123456 Jayesh Menon
Employee Name : Jayesh MenonManager's Name : Jayesh Menon
Goalsheet Approval Date : 20-Mar-2018

KRA Category : Business
KRA Weightage : 15

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
555555555555555 555555555555	Value	4								
666666666666666 66666666	Units	5								

KRA Category : Process
KRA Weightage : 15

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
777777777777777 777777777777	Weight	4								
888888888888888 888888888888	Units	5								

KRA Category : People
KRA Weightage : 40

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
111111111111111 111111111111111 11111	Units	3								
222222222222222 222222222222222 2222	Weight	2								

KRA Category : Customer
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
3333333333333333 333333333333	Units	4								
4444444444444444 44444444444444	Weight	5								

Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:
Answer:-
2. I have gone the extra mile to help my colleagues/team/organization by:
Answer:-
3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:
Example1:-
Example2:-
4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:
Example1:-
Example2:-

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

Employee Name	Jayesh Menon	Manager's name	Jayesh Menon
Employee Code	123456	Year	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	Program completed	Comments
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	Prasanna Purushothaman	1			
5	Getting Things Done	Prasanna Purushothaman	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	Program Completed	Reviews
1					

2					

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	**Mentoring** through leader from different function for **behavioural input** 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	