

# Performance Management System





## OKR MODEL

### PMS PORTAL LOG IN

**LOG IN ID :**

**LOG IN PASSWORD:**

## PMS PORTAL ( EMPLOYEE VIEW )



**GOAL SETTING**

**Q1 REVIEW**

**Q2 ; MID YEAR REVIEW**

**Performance  
Management  
Policy**

**PM Documents**

**Q3 REVIEW**

**Q4 Review ; ANNUAL  
PERFORMANCE APPRAISAL**



GOAL SETTING		OKR	
SL.	OBJECTIVES	KEY RESULTS	REMARKS
1			
2			
3			
4			
5			
6			

ADD NEW OKR

SAVE

EXPORT

SAVE & SUBMIT TO LM



QUARTERLY/MID  
YEAR/ANNUAL REVIEW

OKR

VALUES

SL.	OBJECTIVES	KEY RESULTS	WORK PROGRESS	SELF ASSESSMENT (Score)	Self Assessment Justification
1			10 % <div></div>	Drop down list	
2				1. Below Expectation	Mandatory justification
3				2. Meets Expectation	
4				3. Exceeds Expectation	Mandatory justification

EXPORT

SAVE

SAVE & SUBMIT  
TO LM

OVERALL ASSESSMENT

1/2/3



Quarterly/MID  
YEAR/ANNUAL REVIEW

OKR

VALUES

SL.	CORE VALUES	EXPECTED BEHAVIORS	WORK PROGRESS	SELF ASSESSMENT	EE Justification
1	VALUES/BEHAVIOR COMPLIANCE WILL BE SAME AND FROZEN (SBU WISE)		10 %	Drop down list	
2				1. Below Expectation	Mandatory justification
3				2. Meets Expectation	
4				3. Exceeds Expectation	Mandatory justification

EXPORT

SAVE

SAVE & SUBMIT  
TO LM

OVERALL ASSESSMENT	1/2/3
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## PMS PORTAL ( LINE MANAGER VIEW)



**SELF MODE**

**LINE  
MANAGER  
MODE**

**SBU HEAD  
MODE**

**GOAL SETTING**

**Performance  
Management  
Policy**

**Q2; MID YEAR REVIEW**

**Q1 REVIEW**

**PM Documents**

**Q2 REVIEW**

**PROMOTIONS (OPTIONAL )**

**Q4; ANNUAL  
PERFORMANCE APPRAISAL**

## PMS PORTAL ( LINE MANAGER VIEW)



**SELF MODE**

**LINE  
MANAGER  
MODE**

**SBU HEAD  
MODE**

SL	Employee Name	Goal Setting	Q1 Review	Q2 Mid Year Review	Q3 Review	Q4 Annual Performance Appraisal
1	Arafat	Click to Complete	Pending	Pending	Pending	Pending
2	Mortuza	Click to Complete	Pending	Pending	Pending	Pending
3	Zahid	Click to Complete	Pending	Pending	Pending	Pending

**APPROVE & SUBMIT TO SBU  
HEAD**

**PM RATING  
REPORT**

**9 Box Rating  
Matrix**

**BELL CURVE**





GOAL SETTING		OKR		
SL.	OBJECTIVES	KEY RESULTS	LM’s feedback	Comments (Optional )
1			Drop down ( OK/Re-submit)	
2				
3				
4				
5				
6				

Reviewed & Accepted

Resubmission Requested

EXPORT


SAVE

## PMS PORTAL ( LINE MANAGER VIEW )

Quarterly/MYR/ANNUAL  
REVIEW

OKR

VALUES

SL.	OBJECTIVES	KEY RESULTS	WORK PROGRESS	SELF ASSESSMENT	EE Justification	LM's Assessment	LM's Justification
1			60 % 	Drop down list		Drop down list	
2				1. Below Expectation		1. Below Expectation	Mandatory
3				2. Meets Expectation		2. Meets Expectation	
4				3. Exceeds Expectation		3. Exceeds Expectation	Mandatory

EXPORT

APPROVE

SAVE

Performance  
Management  
System



IMPROVEMENT  
AREAS

Performance  
Feedforward

OVERALL  
ASSESSMENT

1/2/3

**MID YEAR/ANNUAL  
REVIEW**

**OKR**

**VALUES**

**Performance  
Management  
System**



**IMPROVEMENT  
AREAS**

**Performance  
Feedforward**

SL.	VALUES	EXPECTED BEHAVIOR	WORK PROGRESS	SELF ASSESSMENT	EE Justific ation	LM's Assessment	LM's Justification
1	VALUES/BEHAVIOR COMPLIANCE WILL BE SAME AND FROZEN (SBU WISE)		50% <div></div>	Drop down list		Drop down list	
2				1. Below Expectation		1. Below Expectation	Mandatory
3				2. Meets Expectation		2. Meets Expectation	
4				3. Exceeds Expectation		3. Exceeds Expectation	Mandatory

**EXPORT**

**APPROVE**

**SAVE**

**OVERALL  
ASSESSMENT**

**1/2/3**

## PMS PORTAL ( LINE MANAGER VIEW)

**SELF MODE**

**LINE  
MANAGER  
MODE**

**SBU HEAD  
MODE**

**All Employees**



SL	Employee Name	Goal Setting	Q1 Review	Q2 Mid Year Review	Q3 Review	Q4 Annual Performance Appraisal
1	Arafat	Click to Complete	Pending	Pending	Pending	Pending
2	Mortuza	Click to Complete	Pending	Pending	Pending	Pending
3	Zahid	Click to Complete	Pending	Pending	Pending	Pending

**PM RATING  
REPORT**

**9 Box Rating  
Matrix**

**BELL CURVE**

**INCREMENT DASHBOARD**

**APPROVE & SUBMIT TO HR**

## LINE MANAGER VIEW



### Rating Guidelines

1= Below expectation  
2= Meets expectation  
3= Exceeds expectation-100% ++

### 9 BOX RATING GUIDELINE

BACK

KPI Rating

KPI Rating	3	<p>Superior Results Unsatisfactory behavior 1.3 <b>3</b></p>	<p>Superior Results (Rising Star) 2.3 <b>78</b></p>	<p>Exceptional Performer (Star) 3.3 <b>35</b></p>
	2	<p>Good Results Unsatisfactory behavior 1.2 <b>14</b></p>	<p>Strong Performer 2.2 <b>395</b></p>	<p>Superior Behavior (Rising Star) 3.2 <b>71</b></p>
	1	<p>Unsatisfactory Performer 1.1 <b>11</b></p>	<p>Good Behavior Unsatisfactory Result 2.1 <b>83</b></p>	<p>Superior Behavior Unsatisfactory Results 3.1 <b>1</b></p>
		1	2	3

## SBU HEAD VIEW



### Rating Guidelines

1= Below expectation  
2= Meets expectation  
3= Exceeds expectation-100% ++

### 9 BOX RATING GUIDELINE

BACK

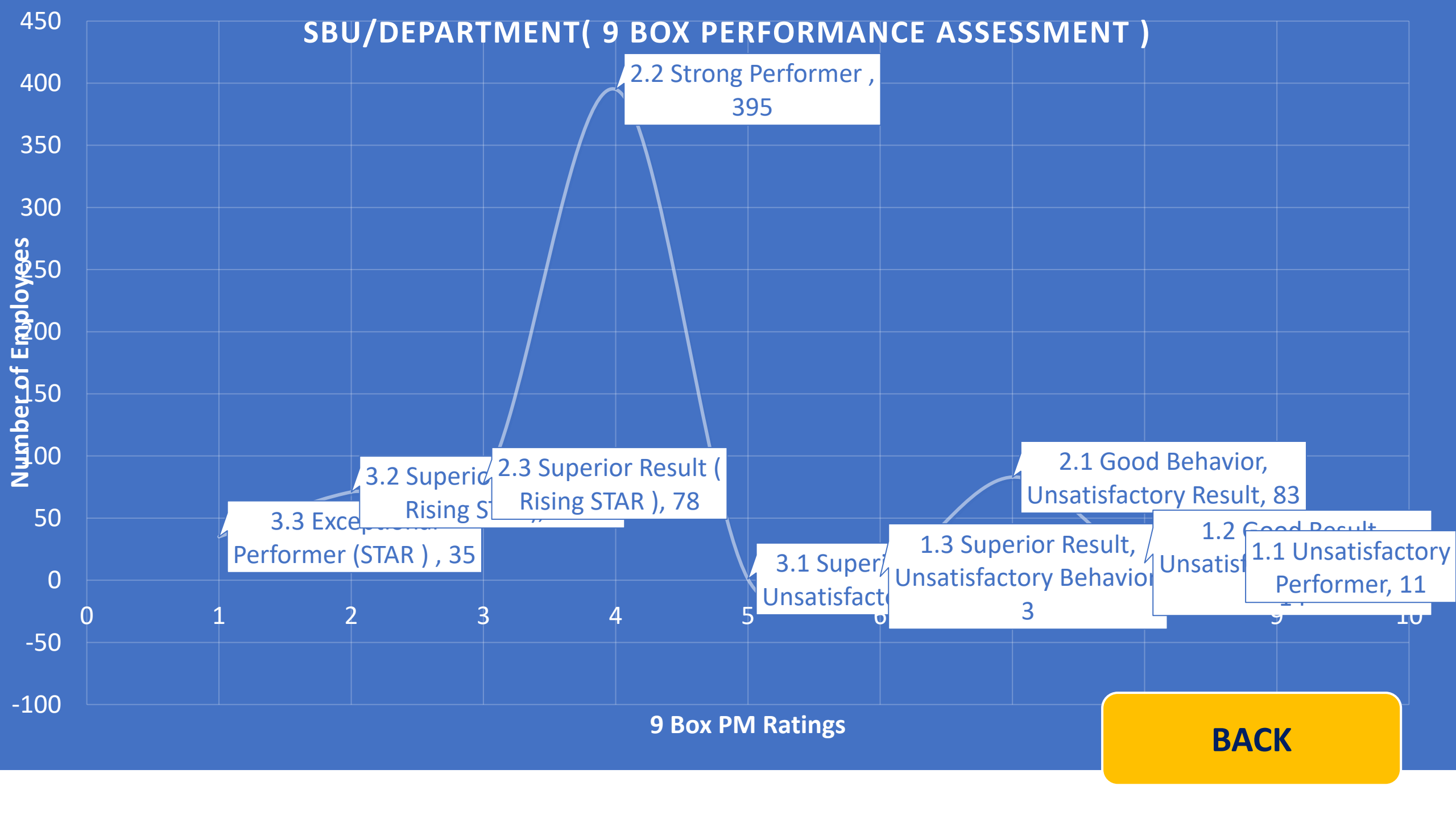
KPI Rating



3	<p>Superior Results Unsatisfactory behavior 1.3 <b>3</b></p>	<p>Superior Results (Rising Star) 2.3 <b>78</b></p>	<p>Exceptional Performer (Star) 3.3 <b>35</b></p>
2	<p>Good Results Unsatisfactory behavior 1.2 <b>14</b></p>	<p>Strong Performer 2.2 <b>395</b></p>	<p>Superior Behavior (Rising Star) 3.2 <b>71</b></p>
1	<p>Unsatisfactory Performer 1.1 <b>11</b></p>	<p>Good Behavior Unsatisfactory Result 2.1 <b>83</b></p>	<p>Superior Behavior Unsatisfactory Results 3.1 <b>1</b></p>
	1	2	3



SBU/DEPARTMENT( 9 BOX PERFORMANCE ASSESSMENT )



9 Box PM Ratings

BACK

# Rating Distribution Guideline

<b>Exceptional Performer (Star) - 3.3</b>	<b>5%</b>
<b>Superior Results &amp; Superior Behavior (Rising Star)- 2.3/3.2</b>	<b>15%</b>
<b>Strong Performer (2.2)</b>	<b>75%</b>
<b>Superior Results</b> <b>Unsatisfactory behavior/Good Results</b> <b>Unsatisfactory behavior/ Good Behavior</b> <b>Unsatisfactory Result/ Superior Behavior</b> <b>Unsatisfactory Results</b> <b>(1.2, 1.3, 2.1, 3.1)</b>	<b>5%~</b>
<b>Poor Performer (1.1)</b>	





SL	EE NAME	ID	GRADE	DESIGNATION	DEPARTMENT	SECTION	JOINIG DATE	TENURE	OKR RATING	VALUES RATING	9 BOX PM RATING	Line Manager's Name	Remarks

BACK

INCREMENT DASHBOARD ( SBU HEAD )



SL	EE NAME	ID	GRADE	DESIGNATION	JOINING DATE	TENURE	PM RATING 2023	GROSS SALARY (CURRENT )	INCREMENT%	MARKET ADJUSTMENT Amount	TOTAL INCREMENT	2024 NEW SALARY

ALLOCATED INCREMENT BUDGET

ACTUAL INCREMENT EXPENSE

BALANCE

BACK

## PROMOTION PROPOSAL ( DEPARTMENT HEAD )

**Performance  
Management  
System**



SL	EE NAME	ID	GRADE	DESIGNATION	JOINING DATE	TENURE	PM RATING 2023	PM RATING HISTORY	PROMOTION PROPOSAL	PROMOTION HISTORY	PROMO INCR %	JUSTIFICATION

**BACK**



**End of Presentation**