

Functional Documentation - Appraisal

1.0 Overview

Appraisal Menu

Business Context and Application Overview

Assessment per Appraisal Campaign **Historical report**

This report contains data for performance and talent management, between 2018 and 2020. The datasource for this report is the You tool. You can find in this report, not only detailed information of Appraisal Campaign but also data to do the follow up of individual objectives and feedback culture.

Note: For 2021 performance and talent reports are being developed in Success Factors report centre

There is 1 report available for the following stakeholders:

- **Menu-Solvay HR:** Access only for HR and Managers (span of control)

Application User Profile

Key user profiles:

HR - HR People services team

Managers

Target Users:

HR and managers

VERSION	DATE	MODIFIED BY	DESCRIPTION
0.01	25.09.2023	Emma Glasson	Initial draft
0.02	25.10.2023	Emma Glasson	First Version

Application Type

Data Product Type

- ☐ Dashboard
- ☒ Report
- ☐ Advanced analytics
- ☐ AI
- ☐ Others <specify which one>

Technologies

- ☒ BW
- ☐ Tableau
- ☐ QlikSense
- ☐ Talend
- ☐ Dataiku
- ☐ Others <specify which one>

Data Sources

Note: list of all applications and various environment

- ☐ SAP PF1 (Production environment)
- ☐ SAP WP1
- ☐ SAP PI1
- ☐ BW (versions)
- ☐ iCare CRM
- ☐ CORE CRM
- ☒ Others - YOU

2.0 Business Process

Every year, employees have to meet objectives that they have registered themselves in collaboration with their managers. These objectives are then used to carry out their end-of-year assessment. Once this assessment has been completed, management assigns them a performance grade ranging from 1 to 5.

To help them improve, company employees can also ask their colleagues for feedback on their work, and send feedback to colleagues who have asked for it.

All these actions took place between 2018 and 2020 in a tool called YOU. It was an HR tool, helping to monitor performance and assist talent management. It also contained information on employee mobility willingness, such as geographical changes or changes of position within the company.

Since 2021, the tool has been decommissioned and the same actions are carried out on the Success Factor tool.

An employee can request at anytime his data link to his performance during the time he was in Solvay. This query main purpose it to store the data and make it available for any request from an employee.

This report is not the data source for any dashboard application.

3.0 Application Feature Overview

Reports	Definition	Prompts	BW Workbook Query	Query Technical Name
Assessment per Appraisal Campaign	Having YOU tool as datasource, you can find in this report, not only detailed information of Appraisal Campaign but also data to do the follow up of individual objectives and feedback culture	Campaign ★ Functional roles ★ ★ mandatory field	n.a	BW_QRY_C PHRAPCAM P_0001

4.0 Functional Specification

4.1 General Data/Calculations

Please find bellow general dimension, commun to all BW HR reports:

Dimension	Definition
Company Code	Company code to which an employee belongs on the time period selected in the report
Country of the company	Country of company where the employee has his employment contract
Calendar	Time dimensions available: Day, Month, Year, Year/Month
Division (Entity)	Division (former entity) to which an employee belongs on the time period selected in the report
Employee NR (NS) Employee PERN	Employee payroll number
Employee status	Active, Active Leave, Inactive Leave Dormant, reported No Show Terminated, Inactive
Employment status	Valid for historical data - the period before 1 November 2020. Equivalent to the current dimension Employee status
Employee sub-group grouping (Gr)	Identification of employee by: • Cadre • Employee • Blue Collar • Sales Cadre • External • N.A. The employee sub-group grouping is a grouping definition of the employment type.
Location Grp (Site)	Employee's site
Person ID	Unique identifier code for an employee. EC number. (person name available in the text option for this dimension)
User Name	User account name (to access system/tool)

4.2 Process Detail

4.2.1. Report/Process Definition

Domain	Human Resources (HR)
Application	BW Appraisal Query
Provider	CPHRAPCAMP
Existing Documentation	HR Reports

4.2.2. KPI's/Calculations/Indicators

Indicators available:

Indicateurs/KPI's	Definition	Calculation /Extraction of data
Nb of Assessments	Number of assessments that need to be performed. It's one assessment per employee.	count()
Nb of performed assessments	Number of assessments completed. It's one assessment per employee.	count()
Nb of Score 1	Number of employee that were assess with a Score 1.	count()
Nb of Score 2	Number of employee that were assess with a Score 2.	count()
Nb of Score 3	Number of employee that were assess with a Score 3.	count()
Nb of Score 4	Number of employee that were assess with a Score 4.	count()
Nb of Score 5	Number of employee that were assess with a Score 5.	count()
% Score 1	% of employee that were assess with a Score 1.	avg in %
% Score 2	% of employee that were assess with a Score 2.	avg in %
% Score 3	% of employee that were assess with a Score 3.	avg in %
% Score 4	% of employee that were assess with a Score 4.	avg in %
% Score 5	% of employee that were assess with a Score 5.	avg in %
Number of profiles	Each employee as a YOU profile within the application.	count()
Number of Employees (active in YOU)	Number of employee with an active profile on YOU tool.	count()
Number of disclaimer with profile published only for HR	An employee can decide if they want to make their YOU profile visible to HR team. If they decide to make it visible it means that the profile is tag as "published".	count()
Number of Objectives	Number of objectif set. An employee can set multiple objectives.	count()
Number of Objectives completed	Number of objective completed by an employee.	count()
Number of Objectives in progress	Number of objective in progress per employee.	count()
Nb of feedback given	Number of feedback given/send by en employee to another.	count()
Nb of feedback received	Number of feedback received per employee.	count()
Nb of feedback requests	Number of feedback requested per employee.	count()
Nb of Geographical Mobility	An employee can indicate if he or she has the willingness of moving to another country to carry out his or her work in the next stage of his or her career. They can enter one or more zones/countries of interest. For reasons of string length, the KPI in this query BW counts the number of different zones/countries entered by the employee in his/her profile.	count()
Nb of Functional Mobility	An employee can indicate if he or she is interested in a change of function/position in the next stage of his or her career. Several options are available on the platform, such as Finance, Marketing, Legal... For reasons of string length, the KPI in this query BW counts the number of different Fonction / position entered by the employee in his/her profile.	count()

5.0 Non-functional Descriptions

5.1 Usability

as per standards

5.2 Regulatory Compliance

GDPR compliant. Report that contain confidential data but no sensitive data.

5.3 Security

- Only authorised Users be able to access data.
- Data are not yet split between SCO or ECO. The report contains both companies data.

5.4 Performance

as per standards

5.5 Reliability

as per standards

5.6 Scalability

Historical report, no small enhancements will be performed and no new access except for new joiners in HR domain.

5.7 Compatibility

as per standards

5.8 Availability

as per standards

5.9 Refresh of the Data

N.A

*Historical data loaded from YOU tool as datasource, you can find in this report **historical** information of Appraisal Campaign (2018-2020).*

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