10002581 VARUN SOOD

Employee Name : VARUN SOODManager's Name : Rakesh Sharma

Goalsheet Approval Date : 07-Apr-2017

KRA Category : Process
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
Improvement of Employee Engagement by enhancing transparency and morale of employees	Text			50%	60%	70%	80%	80% and above	3	
Performance Management Process: Rigor on IDP: Quality check 100% MMC & above	Text			Less than 50% IDP collection	50% of IDP completion	70 % of IDP completion	80% of IDP	95 % of IDP completion	4	
PMS of OC & Associates	Text			Not Available	Not Available	Implementation without IR issue by 31_07_2016	Implementation without IR issue by 15_07_2016	Not Available	4	
Co-ordination for CSR	Text			0	1	2	3	4	3	
Annual day function, other events to be organised, Star of the month, Birthday Celebrations	Text			Not Available	Delay	On Time	On Time	Not Available	4	

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
MIS and monthly reports submission to HO	Text			With in Month	With In week	On time same day	Not Available	Not Available	5	
Compliance statutory	Text			After Month	After week	On date	Not Available	Not Available	5	
Audits related to HR	Text			Not Available	If Major NC observed	If Minor NC observed	NIL NC	Not Available	3	
Medi-Claims co-ordination with HO	Text			Not Available	After Reminders	Data Provided without reminders: No DNF case for Mediclaim	Not Available	Not Available	3	
Proper control over HO correspondance i.e PRF's Confirmation Process etc	Text			With in Month	With In week	On Time same day	Not Available	Not Available	4	

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
"Member of TPM Team : Works as Interdepartmental bridges between production department & services department. "	Text			Not Available	Not Available	All time available during audits under 5s	Not Available	Not Available	4	
"Work Area Ownership : After initial interaction & solving problems of shop floor employees we develop a sense of Area Ownership "	Text			Not Available	Not Available	All time part of team for plant round	Not Available	Not Available	3	
Project Taken: As part of Step up taken project on "Induction E Learning" under Guidance of Mr. Amit Sanas	Text			Not Available	Delay in Completion	On Time	Completion 15 days before due date	Not Available	2	

KRA Category : People
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
Skill level improvement in Operators	Text			Not Available	Not Available	30% by 30_11_2016	40% by 30_11_2016	Not Available	3	
Preparation of Training Calander and its execution with proper effectiveness pre post	Text			Not Available	With In week	Within 2 days	On Time After TNI	Not Available	4	
Proper tracking & Tracking of effectiveness & adherence to training calender. Also tracking of IDP for JMC & Above	Text			Not Available	50% implementaion of IDP.	75% plementaion of IDP.	100% implementaion of IDP.	Not Available	4	
Complete and follow up for Qtrly/half Yrly and Yrly appraisals of OC and below cadre	Text			Not Available	Before Actual Day	On actual Day	Before Actual Day	Not Available	4	

KRA Category : People
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
Self Directed Work Teams at Plants to enhance effectiveness	Text			Not Available	Not Available	Baddi _ 8 Positions	Baddi _ 10 Positions	Baddi _ 13 Positions	4	
Skill level improvement in Operators	Text			Not Available	Not Available	30% by 30_11_2016	40% by 30_11_2016	Not Available	3	
Placing of candidates	Text			40 days or more after PRF Approval	30 days after PRF Approval	20 days after PRF Approval	10 days after PRF Approval	Not Available	3	
Providing Induction training to all the new incumbents	Text			With In week	Within 2 days	On the day of Joining	Not Available	Not Available	4	
Key Employee processes delivering i.e. joining formalities, MIS data, Pay roll inputs,exit process etc	Text			With In week	Within 2 days	On Same day	Not Available	Not Available	4	

vvf57e264fd8d3ef

Individual Development Plan (WI.CHR.03 F.NO. 1)

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
						Baddi _ 8 Positions	Baddi _ 10 Positions	Baddi _ 13 Positions	4	
						30% by 30_11_2016	40% by 30_11_2016	Not Available	3	
				40 days or more after PRF Approval	30 days after PRF Approval	20 days after PRF Approval	10 days after PRF Approval	Not Available	3	

Employee Name	VARUN SOOD	Manager's name	Rakesh Sharma
Employee Code	10002581	Year	2016-2017

Please discuss your strengths and work related weaknesses with your manager and identify your training needs. Your development will happen through the following ways:

Part A: Development through Instructor led training in Classroom

No	Name of program	Faculty	Days	Please explain why the training is needed	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2	Yes need to upgrdae the skills	Yes	
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	As it is imp to all of us, in every step of life.	Yes	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	Yes	
8	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	As Our Plant is ISO 9001:2008 certified & I am also Certified Internal Auditor	Yes	
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKRAO PATIL	0.5	Ok	Yes	

No							
	**						
10	Influencin g skills	Internal TBD	2				
11	Strengths based team building	Charles Carvalho	1				

*Mandatory for all employees to attend this program

**Mandatory for employees working at locations covered by the certifications

If you need a program that is not mentioned above, please use the space below. Please note this program may be offered if at least 20 people request for it.

No	Topics required	No. of Days	Internal faculty name	Program Completed	Reviews
1	TPM	1	ramadhi.sen@vvflt d.com?Ramadhi Sen	Yes	
2					

Note: Part B and Part C are to be filled by only AGM and above employees.

Part B: Development through developmental relationships

No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Completed	Reviews
1	**Coaching** through leader in own function for **functional** inputs					
2	**Coaching** through leader in own function for **functional** inputs					

Part C: Development through action learning projects

Project Title	Create a robust HR Analytics framework to help top Management / Head HR to take people and business related decisions
Review date	1st & 3rd Tuesday from 3:00PM to 4:00PM

Target end date	30/Nov/2016
Project scope	All Employees (Permanent)
Project exclusions	Temporary Employees and Consultants / Retainers
Project deliverables (Target at rating 3: good solid performance)	- Study current information requirements of Head HR / business leaders related to Human resources - Identify information required and create a dashboard - Benchmark best practises in industry - Decide on frequency of reports - Decide modus operandi and assign responsibilities to HR Managers in corporate and plant for smooth flow of information
What is the employee expected to learn from this project	- Various tools of data collection and analysis - Employee demographics and details - Best Practises - Area of Improvements
Reviewer(s) name	Amit Sanas
Project Status	Select
Project Status Comments	