





## Performance Management System



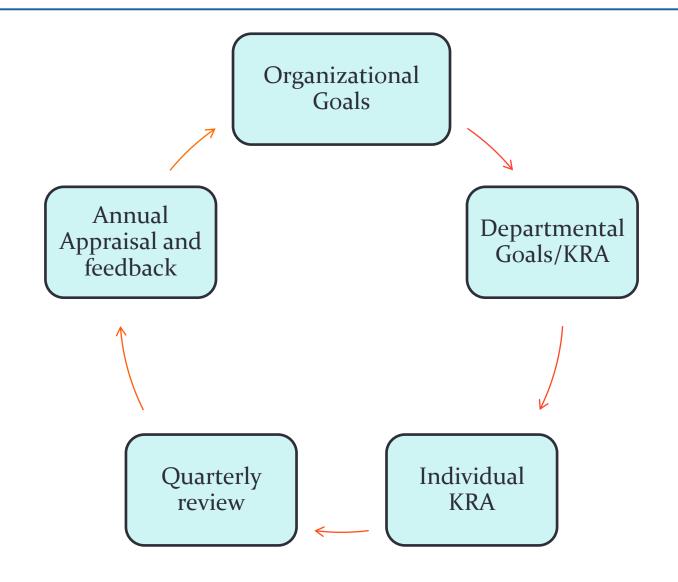


## Performance Management System



- □ Performance Management System (PMS) is a simple yet effective process which enables the organization & its employees to direct & channelize their energies towards achieving common business goals.
- □ The philosophy behind PMS is to create an environment in which each individual is given the optimum opportunity to realize his full potential & work towards the same.





## Guidelines on Setting Goals/KRA/KPI



- Goal Setting is the joint responsibility of both appraisee & appraiser.
- ▶ Individual Goals/KRA should be aligned with the Company Goals.
- Manager's job is to help his subordinates to achieve his goals.
- ► Talk to your people often in order to head-start performance management of your people.
- Notice great performance and celebrate successes.
- ▶ Have an uncomplicated and time-bound system of performance management.

## Some important definitions



#### Goal

- A predetermined target that a business or individual plans to achieve in a set period of time.
- A goal is a significant shorter term measurable target which will contribute to a result in a period of time (usually a year)

#### **Key Result Area (KRA)**

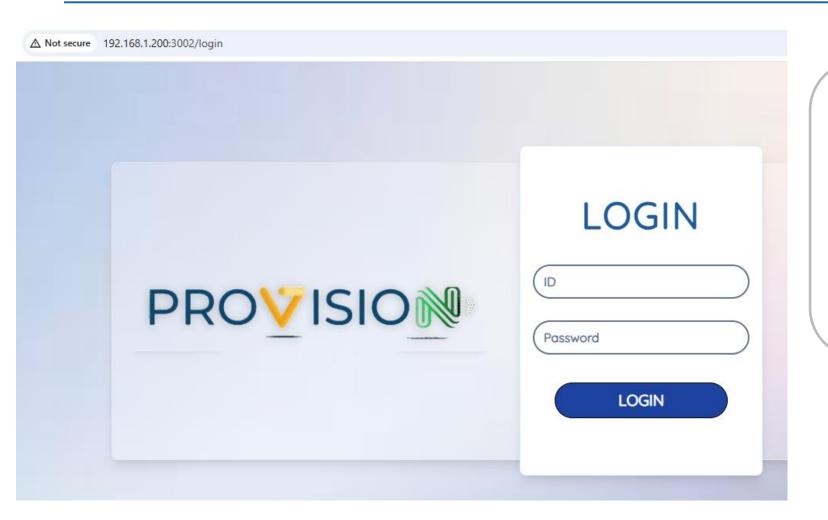
• A significant measurable target which will contribute to a result in a specified Financial Year.

#### **Key Performance Indicator (KPI)**

- KPIs are metrics that are used to monitor performance in key areas on a daily, weekly or monthly basis.
- A measurable parameter which will indicate progress of GOAL set. It is an indicator against which the level of performance can be decided.

## How to Log in to PMS Software





#### **How to Access PROVISION:**

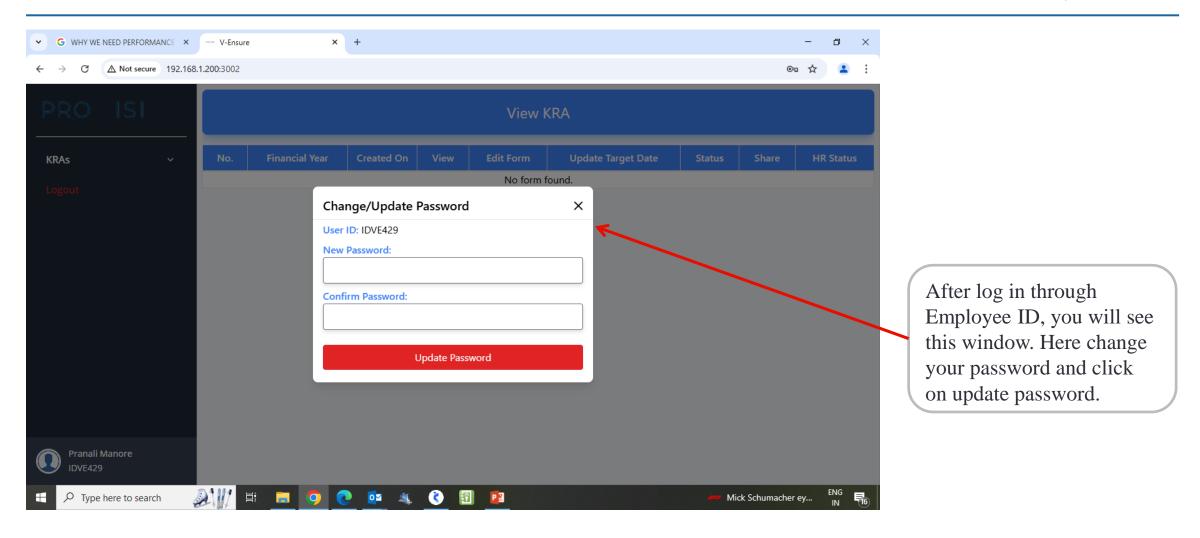
**URL:** http://192.168.1.200:3002

**Login Credentials:** 

Use your **Employee ID** as both the **username** and **password**.

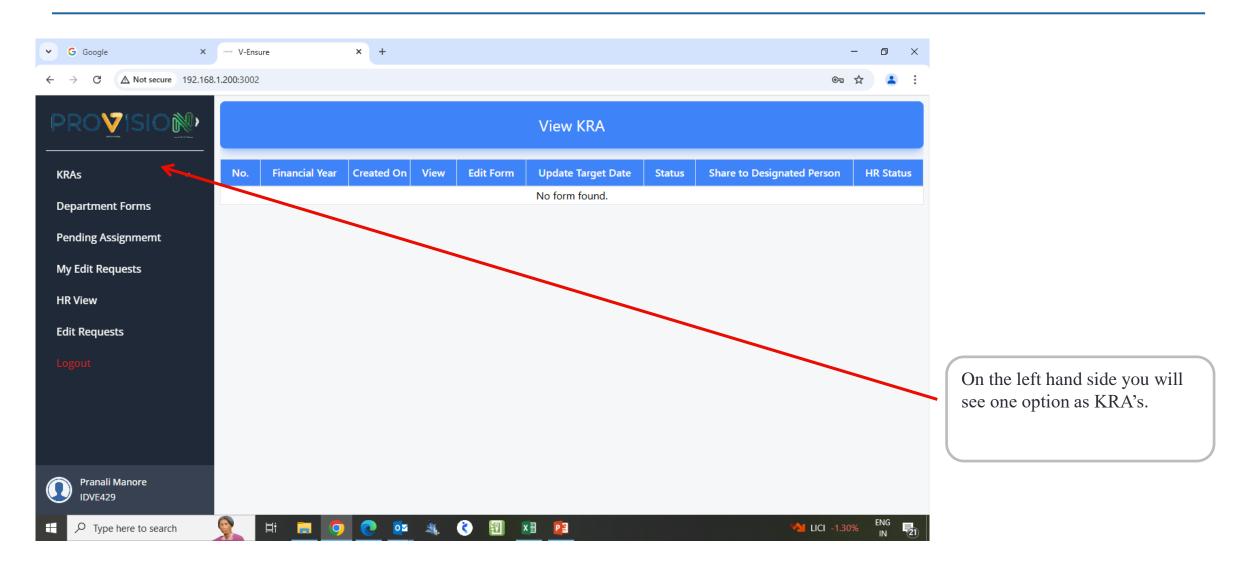
## How to change the password





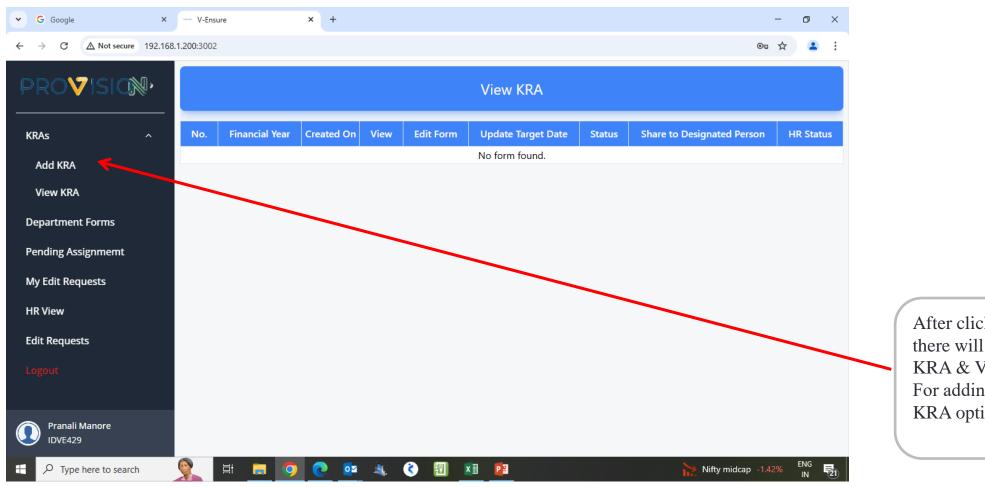
## How to Add your KRA's





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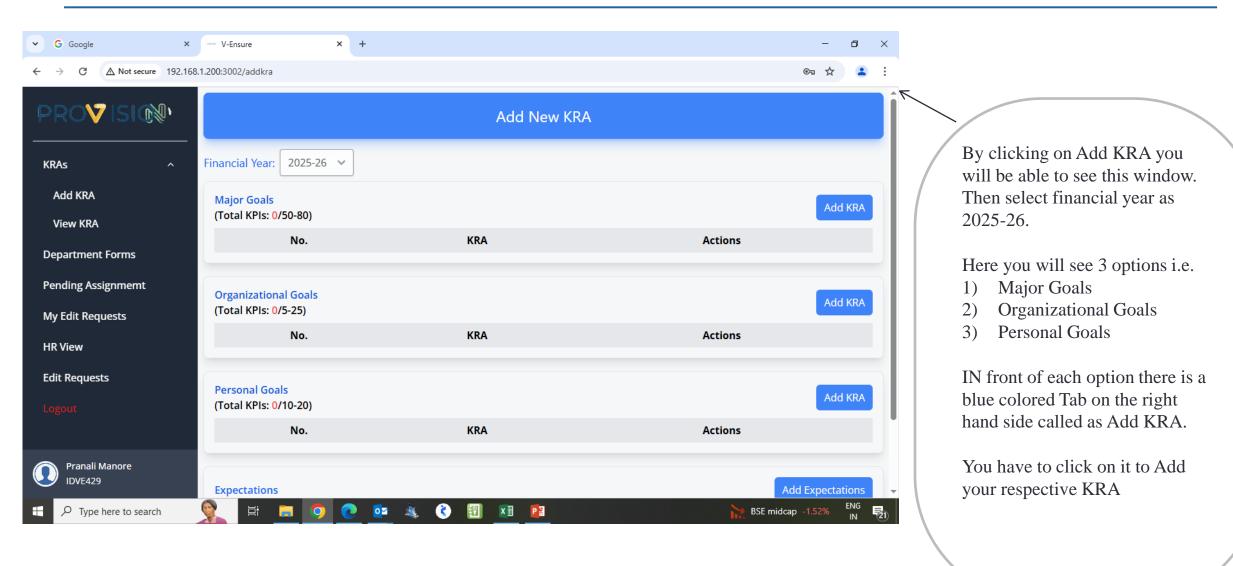




After clicking on KRA Option, there will be two options i.e. Add KRA & View KRA
For adding the KRA's click on Add KRA option.

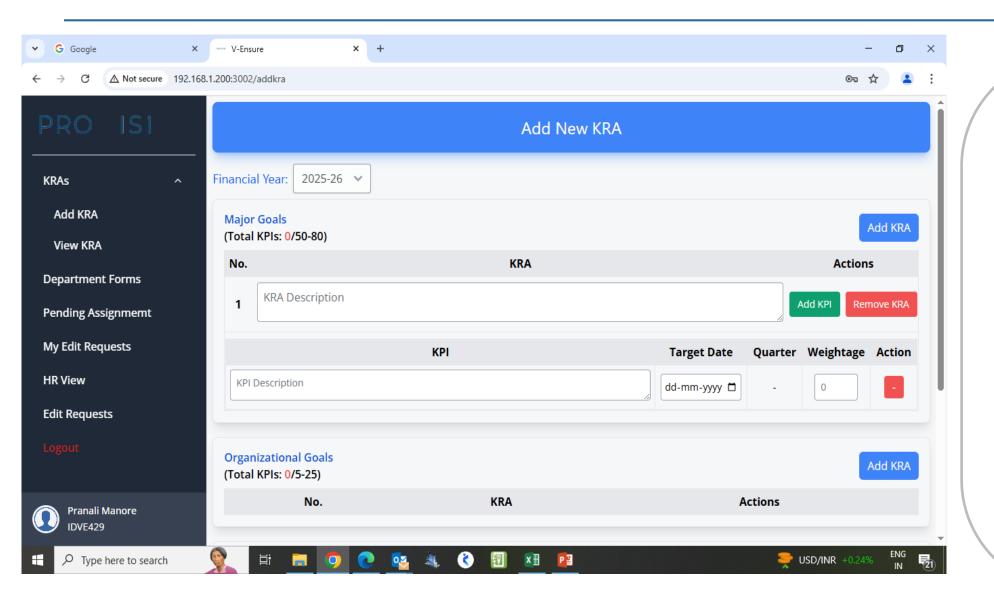
#### How to add KPI's





# How to give weightage and decide target date for achievement of KPI's V-EMINITE

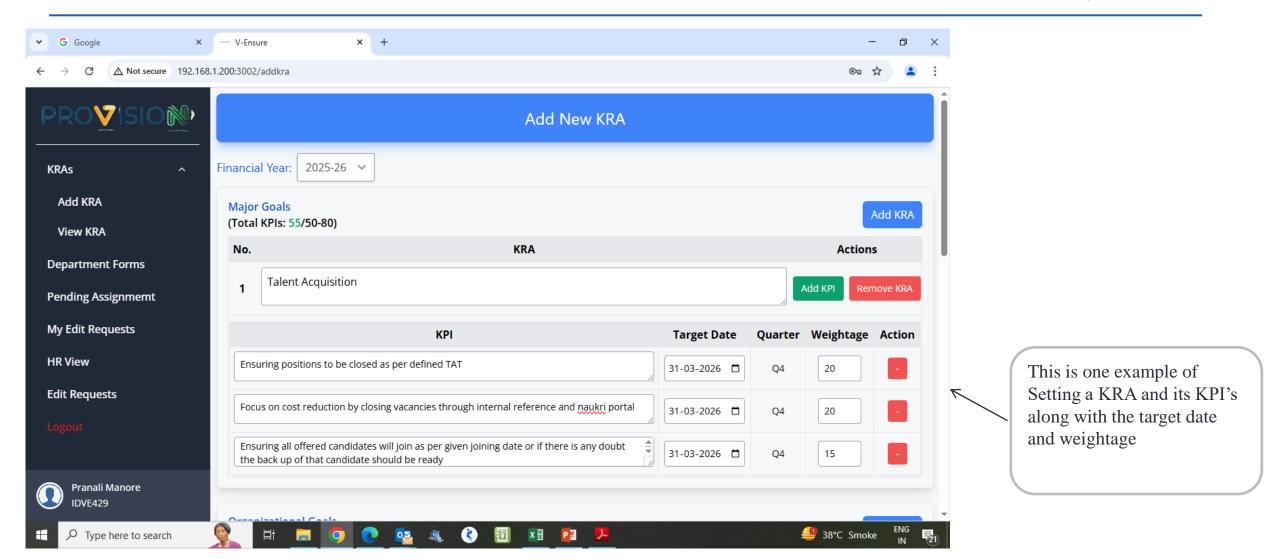




- After clicking on Add KRA Option, this window will appear.
- Here mention your KRA in KRA Description column.
- Then click on Add KPI Button.
- In KPI Description you have to mention your KPI related to that particular KRA.
- Then mention the target date to achieve that KRA and weightage for the same.
- By this way add the KRA's and its KPI's give the weightage to them.

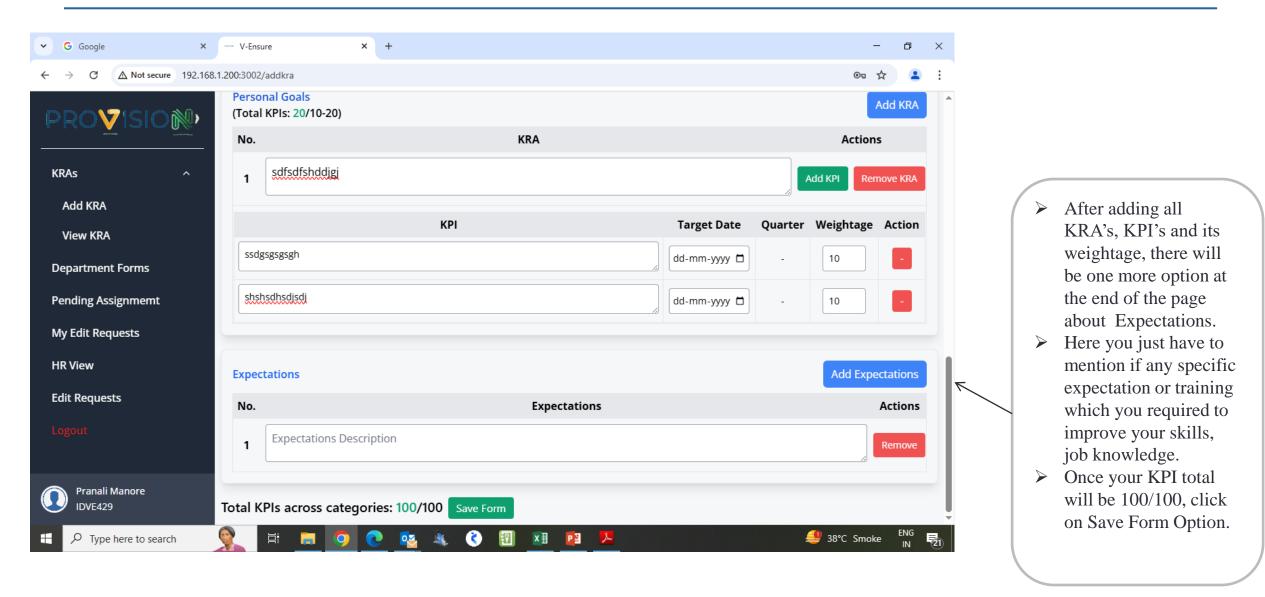
## Example of KRA, KPI, Its target date and weightage





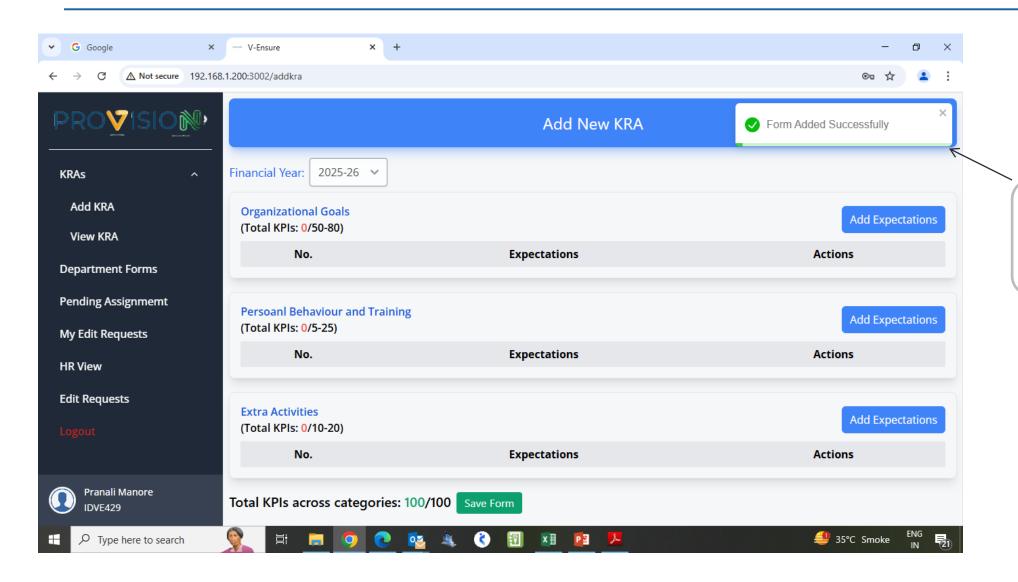
## How to submit your KRA's to your reporting head





#### How to save the Form

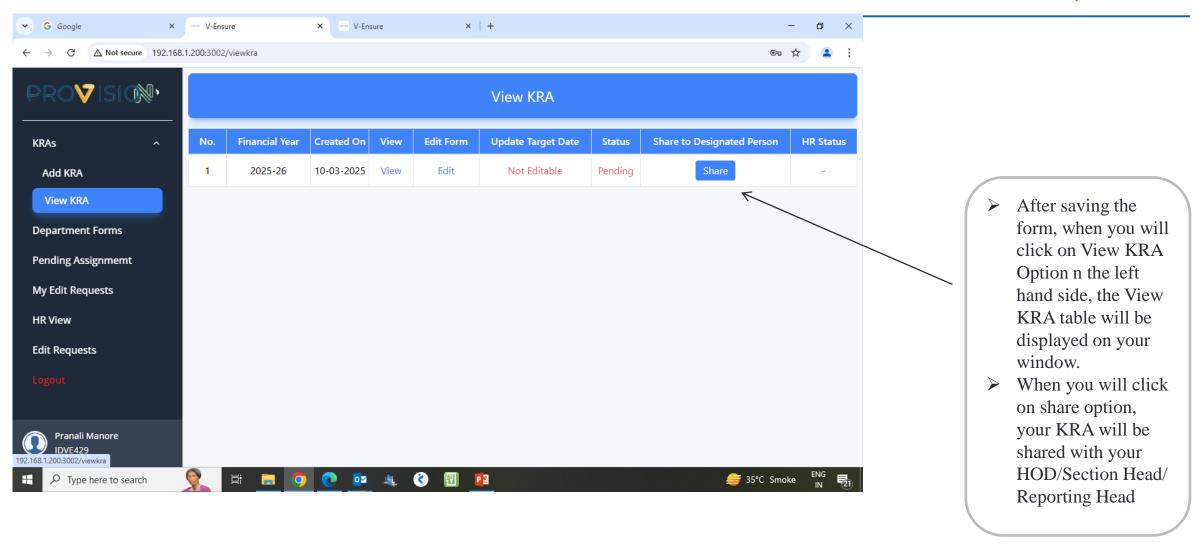




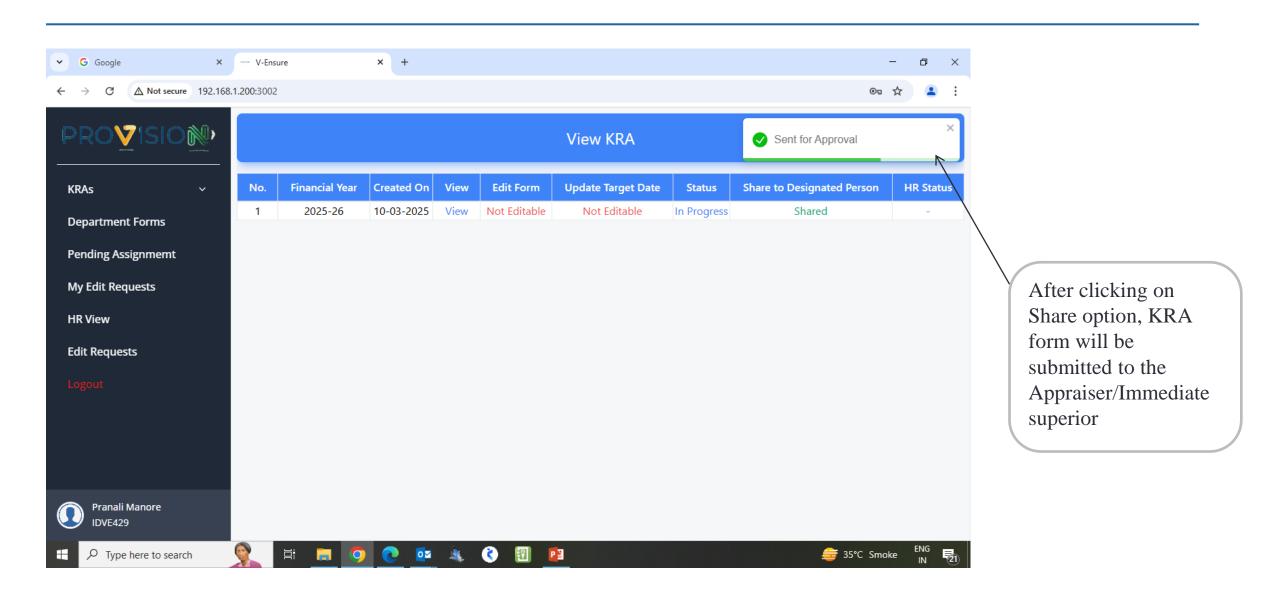
After clicking on Save Form, you will receive a dialog box as Form added Successfully.

### How to share the form with HOD / Section head/ Reporting head

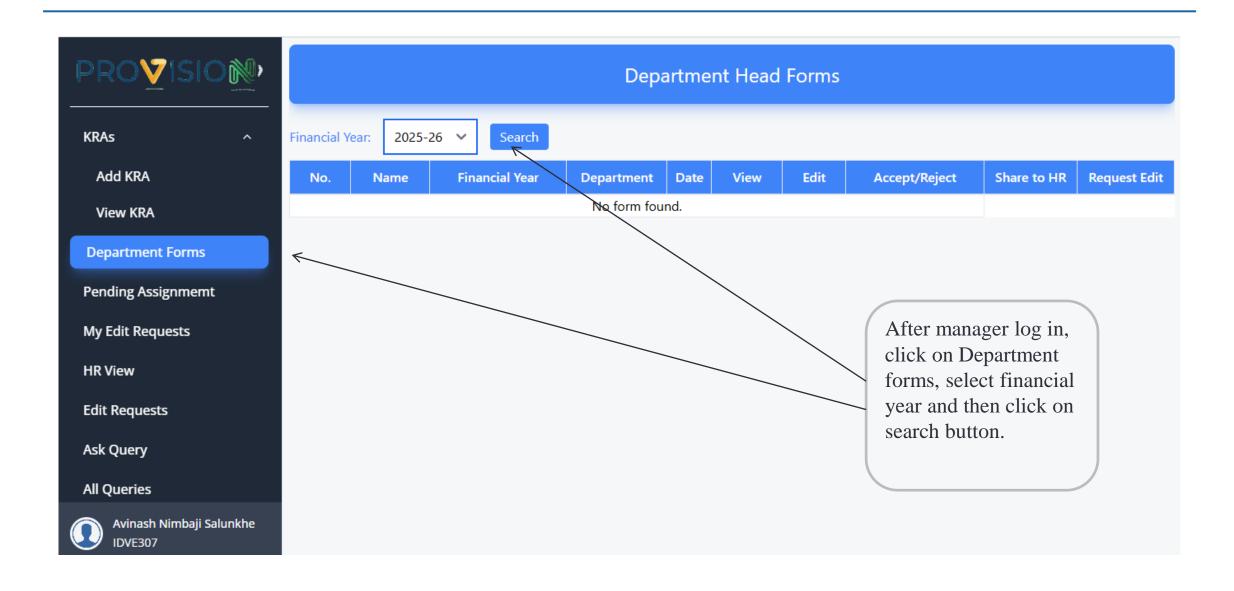




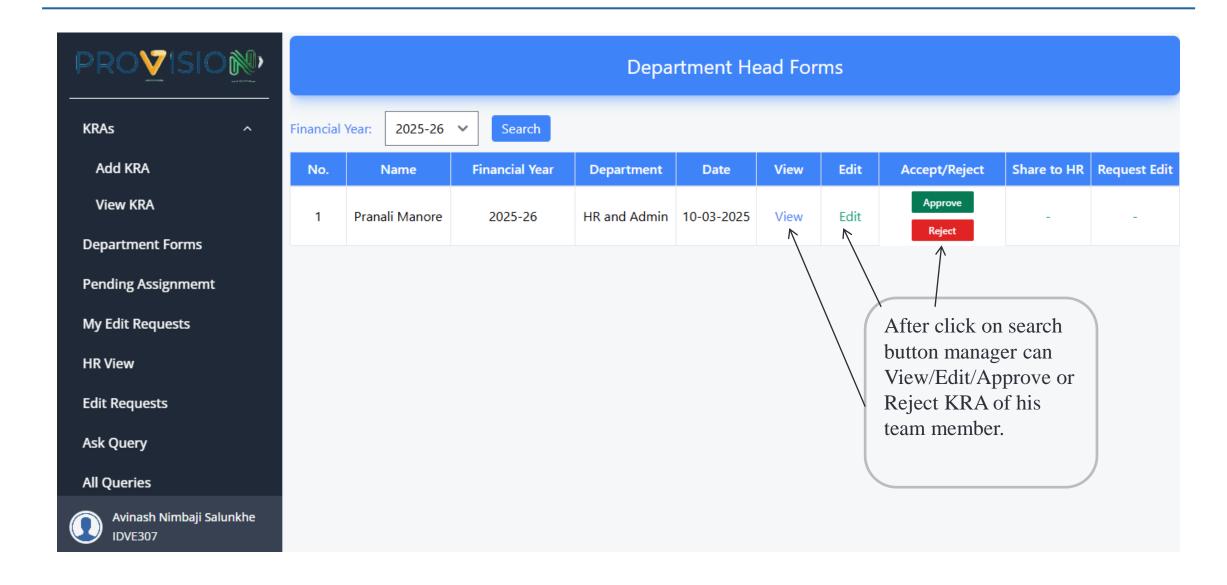
## How to share the form with HOD / Section head/ Reporting head



## HOD / Section head/ Reporting head - Further Process for KRA Approval



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