

# **User guide for the Performance Review Module:**

## **Introduction:**

Performance Review Module (PRM) is the new application developed in-house and integrated into DSS by Molecular Connections. This would be implemented replacing the older system with effect from April, 2019.

The scope of this application includes all employees of Molecular Connections across all locations and it covers both Annual performance reviews as well as monthly confirmation appraisals.

## **Brief steps:**

Every month new Performance Review session(s) will be posted in PRM by the HR team. This process is carried out in the following steps:

In the first step, Self-evaluation forms will be posted for all eligible employees. An alert will be sent to the employee through an email informing about the initiation of appraisal process with a URL link that gives him/her access to his/her self-evaluation form. This alert simultaneously goes to the Reporting Manager/Reviewer as well for updating him/her on the initiation process. The self-evaluation form would also be available on the home page of DSS application which can be directly accessed by concerned employees.

Once an employee submits his/her self-evaluation form, concerned reporting manager/reviewer will be updated through an auto generated email by the application.

The details pertaining to the steps for completing the Self-evaluation forms along with the credentials and user guideline that will be sent to the team members is given below.

Url: [http://192.168.3.13:8181/MC\\_Appraisal/](http://192.168.3.13:8181/MC_Appraisal/)

### Credentials

**User name:** System user name (Ldap user name)

**Password:** System password

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**Step1:** Log in using the credentials.

**Step2:** In the My appraisal page, click **VIEW**, to see the details like your Name, ID, Designations, Tenure etc.

**Step3:** As given in the table click on the **hyperlink** to open the self-appraisal form.

**Step4:** Your self- appraisal form is **displayed** for you to enter the details.

**Step 5:** You can **save the draft** and edit it later by using the save option provided at the end of the form.

**Step 6:** To send the form to your reviewer ensure that **you click the submit option**, without which it will not be sent.

**Step 7:** Click submit only if you are sure that you have added all the details, because once you have submitted the form, the same will not be available for you to edit further.

**Step 8:** Once you have submitted the form; an acknowledgment email will be sent to the user as well his/her Reviewer.

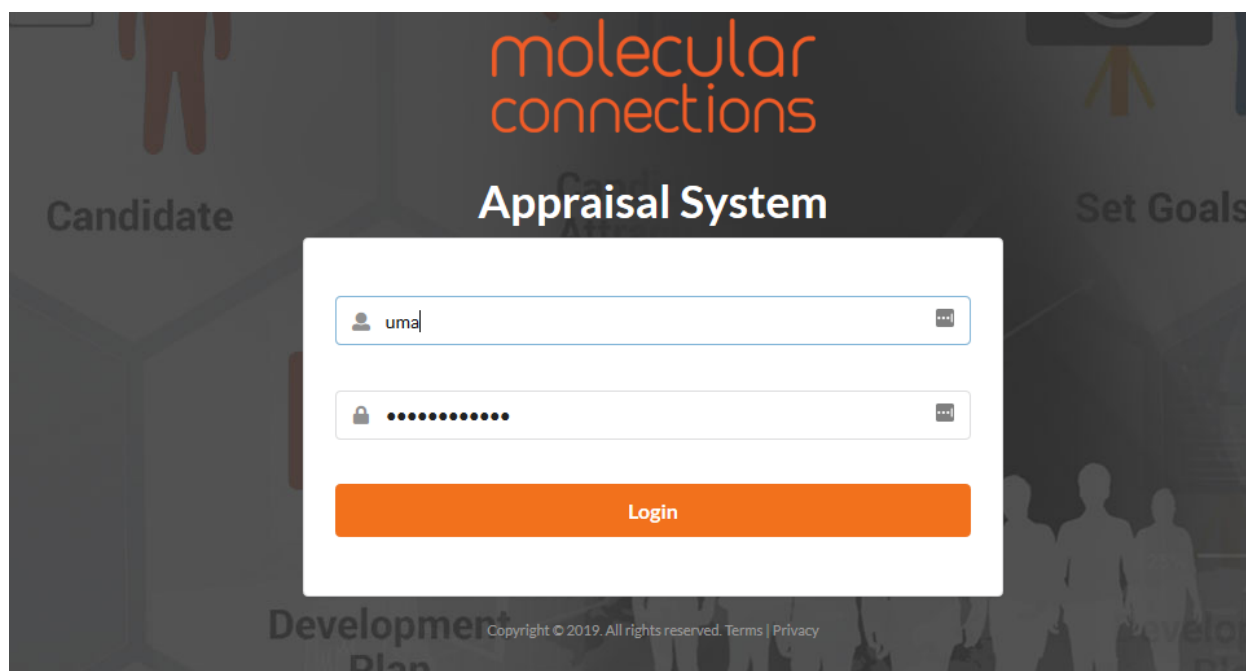
**Step 9:** Repeat step 2 to verify if your **submission** was successful.

**Step 10:** Click **Logout** to exit the application.

**Step11:** For any queries/help email to [pms.help@molecularconnections.com](mailto:pms.help@molecularconnections.com).

Pictorial representation of the above steps are given below:

**Step 1:**



**Step 2:**

My Appraisal

Logout

Annual Appraisal - April 2019

active

View

Click Here

### Step 3:

My Appraisal

Logout

Annual Appraisal - April 2019

active

View

Annual Appraisal - April 2019

Sno	Particulars	Self
1	Employee Name	uma <a href="#">click here to open the form</a>
2	Employee ID	500015
3	Designation	Junior Associate
4	Tenure	NA
5	% of Manday's lost	NA
6	Average Working Hours	NA
7	Status	Not completed
8	Overall Rating	0

### Step 4:

Objective: To discuss with your manager, the areas you have done well, areas you need help with and other feedback that will help you be more effective in the Fir

Your Name: Sumithra M

Employee Code: 502108

Sent to individual on:

Date of Joining: 2017-07-03

First Reviewer name: Pratap  
Chandra Dey

Sent back to HR on:

Department/Team: C - Process

Department/Team: BIOSIS

Designation: Junior Associate

3 - Exceeded expectations; 2 - Met expectations; 1 - Fell short of expectations; 0 - Not Applicable

	Project Name	Time Spent on the Project in last 12 months	Accuracy (3)	Speed of curation (2)	Data Mining (2)	Comprehension of project guidelines (2)	Comprehension of process workflow (1)	Sub Rating
1		%	▼	▼	▼	▼	▼	▼VALUE▼
2		%	▼	▼	▼	▼	▼	▼VALUE▼
3		%	▼	▼	▼	▼	▼	▼VALUE▼
4		%	▼	▼	▼	▼	▼	▼VALUE▼
5		%	▼	▼	▼	▼	▼	▼VALUE▼

Total time spent

% 0

Overall rating % 0.00

Remarks

Please list your key strengths

Please list your areas for improvement

Please identify your training &amp; developmental needs for (2019-20)

If you have any subjective comments, please fill in the box below

What would you like to be measured on (KRA's) next year (2019-20)?

	Commitment on time to respective performance focus areas	Performance focus area	Measuring Unit(s)
1			
2			
3			
4			
5			

Save Click Here

Submit Click Here

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