RE: PDS Forms for the integration with HRMS

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| |  | | --- | | **Fayyaz Tahir** | | AttachmentsThu, Jun 4, 3:07 PM (13 days ago) |  | https://mail.google.com/mail/u/0/images/cleardot.gif  https://mail.google.com/mail/u/0/images/cleardot.gif |
| |  | | --- | | to Naseer, Yasir, Hammad, Mian, Farhan, Mohsin, me  https://mail.google.com/mail/u/0/images/cleardot.gif | | | |

Dear Naseer,

As discussed on phone and few months back, we like to implement our PDS (Performance Review) in HRMS system therefore please as provided attached forms and reports implement in HRMS.

Please implement PDS forms as per below designation.

1. Restaurant Manager PR (Only Restaurant Manager)
2. Assistant Manager PR (Only 1st Assistant Manager and B.E 1st Asst. Manager)
3. Shift Manager PR ( 2nd Assistant Manager, Trainee Manager, Barista/Barista Trainee, Guest Relation Officer/Assistant GEL, Swing manager, Operation Assistant)
4. Staff PR ( Maintenance Crew, Crew Member, Crew Trainer, Delivery Rider, Rider Trainer)

PR summary Reports will generate location wise after completion of PR Forms of each employee on the basis of rating as per below Points scoring.

Exceptional  90 to 100%

Significant 89 to 80%

Some Improvement Required  60 to 79%

Unacceptable 59% and Below

Note:- I like to suggest combine meeting regarding on above subject for clear understanding.

Fayyaz