

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.*



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

Process

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



Employee Coverage

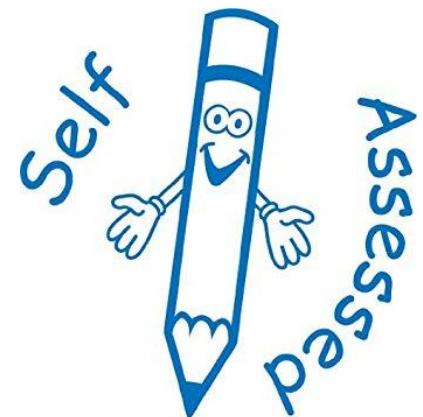
- ✎ **Cut-off date :** All those team members who have joined till 30th June 2017 shall be covered in this appraisal cycle.
- ✎ **Increment due to Appraisal Cycle Shift :** The salary increment towards shifting of the appraisal cycle by a quarter shall be paid on pro-rata basis in Rs.
- ✎ **Less than a year, joined before cutoff date :** Those team members who have joined before 30th June 2017 but not completed one year as on 31st December 2017, will receive the increment on pro-rate basis in % as per the no. of months completed as on 31st Dec 2017.
- ✎ **Less than a year, joined after cutoff date :** Those team members who have joined after 30th June 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.
- ✎ **More than a year :** Those team members who have joined between 1st April 2016 and 30th Sept 2016 and were not covered during last appraisal cycle would be getting increment in this cycle on pro-rata basis in % for the additional months served during last appraisal period.

Salient Features of Online PMS

SALIENT FEATURES



Appraisal Process is automated and made online	Do not share your password with anyone
Help Guide/ FAQs are available	Always Save your entries before exit
The Contact details are provided for additional assistance	Always click on “Edit” button to make changes in form
Option of Uploading additional documents (MS Office Excel/Word/Powerpoint,Pdf, JPEG and Open office-Word & excel) as attachments.	Print Preview/ Print / Save Option (in HTML) available for the appraisal records
One-to-one FEEDBACK SHARING IS ESSENTIAL .	Deadlines as per the scheduled dates are to be “strictly adhered”. The link will disappear after the last date. 
Letters shall be provided on 31 st Jan 2018.	Rating graph at the Appraiser/Reviewer level available for proper review and distribution of ratings 
“Needs Improvement” Rating will lead to employees being put on a Performance implementation	KRAs are already entered, Modification in KRAs is not allowed. IN special cases the changes can be sent to HR for modification.



APPRaiseE



PERSONAL DETAILS

Review the personal details

View the PMS schedule

Click on the Appraisal Form link to start appraisals

Employee
Appraiser
Reviewer
HOD
Please fill appraisal form before last date of
Message provides the last date of completion at each stage

Personal Details
Schedule
Appraisal Form
Help
FAQ

(Personal Details)



Name	MR. TANMAY THAKUR	EmpCode	0440
Designation	ADMIN EXECUTIVE	Department	ADMIN
Grade	J1	Head Quarter	RAIPUR
Assessment Year	2016-17	DOJ	02-02-2009
Total VNR-Exp.	4.6 YEAR	Appraiser	MR. TANMAY THAKUR
Reviewer	MR. TANMAY THAKUR	HOD	MR. TANMAY THAKUR

You may go to Help/FAQ documents for more clarification

9

PMS SCHEDULE



Appraisal Schedule :

SNo	Date From	Date To	Activity	Process Owner
1	26-12-2017	26-12-2017	Appraisal roll out	Human Resources
2	26-12-2017	02-01-2018	Self Appraisal by Appraisee	Appraisee/ Team members
3	03-01-2018	08-01-2018	First Level appraisal by Appraiser & feedback session with Appraisee	Appraiser/ Reporting Manager
4	09-01-2018	15-01-2018	Second level appraisal by Reviewer	Reviewer/ Second Level Reporting Manager
5	16-01-2018	20-01-2018	Review and Increment finalisation by HODs	HOD
6	21-01-2018	30-01-2018	PMS : Operational working by HR	HR
7	31-01-2018	31-01-2018	Release of Appraisal Letter	HR

Welcome : Mr. TANMAY THAKUR EmpCo

Employee
Appraiser
Reviewer

Personal Details
Schedule

(Personal Details)

View PMS schedule

Designation

Grade

Assessment Year

Total VNR-Exp.

Reviewer





APPRAISAL FORM

Fill the 4 sections of Appraisal Form

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 :

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

List down your Significant Contribution(Achievement) for Assessment Year 2016-2017

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

Employee Appraiser Reviewer

Personal Details

Appraisal Form

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

List down your Significant Achievements

1: Cost Saving to the tune of Rs 4 lacs

2:

3:

4:

5:

Are you sure you want to save this achievement?

OK

Cancel

2016-2017

save as draft

Save the Achievements
before moving to next
Section of Appraisal Form



MEASURE
PERFORMANCE

www.vnrseeds.com

vnrseeds
Corporate Internet Strategy

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

Employee	Appraiser	Reviewer	HOD	Please fill appraisal form before last date of self appraisal! Data saved successfully!			
Personal Details	Schedule	Appraisal Form	Help	FAQ	View/Print Form		

7 Days Remaining! Last date :

(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



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.	20.0	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) Judiciou new products from VNR portfolio development activity around th sinificant 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	% complaince	%	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	% complaince	%	10.0	100.0	95
7	Market intelligence-5%(MARKET INFORMATION)	Update on competitors activity in the territroy	% complaince	%	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:

(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	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

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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

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/Print Form

7 Days Remaining! Last date

(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



FEEDBACK

Please fill appraisal form before last date of self appraisal
7 Days Remaining! Last date

(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

Are you sure you want to save this feedback form?

OK Cancel

Save the feedback before moving to next Section of Appraisals Form

FEEDBACK

Submit the
appraisal
form.

Employee Appraiser Reviewer HOD

Personal Details Schedule Appraisal Form Help

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

(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.

edit

final submit

Are you sure you want to submit appraisal form.?

OK

Cancel

3 Remaining! Last date :



PRINTING OPTION

Employee Appraiser Reviewer HOD

You have successfully submitted appraisal form!

7 Days Remaining! Last date :

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

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.

The submission message will flash on the screen

The submitted appraisal form can be printed before or after submission

PRINTING PREVIEW

Click on print option for printing the form

(Achievement)

Welcome : Mr. TANMAY T

-Employee

-A

Personal Details

(Appraisal Form)

1: What is your feedback?

All processes are good

2: At work, are there any hindrance?

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

(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)

Please do not use specific

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



Uploading file

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

Employee Appraiser Reviewer —HOD—

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

Personal Details

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View/Print Form

7 Days Remaining! Last date:

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

List down your Significant Contribution(Achievement) for Assessment Year 2016-2017

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		

[Change Password](#)

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

Last date : 2023-09-30

[View/ Print My Form](#)

Followed in your respective functions?

Display the list of attached files

Browse and upload the file

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

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

edit final submit

FORM SUBMITTED

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 :

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

List down your Significant Contribution(Achievement) for Assessment Year 2016-2017

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

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

Form submitted successfully

APPRAISER/ MANAGER LOGIN

APPRAISAL BUTTON

Click on Appraiser link for appraising the team

Click on My team for reviewing the team details

Employee Appraiser Reviewer HOD

Home My Team Team Status 7 Days Remaining! Last date : []

(My Team) Head Quarter : Head Quarter State : 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

Check team Head quarter wise

Check team State wise

TANMAY THAKUR EmpCode : 0440 Year : 2015 to 2016 Comp

NR SEEDS PRIVATE LIMITED

In Out

Appraiser Reviewer HOD

My Team Team Status 7 Days Remaining! Last date :

(My Team)

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

Head Quarter :

State :

Designation :

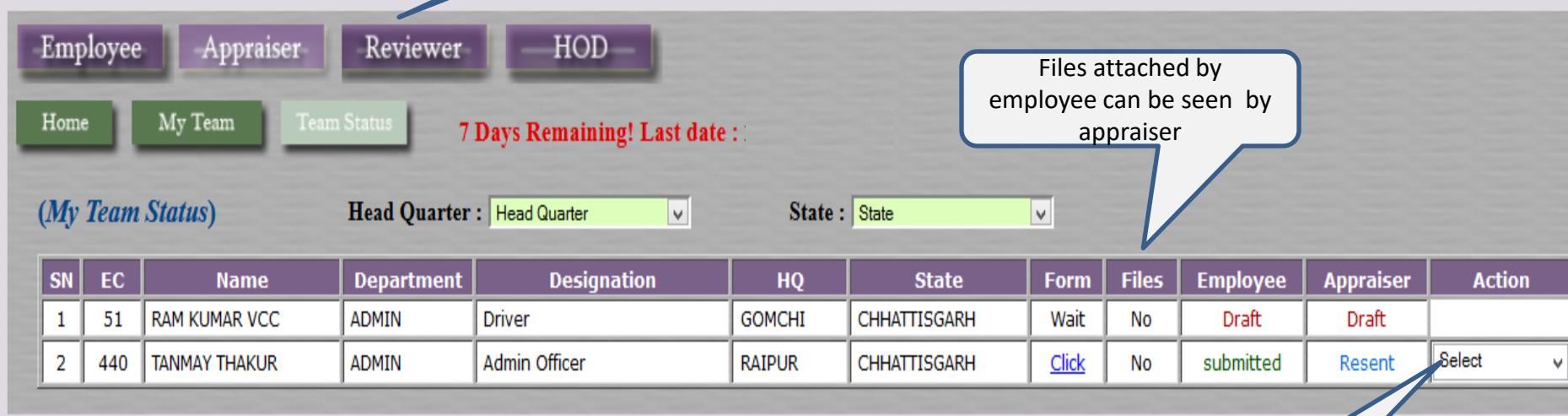
Head Quarter	State
MCHI	CHHATTISGARH
PUR	CHHATTISGARH

AGRA
AKOLA
ALIGARH
ALLAHABAD
AMBALA
AMBIKAPUR
ANAND
ANANTPUR
ARUNGABAD
BAHARAICH
BAIKUNTHPUR
BALAGHAT
BAREILLY
BARGARH
BAYAD
BHAGALPUR
BHANDARA
BHATAPARA
BHUBNESHWAR

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



The screenshot shows a web-based application for managing team status. At the top, there are five navigation buttons: Employee, Appraiser, Reviewer, HOD, Home, My Team, and Team Status. A red banner at the top right displays the message "7 Days Remaining! Last date :". Below the banner, a section titled "(My Team Status)" contains dropdown menus for "Head Quarter" (set to Head Quarter) and "State" (set to State). A table below lists two employees:

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

Files attached by employee can be seen by appraiser

The option of resend can be used for resending the appraisal

Resend form

The form can be resent by
entering reason of resend

Employee
Appraiser
Reviewer
HOD

Home
My Team
Team Status
7 Days Remaining! Last date :

(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

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

(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

(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

(Skill/ Behavioral)

SNo.	SNo.	Skill Skill	Skills 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

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

Feedback session with appraisee



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 Form	PMS Score (A+B)
Employee :	72.50	85	61.63	82.00	15	25.0	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

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



Submit

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)

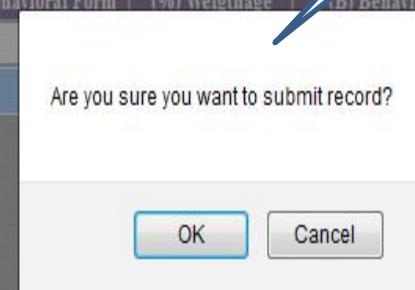
	KRA Form	(%) Weighthage	(A) KRA Score	Behavioral Form	(%) Weighthage	(B) Behavioral Score	PMS Score (A+B)
Employee :	72.50	85	61.63			70	73.93
Appraiser :	82	85	69.7			85	82.15

(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.

save

submit score

Score submitted successfully!



REVIEW

**REVIEWER/
MANAGER LOGIN**

Reviewer login

Click on REVIEWER link for appraising the team

Employee

Appraiser

Reviewer

HOD

Home

My Team

Team Status

7 Days Remaining! Last date :

(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

My team

Click on My team for reviewing the team details

May select Head Quarter wise or State wise

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

Click on team status for reviewing the appraisals of the team

Click on form to review the form

Home Profile Attendance Leave PMS State Query Team Details Change Password

Welcome : Mr. TANMAY THAKUR EmpCode : 0440 Year : 2016-17 Company : VNR SEEDS PRIVATE LIMITED [Logout](#)

Employee Appraiser Reviewer HOD

Home My Team Team Status

7 Days Remaining! Last date :

(My Team Status)

Head Quarter : Head Quarter

State : 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 Edit Resend Form

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

EmpCode : 440 / Name : TANMAY THAKUR

(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	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	

Reviewer behavioral score

PMS SCORE by reviewer

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

Reviewer's promotion recommendation justification

(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

(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



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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

Are you sure you want to save record?

OK

Cancel

b) Technical Training[Job related]

(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]

[Redacted text area]

(Appraiser Remark)

Good asset for organisation

(Reviewer Remark)

Good asset

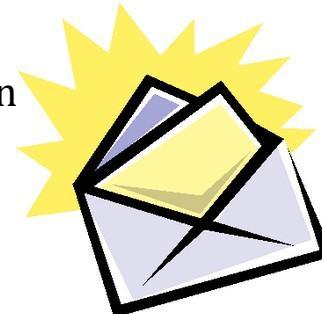
HOD/Management LEVEL APPRAISAL

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



HR PROCESSING

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



"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

