

Organizations of all sizes engage in their workforce appraisal periodically. However, it generates a lot of paperwork and managing such voluminous task efficiently is not an easy process. Therefore, **Recruitment Management Module** allows users to design and modify appraisal forms electronically. It enables employee to fill and submit their appraisal forms electronically to his/her supervisor. The supervisors, department head and unit head can also appraise electronically.

1**USER-DEFINED APPRAISAL FORMS**

The module allows you to design and modify Appraisal Form electronically for various job categories i.e. Management Staff, Non-Management Staff and Field Staff, Etc ...

2**USER-DEFINED PERFORMANC RATING CRITERIA**

Inadequate, Need Improvement, Satisfactory, High and Outstanding. You can even assign the Salary Increment % range for each criteria to limit the salary increment % within the range.

3**USER-DEFINED SKILL SET**

Employees performance will be assessed using this skill set. User can assign up to 15 skills along with its Weight to a particular Appraisal Form.

4**AUTOMATIC APPRIASAL FORM FLOW**

This flow is initiated by an employee electronically. It is forwarded to his/her supervisor and then finally ending up with Unit/Division Head for final recommendation.

5**USER-DEFINED CAREER DEVELOPMENT**

It is used to identify employees that have high potential to grow within the company.

6**QUICK AND EFFICIENT APRAISAL FORM ENTRY**

Since data is selected rather than entered, therefore, it ensures convenient and error-free posting of Appraisal Forms.

7**ONLINE INQUIRY OF APPRAISAL**

This information is based on up to 8 different selection criteria with up to 6 'Sort order'. The selected records appearing on screen will contain all columns of appraisal. Report can be generated for this inquiry in 'Excel'.

8**AUTOMATIC APPRIASAL FORM FLOW**

This ensures form 'goes' from employee to supervisor, then to department head, division/unit head and then finally to the designated HR person.

9**ONLINE INQUIRY OF PREVIOUS YEARS' APPRAISAL FORMS**

User can lookup any document for any page involved in the appraisal process just by click on the year in question.