How Appraisal Smart Works

System Administrator

Sets System Parameters & populates all required databases (Org Chart, Job Titles, Locations, Ad-Hoc Categories, Competencies, Rating Keys, Users)

Creates Appraisal Templates for Job Titles / Positions (optionally, also Job Descriptions)

Downloads Appraisal Templates for selected or all organization units/employees (1-click creation) into individualized Performance Agreements (auto-assigning per line manager)

Appraisor

Add-on Modules
Multirater
Smart360
Learning Mgmt Module

Downloads Appraisal Templates for Direct Reports into individualized Performance Agreements

DURING PERF PERIOD
Adds perf data/incidents to Perf Record / Journal

APPRAISAL TIME
•Prepares for Appraisal
•Conducts Appraisal (1-on-1)
•Finalizes Appraisal
•Signs off

Appraisee

Views Performance Agreement 24/7/365 to verify specific accountabilities (Measures and Standards)

DURING PERF PERIOD
Adds perf data/incidents to Perf Record / Journal
(if enabled by administrator)

APPRAISAL TIME
•Does Self-Appraisal
•Attends Appraisal Interview
•Reviews Appraisal Results
•Signs off

Appraisal SMART LTD

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