Global

PERFORMANCE MANAGEMENT SYSTEM

PMS – PROCESS FLOW

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┌─────────────────────────┐
│      Self Review        │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│    Appraiser Review     │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│    Reviewer Comment     │
└─────────────────────────┘
```
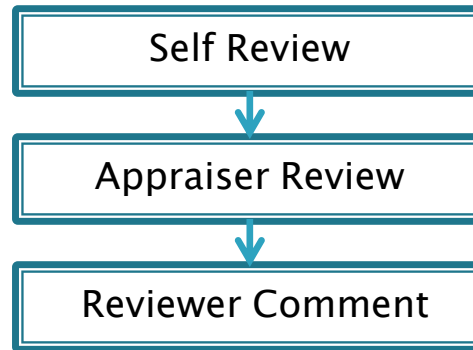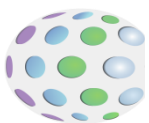
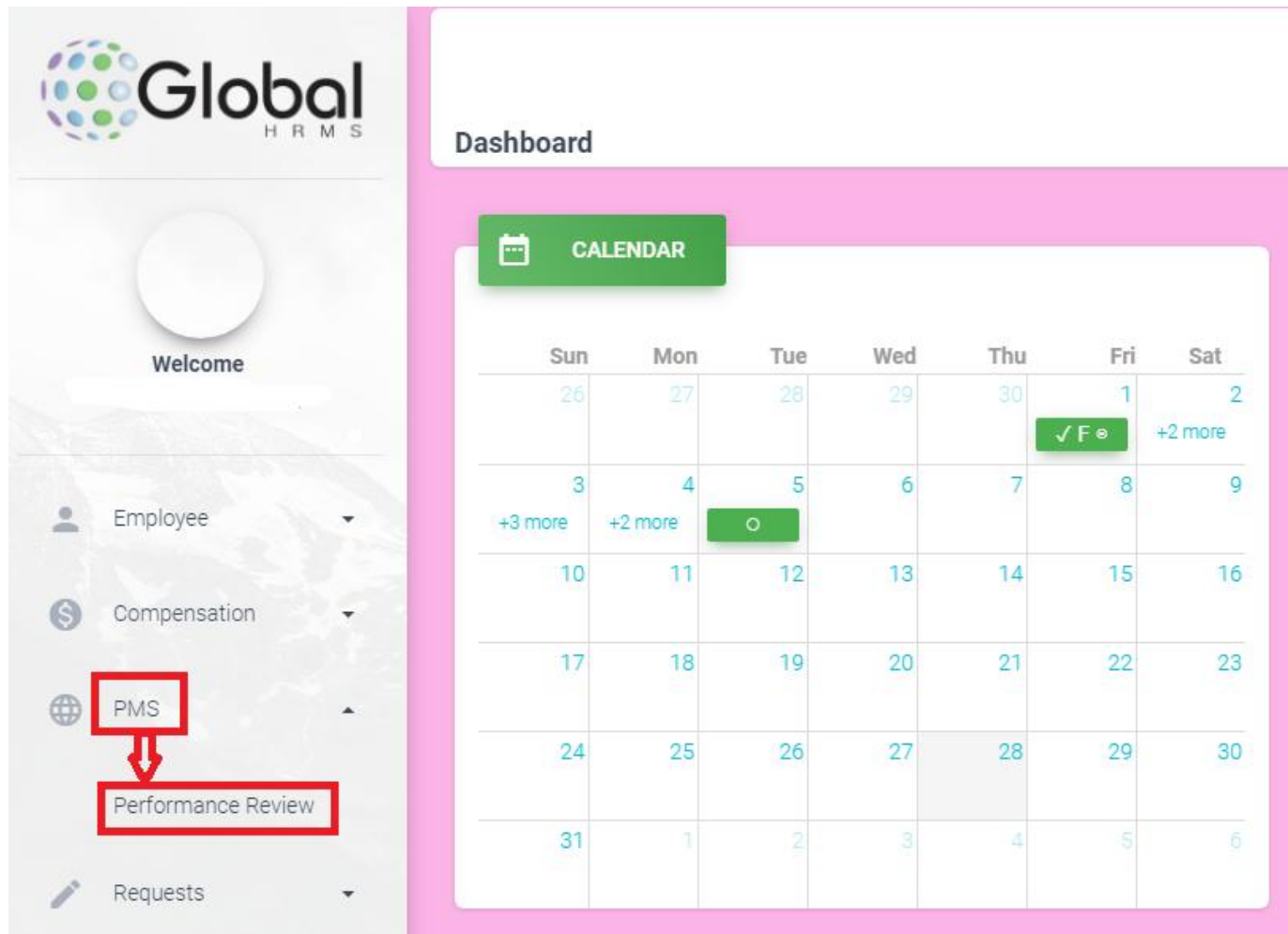**Step 1:** Eligible Employees will do a self Review

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

❑ Please select Performance Review under PMS in Dashboard
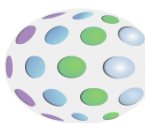
PMS – SELF REVIEW

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

PMS – SELF REVIEW

- 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"
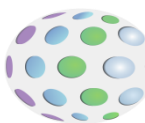
PMS – PARAMETERS

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

- 10%
- 10%
- 80%

- Efficiency and Quality
- Attendance
- Personality Traits

CORE VALUES – EXPECTATIONS

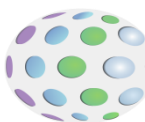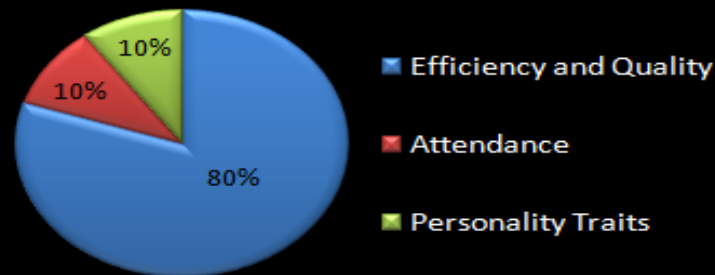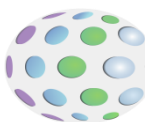|	
Ownership :	Taking ownership is about taking initiative. Employee are accountable for the quality and timeliness of an outcome
Verbal Communication :	The ability to communicate effectively with superiors, colleagues, and staff is essential
E-mail Communication :	The key factors of a successful email 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 / Comments	2.00 / Comments	2.00 / 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

Key Performance Indicators (KPI)	Self	Appraiser	Reviewer
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 / Comments	2.00 / Comments	2.00 / 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

Key Performance Indicators (KPI)	Self	Appraiser	Reviewer
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 / Comments	1.00 / Comments	1.00 / 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

please provider your remarks/comments/notes for the review

✔ Complete 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

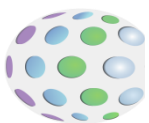Give elaborated details to gauge your overall performance

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 !!