



VNR

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# PMS 2016-17





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## Definition

*Performance Appraisal* is the process of obtaining, analyzing and recording information about the relative worth of an employee. The focus of the performance appraisal is **measuring and improving** the actual performance of the employee and also the future potential of the employee.

PERFORMANCE





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# Performance Rating Scale

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Corporate Internet Strategy

Rating 1	Unsatisfactory
Rating 2	Needs Improvement
Rating 2.5/ 2.7/2.9	Satisfactory
Rating 3/3.2/3.4	Competent
Ratings 3.5/3.7/3.9	Commendable
Ratings 4/4.2/4.4	Extraordinary
Ratings 4.5/4.7/4.9	Outstanding
Rating 5	Exemplary

**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	150	5		Exemplary



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## Steps of appraisal process

Process

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

1

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

2

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

3

**HOD :** The head of the function who is responsible for bringing strategic changes , recognising performances and rewarding them

4





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## Employee Coverage

- Cut-off date** : All those team members who have joined till 30<sup>th</sup> June 2017 shall be covered in this appraisal cycle.
- Increment due to Appraisal Cycle Shift** : The salary increment towards shifting of the appraisal cycle by a quarter shall be paid on pro-rata basis in Rs.
- Less than a year, joined before cutoff date** : Those team members who have joined before 30<sup>th</sup> June 2017 but not completed one year as on 31<sup>st</sup> December 2017, will receive the increment on pro-rate basis in % as per the no. of months completed as on 31<sup>st</sup> Dec 2017.
- Less than a year, joined after cutoff date** : Those team members who have joined after 30<sup>th</sup> June 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.
- More than a year** : Those team members who have joined between 1<sup>st</sup> April 2016 and 30<sup>th</sup> Sept 2016 and were not covered during last appraisal cycle would be getting increment in this cycle on pro-rata basis in % for the additional months served during last appraisal period.

## Salient Features of Online PMS



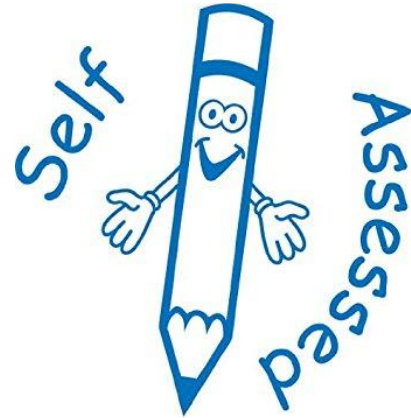
Appraisal Process is automated and made online	<b>Do not share your password with anyone</b>
Help Guide/ FAQs are available	Always Save your entries before exit
The Contact details are provided for additional assistance	Always click on “Edit” button to make changes in form
Option of Uploading additional documents (MS Office Excel/Word/Powerpoint, Pdf, JPEG and Open office-Word & excel ) as attachments.	Print Preview/ Print / Save Option ( in HTML) available for the appraisal records
One-to-one FEEDBACK SHARING IS ESSENTIAL .	<b>Deadlines as per the scheduled dates are to be “strictly adhered”.</b> The link will disappear after the last date.
Letters shall be provided on 31 <sup>st</sup> Jan 2018.	Rating graph at the Appraiser/Reviewer level available for proper review and distribution of ratings
“Needs Improvement” Rating will lead to employees being put on a Performance implementation 	KRAs are already entered, Modification in KRAs is not allowed. IN special cases the changes can be sent to HR for modification.





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APPRAISEE





# PERSONAL DETAILS

Review the personal details

View the PMS schedule

Click on the Appraisal Form link to start appraisals

Message provides the last date of completion at each stage

Employee Appraiser Reviewer HOD

Please fill appraisal form before last date of

Personal Details Schedule Appraisal Form Help FAQ

## (Personal Details)



<b>Name</b>	MR. TANMAY THAKUR	<b>EmpCode</b>	0440
<b>Designation</b>	ADMIN EXECUTIVE	<b>Department</b>	ADMIN
<b>Grade</b>	J1	<b>Head Quarter</b>	RAIPUR
<b>Assessment Year</b>	2016-17	<b>DOJ</b>	02-02-2009
<b>Total VNR-Exp.</b>	4.6 YEAR	<b>Appraiser</b>	MR. TANMAY THAKUR
<b>Reviewer</b>	MR. TANMAY THAKUR	<b>HOD</b>	MR. TANMAY THAKUR

You may go to Help/FAQ documents for more clarification



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# PMS SCHEDULE



## Appraisal Schedule :

SNo	Date From	Date To	Activity	Process Owner
1	26-12-2017	26-12-2017	Appraisal roll out	Human Resources
2	26-12-2017	02-01-2018	Self Appraisal by Appraisee	Appraisee/ Team members
3	03-01-2018	08-01-2018	First Level appraisal by Appraiser & feedback session with Appraisee	Appraiser/ Reporting Manager
4	09-01-2018	15-01-2018	Second level appraisal by Reviewer	Reviewer/ Second Level Reporting Manager
5	16-01-2018	20-01-2018	Review and Increment finalisation by HODs	HOD
6	21-01-2018	30-01-2018	PMS : Operational working by HR	HR
7	31-01-2018	31-01-2018	Release of Appraisal Letter	HR

Welcome : Mr. TANMAY THAKUR EmpCo

Employee

Appraiser

Re

Personal Details

Schedule

(Personal Details)



View PMS schedule

Designation

Grade

Assessment Year

Total VNR-Exp.

Reviewer



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# APPRAISAL FORM

Fill the 4 sections of Appraisal Form

Employee Appraiser Reviewer HOD

Please fill appraisal form before last date of self appraisal!

Personal Details Schedule Appraisal Form Help FAQ

7 Days Remaining! Last date :

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

List down your Significant Contribution(Achievement) for Assessment Year 2016-2017

1:	
2:	
3:	
4:	
5:	

Enter your achievements in past one year worth notifying

Please do not use special characters like %, & " etc.

save as draft

Click SAVE button to save the data entered.

Enter new rows for more entries of achievements by clicking on this sign.



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# ACHIEVEMENTS SECTION

Save the Achievements before moving to next Section of Appraisal Form

Employee

Appraiser

Reviewer

Personal Details

Appraisal Form

(Appraisal Form) : Achievements [Form A\(KRA\)](#) [Form B\(Skills\)](#)

Are you sure you want to save this achievement?

List down your Significant

2016-2017

1 : Cost Saving to the tune of Rs 4 lacs

2 :

3 :

4 :

5 :

OK

Cancel

save as draft





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# FORM "A"- KRA

The KRAs are already entered by HR. The employee needs to enter the self assessment rating against each KRA.

Enter remarks to justify your self assessment

Employee | Appraiser | Reviewer | HOD | Please fill appraisal form by **15/08/2017** at date of self appraisal! Data saved successfully!

Personal Details | Schedule | Appraisal Form | Help | FAQ | View/Print Form | **7 Days Remaining! Last date :**

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

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

SNo.	KRA/Goals	Description	Measure	Unit	Weightage	Target	Self Rating	Remarks
1	Delivery material to transport and local parties	To deliver materials to local parties and ensure transport facilities are made available on time.	% Compliance	%	20.0	100.0	90.0	Have arranged transportation at optimum cost and delivered material.
2	Material packing and dispatch	To ensure packing & dispatch of material on time	% Compliance	%	20.0	100.0	80.0	Have done all the materials dispatches on time.
3	office maintenance	To ensure that the office maintenance is done properly to provide a better work atmosphere.	% Compliance	%	20.0	100.0	110.0	Have done cost savings by proper office maintenance in
4	Stock verification	To verify the stock and ensure that related records are maintained for proper availability of material at the location	% Compliance	%	20.0	100.0	90.0	Stock properly maintained
5	verification of sales return material and report submission	To verify and maintain records of the sales return material for proper tracking and further processing	% Compliance	%	20.0	100.0	100.0	proper verification and submission of reports for sales returns





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# FORM "A"- KRA

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

SNo.	KRA/Goals	Description	Measure	Unit	Weightage	Target	Score	Remarks
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies	Nos.		20.0	100.0		
2	Ontime Collection	To ensure that the collection goals are achieved as per the targets.	Nos.	Rs.	20.0	100.0	70	
3	Channel Management and stock return	To strengthen and develop good rapport with the network( primary and secondary) in given territory a) Channel expansion- selection of retailer level c) building Rapport Command over channel e) stock return	%	%	20.0	100.0	50	
4	FD/FV, new product/segment/pocket identification,Marketing campaign	To generate demand at the root level a) expand the VNR portfolio in the day/Field visits b) successful demand generation c) Marketing campaign d) Judicious selection of new products from VNR portfolio e) development activity around the territory f) significant contribution to the territory turn over	%	%	10.0	100.0	70	
5	New product demo and OFD management/reporting	New product identification for the territory and to speeden the product delivery customized to the territory need. a) Morning evening report b) fortnightly/monthly territory reporting-monthly meeting c) Timely Submission of expense d) Stock return approval e) zero incidence reporting on accident f) wearing helmet/seat belt g) adhering to the safety norms as per HR manual while on work or personal travel	% compliance	%	10.0	100.0	90	
6	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/ promotional inputs by competitors b) information presented and shared during monthly meeting	% compliance	%	10.0	100.0	95	
7	Market intelligence-5%(MARKET INFORMATION)	Update on competitors activity in the territory	% compliance	%	10.0	100.0	70	

Save the entries before moving to next Section of Appraisal Form

Are you sure you want to save this KRA form?

OK Cancel



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# FORM "B"- KRA

Provide self assessment on behavioral skills

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

7 Days Remaining! Last date :

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

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

Enter Self assessment for the behavioral skills

Mention examples/incidence /comments to justify the behavioral skills

SNo.	Behavioral/Skills	Description	Weightage	Target	Current Rating	Comments
1	INTERPERSONAL SKILL	Degree of co-operation with team member; Ability to interact effectively with superiors, peers and subordinates	20.0	100.0	80	Have good relationships with all at work
2	COMMUNICATION	Clarity of thought and expression; skills and desire of sharing relevant information with all concerned(upward,lateral,downward.)	20.0	100.0	90	Possess good communication skills
3	INITIATIVE	takes the first step. proactive. Creates and is alert to opportunities	20.0	100.0	110	Have taken the initiative of cost reduction on own and
4	PROBLEM SOLVING	Ability to go to the core of the problem. makes a correct diagnosis with relevant.	20.0	100.0	90	Able to solve problem and manage things at my level
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality related to work place and work/ assigned task	10.0	100.0	100	Always punctual at office reportings, meetings etc
6	ATTITUDE TOWARDS ORGANIZATION/	Attitudinal pre-disposition. Approach to work; sensitivity and temperament.	10.0	100.0	100	Sincere, committed and respect towards seniors and organisational policies

Please do not use special characters like #, @, ~, ', ", etc.

save as draft



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# FORM "B"- KRA

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last da

Save the skills before moving to next Section of Appraisal Form

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

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

SNo.	Behavioral/Skills	Description	Weightage	Target	Self Rating	Comments
1	INTERPERSONAL SKILL	Degree of co-operation with team members and subordinates	20.0	100.0	80	Have good relationships with all at work
2	COMMUNICATION	Clarity of thought and expression; skills and concerns (upward, lateral, downward.)	20.0	100.0	90	Possess good communication skills
3	INITIATIVE	takes the first step. proactive. Creates and	20.0	100.0	110	Have taken the initiative of cost reduction on own and
4	PROBLEM SOLVING	Ability to go to the core of the problem. makes a correct diagnosis with relevant.	20.0	100.0	90	Able to solve problem and manage things at my level
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality related to work place and work/ assigned task	10.0	100.0	100	Always punctual at office reportings, meetings etc
6	ATTITUDE TOWARDS ORGANIZATION/	Attitudinal pre-disposition. Approach to work; sensitivity and temperament.	10.0	100.0	100	Sincere, committed and respect towards seniors and organisational policies.

Are you sure you want to save form B?

OK Cancel

Please do not use special characters like #, @, ~, ', ", etc.

save as draft





# FEEDBACK

Enter the feedback about the organisation

Employee

Appraiser

Reviewer

HOD

Please fill appraisal form by the last date of self appraisal!

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last date

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

## 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?

All processes are good

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

No hindrance

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

Good support from seniors

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

Need proper formats for various reports

5 : Any other feedback !

There should be good internet connectivity at office

Please do not use special characters like #, @, ~, ', ", etc.

save as draft



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# FEEDBACK

Save the feedback before moving to next Section of Appraisal Form

Employee

Appraiser

Reviewer

HOD

Please fill appraisal form before last date of self appraisal

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last date

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#)

Are you sure you want to save this feedback form?

OK

Cancel

1 : What is your feedback regarding the existing & new processes that are being followed?  
All processes are good

2 : At work, are there any factors that hinder your growth?  
No hindrance

3 : At work, what are the factors that facilitate your growth?  
Good support from seniors

4 : What support you need from the superiors to facilitate your performance?  
Need proper formats for various reports

5 : Any other feedback !  
There should be good internet connectivity at office

Please do not use special characters like #, @, ~, ', ", etc.

save as draft





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# FEEDBACK

Submit the appraisal form.

Employee Appraiser Reviewer HOD

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

Personal Details Schedule Appraisal Form Help

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#)

1 : What is your feedback regarding the existing & new processes that are being followed?  
All processes are good

2 : At work, are there any factors that hinder your growth?  
No hindrance

3 : At work, what are the factors that facilitate your growth?  
Good support from seniors

4 : What support you need from the superiors to facilitate your performance?  
Need proper formats for various reports

5 : Any other feedback !  
There should be good internet connectivity at office

Please do not use special characters like #, @, ~, ', ", etc.

edit final submit

Are you sure you want to submit appraisal form?

OK Cancel

Remaining! Last date :



# PRINTING OPTION

The submission message will flash on the screen

The submitted appraisal form can be printed before or after submission

Employee

Appraiser

Reviewer

HOD

You have successfully submitted appraisal form!

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last date :

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) [View/ Print My Form](#)

## 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?

All processes are good

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

No hindrance

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

Good support from seniors

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

Need proper formats for various reports

5 : Any other feedback !

There should be good internet connectivity at office

Please do not use special characters like #, @, ~, ', ", etc.



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# PRINTING PREVIEW

Click on print option for printing the form

### (Achievement)

1 Have done a cost aving of 1 Lac annually through control of office related expenses.

### (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. All processes are good

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

Ans. No hindrance

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

Ans. Good support from seniors

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

Ans. Need proper formats for various reports

5 Any other feedback !

Ans. There should be good internet connectivity at office

### (KRA)

SNo.	KRA/Goals	Description	Measure	Unit	Weightage	Target	Self Rating	Remarks
------	-----------	-------------	---------	------	-----------	--------	-------------	---------

Welcome : Mr. TANMAY T

Employee - A

Personal Details

### (Appraisal Form)

1 : What is your feedback

All processes are good

2 : At work, are there ar

No hindrance

3 : At work, what are th

Good support from sen

4 : What support you ne

Need proper formats fo

5 : Any other feedback !

There should be good i

Please do not use speci



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## Uploading file

The upload option can be used for adding any additional sheet for more information

Employee

Appraiser

Reviewer

HOD

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

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last date

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

**List down your Significant Contribution(Achievement) for Assessment Year 2016-2017**

1: Have done a cost aving of 1 Lac annually through control of office related expenses.



Please do not use special characters like #, @, ~, ', ", etc.

edit

final submit



# SELECTING FILE TO UPLOAD

## Upload File

EmpCode : 1004 Name : dddd eeee ffff

Upload file :  Browse...

Name Of File :  Save

Sno.	File Name	Read	Delete
1	pdf.pdf		
2	VNR.jpg		
3	Ods.ods		
4	KRA_Sales.xls		

Browse and upload the file

Save the file with the proper name indicating the contents of the file

[Change Password](#)

submit button for complete your appraisal form.! Data save successfully!

last date . . .

[View/ Print My Form](#)

owed in your respective functions?

One can open the file attached by clicking on saved attachments icon and also delete if want to remove from the attachments

Displays the list of attached files

x

zotero

edit

final submit





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# FORM SUBMITTED

Employee

Appraiser

Reviewer

HOD

You have successfully submitted appraisal form!

Form submitted  
successfully

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last date :

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

List down your Significant Contribution(Achievement) for Assessment Year 2016-2017

1: Have done a cost aving of 1 Lac annually through control of office related expenses.

Please do not use special characters like #, @, ~, ', ", etc.



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# APPRAISER/ MANAGER LOGIN



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# APPRAISAL BUTTON

Click on Appraiser link for appraising the team

Click on My team for reviewing the team details

Employee Appraiser Reviewer HOD

Home My Team Team Status

7 Days Remaining! Last date :

(My Team)

Head Quarter : Head Quarter

State : State

SN	EC	Name	Department	Designation	KRA	Head Quater	State
1	51	RAM KUMAR VCC	ADMIN	Driver		GOMCHI	CHHATTISGARH
2	440	TANMAY THAKUR	ADMIN	Admin Officer	<a href="#">Click</a>	RAIPUR	CHHATTISGARH



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# TEAM DETAILS

me Profile Attendance Leave PI Password

TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Comp VNR SEEDS PRIVATE LIMITED Out

ee Appraiser Reviewer HOD

My Team Team Status

7 Days Remaining! Last date :

(My Team)

Head Quarter : Head Quarter

State : State

SN	EC	Name
1	51	RAM KUMAR VCC
2	440	TANMAY THAKUR

- Head Quarter
- Head Quarter
- AGRA
- AKOLA
- ALIGARH
- ALLAHABAD
- AMBALA
- AMBIKAPUR
- ANAND
- ANANTPUR
- ARUNGABAD
- BAHARAICH
- BAIKUNTHPUR
- BALAGHAT
- BAREILLY
- BARGARH
- BAYAD
- BHAGALPUR
- BHANDARA
- BHATAPARA
- BHUBNESHWAR

Designatio  
river  
dmin Officer

- State
- State
- ANDHRA PRADESH
- ARUNACHAL PRADESH
- ASSAM
- BIHAR
- CHHATTISGARH
- DELHI
- GOA
- GUJARAT
- HARYANA
- HIMACHAL PRADESH
- JAMMU AND KASHMIR
- JHARKHAND
- KARNATAKA
- KERALA
- MADHYA PRADESH
- MAHARASHTRA
- MANIPUR
- MEGHALAYA
- MIZORAM

Head Quarter	State
MCHI	CHHATTISGARH
PUR	CHHATTISGARH

Check team Head quarter wise

Check team State wise



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# TEAM STATUS

Check status of the appraisals of team

Employee

Appraiser

Reviewer

HOD

Home

My Team

Team Status

7 Days Remaining! Last date : :

Files attached by employee can be seen by appraiser

(My Team Status)

Head Quarter :

State :

SN	EC	Name	Department	Designation	HQ	State	Form	Files	Employee	Appraiser	Action
1	51	RAM KUMAR VCC	ADMIN	Driver	GOMCHI	CHHATTISGARH	Wait	No	Draft	Draft	
2	440	TANMAY THAKUR	ADMIN	Admin Officer	RAIPUR	CHHATTISGARH	<a href="#">Click</a>	No	submitted	Resent	Select <input type="text" value="v"/>

The option of resend can be used for resending the appraisal





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# Resend form

The form can be resent by entering reason of resend

Employee Appraiser Reviewer HOD

Home My Team Team Status

7 Days Remaining! Last date :

(My Team Status)

Head Quarter : Head Quarter

State : State

Reason For Resend :

Send

SN	EC	Name	Department	Designation	HQ	State	Form	Files	Employee	Appraiser	Action
1	51	RAM KUMAR VCC	ADMIN	Driver	GOMCHI	CHHATTISGARH	Wait	No	Draft	Draft	
2	440	TANMAY THAKUR	ADMIN	Admin Officer	RAIPUR	CHHATTISGARH	<a href="#">Click</a>	No	submitted	Resent	Resend Form

**(Achievement)**

1 Have done a cost aving of 1 Lac annually through control of office related expenses.

**(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. All processes are good
- 2 At work, are there any factors that hinder your growth?  
Ans. No hindrance
- 3 At work, what are the factors that facilitate your growth?  
Ans. Good support from seniors
- 4 What support you need from the superiors to facilitate your performance?  
Ans. Need proper formats for various reports
- 5 Any other feedback !  
Ans. There should be good internet connectivity at office

**(Form A(KRA):)**

SNo.	KRA	Descriptions	Measure	Unit	Weightage	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	Delivery material to transport and local parties	To deliver materials to local parties and ensure transport facilities are made available on time.	% Compliance	%	20.0	100.0	90.0	Have arranged transportation at optimum cost and delivered material	0.0	0.0
2	Material packing and dispatch	To ensure packing & disptach of material on time	% Compliance	%	20.0	100.0	80.0	Have done all the materials dispatches on time.	0.0	0.0
3	office maintenance	To ensure that the office maintenance is done properly to provide a better work atmosphere.	% Compliance	%	20.0	100.0	110.0	Have done cost savings by proper office maintenance in electricity consumption, stationary etc.	0.0	0.0
4	Stock verification	To verify the stock and ensure that related records are maintained for proper availability of material at the location	% Compliance	%	20.0	100.0	90.0	Stock properly amintained	0.0	0.0
5	verification of sales return material and report submission	To verify and maintain records of the sales return material for proper tracking and further processing	% Compliance	%	20.0	100.0	100.0	proper verification and submission of reports for sales returns	0.0	0.0
<b>Final Appraiser KRA Score:</b>										<b>0.00</b>

The appraiser to assess the appraisee's KRA scores and enter scores

The appraiser to assess the appraisee's behavioral score and enter scores



**(Skill/ Behavioral:)**

SNo.	Skill Skill	Skill/Comment Skill/Comment	Weightage	Target	Self Ass.	Remark Remark	Appraiser Ass.	Score
1	INTERPERSONAL SKILL	Degree of co-operation with team member; Ability to interact effectively with superiors, peers and subordinates	20.0	100.0	80.0	Have good relationships with all at work	0.0	0.0
2	COMMUNICATION	Clarity of thought and expression; skills and desire of sharing relevant information with all concerned(upward,lateral,download.)	20.0	100.0	90.0	Possess good communication skills	0.0	0.0
3	INITIATIVE	takes the first step. proactive. Creates and is alert to opportunities	20.0	100.0	110.0	Have taken the initiative of cost reduction on own and resulted in good savings	0.0	0.0
4	PROBLEM SOLVING	Ability to go to the core of the problem. makes a correct diagosis with relevant.	20.0	100.0	90.0	Able to solve problem and manage things at my level	0.0	0.0
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality related to work place and work/ assigned task	10.0	100.0	100.0	Always punctual at office reportings, meetings etc	0.0	0.0
6	ATTITUDE TOWARDS ORGANIZATION/	Attitudinal pre-disposition. Approach to work; sensitivity and temperament.	10.0	100.0	100.0	Sincere, committed and respect towards seniors and organisational policies	0.0	0.0
<b>Final Appraiser FormB Score:</b>								<b>0.00</b>

**(Calculation of PMS score)**

	KRA Form	(%) Weightage	(A) KRA Score	Behavioral Form	(%) Weightage	(B) Behavioral Score	PMS Score (A+B)
<b>Appraiser :</b>	0.00	85	0.00	0.00	15	0.00	0.00

The final PMS score appears.  
**PMS Score = KRA score\* wt + Behavioral Score \* wt**

**(Promotion Recommendation)**

	Current	Proposed
<b>Designation :</b>	Admin Officer	Admin Officer
<b>Grade :</b>	4	4
<b>Justification :</b>		



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# Promotion Recommendation

Promotion Recommendation : Grade Change or Designation Change

	KRA Form	(%) Weighthage	(A) KRA Score	Behavioral Form	(%) Weighthage	(B) Behavioral Score	PMS Score (A+B)
<b>Employee :</b>	72.50	85	61.63	82.00	15	12.30	73.93
<b>Appraiser :</b>	82	85	69.7	83	15	12.45	82.15

## (Promotion Recommendation)

	Current	Proposed
<b>Designation :</b>	Sales Executive	Sales Executive <input type="text"/>
<b>Grade :</b>	3	3 <input type="text"/>
<b>Justification :</b>	<input type="text"/>	

Justification for recommendation in Grade change or Designation.

## (Remarks)

Enter remarks on overall assessment of employee

save

submit score

Submit the appraisal for reviewer's appraisal.



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# Training Recommendation

Recommend training programs for team members

**(Training Requirements)** Mention training requirement during the next appraisal cycle.

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

**b) Technical Training**[Job related]

**(Remarks)**

save

submit form



# FORM SUBMISSION

Submit the record

4	ATTENDANCE & PUNCTUALITY	10.0	100.0	80.0			8
5	INTERPERSONAL SKILL	20.0	100.0	70.0		80	16
6	COMMUNICATION	20.0	100.0	60.0		90	18
<b>Final Appraiser FormB Score:</b>							<b>83</b>

### (Result)

	KRA Form	(%) Weigthage	(A) KRA Score	Behavioral Form	(%) Weigthage	(B) Behavioral Score	PMS Score (A+B)
<b>Employee :</b>	72.50	85	61.63			0	73.93
<b>Appraiser :</b>	82	85	69.7			5	82.15

Are you sure you want to submit record?

### (Promotion Recommendation)

	Current	Proposed
<b>Designation :</b>	Sales Executive	Sales Executive
<b>Grade :</b>	3	4
<b>Justification :</b>		

### (Remarks)

Excellent performance in his area. His territory is growing exponentially.





On submission the submission message appears

4	ATTENDANCE & PUNCTUALITY	10.0	100.0	80.0		80	8
5	INTERPERSONAL SKILL	20.0	100.0	70.0		80	16
6	COMMUNICATION	20.0	100.0	60.0		90	18
<b>Final Appraiser FormB Score:</b>							<b>83</b>

**(Result)**

	KRA Form	(%) Weighthage	(A) KRA Score	Behavioral Form	(%) Weighthage	(B) Beh score	PMS Score (A+B)
<b>Employee :</b>	72.50	85	61.63	82.00	15		<b>73.93</b>
<b>Appraiser :</b>	<b>82</b>	85	69.7	<b>83</b>	15	2.45	<b>82.15</b>



**(Promotion Recommendation)**

	Current	Proposed
<b>Designation :</b>	Sales Executive	Sales Executive
<b>Grade :</b>	3	4
<b>Justification :</b>		

**(Remarks)**

Excellent performance in his area. His territory is growing exponentially.

*Score submitted successfully!*



# REVIEWER/ MANAGER LOGIN



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# Reviewer login

Click on REVIEWER link for appraising the team

Employee Appraiser **Reviewer** HOD

Home My Team Team Status

7 Days Remaining! Last date :

(My Team)

Head Quarter :

State :

SN	EC	Name	Department	Designation	KRA	Head Quater	State	Appraiser
1	51	RAM KUMAR VCC	ADMIN	Driver		GOMCHI	CHHATTISGARH	TANMAY THAKUR
2	440	TANMAY THAKUR	ADMIN	Admin Officer	<a href="#">Click</a>	RAIPUR	CHHATTISGARH	TANMAY THAKUR



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# My team

Click on My team for reviewing the team details

May select Head Quarter wise or State wise

Employee Appraiser Reviewer HOD

Home My Team Team Status

7 Days Remaining! Last date : 27-September

(My Team Status)

Head Quarter :  State :

SN	EC	Name	Department	Designation	HQ	State	Form	Files	Employee	Appraiser	Reviewer	Action
1	51	RAM KUMAR VCC	ADMIN	Driver	GOMCHI	CHHATTISGARH	Wait	No	Draft	Draft	Pending	
2	440	TANMAY THAKUR	ADMIN	Admin Officer	RAIPUR	CHHATTISGARH	<a href="#">Click</a>	No	submitted	Approved	Draft	Select <input type="text"/>



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# Team status

Click on team status for reviewing the appraisals of the team

Click on form to review the form

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2016-17 Company : VNR SEEDS PRIVATE LIMITED [LogOut](#)

Employee Appraiser Reviewer HOD

Home My Team Team Status

7 Days Remaining! Last date :

(My Team Status)

Head Quarter : Head Quarter

State : State

SN	EC	Name	Department	Designation	HQ	State	Form	Files	Employee	Appraiser	Reviewer	Action
1	51	RAM KUMAR VCC	ADMIN	Driver	GOMCHI	CHHATTISGARH	Wait	No	Draft	Draft	Pending	
2	440	TANMAY THAKUR	ADMIN	Admin Officer	RAIPUR	CHHATTISGARH	<a href="#">Click</a>	No	submitted	Approved	Draft	Select

- Select
- Select
- Edit
- Resend Form

Reviewer can resend the form by clicking on resend, click on edit to view the form



EmpCode : 440 / Name : TANMAY THAKUR

**(Achievement)**

1 Have done a cost aving of 1 Lac annually through control of office related expenses.

**(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: All processes are good

2 At work, are there any factors that hinder your growth?  
 Ans: No hindrance

3 At work, what are the factors that facilitate your growth?  
 Ans: Good support from seniors

4 What support you need from the superiors to facilitate your performance?  
 Ans: Need proper formats for various reports

5 Any other feedback !  
 Ans: There should be good internet connectivity at office

**(KRA)**

SNNo.	KRA	Descriptions	Measure	Unit	Weightage	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	verification of sales return material and report submission	To verify and maintain records of the sales return material for proper tracking and further processing	% Compliance	%	20.0	100.0	100.0	proper verification and submission of reports for sales returns	100.0	20.0
2	Stock verification	To verify the stock and ensure that related records are maintained for proper availability of material at the location	% Compliance	%	20.0	100.0	90.0	Stock properly amintained	90.0	18.0
3	office maintenance	To ensure that the office maintenance is done properly to provide a better work atmosphere.	% Compliance	%	20.0	100.0	110.0	Have done cost savings by proper office maintenance in electricity consumption, stationary etc.	100.0	20.0
4	Material packing and dispatch	To ensure packing & disptach of material on time	% Compliance	%	20.0	100.0	80.0	Have done all the materials dispatches on time.	70.0	14.0
5	Delivery material to transport and local parties	To deliver materials to local parties and ensure transport facilities are made availabel on time.	% Compliance	%	20.0	100.0	90.0	Have arranged transportation at optimum cost and delivered material	90.0	18.0
<b>Appraiser Final KRA Score:</b>									90.00	
<b>Reviewer Score:</b>									0.00	

**(Skill/ Behavioral)**

SNNo.	Skill	SkillComment	Weightage	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	INTERPERSONAL SKILL	Degree of co-operation with team member; Ability to interact effectivly with superiors, peers and subordinates	20.0	100.0	80.0	Have good relationships with all at work	80.0	16.0
2	COMMUNICATION	Clarity of thought and expression; skills and desire of sharing relevant information with all concerned(upward,lateral,download.)	20.0	100.0	90.0	Possess good communication skills	90.0	18.0
3	INITIATIVE	takes the first step. proactive. Creates and is alert to opportunities	20.0	100.0	110.0	Have taken the initiative of cost reduction on own and resulted in good savings	110.0	22.0
4	PROBLEM SOLVING	Ability to go to the core of the problem. makes a correct diagosis with relevant.	20.0	100.0	90.0	Able to solve problem and manage things at my level	90.0	18.0
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality relased to work place and work/ assigned task	10.0	100.0	100.0	Always punctual at office reportings, meetings etc.	100.0	10.0
6	ATTITUDE TOWARDS ORGANIZATION	Attitudinal pre-disposition. Approach to work; sensitivity and temperament.	10.0	100.0	100.0	Sincere, committed and respect towards seniors and organisational policies	100.0	10.0
<b>Appraiser Final Score:</b>								94.00
<b>Reviewer Score:</b>								0.00

	KRA Form	(%) Weightage	(A) KRA Score	Behavioral Form	(%) Weightage	(B) Behavioral Score	PMS Score (A*B)
<b>Employee :</b>	94.00	85	79.90	94.00	15	14.10	<b>94.00</b>
<b>Appraiser :</b>	90.00	85	76.50	94.00	15	14.10	<b>90.60</b>
<b>Reviewer :</b>	0.00	85	0.00	0.00	15	0.00	<b>0.00</b>

**(Promotion Recommendation)**

	Current	Proposed (Appraiser)	Proposed (Reviewer)
<b>Designation :</b>	Admin Officer	Admin Officer	Admin Officer
<b>Grade :</b>	4	4	4
<b>Justification (Appraiser) :</b>			
<b>Justification (Reviewer) :</b>			

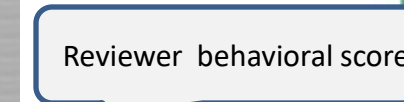
# APPRAISAL FORM

Review the Appraisee/ Appraiser KRA Score and enter the reviewer score

Review the Appraisee/ Appraiser behavioral Score and enter the reviewer score

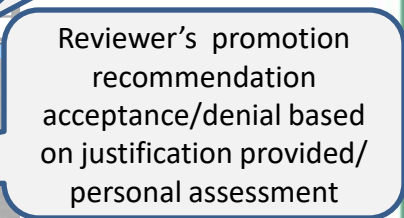
(KRA)

SNo.	KRA	Descriptions	Measure	Unit	Weightage	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	verification of sales return material and report submission	To verify and maintain records of the sales return material for proper tracking and further processing	% Compliance	%	20.0	100.0	100.0	proper verification and submission of reports for sales returns	100.0	20.0
2	Stock verification	To verify the stock and ensure that related records are maintained for proper availability of material at the location	% Compliance	%	20.0	100.0	90.0	Stock properly aminated	90.0	18.0
3	office maintenance	To ensure that the office maintenance is done properly to provide a better work atmosphere.	% Compliance	%	20.0	100.0	110.0	Have done cost savings by proper office maintenance in electricity consumption, stationary etc.	100.0	20.0
4	Material packing and dispatch	To ensure packing & disptach of material on time	% Compliance	%	20.0	100.0	80.0	Have done all the materials dispatches on time.	70.0	14.0
5	Delivery material to transport and local parties	To deliver materials to local parties and ensure transport facilities are made availabel on time.	% Compliance	%	20.0	100.0	90.0	Have arranged transportation at optimum cost and delivered material	90.0	18.0
<b>Appraiser Final KRA Score:</b>									90.00	
<b>Reviewer Score:</b>									0.00	



(Skill/ Behavioral)

SNo.	Skill	SkillComment	Weightage	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	INTERPERSONAL SKILL	Degree of co-operation with team member; Ability to interact effectivety with superiors, peers and subordinatcs	20.0	100.0	80.0	Have good relationships with all at work	80.0	16.0
2	COMMUNICATION	Clarity of thought and expression; skills and desire of sharing relevant information with all concerned(upward,lateral,download.)	20.0	100.0	90.0	Possess good communication skills	90.0	18.0
3	INITIATIVE	takes the first step. proactive. Creates and is alert to opportunities	20.0	100.0	110.0	Have taken the initiative of cost reduction on own and resulted in good savings	110.0	22.0
4	PROBLEM SOLVING	Ability to go to the core of the problem. makes a correct diagois with relevant.	20.0	100.0	90.0	Able to solve problem and manage things at my level	90.0	18.0
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality relased to work place and work/ assigned task	10.0	100.0	100.0	Always punctual at office reportings, meetings etc	100.0	10.0
6	ATTITUDE TOWARDS ORGANIZATION/	Attitudinal pre-disposition. Approach to work; sensitivity and temperament.	10.0	100.0	100.0	Sincere, committed and respect towards seniors and organisational policies	100.0	10.0
<b>Appraiser Final Score:</b>							94.00	
<b>Reviewer Score:</b>							0.00	



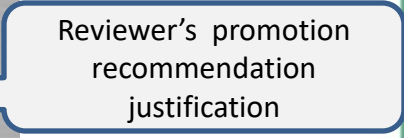
(Calculation of PMS score)

	KRA Form	(%) Weigthage	(A) KRA Score	Behavioral Form	(%) Weigthage	(B) Behavioral Score	PMS Score (A+B)
<b>Employee :</b>	94.00	85	79.90	94.00	15	14.10	<b>94.00</b>
<b>Appraiser :</b>	90.00	85	76.50	94.00	15	14.10	<b>90.60</b>
<b>Reviewer :</b>	0.00	85	0.00	0.00	15	0.00	<b>0.00</b>



(Promotion Recommendation)

	Current	Proposed (Appraiser)	Proposed (Reviewer)
<b>Designation :</b>	Admin Officer	Admin Officer	Admin Officer <input type="text" value="v"/>
<b>Grade :</b>	4	4	4 <input type="text" value="v"/>
<b>Justification (Appraiser) :</b>			
<b>Justification (Reviewer) :</b>			





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# Training

TRAINING



Recommend training programs for team members

**(Training Requirements)** Mention training requirement during the next appraisal cycle.

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

**b) Technical Training**[Job related]

**(Remarks)**

save

submit form



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# REVIEWER SCORE

Reviewer can vary the appraiser score upto +/- 10.

Communication skills,

## b) Technical Training:

Logistics training,

### (Appraiser Remark)

Good asset for organisation

### (Reviewer: Training Requirements) Mention training req

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

Negotiation skills

#### b) Technical Training [Job related]

### (Reviewer Remarks:)

Good asset

save

submit form

Reviewer KRA score can be minimum/ maximum 10 of appraiser score!

OK



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# FORM SUBMISSION

Submit the record

## b) Technical Training:

Logistics training,

### (Appraiser Remark)

Good asset for organisation

### (Reviewer: Training Requirements) Mention training requirement dur

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

Negotiation skills

#### b) Technical Training[Job related]

### (Reviewer Remarks:)

Good asset

save

submit form

Are you sure you want to save record?

OK

Cancel



**(Achievement)**

1 Have done a cost saving of 1 Lac annually through control of office related expenses.

**(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. All processes are good

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

Ans. No hindrance

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

Ans. Good support from seniors

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

Ans. Need proper formats for various reports

5 Any other feedback !

Ans. There should be good internet connectivity at office

Submitted record to HOD

**(KRA)**

SNo.	KRA/Goals	Description	Measure	Unit	Weightage	Target Rating	Self Rating	Remarks	App. Rating	App. Score
1	Delivery material to transport and local parties	To deliver materials to local parties and ensure transport facilities are made available on time.	% Compliance	%	20.0	100.0	90.0	Have arranged transportation at optimum cost and delivered material	90.0	18.0
2	Material packing and dispatch	To ensure packing & dispatch of material on time	% Compliance	%	20.0	100.0	80.0	Have done all the materials dispatches on time.	70.0	14.0
3	Office maintenance	To ensure that the office maintenance is done properly to provide a better work atmosphere.	% Compliance	%	20.0	100.0	100.0	Have done cost savings by proper office maintenance in electricity consumption, stationary etc.	100.0	20.0
4	Stock verification	To verify the stock and ensure that related records are maintained for proper availability of material at the location	% Compliance	%	20.0	100.0	90.0	Stock properly maintained	90.0	18.0
5	verification of sales return material and report submission	To verify and maintain records of the sales return material for proper tracking and further processing	% Compliance	%	20.0	100.0	100.0	proper verification and submission of reports for sales returns	100.0	20.0
<b>Appraiser Final KRA Score :</b>									<b>90.00</b>	
<b>Reviewer KRA Score :</b>									<b>100.00</b>	

**(Skill/ Behavioral)**

SNo.	Behavioral/Skills	Description	Weightage	Target Rating	Self Rating	Comments	App. Rating	App. Score
1	INTERPERSONAL SKILL	Degree of co-operation with team member; Ability to interact effectively with superiors, peers and subordinates	20.0	100.0	80.0	Have good relationships with all at work	80.0	16.0
2	COMMUNICATION	Clarity of thought and expression; skills and desire of sharing relevant information with all concerned (upward, lateral, downward.)	20.0	100.0	90.0	Possess good communication skills	90.0	18.0
3	INITIATIVE	takes the first step. proactive. Creates and is alert to opportunities	20.0	100.0	110.0	Have taken the initiative of cost reduction on own and resulted in good savings	110.0	22.0
4	PROBLEM SOLVING	Ability to go to the core of the problem. makes a correct diagnosis with relevant.	20.0	100.0	90.0	Able to solve problem and manage things at my level	90.0	18.0
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality related to work place and work/ assigned task	10.0	100.0	100.0	Always punctual at office reportings, meetings etc	100.0	10.0
6	ATTITUDE TOWARDS ORGANIZATION/	Attitudinal pre-disposition. Approach to work; sensitivity and temperament.	10.0	100.0	100.0	Sincere, committed and respect towards	100.0	10.0



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Submitted record to HOD

(Calculation of PMS score)

	KRA Form	(%) Weighthage	(A) KRA Score	Behavioral Form	(%) Weighthage	(B) Behavioral Score	PMS Score (A+B)	Rating
<b>Employee :</b>	94.00	85	79.90	94.00	15	14.10	94.00	3.90
<b>Appraiser :</b>	90.00	85	76.50	94.00	15	14.10	90.60	3.50
<b>Reviewer :</b>	100.00	85	85.00	103.00	15	15.45	100.45	4.50

(Appraiser: Training Requirements)

a) Soft Skills Training[Based on Behavioral parameter]

Communication skills

b) Technical Training[Job related]

Logistics training

(Reviewer: Training Requirements)

a) Soft Skills Training[Based on Behavioral parameter]

Negotiation skills

b) Technical Training[Job related]

(Appraiser Remark)

Good asset for organisation

(Reviewer Remark)

Good asset





VNR

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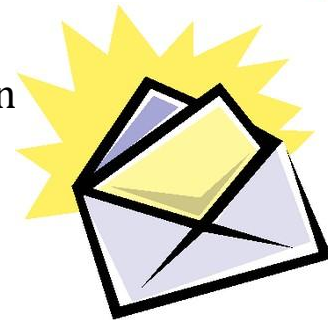
## HOD/Management LEVEL APPRAISAL

- HOD shall evaluate the appraisals of the complete department
- The PMS scores gets mapped to rating scale
- 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 in Jan end.
- PMS feedback is consolidated and sent with other PMS reports to management
- Necessary organisational policy/ procedure/process changes are implemented based on feedback.



*"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

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

