

# Frequently Asked Questions

**Q1. How do I login into the Online PMS Portal?**

Ans: The login password shall be provided by the HR. Login by the default password and then change the password after first login. You can reset the password any no. of times through the “Change password” Option.

**Q2. What if I do not complete the appraisal in one sitting?**

Ans: The appraisal can be filled and saved as draft, if it is not possible to complete the same in one go. You can login again and press edit to complete the form. The form can be reviewed and then submitted.

**Q3. What can be done if I recollect some more information to be filled after I have submitted the form?**

Ans: You must ensure before submission that all necessary information is filled. In case still required, the form can be resent by the appraiser if he has not forwarded to next level. However, It will not be appropriate to ask for your form to be resent frequently, hence be very sure before submission.

**Q4. What if the scheduled date of completion of the form filling process is overdue?**

Ans: Once the date passes, you will not be able to fill the form. Management/HR will take a call about the next step to be taken. Please ensure that the appraisal deadlines communicated are respected.

**Q5. What if I need to provide any additional information or sheet?**

Ans: The software has provisions for uploading separate attachments as word or excel document. Any additional data can be provided to appraiser through the additional documents. The documents to be uploaded can only be in the format like (MS Office Excel/Word/Powerpoint, Pdf, JPEG and Open office-Word & excel )

**Q6. What is the utility of “resend” option?**

Ans: The resend option is to send back the appraisal form to the level below. This is utilized when some changes in the assessment, data provided is to be done by subordinate level. This action can be initiated by the appraiser/reviewer/HOD or by appraisee who can request for the form.

**Q7. How do I review all the entries at one go?**

**Ans:** There is a provision of viewing & taking a print out by which one can have the complete filled appraisal form at any stage of form filling. The appraisal print out can also be taken post submission for record sake.

**Q8. Will I be able to review the score or rating after self assessment?**

**Ans:** The score appears after the appraiser assesses the appraisee and not at the appraisee assessment stage, hence is not visible at appraisee stage. This score may further change at higher levels though not more than +/- 5 at both reviewer/HOD levels. The final score will then get converted into rating and will be shared through Appraisal letter.

**Q9. Can I know regarding my promotion recommendations?**

**Ans.** The promotion recommendation is confidential and cannot be shared with the appraisee until it is approved at all levels. The recommendation proposed with proper justification by appraiser has to be approved by reviewer/HOD based on different criterias like past performance, experience level, profile availability, etc

**Q10. Why is feedback ( forth page of appraisal form) on organization necessary with the appraisals?**

**Ans.** The feedback page of appraisal form helps the organization in taking corrective steps wherever necessary. The areas of improvements are seriously viewed by management and corrective measures are implemented accordingly. The areas of strengths are shared with other groups/departments as best practices.

**Q11. Can I save my form?**

**Ans.** Yes, the option of saving your appraisal form is available. For this you need to go in the "print my form" link and then to file to save as HTML.

**Q12. What if I want to understand the form filling in more detail?**

**Ans.** The option of Help Guide is available where every step of appraisal form filling is explained in detail. The process can also be clarified by contacting HR through the contact details provided in the webpage.