Employee Name : Trupti Chandarana
Manager's Name : Amit Sanas
Goalsheet Of Year: 2017-2018

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
Self development through IDP	Date			01/Mar/2018	15/Feb/2018	31/Jan/2018	02/Jan/2018	31/Dec/2017
Pratibimb	Text			Only 1 meeting of 4 Qtrs.	1 meeting every 4 Month. Feedback shared with stakeholders and acted upon in 60 days	1 meeting every 4 Month. Feedback shared with stakeholders and acted upon in 30 days	1 meeting every 4 Month. Feedback shared with stakeholders and acted upon in 15 days	1 meeting every Q4 Month. Feedback shared with stakeholders and acted upon in 7 days
Successful Completion of Project on identifying the Gaps in Recruitment Process and suggesting measures	Date			01/Mar/2018	15/Feb/2018	31/Jan/2018	02/Jan/2018	31/Dec/2017

KRA Category : Customer
KRA Weightage : 30
KRA Description : Talent Upgrade in least possible time at best possible cost

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 Summer Trainees numbers as per schedule from targetted institutes	Date			30/Nov/2017	15/Nov/2017	31/Oct/2017	16/Oct/2017	01/Oct/2017
Campus hiring - Meet the Management Trainees numbers as per schedule from targetted institutes Employer Branding on campus - Guest lectures - Buzz on campus"	Date			31/Jan/2018	15/Jan/2018	31/Dec/2017	15/Dec/2017	01/Dec/2017
Talent Acquisition for Critical positions of Leadership	Days			150	140	120	110	90
Talent Acquisition for MMC	Days			140	130	110	90	80
Talent Acquisition for JMC	Days			110	90	60	45	30

KRA Category : Process
KRA Weightage : 20
KRA Description : Change Management - Culture Building through HR 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
Approved Appointment Letter to be ready	Text			2 Days after joining w.e.f 1st Sep'17	On Day of Joining w.e.f 1st Sep'17	1 Day prior Joining w.e.f 1st Sep'17	3 Days prior Joining w.e.f 1st Sep'17	5 Days prior Joining w.e.f 1st Sep'17
Approved Transfer/ Deputation Letter	Text			2 Days after Reporting w.e.f 1st Sep'17	On the Date of Reporting w.e.f 1st Sep'17	1 Day prior to Reporting w.e.f 1st Sep'17	3 Days prior to Reporting w.e.f 1st Sep'17	5 Days prior to Reporting w.e.f 1st Sep'17
Approved Confirmation Letter to be Ready	Text			2 Days after the Due Date w.e.f 1st Sep'17	On the Due Date w.e.f 1st Sep'17	1 Day before the Due Date w.e.f 1st Sep'17	3 Days before Due Date w.e.f 1st Sep'17	5 Days after Due Date w.e.f 1st Sep'17
Deliver recruitment software	Date			16/Oct/2017	30/Sep/2017	15/Sep/2017	31/Aug/2017	16/Aug/2017

KRA Category : Business
KRA Weightage : 30
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		35	< 24.15	24.5 to 33.25	33.6 to 36.75	37.1 to 45.15	48.65
Savings from LinkedIn (International)	Value		21	< 14.49	14.7 to 19.95	20.16 to 22.05	22.26 to 27.09	29.19
Savings from Naukri.com	Value		2.5	< 1.73	1.75 to 2.38	2.4 to 2.63	2.65 to 3.23	3.48
Number of Referral	Text			1	2	3	4	5

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

Employee Name	Manager's name	Employee ID	Year
Trupti Chandarana	Amit Sanas	10003874	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		So can be more effective while interacting with Business & Candidates
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			

<u>**Note: Part B and Part C are to be filled by only AGM and above employees.**</u>

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	To identify through use of analytical tools gaps in the current recruitment proc
Review date	TBD
Target end date	31/Jan/2018
Project scope	
Project exclusions	TBD
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	