Employee Name : Komal Valia
Manager's Name : Amit Sanas
Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 20
KRA Description : Savings from 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
Recruitment Cost	Value		20	< 13.8	14 to 19	19.2 to 21	21.2 to 25.8	27.8
Number of Referral	Text			0	1	2	3	4

KRA Category : Customer
KRA Weightage : 30
KRA Description : Meeting Customer Requirements and Provinding Best in class service

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
Campus Hiring - Meet the numbers (GET/MT/ST), Create Buzz on Campus	Date			31/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017
R&R program - creating aspirational value	Text			>4 small events	4 small events	1 mega event and 3 small events	2 mega events and 2 small evenst	3 mega events and 1 small event
Induction and Onboarding	Text			NA	NA	NA	NA	NA

KRA Category : People
KRA Weightage : 20
KRA Description : Enable employee 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
Planning and Execution of Programs in Training Calendar	Text			NA	NA	31st March 2018	NA	NA
Delivering Training	Text			NA	NA	NA	NA	NA

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
Programs								
Completion of Training Programs for self as per IDP	Date			31/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017
Planning and Execution of Year End Review	Text			NA	NA	31st March 2018	NA	NA

KRA Category : Process
KRA Weightage : 30
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
Data Management of PMS and IDP Sheets	Percentage			.40	50	70	80	95
Talent Acquisition of Critical Positions PRF to DOJ	Days			150	140	120	90	80
alent Acquisition of MMC PRF to DOJ	Days			140	130	110	80	70
alent Acquisition of JMC PRF to DOJ	Days			100	90	60	30	20
Support to Training Delivery for all Corporate Programs - Percentage Adherence to the Checklist	Percentage			60	70	80	90	100

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

Employee Name	Manager's name	Employee ID	Year
Komal Valia	Amit Sanas	10001990	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	

*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					
2	**Coaching** through leader in own function for **functional** inputs					

Part C: Development through action learning projects

Project Title	
Review date	

Target end date	
Project scope	
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	
Project Status Comments	