

PERFORMANCE AND APPRAISAL

Performance management is a crucial process that aligns employee effectiveness with organizational goals. It involves setting clear goals, providing continuous feedback, and conducting regular reviews.

Performance appraisal is a formal assessment of an employee's performance over a specific period, typically conducted annually or semi-annually. This process enhances accountability, rewards excellence, and provides insights for professional growth. A successful performance management system promotes a culture of accountability, helping identify areas for improvement. Both processes are essential for achieving organizational goals and fostering a culture of performance improvement.



- **Set Measurable Goals:** DC360 HRMS enables the setting of clear, measurable goals aligned with organizational objectives. These goals help employees understand expectations and provide a basis for evaluating performance throughout the review cycle.
- **Monitoring and Feedback:** The system allows for continuous monitoring of employee progress against set goals. Regular feedback is provided through the platform, enabling managers and employees to discuss performance, address issues, and make adjustments in real-time.
- **Gather Data and Evidence:** DC360 HRMS collects performance data from various sources, including project outcomes, peer reviews, and self-assessments. This data forms the evidence base for performance appraisals, ensuring evaluations are objective and comprehensive.
- **Appraisal and KPI Report:** The system generates detailed performance appraisal reports, incorporating key performance indicators (KPIs) to evaluate employee achievements. These reports inform decisions on promotions, salary adjustments, and development needs, providing transparency and consistency in the evaluation process.
- **Developing Plan:** Based on the appraisal results, DC360 HRMS helps HR and managers create tailored development plans for employees. These plans identify areas for improvement and provide a road-map for skill enhancement, career growth, and professional development.
- **Implement the Follow-Up:** The system tracks the implementation of follow-up actions outlined in the development plans. Regular check-ins ensure that employees are progressing towards their goals, and adjustments can be made as needed to ensure continuous improvement and alignment with business needs.