Performance Evaluation

Performance Evaluation

CRITICAL FIELDS:

Document No: It will display the Number of the Document

Document Type: We can segregate the Documents using Document type

Performance Evaluation Plan: From the List we can choose the Evaluation plan which is created already

Business Partner: It can be used to choose the employee name to whom we are Evaluating

User/Contact: We can choose the user

Account Date: It is that the entry date of Evaluation

Date from: Evaluation date from

Date To: Evaluation date to

NON-CRITICAL FIELDS:

Description: It can me maintained for reference

Document Action: Using this we can complete the document

Document Status: It will display the status of the document

Evaluation Criteria

CRITICAL FIELDS:

Performance Criteria: We can select the Performance criteria from the list.

Score: Based on the criteria Actual score can be updated here.

NON-CRITICAL FIELDS:

Line No: Sequence Number will generated automatically

Description: Based on the Criteria Base score will Updated in this.