

How to Get Your Performance Module Up and Running

The following steps will help you to setup the Performance Module:

1. Add employees to the system from PIM>> Add Employee and create user accounts for each employee via Admin>> Users>> ESS Users.
2. Enter the work email for the reviewers via Contact Details. (Notifications of review schedules, submissions, approvals and rejections will be sent to this email)
3. Define the job titles in your organization via Admin>>Job>>Job Titles.
4. Add KPI's (Key Performance Indicators) for each job title from Performance>> Add KPI. Enter the relevant details and check the "Make Default Scale" box if you wish to maintain this scale for all the indicators.
5. The Copy KPI function can be used to replicate KPI's if any job titles have the same KPI.
6. To start a review for an employee select Performance>> Add Review and select the employee and the reviewer from the drop down by typing the first letter of his name. Set the dates and press save and the reviewer will be notified via an email.
7. The reviewer can then login from his credentials look for reviews submitted to him under Performance>> Search Review, simply click the search button to view all reviews that are submitted.
8. Click on Review Period of each employee to view the review form and click Edit.
9. Enter the ratings, comments and notes and click save to come back and do modifications later or click submit and the form will be forwarded to the HR Admin for approval.
10. The HR Admin can look for reviews submitted to him under Performance>> Search Review, simply click the search button to view all reviews that are submitted.
11. Click on Review Period of each employee to view the review form and click Edit to add any comments, ratings or change the existing information click save and then the HR Admin can Approve or Reject the review. Approvals and rejections will be notified to the reviewer via email.
12. The employee on who the review was performed can view details if the review was approved. He cannot see any details if the review was rejected.

For more information watch the [Performance Module demo video](#).

The OrangeHRM Performance Module can be customized to suit your organizations requirement, for more information please contact us via sales@orangehrm.com or visit www.orangehrm.com/customizations.php.