ANNUAL APPRAISAL PROCESS

USER DOCUMENT ON SELF APPRAISAL PROCESS

1. Appraisal process is enabled in HCM: To participate in self-appraisal, login to HCM portal click on
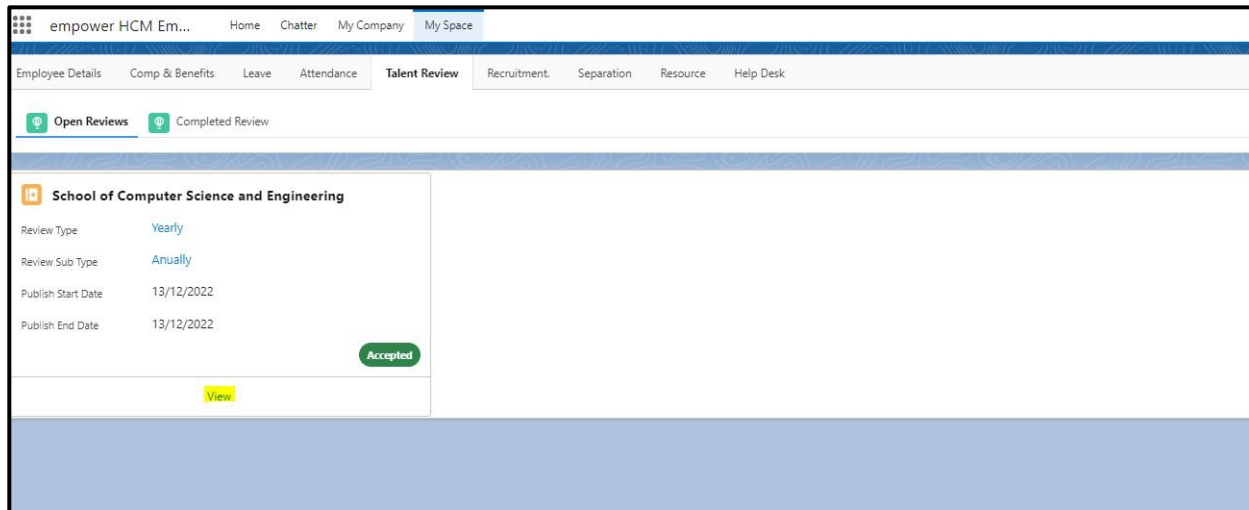   "My Space" tab to view the "Self-Appraisal template" and click on "View".
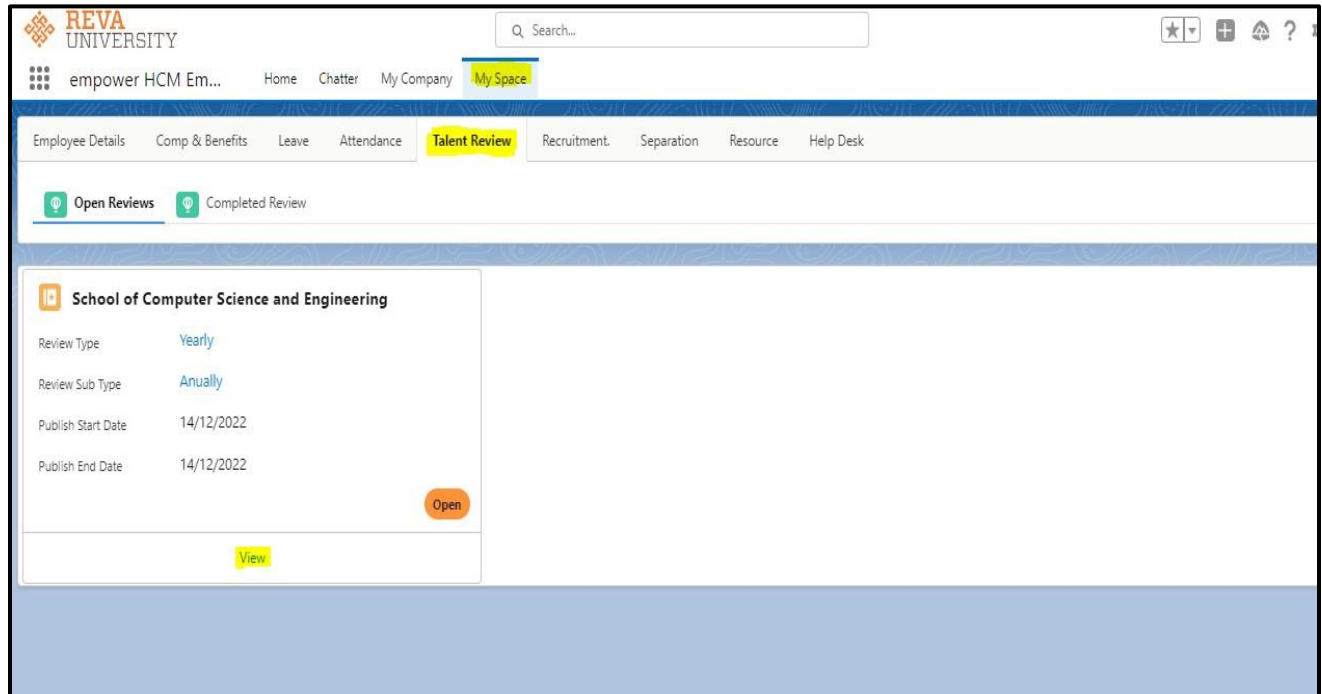
2. Post clicking on to "View" tab you will have to click on "accept" tab to participate in the currentAppraisal process before the review end date.
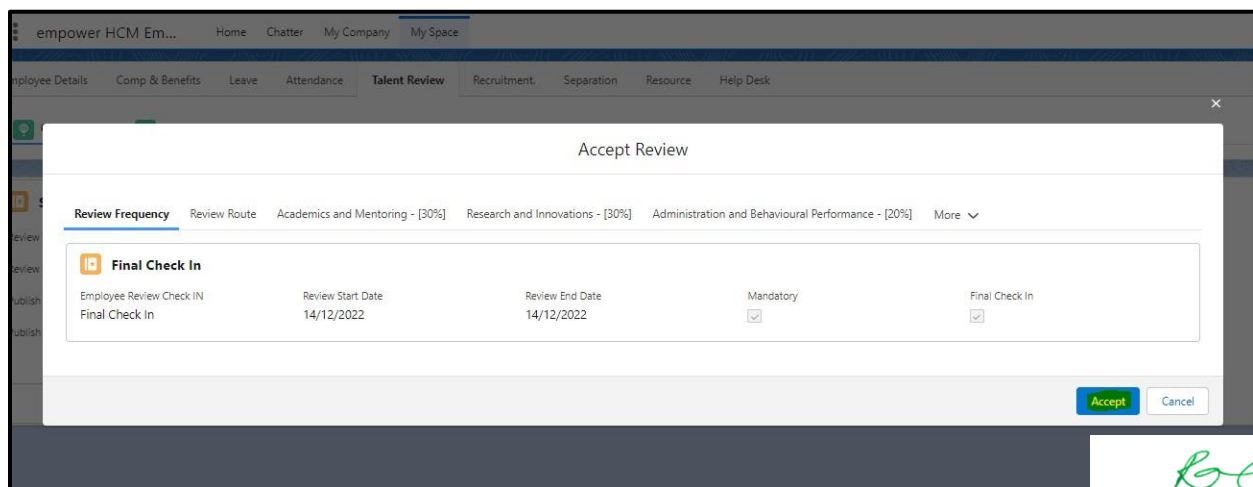
3. Post Accepting "<u>Appraisal process</u>" click on "<u>view</u>" to proceed further with next steps

4. Click on "<u>Start Review</u>" to proceed further with assigned KRA and KPI and complete theappraisal process before the end date
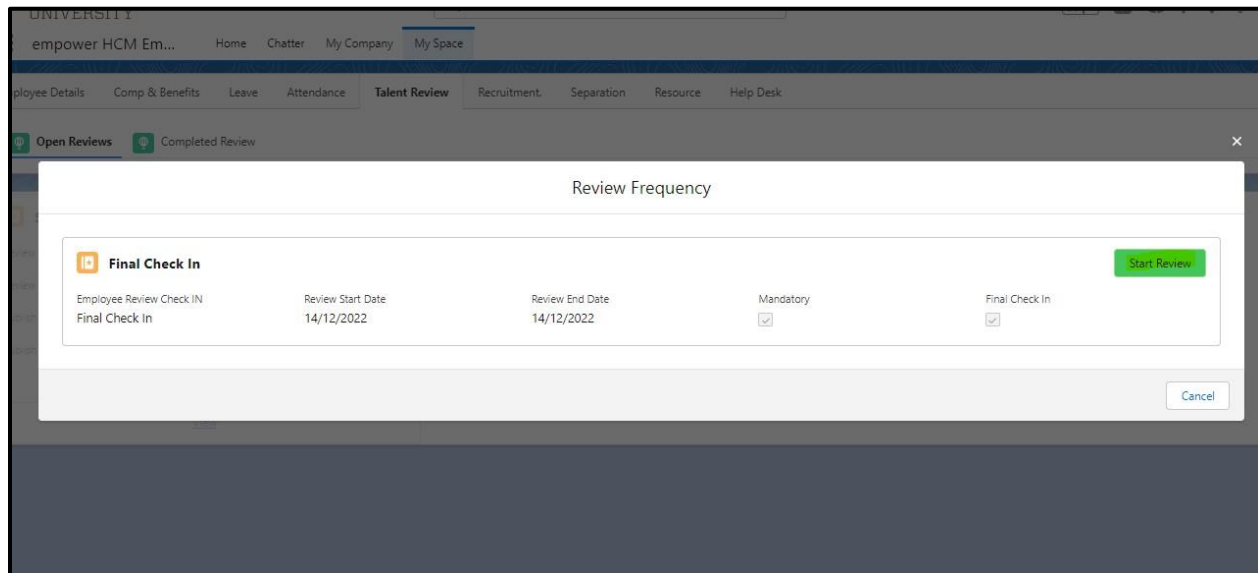
5. Rating Index :
   a) Rating on a scale of 1 to 5, where in each in of the rating criteria's are defined and displayed
   b) Mention comments specific to KPI, if applicable
   c) Upload relevant document only
   d) You can save the partially filled form in draft mode

6. **Final submission:**
   Click on <u>"final review"</u> on completion of self rating for all the KPI's

__Performance Review:__

Sl. No	Activity
1	**Acceptance of performance review form:** • 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,** • 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the option of saving partially filled form in draft mode • Once the appraisal form is submitted, it cannot be revoked/withdrawn for any corrections or changes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** • 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
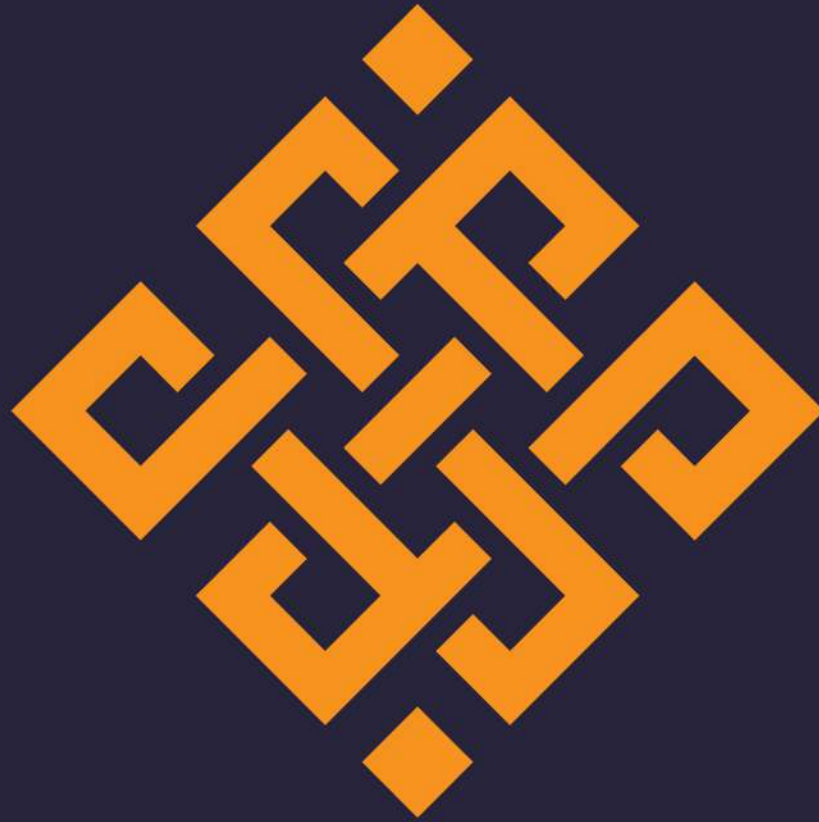
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