

PERFORMANCE MANAGEMENT SYSTEM

2021-2022

PMS is the process that aims to qualitatively & empirically assess performance of employees.

HEPL's own PMS module in BUDGIE (PERFORMANCE) is active for 2021-22 which prioritises ease and efficiency.

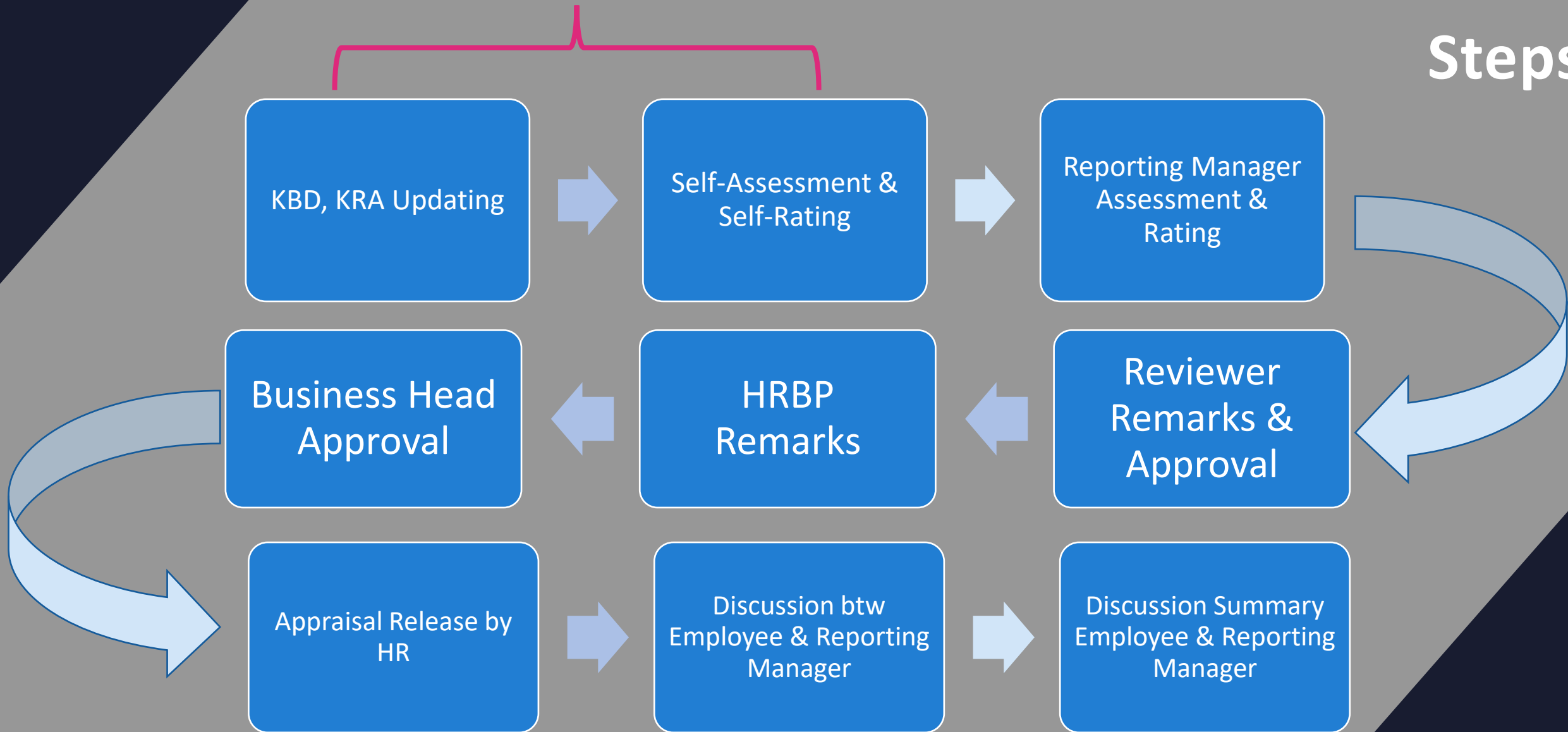
- The module is a tool to translate the process of PMS into easy, clear and clean interface which will cover all the steps of the process
 - Each employee gets a sign in using Employee ID and an automatic password to be reset
 - The module is extremely user-friendly and enables employees to complete without hassles.
 - It allows Self – Assessment, Supervisor Assessment, Reviewer Assessment and HR review & Business Head review & approval.
 - Employees also get to discuss, review and plan their career path with their supervisors, leading on to a growth path
-

Who is eligible

- All employees who have joined HEPL services on or before 31.12.2021 are eligible to participate in the PMS Program 2021-22.
 - All employees who joined after 31.12.2021 are not part of 2021-22 PMS Program. You will be part of subsequent 2022-23 PMS Program.
 - Eligible employees are evaluated for performance of 2021-22 (April-March)
-

PMS 2021-22 Process Steps

By Employee



Ratings scale for PMS 2021-22



SEE – Significantly Exceeded
Expectations



EE – Exceeded Expectations



ME – Meets Expectations



PE – Partially Meets Expectations



ND – Needs Development

Default Dashboard

[Click Here to start PMS](#)

[Dashboard / Default](#)

ID Card Info

 Profile

Today's Birthdays



Madhu M

Happy Birthday "Madhu M", Have a great year ahead!



Sneha Shivaji Kore

Happy Birthday "Sneha Shivaji Kore", Have a great year ahead!



Upcoming Holidays



15 Aug

Independence Day

View



31 Aug

Vinayakar Chathurthi

View



Dashboard



Profile



Performance



Holidays



Events



Colleague's Birthday

Permanace Management System

Click Here
To FILL KRA
SHEET

PMS 2021-2022 PMS 2022-2023

Add Sheet

Show 10 entries

Search:

No	Title	Action
1	PMS-2021-2022	

Showing 1 to 1 of 1 entries

Previous 1 Next



How to Fill KBD

- There are 5 KEY BUSINESS DRIVERS (KBD).

Business drivers are Critical Strategic Paths on the basis of which department and individual goals are defined and measured

The 5 Drivers are

- REVENUE - Financials / Cost Control
 - CUSTOMER – Internal / External Customer
 - PROCESS – Compliance / Quality
 - PEOPLE – Self development / Team development
 - PROJECTS – Special Initiatives
-

How to Fill KRA

KEY RESULT AREAS (KRA) are goals with specific milestones and timelines aligned to KBDs.

- Employee will fill a set of activities under each KBD which are tangible and measurable.
 - Every KBD should have a minimum of 1 KRA.
 - The unit of measure which will quantify performance of each KRA needs to be determined and entered under 'Measurement Criteria'
 - Employee will enter remarks / notes for each activity / KRA and give a rating
 - This should be entered under 'Self-Rating'
-

No	Key Business Drivers (KBD)	Key Result Areas	Measurement Criteria (Quantified Measures)	Self Assessment (Qualitative Remarks) by Employee	Self Rating	
1	<div>Select the KBD</div> <div>Revenue</div>	<div>Enter the KRA</div> <div>Recruitment Cost Ratio to be <2%</div>	<div>Enter the Unit of measurement</div> <div>%</div>	<div>Enter the Remarks</div> <div>I have maintained RCR at 1.7% better than given target.</div>	<div>Select the RATING Which you will give for self</div> <div>AE</div>	<div>Submit</div>

----- EXAMPLE -----

Self Consolidated Rating
...Select...

Save As Draft



Dashboard



Profile



Performance



Holidays



Events



Colleague's Birthday

Click Here
To ADD MORE KRAS

Submit

No	Key Business Drivers (KBD)	Key Result Areas	Measurement Criteria (Quantified Measures)	Self Assessment (Qualitative Remarks) by Employee	Self Rating	
1	Revenue	Recruitment Cost Ratio to be <2%	%	I have maintained RCR at 1.7% better than given target.	AE	
		Maintain budget at Rs.100 per Quarter	INR	The budget for Q1, Q2 and Q3 have been at target, Q4 exceed by Rs. 3000	PE	
2	...Select...				...Select...	

--- EXAMPLE ---

Self Consolidated Rating

...Select...

Save As Draft

- Dashboard
- Profile
- Performance
- Holidays
- Events
- Colleague's Birthday

Click Here
To ADD MORE KBDS

Submit

No	Key Business Drivers (KBD)	Key Result Areas	Measurement Criteria (Quantified Measures)	Self Assessment (Qualitative Remarks) by Employee	Self Rating	
1	Revenue	Recruitment Cost Ratio to be <2%	%	I have maintained RCR at 1.7% better than given target.	AE	
		Maintain budget Rs.100 per Quarter	INR	The budget for Q1, Q2 and Q3 have been at target, Q4 exceed by Rs. 30	PE	
2	...Select...				...Select...	

--- EXAMPLE ---

Self Consolidated Rating

...Select...

Save As Draft

Closing Self-Assessment

After entering self-rating for all KBDs, click on SUBMIT

Kindly complete the steps in timely manner to successfully complete the PMS Process

SELF-ASSESSMENT HAS TO BE SUBMITTED BY WEDNESDAY,

15TH JUNE 2022

Self-Assessment module will be disabled after 15th June 2022

LEGEND -

- PMS – Performance Management System
 - KBD – Key Business Drivers
 - KRA – Key Result Areas
 - SEE – Significantly Exceeded Expectations
 - EE – Exceeded Expectations
 - ME – Met Expectations
 - PE – Partially Met Expectations
 - ND – Needs Development
 - PIP – Performance Improvement Plan
-