How Appraisal Smart Works

System Administrator

Appraisor

Appraisee

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 Roles / Positions (optionally, also Job Descriptions)

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

Add-on Modules
Multirater
Smart360
Goal Mgmt Module
Learning Mgmt Module

Appraisor

Downloads Appraisal Templates for Direct Reports into individualized Performance Agreements

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

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

Appraisal SMART

www.appraisal-smart.com