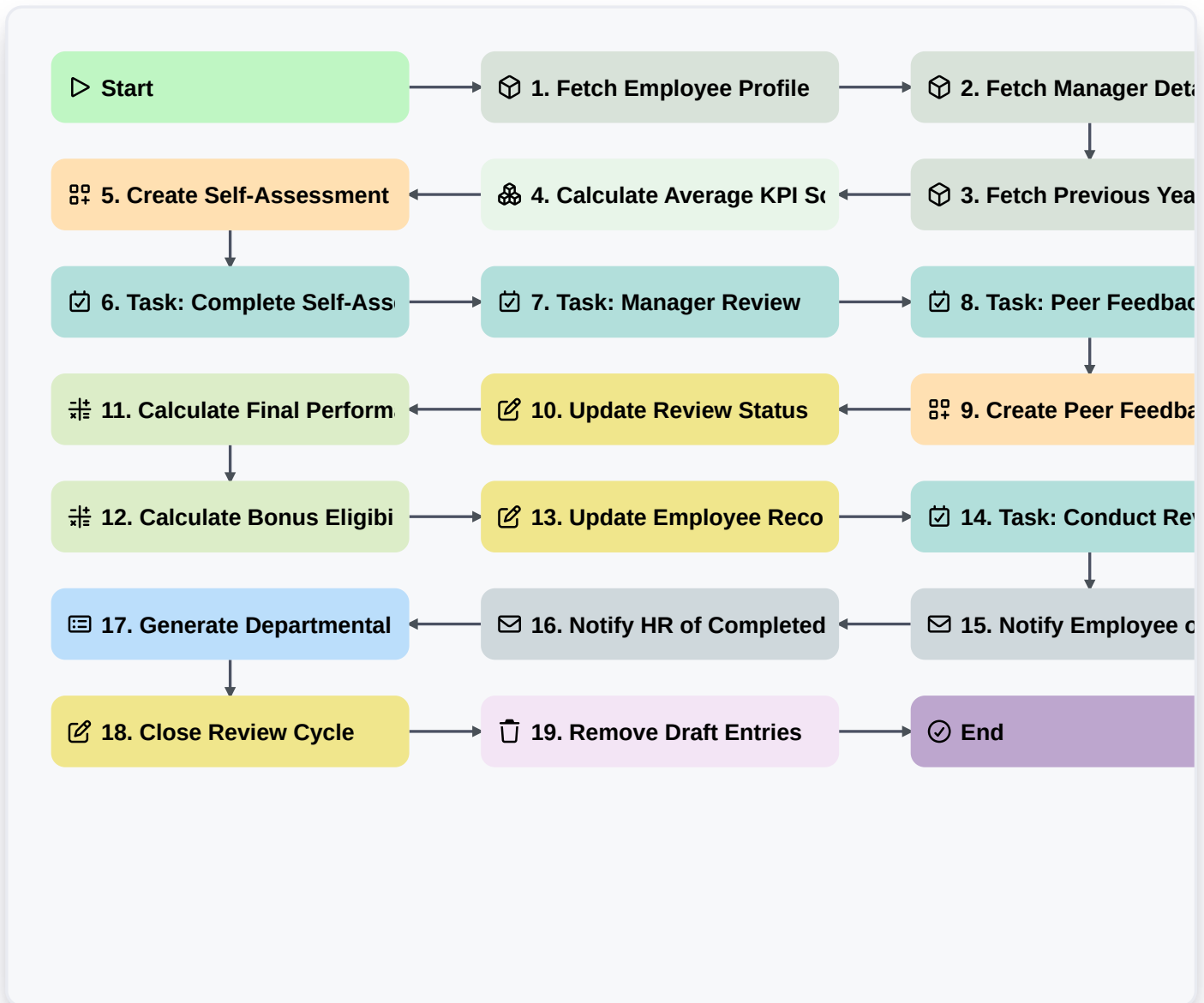


Annual Performance Review Workflow



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Employee Profile

Retrieve employee details, role, and department from the Employee Data Model.

📦 2. Fetch Manager Details

Retrieve the direct supervisor's information to assign review tasks.

📦 3. Fetch Previous Year Reviews

Retrieve historical performance data entries for the employee's longitudinal comparison.

🔗 4. Calculate Average KPI Score

Aggregate all quarterly KPI scores from the KPI Data Model to get an annual average.

📋 5. Create Self-Assessment Entry

Initialize a new performance review entry for the employee to complete.

✅ 6. Task: Complete Self-Assessment

Assign a task to the employee to fill out their self-evaluation form.



7. Task: Manager Review

Assign a task to the manager to review the self-assessment and provide feedback.

8. Task: Peer Feedback Collection

Assign a task to selected peers to provide 360-degree feedback.

9. Create Peer Feedback Entries

Generate individual data entries for each peer requested to provide feedback.

10. Update Review Status

Update the status of the Annual Review entry to 'In Progress' or 'Completed'.

11. Calculate Final Performance Rating

Execute formula based on weighted average of KPIs, Peer Feedback, and Manager Rating.

12. Calculate Bonus Eligibility

Calculate potential bonus amount based on the Final Performance Rating and Salary data.

13. Update Employee Record with Final Rating

Write the final calculated rating back into the Employee's permanent record.

14. Task: Conduct Review Meeting

Assign a task to the Manager to hold the 1-on-1 meeting with the employee.

15. Notify Employee of Review Completion

Send an email to the employee summarizing the final results and next steps.

16. Notify HR of Completed Reviews

Send a notification to the HR department once the review cycle is finalized.

17. Generate Departmental Performance Report

Create a summary report showing the distribution of ratings across the department.

18. Close Review Cycle

Update the Year-Cycle entry to 'Closed' to prevent further edits.

19. Remove Draft Entries

Delete any abandoned or duplicate draft self-assessment entries.

End

End of the Workflow/Process.