

10 YEARS
OF UNIVERSITY
RECOGNITION
20 YEARS OF
ACADEMIC
EXCELLENCE



REVA
UNIVERSITY

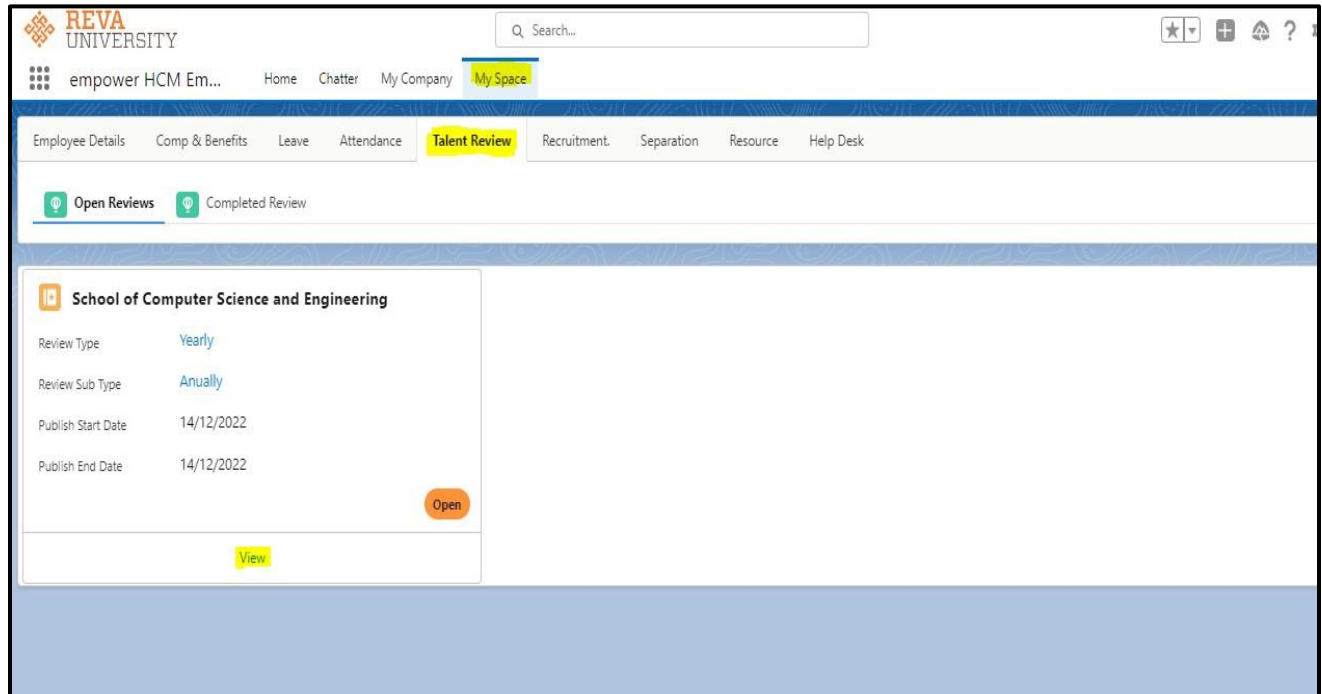
Bengaluru, India

ANNUAL APPRAISAL PROCESS

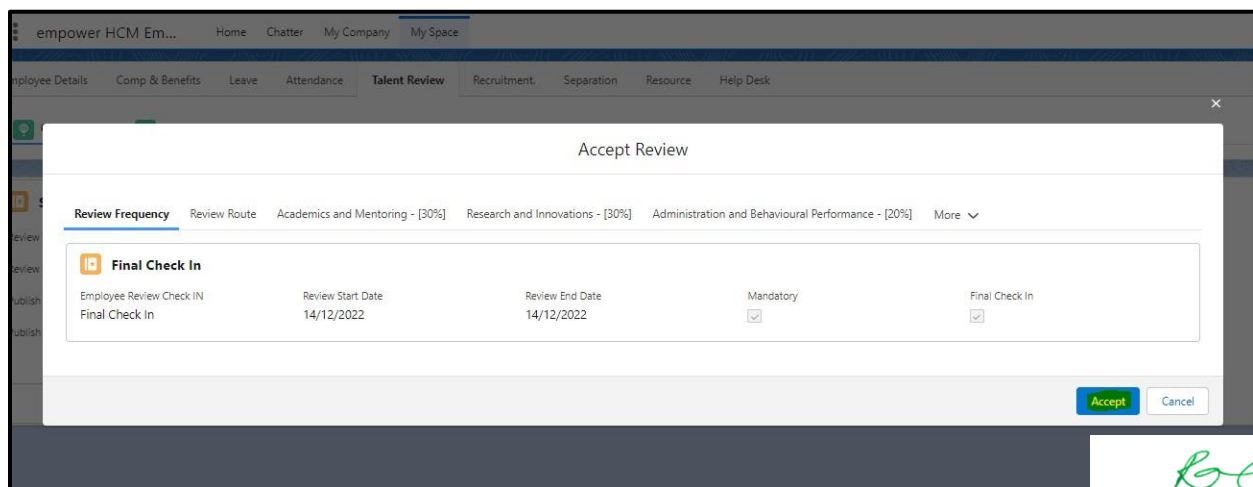
Rukmini Knowledge Park
Kattigenahalli, Yelahanka, Bengaluru – 560064
www.reva.edu.in

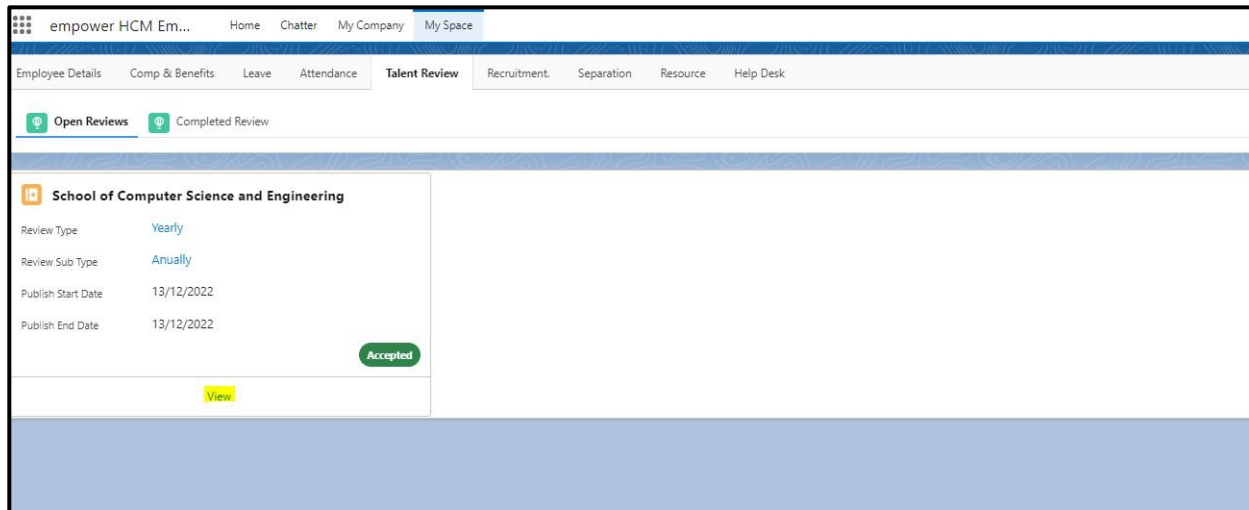
USER DOCUMENT ON SELF APPRAISAL PROCESS

1. Appraisal process is enabled in HCM: To participate in self-appraisal, login to HCM portal click on “My Space” tab to view the “Self-Appraisal template” and click on “View”.

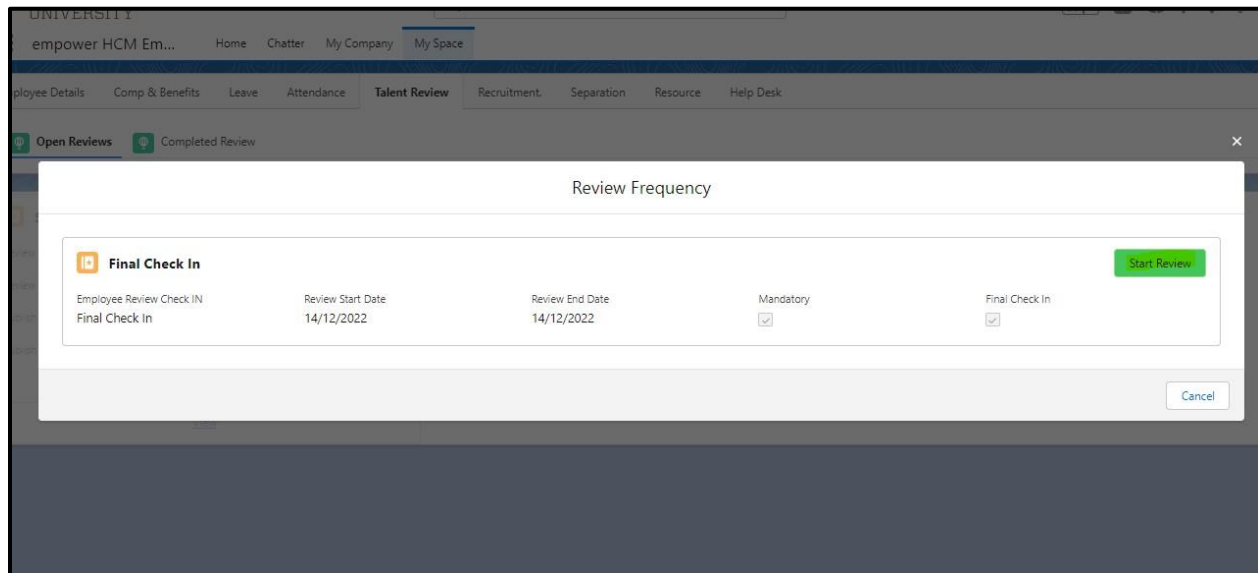


2. Post clicking on to “View” tab you will have to click on “accept” tab to participate in the current Appraisal process before the review end date.





3. Post Accepting “Appraisal process” click on “view” to proceed further with next steps
4. Click on “Start Review” to proceed further with assigned KRA and KPI and complete the appraisal process before the end date



5. Rating Index :
 - a) Rating on a scale of 1 to 5, where in each in of the rating criteria’s are defined and displayed
 - b) Mention comments specific to KPI, if applicable
 - c) Upload relevant document only
 - d) You can save the partially filled form in draft mode



empower HCM Em... Home Chatter My Company My Space

Employee Details Comp & Benefits Leave Attendance **Talent Review** Recruitment. Separation Resource Help Desk

Open Reviews Completed Review

FINAL CHECK IN - VIKAS B M-SCHOOL OF COMPUTER SCIENCE AND ENGINEERING - SELF
2022-2023 Anually

0% Completed

Academics and Mentoring Research and Innovations Administration and Behavioural Performance **Skill Enhancement, Awards and Recognition**

Faculty development Programs(FDP) attended - [20%]

(FDP attended must be more than 5 days; FDP/Workshop attended must be valid as per the NBA/NIRF requirements)
Rate 5-Attended 3 or more offline FDPs
Rate 4-Attended 2 offline FDPs
Rate 3-Attended atleast one offline FDP and at least one online FDPs. (total 2)
Rate 2-Attended 2 or more online FDPs or 1 Offline FDP
Rate 1-If faculty has attended atleast one online FDP

Rating: --None--

Comments

Upload

6. Final submission:

Click on “final review” on completion of self rating for all the KPI's

empower HCM Em... Home Chatter My Company My Space

Employee Details Comp & Benefits Leave Attendance **Talent Review** Recruitment. Separation Resource Help Desk

Open Reviews Completed Review

FINAL CHECK IN - VIKAS B M-SCHOOL OF COMPUTER SCIENCE AND ENGINEERING - SELF
2022-2023 Anually

Review Enabled
0 days Remaining

Back Save as Draft Finish Review

100% Completed

Academics and Mentoring Research and Innovations Administration and Behavioural Performance **Skill Enhancement, Awards and Recognition**

- Faculty development Programs(FDP) attended - [20%]
- Workshop attended - [10%]
- Online certification courses completed - [10%]
- Conclave/conference/Technical talks/ event attended outside REVA - [5%]
- National/ International Awards (Academic/Research) - [10%]

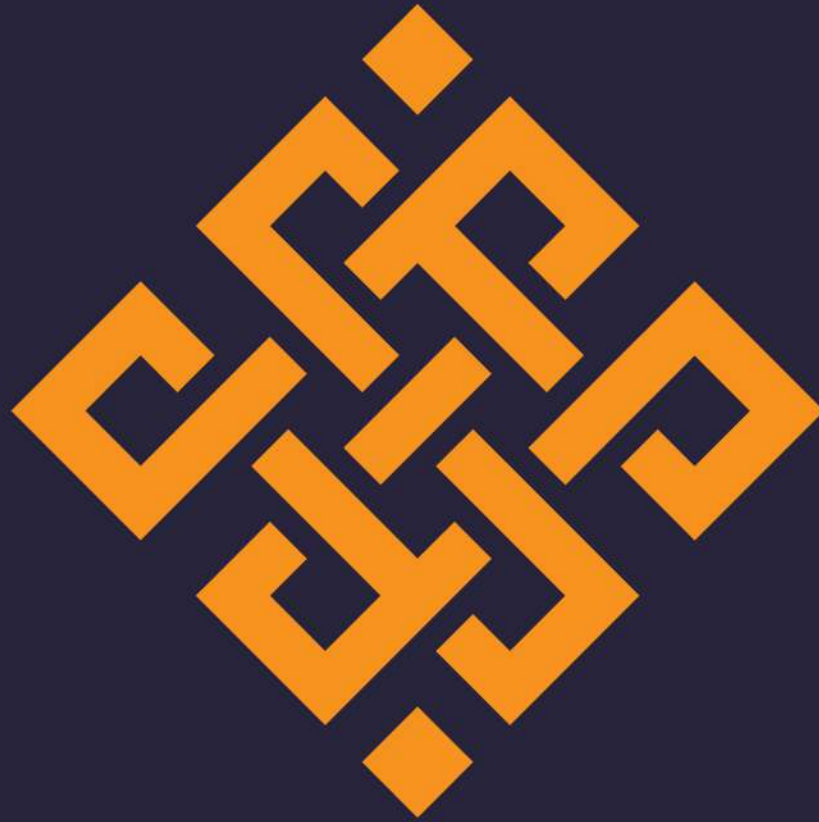


Performance Review:

?

Sl. No	Activity
1	Acceptance of performance review form: <ul style="list-style-type: none">• Path: Login to HCM/My Space/Talent review/click on view and accept the review• If it is not accepted within the deadline, it will get auto disabled and will not be able to participate
2	Faculty/Staff to complete the self-appraisal before the deadline mentioned, <ul style="list-style-type: none">• No extension will be provided• Upload only the relevant documents• Have the option of saving partially filled form in draft mode• Once the appraisal form is submitted, it cannot be revoked/withdrawn for any corrections or changes
3	Directors / Principals to review the faculty self-appraisal, evaluate and give rating <ul style="list-style-type: none">• Directors to review the each one of the reportees submitted form and give your rating• Verify / validate the uploaded supporting documents• Directors / functional heads to complete the review within the mentioned deadline


Registrar
REVA University
Bengaluru - 560 064



REVA
UNIVERSITY
Bengaluru, India

Rukmini Knowledge Park, Kattigenahalli
Yelahanka, Bengaluru - 560 064
Karnataka, India.

Ph: +91- 90211 90211, +91 80 4696 6966
E-mail: admissions@reva.edu.in