

Employee Name : Amit Sanas
Manager's Name : Mohit Sharma
Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 15

KRA Description : Improvement in existing HR systems and processes

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
Deliver recruitment software	Date			16/Oct/2017	30/Sep/2017	15/Sep/2017	31/Aug/2017	16/Aug/2017
Insights from Dashboard delivered on time each month (5th of every month)	Percentage			60	70	80	90	100
Performance Management System adherence	Text			Mid year review not on time	Mid Year review on time	Mid year & Q3 review on time	Mid Year, Q3 and Final review on time	Mid Year, Q3 and Final review before time
Support Head HR in foreign geographies	Text			NA	NA	APP	NA	NA

KRA Category : Process

KRA Weightage : 15

KRA Description : RBNQA

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
Identification of gaps from required level (As is)	Date			30/Sep/2017	15/Sep/2017	31/Aug/2017	15/Aug/2017	01/Aug/2017
Readiness for Internal assessment	Date			31/Jan/2018	15/Jan/2018	01/Jan/2018	15/Dec/2017	01/Dec/2017
Readiness for Final RBNQA assessment	Date			31/Mar/2018	30/Mar/2018	29/Mar/2018	15/Mar/2018	01/Mar/2018

KRA Category : Customer

KRA Weightage : 40

KRA Description : Develop and execute Talent Management program for targeted group of MMC and SMC employees

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
Development of a framework for Talent Management Program	Date			31/Oct/2017	16/Oct/2017	30/Sep/2017	15/Sep/2017	01/Sep/2017
Deployment of program (Identified projects completed by participants till 31st Mar	Percentage			49	50	60	80	100

KRA Category : Business

KRA Weightage : 15

KRA Description : Savings from LinkedIn and job portals

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
Savings from LinkedIn (India)	Value		50	< 34.5	35 to 47.5	48 to 52.5	53 to 64.5	69.5
Savings from LinkedIn (International)	Value		30	< 20.7	21 to 28.5	28.8 to 31.5	31.8 to 38.7	41.7
Savings from Naukri.com	Value		5	< 3.45	3.5 to 4.75	4.8 to 5.25	5.3 to 6.45	6.95
Number of Referral	Text			1	2	3	4	5

KRA Category : People

KRA Weightage : 15

KRA Description : Individual Development Planning enabling people development

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
IDP - Action learning Projects completion	Percentage			49	50	70	80	95
Design the Mentoring and coaching for FY 18-19	Date			31/Jan/2018	15/Jan/2018	31/Dec/2017	15/Dec/2017	01/Dec/2017
Deliver internal programs as planned (% compliance)	Percentage			60	70	80	90	100
Action Plans implemented for Engagement survey	Date			30/Nov/2017	15/Nov/2017	31/Oct/2017	15/Oct/2017	01/Oct/2017
Integrate Chally with IDP for identified people	Date			16/Oct/2017	30/Sep/2017	15/Sep/2017	31/Aug/2017	16/Aug/2017

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

Employee Name	Manager's name	Employee ID	Year
Amit Sanas	Mohit Sharma	10002744	2017-2018

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
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills		2	
5	Getting Things Done		1	
6	The Super Manager	Amit Sanas	2	
7	Six Thinking Hats		1	
8	Art of Charm	Anant Pednekar	1	Attend this program

*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
1			
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	Mohit Sharma	5	31/Dec/2017		
2	Coaching through leader in own function for functional inputs	TBD	4	31/Aug/2017		

Part C: Development through action learning projects

Project Title	TBD
Review date	31/Aug/2017
Target end date	31/Dec/2017
Project scope	TBD
Project exclusions	TBD
Project deliverables (Target at rating 3: good solid performance)	TBD
What is the employee expected to learn from this project	TBD
Reviewer(s) name	TBD
Project Status	
Project Status Comments	