

Performance Management System

Assessment Year 2014-15

Definition

Performance Appraisal is the process of obtaining, analyzing and recording information about the relative worth of an employee. The focus of the performance appraisal is **measuring and improving** the actual performance of the employee and also the future potential of the employee.

Objective / Purpose of Appraisal

- It reviews each **individual's performance** against objectives and standards for the past assessment year.
- It is essential for **career and succession planning** - for individuals, crucial jobs, and for the organization as a whole.
- It is important for **Employee motivation**, attitude and behaviour development, communicating and aligning individual and organizational aims, and fostering positive relationships between management and Employees.
- It provides a formal, recorded, regular review of an individual's performance, and a plan for **future**

Performance Rating Scale

Rating 1

Unsatisfactory

Rating 2

Needs Improvement

**Rating
2.5 / 2.7 / 2.9**

Satisfactory

**Rating
3 / 3.2 / 3.4**

Competent

**Ratings
3.5 / 3.7 / 3.9**

Commendable

**Ratings
4 / 4.2 / 4.4**

Extraordinary

**Ratings
4.5 / 4.7 / 4.9**

Outstanding

Rating 5

Exemplary

**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	150	5		Exemplary

Steps of appraisal process

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

1

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

2

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

3

HOD : The head of the function who is responsible for bringing strategic changes , recognising performances and rewarding them

4

Salient features of PMS 2013-14

All those who are confirmed till 30th September (DOJ: Before 31st March) shall be covered in this appraisal cycle.

- Those team members who have joined before 31st March '15 but not completed one year with the organization as on 30th September 2015, will receive the increment on pro-rate basis as per the no. of months completed as on 30th Sept 15.
- Those team members who have joined after 31st March' 15 shall be covered in the next appraisal cycle, shall receive the increment in next cycle on pro-rata basis for the additional months served in this cycle.
- Those team members joined between 1st April 2014 and 30th Sept 2014 and were not covered during last appraisal cycle would be getting increment in this cycle on pro-rata basis for the additional months served during last appraisal period.

Online PMS : Appraisals through PMS software.

KRAs already entered, Modification in KRAs is not allowed.

Only Achievement/ Assessment details in figures to be entered.

Deadlines as per the system entered dates. "**To be strictly adhered**".

FEEDBACK SHARING IS ESSENTIAL .

"Needs Improvement" Rating will lead to employees being put on a Performance implementation Plan .

Online features of PMS

Help Guide/ FAQs are available	Always Save your entries before exit
The Contact details are provided for additional assistance	Do not share your password with anyone
Always click on “ Edit ” button to make changes in form	Print Preview/ Print / Save Option (in HTML) available for the appraisal records
Option of Uploading additional documents ((MS Office Excel/Word/Powerpoint, Pdf, JPEG and Open office-Word & excel) as attachments.	Follow the Appraisal Schedule deadlines
Feedback sharing is important	Rating graph at the Appraiser/Reviewer level for normal distribution of ratings



VNR

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vnrseeds
Corporate Internet Strategy

APPRAISEE



Review the personal details

PERSONAL DETAILS

Click on the Appraisal Form link to start appraisals

Click on “Logout” for moving out of the PMS anytime in between or after completing the appraisals.



Home

Profile

Attendance

Leave

PMS

Salary

Query

Team Details

Change Password

Welcome : Mr. TANMAY THAKUR

EmpCode : 0440

Year : 2015 to 2016

Company : VNR SEEDS PRIVATE LIMITED

[Logout](#)

Employee

Appraiser

Reviewer

HOD

Personal Details

Schedule

Appraisal Form

Help

FAQ

Please fill appraisal form before last date of appraisal:

Message provides the last date of completion at each stage

(Personal Details)



Name	MR. TANMAY THAKUR	EmpCode	0440
Designation	ADMIN OFFICER	Department	ADMIN
Grade	4	Head Quarter	RAIPUR
Assessment Year	2012-2013	DOJ	02-02-2009
Total VNR-Exp.	4.6 YEAR	Appraiser	MR. TANMAY THAKUR
Reviewer	MR. TANMAY THAKUR		MR. TANMAY THAKUR

You may go to Help/FAQ documents for more clarification

PMS SCHEDULE

Welcome : Mr. TANMAY THAKUR EmpCode : 123456

Logout

Employee	Appraiser	Reviewer
Personal Details	Schedule	
View PMS schedule		
(Personal Details)		
		
Designation	Grade	Assessment Year
Total VNR-Exp.	Reviewer	

ESS - Mozilla Firefox

Appraisal Schedule

Date From	Date To	Activity	Process Owner
21-Sep-2015	21-Sep-2015	Appraisal roll out	HR
21-Sep-2015	27-Sep-2015	Self Appraisal by Appraisee	Appraisee/ Team members
28-Sep-2015	04-Oct-2015	First Level appraisal by Appraiser & feedback session with Appraisee	Appraiser/ Reporting Manager
05-Oct-2015	11-Oct-2015	Second level appraisal by Reviewer	Reviewer/ Second Level Reporting Manager
12-Oct-2015	20-Oct-2015	Review and Increment finalisation by HODs	HOD
21-Oct-2015	30-Oct-2015	PMS : Operational working by HR	HR
31-Oct-2015	31-Oct-2015	Release of Appraisal Letter	HR



APPRAISAL FORM

Fill the 4
sections of
Appraisal Form

Home

Profile

Attendance

Leave

PMS

Salary

Query

Personal Details

Change Password

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Company : VNR SEEDS PRIVATE LIMITED [LogOut](#)

Employee

Appraiser

Reviewer

HOD

Please fill appraisal form before last date of self appraisal!

Personal Details

Schedule

Appraisal Form

Help

FAQ

7 Days Remaining! Last date : 27-September

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

List down your Significant Contribution(Achievement) for Assessment Year 2012-2013

1:

2:

3:

4:

5:



Enter your achievements
in past one year worth
notifying

Please do not use special characters like " , " ! " etc.

save as draft

Click SAVE button to save
the data entered.

Enter new rows for more
entries of achievements
by clicking on this sign.



ACHIEVEMENTS SECTION

2013-14

Welcome : Mr. TANMAY THAKUR

EmpCode : 0440

Year : 2015 to 2016

any : VNR SEEDS PRIVATE LIMITED

[Logout](#)

Save the Achievements
before moving to next
Section of Appraisal Form

Employee

Appraiser

Reviewer

HOD

Personal Details

Schedule

Appraisal Form

Help

Please fill appraisal form before last date of self appraisal

date : 27-September

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#)

List down your Significant Achievements

1 : Have done a cost saving of 1 Lac annually through control of office related expenses.

2 :

3 :

4 :

5 :

6 :

Please do not use special characters like #, @, ~, !, ", etc.

[save as draft](#)

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

012-2013

FORM "A"- KRA

The KRAs are already entered by HR.
The employee needs to enter the self assessment rating against each KRA.

Enter remarks to justify your self assessment

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Company : VNR PRIVATE LIMITED [LogOut](#)

Employee

Appraiser

Reviewer

HOD

Please fill appraisal form before 27-September-2016. Last date of self appraisal! Data saved successfully!

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last date : 27-September

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

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

SNo.	KRA/Goals	Description	Measure	Unit	Weightage	Target	Self Rating	Remarks
1	Delivery material to transport and local parties	To deliver materials to local parties and ensure transport facilities are made available on time.	% Compliance	%	20.0	100.0	90.0	Have arranged transportation at optimum cost and delivered material...
2	Material packing and dispatch	To ensure packing & dispatch of material on time	% Compliance	%	20.0	100.0	80.0	Have done all the materials dispatches on time.
3	office maintenance	To ensure that the office maintenance is done properly to provide a better work atmosphere.	% Compliance	%	20.0	100.0	110.0	Have done cost savings by proper office maintenance in
4	Stock verification	To verify the stock and ensure that related records are maintained for proper availability of material at the location	% Compliance	%	20.0	100.0	90.0	Stock properly maintained
5	verification of sales return material and report submission	To verify and maintain records of the sales return material for proper tracking and further processing	% Compliance	%	20.0	100.0	100.0	proper verification and submission of reports for sales returns



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FORM "A"- KRA

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

SNo.	KRA/Goals	Description	Measure	Unit	Weightage	Target	Score
1	Achieve Sales Target in given territory	To ensure the monthly targets are achieved through adoption of proper sales startegies	Nos.		20.0	100.0	
2	Ontime Collection	To ensure that the collection goals are achieved as per the targets.	Nos.	Rs.	25.0	100.0	70
3	Channel Management and stock return	To strengthen and develop good rapport with the network(primary and secondary) in given Channel expansion- selection of retailer level c) building Rappor Command over channel e) stock	%	%	20.0	100.0	50
4	FD/FV, new product/segment/pocket identification,Marketing campaign	To generate demand at the root expand the VNR portfolio in the day/Field vists b) successful den Marketing campaign d) Judicious new products from VNR portfolio development activity around the significant contribution to the territory turn over	%		10.0	100.0	70
5	New product demo and OFD management/reporting	New product identification for the territory and to speeden the product delivery customized to the territory need. a) Morning evening report b) fortnightly/monthly territory reporting-monthly meeting c) Timely Submission of expense d) Stock return approval e) zero incidence reporting on accident f) wearing helmet/seat belt g) adhearing to the safety norms as per HR manualwhile on work or personal travel	% compliance	%	10.0	100.0	90
6	Safety and Reporting	Ensuring that all the safety rules are followed properly and reproto are shared in time. a)Reporting of competitors activity-scheme/promotion/trade expansion /new product introduction/man power recruitment/ promotional inputs by competitors b) information presented and shared during monthly meeting	% compliance	%	10.0	100.0	95
7	Market intelligence-5%(MARKET INFORMATION)	Update on competitors activity in the territroy	% compliance	%	10.0	100.0	70

Save the entries before moving to next Section of Appraisal Form

Are you sure you want to save this KRA form?

OK

Cancel



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FORM "B"- KRA

Provide self assessment on behavioral skills

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last date : 27-September

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

Rate your Competency level for current role as listed below. Self rating shall be in %

Enter Self assessment for the behavioral skills

Mention examples/incidence /comments to justify the behavioral skills

SNo.	Behavioral/Skills	Description	Self Rating	Target	Score	Comments
1	INTERPERSONAL SKILL	Degree of co-operation with team member; Ability to interact effectively with superiors, peers and subordinates	20.0	100.0	80	Have good relationships with all at work
2	COMMUNICATION	Clarity of thought and expression; skills and desire of sharing relevant information with all concerned(upward,lateral,download.)	20.0	100.0	90	Possess good communication skills
3	INITIATIVE	takes the first step. proactive. Creates and is alert to opportunities	20.0	100.0	110	Have taken the initiative of cost reduction on own and
4	PROBLEM SOLVING	Ability to go to the core of the problem. makes a correct diagnosis with relevant.	20.0	100.0	90	Able to solve problem and manage things at my level
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality related to work place and work/ assigned task	10.0	100.0	100	Always punctual at office reportings, meetings etc
6	ATTITUDE TOWARDS ORGANIZATION/	Attitudinal pre-disposition. Approach to work; sensitivity and temperament.	10.0	100.0	100	Sincere, committed and respect towards seniors and organisational policies

Please do not use special characters like #, @, ~, !, ", etc.

save as draft



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FORM "B"- KRA

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last da

Save the skills before
moving to next Section of
Appraisal Form

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

Rate your Competency level for current role as listed below. Self rating shall be in % against the 100% target Score. Score = rating/target*Weightage

SNo.	Behavioral/Skills	Description	Weightage	Target	Self Rating	Comments
1	INTERPERSONAL SKILL	Degree of co-operation with team members and subordinates	20.0	100.0	80	Have good relationships with all at work
2	COMMUNICATION	Clarity of thought and expression; skills a concerned(upward,lateral,download.)	20.0	100.0	90	Possess good communication skills
3	INITIATIVE	takes the first step, proactive. Creates and	20.0	100.0	110	Have taken the initiative of cost reduction on own and
4	PROBLEM SOLVING	Ability to go to the core of the problem. makes a correct diagnosis with relevant.	20.0	100.0	90	Able to solve problem and manage things at my level
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality related to work place and work/ assigned task	10.0	100.0	100	Always punctual at office meetings, reportings etc
6	ATTITUDE TOWARDS ORGANIZATION/	Attitudinal pre-disposition. Approach to work; sensitivity and temperament.	10.0	100.0	100	Sincere, committed and respect towards seniors and organisational policies

Please do not use special characters like #, @, ~, ', ", etc.

save as draft



FEEDBACK

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Company : VNR SEEDS PRIVATE LIMITED

[Logout](#)

Enter the feedback about the organisation

Employee

Appraiser

Reviewer

HOD

Please fill appraisal form by the last date of self appraisal!

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Past Form

7 Days Remaining! Last date : 27-September

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

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?

All processes are good

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

No hindrance

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

Good support from seniors

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

Need proper formats for various reports

5 : Any other feedback !

There should be good internet connectivity at office

Please do not use special characters like #, @, ~, ', ", etc.

[save as draft](#)



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FEEDBACK

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Company : VNR SEEDS PRIVATE LIMITED [LogOut](#)

Employee

Appraiser

Reviewer

HOD

Please fill appraisal form before last date of self appraisal

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last date : 27-September

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#)

1 : What is your feedback regarding the existing & new processes that are being followed?

All processes are good

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

No hindrance

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

Good support from seniors

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

Need proper formats for various reports

5 : Any other feedback !

There should be good internet connectivity at office

Please do not use special characters like #, @, ~, ', ", etc.

save as draft

Save the feedback before moving to next Section of Appraisals Form

Are you sure you want to save this feedback form?

OK

Cancel

FEEDBACK

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Company : VNR SEEDS PRIVATE LIMITED [LogOut](#)

Submit the
appraisal
form.

Employee

Appraiser

Reviewer

HOD

Please click on final submit button for complete your appraisal form. Data saved successfully!

Personal Details

Schedule

Appraisal Form

Help

3 Remaining! Last date : 27-September

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#)

1 : What is your feedback regarding the existing & new processes that are being followed?

All processes are good

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

No hindrance

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

Good support from seniors

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

Need proper formats for various reports

5 : Any other feedback !

There should be good internet connectivity at office

Please do not use special characters like #, @, ~, ', ", etc.

Are you sure you want to submit appraisal form.?

OK

Cancel



PRINTING OPTION

The submission message will flash on the screen

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Company : VNR SEEDS PRIVATE LIMITED LogOut

Employee Appraiser Reviewer HOD You have successfully submitted appraisal form!

Personal Details Schedule Appraisal Form Help FAQ View/Print Form 7 Days Remaining! Last date : 27-September

(Appraisal Form) : [Achievements](#) [Form A\(KRA\)](#) [Form B\(Skills\)](#) [FeedBack](#) [UploadFile](#) [View/ Print My Form](#)

(Appraisal Form) : [Achievements](#) [Form A\(KKA\)](#) [Form B\(Skills\)](#) [FeedBack](#)

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?
All processes are good

2: At work, are there any factors that hinder your growth?
No hindrance

3: At work, what are the factors that facilitate your growth?
Good support from seniors

4: What support you need from the superiors to facilitate your performance?
Need proper formats for various reports

5: Any other feedback!
There should be good internet connectivity at office

Please do not use special characters like #, @, ~, ', ", etc.



PRINTING PREVIEW

Click on print option for printing the form

[print form](#)

192.168.0.77/HRM/hrims4

EmpCode : 440

Name : TANMAY THAKUR

Date : 20-09-2013

Time : 11:33:01

Home

Welcome : Mr. TANMAY THAKUR

Employee

Personal Details

(Appraisal Form)

1 : What is your feedback?

All processes are good

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

No hindrance

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

Good support from seniors

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

Need proper formats for various reports

5 : Any other feedback!

There should be good internet connectivity at office

Please do not use speci

(Achievement)

- 1 Have done a cost saving of 1 Lac annually through control of office related expenses.

(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. All processes are good

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

Ans. No hindrance

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

Ans. Good support from seniors

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

Ans. Need proper formats for various reports

- 5 Any other feedback !

Ans. There should be good internet connectivity at office

(KRA)

SNo.	KRA/Goals	Description	Measure	Unit	Weightage	Target	Self Rating	Remarks
------	-----------	-------------	---------	------	-----------	--------	-------------	---------



Uploading file

2013-14

Profile

Attendance

Leave

PMS

Salary

Query

Team Details

Change

The upload option can be used for adding any additional sheet for more information

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Company : VNR SEEDS PRIVATE LIMITED [LogOut](#)

Employee

Appraiser

Reviewer

HOD

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

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last date : 27-September

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

List down your Significant Contribution(Achievement) for Assessment Year 2012-2013

1 : Have done a cost saving of 1 Lac annually through control of office related expenses.



Please do not use special characters like #, @, ~, ', ", etc.

edit

final submit



SELECTING FILE TO UPLOAD

Upload File

EmpCode : 1004 Name : dddd eeee ffff

Upload file : [Browse...](#)

Name Of File : [Save](#)

Sno.	File Name	Read	Delete
1	pdf.pdf		
2	VNR.jpg		
3	Ods.ods		
4	KRA_Sales.xls		

Displays the list of attached files

Browse and upload the file

Save the file with the proper name indicating the contents of the file

[Change Password](#)

submit button for complete your appraisal form.! Data save successfully!

Last date : 22-08-2014

[View/ Print My Form](#)

owed in your respective functions?

One can open the file attached by clicking on saved attachments icon and also delete if want to remove from the attachments



FORM SUBMITTED

VNR
www.vnrseeds.com



2013-14

Profile

Attendance

Leave

PMS

Salary

Query

Team Details

Change Password

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Company : VNR SEEDS PRIVATE LIMITED [LogOut](#)

Employee

Appraiser

Reviewer

HOD

You have successfully submitted appraisal form!

Form submitted
successfully

Personal Details

Schedule

Appraisal Form

Help

FAQ

View/Print Form

7 Days Remaining! Last date : 27-September

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

List down your Significant Contribution(Achievement) for Assessment Year 2012-2013

1: Have done a cost saving of 1 Lac annually through control of office related expenses.

Please do not use special characters like #, @, ~, !, ", etc.

APPRAISER/ MANAGER LOGIN

APPRAISAL BUTTON

Click on Appraiser link for appraising the team

Click on My team for reviewing the team details



Welcome : Mr. TANMAY THAKUR EmpCode : 440 Year : 2015 to 2016 Company : VNR SEEDS PRIVATE LIMITED [LogOut](#)

Employee

Appraiser

Reviewer

HOD

Home

My Team

Team Status

7 Days Remaining! Last date : 27-September

(My Team)

Head Quarter :

State :

SN	EC	Name	Department	Designation	KRA	Head Quater	State
1	51	RAM KUMAR VCC	ADMIN	Driver		GOMCHI	CHHATTISGARH
2	440	TANMAY THAKUR	ADMIN	Admin Officer	Click	RAIPUR	CHHATTISGARH

TEAM DETAILS

Profile Attendance Leave PI Check team Head quarter wise Check team State wise

TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Comp NR SEEDS PRIVATE LIMITED Log Out

Appraiser Reviewer HOD

My Team Team Status 7 Days Remaining! Last date : 27-September

(My Team)

SN	EC	Name
1	51	RAM KUMAR VCC
2	440	TANMAY THAKUR

Head Quarter : State :

Designation :

Head Quarter	State
MCHI	CHHATTISGARH
PUR	CHHATTISGARH

Check team Head quarter wise

Check team State wise

Head Quarter :
 AGRA
 AKOLA
 ALIGARH
 ALLAHABAD
 AMBALA
 AMBIKAPUR
 ANAND
 ANANTPUR
 ARUNAGABAD
 BAHARAICH
 BAIKUNTHPUR
 BALAGHAT
 BAREILLY
 BARGARH
 BAYAD
 BHAGALPUR
 BHANDARA
 BHATAPARA
 BHUBNESHWAR

Designation :
 Admin Officer

State :
 ANDHRA PRADESH
 ARUNACHAL PRADESH
 ASSAM
 BIHAR
 CHHATTISGARH
 DELHI
 GOA
 GUJARAT
 HARYANA
 HIMACHAL PRADESH
 JAMMU AND KASHMIR
 JHARKHAND
 KARNATAKA
 KERALA
 MADHYA PRADESH
 MAHARASHTRA
 MANIPUR
 MEGHALAYA
 MIZORAM

TEAM STATUS

Check status of the appraisals of team

Home Profile Attendance Leave Salary Query Team Details Change Password

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Company : VNR SEEDS PRIVATE LIMITED [LogOut](#)

Employee

Appraiser

Reviewer

HOD

Home

My Team

Team Status

7 Days Remaining! Last date : 27-September

(My Team Status)

Head Quarter : Head Quarter

State : State

Files attached by employee can be seen by appraiser

SN	EC	Name	Department	Designation	HQ	State	Form	Files	Employee	Appraiser	Action
1	51	RAM KUMAR VCC	ADMIN	Driver	GOMCHI	CHHATTISGARH	Wait	No	Draft	Draft	
2	440	TANMAY THAKUR	ADMIN	Admin Officer	RAIPUR	CHHATTISGARH	Click	No	submitted	Resent	Select

The option of resend can be used for resending the appraisal

Resend form

The form can be resent by
entering reason of resend

2013-14

Profile

Attendance

Leave

PMS

Sal

Query

Team Details

Change Password

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Comp : VNR SEEDS PRIVATE LIMITED [LogOut](#)

Employee

Appraiser

Reviewer

HOD

Home

My Team

Team Status

7 Days Remaining! Last date : 27-September

(My Team Status)

Head Quarter : Head Quarter

State : State

Reason For Resend :

Send

SN	EC	Name	Department	Designation	HQ	State	Form	Files	Employee	Appraiser	Action
1	51	RAM KUMAR VCC	ADMIN	Driver	GOMCHI	CHHATTISGARH	Wait	No	Draft	Draft	
2	440	TANMAY THAKUR	ADMIN	Admin Officer	RAIPUR	CHHATTISGARH	Click	No	submitted	Resent	Resend Form

(Achievement)

1 Have done a cost aving of 1 Lac annually through control of office related expenses.

(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: All processes are good

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

Ans: No hindrance

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

Ans: Good support from seniors

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

Ans: Need proper formats for various reports

5 Any other feedback :

Ans: There should be good internet connectivity at office

FORM

The appraiser to assess the appraisee's KRA scores and enter scores

(Form A(KRA):)

SNo.	KRA	Descriptions	Measure	Unit	Weightage	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	Delivery material to transport and local parties	To deliver materials to local parties and ensure transport facilities are made available on time.	% Compliance	%	20.0	100.0	90.0	Have arranged transportation at optimum cost and delivered material	0.0	0.0
2	Material packing and dispatch	To ensure packing & dispatch of material on time	% Compliance	%	20.0	100.0	80.0	Have done all the materials dispatches on time.	0.0	0.0
3	Office maintenance	To ensure that the office maintenance is done properly to provide a better work atmosphere.	% Compliance	%	20.0	100.0	110.0	Have done cost savings by proper office maintenance in electricity consumption, stationary etc.	0.0	0.0
4	Stock verification	To verify the stock and ensure that related records are maintained for proper availability of material at the location	% Compliance	%	20.0	100.0	90.0	Stock properly maintained	0.0	0.0
5	Verification of sales return material and report submission	To verify and maintain records of the sales return material for proper tracking and further processing	% Compliance	%	20.0	100.0	100.0	proper verification and submission of reports for sales returns	0.0	0.0
Final Appraiser KRA Score:										0.00

The appraiser to assess the appraisee's behavioral score and enter scores

(Skill/ Behavioral):

SNo.	SNo.	Skill Skill	Skill Comment	Weightage	Target	Self Ass.	Remark	Appraiser Ass.	Score	
1	INTERPERSONAL SKILL	Degree of co-operation with team members; Ability to interact effectively with superiors, peers and subordinates		20.0	100.0	80.0	Have good relationships with all at work	0.0	0.0	
2	COMMUNICATION	Clarity of thought and expression; skills and desire of sharing relevant information with all concerned (upward, lateral, downward.)		20.0	100.0	90.0	Possess good communication skills	0.0	0.0	
3	INITIATIVE	takes the first step; proactive. Creates and is alert to opportunities		20.0	100.0	110.0	Have taken the initiative of cost reduction on own and resulted in good savings	0.0	0.0	
4	PROBLEM SOLVING	Ability to go to the core of the problem, makes a correct diagnosis with relevant		20.0	100.0	90.0	Able to solve problem and manage things at my level	0.0	0.0	
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality related to work place and work assigned task		10.0	100.0	100.0	Always punctual at office reportings, meetings etc	0.0	0.0	
6	ATTITUDE TOWARDS ORGANIZATION/	Attitudinal pre-disposition. Approach to work; sensitivity and temperament		10.0	100.0	100.0	Sincere, committed and respect towards seniors and organisational policies	0.0	0.0	
Final Appraiser FormB Score:										0.00

Feedback session with appraisee

(Calculation of PMS score)

	KRA Form	(%) Weightage	(A) KRA Score	Behavioral Form	(%) Weightage	(B) Behavioral Score	PMS Score (A+B)
Appraiser :	0.00	85	0.00	0.00	15	0.00	0.00

The final PMS score appears.
PMS Score = KRA score* wt + Behavioral Score * wt

(Promotion Recommendation)

	Current	Proposed
Designation :	Admin Officer	Admin Officer
Grade :	4	4
Justification :		

Promotion Recommendation

Promotion
Recommendation : Grade Change or Designation Change

	KRA Form	(%) Weighthage	(A) KRA Score	Behavioral Form	(%) Weighthage	(B) Behavioral Score	PMS Score (A+B)
Employee :	72.50	85	61.63	82.00	15	12.30	73.93
Appraiser :	82	85	69.7	83	15	12.45	82.15

(Promotion Recommendation)

	Current	Proposed
Designation :	Sales Executive	Sales Executive <input type="button" value="▼"/>
Grade :	3	3 <input type="button" value="▼"/>
Justification :		

Justification for recommendation in Grade change or Designation.

(Remarks)

Enter remarks on overall assessment of employee

save

submit score

Submit the appraisal for reviewer's appraisal.

Training Recommendation

Recommend
training programs
for team
members

(Training Requirements) Mention training requirement during the next appraisal cycle.

a) Soft Skills Training[Based on Behavioral parameter]

b) Technical Training[Job related]

(Remarks)

save

submit form



FORM SUBMISSION

4	ATTENDANCE & PUNCTUALITY	10.0	100.0	80.0			\$
5	INTERPERSONAL SKILL	20.0	100.0	70.0			80
6	COMMUNICATION	20.0	100.0	60.0			16
							90
Final Appraiser FormB Score:							83

Submit the record

(Result)

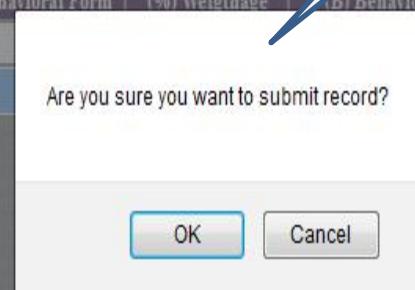
	KRA Form	(%) Weighthage	(A) KRA Score	Behavioral Form	(%) Weighthage	(B) Behavioral Score	PMS Score (A+B)
Employee :	72.50	85	61.63			70	73.93
Appraiser :	82	85	69.7			85	82.15

(Promotion Recommendation)

	Current	Proposed
Designation :	Sales Executive	Sales Executive
Grade :	3	4
Justification :		

(Remarks)

Excellent performance in his area. His territory is growing exponentially.



save

submit score



4	ATTENDANCE & PUNCTUALITY	10.0	100.0	80.0								8
5	INTERPERSONAL SKILL	20.0	100.0	70.0								16
6	COMMUNICATION	20.0	100.0	60.0								18
Final Appraiser FormB Score:												83

On submission the
submission message
appears

(Result)

	KRA Form	(%) Weighthage	(A) KRA Score	Behavioral Form	(%) Weighthage	(B) Behav score	PMS Score (A+B)
Employee :	72.50	85	61.63	82.00	15		73.93
Appraiser :	82	85	69.7	83	15	2.45	82.15

(Promotion Recommendation)

	Current	Proposed
Designation :	Sales Executive	Sales Executive
Grade :	3	4
Justification :		

(Remarks)

Excellent performance in his area. His territory is growing exponentially.

Score submitted successfully!

REVIEWER/ MANAGER LOGIN



Reviewer login

Click on REVIEWER link for appraising the team

[Home](#)[Profile](#)[Attendance](#)[Leave](#) ▾[PMS](#)[Salary](#) ▾[Query](#) ▾[Team Details](#) ▾[Change Password](#)

Welcome 2013-14

THAKUR

EmpCode : 0440

Year : 2015 to 2016

Company : VNR SEEDS PRIVATE LIMITED

[LogOut](#)

Employee

Appraiser

Reviewer

HOD

Home

My Team

Team Status

7 Days Remaining! Last date : 27-September

(My Team)

Head Quarter :

Head Quarter ▾

State :

State ▾

SN	EC	Name	Department	Designation	KRA	Head Quater	State	Appraiser
1	51	RAM KUMAR VCC	ADMIN	Driver		GOMCHI	CHHATTISGARH	TANMAY THAKUR
2	440	TANMAY THAKUR	ADMIN	Admin Officer	Click	RAIPUR	CHHATTISGARH	TANMAY THAKUR

2013-14

My team

Click on My team for reviewing the team details

May select Head Quarter wise or State wise

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Company : VNR SEEDS PRIVATE LIMITED

Employee

Appraiser

Reviewer

HOD

Home

My Team

Team Status

7 Days Remaining! Last date : 27-September

(My Team Status)

Head Quarter :

State :

SN	EC	Name	Department	Designation	HQ	State	Form	Files	Employee	Appraiser	Reviewer	Action
1	51	RAM KUMAR VCC	ADMIN	Driver	GOMCHI	CHHATTISGARH	Wait	No	Draft	Draft	Pending	
2	440	TANMAY THAKUR	ADMIN	Admin Officer	RAIPUR	CHHATTISGARH	Click	No	submitted	Approved	Draft	Select

Team status

2013-14

Profile

Attendance

Leave

PMS

SAT

Click on team status for reviewing the appraisals of the team

Click on form to review the form

Query

Team Details

Ch

Word

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2013 to 2014 Company : VNR SEEDS PRIVATE LIMITED [Logout](#)

Employee

Appraiser

Reviewer

HOD

Home

My Team

Team Status

7 Days Remaining! Last date : 27-September

(My Team Status)

Head Quarter :

State :

SN	EC	Name	Department	Designation	HQ	State	Form	Files	Employee	Appraiser	Reviewer	Action
1	51	RAM KUMAR VCC	ADMIN	Driver	GOMCHI	CHHATTISGARH	Wait	No	Draft	Draft	Pending	<input type="button" value="Select"/>
2	440	TANMAY THAKUR	ADMIN	Admin Officer	RAIPUR	CHHATTISGARH	Click	No	submitted	Approved	Draft	<input type="button" value="Select"/> <input type="button" value="Edit"/> <input type="button" value="Resend Form"/>

Reviewer can resend the form by clicking on resend, click on edit to view the form

Employee **Appraiser** **Reviewer** **HOD**

Home **My Team** **Team Status**

EmpCode : 440 / Name : TANMAY THAKUR

(Achievement)

- 1 Have done a cost aving of 1 Lac annually through control of office related expenses.

(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. All processes are good

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

Ans. No hindrance

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

Ans. Good support from seniors

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

Ans. Need proper formats for various reports

- 5 Any other feedback !

Ans. There should be good internet connectivity at office

(KRA)

SNo.	KRA	Descriptions	Measure	Unit	Weightage	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	verification of sales return material and report submission	To verify and maintain records of the sales return material for proper tracking and further processing	% Compliance	%	20.0	100.0	100.0	proper verification and submission of reports for sales returns	100.0	20.0
2	Stock verification	To verify the stock and ensure that related records are maintained for proper availability of material at the location	% Compliance	%	20.0	100.0	90.0	Stock properly maintained	90.0	18.0
3	office maintenance	To ensure that the office maintenance is done properly to provide a better work atmosphere.	% Compliance	%	20.0	100.0	110.0	Have done cost savings by proper office maintenance in electricity consumption, stationary etc.	100.0	20.0
4	Material packing and dispatch	To ensure packing & dispatch of material on time	% Compliance	%	20.0	100.0	80.0	Have done all the materials dispatches on time.	70.0	14.0
5	Delivery material to transport and local parties	To deliver materials to local parties and ensure transport facilities are made available on time.	% Compliance	%	20.0	100.0	90.0	Have arranged transportation at optimum cost and delivered material	90.0	18.0
Appraiser Final KRA Score:										90.00
Reviewer Score:										0.00

(Skill/ Behavioral)

SNo.	Skill	SkillComment	Weightage	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	INTERPERSONAL SKILL	Degree of co-operation with team member; Ability to interact effectively with superiors, peers and subordinates	20.0	100.0	80.0	Have good relationships with all at work	80.0	16.0
2	COMMUNICATION	Clarity of thought and expression; skills and desire of sharing relevant information with all concerned(upward,lateral,download.)	20.0	100.0	90.0	Possess good communication skills	90.0	18.0
3	INITIATIVE	takes the first step proactive. Creates and is alert to opportunities	20.0	100.0	110.0	Have taken the initiative of cost reduction on own and resulted in good savings	110.0	22.0
4	PROBLEM SOLVING	Ability to go to the core of the problem. makes a correct diagnosis with relevant	20.0	100.0	90.0	Able to solve problem and manage things at my level	90.0	18.0
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality related to work place and work/ assigned task	10.0	100.0	100.0	Always punctual at office reportings, meetings etc	100.0	10.0
6	ATTITUDE TOWARDS ORGANIZATION/	Attitudinal pre-disposition. Approach to work; sensitivity and temperament.	10.0	100.0	100.0	Sincere, committed and respect towards seniors and organisational policies	100.0	10.0
Appraiser Final Score:								94.00
Reviewer Score:								0.00

	KRA Form	(%) Weightage	(A) KRA Score	Behavioral Form	(%) Weightage	(B) Behavioral Score	PMS Score (A+B)
Employee :	94.00	85	79.90	94.00	15	14.10	94.00
Appraiser :	90.00	85	76.50	94.00	15	14.10	90.60
Reviewer :	0.00	85	0.00	0.00	15	0.00	0.00

(Promotion Recommendation)

	Current	Proposed (Appraiser)	Proposed (Reviewer)
Designation :	Admin Officer	Admin Officer	Admin Officer
Grade :	4	4	4

Justification (Appraiser) :**Justification (Reviewer) :**

APPRAISAL FORM

Review the Appraisee/
Appraiser KRA Score and
enter the reviewer score

Review the Appraisee/
Appraiser behavioral Score
and enter the reviewer
score

(KRA)

Reviewer KRA score

SNo.	KRA	Descriptions	Measure	Unit	Weightage	Target	Self Ass.	Remark	Appraiser Ass.	Score
1	verification of sales return material and report submission	To verify and maintain records of the sales return material for proper tracking and further processing	% Compliance	%	20.0	100.0	100.0	proper verification and submission of reports for sales returns	100.0	20.0
2	Stock verification	To verify the stock and ensure that related records are maintained for proper availability of material at the location	% Compliance	%	20.0	100.0	90.0	Stock properly maintained	90.0	18.0
3	office maintenance	To ensure that the office maintenance is done properly to provide a better work atmosphere.	% Compliance	%	20.0	100.0	110.0	Have done cost savings by proper office maintenance in electricity consumption, stationary etc.	100.0	20.0
4	Material packing and dispatch	To ensure packing & dispatch of material on time	% Compliance	%	20.0	100.0	80.0	Have done all the materials dispatches on time.	70.0	14.0
5	Delivery material to transport and local parties	To deliver materials to local parties and ensure transport facilities are made available on time.	% Compliance	%	20.0	100.0	90.0	Have arranged transportation at optimum cost and delivered material	90.0	18.0
Appraiser Final KRA Score:									90.00	
Reviewer Score:									0.00	

(Skill/ Behavioral)

SNo.	Skill	SkillComment	Weightage	Target	Self Ass.	Remark	Appraiser Ass.	Score		
1	INTERPERSONAL SKILL	Degree of co-operation with team member; Ability to interact effectively with superiors, peers and subordinates	20.0	100.0	80.0	Have good relationships with all at work	80.0	16.0		
2	COMMUNICATION	Clarity of thought and expression; skills and desire of sharing relevant information with all concerned(upward,lateral,download.)	20.0	100.0	90.0	Possess good communication skills	90.0	18.0		
3	INITIATIVE	takes the first step. proactive. Creates and is alert to opportunities	20.0	100.0	110.0	Have taken the initiative of cost reduction on own and resulted in good savings	110.0	22.0		
4	PROBLEM SOLVING	Ability to go to the core of the problem. makes a correct diagnosis with relevant.	20.0	100.0	90.0	Able to solve problem and manage things at my level	90.0	18.0		
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality relaxed to work place and work/ assigned task	10.0	100.0	100.0	Always punctual at office reportings, meetings etc	100.0	10.0		
6	ATTITUDE TOWARDS ORGANIZATION/	Attitudinal pre-disposition. Approach to work; sensitivity and temperament.	10.0	100.0	100.0	Sincere, committed and respect towards seniors and organisational policies	100.0	10.0		
Appraiser Final Score:									94.00	
Reviewer Score:									0.00	

(Calculation of PMS score)

	KRA Form	(%) Weighthage	(A) KRA Score	Behavioral Form	(%) Weighthage	(B) Behavioral Score	PMS Score (A+B)
Employee :	94.00	85	79.90	94.00	15	14.10	94.00
Appraiser :	90.00	85	76.50	94.00	15	14.10	90.60
Reviewer :	0.00	85	0.00	0.00	15	0.00	0.00

PMS SCORE by reviewer

Reviewer's promotion recommendation acceptance/denial based on justification provided/ personal assessment

Reviewer's promotion recommendation justification

(Promotion Recommendation)

	Current	Proposed (Appraiser)	Proposed (Reviewer)
Designation :	Admin Officer	Admin Officer	Admin Officer <input checked="" type="checkbox"/>
Grade :	4	4	4 <input checked="" type="checkbox"/>

Justification (Appraiser) :

Justification (Reviewer) :

Training

Recommend
training programs
for team
members

(Training Requirements) Mention training requirement during the next appraisal cycle.

a) Soft Skills Training[Based on Behavioral parameter]

b) Technical Training[Job related]

(Remarks)

save

submit form

REVIEWER SCORE

Reviewer can vary the appraiser score upto +/- 10.

Communication skills,

b) Technical Training:

Logistics training,

(Appraiser Remark)

Good asset for organisation

(Reviewer: Training Requirements) Mention training req

a) Soft Skills Training[Based on Behavioral parameter]

Negotiation skills

Reviewer KRA score can be minimum/ maximum 10 of appraiser score!

OK

b) Technical Training[Job related]

(Reviewer Remarks:)

Good asset

save

submit form

FORM SUBMISSION

b) Technical Training:

Logistics training,

(Appraiser Remark)

Good asset for organisation

Submit the record

(Reviewer: Training Requirements) Mention training requirement dur

a) Soft Skills Training[Based on Behavioral parameter]

Negotiation skills

b) Technical Training[Job related]

Are you sure you want to save record?

OK

Cancel

(Reviewer Remarks:)

Good asset

save

submit form

(Achievement)

- 1 Have done a cost saving of 1 Lac annually through control of office related expenses.

(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.	All processes are good
2	At work, are there any factors that hinder your growth?
Ans.	No hindrance
3	At work, what are the factors that facilitate your growth?
Ans.	Good support from seniors
4	What support you need from the superiors to facilitate your performance?
Ans.	Need proper formats for various reports
5	Any other feedback !
Ans.	There should be good internet connectivity at office

Submitted record to HOD

(KRA)

SNo.	KRA/Goals	Description	Measure	Unit	Weightage	Target Rating	Self Rating	Remarks	App. Rating	App. Score
1	Delivery material to transport and local parties	To deliver materials to local parties and ensure transport facilities are made available on time.	% Compliance	%	20.0	100.0	90.0	Have arranged transportation at optimum cost and delivered material on time.	90.0	18.0
2	Material packing and dispatch	To ensure packing & dispatch of material on time	% Compliance	%	20.0	100.0	80.0	Have done all the materials dispatches on time.	70.0	14.0
3	OFFICE MAINTENANCE	To ensure that the office maintenance is done properly, to provide a better work atmosphere.	% Compliance	%	20.0	100.0	100.0	Have done cost savings by proper office maintenance in electricity consumption, stationary etc.	100.0	20.0
4	Stock verification	To verify the stock and ensure that related records are maintained for proper availability of material at the location	% Compliance	%	20.0	100.0	90.0	Stock properly maintained	90.0	18.0
5	verification of sales return material and report submission	To verify and maintain records of the sales return material for proper tracking and further processing	% Compliance	%	20.0	100.0	100.0	proper verification and submission of reports for sales returns	100.0	20.0

Appraiser Final KRA Score : 90.00

Reviewer KRA Score : 100.00

(Skill/ Behavioral)

SNo.	Behavioral/Skills	Description	Weightage	Target Rating	Self Rating	Comments	App. Rating	App. Score
1	INTERPERSONAL SKILL	Degree of co-operation with team member; Ability to interact effectively with superiors, peers and subordinates	20.0	100.0	80.0	Have good relationships with all at work	80.0	16.0
2	COMMUNICATION	Clarity of thought and expression; skills and desire of sharing relevant information with all concerned(upward,lateral,download.)	20.0	100.0	90.0	Possess good communication skills	90.0	18.0
3	INITIATIVE	takes the first step, proactive. Creates and is alert to opportunities	20.0	100.0	110.0	Have taken the initiative of cost reduction on own and resulted in good savings	110.0	22.0
4	PROBLEM SOLVING	Ability to go to the core of the problem, makes a correct diagnosis with relevant.	20.0	100.0	90.0	Able to solve problem and manage things at my level	90.0	18.0
5	ATTENDANCE & PUNCTUALITY	regularity of attendance. Punctuality related to work place and work/ assigned task	10.0	100.0	100.0	Always punctual at office reportings, meetings etc	100.0	10.0
6	ATTITUDE TOWARDS ORGANIZATION/	Attitudinal pre-disposition. Approach to work; sensitivity and temperament.	10.0	100.0	100.0	Sincere, committed and respect towards	100.0	10.0

Submitted record to HOD

(Calculation of PMS score)

	KRA Form	(%) Weighthage	(A) KRA Score	Behavioral Form	(%) Weighthage	(B) Behavioral Score	PMS Score (A+B)	Rating
Employee :	94.00	85	79.90	94.00	15	14.10	94.00	3.90
Appraiser :	90.00	85	76.50	94.00	15	14.10	90.60	3.50
Reviewer :	100.00	85	85.00	103.00	15	15.45	100.45	4.50

(Appraiser: Training Requirements)

a) Soft Skills Training[Based on Behavioral parameter]

Communication skills

b) Technical Training[Job related]

Logistics training

(Reviewer: Training Requirements)

a) Soft Skills Training[Based on Behavioral parameter]

Negotiation skills

b) Technical Training[Job related]

(Appraiser Remark)

Good asset for organisation

(Reviewer Remark)

Good asset

HOD/Management LEVEL APPRAISAL

- HOD shall evaluate the appraisals of the complete department
- The PMS scores gets mapped to rating scale
- The promotion recommendations are reviewed & finalised
- The increments are finalised

HR PROCESSING

- HR Processes the increment/ promotion details
- Works out the salary restructuring
- Letter issuance on 31st October 2014
- PMS feedback is consolidated and sent with other PMS reports to management
- Necessary organisational policy/ procedure/process changes are implemented based on feedback.



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"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