



Objective:

To strengthen the organization's performance culture through a periodic, systematic review process that:

- Provides a structured, core value based evaluation
- Delivers timely feedback to employees.
- Captures assessment data on a centralized platform for future reference and employee development.

What's New?

- **Self-Assessment Introduced:**
Previously, quarterly performance reviews only included feedback from Reporting Managers and Dotted Line Managers. Employees now have the opportunity to share their own perspective on their quarterly performance.
- **Role-Based Evaluation:**
Assessments are now tailored to the employee's role—either as an Individual Contributor or a Manager—with revised and role-specific questions.
- **Core-Value-Based Evaluation:**
Questions have been redesigned to align with our organization's core values, ensuring evaluations reflect the behaviors and principles we uphold.
- **Sequential Assessment:**
Unlike past reviews where assessments were conducted in parallel, the new process follows a sequence:
 1. Employee self-assessment.
 2. Review by Reporting Manager/Dotted Line Manager.

How the Process Works:

Step 1: Launch of the Assessment Cycle

HR will initiate the quarterly performance assessment cycle on or before the **15th of the first month of each quarter**.



Step 2: Employee Self-Assessment (New Step)

Employees must complete their Self-Assessment Form in **Keka**, reflecting on their achievements, challenges, and overall performance.

Step 3: Manager Review

Once self-assessments are submitted, the form will automatically route to the Reporting Manager/Dotted Line Manager (if applicable). Managers will receive an email notification and see action items in their Keka inbox.

RM/ DLM will be able to see rating and feedback of their direct reportees at the right side while filling up the review form in Keka.

Step 4: 1:1 Meeting (Employee & Manager Discussion)

Reporting Managers will conduct one-on-one meetings as per the current process and are responsible for inviting Dotted Line Managers, if applicable.

After the discussion, the Reporting Manager must capture the meeting summary and close the review process in Keka.

Navigation in Keka:

Inbox > Take Actions > Pending Tasks > Performance Reviews > Review Form > Start Review

Support & Timelines:

- For queries or concerns, file a ticket through the Helpdesk under the “**HR Others**” category or contact the HR team directly for immediate assistance.
- All employees and Reporting/Dotted Line Managers are requested to complete the review process within the specified timelines to ensure timely closure.