

Thinknyx Performance Management Process



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Objectives of Performance Management Process

Driving High Performance
Culture

Clarity on Thinknyx's
Performance Cycle

Setting Performance
Goals/Goal Setting

Performance Management Cycle

Annual organization wide process to set clear expectations and targets for all staff

Roles:

- All Staff - Planning
- Supervisor - Evaluation, Coaching
- HR - Facilitate & Provide Support Throughout
- Validation by Management Team



Goal Setting (March)

Step 1: Supervisor and employee meet to discuss work expectations for the upcoming performance period

Link employee's work to the goals of the organization, Business Unit and Team

Identify resources, support and any potential barriers needed to complete work



Step 2: Employee completes a first draft of business and professional development objectives.

Make objectives SMART (Specific, Measurable, Achievable, Realistic and Timebound)



Step 3: Supervisor reviews and approves/completes objectives and share with HR in first week of April.

If edits are needed, supervisor and employee meet to discuss changes



Step 4: Objectives should be reviewed throughout the year and updated as needed

You may set targets etc and goals should be cascading goals. Cascading goals is the process of translating goals from one level of the organisation to the next to ensure alignment between the organization's strategy and individual employees' activities and goals

Type of Goals

Organizational Goals:

Organizational goals are the common goals which are applicable to all Thinknyx staff. These goals will be announced at the beginning of each performance cycle.

Functional Goals:

These are short-term objectives that an employee is expected to achieve within a set period of time. These goals are usually attached to specific job positions and are determined after considering the tasks and duties an employee is required to perform in that position.

Professional Development Plan Goals:

These goals are intended to increase one's knowledge or skill set. These types of goals focus on plans for learning or enhancing a person's ability.

Functional Goals - High-level goals and priorities – what will make me successful in this role? What was I hired for? What is my primary job responsibility? What am I most expected to deliver on to create an impact?

Evaluation Phase (Mid Year & Year End Review)

Step 1:

- Prepare for evaluation
- Review objectives and update if needed
- Gather and review performance documents, such as emails, work plans, past appraisals, position descriptions, etc.

Step 2:

- Employee completes Self-Evaluation
- Document accomplishments and obstacles to success related to your business and professional development objectives

Step 3:

- Supervisor evaluates employee's performance
- Supervisor reviews employee's self-evaluation and any peer feedback
- Document feedback regarding the accomplishments and obstacles to success related to the employee's business and professional development objectives

Step 4:

- Performance ratings calibrated

Step 5:

- Supervisor assigns overall ratings, completes the appraisal and shares it with the employee
- **Note:** Supervisor should confirm that final rating has been approved by management prior to sharing with employee

Step 6:

- Employee reviews supervisor's comments prior to performance discussion

Step 7:

- Supervisor & Employee meet to have Performance Discussion

Step 8:

- Employee Acknowledges appraisal

Frequently Asked Questions

- **Eligibility Criteria for Performance Appraisal Evaluation & Merit Increase?**

- If your Date of Joining is before or equal to 30th September then you are eligible for Performance Appraisal Evaluation process including prorated Merit increase (as per your Date of Joining).
- **Effective Date of Merit increase is 01st April.**
- New joiners who have joined starting October month will be eligible for prorated (as per the actual tenure) merit increase next year.

- **How is rating is linked to pay increases?** As per industry standards



Any Questions?



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