



# PERFORMANCE MANAGEMENT SYSTEM

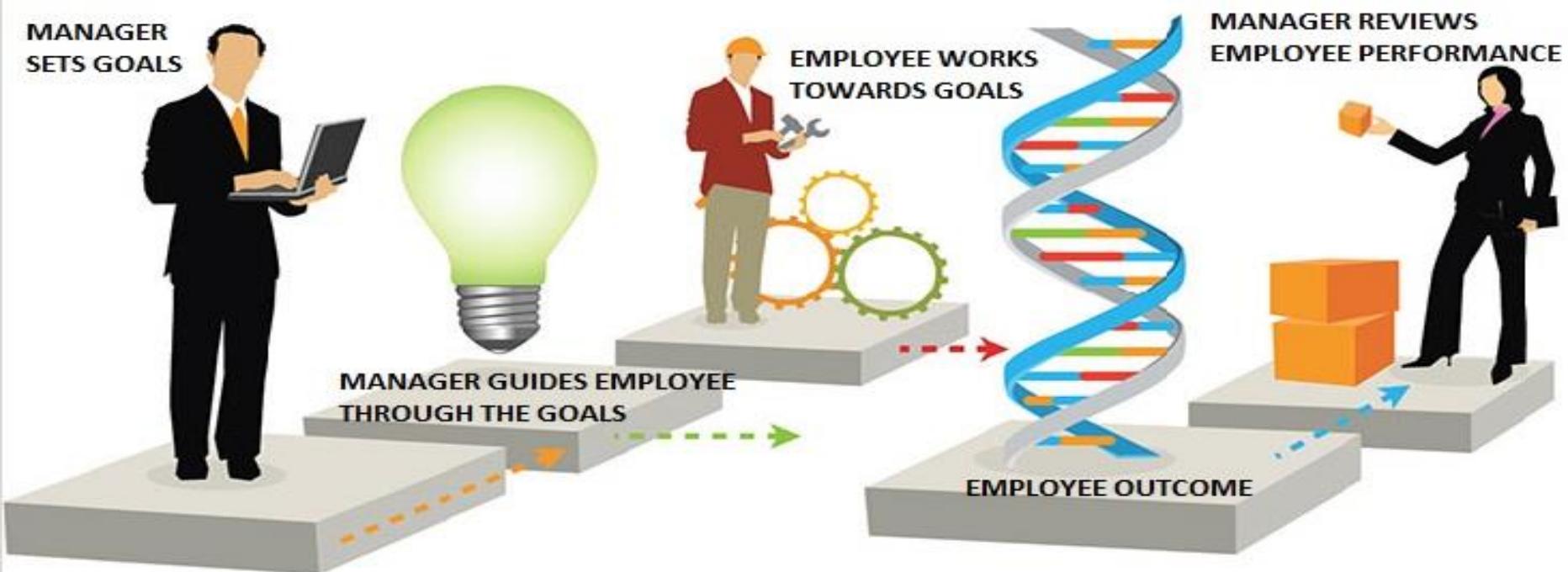
# Performance Management System

**Performance Management System is an ongoing process involving following activities with Appraisals being one of the key activity.**

- Linking individual employee objectives with the organisation's mission and strategic plans. (*The employee has a clear concept on how they contribute to the achievement the overall business objective.*)
- Focusing on setting clear performance objectives and expectations through the use of results, actions and behaviours.
- Defining clear development plans as part of the process. (*Planning training programs*)
- Conducting regular discussions throughout the performance cycle which include such things as coaching, mentoring, feedback and assessment.

# Performance Appraisal

A **Performance Appraisal** is a systematic, general and periodic process that assesses an individual employee's job **performance** and productivity in relation to certain pre-established criteria and organizational objectives.



# Steps of Appraisal Process

**Appraisee :** An individual who is assessed as part of the performance cycle

Process

**Appraiser :** Individual who helps plans performance and assesses the performance of one or more appraisees that report to him/her

**Reviewer :** individual who is responsible for addressing escalated issues pertaining to the system implementation.

**HOD(Additional Level Only for Sales) :** The reporting manager of the reviewer of the function who is responsible for bringing strategic changes, mentoring teams, and recognising performances

**Management HOD :** The Management head oversees multiple functions being responsible for bringing strategic changes to drive business, recognise performances and rewarding them.

1

2

3

4

5

# Performance Rating Scale

Rating 5  
Exemplary

Ratings  
4.5/4.7/4.9  
Outstanding

Ratings  
4/4.2/4.4  
Extraordinary

Ratings  
3.5/3.7/3.9  
Commendable

Rating  
3/3.2/3.4  
Competent

Rating  
2.5/ 2.7/2.9  
Satisfactory

Rating 2  
Needs Improvement

Rating 1  
Unsatisfactory

**Rating 1 = lowest,  
Rating 5 = Highest**

# PMS Score Mapping to Rating Scale



Sr. No	Score From	Score To	Ratings Points	Score Mapping with Rating scale	Rating Scale description
1	0	60	1		Unsatisfactory
2	61	70	2		Needs improvement
3	70	80	2.5/2.7/2.9	2.5 = 70 to 72 2.7 = 73- 76 2.9 = 77-79.9	Satisfactory
4	80	90	3/3.2/3.4	3 = 80-82 3.2 = 83-86 3.4 = 87-89.9	Competent
5	90	95	3.5/3.7/3.9	3.5 = 90-92 3.7 = 92-93 3.9 = 93-94.9	Commendable
6	95	100	4/4.2/4.4	4= 95-97 4.2 = 97-98 4.4 = 98-99.9	Extraordinary
7	100	110	4.5/4.7/4.9	4.5= 100-102 4.7 = 103-106 4.9 = 107-109.9	Outstanding
8	110	120	5		Exemplary



## Employee Coverage

- ✓ **Cut-off date :** All those team members who have joined till 30<sup>th</sup> June of current year shall be covered in this appraisal cycle.
  
- ✓ **Less than a year, joined before cutoff date :** Those team members who have joined before 30<sup>th</sup> June of current year but not completed one year as on 31<sup>st</sup> December of current year, will receive the increment on pro-rate basis in % as per the no. of months completed as on 31<sup>st</sup> Dec of current year.
  
- ✓ **Less than a year, joined after cutoff date :** Those team members who have joined after 30<sup>th</sup> June of current year shall be covered in the next appraisal cycle and shall receive the increment in next cycle on pro-rata basis in % for the additional months served in this cycle.



## PMS Online - Salient Features/DO's & Donts

<b>Appraisal Process is automated and made online through ESS</b>	<b>Do not share your password with anyone</b>
<b>Deadline driven process where dates are to be “strictly adhered”. The link will disappear after the last date.</b>	<b>Always Save your entries before exit</b>
<b>Help Guide/ FAQs are available to guide through</b>	<b>Always click on “Edit” button to make changes in form</b>
<b>Option of Uploading additional documents (MS Office Excel/Word/Powerpoint,Pdf, JPEG and Open office-Word &amp; excel ) as attachments.</b>	<b>Training needs should be captured for planning developmental activities.</b>
<b>Print Preview/ Print / Save Option ( in HTML) is available for the appraisal records.</b>	<b>One-to-one FEEDBACK SHARING IS ESSENTIAL .</b>
<b>Letters shall be provided as per the schedule provided.</b>	<b>Rating graph at the Appraiser/Reviewer level available for proper review and distribution of ratings</b>
<b>KRAs are already entered, Modification in KRAs is not allowed. IN special cases the changes can be sent to HR for modification.</b>	<b>“Needs Improvement” Rating will lead to employees being put on a Performance implementation Plan .</b>

# ESS- PMS

Home      Profile      Attendance      Leave      PMS      Salary      Assets      Query      Separation      Sales Plan

Welcome :      EmpCode :      Year :      Company : VNR SEEDS PVT. LTD.      [LogOut](#)    [Change Password](#)

Employee       **Click Employee**



**PERFORMANCE MANAGEMENT SYSTEM**

# Employee Personal Details

Welcome : Employee

Year : 2013 PVT. LTD. [LogOut](#) [Change Password](#)

PMS : 7 Days Remaining Last date : 10-January

Personal Details	Schedule	PMS Help	FAQ	Appraisal Form	Remaining Days Indicator
<b>(Personal Details)</b>					Answering general Quires

Click to get PMS Schedule

Click to get Appraisal Forms

PMS Help through Presentation

Remaining Days Indicator

Answering general Quires

Name : [Redacted]

Designation : [Redacted]

Grade : [Redacted]

Assessment Year : PMS : [Redacted]

Total VNR-Exp. : [Redacted]

Reviewer : [Redacted]

EmpCode : [Redacted]

Department : SALES

Head Quarter : [Redacted]

DOJ : [Redacted]

Appraiser : [Redacted]

HOD : [Redacted]

# Form 1-Achievements

Home      Profile      Attendance      Leave      PMS      Salary      Assets      Query      Separation      Sales Plan

Welcome :      EmpCode :      Year :      Company : VNR SEEDS PVT. LTD.      [LogOut](#)      [Change Password](#)

Employee

PMS : 7 Days Remaining! Last date : 10-January

[Personal Details](#)    [Schedule](#)    [PMS Help](#)    [FAQ](#)    [Appraisal Form](#)    [Click Form A KRA](#)

(Appraisal Form) : Achievements    [Form A\(KRA\)](#)    [Form B\(Skills\)](#)    [FeedBack](#)    [UploadFile](#)    Please fill appraisal form before last date of self appraisal!

List down your Significant Contribution(Achievement) for Assessment Year - 2010

1:  
2:  
3:  
4:  
5:  
  
Enter your Achievements & Save as Draft after Every Line

save as draft



# Form A (KRA)

www.vnrseeds.com

Employee

PMS 7 Days Remaining! Last date : 10-January

Personal Details Schedule PMS Help FAQ Appraisal Form

Remaining Days Indicator

Click Targets

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [Feedback](#) [UploadFile](#) Please fill appraisal form before last date of self appraisal!

List the KRA/ Goals set for the given assessment year. Score the performance against each objective.

Logic

SNo	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value basis as finalized in ESS.	Processes	%	30.0	Logic1	Quarter	100.0	94.5	
2	Outtime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP. Measurable.. To achieve the Monthly targets as submitted via RCP and uploaded in ESS.	Processes	%	10.0	Logic1	Monthly	100.0	68.62	
3	Sales Return	The unsold stocks should be returned as following			10.0					

SNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
	(a) Field Crop	The Unsold Stocks should reach the warehouse by 15th august for Kharif Season Measurable: OP less than 5% Hybrid; less than 15% for evaluation the Proportionate weightage will be considered for OP and hybrid	Processes	%	5.0	Logic1	1/2 Annual	100.0	50	
	(b) vegetable Crops	the Hybrid vegetables should be duly approved with more than one month as expiry when it reaches to warehouse Measurable Veg OP equal to 0% Hybrid Less Than 2 % for evaluation the proportionate weightage will be considered for OP and HY	Processes	%	5.0	Logic1	1/2 Annual	100.0	50	
4	Retailer Focus	Need to select 10 good retailers per distributor, need to have a goal sheet( month wise business plan) for these retailers, need to select 5 good villages under each retailer, primarily these identified villages need to be covered for Demo, Meeting, crop show etc, Retailer plan and village details need to be attached. Measurable Plan Vs Achievement	Processes	%	10.0	Logic1	Quarter	100.0	71	
5	Demand Generation	The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement. As uploaded and approved in effort plus.	Processes	%	15.0	Logic5	Quarter	100.0	70	
6	Trialing OFD and CT	New product trialing and data generation in the territory			15.0					

SNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
	(a) Site and farmer selection	Site and Farmer as per requirement and monthly reporting PD team inputs will be taken	Processes	%	5.0	Logic1	Quarter	100.0	72	
	(b) Trail quality Observation and data submission	Trail quality Observation and data submission is done timely and accurately PD team inputs will be taken	Processes	%	10.0	Logic1	Quarter	100.0	72	
7	Reporting	Timely and Accurate reports 1) FA documentation submission before joining ( evaluation based on marketing team inputs and reports) 2) Monthly FA claim submission with in timelines ( evaluation based on marketing team inputs and reports ) 3)Monthly MDA plan submission with in timelines ( evaluation based on marketing team inputs and reports ) 4) Real time MDA activity upload with data in effort plus ( evaluation based on marketing team inputs and reports )	Processes	%	10.0	Logic4	Monthly	100.0	73.95	

save as draft



# Quarterly KRA's

Qtr. Targets Distribution

Enter Achievement Ratings

Your Score for Assigned Qtrly. KRA

Logic: Logic1 , KRA: Achieve Sales Target in given territory

Description: To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement in volume or value basis as finalized in ESS.

Sn	Quarter	Weightage	Target	Comment	Achievement			Edit	Submit				
					Self Rating	Remark	Score						
1	Quarter 1	7.5	25	Achieve Sales Target in given territory	21	Achieved the Business Rs 3383239 lac target Rs 4410765 lac 77 percent Achievement	6.30		✓				
2	Quarter 2	7.5	25	Achieve Sales Target in given territory	25	Achieved Business target of Rs 1708304.15 against GD target of 1019254. Total target achievement 168 percent.	7.50		✓				
3	Quarter 3	7.5	25	Achieve Sales Target in given territory	25	Achieve business target of RS 36.92 lac against GD target of 28.74 lac. Total Achieve 128.46 percent.	7.50		✓				
4	Quarter 4	7.5	25	Achieve Sales Target in given territory	23.5	Achieved the Business Rs 4385737 lac target Rs 4650885 lac 94 percent Achievement	7.05	✎	✓				
Total:		30	100		94.5		28.35						
				Weightage for Particular Quarter				✎ :Edit	Save :Save				
								✓ :Submit	Submitted ✓				
								Lock Lock					
Total Self Rating													
SNo	Sub KRA/Goals		Sub KRA Description			Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
	(a) Field Crop		The Unsold Stocks should reach the warehouse by 15th august for Kharif Season Measurable: OP less than 5 % Hybrid; less than 15 % for evaluation the Proportionate weightage will be considered for OP and hybrid			Processes	%	5.0	Logic1	1/2 Annual	100.0	100	ok
	vegetable Crops		the Hybrid vegetables should be duly approved with									100	

Enter Remarks in Support to your Self Rating (\*Mandatory Field)

Your Self Score

# Put Remarks on Main Page

PMS : 7 Days Remaining! Last date : 10-January

Personal Details

Schedule

PMS Help

FAQ

Appraisal Form

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) Please fill

Total Self Rating Score

Last date of self appraisal

Put your Overall remarks for Particular KRA

List the KRA/ Goals set for the given assessment year. Score the performance.

SNo	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value basis as finalized in ESS.	Processes	%	30.0	Logic1	Quarter	100.0	94.5	Overall tried my best to achieve the targets. Faced many challenges due to weather conditions.
2	Ontime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP. Measurable.. To achieve the Monthly targets as submitted via RCP and uploaded in ESS.	Processes	%	10.0	Logic1	Monthly	100.0	63.72	
3	Sales Return	The unsold stocks should be returned as following			10.0					
SNo	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
(a)	Field Crop	The Unsold Stocks should reach the warehouse by 15th august for Kharif Season Measurable: OP less than 5 % Hybrid; less than 15 % for evaluation the Proportionate weightage will be considered for OP and hybrid	Processes	%	5.0	Logic1	1/2 Annual	100.0	50	
	(b) vegetable Crops	the Hybrid vegetables should be duly approved with more than one month as expiry when it reaches to warehouse Measurable Veg OP equal to 0% Hybrid Less Than 2 % for evaluation the proportionate weightage will be considered for OP and HY	Processes	%	5.0	Logic1	1/2 Annual	100.0	50	
4	Retailer Focus	Need to select 10 good retailers per distributor, need to have a goal sheet( month wise business plan) for these retailers, need to select 5 good villages under each retailer, primarily these identified villages need to be covered for Demo, Meeting, crop show etc. Retailer plan and village details need to be attached. Measurable Plan Vs Achievement	Processes	%	10.0	Logic1	Quarter	100.0	71	
5	Demand Generation	The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement . As uploaded and approved in effort plus.	Processes	%	15.0	Logic5	Quarter	100.0	70	



# Assessing Monthly KRAs

3	March	0.83	8.33	Ontime Collection	8.33	Collection plan RS 1438363 lacs against collect Rs 3949000 lacs achieved	0.83	✓		
4	April	0.83	8.33	Ontime Collection	5.5	Collection RS 4.43 lacs against collection plan of Rs 7.88 lacs achieved. Total percent achievement 56.22 percent.	0.55	✓		
5	May	0.83	8.33	Ontime Collection	8.33	As per collection plan total collection target was Rs. 2.87 lacs against which the achievement is Rs. 5.37 lacs i.e 187.11 percent achievement of the target.	0.83	✓		
6	June	0.83	8.33	Ontime Collection	6.2	Collection RS 5.27 lacs against collection plan of Rs 8 lacs achieved. Total percent achievement 66 percent.	0.62	✓		
7	July	0.83	8.33	Ontime Collection	6.2	Collection RS 2.29 lacs against collection plan of Rs 10.10 lacs. Total percent achievement 22.8 percent.	0.62	✓		
8	August	0.83	8.33	Ontime Collection	4.5	Collection Rs 4.61 lacs against collection plan of Rs 10,10,700 lacs. Total percent achievement 46 percent.	0.45	✓		
9	September	0.83	8.33	Ontime Collection	8.33	Collection RS 20.87 lac against collection plan Rs 7.61 lac. Total percent achievement 274 percent.	0.83	✓		
10	October	0.83	8.33	Ontime Collection	0		0.00	🔒		
11	November	0.83	8.33	Ontime Collection	0		0.00	🔒		
12	December	0.83	8.33	Ontime Collection	4.9	Collection RS 6 lac against collection plan Rs 10 lac. Total percent achievement 60 percent.	0.49	📝 ✓		
Total:		10	100	Monthly Weightage	68.62	Edt	6.85	Submitted Lock		
(b)		warehouse Measurable Veg OP equal to 0% Hybrid Less Than 2 % for evaluation the proportionate weightage will be considered for OP and HY					Monthly KRA Total Self Rating			
Retailer Focus		Need to select 10 good retailers per distributor, need to have a goal sheet/month wise business plan for these retailers, need to select 5					71			
Target		Self Rating		Remarks						
100.0		94.5								
100.0		68.62								
Target		Self Rating		Remarks						
100.0		50								

# Assessing Half Yearly KRAs

**Define Target**

Logic: Logic1 , KRA: Field Crop  
 Description: The Unsold Stocks should reach the warehouse by 15th august for Kharif evaluation the Proportionate weightage will be considered for OP and hybrid

Sn	Year	Weightage	Target	Comment	Achievement		Edit	Submit
					Self Rating	Remark		
1	Half Year 1	2.5	50	Field Crop	50	Zero sales return.	2.50	
2	Half Year 2	2.5	50	Field Crop	50	Zero Sales Return	2.5	
<b>Total:</b>				5	100	100	5	

**Half yearly Target**

**Half yearly Weightage**

**Half yearly Total Self Rating**

**Enter Half yearly Self Rating**

**Enter Remarks**

**Half yearly Score**

**Half yearly Total Score**

Demand Generation

village details need to be attached. Measurable Plan Vs Achievement

The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement . As

	Processes	%	15.0	Logic5	Quarter	100.0	70
5							

# Complete Form A

Employee

PMS : 7 Days Remaining! Last date : 10-January

Personal Details    Schedule    PMS Help    FAQ    Appraisal Form

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) Please fill appraisal form before last date of self appraisal!

Click Form B  
(Skills)

List the

SNo	KRA/Goals	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value basis as finalized in ESS.	Rate the performance against each objective.							Self Rating	Remarks
			Measure	Unit	Weightage	Logic	Period	Target			
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value basis as finalized in ESS.	Processes	%	30.0	Logic1	Quarter	100.0	94.5	Overall tried my best to achieve targets. Faced many challenges	.....
2	Ontime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP. Measurable.. To achieve the Monthly targets as submitted via RCP and uploaded in ESS.	Processes	%	10.0	Logic1	Monthly	100.0	68.62	The collections were low as the party selected was defaulter	.....
3	Sales Return	The unsold stocks should be returned as following			10.0						
SNo	Sub KRA/Goals		Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
	(a) Field Crop		The Unsold Stocks should reach the warehouse by 15th august for Kharif Season Measurable: OP less than 5 % Hybrid; less than 15 % for evaluation the Proportionate weightage will be considered for OP and hybrid	Processes	%	5.0	Logic1	1/2 Annual	100.0	100	ok
	(b) vegetable Crops		the Hybrid vegetables should be duly approved with more than once month as expiry when it reaches to warehouse Measurable Veg OP equal to 0% Hybrid Less Than 2 % for evaluation the proportionate weightage will be considered for OP and HY	Processes	%	5.0	Logic1	1/2 Annual	100.0	100	ok
4	Retailer Focus	Need to select 10 good retailers per distributor, need to have a goal sheet/ month wise business plan for these retailers, need to select 5 good villages under each retailer, primarily these identified villages need to be covered for Demo, Meeting, crop show etc. Retailer plan and village details need to be attached. Measurable Plan Vs Achievement	Processes	%	10.0	Logic1	Quarter	100.0	96	Have increased our focus now.	.....
5	Demand Generation	The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement . As uploaded and approved in effort plus.	Processes	%	15.0	Logic5	Quarter	100.0	95	doing lot of demand generation activities under guidance of	.....
6	Trialing OFD and CT	New product trialing and data generation in the territory			15.0						
SNo	Sub KRA/Goals		Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
	(a) Site and farmer selection		Site and Farmer as per requirement and monthly reporting PD team inputs will be taken	Processes	%	5.0	Logic1	Quarter	100.0	97	ok
	(b) Trail quality Observation and data submission		Trail quality Observation and data submission is done timely and accurately PD team inputs will be taken	Processes	%	10.0	Logic1	Quarter	100.0	92	have to improve
7	Reporting	Timely and Accurate reports 1) FA documentation submission before joining ( evaluation based on marketing team inputs and reports ) 2) Monthly FA claim submission with in timelines ( evaluation based on marketing team inputs and reports ) 3)Monthly MDA plan submission with in timelines ( evaluation based on marketing team inputs and reports ) 4) Real time MDA activity upload with data in effort plus ( evaluation based on marketing team inputs and reports )	Processes	%	10.0	Logic4	Monthly	100.0	73.95	will try to be on time	.....



# Form B (Skills)

[www.vnrseeds.com](http://www.vnrseeds.com)

Employee
Enter your Comments Justifying your Rating with Examples and Specific Data (\*Mandatory Field)

PMS : **7 Days Remaining! Last date : 10-January**

[Personal Details](#)
[Schedule](#)
[PMS Help](#)
[FAQ](#)
[Appraisal Form](#)
[View/Print Form](#)

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) Please click on final submit button for complete your appraisal form!

Rate your Competency level for current role as listed below. Self rating shall be in % against the 100% target Score. Score = rating/target*Weightage							Logic	
SNo.	Behavioral/Skills	Description	Weightage	Logic	Period	Target	Self Rating	Comments
1	Interpersonal Skill	Market Intelligence information sharing on various development in market place like trends, new product, competitor activities, new inputs, competition product issues, schemes, new initiatives etc. on real time basis, which may impact VNR business. Measurable is real time reporting through Whatsapp, Phone, Mail and a summary report on monthly basis	25.0	Logic2	Annual	100.0	95.0	Have good relationship with all business partners, team members. Have shared market intelligence on timely basis
2	Mentoring And Coaching	1. Entire team i.e. Permanent FA and Temporary FAs shall be thorough in product communication. 2. Within a month of joining, FA should be capable of handling a farmer meeting independently. Measurable, each FA shall be able to conduct 5 planned and approved demand generation meetings on monthly basis.	25.0	Logic2	Annual	100.0	90.0	The FAs have been guided to perform field days. Have been trained on product details. FAs are doing the
3	Initiative	To Lead one initiative for the territory to support business. The measurable is to decide one goal around farmer data, demand generation, trialling, working at retailer level as initiative for current year with concrete numbers. This initiative has to be a new one or improvement over present system, it has to be documented	25.0	Logic2	Annual	100.0	70.0	Did some work at Retailer level and distributor level. About 15 good distributors were taken for Chavan
4	Problem Solving	To address and effectively solve the issues at farmers level. Measurable, 1. Closing the product performance issue which are localised and not supported by QA because of reasons other than seed quality i.e. environment/ agronomic or insect pest reason. 2. To follow proper guidelines and documentations timely for complain addressal	25.0	Logic2	Annual	100.0	80.0	No major issues at my location. Very minor issues which were resolved at my end.

[edit](#)
[final submit](#)

Enter Self Rating

Click Edit before any modification & save before leaving the page

# Completed FORM B

Employee

PMS : 7 Days Remaining! Last date : 10-January

Personal Details   Schedule   PMS Help   FAQ   Appraisal Form   View/Print Form

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) Please click on final submit button for complete your appraisal form!

Rate your Competency level for current role as listed below. Self rating shall be in %									
SNo.	Behavioral/Skills	Description	Rating/target*Weightage			Logic	Comments		
1	Interpersonal Skill	Market Intelligence information sharing on various development in market place like details, new product, competitor activities, new inputs, competition product issues, schemes, new initiatives etc. on real time basis, which may impact VNR business. Measurable is real time reporting through Whatsapp, Phone, Mail and a summary report on monthly basis	25.0	Logic2	Annual	100.0	95.0	Have good relationship with all business partners, team members. Have shared market intelligence on timely basis.	
2	Mentoring And Coaching	1. Entire team i.e. Permanent FA and Temporary FAs shall be thorough in product communication. 2. Within a month of joining, FA should be capable of handling a farmer meeting independently. Measurable, each FA shall be able to conduct 5 planned and approved demand generation meetings on monthly basis.	25.0	Logic2	Annual	100.0	90.0	The FAs have been guided to perform field days. Have been trained on product details. FAs are driving the sales.	
3	Initiative	To Lead one initiative for the territory to support business. The measurable is to decide one goal around farmer data, demand generation, trialling, working at retailer level as initiative for current year with concrete numbers. This initiative has to be a new one or improvement over present system, it has to be documented	25.0	Logic2	Annual	100.0	70.0	Did some work at Retailer level and distributor level. About 15 good distributors were taken for Chavan.	
4	Problem Solving	To address and effectively solve the issues at farmers level. Measurable; 1. Closing the product performance issue which are localised and not supported by QA because of reasons other than seed quality i.e. environment/ agronomic or insect pest reason. 2. To follow proper guidelines and documentations timely for complain addressal	25.0	Logic2	Annual	100.0	80.0	No major issues at my location. Very minor issues which were resolved at my end.	

edit   final submit

Click Edit before any modification & save before leaving the page

# Feedback

Employee

PMS : 7 Days Remaining! Last date : 10-January

Personal Details   Schedule   PMS Help   FAQ   Appraisal Form   View/Print Form

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) [Please click on final submit button](#)

Work Environment

1: What is your feedback regarding the existing & new processes that are being followed or needs to be followed in your respective functions?  
need four wheeler at work, Laptop

2: At work, are there any factors that hinder your growth?  
New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target

3: At work, what are the factors that facilitate your growth?  
VNR Brand Image and Good Team

4: What support you need from management?  
Immediate feedback on job performance?

5: Any other feedback  
None

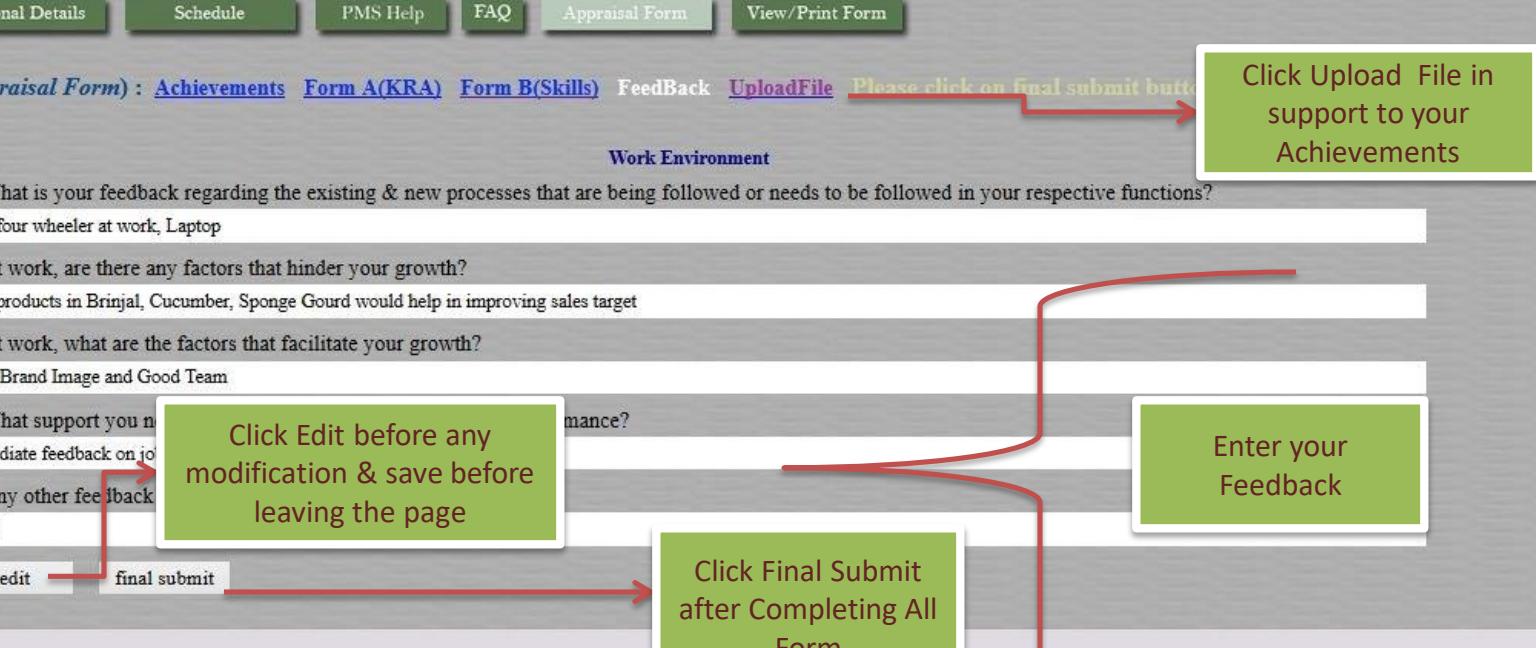
edit   final submit

Click Edit before any modification & save before leaving the page

Enter your Feedback

Click Final Submit after Completing All Form

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# Upload File

**Upload File**

EmpCode :	Name :		
<input type="text"/> Upload file : <input type="button" value="Browse..."/> No file selected.			
<input type="text"/> Name Of File : <input type="button" value="Save"/>			
Sno.	File Name	Read	Delete

No of Uploaded files will appear here

Name Appears here & Save

4: What support you need from the superiors to facilitate your performance?  
Immediate feedback on job to help improve.

5: Any other feedback !  
None

b7ee=0&aa=18 90% | ... ⌂ ⌂ Search

Assets Query Separation Sales Plan  
EDS PVT. LTD. LogOut Change Password  
Print Form

Please click on final submit button for complete your appraisal form!

s to be followed in your respective functions?

4: What support you need from the superiors to facilitate your performance?  
Immediate feedback on job to help improve.

5: Any other feedback !  
None

[Personal Details](#)[Schedule](#)[PMS Help](#)[FAQ](#)[Appraisal Form](#)[View/Print Form](#)[\*\(Appraisal Form\)\*](#)[Achievements](#)[Form A\(KRA\)](#)[Form B\(Skills\)](#)

Please click on final submit button for complete your appraisal

:

1: What is your feedback regarding the existing & new processes that need four wheeler at work, Laptop

2: At work, are there any factors that hinder your growth?

New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target

3: At work, what are the factors that facilitate your growth?

VNR Brand Image and Good Team

4: What support you need from the superiors to facilitate your performance?

Immediate feedback on job to help improve.

5: Any other feedback !

None

Are you sure you want to submit appraisal form.?

[OK](#)[Cancel](#)

Click ok to Final Submit

[edit](#)[final submit](#)

**Achievement**

- 1 4 new distributor created
- 2 Liaisoning with Government officials and follow-ups for licencing
- 3 No collection pendancy beyond 60 days.
- 4 Have Created the very good brand image of Hy paddy vnr -2355plus,Sarita,chilli-305,Super Green, Deepika ,Kashi Kanchan in my territory
- 5 Developed Strong relation with retailer and farmer and Collected the maximum ABS from retailer

**Printable appraisal Form****(Feedback)**

1	What is your feedback regarding the existing & new processes that are being followed or needs to be followed in your respective functions?
Ans.	need four wheeler at work, Laptop
2	At work, are there any factors that hinder your growth?
Ans.	New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target
3	At work, what are the factors that facilitate your growth?
Ans.	VNR Brand Image and Good Team
4	What support you need from the superiors to facilitate your performance?
Ans.	Immediate feedback on job to help improve.
5	Any other feedback !
Ans.	None

**(KRA)**

SNo.	KRA/Goals	Description	Measure	Unit	Weightage	Target	Self Rating	Remarks		
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value basis as finalized in ESS.	Processes	%	30.0	100.0	94.5	Overall tried my best to achieve targets. Faced many challenges like weather conditions, product shortage, manpower shortage etc.		
2	Outtime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP. Measurable.. To achieve the Monthly targets as submitted via RCP and uploaded in ESS.	Processes	%	10.0	100.0	68.62	The collections were low as the party selected was deafaulter		
3	Sales Return	The unsold stocks should be returned as following			10.0					
SNo.	Sub KRA/Goals	Sub Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
(a)	Field Crop	The Unsold Stocks should reach the warehouse by 15 <sup>th</sup> august for Kharif Season Measurable: OP less than 5% Hybrid; less than 15 % for evaluation the Proportionate weightage will be considered for OP and hybrid	Processes	%	5.0	Logic1	1/2 Annual	100.0	100	ok
	(b) vegetable Crops	the Hybrid vegetables should be duly approved with more than one month as expiry when it reaches to warehouse Measurable Veg OP equal to 0% Hybrid Less Than 2 % for evaluation the proportionate weightage will be considered for OP and HY	Processes	%	5.0	Logic1	1/2 Annual	100.0	100	ok
4	Retailer Focus	Need to select 10 good retailers per distributor, need to have a goal sheet( month wise business plan) for these retailers, need to select 5 good villages under each retailer, primarily these identified villages need to be covered for Demo, Meeting, crop show etc, Retailer plan and village details need to be attached. Measurable Plan Vs Achievement	Processes	%	10.0	100.0	96	Have increased our focus now.		
5	Demand Generation	The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement . As uploaded and approved in effort plus.	Processes	%	15.0	100.0	95	doing lot of demand generation activities under guidance of seniors		
6	Trialing OFD and CT	New product trialing and data generation in the territory			15.0					
SNo.	Sub KRA/Goals	Sub Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks
(a)	Site and farmer selection	Site and Farmer as per requirement and monthly reporting PD team inputs will be taken	Processes	%	5.0	Logic1	Quarter	100.0	97	ok
	(b) Trail quality Observation and data submission	Trail quality Observation and data submission is done timely and accurately PD team inputs will be taken	Processes	%	10.0	Logic1	Quarter	100.0	92	have to improve
7	Reporting	Timely and Accurate reports 1) FA documentation submission before joining ( evaluation based on marketing team inputs and reports) 2) Monthly FA claim submission with in timelines ( evaluation based on marketing team inputs and reports ) 3)Monthly MDA plan submission with in timelines ( evaluation based on marketing team inputs and reports ) 4) Real time MDA activity upload with data in effort plus ( evaluation based on marketing team inputs and reports )	Processes	%	10.0	100.0	73.95	will try to be on time		

**(Skill/Behavioral)**

SNo.	Behavioral/Skills	Description	Weightage	Target Rating	Self Rating	Comments
1	Interpersonal Skill	Market Intelligence information sharing on various development in market place like trends, new product, competitor activities, new inputs, competition product issues, schemes, new initiatives etc. on real time basis, which may impact VNR business. Measurable is real time reporting through Whatsapp, Phone, Mail and a summary report on monthly basis	25.0	100.0	95.0	Have good relationship with all business partners, team members. Have shared market intelligence on timely basis which has helped in preparing strategies. The reports have been sent timely. Data uploaded timely.
2	Mentoring And Coaching	1. Entire team i.e. Permanent FA and Temporary FAs shall be thorough in product communication. 2. Within a month of joining, FA should be capable of handling a farmer meeting independently. Measurable, each FA shall be able to conduct 5 planned and approved demand generation meetings on monthly basis.	25.0	100.0	90.0	The FAs have been guided to perform field days. Have been trained on product details. FAs are doing the meetings on their own. 3 FAs have completed 3-4 meetings each.
3	Initiative	To Lead one initiative for the territory to support business. The measurable is to decide one goal around farmer data, demand generation, trialling, working at retailer level as initiative for current year with concrete numbers. This initiative has to be a new one or improvement over present system, it has to be documented	25.0	100.0	70.0	Did some work at Retailer level and distributor level. About 15 good distributors were taken for Chayan activity to Raipur.
4	Problem Solving	To address and effectively solve the issues at farmers level. Measurable; 1. Closing the product performance issue which are localised and not supported by QA because of reasons other than seed quality i.e. environment/ agronomic or insect pest reason. 2. To follow proper guidelines and documentations timely for complain addressal	25.0	100.0	80.0	No major issues at my location. Very minor issues which were resolved at my end.



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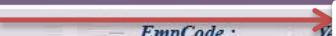
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# Appraiser Level



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# Appraiser

Welcome : *EmpCode :* 

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[Employee](#) [Appraiser](#)

**Click Appraiser**



**PERFORMANCE MANAGEMENT SYSTEM**

# My Team

Employee      Appraiser

Home      My Team      Team Status      Rating Graph

(My Team) :      State : Select State      Head Quarter : Head Quarter

Click Team Status for Appraisals

View KRA , History & Appraisal Form

Sn	EC	Name	Department	Designation	Grade	Head Quater	State	KRA	History	Form
1			SALES	SENIOR TERRITORY SALES EXECUTIVE	J3			<a href="#">Click</a>	<a href="#">Click</a>	
2			SALES	TERRITORY SALES EXECUTIVE	J2			<a href="#">Click</a>	<a href="#">Click</a>	
3			SALES	TERRITORY BUSINESS MANAGER	J4			<a href="#">Click</a>	<a href="#">Click</a>	<a href="#">Click</a>
4			SALES	SENIOR TERRITORY SALES EXECUTIVE	J3			<a href="#">Click</a>	<a href="#">Click</a>	
5			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	

# Team Status

Employee      Appraiser

Home      My Team      Team Status      Rating Graph

(My Team Appraisal Status) :    State : Select State    Head Quarter : Head Quarter

Sn	EC	Name	Department	Designation	Form	Files	Employee	Appraiser	Action
1			SALES	SENIOR TERRITORY SALES EXECUTIVE	Wait	No	Draft	Draft	
2			SALES	TERRITORY SALES EXECUTIVE	Wait	No	Draft	Draft	
3			SALES	TERRITORY BUSINESS MANAGER	<a href="#">Click</a>	No	Submitted	Draft	Select
4			SALES	SENIOR TERRITORY SALES EXECUTIVE	Wait	No	Draft	Draft	Select
5			SALES	SENIOR SALES EXECUTIVE	Wait	No	Draft	Draft	<a href="#">Edit</a>

Resend Form

Click on Edit to Access appraisal forms

Click Resend form to reverse form to Appraisee

# Appraisal Form

		Employee	Appraiser																				
		<a href="#">Home</a>	<a href="#">My Team</a>																				
		<a href="#">Team Status</a>	<a href="#">Rating Graph</a>																				
<u><a href="#">Appraisal Form</a></u>																							
EmpCode :      Name :																							
<p><i>(Achievement)</i></p> <table border="1"> <tbody> <tr><td>1</td><td>4 new distributor created</td></tr> <tr><td>2</td><td>Liasioning with Government officials and follow-ups for licencing</td></tr> <tr><td>3</td><td>No collection pendancy beyond 60 days.</td></tr> <tr><td>4</td><td>Have Created the very good brand image of Hy paddy vnr -2355plus,Sarita,chilli-305,Super Green, Deepika ,Kashi Kanchan in my territory</td></tr> <tr><td>5</td><td>Developed Strong relation with retailer and farmer and Collected the maximum ABS from retailer</td></tr> </tbody> </table>				1	4 new distributor created	2	Liasioning with Government officials and follow-ups for licencing	3	No collection pendancy beyond 60 days.	4	Have Created the very good brand image of Hy paddy vnr -2355plus,Sarita,chilli-305,Super Green, Deepika ,Kashi Kanchan in my territory	5	Developed Strong relation with retailer and farmer and Collected the maximum ABS from retailer										
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<span style="float: right; border: 1px solid black; padding: 5px; border-radius: 10px;">Key achievements Filled by Appraisee</span>																							
<p><i>(Feedback)</i></p> <table border="1"> <tbody> <tr><td>1</td><td>What is your feedback regarding the existing &amp; new processes that are being followed or needs to be followed in your respective functions?</td></tr> <tr><td>Ans.</td><td>need four wheeler at work, Laptop</td></tr> <tr><td>2</td><td>At work, are there any factors that hinder your growth?</td></tr> <tr><td>Ans.</td><td>New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target</td></tr> <tr><td>3</td><td>At work, what are the factors that facilitate your growth?</td></tr> <tr><td>Ans.</td><td>VNR Brand Image and Good Team</td></tr> <tr><td>4</td><td>What support you need from the superiors to facilitate your performance?</td></tr> <tr><td>Ans.</td><td>Immediate feedback on job to help improve.</td></tr> <tr><td>5</td><td>Any other feedback !</td></tr> <tr><td>Ans.</td><td>None</td></tr> </tbody> </table>				1	What is your feedback regarding the existing & new processes that are being followed or needs to be followed in your respective functions?	Ans.	need four wheeler at work, Laptop	2	At work, are there any factors that hinder your growth?	Ans.	New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target	3	At work, what are the factors that facilitate your growth?	Ans.	VNR Brand Image and Good Team	4	What support you need from the superiors to facilitate your performance?	Ans.	Immediate feedback on job to help improve.	5	Any other feedback !	Ans.	None
1	What is your feedback regarding the existing & new processes that are being followed or needs to be followed in your respective functions?																						
Ans.	need four wheeler at work, Laptop																						
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4	What support you need from the superiors to facilitate your performance?																						
Ans.	Immediate feedback on job to help improve.																						
5	Any other feedback !																						
Ans.	None																						
<span style="float: right; border: 1px solid black; padding: 5px; border-radius: 10px;">Feedback filled by Appraisee</span>																							



# Appraiser Rating

## Click Target for Appraiser Rating

# Form B Skill/Behaviour

Fill Similarly As form A

**Form-B (Skill/ Behavioral)**

Sn	Skill	SkillComment	Weightage	Logic	Period	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	Interpersonal Skill	Market Intelligence information sharing on various development in market place like trends, new product, competitor activities, new inputs, competition product issues, schemes, new initiatives etc. on real time basis, which may impact VNR business. Measurable is real time reporting through Whatsapp, Phone, Mail and a summary report on monthly basis	25.0	Logic2	Annual	100.0	95.0	Have good relationship with all business partners, team members. Have shared market intelligence on timely basis which has helped in preparing strategies. The reports have been sent timely. Data uploaded timely.	<input checked="" type="radio"/> <input type="radio"/>	22.5
2	Mentoring And Coaching	1. Entire team i.e. Permanent FA and Temporary FAs shall be thorough in product communication. 2. Within a month of joining, FA should be capable of handling a farmer meeting independently. Measurable, each FA shall be able to conduct 5 planned and approved demand generation meetings on monthly basis.	25.0	Logic2	Annual	100.0	90.0	The FAs have been guided to perform field days. Have been trained on product details. FAs are doing the meetings on their own. 3 FAs have completed 3-4 meetings each.	<input type="radio"/> <input checked="" type="radio"/>	21.25
3	Initiative	To Lead one initiative for the territory to support business. The measurable is to decide one goal around farmer data, demand generation, trialling, working at retailer level as initiative for current year with concrete numbers. This initiative has to be a new one or improvement over present system, it has to be documented	25.0	Logic2	Annual	100.0	70.0	Did some work at Retailer level and distributor level. About 15 good distributors were taken for Chayan activity to Raipur.	<input type="radio"/> <input checked="" type="radio"/>	17.5
4	Problem Solving	To address and effectively solve the issues at farmers level. Measurable; 1. Closing the product performance issue which are localised and not supported by QA because of reasons other than seed quality i.e. environment/ agronomic or insect pest reason. 2. To follow proper guidelines and documentations timely for complain addressal	25.0	Logic2	Annual	100.0	80.0	No major issues at my location. Very minor issues which were resolved at my end.	<input type="radio"/> <input checked="" type="radio"/>	21.25

# Have face-to-face feedback session with the team member



# PMS Score calculation

## Calculation of PMS score

	KRA Form	(%) Weighthage	(A) KRA Score	Behavioral Form	(%) Weighthage	(B) Behavioral Score	(A+B) PMS Score	Rating
Employee :	83.50	75	62.63	0.00	25	0.00	62.63	2.00
Appraiser :	84.98	75	63.74	82.5	25	20.63	84.37	3.2

The Final PMS score appears

## Promotion Recommendation

	Current	Proposed
Grade :	J4	J4 ▾
Designation :	TERRITORY BUSINESS MANAGER	TERRITORY BUSINESS MANAGER ▾
Justification :		

Promotion Recommendation by Appraiser

## Training Requirements [Mention training requirement during the next appraisal cycle.]

### a) Soft Skills Training [Based on Behavioral parameter]

Communication skills

Training Requirements of appraiser can be captured

### b) Technical Training [Job related]

Product knowledge training

Remarks on overall assessment is to be provided

## Remarks

Hardworking. Should take more initiatives. Should be more aggressive in marketing activities.

save

submit form

Submit the form

# After Final Submission

Employee      Appraiser      *Form submitted successfully!* ←

Home      My Team      Team Status      Rating Graph

**Appraisal Form**

EmpCode :      Name :

**(Achievement)**

1	4 new distributor created
2	Liasioning with Government officials and follow-ups for licencing
3	No collection pendancy beyond 60 days.
4	Have Created the very good brand image of Hy paddy vnr -2355plus,Sarita,chilli-305,Super Green, Deepika ,Kashi Kanchan in my territory
5	Developed Strong relation with retailer and farmer and Collected the maximum ABS from retailer

**(Feedback)**

1	What is your feedback regarding the existing & new processes that are being followed or needs to be followed in your respective functions?
Ans.	need four wheeler at work, Laptop
2	At work, are there any factors that hinder your growth?
Ans.	New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target
3	At work, what are the factors that facilitate your growth?
Ans.	VNR Brand Image and Good Team



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# Reviewer Level

# Reviewer

Home      Profile      Attendance      Leave      PMS      Salary      Assets      Query      Team Details      Separation      Sales Plan

Welcome :      EmpCode :      Year :      Company : VNR SEEDS PVT. LTD.      [LogOut](#)    [Change Password](#)

Employee    Appraiser    Reviewer



**Click Reviewer**



**PERFORMANCE MANAGEMENT SYSTEM**



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# My Team

Shows the status of the team members

Home      Profile      Attendance      Leave      PMS      Salary      Assets      Query      Team Details      Separation      Sales Plan

Welcome : EmpCode : rear Company : VNR SEEDS PVT. LTD. LogOut Change Password

Employee    Appraiser    Reviewer

Home    My Team    Team Status    Rating Graph    Overall Rating Graph

(My Team) : State : Select State    Head Quarter : Head Quarter

Sn	EC	Name	Department	Designation	Grade	Head Quarter	Appraiser	KRA	History	Form
1			SALES	SENIOR TERRITORY SALES EXECUTIVE	J3			<a href="#">Click</a>	<a href="#">Click</a>	
2			SALES	TERRITORY SALES EXECUTIVE	J2			<a href="#">Click</a>	<a href="#">Click</a>	
3			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	
4			SALES	TERRITORY BUSINESS MANAGER	J4			<a href="#">Click</a>	<a href="#">Click</a>	<a href="#">Click</a>
5			SALES	TERRITORY BUSINESS MANAGER	J4			<a href="#">Click</a>	<a href="#">Click</a>	
6			SALES	TERRITORY SALES EXECUTIVE	J2			<a href="#">Click</a>	<a href="#">Click</a>	
7			SALES	SENIOR TERRITORY SALES EXECUTIVE	J3			<a href="#">Click</a>	<a href="#">Click</a>	
8			SALES	TERRITORY SALES EXECUTIVE	J2			<a href="#">Click</a>	<a href="#">Click</a>	
9			SALES	SENIOR TERRITORY SALES EXECUTIVE	J3			<a href="#">Click</a>	<a href="#">Click</a>	
10			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	
11			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	
12			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	
13			SALES	SENIOR SALES EXECUTIVE	J1			<a href="#">Click</a>	<a href="#">Click</a>	

# Team Status

**Click Team Status for Appraisals**

Employee	Appraiser	Reviewer
Home	My Team	Team Status
Rating Graph	Overall Rating Graph	

(*My Team Appraisal Status*) :    Department :     Head Quarter :     State :

Sn	EC	Name	Department	Designation	HQ	Form	Files	Employee	Appraiser	Reviewer	Action
1			SALES	SENIOR TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
2			SALES	TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
3			SALES	SENIOR SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
4			SALES	TERRITORY BUSINESS MANAGER		<a href="#">Click</a>	No	Submitted	Approved	Draft	Select <input style="width: 20px; height: 20px;" type="button" value="▼"/>
5			SALES	TERRITORY BUSINESS MANAGER		Wait	No	Draft	Draft	Draft	Select <input style="width: 20px; height: 20px;" type="button" value="▼"/>
6			SALES	TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	<a href="#">Edit</a> <input style="width: 20px; height: 20px;" type="button" value="▼"/>
7			SALES	SENIOR TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	<a href="#">Resend Form</a> <input style="width: 20px; height: 20px;" type="button" value="▼"/>
8			SALES	TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
9			SALES	SENIOR TERRITORY SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
10			SALES	SENIOR SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
11			SALES	SENIOR SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
12			SALES	SENIOR SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	
13			SALES	SENIOR SALES EXECUTIVE		Wait	No	Draft	Draft	Draft	



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# Form A- Achievements/Feedback

Home    My Team    Team Status    Rating Graph    Overall Rating Graph

## Review feedback / Achievements

### Appraisal Form

EmpCode :      Name :

#### (Achievement)

- |   |  |
|---|--|
| 1 | 4 new distributor created  |
| 2 | Liasioning with Government officials and follow-ups for licencing  |
| 3 | No collection pendancy beyond 60 days.   |
| 4 | Have Created the very good brand image of Hy paddy vnr -2355plus,Sarita,chilli-305,Super Green, Deepika ,Kashi Kanchan in my territory |
| 5 | Developed Strong relation with retailer and farmer and Colleted the maximum ABS from retailer  |



#### (Feedback)

- |      |  |
|------|--|
| 1    | What is your feedback regarding the existing & new processes that are being followed or needs to be followed in your respective functions? |
| Ans. | need four wheeler at work, Laptop  |
| 2    | At work, are there any factors that hinder your growth?  |
| Ans. | New products in Brinjal, Cucumber, Sponge Gourd would help in improving sales target   |
| 3    | At work, what are the factors that facilitate your growth?   |
| Ans. | VNR Brand Image and Good Team  |
| 4    | What support you need from the superiors to facilitate your performance?   |
| Ans. | Immediate feedback on job to help improve.   |
| 5    | Any other feedback !   |
| Ans. | None   |

#### Form-A(KRA)

Sn	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks	Appraiser Ass.	Score
----	-----------	-------------	---------	------	-----------	-------	--------	--------	-------------	---------	----------------	-------



# Form A Assessment

## Form-A(KRA)

Sn	KRA/Goals	Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks	Appraiser Ass.	Score
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales strategies. Measurable.. Target vs Achievement on volume or value basis as finalized in ESS.	Processes	%	30.0	Logic1	Quarter	100.0	94.5	Overall tried my best to achieve targets. Faced many challenges like weather conditions, product shortage, manpower shortage etc.	90	27
2	Ontime Collection	To ensure that the collection goals are achieved as per the targets of monthly RCP. Measurable.. To achieve the Monthly targets as submitted via RCP and uploaded in ESS.	Processes	%	10.0	Logic1	Monthly	100.0	68.6	The collections were low as the party selected was deafaulter	78.79	7.87
3	Sales Return	The unsold stocks should be returned as following			10.0				0.0			0.0
Sn	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks	Appraiser Ass.	Score
(a)	Field Crop	The Unsold Stocks should reach the warehouse by 15th august for Kharif Season Measurable: OP less than 5 % Hybrid; less than 15 % for evaluation the Proportionate weightage will be considered for OP and hybrid	Processes	%	5.0	Logic1	1/2 Annual	100.0	100.0	ok	95	4.75
(b)	vegetable Crops	the Hybrid vegetables should be duly approved with more than one month as expiry when it reaches to warehouse Measurable Veg OP equal to 0% Hybrid Less Than 2 % for evaluation the proportionate weightage will be considered for OP and HY	Processes	%	5.0	Logic1	1/2 Annual	100.0	100.0	ok	80	4
4	Retailer Focus	Need to select 10 good retailers per distributor, need to have a goal sheet( month wise business plan) for these retailers, need to select 5 good villages under each retailer, primarily these identified villages need to be covered for Demo, Meeting, crop show etc, Retailer plan and village details need to be attached. Measurable Plan Vs Achievement	Processes	%	10.0	Logic1	Quarter	100.0	96.0	Have increased our focus now.	95	9.5
5	Demand Generation	The 70 demand generation activities need to be done on existing portfolio( focused products for the territory) and 30 on new launches introduction in the territory. Measurable Plan Vs Achievement . As uploaded and approved in effort plus.	Processes	%	15.0	Logic5	Quarter	100.0	95.0	doing lot of demand generation activities under guidance of seniors	77	9.3
6	Trialing OFD and CT	New product trialing and data generation in the territory			15.0				0.0			0.0
Sn	Sub KRA/Goals	Sub KRA Description	Measure	Unit	Weightage	Logic	Period	Target	Self Rating	Remarks	Appraiser Ass.	Score
(a)	Site and farmer selection	Site and Farmer as per requirement and monthly reporting PD team inputs will be taken	Processes	%	5.0	Logic1	Quarter	100.0	97.0	ok	82	4.1
(b)	Trail quality Observation and data submission	Trail quality Observation and data submission is done timely and accurately PD team inputs will be taken	Processes	%	10.0	Logic1	Quarter	100.0	92.0	have to improve	85	8.5
7	Reporting	Timely and Accurate reports 1) FA documentation submission before joining ( evaluation based on marketing team inputs and reports) 2) Monthly FA claim submission with timelines ( evaluation based on marketing team inputs and reports ) 3) Monthly MDA plan submission with timelines ( evaluation based on marketing team inputs and reports ) 4) Real time MDA activity upload with	Processes	%	10.0	Logic4	Monthly	100.0	74.0	will try to be on time	99.96	9.96

Enter Assessment Score with a different not more than +/- 10 score.

Final Appraiser KPA Score: 84.98

Reviewer Score: 90

# Form B Assessment

## Form-B (Skill/ Behavioral)

Sn	Skill	SkillComment	Weightage	Logic	Period	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	Interpersonal Skill	Market Intelligence information sharing on various development in market place like trends, new product, competitor activities, new inputs, competition product issues, schemes, new initiatives etc. on real time basis, which may impact VNR business. Measurable is real time reporting through Whatsapp, Phone, Mail and a summary report on monthly basis	25.0	Logic2	Annual	100.0	95.0	Have good relationship with all business partners, team members. Have shared market intelligence on timely basis which has helped in preparing strategies. The reports have been sent timely. Data uploaded timely.	90.0	22.5
2	Mentoring And Coaching	1. Entire team i.e. Permanent FA and Temporary FAs shall be thorough in product communication. 2. Within a month of joining, FA should be capable of handling a farmer meeting independently. Measurable, each FA shall be able to conduct 5 planned and approved demand generation meetings on monthly basis.	25.0	Logic2	Annual	100.0	90.0	The FAs have been guided to perform field days. Have been trained on product details. FAs are doing the meetings on their own. 3 FAs have completed 3-4 meetings each.	85.0	21.3
3	Initiative	To Lead one initiative for the territory to support business. The measurable is to decide one goal around farmer data, demand generation, trialling, working at retailer level as initiative for current year with concrete numbers. This initiative has to be a new one or improvement over present system, it has to be documented	25.0	Logic2	Annual	100.0	70.0	Did some work at Retailer level and distributor level. About 15 good distributors were taken for Chayan activity to Raipur.	70.0	17.5
4	Problem Solving	To address and effectively solve the issues at farmers level. Measurable; 1. Closing the product performance issue which are localised and not supported by QA because of reasons other than seed quality i.e. environment/ agronomic or insect pest reason. 2. To follow proper guidelines and documentations timely for complain addressal	25.0	Logic2	Annual	100.0	80.0	No major issues at my location. Very minor issues which were resolved at my end.	85.0	21.3

Final Appraiser FormB Score: 82.50

Enter Assessment Score with a different not more than +/- 10 score.

Score: 0.00

# Form submission

	Current	Proposed(Appraiser)	Proposed(Reviewer)
Grade :	J4	J4	M1 ▾
Designation :	TERRITORY BUSINESS MANAGER	TERRITORY BUSINESS MANAGER	AREA SALES COORDINATOR ▾
Justification (Appraiser) :			
Justification (Reviewer) :	Overall a good performer. Deserves to be promoted.		

Promotion  
Recommendation by  
Reviewer

**Training Requirements** [Mention training requirement during the next appraisal cycle.]

## Appraiser

a) Soft Skills Training [Based on Behavioral parameter]

Communication skills,

b) Technical Training [Job related]

Product knowledge training,

c) Remark

Hardworking. Should take more initiatives. Should be more aggressive in marketing activities.

Training Requirements of  
appraiser can be captured

## Reviewer

a) Soft Skills Training [Based on Behavioral parameter]

Communication & Presentation Skills

b) Technical Training [Job related]

Product knowledge and Objection Handling training

Remarks on overall  
assessment is to be provided

c) Remark

Good asset, can be groomed well for taking more responsibilities

Submit the form

save

submit form



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Corporate Internet Strategy

# HOD Level



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# HOD Level

Employee

Appraiser

Reviewer

HOD

Management

PERFORMANCE MANAGEMENT SYSTEM



# HOD Level (Only review option)

Employee      Appraiser      Reviewer      **HOD ← Management**

Click on HOD for the fourth level review

PMS :

Home      My Team      Team Status

(My Team Appraisal Status) :      Department : Department      Head Quarter : Head Quarter      State : Select State

Sn	EC	Name	Department	Designation	HQ	Form	Files	Employee	Appraiser	Reviewer	HOD	Action
1			SALES	TERRITORY BUSINESS MANAGER		<a href="#">Click</a>	No	Submitted	Approved	Approved	Pending	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">           Select            Select            Approved            Resend Form         </div>

Click on form to review for taking further action.

If the HOD is ok with the assessment, he approves or resends form for correction

# Management/HR Level

## Management LEVEL APPRAISAL

- Management shall evaluate the appraisals of the complete department and introduce normalization where ever required.
- The PMS scores gets mapped to ratings
- The promotion recommendations are reviewed & finalised

## HR PROCESSING

- HR Processes the increment/ promotion details
- Works out the salary restructuring/ increments post discussions with management
- Letter issuance as per the date decided.
- PMS feedback is consolidated and sent with other PMS reports to management
- Necessary organizational policy/ procedure/process changes are implemented based on feedback.

If you can't  
**MEASURE** it  
you can't **MANAGE** it.



*Measurement is the first step that leads to control and eventually to improvement. If you can't measure something, you can't understand it. If you can't understand it, you can't control it. If you can't control it, you can't improve it.*

-H. James Harrington