

Performance Management System: Rules for IT

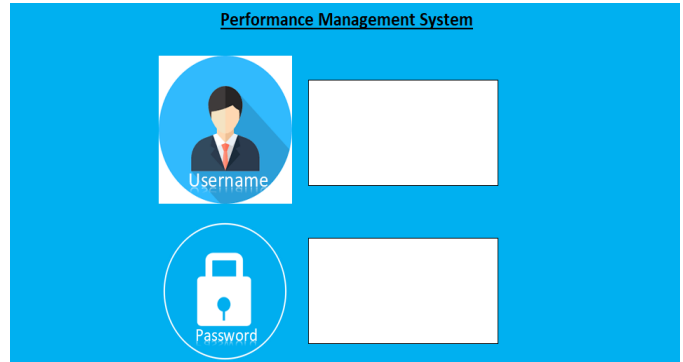
Step 1: Login of Supervisor/employee

➤ Signup process:

- First name
- Last name
- Employee code
- Department
- Section
- Create password
- Confirm Password

➤ Login process:

- User ID: (Set Employee code as a user ID)
- Password: (Use Created password)



Step 2: Performance Management System –DASHBOARD

➤ Employee Details:

- Employee Name
- Employee Code
- Designation
- Department
- Section
- DOJ, DOP, DOC, DOE.
- Qualification
- Previous Experience
- Reporting Person Name

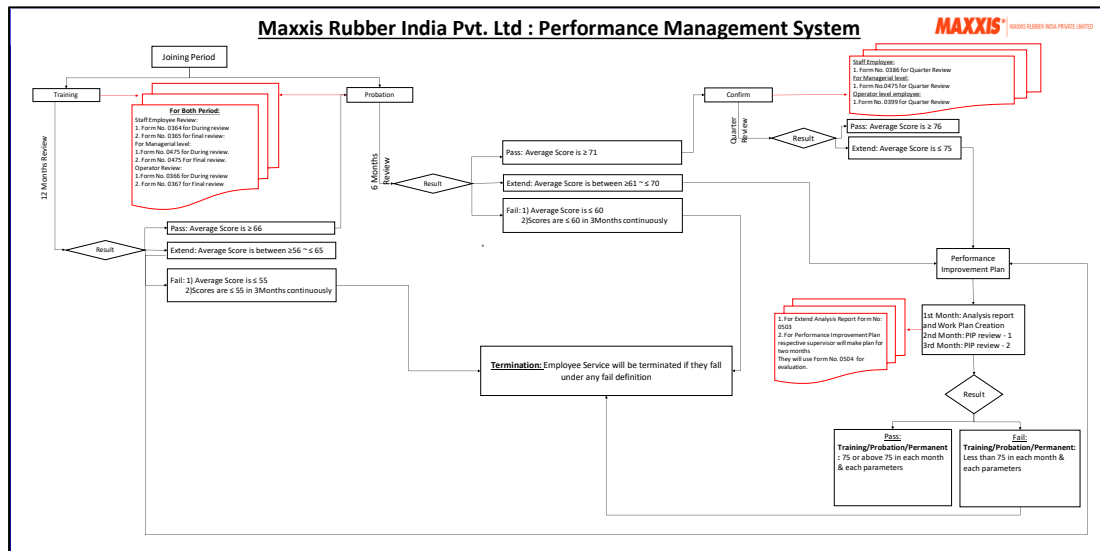
(Note: HR will upload excel file to update the details of the employees)

➤ Employee review cycle:

- Training Period
 - Staff
 - ❖ Non managerial review
 - Operator
- Probation period
 - Staff
 - ❖ Non managerial review
 - ❖ Managerial review
 - Operator
- Permanent Review Period
 - Staff
 - ❖ Permanent Staff (Non managerial Employee)
 - ❖ Permanent Staff (Managerial Employee)
 - Operator
- FTE Period

- Contract worker period

(Note: At the time of joining HR need to select appropriate review period of employee. And system need to follow below mentioned process)



➤ Employee review form generation:

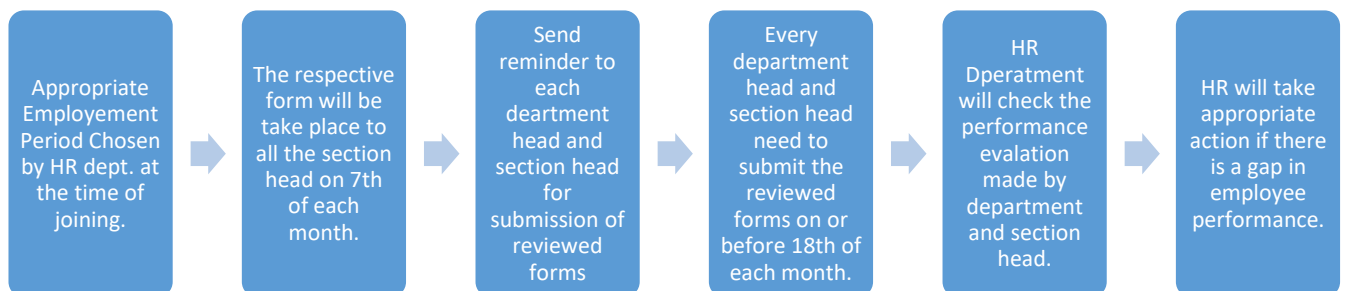
- Every month review form generation cycle will be take place from 7th to 18th. Hence the all PMS review form will be available from 7th of each month and every department head need to submit it on or before 18th of each month.

➤ Performance review form of employees:

- 0364 Training_Probation Period During Review Form (For Staff) V3
- 0365 Training_Probation Period Final Review Form (For Staff) V3
- 0366 Training_Probation Period During Review Form (For Operator) V3
- 0367 Training_Probation Period Final Review Form (For Operator) V3
- 0386 Performance Review Form (For Permanent Staff) V3
- 0399 Permanent Period Review Form (For Operator) V3
- 0475 Performance review Form (For Managerial level) V2
- 0503 Extend Analysis Report V1
- 0504 Performance Improvement Plan Form (PIP) V1

(Note: Based on appropriate review period the appropriate review form will be take place.)

PMS cycle:



➤ Performance review form details:

- In A part of each review form need to fill from employee details provide by the HR department. i.e. 2nd step first clause)

A. Employee Information					
Employee Name		Employee Code		Designation	
Dept./ Section		DOJ		Review Month	
Qualification		Previous Experience		Reporting to	
Period	<input type="checkbox"/> Training Period <input type="checkbox"/> Probation Period				

- In B part of each review form need to upload through excel file.

B. Attendance Detail							10%
Actual working Days	Actual Present Days	CL	SL	PL	LWP	Absent days	Scores

- In C part of each review form employee supervisor need to (☑) on available button.

C. Performance Review (To be filled by the Appraiser)							90%
Assessment Parameters	%	5	4	3	2	1	
1. Job Knowledge(工作知識): In-depth technical knowledge of related areas to his / her function and keeping abreast with the latest developments in his / her functional area.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Planning, Organising & Resourcefulness (有組織性的規劃): Organizes activities in terms of importance and priority and establishes schedules to complete assignments in time and is also able to deliver results under stress conditions.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Technical Skills(工作技巧): Consider proficiency of technical/computer skills; ability to apply technical and computer skills to complete work.	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Initiative Approach(積極主動性): Taking initiative to achieve goals and complete assignments.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Willingness to learn(學習動機): Being motivated to learn new skills & technology.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Communication skills(溝通技巧): Can effectively express ideas and opinions and provide information with clarity on a one to one level and to a group as a whole.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*(1) Mark a V (tick) against the appropriate rating. 5= Excellent(優出), 4=Good(良好), 3=mediocre(尚符要求), 2=Improvement Required(須改進), 1=Fail(不達任). (2) 評核項目總數分數: 勾選滿項*3分 (最高為15分, 最低為3分)

- Last Approval part, the respective person just need to (☑) on the available place.

Remarks	Total Score	Approvals		
1. Part A & B provided by HR Dept. A及B部分由人資提供。 2. Review employees' performance in this period and give feedback or guidance in point 7. 評核該區間之表現並給予回饋。 3. Fail definition: 不適任說明: Training: 訓練期 (1) scores are 55 or below 55 in the three months continuously, (2) Average Score is 55 or below 55. 連續三次低於55分或平均低於55分 Probation: 試用期 (1) scores are 60 or below 60 in the three months continuously (2) Average Score is 60 or below 60 連續三次低於60分或平均低於60分 In these two cases Employee services would be terminated.		Department Head	Section Head	Employee Signature

(Note: The total score is sum of obtained score from assessment parameters
Add one column for comment part which must content 300 alphabets)

Rules of the approval part:

- Once the review is been accepted by employee no one can change in it.
- **Employee document:** Put a tab or column where HR department can upload the appropriate document.

For example:

- Letter of probation
- Letter of Confirmation
- Performance review extension letter
- WARNING LETTER FOR POOR PERFORMANCE
- Satisfactory performance under PIP
- Etc.

Thank you 😊😊😊