

Performance Management 365

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## Home Page

On Home Page Users can check the appraisal cycle status and rate their own performance in self review and can request feedback.

The screenshot shows the HR365 Home Page interface. At the top is a blue SharePoint header with a search bar and user profile. Below is a navigation bar with tabs for 'Appraisals', 'My Team', '360 Feedback', and 'Self Review'. The main content area is titled 'HR Head - Admin View' and contains a table of appraisal records. The table has columns for Name, Appraisal Name, Job Title(s), Department, Email ID, Self Review Status, Appraiser's Review Status, and Action. The data rows list various employees and their appraisal details.

Name	Appraisal Name	Job Title(s)	Departme...	Email ID	Self Review Status	Appraiser's Review Status	Action
Diego Siciliani	Nov -Dec Performers	HR Manager	HR	diegos@bitzap.us	Completed	Completed	[Edit] [Email]
Megan Bowen	Nov -Dec Performers	Marketing Manager	Marketing	meganb@bitzap.us	Completed	Not Started	[Edit] [Email]
Nestor Wilke	Nov -Dec Performers	Director	Operations	nestorw@bitzap.us	Not Started	Not Started	[Edit] [Email]
Isaiah Langer	Nov -Dec Performers	Sales Rep	Sales	isaiahl@bitzap.us	Not Started	Not Started	[Edit] [Email]
Lynne Robbins	Nov -Dec Performers	Planner	Retail	lynner@bitzap.us	Not Started	Not Started	[Edit] [Email]
John Taylor	Nov -Dec Performers	IT Head	Information Tech	johnnt@bitzap.us	Not Started	Not Started	[Edit] [Email]
Alex Wilber	Nov -Dec Performers	Marketing Assistant	Marketing	alexw@bitzap.us	Completed	Not Started	[Edit] [Email]
Grady Archie	Nov -Dec Performers	Designer	R&D	gradya@bitzap.us	Completed	Not Started	[Edit] [Email]

**My teams:** Appraisers can find their team members who have been in appraisals (called appraisees).

The employee review status column provides the status of self-review of the appraisee. Once the appraisee completes their self-review, the Employee Review status gets updated with the completed status, From the edit icon display in the action column - the appraiser could review by clicking on it.

SharePoint Search this site

Appraisals **My Team** 360 Feedback Self Review ... On Behalf of: HR Head - Admin

Search Job Title Department Employee Status Appraiser Status

Name	Appraisal Name	Job Title(s)	Department(s)	Email ID	Employee's Review Status	Appraiser's Review Status	Action
Alex Wilber	Nov -Dec Performers	Marketing ...	Marketing	alexw@bitzap.us	Completed	Not Started	
Grady Archie	Nov -Dec Performers	Designer	R&D	gradya@bitzap.us	Completed	Not Started	
Joni Sherman	Nov -Dec Performers	Paralegal	Legal	jonis@bitzap.us	Completed	Not Started	

1 of 1 Show Entries 10 < 1 >

360 feedbacks: Under 360 feedback we provide 5 options Feedback Request, Action, Given Action, and Organization feedback.

Home page

### Feed request

Request: This option is available to appraisees. From here they can request 360 feedback from the other company employee by clicking on the request button. All the requests are shown in the feedback request as shown below.

SharePoint Search this site

My Team Self Review Additional Reviews **360 Feedback** 1:1

Received Given Action Feedback Request(s)

+ Request

Employee Name	Job Title	Department	Manager's Name	Action
James Johnson	Retail Executives	Retail	Frank.m	Feedback Request(s)
Maya Jane	Developer	Development	Frank.m	Feedback Request(s)

1 of 1 Show Entries 10 < 1 >

Teams: This option is available to Managers. From here they can send feedback requests on behalf of their reportee to their team (peers, reportee and manager).

Click on the team as shown in below, the page will open then select the team member or reportee, select the feedback requester check box and click on submit request button.

SharePoint Search this site

Team Members

Select Team Members \* 0

John Taylor (CD) x

Send Feedback Request to

Peers  Reportee  Manager of Manager

Additional Request

James Johnson x

Enter name or email address

Employee Name	Job Title	Department	Manager's Name	Action
Frank.m	Technical Specialist	IT		
James Johnson	Retail Executives	Retail	Frank.m	

1 of 1

Show Entries 10 < 1 >

Send Request

Action: From here a user can see all the 360 feedback requests requested by appraisees under the action. And they can provide feedback from action icon.

SharePoint Search this site

My Team Self Review Additional Reviews 360 Feedback 1:1

Received Given Action Feedback Request(s)

Name	Job Title	Department	Requested by	Requested On	Action
Shan HR365	Senior Quality Engineer	IT	Frank.m	09/12/2023	

1 of 1

Show Entries 10 < 1 >

Given: From here user can find their given feedback on appraisee's requests.

SharePoint Search this site

My Team Self Review Additional Reviews 360 Feedback 1:1

Received Given Action Feedback Request(s)

Q Name Search Name Job Title Department

Name	Job Title	Department	Given by
No data available			

0 of 0

Show Entries 10 < 0 >

Received: From here appraisee can find feedbacks for which they requested

The screenshot shows a SharePoint interface with a blue header bar containing the 'SharePoint' logo, a search bar, and navigation icons. Below the header, a navigation pane on the left includes icons for home, search, and help. The main content area features a top navigation bar with tabs: 'My Team', 'Self Review', 'Additional Reviews', '360 Feedback', and '1:1'. Underneath, there are sub-tabs: 'Received' (highlighted with a red box), 'Given', 'Action', and 'Feedback Request(s)'. A search box labeled 'Name Search' is present. Below this is a table with columns: 'Received From', 'Job Title', 'Department', 'Requested by', and 'Overall Rating'. The table is currently empty, displaying 'No data available'. At the bottom right, there is a 'Show Entries' dropdown set to '10' and a page indicator showing '0' of '0' entries.

1:1: This Component enables seamless meeting scheduling and topic discussions for efficient collaboration. Schedule meetings and discuss topics effortlessly using our integrated tools.

The screenshot shows a SharePoint interface with a blue header bar containing the 'SharePoint' logo, a search bar, and navigation icons. Below the header, a navigation pane on the left includes icons for home, search, and help. The main content area features a top navigation bar with tabs: 'My Team', 'Self Review', 'Additional Reviews', '360 Feedback', and '1:1'. Underneath, there are sub-tabs: 'Meetings' (highlighted), 'My Tasks', and 'Team Tasks'. A '+ New' button is located in the top right corner. Below the sub-tabs, there is a section titled 'All Meetings' with a table. The table has columns: 'Title', 'Name', 'Start Date', 'End Date', 'Status', and 'Action'. The first row of data shows: 'EPM', 'Frank.m', '09/12/2023', '09/12/2023', 'Scheduled', and an action icon. At the bottom right, there is a 'Show Entries' dropdown set to '100' and a page indicator showing '1' of '1' entries.

Self-Review: Appraisee can do their self-review. When the appraisal cycle initiates, they find KRAs categories-wise and based on their job tiles. They can rate themselves along with comments and finally sign to submit.

Name	Job Title	Manager	Date of Joining
Frank.m	Technical Specialist		

Key Responsibility Area(s)	Category	Self Rating	Self Rating Remarks
Win back old or inactive clients	Customer Focus	3	
High client satisfaction with Account Management	Customer Focus	3	
Timely weekly / monthly / quarterly dashboard and reports	Operational	3	
Effective PMS Implementation	Operational	3	

Additional reviews: This feature is available to only Managers they can add an additional review to the appraisee

Name	Job Title(s)	Department(s)	Email ID	Review Cycle	Action
Frank.m	Technical Specialist	IT	frank.m@cubicdirect.com	test	

1 of 1 Show Entries 10 < 1 >