Introduction to Employee Evaluation

The 360 Employee Evaluation Module was created to assist in the Performance review process. The focus of the 360 evaluation is to obtain a holistic view of the employee as viewed by their subordinates, managers, peers as well as a self evaluation and that of stakeholders (stakeholders will be introduced in a following release).

The employee that participates in the 360 Evaluation will receive an email containing a link to the evaluation dashboard. The dashboard will display a list of employees that the participant must evaluate. The participants' progress of the evaluation is displayed and the results are saved.

The bulk of the administration can be managed via an import process. The approach used makes the evaluation process effortless and fun for the participant and easy to manage for the administrator, making this a very valuable addition to the Performance Management functionality within the system.

1. Definition of Terms used in the Module

1.1 Periods

The evaluation period can be defined as the period that evaluations needs to be completed. Overlapping periods are allowed. Each period has specific setup that can be specified. Only one period can be active at a time where the setup can be done.

1.2 Categories

A category can be defined as a grouping of evaluations to which an employee to be evaluated can be linked to. An example is Supervisory Categories and Non-supervisory Categories.

1.3 Participant Roles

A participant role can be defined as the role in which a participant will evaluate an employee. The most used roles are:

- Manager
- Self
- Colleagues / Peers
- Subordinates / Stakeholders

These roles can be setup to be auto mapped and whether this role's score are included in the overall evaluation score used for Performance Management.

1.4 Participant Assessments

A participant assessment can be defined as the grouping per period, assessment, category and participant role.

In other words, a participant is linked to a period, an assessment, category and participant role.

1.5 Employees to be Evaluated

A list of employees that needs to be evaluation for a specific category and period.

1.6 Employees Evaluating Others

The participants who is evaluating employees.

1.7 Job Title Exclusions

These exclusions are applicable to participant when using the auto-mapping function or manually mapping participants.

Revision #1
Created 2021-03-28 17:46:47 UTC
Updated 2021-03-28 17:47:14 UTC