



**PERFORMANCE MANAGEMENT SYSTEM**



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# Performance Management System

**Performance Management System is an ongoing process involving following activities with Appraisals being one of the key activity.**

- Linking individual employee objectives with the organisation's mission and strategic plans. (*The employee has a clear concept on how they contribute to the achievement the overall business objective.*)
- Focusing on setting clear performance objectives and expectations through the use of results, actions and behaviours.
- Defining clear development plans as part of the process. (*Planning training programs*)
- Conducting regular discussions throughout the performance cycle which include such things as coaching, mentoring, feedback and assessment.



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# Performance Appraisal

*A Performance Appraisal is a systematic, general and periodic process that assesses an individual employee's job performance and productivity in relation to certain pre-established criteria and organizational objectives.*





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# Steps of Appraisal Process

Process

**Appraisee** : An individual who is assessed as part of the performance cycle

**Appraiser** : Individual who helps plans performance and assesses the performance of one or more appraisees that report to him/her

**Reviewer** : individual who is responsible for addressing escalated issues pertaining to the system implementation.

**HOD(Additional Level Only for Sales)** : The reporting manager of the reviewer of the function who is responsible for bringing strategic changes, mentoring teams, and recognising performances

**Management HOD** : The Management head oversees multiple functions being responsible for bringing strategic changes to drive business, recognise performances and rewarding them.

1

2

3

4

5

# Performance Rating Scale

**Rating 5**  
Exemplary

**Ratings**  
4.5/4.7/4.9  
Outstanding

**Ratings**  
4/4.2/4.4  
Extraordinary

**Ratings**  
3.5/3.7/3.9  
Commendable

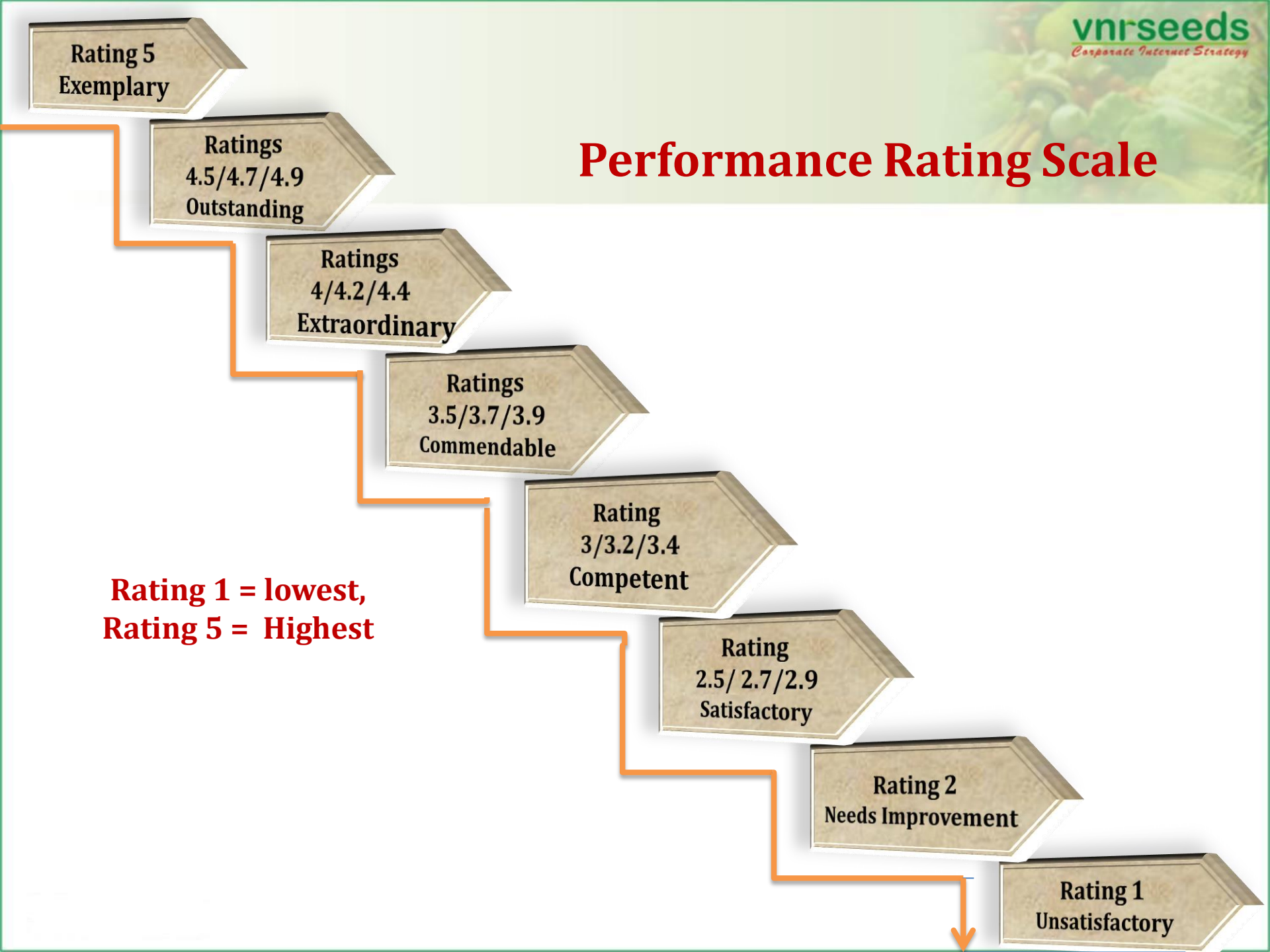
**Rating**  
3/3.2/3.4  
Competent

**Rating**  
2.5/ 2.7/2.9  
Satisfactory

**Rating 2**  
Needs Improvement

**Rating 1**  
Unsatisfactory

**Rating 1 = lowest,  
Rating 5 = Highest**







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# PMS Score Mapping to Rating Scale



Sr. No	Score From	Score To	Ratings Points	Score Mapping with Rating scale	Rating Scale description
1	0	60	1		Unsatisfactory
2	61	70	2		Needs improvement
3	70	80	2.5/2.7/2.9	2.5 = 70 to 72 2.7 = 73- 76 2.9 = 77-79.9	Satisfactory
4	80	90	3/3.2/3.4	3 = 80-82 3.2 = 83-86 3.4 = 87-89.9	Competent
5	90	95	3.5/3.7/3.9	3.5 = 90-92 3.7 = 92-93 3.9 = 93-94.9	Commendable
6	95	100	4/4.2/4.4	4 = 95-97 4.2 = 97-98 4.4 = 98-99.9	Extraordinary
7	100	110	4.5/4.7/4.9	4.5 = 100-102 4.7 = 103-106 4.9 = 107-109.9	Outstanding
8	110	120	5		Exemplary



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# Employee Coverage

- Cut-off date** : All those team members who have joined till 30<sup>th</sup> June of current year shall be covered in this appraisal cycle.
- Less than a year, joined before cutoff date** : Those team members who have joined before 30<sup>th</sup> June of current year but not completed one year as on 31<sup>st</sup> December of current year, will receive the increment on pro-rate basis in % as per the no. of months completed as on 31<sup>st</sup> Dec of current year.
- Less than a year, joined after cutoff date** : Those team members who have joined after 30<sup>th</sup> June of current year shall be covered in the next appraisal cycle and shall receive the increment in next cycle on pro-rata basis in % for the additional months served in this cycle.



## PMS Online - Salient Features/DO's & Donts

<p><b>Appraisal Process is automated and made online through ESS</b></p>	<p><b>Do not share your password with anyone</b></p>
<p><b>Deadline driven process where dates are to be "strictly adhered". The link will disappear after the last date.</b></p>	<p><b>Always Save your entries before exit</b></p>
<p><b>Help Guide/ FAQs are available to guide through</b></p>	<p><b>Always click on "Edit" button to make changes in form</b></p>
<p><b>Option of Uploading additional documents (MS Office Excel/Word/Powerpoint,Pdf, JPEG and Open office-Word &amp; excel ) as attachments.</b></p>	<p><b>Training needs should be captured for planning developmental activities.</b></p>
<p><b>Print Preview/ Print / Save Option ( in HTML) is available for the appraisal records.</b></p>	<p><b>One-to-one FEEDBACK SHARING IS ESSENTIAL .</b></p>
<p><b>Letters shall be provided as per the schedule provided.</b></p>	<p><b>Rating graph at the Appraiser/Reviewer level available for proper review and distribution of ratings</b></p>
<p><b>KRAs are already entered, Modification in KRAs is not allowed. IN special cases the changes can be sent to HR for modification.</b></p>	<p><b>"Needs Improvement" Rating will lead to employees being put on a Performance implementation Plan .</b></p>





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# ESS- PMS

Home Profile Attendance Leave PMS Salary Assets Query Separation Sales Plan

Welcome : EmpCode : Year : Company : VNR SEEDS PVT. LTD. [LogOut](#) [Change Password](#)

Employee → Click Employee

PERFORMANCE MANAGEMENT SYSTEM



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# Employee Personal Details

Home Profile Attendance Leave PMS Salary Assets Query Separation Sales Plan

Welcome :  PMS PVT. LTD. [LogOut](#) [Change Password](#)

Employee

PMS : 7 Days Remaining! Last date : 10-January

Personal Details Schedule PMS Help FAQ Appraisal Form

(Personal Details)

Name		EmpCode	
Designation		Department	SALES
Grade		Head Quarter	
Assessment Year	PMS: <input type="text"/>	DOJ	
Total VNR-Exp.		Appraiser	
Reviewer		HOD	

Click to get PMS Schedule

Click to get Appraisal Forms

Remaining Days Indicator

PMS Help through Presentation

Answering general Quires



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# Form 1-Achievements

Home Profile Attendance Leave PMS Salary Assets Query Separation Sales Plan

Welcome : EmpCode : Year : Company : VNR SEEDS PVT. LTD. [LogOut](#) [Change Password](#)

Employee

PMS : 7 Days Remaining! Last date : 10-January

Personal Details Schedule PMS Help FAQ Appraisal Form **Click Form A KRA**

(Appraisal Form) : Achievements [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) Please fill appraisal form before last date of self appraisal!

List down your Significant Contribution(Achievement) for Assessment Year - 2018

1:

2:

3:

4:

5:

**Enter your Achievements & Save as Draft after Every Line**

[save as draft](#)



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# Form A (KRA)

Employee

PMS 7 Days Remaining! Last date : 10-January

- Personal Details
- Schedule
- PMS Help
- FAQ
- Appraisal Form

Remaining Days Indicator

Click Targets

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) Please fill appraisal form before last date of self appraisal!

List the KRA/ Goals set for the given assessment year. Score the performance against each objective.

Logic

SNo	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable. Target vs Achievement on volume or value basis as finalized in ESS.	Processes	%	30.0	Logic1	Quarter	100.0	94.5	
2	Ontime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP Measurable. To achieve the Monthly targets as submitted via RCP and uploaded in ESS.	Processes	%	10.0	Logic1	Monthly	100.0	68.62	
3	Sales Return	The unsold stocks should be returned as following			10.0					

SNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
(a)	Field Crop	The Unsold Stocks should reach the warehouse by 15th august for Kharif Season Measurable: OP less than 5 % Hybrid; less than 15 % for evaluation the Proportionate weightage will be considered for OP and hybrid	Processes	%	5.0	Logic1	1/2 Annual	100.0	50	
(b)	vegetable Crops	the Hybrid vegetables should be dully approved with more than onee month as expiry when it reaches to warehouse Measurable Veg OP equal to 0% Hybrid Less Than 2 % for evaluation the proportionate weightage will be considered for OP and HY	Processes	%	5.0	Logic1	1/2 Annual	100.0	50	

4	Retailer Focus	Need to select 10 good retailers per distributor, need to have a goal sheet( month wise business plan) for these retailers, need to select 5 good villages under each retailer, primarily these identified villages need to be covered for Demo, Meeting, crop show etc, Retailer plan and village details need to be attached. Measurable Plan Vs Achievement	Processes	%	10.0	Logic1	Quarter	100.0	71	
5	Demand Generation	The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement. As uploaded and approved in effort plus.	Processes	%	15.0	Logic5	Quarter	100.0	70	
6	Trialing OFD and CT	New product trialing and data generation in the territory			15.0					

SNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
(a)	Site and farmer selection	Site and Farmer as per requirement and monthly reporting PD team inputs will be taken	Processes	%	5.0	Logic1	Quarter	100.0	72	
(b)	Trail quality Observation and data submission	Trail quality Observation and data submission is done timely and accurately PD team inputs will be taken	Processes	%	10.0	Logic1	Quarter	100.0	72	

7	Reporting	Timely and Accurate reports 1) FA documentation submission before joining ( evaluation based on marketing team inputs and reports ) 2) Monthly FA claim submission with in timelines ( evaluation based on marketing team inputs and reports ) 3)Monthly MDA plan submission with in timelines ( evaluation based on marketing team inputs and reports ) 4) Real time MDA activity upload with data in effort plus ( evaluation based on marketing team inputs and reports )	Processes	%	10.0	Logic4	Monthly	100.0	73.95	
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save as draft





# Quarterly KRA's

Qtr. Targets Distribution

Enter Achievement Ratings

Your Score for Assigned Qtrly. KRA

Enter Remarks in Support to your Self Rating (\*Mandatory Field)

Logic: Logic1 KRA: Achieve Sales Target in given territory

Description: To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value basis as finalized in ESS.

Sn	Quarter	Weightage	Target	Comment	Achievement			Edit	Submit
					Self Rating	Remark	Score		
1	Quarter 1	7.5	25	Achieve Sales Target in given territory	21	Achieved the Business Rs 3383239 lac target Rs 4410765 lac 77 percent Achievement	6.30	<input checked="" type="checkbox"/>	
2	Quarter 2	7.5	25	Achieve Sales Target in given territory	25	Achieved Business target of Rs 1708304.15 against GD target of 1019254. Total target achievement 168 percent.	7.50	<input checked="" type="checkbox"/>	
3	Quarter 3	7.5	25	Achieve Sales Target in given territory	25	Achieve business target of RS 36.92 lac against GD target of 28.74 lac. Total Achieve 128.46 percent.	7.50	<input checked="" type="checkbox"/>	
4	Quarter 4	7.5	25	Achieve Sales Target in given territory	23.5	Achieved the Business Rs 4385737 lac target Rs 4650885 lac 94 percent Achievement	7.05	<input checked="" type="checkbox"/>	
<b>Total:</b>		<b>30</b>	<b>100</b>		<b>94.5</b>		<b>28.35</b>		

Weightage for Particular Quarter

Total Self Rating

Your Self Score

Target	Self Rating	Remarks
100.0	94.5	Overall tried my best to achieve targets. Faced many challenges
100.0	68.	

SNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
(a)	Field Crop	The Unsold Stocks should reach the warehouse by 15st august for Kharif Season Measurable: OP less than 5 % Hybrid; less than 15 % for evaluationthe Proportionate weightage will be considered for OP and hybrid	Processes	%	5.0	Logic1	1/2 Annual	100.0	100	ok
	vegetable Crops	the Hybrid vegetables should be dully approved with						100		





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# Put Remarks on Main Page

PMS : 7 Days Remaining! Last date : 10-January

- Personal Details
- Schedule
- PMS Help
- FAQ
- Appraisal Form

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) Please fill

Total Self Rating Score

Put your Overall remarks for Particular KRA

List the KRA/ Goals set for the given assessment year. Score the performance.

SNNo	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value basis as finalized in ESS.	Processes	%	30.0	Logic1	Quarter	100.0	94.5	Overall tried my best to achieve the targets. Faced many
2	Ontime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP. Measurable.. To achieve the Monthly targets as submitted via RCP and uploaded in ESS.	Processes	%	10.0	Logic1	Monthly	100.0	63.72	
3	Sales Return	The unsold stocks should be returned as following			10.0					

SNNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
(a)	Field Crop	The Unsold Stocks should reach the warehouse by 15st august for Kharif Season Measurable: OP less than 5 % Hybrid; less than 15 % for evaluationthe Proportionate weightage will be considered for OP and hybrid	Processes	%	5.0	Logic1	1/2 Annual	100.0	50	
(b)	vegetable Crops	the Hybrid vegetables should be dully approved with more than onee month as expiry when it reaches to warehouse Measurable Veg OP equal to 0% Hybrid Less Than 2 % for evaluation the proportionate weightage will be considered for OP and HY	Processes	%	5.0	Logic1	1/2 Annual	100.0	50	

4	Retailer Focus	Need to select 10 good retailers per distributor, need to have a goal sheet( month wise business plan) for these retailers, need to select 5 good villages under each retailer, primarily these identified villages need to be covered for Demo, Meeting, crop show etc, Retailer plan and village details need to be attached. Measurable Plan Vs Achievement	Processes	%	10.0	Logic1	Quarter	100.0	71	
5	Demand Generation	The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement . As uploaded and approved in effort plus.	Processes	%	15.0	Logic5	Quarter	100.0	70	



# Assessing Monthly KRAs

Month	Weightage	Target	Self Rating	Remarks
3 March	0.83	8.33	8.33	On-time Collection Collection plan RS 1438363 laces against collect Rs 3949000 laces achieved
4 April	0.83	8.33	5.5	On-time Collection Collection RS 4.43 lacs against collection plan of Rs 7.88 laces achieved. Total percent achievement 56.22 percent.
5 May	0.83	8.33	8.33	On-time Collection As per collection plan total collection target was Rs. 2.87lacs against which the achievement is Rs. 5.37lacs i.e 187.11 percent achievement of the target.
6 June	0.83	8.33	6.2	On-time Collection Collection RS 5.27 lacs against collection plan of Rs 8 laces achieved. Total percent achievement 66 percent.
7 July	0.83	8.33	6.2	On-time Collection Collection RS 2.29 lacs against collection plan of Rs 3.68 lacs. Total percent achievement 62.23 percent.
8 August	0.83	8.33	4.5	On-time Collection Collection Rs 4.61 lacs against collection plan of Rs 10,10,701lacs. Total percent achievement 40 percent.
9 September	0.83	8.33	8.33	On-time Collection Collection RS 20.87 lac against collection plan Rs 7.61 lac. Total percent achievement 274 percent.
10 October	0.83	8.33	0	On-time Collection
11 November	0.83	8.33	0	On-time Collection
12 December	0.83	8.33	4.9	On-time Collection Collection RS 6 lac against collection plan Rs 10 lac. Total percent achievement 60 percent.
<b>Total:</b>	<b>10</b>	<b>100</b>	<b>68.62</b>	<b>6.85</b>

Target	Self Rating	Remarks
100.0	94.5	
100.0	68.62	
Target	Self Rating	Remarks
100.0	50	

Monthly Target	Monthly Weightage	Monthly KRA Total Self Rating	Monthly KRA Total Score
8.33	8.33	68.62	6.85

Monthly Score

Enter Monthly Self Rating

Enter Monthly Remarks or justification

Monthly Target

Monthly Weightage

Monthly KRA Total Self Rating

Monthly KRA Total Score





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# Assessing Half Yearly KRAs

**Define Target**

Logic: Logic1 . KRA: Field Crop  
 Description: The Unsold Stocks should reach the warehouse by 15st august for Kharif evaluationthe Proportionate weightage will be considered for OP and hybrid

Sn	Year	Weigh tage	Target	Comment	Achievement			Edit	Submit
					Self Rating	Remark	Score		
1	Half Year 1	2.5	50	Field Crop	50	Zero sales return.	2.50		
2	Half Year 2	2.5	50	Field Crop	50	Zero Sales Return	2.5		
<b>Total:</b>		<b>5</b>	<b>100</b>		<b>100</b>		<b>5</b>		

Annotations for the table above:

- Enter Half yearly Self Rating (points to the Self Rating column)
- Enter Remarks (points to the Remark column)
- Half yearly Target (points to the Target column)
- Half yearly Score (points to the Score column)
- Half yearly Weightage (points to the Weigh tage column)
- Half yearly Total Self Rating (points to the Total Self Rating)
- Half yearly Total Score (points to the Total Score)

of self appraisal!

Target	Self Rating
100.0	94.5
100.0	
100.0	50
100.0	
100.0	71
100.0	
100.0	70

5	Demand Generation	village details need to be attached. Measurable Plan Vs Achievement The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement . As	Processes	%	15.0	Logic5	Quarter	100.0
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# Complete Form A

Employee

PMS : 7 Days Remaining! Last date : 10-January

Personal Details Schedule PMS Help FAQ Appraisal Form

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [Feedback](#) [UploadFile](#) Please fill appraisal form before last date of self appraisal!

Click Form B (Skills)

List the

the performance against each objective.

Logic

SNo	KRA Goals	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks	
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable. Target vs Achievement on volume or value basis as finalized in ESS.	Processes	%	30.0	Logic1	Quarter	100.0	94.5	Overall tried my best to achieve targets. Faced many challenges
2	Ontime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP. Measurable. To achieve the Monthly targets as submitted via RCP and uploaded in ESS.	Processes	%	10.0	Logic1	Monthly	100.0	68.62	The collections were low as the party selected was defaulter
3	Sales Return	The unsold stocks should be returned as following			10.0					
SNo	Sub KRA-Goal	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
(a)	Field Crop	The Unsold Stocks should reach the warehouse by 15st august for Kharif Season Measurable. OP less than 5 % Hybrid, less than 15 % for evaluationthe Proportionate weightage will be considered for OP and hybrid	Processes	%	5.0	Logic1	1/2 Annual	100.0	100	ok
(b)	vegetable Crops	the Hybrid vegetables should be dully approved with more than onee month as expiry when it reaches to warehouse Measurable Veg OP equal to 0% Hybrid Less Than 2 % for evaluation the proportionate weightage will be considered for OP and HY	Processes	%	5.0	Logic1	1/2 Annual	100.0	100	ok
4	Retailer Focus	Need to select 10 good retailers per distributor, need to have a goal sheet( month wise business plan) for these retailers, need to select 5 good villages under each retailer, primarily these identified villages need to be covered for Demo, Meeting, crop show etc, Retailer plan and village details need to be attached. Measurable Plan Vs Achievement	Processes	%	10.0	Logic1	Quarter	100.0	96	Have increased our focus now.
5	Demand Generation	The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement. As uploaded and approved in effort plus.	Processes	%	15.0	Logic5	Quarter	100.0	95	doing lot of demand generation activities under guidance of
6	Trialing OFD and CT	New product trialing and data generation in the territory			15.0					
SNo	Sub KRA-Goal	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
(a)	Site and farmer selection	Site and Farmer as per requirement and monthly reporting PD team inputs will be taken	Processes	%	5.0	Logic1	Quarter	100.0	97	ok
(b)	Trail quality Observation and data submission	Trail quality Observation and data submission is done timely and accurately PD team inputs will be taken	Processes	%	10.0	Logic1	Quarter	100.0	92	have to improve
7	Reporting	Timely and Accurate reports 1) FA documentation submission before joining ( evaluation based on marketing team inputs and reports) 2) Monthly FA claim submission with in timelines ( evaluation based on marketing team inputs and reports ) 3)Monthly MDA plan submission with in timelines ( evaluation based on marketing team inputs and reports ) 4) Real time MDA activity upload with data in effort plus ( evaluation based on marketing team inputs and reports )	Processes	%	10.0	Logic4	Monthly	100.0	73.95	will try to be on time

edit



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# Form B (Skills)

Employee

**PMS : 7 Days Remaining! Last date : 10-January**

Personal Details

Schedule

PMS Help

FAQ

Appraisal Form

View/Print Form

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) Please click on final submit button for complete your appraisal form!

Rate your Competency level for current role as listed below. Self rating shall be in % against the 100% target Score. Score = rating/target\*Weightage

SNo.	Behavioral/Skills	Description	Weightage	Logic	Period	Target	Self Rating	Comments
1	Interpersonal Skill	Market Intelligence information sharing on various development in market place like trends, new product, competitor activities, new inputs, competition product issues, schemes, new initiatives etc. on real time basis, which may impact VNR business. Measurable is real time reporting through Whatsapp, Phone, Mail and a summary report on monthly basis	25.0	Logic2	Annual	100.0	95.0	Have good relationship with all business partners, team members. Have shared market intelligence on timely
2	Mentoring And Coaching	1. Entire team i.e. Permanent FA and Temporary FAs shall be thorough in product communciation. 2. Within a month of joining, FA should be capable of handling a farmer meeting independently. Measurable, each FA shall be able to conduct 5 planned and approved demand generation meetings on monthly basis.	25.0	Logic2	Annual	100.0	90.0	The FAs have been guided to perform field days. Have been trained on product details FAs are doing the
3	Initiative	To Lead one initiative for the territory to support business. The measurable is to decide one goal around farmer data, demand generation, trialling, working at retailer level as initiative for current year with concrete numbers. This initiative has to be a new one or improvement over present system, it has to be documented	25.0	Logic2	Annual	100.0	70.0	Did some work at Retailer level and distributor level. About 15 good distributors were taken for Chavan
4	Problem Solving	To address and effectively solve the issues at farmers level. Measurable; 1. Closing the product performance issue which are localised and not supported by QA because of reasons other than seed quality i.e. environment/ agronomic or insect pest reason. 2.To follow proper guidelines and documentations timely for complain addressal	25.0	Logic2	Annual	100.0	80.0	No major issues at my location. Very minor issues which were resolved at my end.

edit

final submit

Enter Self Rating

Click Edit before any modification & save before leaving the page

Enter your Comments Justifying your Rating with Examples and Specific Data (\*Mandatory Field)





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# Completed FORM B

Employee

PMS : 7 Days Remaining! Last date : 10-January

Personal Details Schedule PMS Help FAQ Appraisal Form View/Print Form

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) Please click on final submit button for complete your appraisal form!

Rate your Competency level for current role as listed below. Self rating shall be in %

SNo.	Behavioral/Skills	Description	Weightage	Logic	Period	Target	Logic	
							Self Rating	Comments
1	Interpersonal Skill	Market Intelligence information sharing on various development in market place like new products, new product, competitor activities, new inputs, competition product issues, schemes, new initiatives etc. on real time basis, which may impact VNR business. Measurable is real time reporting through Whatsapp, Phone, Mail and a summary report on monthly basis	25.0	Logic2	Annual	100.0	95.0	Have good relationship with all business partners, team members. Have shared market intelligence on timely basis.
2	Mentoring And Coaching	1. Entire team i.e. Permanent FA and Temporary FAs shall be thorough in product communication. 2. Within a month of joining, FA should be capable of handling a farmer meeting independently. Measurable, each FA shall be able to conduct 5 planned and approved demand generation meetings on monthly basis.	25.0	Logic2	Annual	100.0	90.0	The FAs have been guided to perform field days. Have been trained on product details. FAs are doing the same.
3	Initiative	To Lead one initiative for the territory to support business. The measurable is to decide one goal around farmer data, demand generation, trialling, working at retailer level as initiative for current year with concrete numbers. This initiative has to be a new one or improvement over present system, it has to be documented	25.0	Logic2	Annual	100.0	70.0	Did some work at Retailer level and distributor level. About 15 good distributors were taken for Chavan.
4	Problem Solving	To address and effectively solve the issues at farmers level. Measurable; 1. Closing the product performance issue which are localised and not supported by QA because of reasons other than seed quality i.e. environment/ agronomic or insect pest reason. 2.To follow proper guidelines and documentations timely for complain addressal	25.0	Logic2	Annual	100.0	80.0	No major issues at my location. Very minor issues which were resolved at my end.

edit final submit

Click Feedback

Click Edit before any modification & save before leaving the page



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# Feedback

The screenshot shows the 'Employee' section of the PMS interface. At the top, it indicates 'PMS : 7 Days Remaining! Last date : 10-January'. Below this are navigation buttons for 'Personal Details', 'Schedule', 'PMS Help', 'FAQ', 'Appraisal Form', and 'View/Print Form'. The 'Appraisal Form' section is active, showing options for 'Achievements', 'Form A(KRA)', 'Form B(Skills)', 'FeedBack', and 'UploadFile'. A red arrow points from the 'UploadFile' link to a callout box: 'Click Upload File in support to your Achievements'. The 'Work Environment' section contains five questions with text input fields. A red arrow points from the 'final submit' button to a callout box: 'Click Final Submit after Completing All Form'. Another red arrow points from the 'edit' button to a callout box: 'Click Edit before any modification & save before leaving the page'. A third red arrow points from the feedback text area to a callout box: 'Enter your Feedback'. The footer contains 'Copyright © VNR' and 'Designed by VNR Seeds Pvt Ltd.'.

Employee

PMS : 7 Days Remaining! Last date : 10-January

Personal Details Schedule PMS Help FAQ Appraisal Form View/Print Form

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) Please click on final submit button

Click Upload File in support to your Achievements

Work Environment

1: What is your feedback regarding the existing & new processes that are being followed or needs to be followed in your respective functions?  
need four wheeler at work, Laptop

2: At work, are there any factors that hinder your growth?  
New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target

3: At work, what are the factors that facilitate your growth?  
VNR Brand Image and Good Team

4: What support you need for your performance?  
Immediate feedback on job

5: Any other feedback  
None

edit final submit

Click Edit before any modification & save before leaving the page

Click Final Submit after Completing All Form

Enter your Feedback

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# Upload File

The screenshot shows a web application interface with a form titled "Upload File". The form includes fields for "EmpCode", "Name", "Upload file" (with a "Browse..." button and "No file selected." text), and "Name Of File" (with a "Save" button). Below the form is a table with columns "Sno.", "File Name", "Read", and "Delete". The table is currently empty. A "Print Form" button is visible below the table. A yellow message box says "Please click on final submit button for complete your appraisal form!". Below this are several text input fields. At the bottom, there are two questions: "4: What support you need from the superiors to facilitate your performance?" with the answer "Immediate feedback on job to help improve.", and "5: Any other feedback !" with the answer "None". There are "edit" and "final submit" buttons at the bottom.

**Upload File**

EmpCode :    Name :

Upload file :     No file selected.

Name Of File :       

Sno.	File Name	Read	Delete
------	-----------	------	--------

Please click on final submit button for complete your appraisal form!

s to be followed in your respective functions?

4: What support you need from the superiors to facilitate your performance?  
Immediate feedback on job to help improve.

5: Any other feedback !  
None

**Callouts:**

- No of Uploaded files will appear here
- Browse your file from saved area & Select
- Name Appears here & Save

Personal Details

Schedule

PMS Help

FAQ

Appraisal Form

View/Print Form

(Appraisal Form)

[Achievements](#)

[Form A\(KRA\)](#)

[Form B\(Skills\)](#)

Please click on final submit button for complete your appraisal

Are you sure you want to submit appraisal form.?

OK

Cancel

1: What is your feedback regarding the existing & new processes that you are using in your respective functions?

need four wheeler at work, Laptop

2: At work, are there any factors that hinder your growth?

New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target

3: At work, what are the factors that facilitate your growth?

VNR Brand Image and Good Team

4: What support you need from the superiors to facilitate your performance?

Immediate feedback on job to help improve.

5: Any other feedback !

None

Click ok to Final Submit

edit

final submit



**(Achievement)**

1	4 new distributor created
2	Liaisoning with Government officials and follow-ups for licencing
3	No collection pendency beyond 60 days.
4	Have Created the very good brand image of Hy paddy vnr -2355plus,Sarita,chilli-305,Super Green, Deepika ,Kashi Kanchan in my territory
5	Developed Strong relation with retailer and farmer and Colleted the maximum ABS from retailer



Printable appraisal Form

**(Feedback)**

1	What is your feedback regarding the existing & new processes that are being followed or needs to be followed in your respective functions?
Ans.	need four wheeler at work, Laptop
2	At work, are there any factors that hinder your growth?
Ans.	New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target
3	At work, what are the factors that facilitate your growth?
Ans.	VNR Brand Image and Good Team
4	What support you need from the superiors to facilitate your performance?
Ans.	Immediate feedback on job to help improve.
5	Any other feedback !
Ans.	None

**(KRA)**

SNo.	KRA/Goals	Description	Measure	Unit	Weightage	Target	Self Rating	Remarks		
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value basis as finalized in ESS.	Processes	%	30.0	100.0	94.5	Overall tried my best to achieve targets. Faced many challenges like weather conditions, product shortage, manpower shortage etc.		
2	Ontime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP. Measurable.. To achieve the Monthly targets as submitted via RCP and uploaded in ESS.	Processes	%	10.0	100.0	68.62	The collections were low as the party selected was defaulter		
3	Sales Return	The unsold stocks should be returned as following			10.0					
SNo.	Sub KRA/Goals	Sub Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
(a)	Field Crop	The Unsold Stocks should reach the warehouse by 15st august for Kharif Season Measurable: OP less than 5 % Hybrid; less than 15 % for evaluationthe Proportionate weightage will be considered for OP and hybrid	Processes	%	5.0	Logic1	1/2 Annual	100.0	100	ok
(b)	vegetable Crops	the Hybrid vegetables should be dully approved with more than onee month as expiry when it reaches to warehouse Measurable Veg OP equal to 0% Hybrid Less Than 2 % for evaluation the proportionate weightage will be considered for OP and HY	Processes	%	5.0	Logic1	1/2 Annual	100.0	100	ok
4	Retailer Focus	Need to select 10 good retailers per distributor, need to have a goal sheet( month wise business plan) for these retailers, need to select 5 good villages under each retailer, primarily these identified villages need to be covered for Demo, Meeting, crop show etc, Retailer plan and village details need to be attached. Measurable Plan Vs Achievement	Processes	%	10.0			100.0	96	Have increased our focus now.
5	Demand Generation	The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement . As uploaded and approved in effort plus.	Processes	%	15.0			100.0	95	doing lot of demand generation activities under guidance of seniors
6	Trialing OFD and CT	New product trialing and data generation in the territory			15.0					
SNo.	Sub KRA/Goals	Sub Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
(a)	Site and farmer selection	Site and Farmer as per requirement and monthly reporting PD team inputs will be taken	Processes	%	5.0	Logic1	Quarter	100.0	97	ok
(b)	Trail quality Observation and data submission	Trail quality Observation and data submission is done timely and accurately PD team inputs will be taken	Processes	%	10.0	Logic1	Quarter	100.0	92	have to improve
7	Reporting	Timely and Accurate reports 1) FA documentation submission before joining ( evaluation based on marketing team inputs and reports) 2) Monthly FA claim submission with in timelines ( evaluation based on marketing team inputs and reports ) 3)Monthly MDA plan submission with in timelines ( evaluation based on marketing team inputs and reports ) 4) Real time MDA activity upload with data in effort plus ( evaluation based on marketing team inputs and reports )	Processes	%	10.0			100.0	73.95	will try to be on time

**(Skill/ Behavioral)**

SNo.	Behavioral/Skills	Description	Weightage	Target Rating	Self Rating	Comments
1	Interpersonal Skill	Market Intelligence information sharing on various development in market place like trends, new product, competitor activities, new inputs, competition product issues, schemes, new initiatives etc. on real time basis, which may impact VNR business. Measurable is real time reporting through Whatsapp, Phone, Mail and a summary report on monthly basis	25.0	100.0	95.0	Have good relationship with all business partners, team members. Have shared market intelligence on timely basis which has helped in preparing strategies. The reports have been sent timely. Data uploaded timely.
2	Mentoring And Coaching	1. Entire team i.e. Permanent FA and Temporary FAs shall be thorough in product communication. 2. Within a month of joining, FA should be capable of handling a farmer meeting independently. Measurable, each FA shall be able to conduct 5 planned and approved demand generation meetings on monthly basis.	25.0	100.0	90.0	The FAs have been guided to perform field days. Have been trained on product details. FAs are doing the meetings on their own. 3 FAs have completed 3-4 meetings each.
3	Initiative	To Lead one initiative for the territory to support business. The measurable is to decide one goal around farmer data, demand generation, trialing, working at retailer level as initiative for current year with concrete numbers. This initiative has to be a new one or improvement over present system, it has to be documented	25.0	100.0	70.0	Did some work at Retailer level and distributor level. About 15 good distributors were taken for Chayan activity to Raipur.
4	Problem Solving	To address and effectively solve the issues at farmers level. Measurable; 1. Closing the product performance issue which are localised and not supported by QA because of reasons other than seed quality i.e. environment/ agronomic or insect pest reason. 2.To follow proper guidelines and documentations timely for complain addressal	25.0	100.0	80.0	No major issues at my location. Very minor issues which were resolved at my end.





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# Appraiser Level



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# Appraiser

Home Profile Attendance Leave PMS Salary Assets Query Team Details Separation Sales Plan

Welcome : EmpCode : SEEDS PVT. LTD. [LogOut](#) [Change Password](#)

Employee Appraiser

Click Appraiser

PERFORMANCE MANAGEMENT SYSTEM

# My Team

Click Team Status for Appraisals

View KRA , History & Appraisal Form

Employee Appraiser

Home My Team Team Status Rating Graph

(My Team) : State :  Head Quarter :

Sn	EC	Name	Department	Designation	Grade	Head Quarter	State	KRA	History	Form
1			SALES	SENIOR TERRITORY SALES EXECUTIVE	J3			<a href="#">Click</a>	<a href="#">Click</a>	
2			SALES	TERRITORY SALES EXECUTIVE	J2			<a href="#">Click</a>	<a href="#">Click</a>	
3			SALES	TERRITORY BUSINESS MANAGER	J4			<a href="#">Click</a>	<a href="#">Click</a>	<a href="#">Click</a>
4			SALES	SENIOR TERRITORY SALES EXECUTIVE	J3			<a href="#">Click</a>	<a href="#">Click</a>	
5			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	



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# Team Status

Employee    Appraiser

Home    My Team    **Team Status**    Rating Graph

(My Team Appraisal Status) :    State :     Head Quarter :

Sn	EC	Name	Department	Designation	Form	Files	Employee	Appraiser	Action
1			SALES	SENIOR TERRITORY SALES EXECUTIVE	Wait	No	Draft	Draft	
2			SALES	TERRITORY SALES EXECUTIVE	Wait	No	Draft	Draft	
3			SALES	TERRITORY BUSINESS MANAGER	<a href="#">Click</a>	No	Submitted	Draft	Select
4			SALES	SENIOR TERRITORY SALES EXECUTIVE	Wait	No	Draft	Draft	Select
5			SALES	SENIOR SALES EXECUTIVE	Wait	No	Draft	Draft	Edit

Resend Form

Click on Edit to Access appraisal forms

Click Resend form to reverse form to Appraiser



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# Appraisal Form

Employee Appraiser

Home My Team Team Status Rating Graph

**Appraisal Form**

EmpCode : Name :

*(Achievement)*

1	4 new distributor created
2	Liasioning with Government officials and follow-ups for licencing
3	No collection pendency beyond 60 days.
4	Have Created the very good brand image of Hy paddy vnr -2355plus,Sarita,chilli-305,Super Green, Deepika ,Kashi Kanchan in my territory
5	Developed Strong relation with retailer and farmer and Colleted the maximum ABS from retailer

*(Feedback)*

1	What is your feedback regarding the existing & new processes that are being followed or needs to be followed in your respective functions?
Ans.	need four wheeler at work, Laptop
2	At work, are there any factors that hinder your growth?
Ans.	New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target
3	At work, what are the factors that facilitate your growth?
Ans.	VNR Brand Image and Good Team
4	What support you need from the superiors to facilitate your performance?
Ans.	Immiedate feedback on job to help improve.
5	Any other feedback !
Ans.	None

Key achievements Filled by Appraisee

Feedback filled by Appraisee





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# Appraiser Rating

Click Target for Appraiser Rating

Form-A(KRA)

Sn	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks	Appraiser Ass.	Score
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value basis as finalized in ESS.	Processes	%	30.0	Logic1	Quarter	100.0	94.5	Overall tried my best to achieve targets. Faced many challenges like weather conditions, product shortage, mannover shortage etc.	90	27

2 Ontime Collection

3 Sales Return

Sn	
(a)	Field Cro
(b)	vegetable

4 Retailer Focus

5 Demand Generati

6 Trialine OFD and

Target Define - Mozilla Firefox

192.168.3.4/hrm/hrims/Employee/setkraptgtms.php?act=setkratgt&n=1&valueins=true&checkalpha=false&d=12&pa=4&y=2&kid=12 90%

### Define Target

Name: 312: DHARMBIR TIWARI  
 Logic: Logic1 . KRA: Achieve Sales Target in given territory  
 Description: To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value ESS.

Employee Rating Deatis							Reporting Rating Deatis					
Sn	Quarter	Weightage	Target	Comment	Self Rating	Remark	Score	Rep Rating	Remark	Score	Edit	Submit
1	Quarter 1	7.5	25	Achieve Sales Target in given territory	21	Achieved the Business Rs 3383239 lac target Rs 4410765 lac 77 percent Achievement	6.30	20	Achieved Business target of Rs 33.83 lac against GD target Rs 44.10 lac. Achievement 77 percent.	6.00		✓
2	Quarter 2	7.5	25	Achieve Sales Target in given territory	25	Achieved Business target of Rs 1708304.15 against GD target of 1019254. Total target achievement 168 percent.	7.50	25	Achieved Business t 1708304.15 against 1019254. Total targ			
3	Quarter 3	7.5	25	Achieve Sales Target in given territory	25	Achieve business target of RS 36.92 lac against GD target of 28.74 lac. Total Achieve 128.46 percent.	7.50	25	Achieved Business t 750450 lac against t 905678 lac. Achievement 82.80			
4	Quarter 4	7.5	25	Achieve Sales Target in given territory	23.5	Achieved the Business Rs 4385737 lac target Rs 4650885 lac 94 percent Achievement	7.05	20	Achieved Business target of Rs 134506 lac against GD target Rs 121000 lac. Achievement 90	6.00		✓
<b>Total:</b>		<b>30</b>	<b>100</b>		<b>94.5</b>		<b>28.35</b>	<b>90</b>		<b>27</b>		

Edit Save Submit Submitted Lock

Enter Appraiser Rating

Enter Appraiser Remarks

Click Edit Button Before Entering Appraiser Rating



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# Form B Skill/Behaviour

Fill Similarly As form A

## Form-B (Skill/ Behavioral)

Sn	Skill	SkillComment	Weightage	Logic	Period	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	Interpersonal Skill	Market Intelligence information sharing on various development in market place like trends, new product, competitor activities, new inputs, competition product issues, schemes, new initiatives etc. on real time basis, which may impact VNR business. Measurable is real time reporting through Whatsapp, Phone, Mail and a summary report on monthly basis	25.0	Logic2	Annual	100.0	95.0	Have good relationship with all business partners, team members. Have shared market intelligence on timely basis which has helped in preparing strategies. The reports have been sent timely. Data uploaded timely.	95	22.5
2	Mentoring And Coaching	1. Entire team i.e. Permanent FA and Temporary FAs shall be thorough in product communciation. 2. Within a month of joining, FA should be capable of handling a farmer meeting independently. Measurable, each FA shall be able to conduct 5 planned and approved demand generation meetings on monthly basis.	25.0	Logic2	Annual	100.0	90.0	The FAs have been guided to perform field days. Have been trained on product details. FAs are doing the meetings on their own. 3 FAs have completed 3-4 meetings each.	85	21.25
3	Initiative	To Lead one initiative for the territory to support business. The measurable is to decide one goal around farmer data, demand generation, trialling, working at retailer level as initiative for current year with concrete numbers. This initiative has to be a new one or improvement over present system, it has to be documented	25.0	Logic2	Annual	100.0	70.0	Did some work at Retailer level and distributor level. About 15 good distributors were taken for Chayan activity to Raipur.	70	17.5
4	Problem Solving	To address and effectively solve the issues at farmers level. Measurable; 1. Closing the product performance issue which are localised and not supported by QA because of reasons other than seed quality i.e. environment/ agronomic or insect pest reason. 2.To follow proper guidelines and documentations timely for complain addressal	25.0	Logic2	Annual	100.0	80.0	No major issues at my location. Very minor issues which were resolved at my end.	85	21.25

Final Appraiser FormB Score:

82.5

# Have face-to-face feedback session with the team member

## Feedback

Be Specific

Be Helpful

Focus on Individual Efforts

Recognise

No harsh words

Sincere & Honest feedback

Don't judge person

Be solution oriented

Give Examples to Explain

Give Constructive feedback

End on Positive note

Listen

One-to-one





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# PMS Score calculation

## Calculation of PMS score

	KRA Form	(%) Weighthage	(A) KRA Score	Behavioral Form	(%) Weighthage	(B) Behavioral Score	(A+B) PMS Score	Rating
Employee :	83.50	75	62.63	0.00	25	0.00	62.63	2.00
Appraiser :	84.98	75	63.74	82.5	25	20.63	84.37	3.2

The Final PMS score appears

Promotion Recommendation by Appraiser

## Promotion Recommendation

	Current	Proposed
Grade :	J4	J4 <input type="text"/>
Designation :	TERRITORY BUSINESS MANAGER	TERRITORY BUSINESS MANAGER <input type="text"/>
Justification :		

Training Requirements of appraiser can be captured

## Training Requirements [Mention training requirement during the next appraisal cycle.]

### a) Soft Skills Training [Based on Behavioral parameter]

Communication skills

### b) Technical Training [Job related]

Product knowledge training

Remarks on overall assessment is to be provided

## Remarks

Hardworking. Should take more initiatives. Should be more aggressive in marketing activities.

save submit form

Submit the form





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# After Final Submission

Employee Appraiser *Form submitted successfully!* ←

Home My Team Team Status Rating Graph

Appraisal Form  
EmpCode :      Name :

*(Achievement)*

1	4 new distributor created
2	Liasioning with Government officials and follow-ups for licencing
3	No collection pendancy beyond 60 days.
4	Have Created the very good brand image of Hy paddy vnr -2355plus,Sarita,chilli-305,Super Green, Deepika ,Kashi Kanchan in my territory
5	Developed Strong relation with retailer and farmer and Colleted the maximum ABS from retailer

*(Feedback)*

1	What is your feedback regarding the existing & new processes that are being followed or needs to be followed in your respective functions?
Ans.	need four wheeler at work, Laptop
2	At work, are there any factors that hinder your growth?
Ans.	New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target
3	At work, what are the factors that facilitate your growth?
Ans.	VNR Brand Image and Good Team

After Submission , the form can no more be edited.



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# Reviewer Level



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# Reviewer

Home Profile Attendance Leave PMS Salary Assets Query Team Details Separation Sales Plan

Welcome : EmpCode : Year Company : VNR SEEDS PVT. LTD. [LogOut](#) [Change Password](#)

Employee Appraiser Reviewer

Click Reviewer

PERFORMANCE MANAGEMENT SYSTEM



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# My Team

Shows the status of the team members

Home Profile Attendance Leave PMS Salary Assets Query Team Details Separation Sales Plan

Welcome : EmpCode : Year Company : VNR SEEDS PVT. LTD. [LogOut](#) [Change Password](#)

Employee Appraiser Reviewer

Home **My Team** Team Status Rating Graph Overall Rating Graph

(My Team) : State :  Head Quarter :

Sn	EC	Name	Department	Designation	Grade	Head Quarter	Appraiser	KRA	History	Form
1			SALES	SENIOR TERRITORY SALES EXECUTIVE	J3			<a href="#">Click</a>	<a href="#">Click</a>	
2			SALES	TERRITORY SALES EXECUTIVE	J2			<a href="#">Click</a>	<a href="#">Click</a>	
3			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	
4			SALES	TERRITORY BUSINESS MANAGER	J4			<a href="#">Click</a>	<a href="#">Click</a>	<a href="#">Click</a>
5			SALES	TERRITORY BUSINESS MANAGER	J4			<a href="#">Click</a>	<a href="#">Click</a>	
6			SALES	TERRITORY SALES EXECUTIVE	J2			<a href="#">Click</a>	<a href="#">Click</a>	
7			SALES	SENIOR TERRITORY SALES EXECUTIVE	J3			<a href="#">Click</a>	<a href="#">Click</a>	
8			SALES	TERRITORY SALES EXECUTIVE	J2			<a href="#">Click</a>	<a href="#">Click</a>	
9			SALES	SENIOR TERRITORY SALES EXECUTIVE	J3			<a href="#">Click</a>	<a href="#">Click</a>	
10			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	
11			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	
12			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	
13			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	





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# Team Status

Click Team Status for Appraisals

Employee

Appraiser

Reviewer

Home

My Team

Team Status

Rating Graph

Overall Rating Graph

(My Team Appraisal Status) :

Department :  Head Quarter :  State :

Sa	EC	Name	Department	Designation	HQ	Form	Files	Employee	Appraiser	Reviewer	Action
1			SALES	SENIOR TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
2			SALES	TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
3			SALES	SENIOR SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
4			SALES	TERRITORY BUSINESS MANAGER		<a href="#">Click</a>	No	Submitted	Approved	Draft	Select <input type="button" value="v"/>
5			SALES	TERRITORY BUSINESS MANAGER		Wait	No	Draft	Draft	Draft	Select
6			SALES	TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	<a href="#">Edit</a>
7			SALES	SENIOR TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	Resend Form
8			SALES	TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
9			SALES	SENIOR TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
10			SALES	SENIOR SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
11			SALES	SENIOR SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
12			SALES	SENIOR SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
13			SALES	SENIOR SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	



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# Form A- Achievements/Feedback

Home

My Team

Team Status

Rating Graph

Overall Rating Graph

Review feedback / Achievements

## Appraisal Form

EmpCode :      Name :

### (Achievement)

1	4 new distributor created
2	Liasioning with Government officials and follow-ups for licencing
3	No collection pendency beyond 60 days.
4	Have Created the very good brand image of Hy paddy vnr -2355plus,Sarita,chilli-305,Super Green, Deepika ,Kashi Kanchan in my territory
5	Developed Strong relation with retailer and farmer and Colleted the maximum ABS from retailer

### (Feedback)

1	What is your feedback regarding the existing & new processes that are being followed or needs to be followed in your respective functions?
Ans.	need four wheeler at work, Laptop
2	At work, are there any factors that hinder your growth?
Ans.	New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target
3	At work, what are the factors that facilitate your growth?
Ans.	VNR Brand Image and Good Team
4	What support you need from the superiors to facilitate your performance?
Ans.	Immediate feedback on job to help improve.
5	Any other feedback !
Ans.	None

### Form-A(KRA)

Sn	KRA/Goals	Description	Measure	Unit	Weigh tage	Logic	Period	Target	Self Rating	Remarks	Appraiser Ass.	Score
----	-----------	-------------	---------	------	------------	-------	--------	--------	-------------	---------	----------------	-------



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# Form A Assessment

## Form-A(KRA)

Sn	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks	Appraiser Ass.	Score
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value basis as finalized in ESS.	Processes	%	30.0	Logic1	Quarter	100.0	94.5	Overall tried my best to achieve targets. Faced many challenges like weather conditions, product shortage, manpower shortage etc.	90	27
2	Ontime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP. Measurable.. To achieve the Monthly targets as submitted via RCP and uploaded in ESS.	Processes	%	10.0	Logic1	Monthly	100.0	68.6	The collections were low as the party selected was defaulter	78.79	7.87
3	Sales Return	The unsold stocks should be returned as following			10.0				0.0			0.0

Sn	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks	Appraiser Ass.	Score
(a)	Field Crop	The Unsold Stocks should reach the warehouse by 15th august for Kharif Season Measurable: OP less than 5 % Hybrid; less than 15 % for evaluation the Proportionate weightage will be considered for OP and hybrid	Processes	%	5.0	Logic1	1/2 Annual	100.0	100.0	ok	95	4.75
(b)	vegetable Crops	the Hybrid vegetables should be dully approved with more than onee month as expiry when it reaches to warehouse Measurable Veg OP equal to 0% Hybrid Less Than 2 % for evaluation the proportionate weightage will be considered for OP and HY	Processes	%	5.0	Logic1	1/2 Annual	100.0	100.0	ok	80	4

4	Retailer Focus	Need to select 10 good retailers per distributor, need to have a goal sheet( month wise business plan) for these retailers, need to select 5 good villages under each retailer, primarily these identified villages need to be covered for Demo, Meeting, crop show etc, Retailer plan and village details need to be attached. Measurable Plan Vs Achievement	Processes	%	10.0	Logic1	Quarter	100.0	96.0	Have increased our focus now.	95	9.5
5	Demand Generation	The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement . As uploaded and approved in effort plus.	Processes	%	15.0	Logic5	Quarter	100.0	95.0	doing lot of demand generation activities under guidance of seniors	77	9.3
6	Trialing OFD and CT	New product trialing and data generation in the territory			15.0				0.0			0.0

Sn	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks	Appraiser Ass.	Score
(a)	Site and farmer selection	Site and Farmer as per requirement and monthly reporting PD team inputs will be taken	Processes	%	5.0	Logic1	Quarter	100.0	97.0	ok	82	4.1
(b)	Trail quality Observation and data submission	Trail quality Observation and data submission is done timely and accurately PD team inputs will be taken	Processes	%	10.0	Logic1	Quarter	100.0	92.0	have to improve	85	8.5

7	Reporting	Timely and Accurate reports 1) FA documentation submission before joining ( evaluation based on marketing team inputs and reports) 2) Monthly FA claim submission with in timelines ( evaluation based on marketing team inputs and reports) 3)Monthly MDA plan submission with in timelines ( evaluation based on marketing team inputs and reports ) 4) Real time MDA activity upload with data in effort plus ( evaluation based on marketing team inputs and reports)	Processes	%	10.0	Logic4	Monthly	100.0	74.0	will try to be on time	99.96	9.96
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**Enter Assessment Score with a different not more than +/- 10 score.**

Final Appraiser KRA Score: 84.98

Reviewer Score: 90



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# Form B Assessment

## Form-B (Skill/ Behavioral)

Sn	Skill	SkillComment	Weightage	Logic	Period	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	Interpersonal Skill	Market Intelligence information sharing on various development in market place like trends, new product, competitor activities, new inputs, competition product issues, schemes, new initiatives etc. on real time basis, which may impact VNR business. Measurable is real time reporting through Whatsapp, Phone, Mail and a summary report on monthly basis	25.0	Logic2	Annual	100.0	95.0	Have good relationship with all business partners, team members. Have shared market intelligence on timely basis which has helped in preparing strategies. The reports have been sent timely. Data uploaded timely.	90.0	22.5
2	Mentoring And Coaching	1. Entire team i.e. Permanent FA and Temporary FAs shall be thorough in product communciation. 2. Within a month of joining, FA should be capable of handling a farmer meeting independently. Measurable, each FA shall be able to conduct 5 planned and approved demand generation meetings on monthly basis.	25.0	Logic2	Annual	100.0	90.0	The FAs have been guided to perform field days. Have been trained on product details. FAs are doing the meetings on their own. 3 FAs have completed 3-4 meetings each.	85.0	21.3
3	Initiative	To Lead one initiative for the territory to support business. The measurable is to decide one goal around farmer data, demand generation, trialling, working at retailer level as initiative for current year with concrete numbers. This initiative has to be a new one or improvement over present system, it has to be documented	25.0	Logic2	Annual	100.0	70.0	Did some work at Retailer level and distributor level. About 15 good distributors were taken for Chayan activity to Raipur.	70.0	17.5
4	Problem Solving	To address and effectively solve the issues at farmers level. Measurable; 1. Closing the product performance issue which are localised and not supported by QA because of reasons other than seed quality i.e. environment/ agronomic or insect pest reason. 2.To follow proper guidelines and documentations timely for complain addressal	25.0	Logic2	Annual	100.0	80.0	No major issues at my location. Very minor issues which were resolved at my end.	85.0	21.3

Final Appraiser Form B Score: 82.50

Enter Assessment Score with a different not more than +/- 10 score.

Score: 0.00





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# Form submission

	Current	Proposed(Appraiser)	Proposed(Reviewer)
Grade :	J4	J4	M1 <input type="text"/>
Designation :	TERRITORY BUSINESS MANAGER	TERRITORY BUSINESS MANAGER	AREA SALES COORDINATOR <input type="text"/>
Justification (Appraiser) :			
Justification (Reviewer) :	Overall a good performer. Deserves to be promoted.		

Promotion Recommendation by Reviewer

**Training Requirements** [Mention training requirement during the next appraisal cycle.]

### Appraiser

a) Soft Skills Training [Based on Behavioral parameter]

Communication skills,

b) Technical Training [Job related]

Product knowledge training,

c) Remark

Hardworking. Should take more initiatives. Should be more aggressive in marketing activities.

Training Requirements of appraiser can be captured

### Reviewer

a) Soft Skills Training [Based on Behavioral parameter]

Communication & Presentation Skills

b) Technical Training [Job related]

Product knowledge and Objection Handling training

c) Remark

Good asset, can be groomed well for taking more responsibilities

Remarks on overall assessment is to be provided

save

submit form

Submit the form



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# HOD Level



[www.vnrseeds.com](http://www.vnrseeds.com)

# HOD Level

Employee

Appraiser

Reviewer

HOD

Management

PERFORMANCE MANAGEMENT SYSTEM





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# HOD Level (Only review option)

Employee Appraiser Reviewer **HOD** Management

Click on HOD for the fourth level review

PMS :

Home My Team Team Status

(My Team Appraisal Status) : Department : Department Head Quarter : Head Quarter State : Select State

Sn	EC	Name	Department	Designation	HQ	Form	Files	Employee	Appraiser	Reviewer	HOD	Action
1			SALES	TERRITORY BUSINESS MANAGER		<a href="#">Click</a>	No	Submitted	Approved	Approved	Pending	Select

Click on form to review for taking further action.

If the HOD is ok with the assessment, he approves or resends form for correction

- Select
- Approved
- Resend Form





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# Management/HR Level

## Management LEVEL APPRAISAL

- Management shall evaluate the appraisals of the complete department and introduce normalization where ever required.
- The PMS scores gets mapped to ratings
- The promotion recommendations are reviewed & finalised

## HR PROCESSING

- HR Processes the increment/ promotion details
- Works out the salary restructuring/ increments post discussions with management
- Letter issuance as per the date decided.
- PMS feedback is consolidated and sent with other PMS reports to management
- Necessary organizational policy/ procedure/process changes are implemented based on feedback.

If you can't  
**MEASURE** it  
you can't **MANAGE** it.



*Measurement is the first step that leads to control and eventually to improvement. If you can't measure something, you can't understand it. If you can't understand it, you can't control it. If you can't control it, you can't improve it.*

**-H. James Harrington**