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Online KRA Module



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About KRAs

KRAs or Key Result Areas are outcomes or goals for which an individual is responsible or accountable for that particular assessment year.

- Annual KRAs are set in discussion with the immediate reporting manager.

- These KRAs are cascaded from the top to Bottom.

- The KRAs should be SMART.

S=Specific, M=Measurable, A=Achievable, R=Relevant and T-Time Bound.

- KRAs are to be entered every year in the beginning of the assessment year i.e. in January month in the KRA module of ESS.



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Process of KRA Setting

Set the main KRAs

Set the sub-KRAs for each main KRA in case it needs to be broken down into smaller measurable activities

Set the Targets, Units, Measures, Logic for each Sub-KRA

Select the logic (Formula for calculating the output) based on the condition applied to the KRA.

Save and Submit the KRA for Appraiser approval



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About KRA Module

- Real time Document
- Changeable targets for the remaining period
- Smaller measuring frequencies
- Monthly data capturing
- Auto-calculations due to “Logic” inserted making it more measurable and manageable by the team members themselves.



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KRA Approval levels

1. Appraisee Level – Self
2. Appraiser Level – Reporting Manager
3. Reviewer Level – Second level Reporting/ HOD
4. HOD – Head of the Department/ Management (Can Review)



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Deadlines

- Set the KRAs and submit at the beginning of the year i.e. by January month.
- The KRA assessment thereafter, should be submitted within 7 days of the next month by the employee;
 - i) by 7th of next month in case of **Monthly KRAs** (e.g. by 7th of Feb for Jan KRA),
 - ii) by 7th of next Quarter in case of **Quarterly KRAs** (e.g. by 7th of April for Q1)
 - iii) by 7th of Next Half Yearly in case of **Half Yearly KRAs** (e.g. by 7th of July for H1)
 - iv) during appraisal assessment for Annual KRA
- The appraiser level shall assess within 7 days of submission of KRA
- The reviewer/ HOD/ Management in the PMS module will be able to review the KRAs

For Sales Only

- i) by 7th of next month in case of **Monthly KRAs** (e.g. by 7th of Feb for Jan KRA),
- ii) by 7th of next Quarter in case of **Quarterly KRAs** (e.g. by 7th of April for Q1)
- iii) Q2&Q3 shall be combined together for assessment by 7th of October for both Quarters
- iv) by 7th of Next Half Yearly in case of **Half Yearly KRAs** (e.g. by 7th of July for H1)
- iv) during appraisal assessment for Annual KRA



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Salient Features

- Once the KRA appraisal and review deadline is over, the link gets locked for the month. No changes can be done after it is locked.
- In case the team member doesn't enter the achievement before the due date and the KRA gets locked, the appraisee score will be "NIL", the appraiser/ reviewer can still appraise by putting their score.
- The KRA lock for future months would be open for making changes in target, but the target for the ongoing month cannot be changed.
- The changes in targets for future months can be done only if appraiser approves the changes through the module.
- For any KRAs to be changed mid year, the KRA has to be evaluated for the past period and then closed. This weightage has to be then distributed to other KRA or create a new KRA for the next months.
- Frequency of evaluation once selected cannot be changed midway.
- Maximum 5 KRAs and Maximum 5 Sub KRAs within each KRA.



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Rules of weightage division

- The least weightage assigned to a sub KRA/ KRA should preferably be 5, avoid dividing further.
- If the frequency for evaluation and achievement is chosen as monthly, the weightage of that KRA cannot be less than 10.
- The weightage of any KRA is a multiple of 5



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APPRAISEE LEVEL



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ESS login

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Enter ESS Login
ID & Password

Employee Self Services(ESS) [Contact Us](#)



Our Corporate Website

www.vnrseeds.com

Login (ESS)

Company :

Login ID/ Name :

Password :

Year :

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GOOD SEED BETTER YIELD



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Select PMS module

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Click on PMS module

Home Profile Attendance Leave PMS Salary Assets Query Separation SP COT WP

Welcome : Mr. ANKIT KUMAR TIWARI EmpCode : 123456 Year . to Company : VNR SEEDS PRIVATE LIMITED [LogOut](#) [Change Password](#)

Circulars/Notifications:

[PF Slip](#)

VNR
Impact

[All Volume](#)



NEW

Volume-08



Volume-07



Volume-06

Thought for the Day



Imagination is the beginning of creation.
You imagine what you desire, you will
what you imagine and at last you
create what you will.

George Bernard Shaw



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Select Employee level KRA

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Click on Employee button

Home Profile Attendance Leave PMS Salary Assets Query Separation SP COT WP

Welcome : Mr. ANKIT KUMAR TIWARI EmpCode : 123456 Year : to Company : VNR SEEDS PRIVATE LIMITED [LogOut](#) [Change Password](#)

Employee

Appraiser

Reviewer

HOD

PERFORMANCE MANAGEMENT SYSTEM





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Select KRA in PMS module

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Click on KRAbutton

Home Profile Attendance Leave + PMS Salary + Assets + Query + Separation + Sales Plan

Welcome : Mr. ANKIT KUMAR TIWARI EmpCode : 123456 Year to Company : VNR SEEDS PVT. LTD. [LogOut](#) [Change Password](#)

Employee

Appraiser

Reviewer

HOD

Personal Details

Schedule

KRA for Ass. Year

Print/ Save KRA

(Personal Details)



Name	MR. ANKIT KUMAR TIWARI	EmpCode	123456
Designation	TERRITORY BUSINESS MANAGER	Department	SALES
Grade	J4	Head Quarter	LADWA
Assessment Year		DOJ	01-04-2009
Total VNR-Exp.	8.10 YEAR	Appraiser	MR. ANKIT KUMAR TIWARI
Reviewer	MR. ANKIT KUMAR TIWARI	HOD	MR. ANKIT KUMAR TIWARI



Set your KRAs

Enter the period for measuring the KRA/Sub KRA being monthly/ Quarterly, Half Yearly, Annually

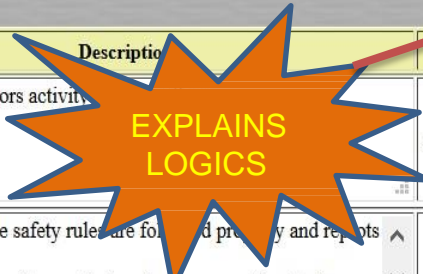
Enter Main KRAs with description (Max5-6). You can choose from the old KRAs from previous year.

Enter Logic for measuring the KRAs and giving the scores

Enter the measure, unit, target for each KRA

List down your KRA for Assessment Year

SNo	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target
1	Market intelligence5(MARKET INFORMATION)	Update on competitors activity	Acreage	%	5.0	Logic1	Annually	100
2	Safety and Reporting	Ensuring that all the safety rules are followed properly and reports are shared in time. a)Reporting of competitors activity scheme, promotion, trade expansion, new product introduction, man power recruitment,			10.0			0
3	New product demo and OFD managementreporting	New product identification for the territory and to speeden the product delivery customized to the territory need. a) Morning evening report b) fortnightlymonthly territory reporting monthly meeting c)niStimely Submission of expense	Program	%	10.0	Logic1	Half Yearly	100
4	FD/FV, new product segment pocket identification, Marketing campaign	To generate demand at the root level for the product and to expand the VNR portfolio in the territory a)successful Field dayField vists b) successful demonstration of new product c) Marketing campaign d) Judicious use of inputs	Process	%	10.0	Logic2	Quarterly	100
5	Channel Management and stock return	To strengthen and develop good rapport with the network(primary and secondary) in given territory by ensuring a) Channel expansion selection of partycontribution b) Working at retailer level c) building Rapport with existing distributors d)	Process	%	10.0	Logic3	Monthly	100
6	Ontime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP. The deviationvariation pattern in collection also needs to be considered.	Process	%	15.0	Logic1	Annually	100
7	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales stratgies	Process	%	40.0	Logic1	Annually	100



Logic Refresh final submit save as draft

"Logic"

Logic 1

[Higher the achievement, higher the scoring till a limit]

Target	Achievement	Score
100	100	100
100	90	90
100	110	110

Logic 2

[Higher the achievement, max scored is 100]

Target	Achievement	Score
100	100	100
100	90	90
100	110	100

Logic 3

[Either 100 or Zero]

Target	Achievement	Score
100	100	100
100	90	0
100	110	0

Logic 4

[Lower the actual, zero]

Target	Achievement	Score
100	100	100
100	90	0
100	110	100

Logic 5

[Higher the achievement, Max is 100, Below 70% achievement, Zero]

Target	Achievement	Score
100	100	100
100	< 70	0
100	80	80

Logic 6 (For Sales)

[Need to be 150% weightage, and lower zero if >30% return in FC]

Target	Sales Return	Score
100	Return <= 10%	150
100	Return between 10% to 15%	125
100	Return between 15% to 20%	100

Logic 7 (For Sales)

[Need to be 150% weightage, and lower zero if >10% return in VEG]

Target	Sales Return	Score
100	Return 0%	150
100	Return between 0% to 2%	100
100	Return between 2% to 5%	90
100	Return between 5% to 10%	75
100	Return more then 10%	0

Logic 8 (For Production)

[Higher Achievement on higher Grades, higher the multiple factor]

Sub Logic	Target	Achievement	Achievement Multiple Factor
Logic 8a	100	=, < 100	110
Logic 8b	100	=, < 100	100
Logic 8c	100	=, < 100	90
Logic 8d	100	=, < 100	65
Logic 8e	100	=, < 100	-150

Logic 9 (For Production)

[Higher Achievement, higher the score till 90%, above 90% - 100%]

Target	Achievement	Score
100	100	100
100	110	100
100	90	100
100	<90	<90

Logic 10 (For Production)

[More than 10% deviation, Score=Zero]

Target	Achievement (Deviation%)	Score (Multiple Factor)
100	<90%	0
100	90%	100
100	91-93%	105
100	94-97%	110
100	98-100%	120

Set Sub-KRAs

You can divide the main KRA into measurable sub-KRAs (Max 5) each having different measures, units, period, weightage.

Give proper description for each sub KRA

Final submit your KRAs for approval.

List down your KRA for Assessment Year 2017-2018

Logic Refresh final submit Edit

SNo	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target
1	Market intelligence5(MARKET INFORMATION)	Update on competitors activity in the territory	Areaage	%	5.0	Logic1	Annually	100

2	Safety and Reporting	Ensuring that all the safety rules are followed properly and reports are shared in time. a)Reporting of competitors activity scheme, promotion, trade expansion, new product introduction, man power recruitment						
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The KRA weightage has to be Minimum 10 to be divided into sub- KRA

SNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target
a	Safety	Ensuring that all the safety rules are followed properly and reports are shared in time a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per	Process	%	5.0	Logic1	Quarterly	100.0
b	Reporting	Reporting of competitors activity; scheme promotion, trade expansion, new product introduction, man power recruitment, promotional inputs, by competitors to be presented and shared	Process	%	5.0	Logic3	Half Year	100.0
c			None	None		Logic1	Annually	
d			None	None		Logic1	Annually	
e			None	None		Logic1	Annually	

Each KRA/ Sub KRA weightage has to be minimum 5

3	New product demo and OFD managementreporting	New product identification for the territory and to speeden the product delivery customized to the territory need						
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Measuring Performance



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Rate KRA as per periodicity

Enter your achievement by clicking the target link

List down your KRA for Assessment Year

Logic

Refresh

final submit

Edit

SNo	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target	
1	Market intelligence5(MARKET INFORMATION)	Update on competitors activity in the territroy	Acreage	%	5.0	Logic1	Annually	100	
2	Safety and Reporting	Ensuring that all the safety rules are followed properly and reprot are shared in time. a)Reporting of competitors activity scheme, promotion, trade expansion, new product introduction, man power recruitment,			10.0				
	SNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target
	a	Safety	Ensuring that all the safety rules are followed properly and reports are shared in time a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per	Process	%	5.0	Logic1	Quarterly	100.0
	b	Reporting	Reporting of competitors activity; scheme promotion, trade expansion, new product introduction, man power recruitment, promotional inputs, by competitors to be presented and shared	Process	%	5.0	Logic2	Half Yearl	100.0
	c			None	None		Logic1	Annually	
	d			None	None		Logic1	Annually	
	e			None	None		Logic1	Annually	
3	New product demo and OFD managementreporting	New product identification for the territory and to speeden the product delivery customized to the territory need.			10.0	Logic1	Half Yearl	100	



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Quarterly KRA : Enter Self Rating for Q1

Enter Self Rating for your achievement against the target by clicking on edit button

Enter remarks justifying the work done

Define Target

Logic: Logic1 . KRA: Safety

Description: Ensuring that all the safety rules are followed properly and reports are shared in time a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.

Sn	Quarter	Weigh tage	Target	Activity Performed	Achievement			Edit	Submit
					Self Rating	Remark	Score		
1	Quarter 1	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00		
2	Quarter 2	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00		
3	Quarter 3	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00		
4	Quarter 4	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00		
Total:		5	100						

edit

:Edit :Save :Submit :Submitted :Locked



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Submit the KRA after rating

The scoring happens as per the logic selected

Save and submit the KRA rating

Define Target

Logic: Logic1 , KRA: Safety

Description: Ensuring that all the safety rules are followed properly and reports are shared in time a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.

Sn	Quarter	Weigh tage	Target	Activity Performed	Achievement			Edit	Submit
					Self Rating	Remark	Score		
1	Quarter 1	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	25	All requirements were met.	1.25		
2	Quarter 2	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00		
3	Quarter 3	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00		
4	Quarter 4	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00		
Total:		5	100		25		1.25		

edit

:Edit :Save :Submit :Submitted :Locked



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Rate all KRAs as per periodicity

Rate other KRAs based on periodicity

List down your KRA for Assessment Year :

Logic Refresh final submit Edit

SNo	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target
1	Market intelligence5(MARKET INFORMATION)	Update on competitors activity in the territory	Acreage	%	5.0	Logic1	Annually	100
2	Safety and Reporting	Ensuring that all the safety rules are followed properly and reports are shared in time. a)Reporting of competitors activity scheme, promotion, trade expansion, new product introduction, man power recruitment,			10.0			

SNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target
a	Safety	Ensuring that all the safety rules are followed properly and reports are shared in time a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per	Process	%	5.0	Logic1	Quarterly	100.0
b	Reporting	Reporting of competitors activity; scheme promotion, trade expansion, new product introduction, man power recruitment, promotional inputs, by competitors to be presented and shared	Process	%	5.0	Logic3	Half Year	100.0
c			None	None		Logic1	Annually	
d			None	None		Logic1	Annually	
e			None	None		Logic1	Annually	

3	New product demo and OFD managementreporting	New product identification for the territory and to speeden the product delivery customized to the territory need.			10.0	Logic1	Half Yearly	100
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Half Yearly : Rate after 6 months for H1

Define Target

Logic: Logic3 . KRA: Reporting

Description: Reporting of competitors activity; scheme promotion, trade expansion, new product introduction, man power recruitment, promotional inputs, by competitors to be presented and shared during monthly meeting

Sn	Year	Weigh tage	Target	Activity Performed	Achivement			Edit	Submit
					Self Rating	Remark	Score		
1	Half Year 1	2.5	50	Reporting of competitors activity; scheme promotion, trade expansion, new product introduction, man power recruitment, promotional	0		0		
2	Half Year 2	2.5	50	Reporting of competitors activity; scheme promotion, trade expansion, new product introduction, man power recruitment, promotional	0		0		
Total:		5	100						

save

:Edit :Save :Submit :Submitted :Locked

1 Market intelligenc

2 Safety and Report

SNo

a

b

save

d

e

3 New product dem

4 FDFV, new produ identification,Marketing campaign

the VNR portfolio in the territory
a)successful Field dayField visits b) successful demonstraton of new product c) Marketing campaign d) Judicious use of inputs

Process

%

10.0

Logic2

Quarterly

100



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Important Points

- The KRA is a live document
- Change KRAs in ESS as soon as the role/ task changes beforehand. You will not be able to change once the assessment period begins.
- Keep rating as per the specified periodicity
- Keep entering notes/ remarks to keep tab of your task completion, reason of delay or closure of a particular KRA.



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Appraiser / Reviewer



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Click on My Team to view the KRAs of all the team members.

Click on the edit button for rating the KRAs

Welcome : Mr. ANKIT KUMAR TIWARI EmpCode : 123456 Year : to Company : VNR SEEDS PVT. LTD. [LogOut](#) [Change Password](#)

Employee Appraiser Reviewer HOD

Home My Team My Team KRA for Year 2017-18

(My Team KRA Status) [Edit](#) [Resent](#) [Logic](#)

SNo.	EmpCode	Name	Department	Designation	HQ	State	Employee	Appraiser	KRA	Action
1	123456	ANKIT KUMAR TIWARI	SALES	TERRITORY BUSINESS MANAGER	LADWA	PUNJAB	Submitted	Pending	Click	Edit Resent

Click on the resend button for sending the KRA back to the team member



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Appraise the achievement by clicking the target link

EmpCode : 123456 Name : ANKIT KUMAR TIWARI Old KRA

List down your KRA for Assessment Year

back

final submit

Edit

SNo	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target
1	Market intelligence5(MARKET INFORMATION)	Update on competitors activity in the territory	Process	%	5.0	Logic1	Annually	100

2	Safety and Reporting	Ensuring that all the safety rules are followed properly and reprotis are shared in time. a)Reporting of competitors activity scheme, promotion, trade expansion, new product introduction, man power recruitment.			10.0			
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SNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target
a	Safety		Process	%	5.0	Logic	Quarterly	100.0
b	Reporting		Process	%	5.0	Logic	Half Year	100.0
c			None	None		Logic	Annually	
d			None	None		Logic	Annually	
e			None	None		Logic	Annually	

3	New product demo and OFD managementreporting	New product identification for the territory and to speeden the product delivery customized to the territory need.	Program	%	10.0	Logic1	Half Yearly	100
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The team member's score can be seen

Define Target

Name: 123456: ANKIT KUMAR TIWARI

Logic: Logic1 , KRA: Safety

Description: Ensuring that all the safety rules are followed properly and reports are shared in time a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.

Sn	Quarter	Weigh tage	Target	Activity Performed	Employee Rating Deatis			Reporting Rating Deatis			Edit	Submit
					Self Rating	Remark	Score	Rep Rating	Remark	Score		
1	Quarter 1	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	25	All requirements were met.	1.25	0		0.00		
2	Quarter 2	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00	0		0.00		
3	Quarter 3	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00	0		0.00		
4	Quarter 4	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00	0		0.00		
Total:		5	100		25		1.25					



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The appraiser can fill the score and submit to the next level

Define Target

Name: 123456: ANKIT KUMAR TIWARI

Logic: Logic1 - KRA: Safety

Description: Ensuring that all the safety rules are followed properly and reports are shared in time a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.

Sn	Quarter	Weigh tage	Target	Activity Performed	Employee Rating Deatis			Reporting Rating Deatis			Edit	Submit
					Self Rating	Remark	Score	Rep Rating	Remark	Score		
1	Quarter 1	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	25	All requirements were met.	1.25	20	One incidence of not wearing helmet was observed.	1		
2	Quarter 2	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00	0		0.00		
3	Quarter 3	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00	0		0.00		
4	Quarter 4	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00	0		0.00		
Total:		5	100		25		1.25	20		1		



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Define Target

Name: 123456: ANKIT KUMAR TIWARI

Logic: Logic1 . KRA: Safety

Description: Ensuring that all the safety rules are followed properly and reports are shared in time a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.

Sn	Quarter	Weightage	Target	Activity Performed	Employee Rating Deatis			Reporting Rating Deatis			Edit	Submit
					Self Rating	Remark	Score	Rep Rating	Remark	Score		
1	Quarter 1	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.				20	One incidence of not wearing helmet was observed.	1		
2	Quarter 2	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.				0		0.00		
3	Quarter 3	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00	0		0.00		
4	Quarter 4	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00	0		0.00		
Total:		5	100		25		1.25	20		1		

Do you want to submit?

OK Cancel



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The half yearly KRAs needs to be appraised on half yearly basis.

EmpCode : 123456 Name : ANKIT KUMAR TIWARI Old KRA

List down your KRA for Assessment Year

back

final submit

Edit

SNo	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target	
1	Market intelligence5(MARKET INFORMATION)	Update on competitors activity in the terrroy	Process	%	5.0	Logic1	Annually	100	
2	Safety and Reporting	Ensuring that all the safety rules are followed properly and reprotos are shared in time. a)Reporting of competitors activity scheme, promotion, trade expansion, new product introduction, man power recruitment,			10.0				
	SNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target
	a	Safety	Ensuring that all the safety rules are followed properly and reports are shared in time a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as	Process	%	5.0	Logic	Quarterly	100.0
	b	Reporting	Reporting of competitors activity; scheme promotion, trade expansion, new product introduction, man power recruitment, promotional inputs, by competitors to be presented and shared	Process	%	5.0	Logic	Half Year	100.0
3	New product demo and OFD managementreporting	New product identification for the territory and to speeden the product delivery customized to the territory need. a) Morning evening report b) fortnightlymonthly territory reporting monthly meeting c)niStimely Submission of expense	Program	%	10.0	Logic1	Half Yearly	100	
4	FDFV, new productsegmentpocket identification,Marketing campaign	To generate demand at the root level for the product and to expand the VNR portfolio in the territory a)successful Field dayField visits b) successful demonstaration of new product c) Marketing campaign d) Judicious use of inputs	Process	%	10.0	Logic2	Quarterly	100	
5	Channel Management and stock return	To strengthen and develop good rapport with the network(primary and secondary) in given territory by ensuring a) Channel expansion selection of partycontribution b) Working at retailer level c) building Rapport with existing distributors d)	Process	%	10.0	Logic3	Monthly	100	
6	Ontime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP. The deviationvariation pattern in collection also needs to be considered.	Process	%	15.0	Logic1	Annually	100	



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If the team member has not appraised the KRA, the appraiser can fill the achievement score as per his evaluation and submit to next level.

Define Target

Name: 123456: ANKIT KUMAR TIWARI

Logic: Logic3 , KRA: Reporting

Description: Reporting of competitors activity; scheme promotion, trade expansion, new product introduction, man power recruitment, promotional inputs, by competitors to be presented and shared during monthly meeting

Su	Year	Weigh tage	Target	Activity Performed	Employee Rating Deatis			Reporting Rating Deatis			Edit	Submit
					Self Rating	Remark	Score	Rep Rating	Remark	Score		
1	Half Year 1	2.5	50	Reporting	0		0.00	30	The reporting was not consistent and was irregular.	0		
2	Half Year 2	2.5	50	Reporting	0		0.00	0		0.00		
Total:		5	100					30		0		

:Edit :Save :Submit :Submitted :Locked



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Submit the Approved KRA for next level to view. Even if the KRA is not submitted, the reviewer shall be able to view the same if the deadline is over.

Define Target

Name: 123456: ANKIT KUMAR TIWARI

Logic: Logic1 . KRA: Safety

Description: Ensuring that all the safety rules are followed properly and reports are shared in time a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.

Sn	Quarter	Weightage	Target	Activity Performed	Employee Rating Deatis			Reporting Rating Deatis			Edit	Submit
					Self Rating	Remark	Score	Rep Rating	Remark	Score		
1	Quarter 1	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	25	All requirements were met.	1.25	20	One incidence of not wearing helmet was observed.	1.00		
2	Quarter 2	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00	0		0.00		
3	Quarter 3	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00	0		0.00		
4	Quarter 4	1.25	25	a) zero incidence reporting on accident b) wearing helmet seat belt c) adhering to the safety norms as per HR manual while on work or personal travel.	0		0.00	0		0.00		
Total:		5	100		25		1.25	20		1		



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Important points

- The process for Appraiser & Reviewer remains the same.
- The HOD/Management will however only be able to view and resend and shall not be able to assess except for the final Annual Review.
- The behavioural parameters assessment shall be open for assessment during final assessment.