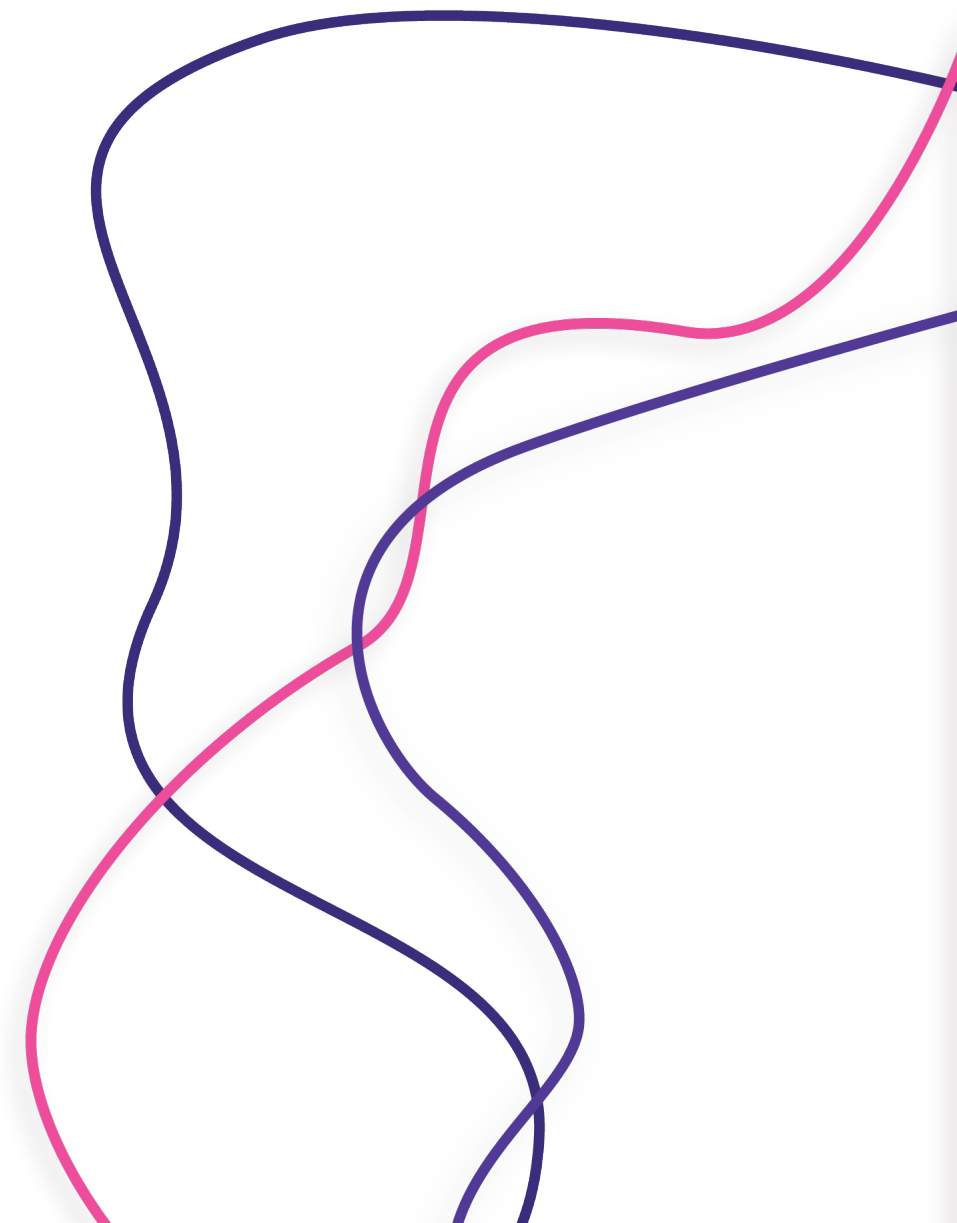




KRA

A Streamlined, Transparent and Engaging
Employee Performance Review Platform

Discovery



Introduction:

In today's dynamic work environment, performance evaluations and goal-setting play a pivotal role in driving employee growth and organizational success. To enhance these processes and streamline the management of Key Result Areas (KRAs) and Key Performance Indicators (KPIs), our organization recognizes the need for an innovative and efficient software solution. This document outlines the software development requirements for a KRA App, a tool designed to revolutionize the way performance reviews are conducted, tracked, and leveraged within the organization.

Background:

As our organization continues to evolve and expand, the significance of aligning employee objectives with company goals becomes increasingly critical. The existing review process, characterized by its challenges and limitations, has prompted the exploration of a comprehensive solution that caters to the needs of both managers and team members. The insights gained from an interview with a manager provide valuable context and insights into the pain points and aspirations associated with the current performance evaluation workflow.

The current review process, largely dependent on the Zoho platform, has revealed certain challenges that hinder its effectiveness. The platform's user interface lacks the desired user-friendliness, making it challenging for managers to emphasize improvement areas effectively. Manual entry of comments and numerical ratings is time-consuming and not conducive to a seamless user experience. The absence of a convenient way to review past feedback further compounds the inefficiencies of the process.

Efficiency and time management are recurring concerns. The manager's insights shed light on the considerable time spent per person during monthly reviews. The cumbersome nature of the manual input process hampers productivity, and the manager expressed a strong desire for an automated solution to expedite the process while ensuring accuracy. The need to prepare for one-on-one discussions efficiently has also been emphasized, reflecting the importance of a tool that facilitates effective communication and review preparation.

Motivation and alignment emerge as key goals of the review process. Performance evaluations serve as a means to set expectations, foster growth, and align

individuals with broader company objectives. Managers recognize the significance of documenting thoughts, providing formal feedback, and acknowledging achievements, thereby making the case for a user-friendly app that supports these goals. Moreover, the manager's concerns about transparency and accountability highlight the importance of a tool that enables all stakeholders to access and review feedback collaboratively.

This document envisions a KRA App that overcomes the challenges and limitations of the current review process. The requirements outlined herein draw from the insights gained during the interview, with an emphasis on usability, automation, transparency, and features that enhance the user experience. By addressing these requirements, the organization aims to transform performance evaluations into a more effective, engaging, and results-driven process that benefits both managers and team members alike.

Thematic Analysis:

Based on the insights from EMPATHY interview conducted with a reporting Manager, one of the primary users of the platform, here are the main themes that were identified:

1. User Experience and Interface:

- Users find the Zoho platform somewhat challenging to navigate and emphasize areas of improvement.
- The interface is not user-friendly, requiring manual entry of comments and numbers.
- A desire for a more streamlined and interactive user experience, especially during one-on-one calls.
- Difficulty in quickly reviewing past feedback due to the lack of a smooth workflow.

2. Efficiency and Time Management:

- Users are spending around 10-15 minutes per person on monthly reviews.
- Manual input of comments and points can be time-consuming and repetitive.
- Desire for automation to reduce the time and effort spent on the review process.
- The need for a tool that facilitates quicker preparation for one-on-one discussions.

3. Motivation and Alignment:

- The review process serves as a way to set expectations and align goals between

-
- managers and team members.
 - Monthly reviews help in documenting thoughts, providing formal feedback, and recognizing achievements.
 - Desire to encourage growth and improvement through transparent feedback and goal-setting.
 - The need to ensure fairness in evaluations and avoid impacting team members negatively due to review challenges.

4. Transparency and Accountability:

- Current platform lacks transparency in terms of reviewing feedback provided by multiple managers.
- Desire for an app that enables both managers and team members to see feedback and contributions from all parties.
- Emphasis on having a clear view of expectations and performance metrics.

5. Automation and Features:

- Interest in automating the review process and integrating key performance indicators (KPIs) and key result areas (KRAs).
- Suggestion for an app that offers tutorial assistance, FAQs, and a user-friendly interface.
- Desire for additional features like gamification, insights, and visual progress indicators.

6. Confidence and Comfort with the New Platform:

- Users would feel confident and comfortable using a new platform that enhances the review process.
- Confidence would increase with the ability to capture and share points efficiently.
- Desire for insights and analytics from the app to help improve interactions and mentorship.

These themes reflect the key points and challenges discussed during the interview regarding the current review process, the desired features in a new platform, and the benefits of automation and transparency.

Problem Statements:

Using thematic analysis to discern and categorize the main issues and areas of focus, here's a breakdown of the themes and the subsequent problem statements:

1. Efficiency and Automation:

Problem Statement 1: The current manual process is time-consuming, lacks transparency, and overburdens managers.

Problem Statement 2: Lack of automation means there is reliance on manual notifications and follow-ups.

2. User Experience and Interface:

Problem Statement 3: Users need a quick tutorial or walkthrough when introduced to a new system for better adaptability.

Problem Statement 4: The platform should have intuitive ways to capture, share, and review KRA's, KPI's, and feedback.

3. Notifications and Alerts:

Problem Statement 5: Managers are not alerted when employees submit their reviews, making it harder to track completions.

Problem Statement 6: There is no notification system for HR or managers post-completion of their reviews.

4. Feedback and Documentation:

Problem Statement 7: Current methods for documenting feedback, such as emails and meeting notes, are not integrated into the review system.

Problem Statement 8: There's no provision to provide or access comments and feedback within the current system.

5. Employee Engagement and Gamification:

Problem Statement 9: The current system does not motivate or engage employees beyond a variable pay, lacking features like gamification or progress trackers.

Problem Statement 10: Lack of insights and visual representation of employee performance and growth trajectory.

6. Handling Multiple Managers and Reviewers:

Problem Statement 11: The current system does not effectively handle employees managed by multiple managers, leading to inconsistencies in feedback and reviews.

Problem Statement 12: Lack of transparency and clarity when multiple managers give differing reviews or feedback.

7. Data Analysis and Insights:

Problem Statement 13: The current system doesn't offer insights or analyses based on the feedback, comments, or review points provided.

Problem Statement 14: There's a need for a productivity tool that offers reflection and insight into areas of improvement and excellence.

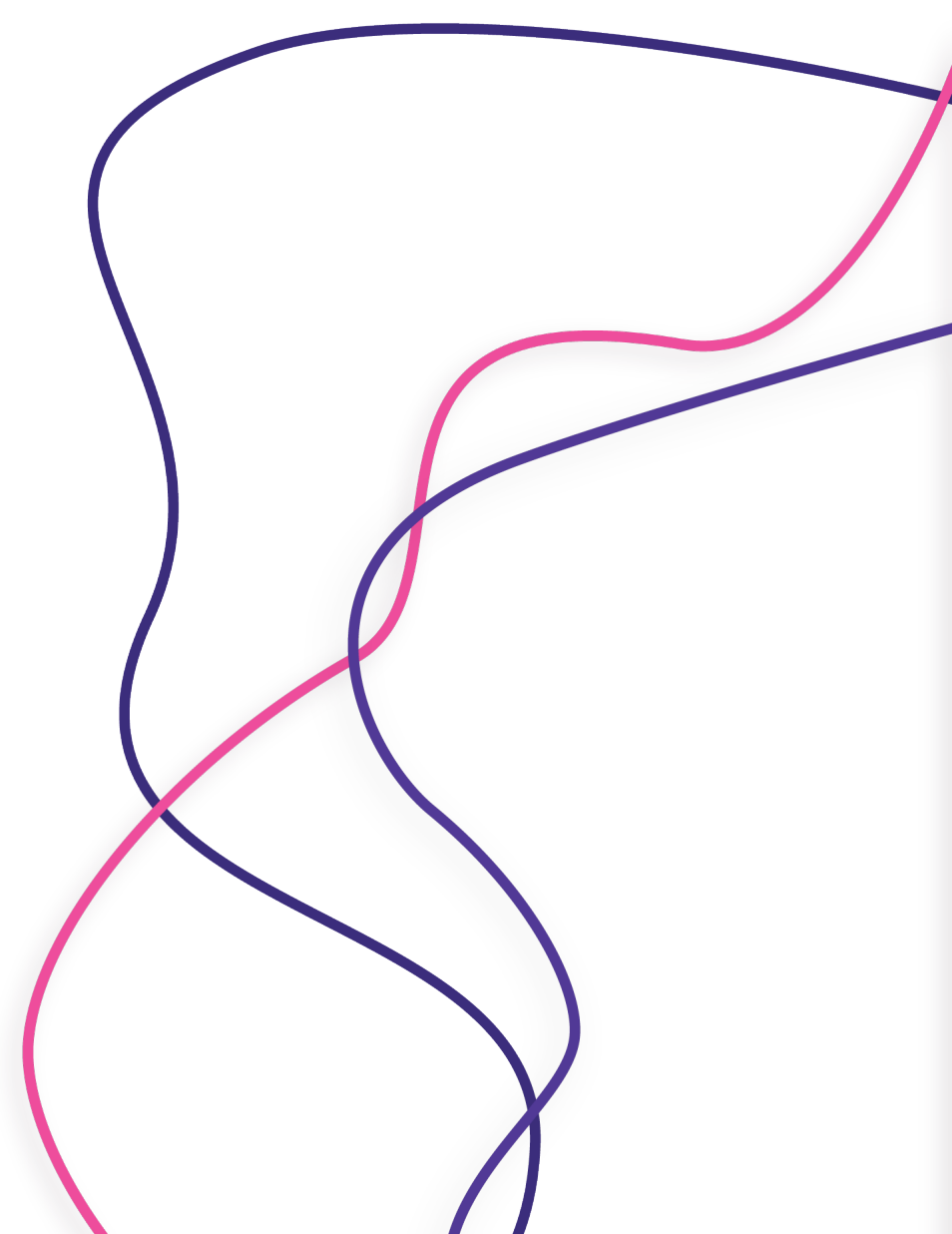
8. Customization and Flexibility:

Problem Statement 15: The tool should cater to different roles and expectations, allowing for a customized approach to evaluation.

Problem Statement 16: Yearly revisions based on industry and company growth are essential, yet lacking in the current system.

By understanding these themes and the problems associated with them, we can design a system or process that addresses these challenges, making the performance review process more streamlined, transparent, and engaging for all stakeholders involved.

Deliberation



Technology Context

The new platform is strategically designed as a web-based application, ensuring accessibility across a spectrum of devices including laptops, desktops, and tablets. The decision to prioritize desktop and laptop compatibility stems from a careful consideration of user behavior and frequency of interaction. Recognizing that this platform will be accessed less frequently each month, we opted for a desktop/laptop-friendly resolution. This approach not only maximizes usability but also allows for a seamless and immersive user experience on larger screens, optimizing efficiency and effectiveness during the less frequent usage instances.

Design System

The Material Design system has been chosen as the foundational framework for the new KRA platform, and for good reason. Its thoughtful combination of visual appeal and functional efficiency align perfectly with our objectives. The system’s established design principles ensure a seamless and intuitive user experience, making it easier for users to navigate and engage with the app effectively. Furthermore, Material Design’s responsive nature ensures a consistent experience across a range of devices, enhancing accessibility for all users. By leveraging this robust design system, we are not only prioritizing aesthetics but also prioritizing usability, ultimately delivering an exceptional platform that meets the diverse needs of our users.

Style Guide

Typography

Aa

Roboto

32px Medium	The quick brown fox jumps over the lazy dog
24px Medium	The quick brown fox jumps over the lazy dog
24px Regular	The quick brown fox jumps over the lazy dog
20px Medium	The quick brown fox jumps over the lazy dog
20px Regular	The quick brown fox jumps over the lazy dog

16px
Regular

The quick brown fox jumps over the lazy dog

14px
Medium

The quick brown fox jumps over the lazy dog

12px
Regular

The quick brown fox jumps over the lazy dog

Colours

Primary

#4E319F

#3B267B

#FE4A9F

#434343

Secondary

#86E6DF

#EDE6FF

#F8F7FA

#B9A0FF

#FFFFFF

Gradients

#4E319F

#3B267B

#FE4A9F

#3B267B

#FE4A9F

#4E319F

#3B267B

#B9A0FF

#4E319F

Components

Information

Calendar

Self Review Portal Open

Completed event

Self Review Portal Closes

Ongoing event

Manager Review Deadline

Upcoming events

Performance graph

Exceeding

Meeting

Yet to meet

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Y axis: Performance categories

X axis: Months

Present month marker

Personal milestone marker

Current perf vs Your Goal

13

20

Current performance points

Target points (at the end of 12 months)

Streak

You have

2

exceeding performance streaks

Circular Performance Tracker

Exceeding Expectation

Meeting Expectation

Yet to meet Expectation

Completed Self-reviews list

Completed

1

Ethan Hunt

Designer

2

Anita Bath

Developer

3

Brian Baker

Developer

4

Ethan Hunt

Designer

5

Anita Bath

Developer

6

Brian Baker

Developer

Time period

1 Aug - 31 Aug

Product Navigation

Back button

Dropdown

Vertical Scroll

Input Controls

Buttons

Big

Default

Hover

Pressed

Disabled

Small

Default

Hover

Pressed

Disabled

Checkboxes

☐ Default

☒ Selected

Date Select Dropdown

Default state

Toggle state

Search

Search members

Text Fields

Button

Monthly Self-Review August 2023

Dropdown Panel

Overall rating

List Items

KRA List

Default

Selected

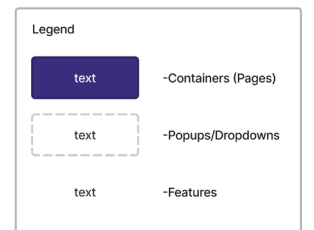
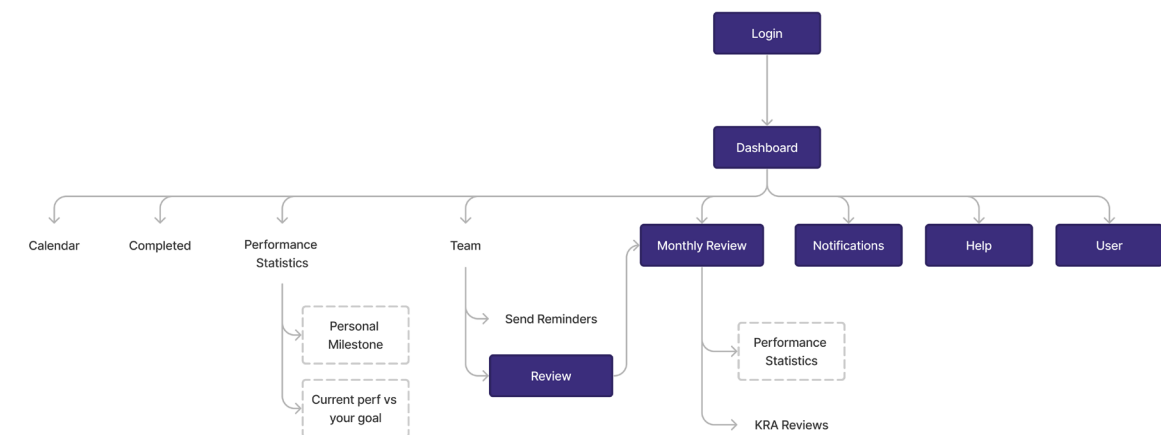
Team List

<div><div></div>Ethan Hunt</div>	1234567	Designer	<div><div>Self Review Incomplete</div></div>	<div>Send Reminder</div>
<div><div></div>Brian Baker</div>	1234567	Developer	<div><div>Self Review Complete</div></div>	<div>Review</div>

Design

Platform Navigation

The platform navigation is shown below.



The platform is designed in a way to be easily adaptable to all user groups. The screen layout remains similar for all the user groups, however, user specific functionalities will vary for each user type. The platform navigation is kept at minimum with reasonably less number of clicks to reach the main task screen. This way, the complexity that depth brings in the platform has been reduced while making the feature access more widely accessible on same screens.

Wireframes

Logo/Name

Calendar

2 August

Self Review Portal Open

6 August

Self Review Portal Closes

10 August

Manager Review Deadline

12 August

Review roll-out

16 August

One-One meetings deadline

Performance Graph

For 2023

Exceeding

Meeting

Yet to meet

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Current perf vs Your Goal

You are closer to target! Keep going

13

20

Current performance points

Target points (at the end of 12 months)

Streak

You have 2 exceeding performance streaks

Leaderboard

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Self reviews for the month of August are open.

August2023

Monthly Review August 2023

Your Team

Search members

Ethan Hunt

1234567

Designer

Self Review Complete

Review

Ethan Hunt

1234568

Developer

Self Review Complete

Review

Ethan Hunt

1345920

Developer

Self Review Incomplete

Send reminder

Ethan Hunt

2348908

Developer

Self Review Incomplete

Send reminder

Ethan Hunt

1122889

Developer

Self Review Incomplete

Send reminder

Logo/Name

Calendar

2 August

Self Review Portal Open

6 August

Self Review Portal Closes

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Manager Review Deadline

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Performance Graph

For 2023

Exceeding

Meeting

Yet to meet

Jan

Feb

Mar

Apr

May

Jun

Current perf vs Your Goal

You are closer to target! Keep going

13

20

Current performance points

Target points (at the end of 12 months)

Personal Milestone

Complete X course

By 20 December

To accomplish this goal, I have outlined a series of specific actions I will take:

[Action 1]: [Description of the first action you plan to take to work towards your goal.]

[Action 2]: [Description of the second action you plan to take.]

Mark Complete

Leaderboard

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Self reviews for the month of August are open.

August2023

Monthly Review August 2023

Your Team

Search members

Ethan Hunt

1234567

Designer

Self Review Complete

Review

Ethan Hunt

1234568

Developer

Self Review Complete

Review

Ethan Hunt

1345920

Developer

Self Review Incomplete

Send reminder

Ethan Hunt

2348908

Developer

Self Review Incomplete

Send reminder

Ethan Hunt

1122889

Developer

Self Review Incomplete

Send reminder

Logo/Name

Calendar

2 August

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Performance Graph

For 2023

Exceeding

Meeting

Yet to meet

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Current perf vs Your Goal

You are closer to target! Keep going

13

20

Current performance points

Target points (at the end of 12 months)

The points are calculated by converting performance categories into numbers.

Yet to Meet

Expectation

Meeting

Expectation

Exceeding

Expectation

0

1

2

Current Goal

Edit Goal

20

Leaderboard

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Self reviews for the month of August are open.

August2023

Monthly Review August 2023

Your Team

Search members

Ethan Hunt

1234567

Designer

Self Review Complete

Review

Ethan Hunt

1234568

Developer

Self Review Complete

Review

Ethan Hunt

1345920

Developer

Self Review Incomplete

Send reminder

Ethan Hunt

2348908

Developer

Self Review Incomplete

Send reminder

Ethan Hunt

1122889

Developer

Self Review Incomplete

Send reminder

Logo/Name

Self Review August 2023

1 Aug - 31 Aug 2023

Submit Self Review

Overall rating

-

KRAs

L1C1-Conduct Propel Standard Research prescribed for Design

-

L1C2-Create user stories and scenarios to depict user interactions.

-

L1C1-Conduct Propel Standard Research prescribed for Design

-

L1C1-Conduct Propel Standard Research prescribed for Design

-

L1C1-Conduct Propel Standard Research prescribed for Design

ME

L1C1-Conduct Propel Standard Research prescribed for Design

NA

L1C1-Conduct Propel Standard Research prescribed for Design

Self

NA

Mark All

Manager

NA

Mark All

Meet expectation is fulfilling all below points:

A1. Plan for the day is present before each day begins

A2. All tasks are scheduled in the calendar

A3. Status updates are comprehensive and shared on time

A4. Task board is followed diiligently

Exceed expectations is fulfilling all meet expectation points and at least 1 point below:

B1. Goes beyond just planning for the day, with clear plans for the week, month, or even quarter.

B2. Optimizes the schedule based on task priorities, deadlines, required focus levels, or other factors.

B3. Provides insights, analyses, or recommendations on tasks in addition to status updates

B4. Demonstrates mastery of tools

KRA Rating: -

Comments

One-One Meeting Feedback

KPI marking option 1: Checkboxes (Selected after user testing and reviews)

Logo/Name

Help?

< Ethan Hunt, Self Review July 2023

1 Jul - 31 Jul 2023

July2023

Overall rating

Meeting Expectations

KRAs

L1C1-Conduct Propel Standard Research prescribed for Design

ME

L1C2-Create user stories and scenarios to depict user interactions.

YM

L1C1-Conduct Propel Standard Research prescribed for Design

YM

L1C1-Conduct Propel Standard Research prescribed for Design

ME

L1C1-Conduct Propel Standard Research prescribed for Design

ME

L1C1-Conduct Propel Standard Research prescribed for Design

NA

L1C1-Conduct Propel Standard Research prescribed for Design

SelfManager

Meet expectation is fulfilling all below points:

A1. Plan for the day is present before each day begins

A2. All tasks are scheduled in the calendar

A3. Status updates are comprehensive and shared on time

A4. Task board is followed diligently

Exceed expectations is fulfilling all meet expectation points and at least 1 point below:

B1. Goes beyond just planning for the day, with clear plans for the week, month, or even quarter.

B2. Optimizes the schedule based on task priorities, deadlines, required focus levels, or other factors.

B3. Provides insights, analyses, or recommendations on tasks in addition to status updates

B4. Demonstrates mastery of tools

KRA Rating: Meeting Expectations

Comments

@A3 needs to be focussed more next time.

One-One Meeting Feedback

@A3 needs to be focussed more next time.

KPI marking option 2: Radiobuttons

Logo/Name

Help?

< Self Review August 2023

1 Aug - 31 Aug 2023

Submit Self Review

Overall rating

-

KRAs

L1C1-Conduct Propel Standard Research prescribed for Design

-

L1C2-Create user stories and scenarios to depict user interactions.

-

L1C1-Conduct Propel Standard Research prescribed for Design

-

L1C1-Conduct Propel Standard Research prescribed for Design

-

L1C1-Conduct Propel Standard Research prescribed for Design

ME

L1C1-Conduct Propel Standard Research prescribed for Design

NA

L1C1-Conduct Propel Standard Research prescribed for Design

Meet expectation is fulfilling all below points:

A1. Plan for the day is present before each day begins

A2. All tasks are scheduled in the calendar

A3. Status updates are comprehensive and shared on time

A4. Task board is followed diligently

Exceed expectations is fulfilling all meet expectation points and at least 1 point below:

B1. Goes beyond just planning for the day, with clear plans for the week, month, or even quarter.

B2. Optimizes the schedule based on task priorities, deadlines, required focus levels, or other factors.

B3. Provides insights, analyses, or recommendations on tasks in addition to status updates

B4. Demonstrates mastery of tools

Rate this KRA as

Yet to meet expectations

Meeting expectations

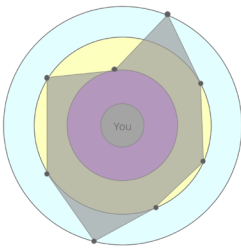
Exceeding expectations

Comments

For referring any KPI, use @ followed by the serial number of the KPI as mentioned.
For mentioning any additional employee, use @ followed by the name of the employee.

Overall rating

Meeting Expectations



Exceeding Expectation

Meeting Expectation

Yet to meet Expectation

Good Performances

L1C1-Conduct Propel Standard Research prescribed for Design
L1C4-Conduct Propel Standard Research prescribed for Design
L1C6-Conduct Propel Standard Research prescribed for Design
L1C7-Conduct Propel Standard Research prescribed for Design
L1C8-Conduct Propel Standard Research prescribed for Design

Areas of improvement

L1C3-Conduct Propel Standard Research prescribed for Design

Opportunities

L1C5-Conduct Propel Standard Research prescribed for Design

Performance Graph



Exceeding

Meeting

Yet to meet

Current perf vs Your Goal

You are closer to target! Keep going.

Current perf points

Target points (at the end of 12 months)

Points added

KRAs

- L1C1-Conduct Propel Standard Research prescribed for Design

ME
- L1C2-Create user stories and scenarios to depict user interactions.

YM
- L1C1-Conduct Propel Standard Research prescribed for Design

YM
- L1C1-Conduct Propel Standard Research prescribed for Design

ME
- L1C1-Conduct Propel Standard Research prescribed for Design

ME
- L1C1-Conduct Propel Standard Research prescribed for Design

NA

L1C1-Conduct Propel Standard Research prescribed for Design

Meet expectation is fulfilling all below points:

- A1. Plan for the day is present before each day begins
- A2. All tasks are scheduled in the calendar
- A3. Status updates are comprehensive and shared on time
- A4. Task board is followed diligently

Self

Manager

☐ NA

☐ NA

☒ Mark All

☒ Mark All

Exceed expectations is fulfilling all meet expectation points and at least 1 point below:

- B1. Goes beyond just planning for the day, with clear plans for the week, month, or even quarter.
- B2. Optimizes the schedule based on task priorities, deadlines, required focus levels, or other factors.
- B3. Provides insights, analyses, or recommendations on tasks in addition to status updates
- B4. Demonstrates mastery of tools

☐ Mark All

☐ Mark All

☐

☐

☐

☐

KRA Rating: Meeting Expectations

Comments

@A3 needs to be focussed more next time.

One-One Meeting Feedback

@A3 needs to be focussed more next time.

Previous reviews

Logo/Name

Calendar

2 August

Self Review Portal Open

6 August

Self Review Portal Closes

10 August

Manager Review Deadline

12 August

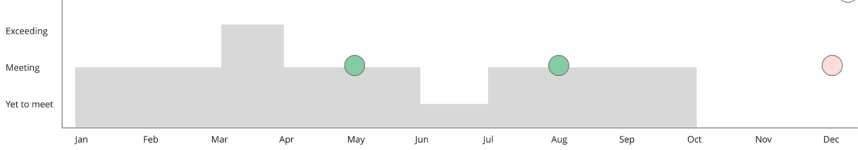
Review roll-out

16 August

One-One meetings deadline

Performance Graph

For 2023



Exceeding

Meeting

Yet to meet

Current perf vs Your Goal

You are closer to target! Keep going.

Current performance points

Target points (at the end of 12 months)

Streak

You have 2 exceeding performance streaks

Leaderboard

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Ethan Hunt

Designer

Ethan Hunt

Developer

Self reviews for the month of August are open.

Monthly Review July 2023

July2023

Your Team

Search members

Ethan Hunt

1234567

Designer

Self Review Complete

View

Ethan Hunt

1234568

Developer

Self Review Complete

View

Ethan Hunt

1345920

Developer

Self Review Complete

View

Ethan Hunt

2348908

Developer

Self Review Complete

View

Ethan Hunt

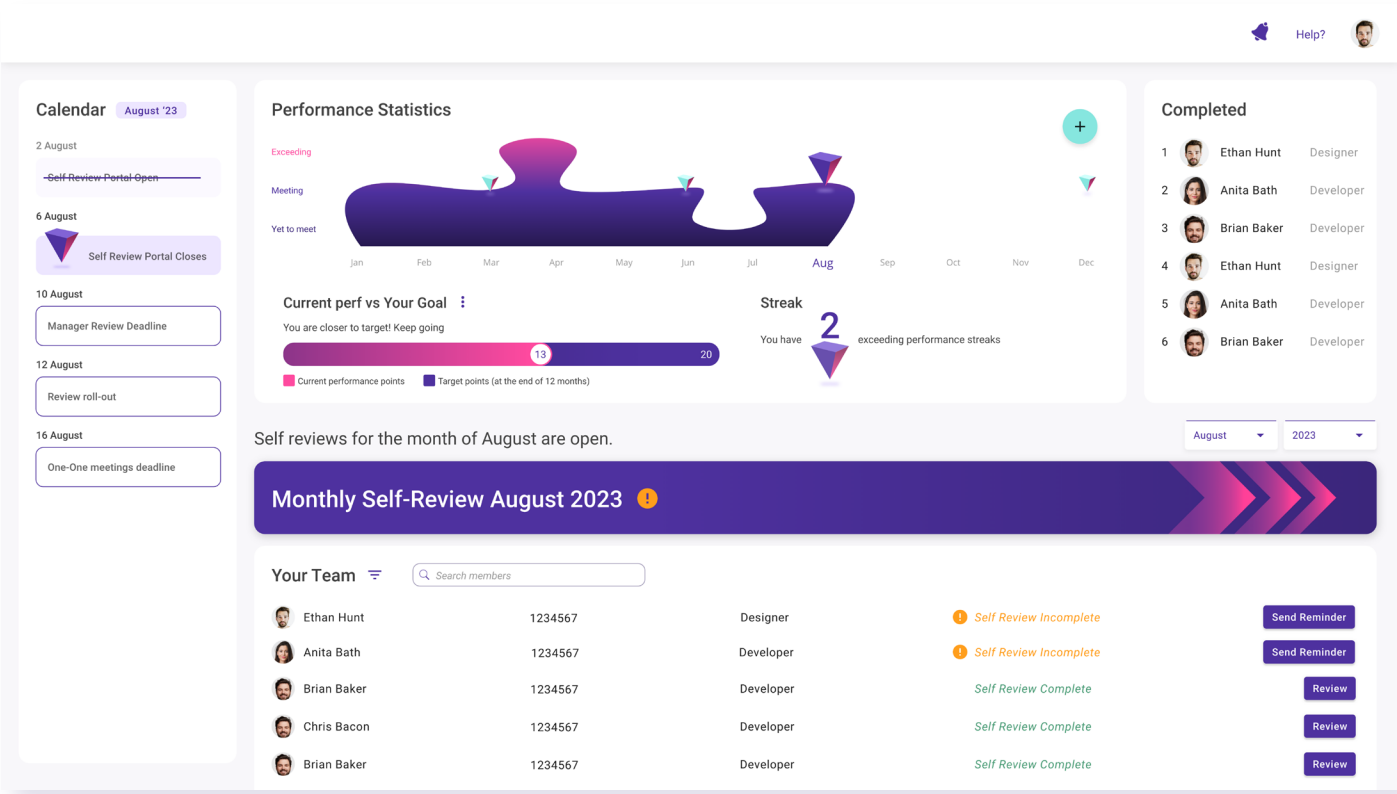
1122889

Developer

Self Review Complete

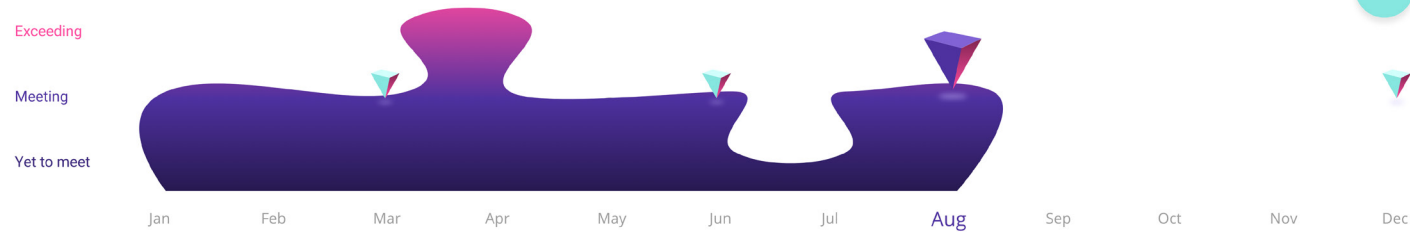
View

Dashboard



The dashboard is the landing page of the platform. This screen displays a timeline of monthly review status of the employee logged in. Viewing performance statistics, an essential performance tracking feature that wasn't seen in previously used platforms and was reflected in the user interviews, has been added and is placed more prominently to help users access it every time they use the platform.

Performance Statistics

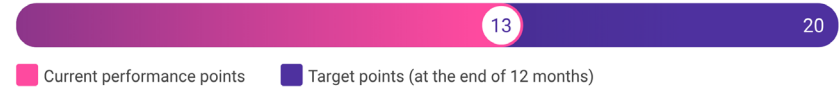


The performance statistics includes a graph that visually displays performance of the employee over the period of one year. The three types of performances delivered, 'Yet to meet expectation', 'Meeting expectation' and 'Exceeding expectation' are distinguished using colours along with the Y axis. A marker on the end of the graph indicates the current month.

To add more personalisation, the graph also includes means to add personal milestones other than the already mentioned performance categories. These are made visible using a different coloured and sized markers. User can access this using the + icon in the top right corner near the graph.

Current perf vs Your Goal

You are closer to target! Keep going



Streak

You have 2 exceeding performance streaks

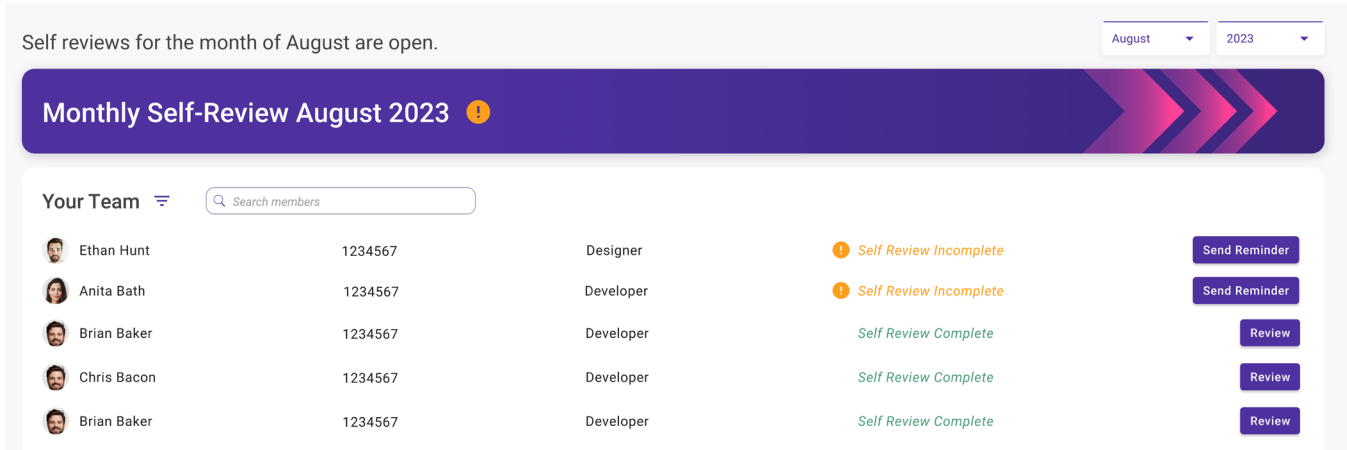


To platform is useful not only for reviewing performances but also as a means to motivate the employees. This is done by showing a progress bar, 'Current Performance vs Your Goal', which compares current performance to the target performance that the employee aims to reach by the end of the particular year. The graph basically converts the three categories of performances into numerical figures to display this. The users can input their target number they aim to reach by accessing the menu icon alongside the feature heading.

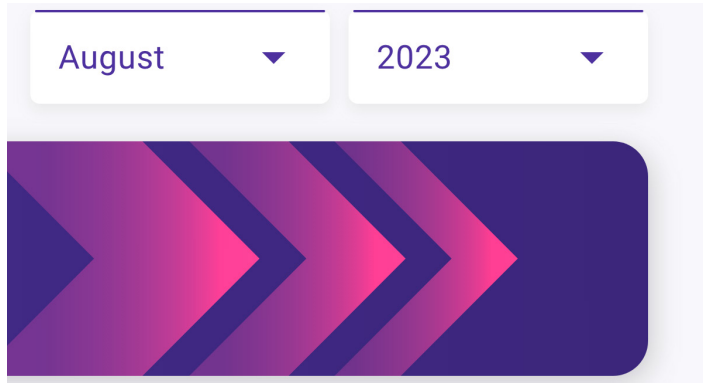
Completed

- Ethan Hunt Designer
- Anita Bath Developer
- Brian Baker Developer
- Ethan Hunt Designer
- Anita Bath Developer
- Brian Baker Developer

Timely reviews are always appreciated as it helps in the smooth flow for all the users, Employees, Managers and HR. To reflect this, a section with a list of employees who have completed their reviews is shown. Not being a primary feature and with no interactions, the section is placed accordingly on the screen.



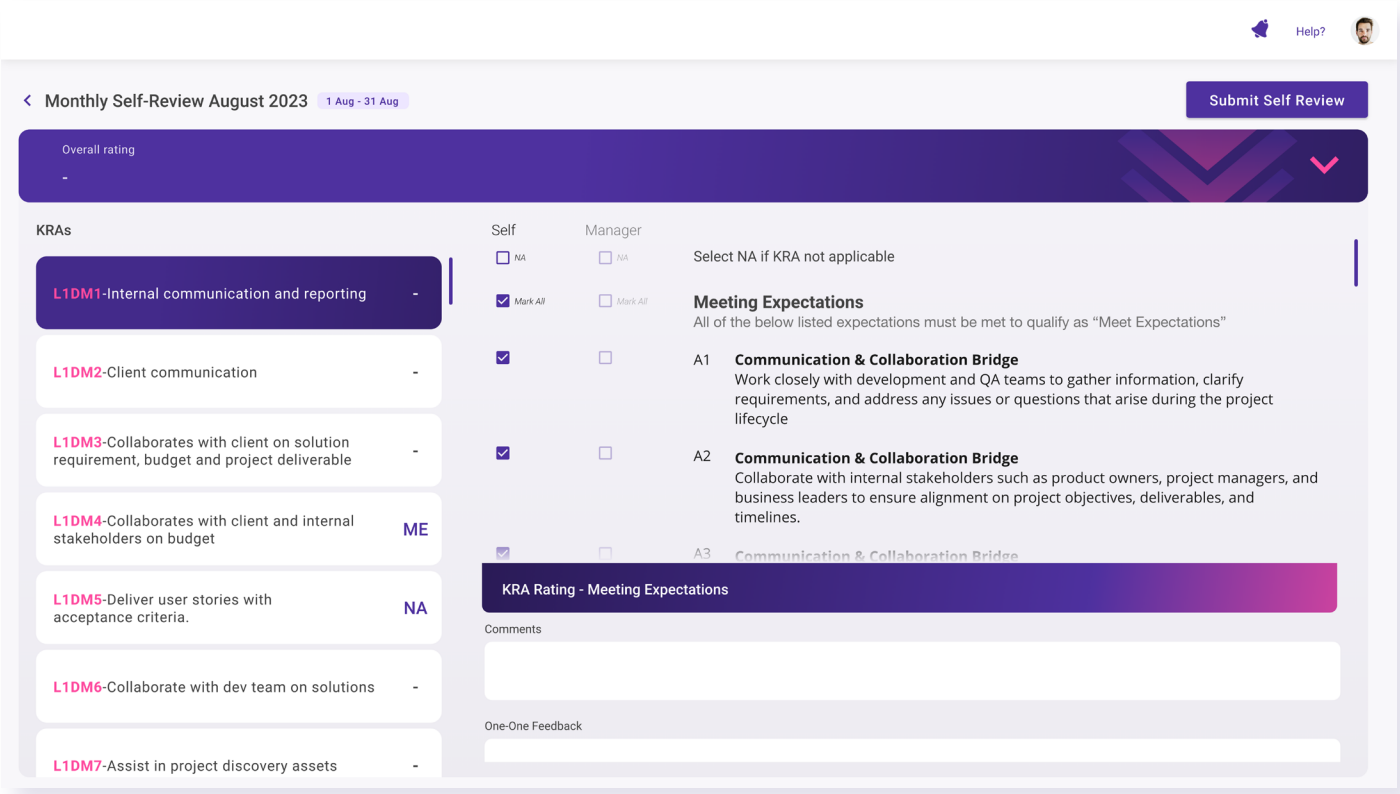
The primary feature of the platform, Monthly Reviews, is made distinct visually to improve accessibility. Following the calendar, the Monthly review button also highlights alerts for pending reviews. Following this button is a list of all Employees in the team. For managers, this is more useful for the Managers and HR user groups as the list gives them means to review performance reviews and send reminders to the ones who are yet to review their performance. For Employees, this will be a list of their teammates without the buttons for sending reminders or review performances.



To access the previous performance records, the users can input the month and year, a dropdown selection present near the extreme end of the monthly review button.

The top navigation includes notifications, help and profile. Notifications will include all the timely notifications received by the users, both manually and auto generated, for the performance review status following the calendar. Help section will guide the users on using the platform and may possibly include FAQs.

Monthly Review – KRA Rating Screen



The monthly review screen is divided into two sections, one section by default displays the KRAs and reviews, second a dropdown on the top of the screen that opens to performance statistics section for the month. The second section will be discussed in further detail in the upcoming section.

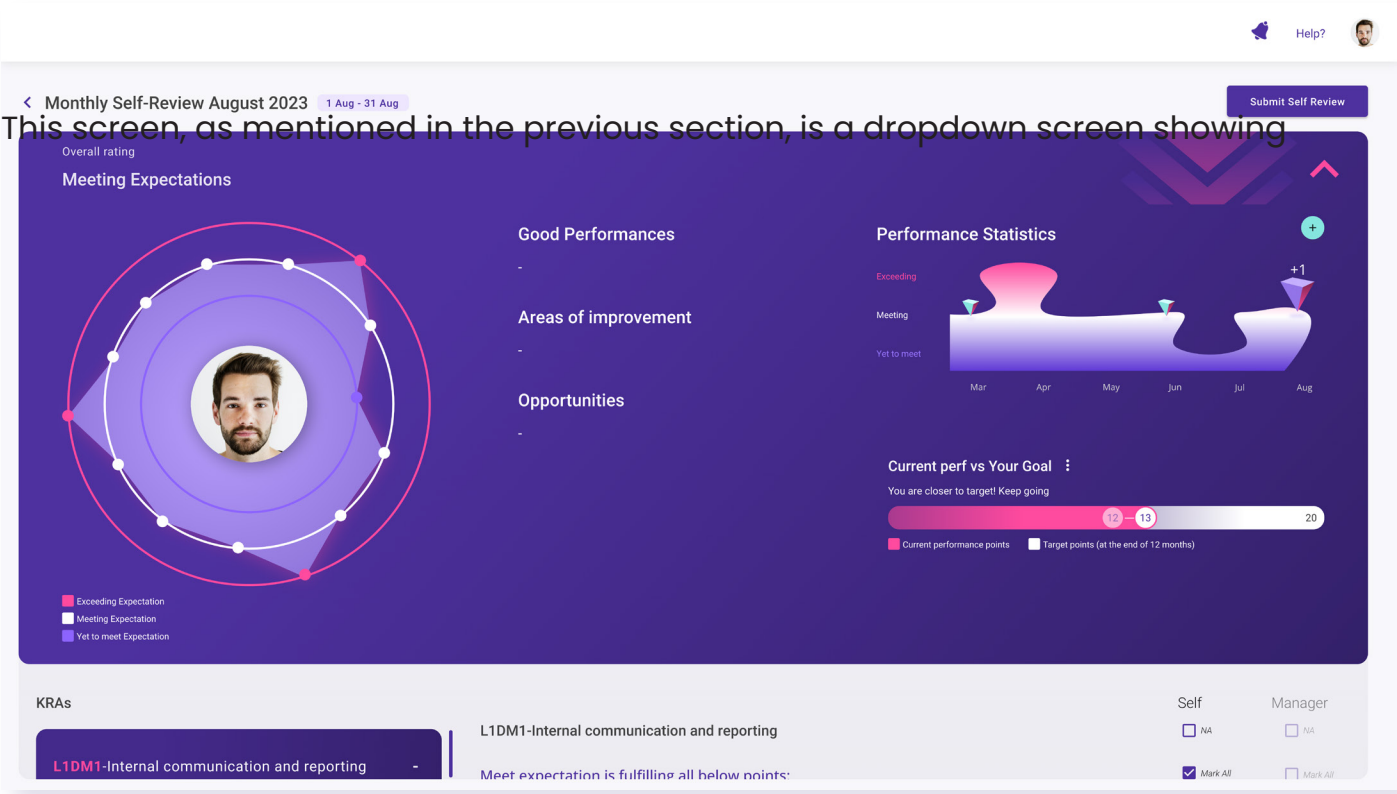
Upon landing on this screen, the users will see a list of all the KRAs applicable to their roles and subsequently will be shown all the specific KPIs on the right that are to be marked. Once the users mark all KPI's, the KRA rating will be visible. Any specific comments that the user wants to add can be added in the comments below. Here, they can also tag any specific KPI by using @ followed by the KPI numbering from the list.

The one-one feedback section is a feature added to the platform to make it a single platform for everything related to monthly reviews. The users can add their one-on-one feedback insights here once it is completed. This way they can access it on this platform rather than recording them across different platforms.

The KRAs in the list will display the abbreviations for the performance rating once it is marked. This thus becomes a more accessible way of marking the status than using any color.

Once done with rating all the KRAs, users can submit the monthly review by clicking the ‘Submit Self-review’ button on the top right corner of the screen.

Monthly Self Review – Performance Statistics Screen



the performance statistics for the month given the monthly review for the month is submitted and reviewed by the Manager.

The layout will display visually, an overview using circular chart of performances for each KRA. Adding to this, graphs and progress bars like the ones on the Dashboard will show the updated performances for the month.

This section will also give users insights on KRA performances that were good, areas that can be improved and opportunities. This help users know the specifics of their performance and what can be done to improve it.