

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

### Who is eligible

- All employees who have joined HEPL services on or before 31.21.2021 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. Soemployees who are in the cycle, please note that ratings are hikes as are applicable will be for pro-rated months spent in service

## 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



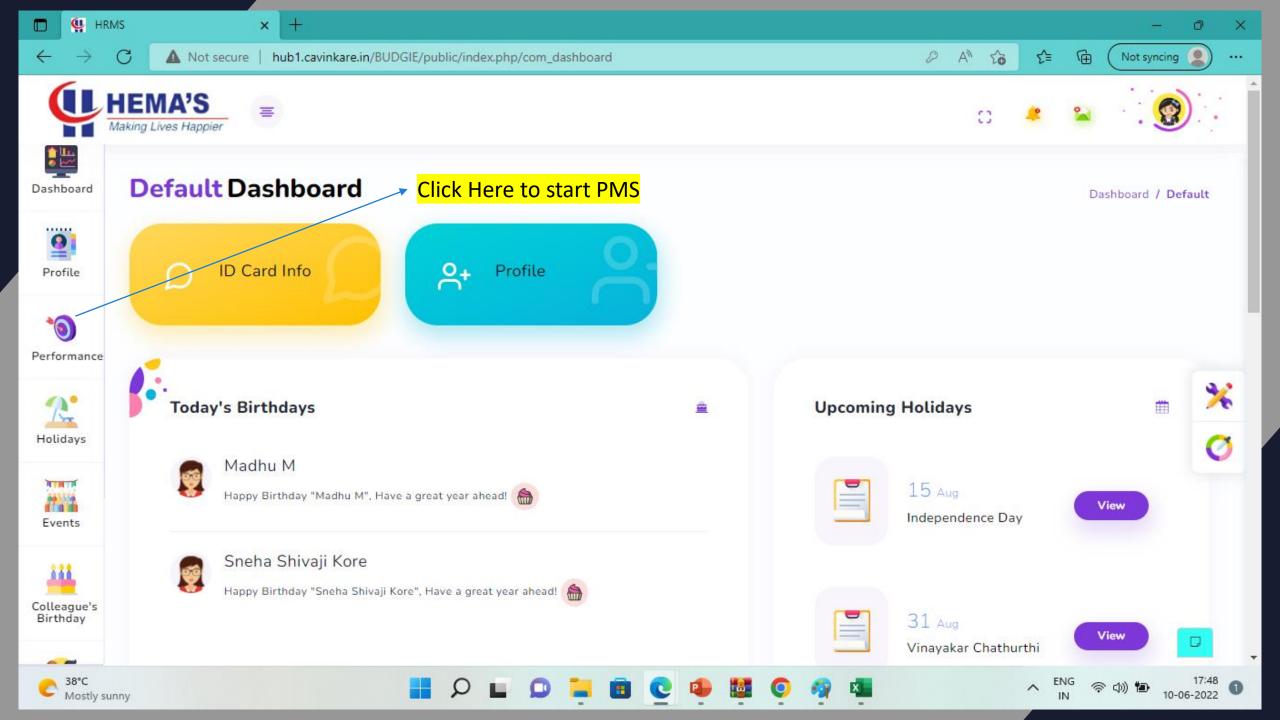
ME – Met Expectations

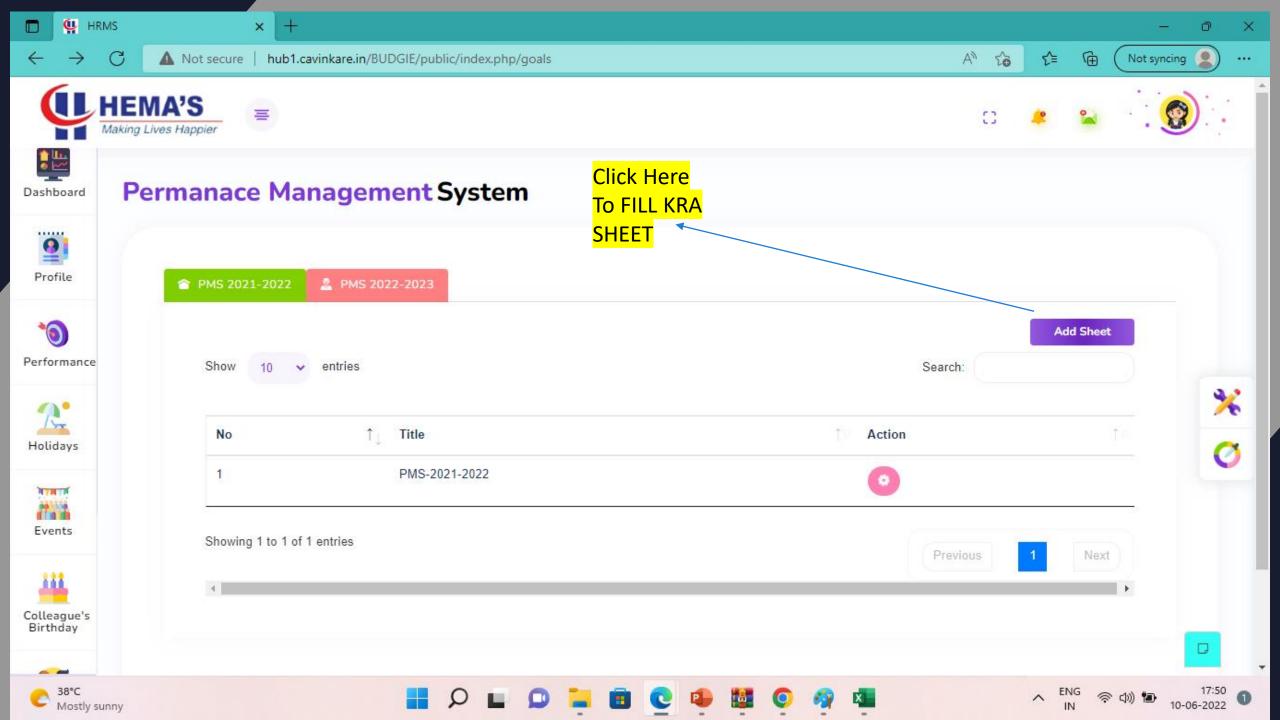


PE – Partially Met Expectations



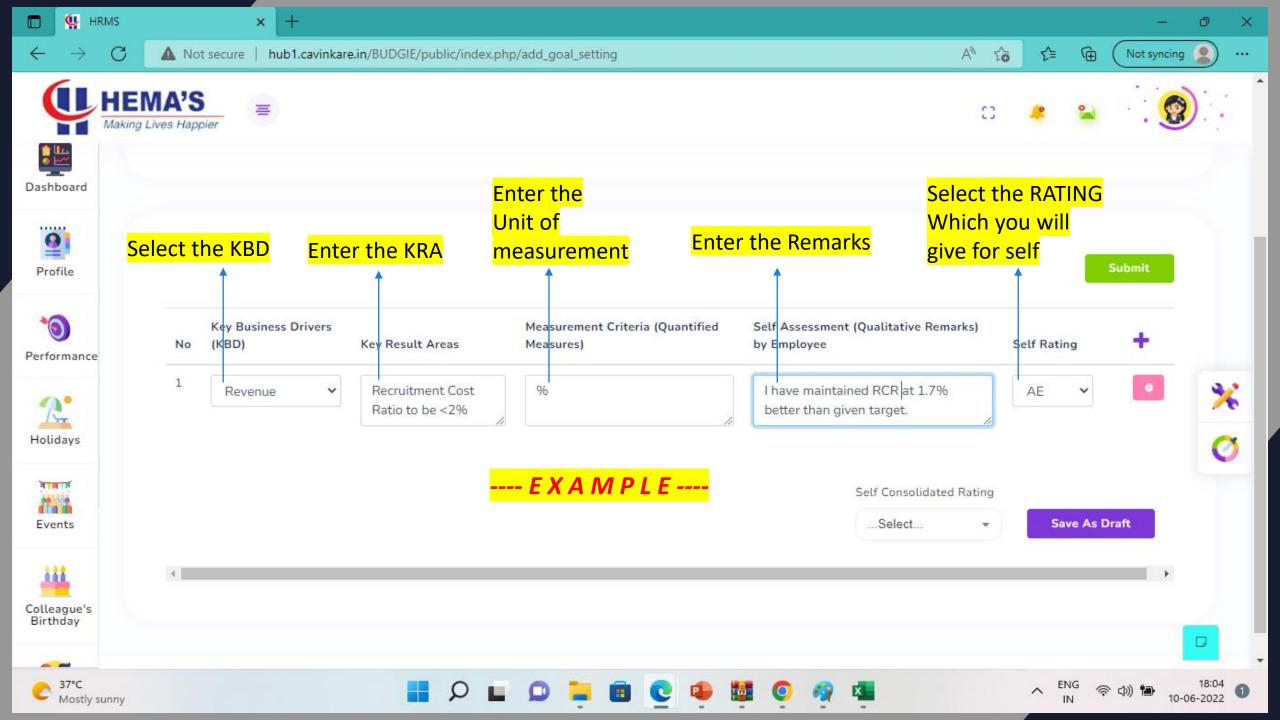
ND – Needs Development

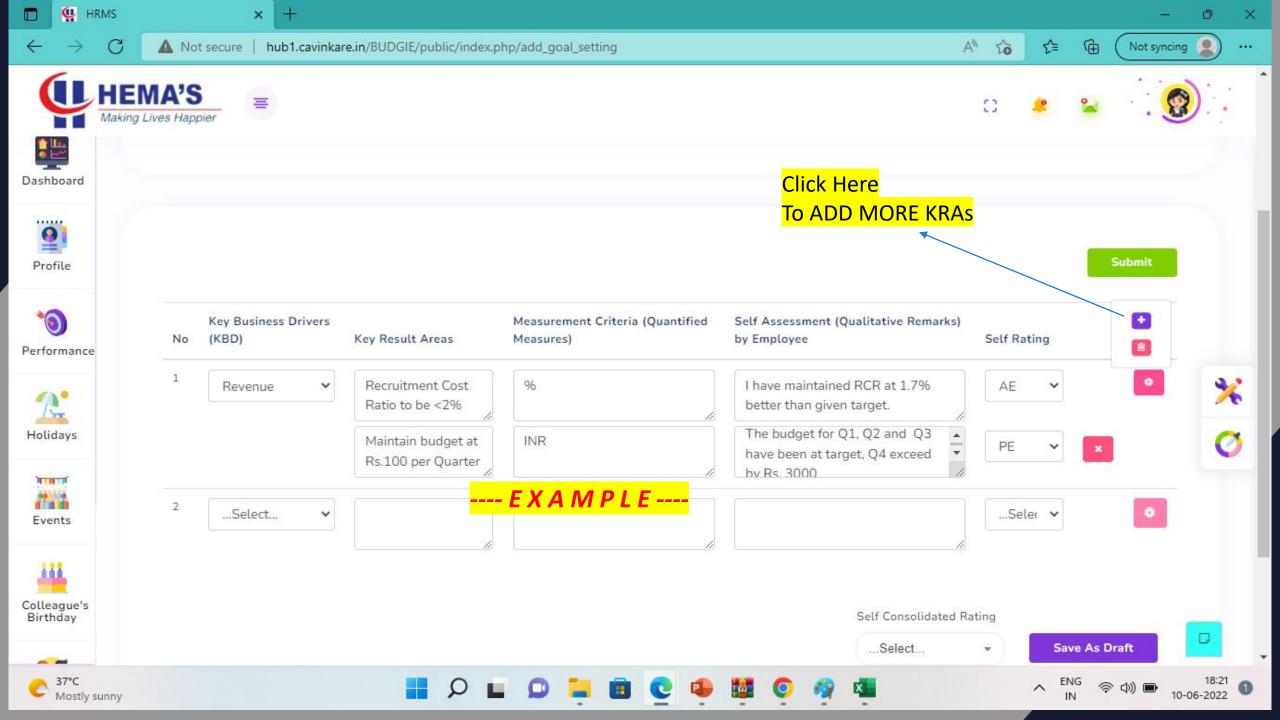


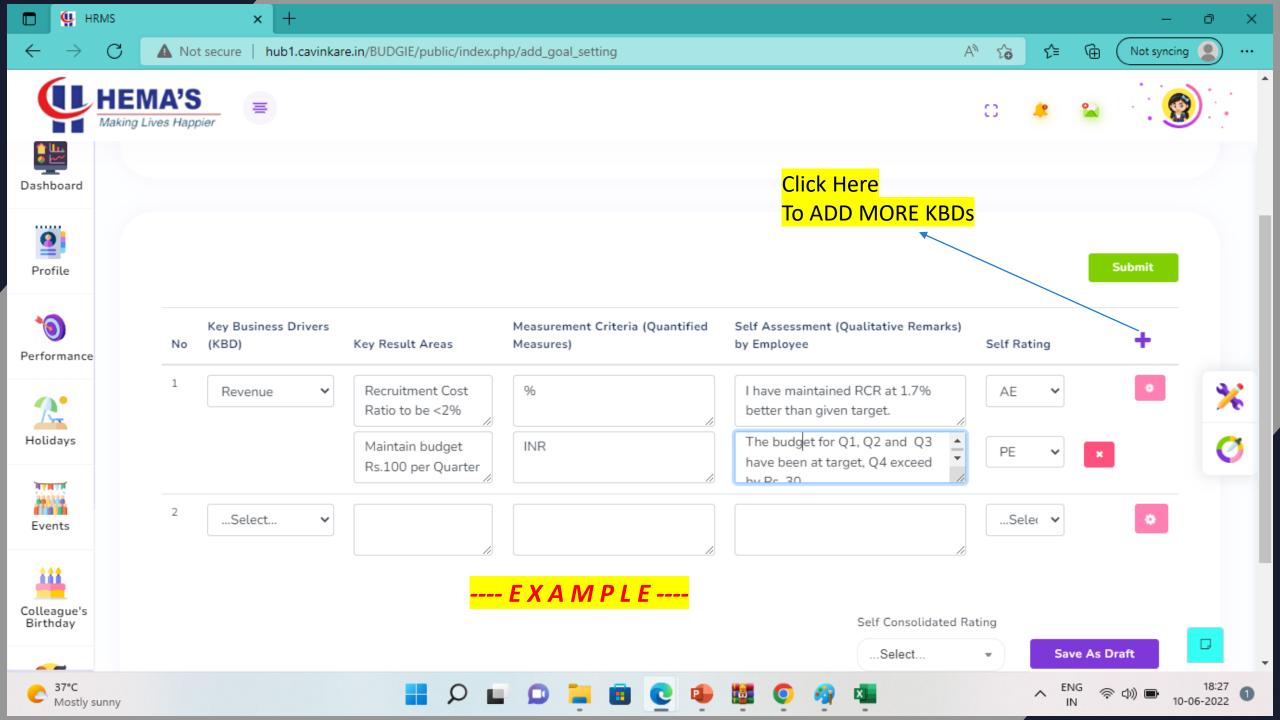


### How to Fill KRA – part 1

- 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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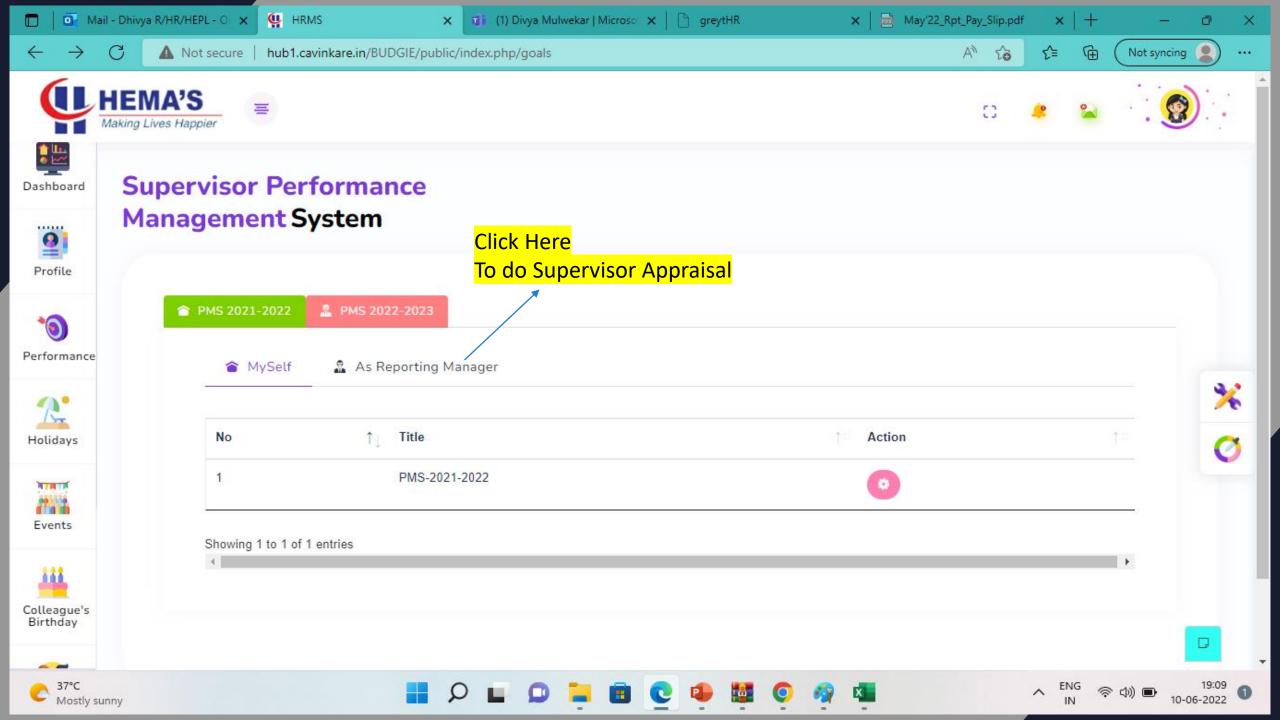
## How to Fill KRA – part 2

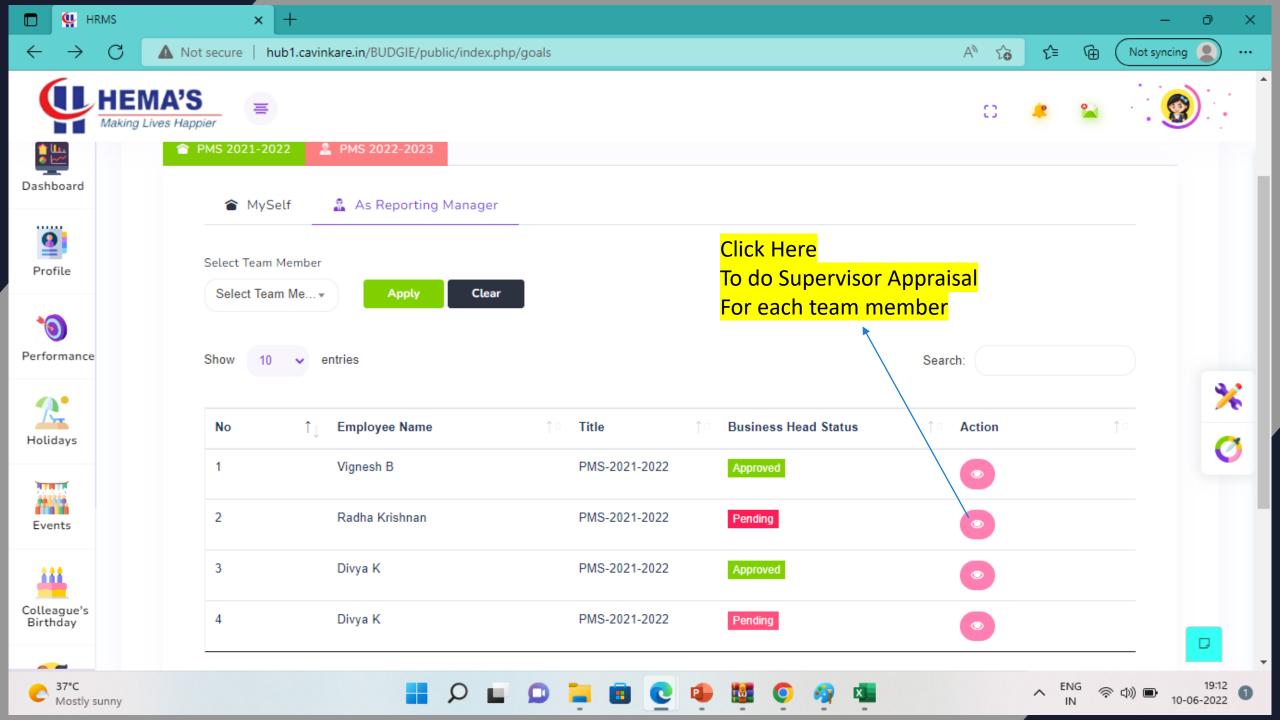
- After entering self-rating for all KBDs, click on SUBMIT.
- Supervisors enter the module as earlier for self-appraisal
- To rate the team members and complete Supervisor Appraisal, click on 'As Reporting Manager'
- To review as Review, Click on 'As Reviewer'
- Post submission, HR remarks and Business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

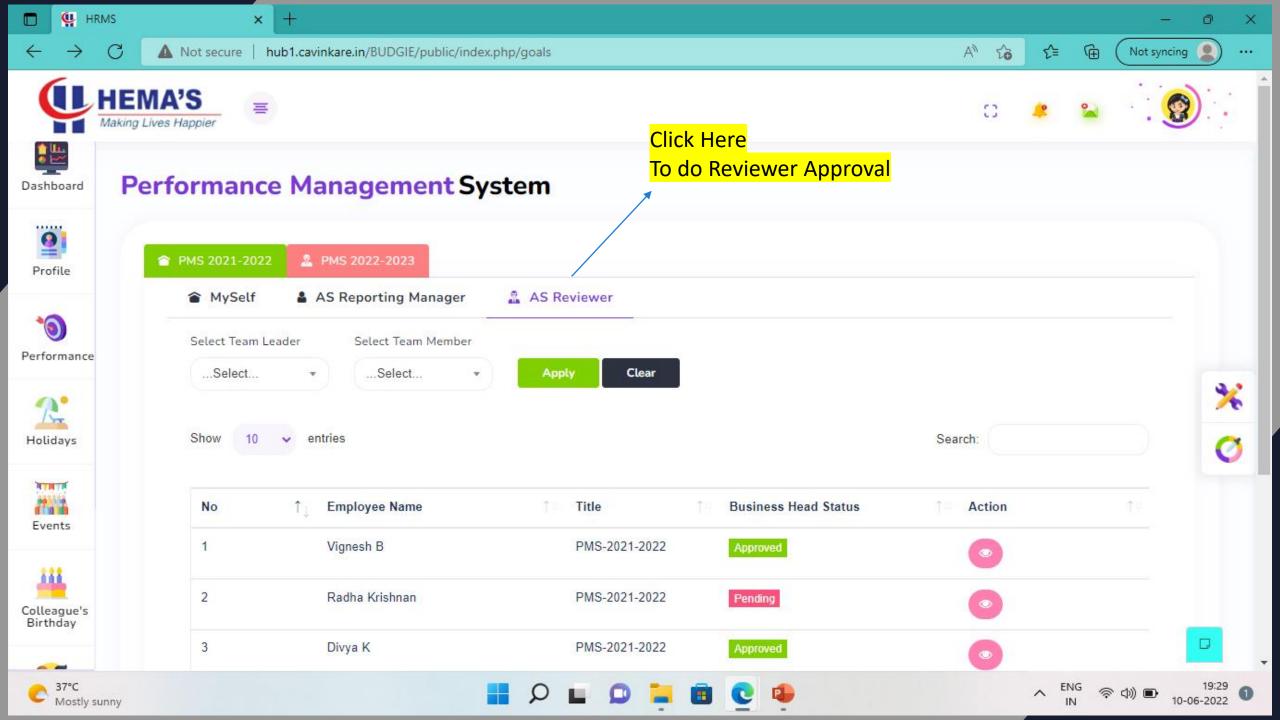
Kindly complete the steps in timely manner to successfully complete the PMS Process

#### 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, os 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.







#### **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