**Goal Category: Organizational Goals**

**Goal\_4: Compliance with Organizational Policies (Internal Business Perspective)**

**Goal Statement:**

1. Compliance with organizational policies, procedures & guidelines

**Measuring Criteria i.e., Milestone Success Measure**

* HRMS usage, Leave, and other policies.

**Period of Measure**

* 1st January 2023 to 31st March 2024

**Self-Rating:**

* 4

**Employee Comments:**

* I consistently followed organizational policies, Leaves, and guidelines to ensure strict compliance in all aspects of my work.

**Goal Set:**

1. Attendance & Timesheet compliance

**Measurement Criteria:**

* Biometric reports, monthly timesheet trackers, Customer timesheet trackers

**Employee Comments:**

* I consistently maintained accurate records by utilizing biometrics for office attendance and submitted timesheets on time.

**Goal Set:**

1. Submission of weekly/monthly reports for management review

**Measurement Criteria:**

* Daily trackers, weekly reports, Monthly Reports

**Employee Comments:**

* Submitted the weekly status and monthly reports on time.

**Goal Set:**

1. To update Resumes and submit on the SharePoint portal - for every Quarter and/or soon after your current project is completed, whichever is earlier.

**Measurement Criteria:**

* Maintenance of updated CV for the use of submission to customers, if any in case of new projects or for any specific skill sets. Skill tracker for project mapping.

**Employee Comments:**

* I kept my CV updated proactively for customer submissions, focusing on new projects and specific skill requirements.

**Goal Set:**

1. To set the G&Os on-time

**Measurement Criteria:**

* Goals and Objectives and their progress trackers

**Employee Comments:**

* I have achieved all the required goals for the organization and obtained relevant certifications for upskilling.