

PERFORMANCE MANAGEMENT SYSTEM

2021-2022

PMS aims to **qualitatively & empirically assess performance**, with the help of the **PMS module**.

HEPL has our own module for the process of **PMS for 2021-22** which has prioritised both **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
 - Once the final step of Business Head approval is completed, all will be able to
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Who is eligible

- All employees who have joined HEPL services on or before 31.12.2021 are eligible to participate in the PMS Cycle 2021-22.
 - All employees who joined after 31.12.2021, and are part of HEPL in this cycle, will be part of 2022-23 cycle.
 - The months left out in 2021-22 will be included in the following cycle on pro-rated basis
 - Also the cycle is for the period between June 2021-July 2022. So employees who are in the cycle, please note that ratings are hikes as are applicable will be for pro-rated months spent in service
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Steps to be followed -

- KRA Update and Self-Rating
 - KRAs should be precise, short, and to the point
 - Remarks should be kept to a minimal and accurate.
 - Supervisor Assessment and Rating
 - Reviewer Remarks and Rating
 - HR Remarks and finally
 - Business Head remarks and approval
-

Ratings -

The ratings are on a scale of 5 and are as below:



SEE – Significantly Exceeded
Expectations



EE – Exceeded Expectations




ME – Met Expectations



PE – Partially Met
Expectations



ND – Needs Development

 HRMS

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Making Lives Happier





 Dashboard

 Profile

 Performance

 Holidays

 Events

 Colleague's Birthday

Default Dashboard


ID Card Info


Profile

Click Here to start PMS


Dashboard / Default

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

38°C
Mostly sunny



ENG
IN



17:48
10-06-2022



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 KRA – part 1

- There are 5 KEY BUSINESS DRIVERS (KBD). The business drivers are the areas in which each of work on specific tasks and activities
 - These tasks and activities are called KEY RESULT AREAS (KRA)
 - Each of us will fill their respective set of activities under each KBD which we accomplish in our role which are tangible and measurable.
 - Every KBD should have a minimum of 2 KRAs.
 - The unit of measure which will quantify performance of each KRA needs to be determined and entered under 'Measurement Criteria'
 - Each of us will enter our remarks / notes for each activity , or the KRA, and give a rating for our work in that KRA.
 - This should be entered under 'Self-Rating'
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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	<div>Submit</div>

----- EXAMPLE -----

Self Consolidated Rating
...Select...

Save As Draft

Dashboard

Profile

Performance

Holidays

Events

Colleague's Birthday

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...

Click Here
To ADD MORE KRAs

---- **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

Ratings -

The ratings are on a scale of 5 and are as below:



SEE – Significantly Exceeded Expectations



EE – Exceeded Expectations



ME – Met Expectations



PE – Partially Met Expectations



ND – Needs Development

How to Fill KRA – part 2

- After entering self-rating for all KBDs, click on SUBMIT
- Supervisors enter the module as earlier for self-appraisal
- To rate the team members and complete Supervisor Appraisal, click on 'As Reporting Manager'
- To review as Review, Click on 'As Reviewer'
- Post submission, HR remarks and Business Head approval will follow.

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

For Supervisors & Reviewers -

- Supervisors need to take an overview of performance of employees for each KRA and justify the self-rating and align with the supervisor rating
 - Reviewers need to assess supervisor remarks against self rating and self remarks, ensure there isn't any gaps in understanding
 - Performance over the months between, June 2021-July2022, is to be assessed. It is easy for recent months' performance to shadow the year's performance. But it is critical to keep a bird's eye view
 - Impartial and Critical assessment is key for efficient succession planning, rewarding mechanism and eventually garners employees' trust in the Performance Management System
 - The true success of the PMS rests with a fair assessment and we entrust the Values of HEPL with the Supervisors and Reviewers in this process.
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Dashboard



Profile



Performance



Holidays



Events



Colleague's Birthday

Supervisor Performance Management System

Click Here
To do Supervisor Appraisal

PMS 2021-2022

PMS 2022-2023

MySelf

As Reporting Manager

No	Title	Action
1	PMS-2021-2022	

Showing 1 to 1 of 1 entries



HRMS

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HEMA'S

Making Lives Happier

Dashboard

Profile

Performance

Holidays

Events

Colleague's Birthday

PMS 2021-2022

PMS 2022-2023

MySelf

As Reporting Manager

Select Team Member

Select Team Me... ▾

Apply

Clear

Show

10 ▾

entries

Search:

No	Employee Name	Title	Business Head Status	Action
1	Vignesh B	PMS-2021-2022	Approved	
2	Radha Krishnan	PMS-2021-2022	Pending	
3	Divya K	PMS-2021-2022	Approved	
4	Divya K	PMS-2021-2022	Pending	

37°C

Mostly sunny

ENG IN

19:12

10-06-2022

1

Click Here
To do Supervisor Appraisal
For each team member

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

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Performance Management System

Click Here
To do Reviewer Approval

PMS 2021-2022 | PMS 2022-2023

MySelf | AS Reporting Manager | AS Reviewer

Select Team Leader: ...Select... | Select Team Member: ...Select... | Apply | Clear

Show 10 entries | Search:

No	Employee Name	Title	Business Head Status	Action
1	Vignesh B	PMS-2021-2022	Approved	
2	Radha Krishnan	PMS-2021-2022	Pending	
3	Divya K	PMS-2021-2022	Approved	

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
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