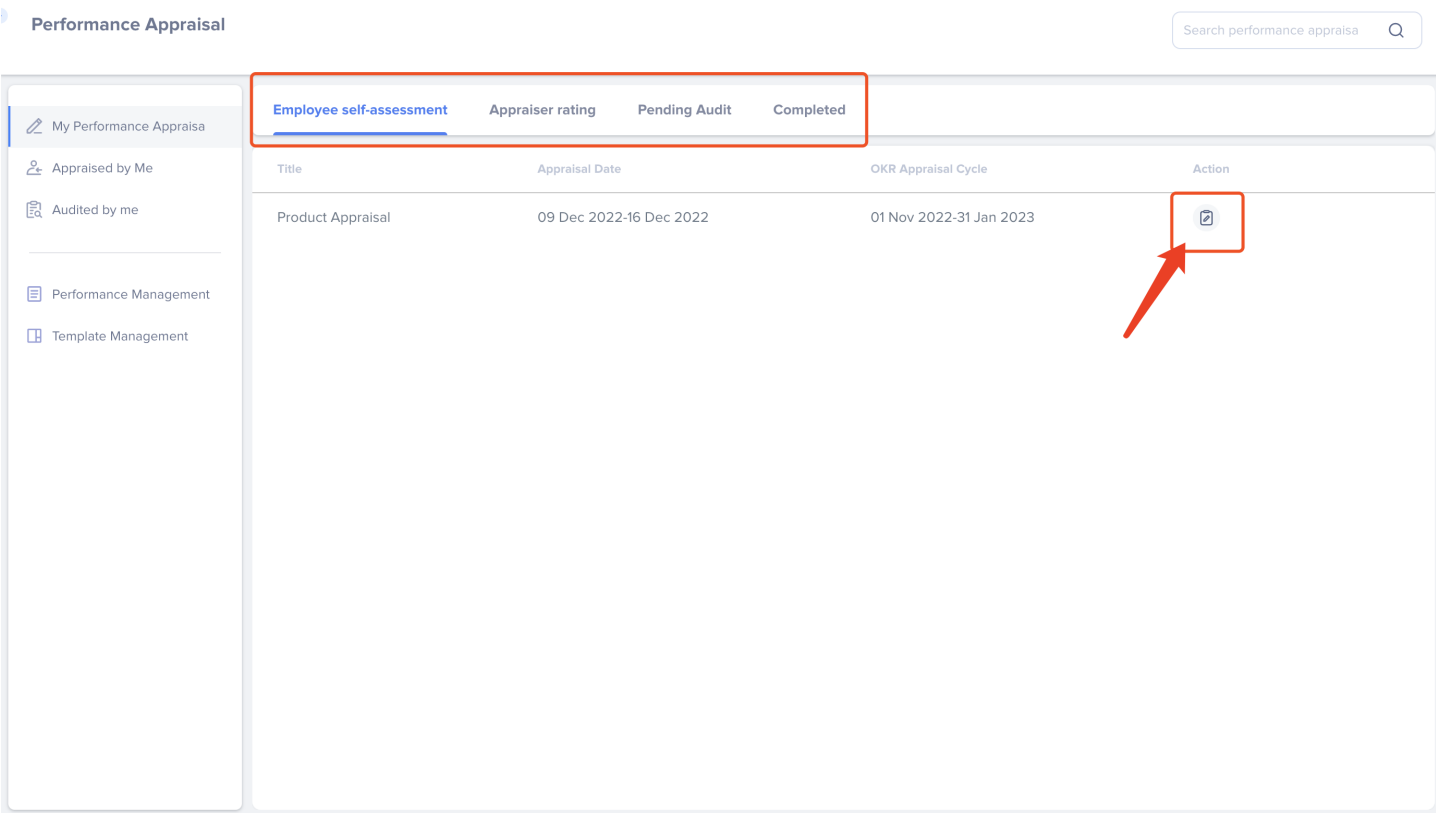
2. Employees score and submit their own assessment indicators

‹ Back

Product Appraisal

Submit

1 **work results assessment** - Weight：100%

Indicator Name	Scoring Criteria	Weight	Employee Self-Appraisal*	Comment (Optional)
work performance	delivery result	30%	0-10 poir	
work attitude	Work values, teamwork attitude	20%	0-10 poir	
working ability	Professional skills, teamwork ability	50%	0-10 poir	

yichengzhao
产品部门

Appraisal Date   2022.12.9 - 2022.12.10

OKR Appraisal Cycle   Nov 2022 - Jan 2023

Appraisal Process

① **Employee Self-Appraisal(Weight10%)** 👁

   ○ 👤 yichengzhao

② **Score(Weight90%)**

   ○ 👤 yichengzhao

③ Completed

Appraised by Me

If I am invited as an assessor, then I will be able to view the assessment information under this module and fill in the data

Performance Appraisal

Search performance appraisal 🔍

	My Performance Appraisa
	Appraised by Me
	Audited by me
	Performance Management
	Template Management

To Be Reviewed   Submitted

Appraisee	Title	Appraisal Date	Current Process	Action
👤 yichengzhao	Product Appraisal	09 Dec 2022-10 Dec 2022	Appraiser rating	✎
👤 yichengzhao	Q3	16 Sep 2022-24 Sep 2022	Appraiser rating	✎

1. I will receive a notification from me reminding me to score, and enter the filling page through the button on the right side of the assessment

2. Complete my rating of the appraisee and submit the result through the button in the upper right corner

3. All the assessment records I have evaluated can be found under the submitted tab page

	To Be Reviewed	**Submitted**			
My Performance Appraisa					
Appraised by Me	Appraisee	Title	Appraisal Date	Current Process	Action
Audited by me	yichengzhao	Product appraisal	17 Nov 2022-27 Nov 2022	Completed	
Performance Management					
Template Management					

Audited by Me

1. When I am a reviewer of an appraisal, I will receive a notification and I can view the appraisal data under this module

	Pending Audit	Submitted			
My Performance Appraisa				yichengzhao invites you to review	
Appraised by Me				yichengzhao's appraisl	
Audited by me	Appraisee	Title	Appraisal Date	Performance Appraisal · 09 Dec 2022 3:24 PM	Action
	yichengzhao	Q4	09 Dec 2022-16 Dec 2022	Pending Audit	
Performance Management					
Template Management					

st.meeraspace.com/339/okr-performance/my-approved/waiting-for-approve

2. Review the score on the detailed page of the assessment, and there are two buttons in the upper right corner that you can click，clicking "Pass" will mean that the assessment results do not need to be adjusted

Overall score: **6.9** / 10				Scoring Rules:**Ten-point system**	

1 **work results assessment** - Weight：100%

Indicator Name	Scoring Criteria	Weight	Employee Self-Appraisal	yichengzhao
work performance	delivery result	30%	5	8
work attitude	Work values, teamwork attitude	20%	6	8
working ability	Professional skills, teamwork ability	50%	7	6

yichengzhao
产品部门

Appraisal Date   2022.12.9 - 2022.12.16

OKR Appraisal Cycle   Nov 2022 - Jan 2023

Appraisal Process

✓ **Employee Self-**
Appraisal(Weight10%) 👁
   ✓ yichengzhao

✓ **Score(Weight90%)**
   ✓ yichengzhao

③ **Audit**
   ○ yichengzhao

④ Completed

3. Click "Performance Calibration" to adjust the assessment results

Overall score: **6.9** / 10			Scoring Rules:**Ten-point system**

1 **work results assessment** - Weight：100%

Indicator Name	Scoring Criteria		yichengzhao
work performance	delivery result		8
work attitude	Work values, teamwork attitude		8
working ability	Professional skills, teamwork ability		6

Performance Calibration

Score after calibration*   [0-10 poir]

[Please input calibrate reason

                                    0/300]

Discard   **Calibrate and submit**

yichengzhao
产品部门

Appraisal Date   2022.12.9 - 2022.12.16

OKR Appraisal Cycle   Nov 2022 - Jan 2023

Appraisal Process

✓ **Employee Self-**
Appraisal(Weight10%) 👁
   ✓ yichengzhao

✓ **Score(Weight90%)**
   ✓ yichengzhao

③ **Audit**
   ○ yichengzhao

④ Completed