

KRA		KPI
HR	1.Culture Building	1.Quality of Culture Buidling Process
	2.Hygeine HR Operations	1. Quality of the Leave Tracking Process 2. Quality of the Stipend Processing System 3. Maturity of the Feedback Processing System
	3.Alignment and Motivation Tracking	1. Quality of the Alignment Process 2. Maturity of the Motivation Tracking Process

Rating Guide

5- Designing a moduled structure for each onboarded Vongle and implementing a tracker which helps in settlement of the Vongle. Continuous improvement of the process with a more strategic approach and feedback of the new Vongles . Constant surveys to analyse and evaluate the working of each member in the team and improving the culture audit score by communicating with each Vongle in the team about their fellow team mate and their approach of work

4- Planning an effective 1 week buddy session for each inducted Vongle for proper fitment in the organization. Continuously improvement in the research of the background of Vongle for better assesment.Constant Check ups to direct the Vongle in the flow of the system.Thorough analysis of the culture audit score and proper acknowledgement using the same

3- Effective analysis of background of each Vongle .Covering every aspect of the organizational values and how fruitful the onboarding can reflect in the overall image building of the organization for the Vongle.Defining departmental policies and growth aspect of each department and also individual analysis of each Vongle in the team.Generation of a culture audit score with the resources that helping in reasoning

5- Planned tracker for the HR operations which are remotely being carried out with fallout options ready. Weekly calculations and justifications for the stipend generation . Conducting monthly individual level sessions about the difficulties and creating a process for the same to be carried out along with the other feedbacks which are termed genuine

4- Automated system for maintaining reports of leaves of every Vongle, timely analysis of individual audit reports and providing needed feedbacks to the Vongles. Continuous Improvement verification of the HRMS generated reports for stipend and timely division of the work for having a structured process and calculated leave by the end of the Month. Collection of feedbacks and also responding to the same with a solution which can be pro actively thought about while keeping the future visions of the organization in place.

3- Timely evaluation and approval of the leaves of every Vongle. Updation of the Leave document /sheet . Evaluation of the quality of emergency leave for it being genuine or not . Effective and timely processing of stipend , precise use of HRMS for the same. Setting and updating appraisal criterias for Vongles. Execution and segregation of the feedbacks related to the Vongle Lifecycle being properly gone through and choosing the executable feedbacks which help in improving the Vongle env.

5- Generating self evaluation patterns for every Vongle which will be later rated on by the team mates for validity which increases the communication and strengthens the overall bond. Continuous acknowledgement of Vongle who work as pillars of organizational Values and highlighting the cause of uniqueness. Generating an effective roadmap for each Vongle monthly by good discussion of what improvements can they bring in their organization over this month and later evaluating what drawbacks or achievements have they made so far .

4- Improvement in the selection process of Vongles in each department and if the right motivation is present in the Vongle to showcase the same in alignment with the organization . Creating discussion rooms for common talks to understand how every Vongle work and what working pattern do they follow. Good research on their communication pattenen to be tracked for motivation boosting and aiding with timely help and guidance whenever needed.

3- Conducting observational sessions and analysing the patterns of working of each Vongle. Evuating the alignment score each Vongle based on how they well are they portraying the organizational value in their work. Appreciation and acknowledgement of the same for encouragement building in other Vongle . Motivation tracking of each Vongle for observing the reasons of the lackings and how it can be improved.

Metrics/Goals

Lead Indicator
1. Percentage of interns engaged in culture-building activities (monthly)(Townhall).
Lag Indicator
2.Retention rate improvement after 2 months of culture-building efforts

Lead :
1.Percentage of leaves accurately tracked in the system (weekly).
2.Number of complaints related to leave management.
3.Timeliness of stipend disbursements (monthly).
4.Percentage of stipends processed without errors (monthly)
5.Percentage of feedback that results in actionable changes (Monthly).
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Lag:
1.Error rate in leave tracking over a quarter
2.Stipend processing efficiency score
3.Number of unresolved feedback issues after one month