CS1890 Assessed Coursework 3
Project A

Employee Performance Appraisal System

Context

CodeGroovers is a software development company specialised in Human Resources Management Systems. In order to enrich their product portfolio offering the company plans to develop an Employee Performance Appraisal software application.

After a series of workshops with potential customers, they have identified that the typical scenario of appraisals works as follows.

Each employee (appraisee) is assigned an appraiser (e.g. the employee's line manager). Moreover, each employee appraisal *process* is assigned a reviewer. The allocation of employees to appraisers as well as the assignment of process reviewers is performed by the Human Resources (HR) department of an organization.

At the beginning of each year (e.g. calendar year or financial year) the appraisee and the appraiser mutually agree on a specific set of annual goals to be achieved as well as a set of tasks to be performed in the year ahead.

At the end of the year, employees write a general text discussing their performance throughout the year and a set of comments on their overall performance with respect to the aforementioned goals and tasks. The employee's (appraisee) comments are then made available to the respective appraiser who reads these and provides her/his own comments.

Moreover, each appraisal form has a set of personal development activities (per employee). Examples of such activities include training courses, seminars and specific projects. At the end of the appraisal year, both the appraisee and the appraiser indicate the value realized, e.g. in a scale of 1 (very useful) to 4 (not useful), of each of the activities undertaken by the appraisee in the previous year. In addition, they indicate the personal development/training activities to be performed in the following year.

Upon completion of the relevant entries by the appraisee and the appraiser, the appraisal's data is passed to the reviewer, who provides additional comments.

Apart from the above high-level process, the Employee Performance Appraisal software product should also support the following features.

Additional list of features identified

- The software should be able to securely store the annual appraisals of all employees as well as to maintain the history of appraisals. The term securely mainly implies that access to an appraisal is provided only to respective appraisees, appraisers, reviewers and specific employees of the HR department.

- The software should be able to export each appraisal in a document-friendly format (e.g. .pdf) as well as to print appraisals.

- During the appraisal process, users are able to "save" the input already provided and resume the process at a later point in time.

- The system should be able to notify (e.g via e-mail) appraisees, appraisers and reviewers on any status change and required actions during the appraisal process workflow (e.g. that the appraisee has submitted the required info, hence the assigned appraiser should comment).

- The software should be able to provide information to managers of the HR department on the appraisals that have been completed and the ones that are still pending, including respective statuses.