



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

- The module translates the PMS process into easy, clear and clean interface covering all steps of the process
 - Each employee signs in with Employee ID and an Auto password which needs to be reset at first login
 - The Module is designed to be user-friendly. (Please share feedback)
 - Process Steps : (1) Self – Assessment, (2) Reporting Manager Assessment, (3) Reviewer Assessment/Comments (4) HR Comments (5) PMS Panel Review & BH Approval (6) Release of Appraisal (7) Discussion
 - Discussion post release of appraisal is to summarise Areas of Strengths and Improvements and Plan Development and Career Growth actions
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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.
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Steps to be followed

- KRA Updation (KRAs should be precise, short, and to the point)
 - Employee : Self assessment and Self-Rating (Remarks should be kept to a minimal and accurate)
 - Reporting Manager : Assessment and Rating
 - Reviewer : Reviewer Remarks
 - HR Advisor : HR Remarks
 - PMS Panel Review of Ratings & Business Head Approval
 - HR Head : Release of Appraisals for Discussion
 - Discussion between Employee and Reporting Manager
 - Discussion Summary (Includes development remarks)
-

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

Not secure

hub1.cavinkare.in/BUDGIE/public/index.php/com_dashboard

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Not syncing





Making Lives Happier


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Dashboard

Profile

Performance

Holidays

Events

Colleague's Birthday


Default Dashboard

Click Here to start PMS

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

38°C

Mostly sunny



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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) , These are Broad Goals of Company for the year
- Minimum 3 KBD are mandatory.
- Visible/Measurable Areas of KBD are KEY RESULT AREAS (KRA)
- 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'
- Fill in TARGETED units as per KRA in the TARGET box.
- SELF ASSESSMENT : FILL IN self assessment information in points form.
- Give facts and data that support your assertion.
- Employee assesses oneself based on performance and gives a SELF RATING
- CLICK ON SUBMIT to send the Document for REPORTING MANAGER View

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>

Self Consolidated Rating

...Select...

Save As Draft

--- EXAMPLE ---



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

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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
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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...				...Seler	⚙️

--- 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

Reporting Manager Assessment

- Reporting Manager Logs in to PERFORMANCE module and choses ROLE as Reporting Manager, all eligible staff who completed self assessment shall reflect as ready for assessment.
 - Read the Employees remarks carefully and summarise your assessment.
 - Give your Rating as Reporting Manager in the box provided
 - SUBMIT FOR Reviewer View
-

Reviewer Assessment

- Reviewer Logs in to PERFORMANCE module and choses ROLE as Reviewer
 - All Reports that have completed Reporting Manager Assessment shall reflect as ready for assessment.
 - Read the Supervisor Remarks carefully and summarise your assessment in the overall box provided at the bottom of the page
 - If you are in agreement with the supervisors remarks, please APPROVE for next steps
 - If you have comments to make and revert the appraisal to Supervisor for remarks, please Click on REVERT TO REPORTING MANAGER
-

For Reporting Managers & Reviewers -

- Reporting Manager needs to take an overview of performance of employees for each KRA and justify the Reporting Manager rating
 - Reviewers need to assess Reporting Manager remarks against self rating and self remarks and be satisfied that assessment is appropriate to performance
 - It is easy for RECENCY BIAS to creep in: Recent months' performance can shadow shadow the year's performance. Recollect CRITICAL INCIDENTS and verify assessment to make it as much bias free as possible.
 - Impartial and Critical assessment is key for TRANSPARENCY AND MERIT BASED CULTURE to reflect 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 Reporting Managers 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





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

PMS 2021-2022 | PMS 2022-2023

MySelf | As Reporting Manager

Select Team Member

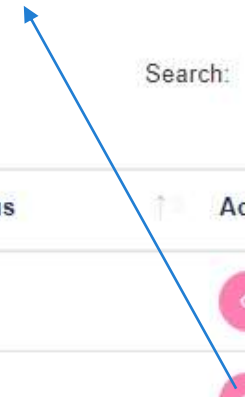
Select Team Me... [Apply] [Clear]

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	

Click Here
To do Supervisor Appraisal
For each team member





- Dashboard
- Profile
- Performance
- Holidays
- Events
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Navigation icons: Full screen, Notifications, Profile, and a user avatar.

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
-