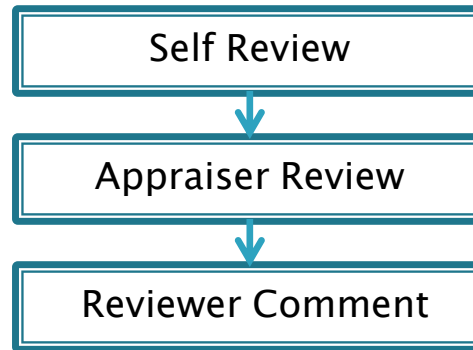


 Global

PERFORMANCE MANAGEMENT SYSTEM



PMS – PROCESS FLOW

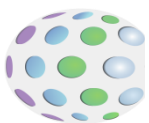


Step 1: Eligible Employees will do a self Review

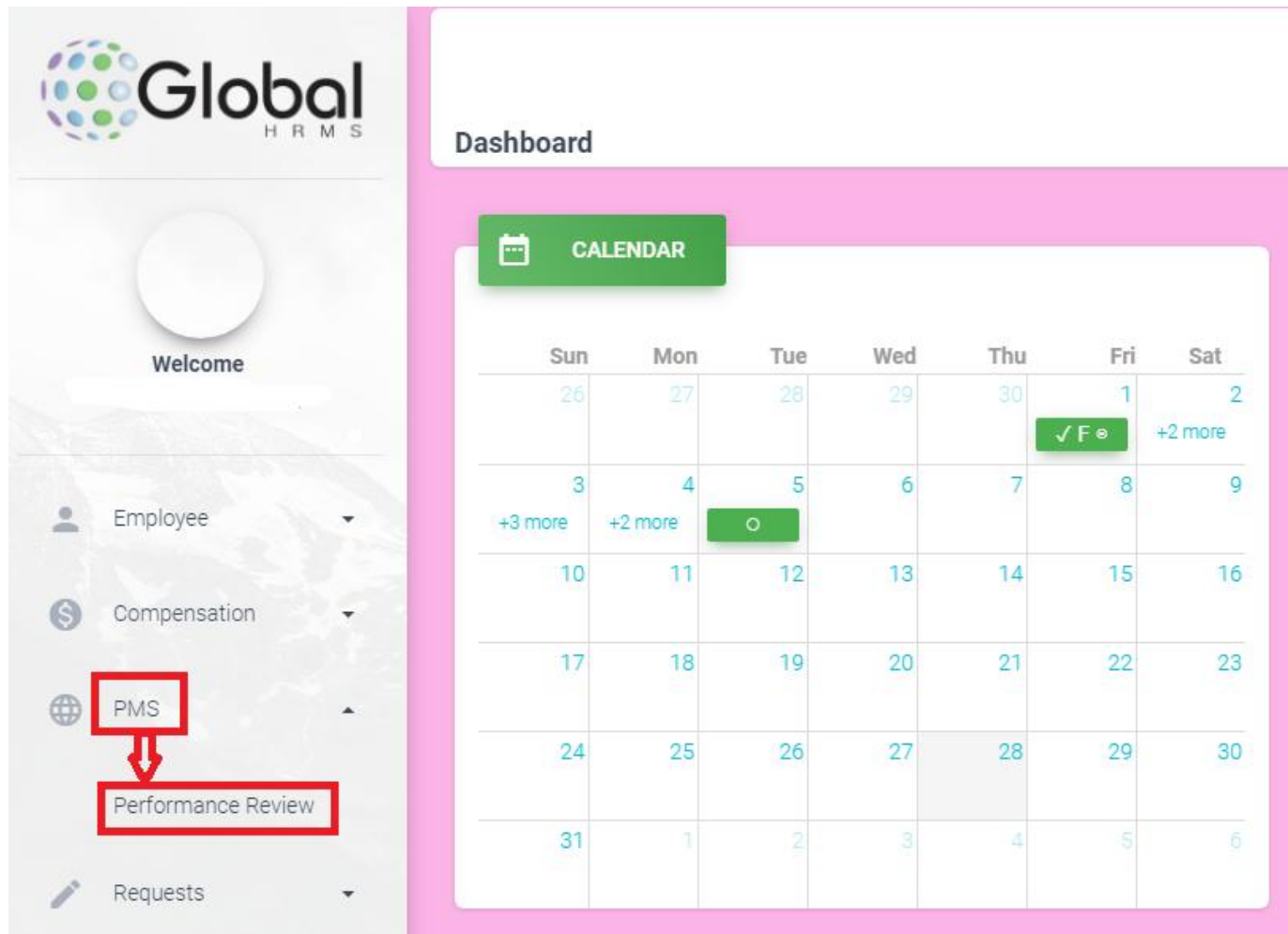
Step 2: Reporting Leads will complete “Team’s Review” post One-on-One discussion with subordinates

Step 3: Final Review will be done by HOD

Note: PMS will be enabled for January Review eligible employees only



PMS – PERFORMANCE REVIEW



The screenshot displays the Global HRMS Dashboard. On the left sidebar, the 'PMS' menu item is highlighted with a red box, and a red arrow points down to the 'Performance Review' sub-item, which is also enclosed in a red box. The main dashboard area features a 'Calendar' widget with a green header. The calendar grid shows dates from 26 to 6, with a green box containing a checkmark and the letter 'F' on Friday, the 1st.

Global HRMS

Welcome

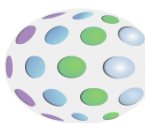
- Employee
- Compensation
- PMS**
 - Performance Review**
- Requests

Dashboard


CALENDAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1 ✓ F	2 +2 more
3 +3 more	4 +2 more	5 ○	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

❑ Please select Performance Review under PMS in Dashboard



PMS – SELF REVIEW



Global HRMS

Today Intime: 09:45 - 19:19 Designation: EXECUTIVE Department: SHARED SERVICE RM: J

Request

Welcome
SANDHYA R (IHSS086)

Employee Compensation PMS

Performance Review

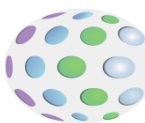
MY APPRAISAL ¹ MY TEAM APPRAISAL REVIEW APPRAISAL

Show 10 entries

Employee Code	Employee Name	Date of Joining	Immediate Supervisor
IHSS086		17 Aug 2015	

Showing 1 to 1 of 1 entries

❑ To start your self Review please click on the Employee Code



PMS – SELF REVIEW



Global
H R M S

(IHS5086)
EXECUTIVE

[Self Review] - (IHS5086)

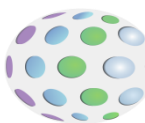
Start Review

Review Period: 01 Jul 2016 to 31 Dec 2016

Instructions: Please read and understand clearly before you start.

The Performance Factors and Job Responsibilities section of the form is designed to measure the employee's individual performance in several key areas. It is essential to create a mutual understanding concerning the duties and responsibilities of the employee's job and of the performance objectives. There are ten performance factors and each one is considered a fundamental responsibility of any job within the University. The supervisor should consider the employee's performance in regards to each performance factor and select an applicable rating based on the previously described rating scale. Additionally, under the Comments/Expectations heading, the supervisor should provide specific comments regarding the employee's performance so that the employee understands the reason for the rating. The comments and expectations should give praise where it is due, give criticism or suggestions where it is necessary, update the employee of their progression in attaining the performance goals, inform the employee of any problems that may have arisen in their job, and notify the employee of what is expected of them in the future.

- Select “Start Review” to start self Review
- Self review will be sent for supervisor review only after submitting “Completed”
- All Assessments must be done individually and confidentially
- **Non Eligible employees will receive a message about their “Deferred Review Period”**



PMS – PARAMETERS

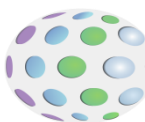
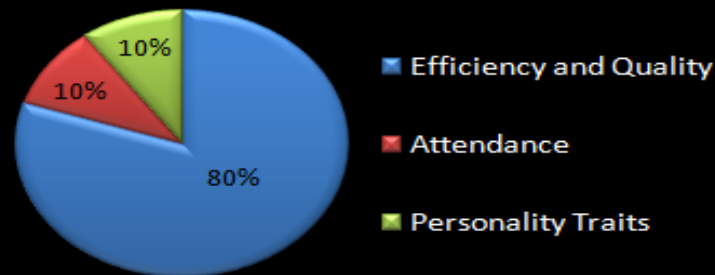
PRODUCTION ANALYSIS

- Efficiency
- Quality
- Attendance

CORE VALUES

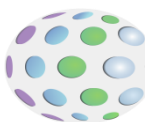
- Ownership
- Verbal Communication
- E mail Communication
- Client Satisfaction
- Domain Knowledge
- Technical skills
- Presentation skills
- Meeting deadlines / Commitments
- Steadiness under pressure
- Time management

KRA WEIGHTAGE



CORE VALUES – EXPECTATIONS

Ownership :	Taking ownership is about taking initiative. Employee are accountable for the quality and timeliness of an outcome
Verbal Communication :	The ability to communicate effectively with superiors, colleagues, and staff is essential
E-mail Communication :	The key factors of a successful email revolve around having the correct knowledge of email formality, content, language and format.
Client Satisfaction :	Exceed client's expectations by providing timely feedback and follow-up. Quickly address problems even with the most demanding clients
Domain Knowledge :	Adequate Domain knowledge will help in eliminating all possibilities of inaccuracy and errors caused by lack of familiarity with relevant laws.
Technical skills :	Technical skills is important in order to communicate effectively with line workers and coordinate effectively to complete the assigned
Presentation skills :	Good presentation and facilitation skills helps make meetings shorter, more productive and more effective
Meeting deadlines / commitments:	The core idea was that the performer was required to negotiate a specific commitment, leading to more buy-in to meeting the commitment and therefore better results and a more collaborative environment
Steadiness under pressure:	This relates to how you respond when put under pressure. In a work context, pressure can be defined as; The stress or urgency of matters requiring attention
Time management:	Employees who manage their time well are more productive, more efficient, and more likely to meet deadlines



PMS

Production Analysis

Key Performance Indicators (KPI)													Self	Appraiser	Reviewer
Efficiency % Employee productivity (sometimes referred to as workforce productivity) is an assessment of the efficiency of a worker or group of workers.													2.00	2.00	2.00
<input type="text" value="Comments"/>													<input type="text" value="Comments"/>	<input type="text" value="Comments"/>	
Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Average			
58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00			
Quality % Quality comprises Communication Skills, Honesty, Technical Competency, Work Ethic, Flexibility, Determination and Persistence, Ability to Work in Harmony with Co-Worker, Eager and Willing to Add to Their Knowledge Base and Skills.													2.00	2.00	2.00
<input type="text" value="Comments"/>													<input type="text" value="Comments"/>	<input type="text" value="Comments"/>	
Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Average			
91.00	91.00	91.00	91.00	91.00	91.00	91.00	91.00					91.00			
Attendance Days attendance can play a strategic role in keeping employees at work and reducing both health care and workers' compensation costs, thereby increasing a company's productivity and overall business performance													1.00	1.00	1.00
<input type="text" value="Comments"/>													<input type="text" value="Comments"/>	<input type="text" value="Comments"/>	
Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Total			
31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00		334.00			
<input type="text" value="please provide your remarks/comments/notes for the review"/>															

Month wise data of Efficiency, Quality and Attendance will auto updated, Employees can add comments

Give your remark for individual KPI in detail for discussion

Give elaborated details to gauge your overall performance

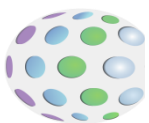
✓ Complete Review

Click "Complete Review" after entering the necessary details
 Self Review cannot be completed without filling all the fields
 Once you click complete review no changes can be made thereafter



PMS – KEY POINTS

- ☐ Self/Team Review has to be completed before 31st January 2018
- ☐ Review Eligibility will be based on Attendance
 - Attendance – 350 Paid Days
- ☐ Non Eligible employees will receive a message about their “Deferred Review Period”
- ☐ If Review is interrupted, HRMS will Auto save as draft and will resume when Re-login
- ☐ All Assessments must be done individually and confidentially
- ☐ For any support (or) clarification please contact to **ER team**



Thank you and All the best !!

