10001990 Komal Valia

Employee Name : Komal ValiaManager's Name : Amit Sanas

Goalsheet Approval Date : 24-Apr-2017

KRA Category : Business
KRA Weightage : 20

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
1) Adherence to Training WI	Text			Major NC	Minor non confirmity	No adverse audit observations	No negative audit observations and one positive audit comment	No negative audit observations and two positive audit comment	3	No adverse Audit Observation.
2) Support to training delivery for all corporate programs	Text			>70% adherence to checklist	70% adherence to checklist	80% adherence to checklist	90% adherence to checklist	100% adherence to checklist	5	100% Adherence to Checklist.

KRA Category : Customer
KRA Weightage : 20

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
1) Campus hiring - Meet the GETs numbers as per schedule from targetted institutes Employer Branding on campus - Summer intership hiring and project finalisation - Guest lectures - Buzz on campus	Text			Mar 17	Feb 17	Jan 17	Dec 16	Nov 16	3	Summer Trainee Hiring completed in Jan 2017 4 - CPD 2 - Oleo MT Hiring completed in Feb 2017 1 - CPD
2) R & R program creating aspirational value	Text			<4 small event	4 small events	1 mega event and 3 small events	2 mega events and 2 small events	3 mega event and 1 small event	3	1 Mega Event in May 2016. 3 small events in September 2016, December 2016 and February 2017.
3) On boarding – next level	Text			NA	NA	Software program delievered by Oct 2016	Software program delievered by Sept 2016	Software program delievered by August 2016	3	Due to budget constraints software couldn't be introduced. Other changes incorporate to the On boarding program are attached.

KRA Category : People
KRA Weightage : 30

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
1) Data Management of PMS & IDP Sheets	Text			Less than 50% PMS& IDP collection	50% of PMS & IDP completion	70 % of PMS & IDP completion	80% of PMS & IDP	95 % of PMS & IDP completion	4	IDP Completion - 92.7% Goal Sheet Completion - 99%
2) Completion of IDP	Text			Mar 17	Feb 17	Jan 17	Dec 16	Nov 16	NA	I was nominated for a Program on Influencing Skills which was conducted in Feb 2017, however at the time o the program most team members were not available as they were on leave so I couldn't attend the program.
3) Planning & execution of engagement survey	Text			NA	NA	Nov 16	Oct End	Start of Oct	5	• Date Launch of Survey – 7th October, 2016 • Date of completion of survey – 15th October, 2016 • Date when FGDs were completed - 22nd February, 2017
4) Planning & execution of Year End Review	Text			NA	NA	Mar 17	NA	NA	3	March 2017

KRA Category : Process
KRA Weightage : 30

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
1) Recruitment – Cost	Text		100	Less < 10 lacs	Rs. 10 lacs	Rs. 20 lacs	Rs. 30 lacs	Rs. 40 lacs and above	NA	NA
2) Talent Acquisition for Critical positions of Leadership .	Text			150 days (PRF to Joining)	140 days (PRF to Joining)	120 days (PRF to Joining) 5 % new hires to Exceed Expectation in first year PMS	90 days (PRF to Joining) 10 % new hires to Exceed Expectation in first year PMS	90 days (PRF to Joining) 15 % new hires to Exceed Expectation in first year PMS		
3) Talent Acquisition for MMC	Text			140 days (PRF to Joining)	130 days (PRF to Joining)	110 days (PRF to Joining) 5 % new hires to Exceed Expectation in first year PMS	80 days (PRF to J oining) 15 % new hires to Exceed Expectation in first year PMS	80 days (PRF to J oining) 15 % new hires to Exceed Expectation in first year PMS		
4) Talent Acquisition for JMC	Text			100 days (PRF to Joining)	90 days (PRF to Joining)	60 days (PRF to J oining)	30 days (PRF to J oining)	30 days (PRF to J oining)		