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CISAT

PERFORMANCE MANAGEMENT SYSTEM FULLY INTEGRATED ONLINE WEB BASED SYSTEM

PMS

CISAT 3-23-2018



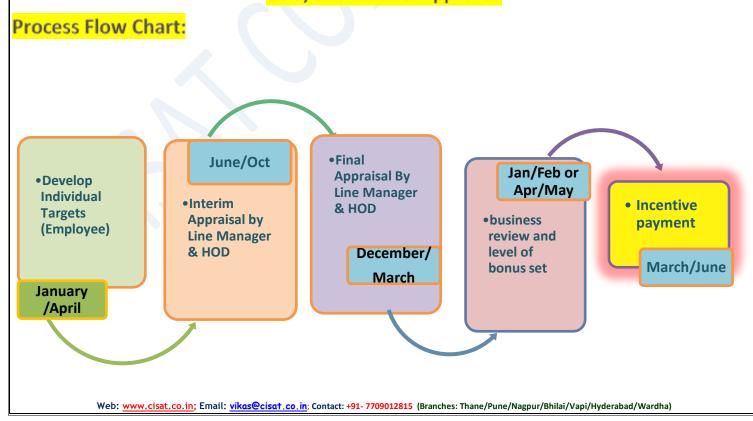
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Performance Management System- Fully Automated

	PMS Evaluation or Performance Management Cycle									
Sr.	Roll Individual	PMS Activity at start of the appraisal period	Six Month Evaluation	Appraisal Cycle Evaluation (Year)						
	PMS Coordinator	Announce PMS process in discussion with HR Head	Start the process	Start the process of Performance appraisal (Notification)						
1	Employee	Set Individual KRA/KPI for appraisal period	Fill & submit Six months self-evaluation. SMART way.	Fill & submit self-evaluation for a period						
2	Line Manager	Evaluate subordinates KPI/KRA, discuss and Accept.	Discuss, suggest and approve	Discuss, suggest, make changes & approve						
3	HOD	Approval of all KPI/KRA & submit to HR	Discuss, suggest and approve	Discuss, suggest, make changes & approve						
4	PMS Coordinator	Collect all details and discuss with HR Head	Collect all details and discuss with HR Head	Compile, evaluate and make analysis, Identify good and poor performer & submit report to HR Head						
5	HR Head	Approval	Approval	Prepare a policy, discuss with HOD and approve. Submit to CEO/COO approval						
6	COO/CEO	Approval	Approval	Approval						

Auto Flow from Employee to Line manager to HOD to HR Coordinator & Director to COO/CEO for final Approval.



(Your partner for Industrial solution & Empowerment of Human Capital)



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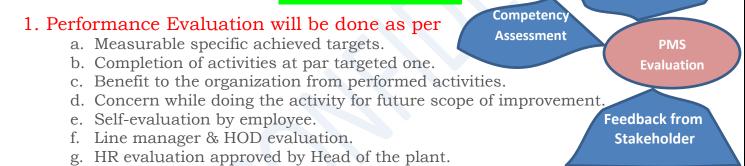
(Format 1): Format to set Individual KPA/KRA/KPI

(This section should be completed by the employee & Line Manager/HOD together.)

Sl. No	Objectives/Target KPA/KRA/KPI	Specific Measures (What)	Weightage in %
1			
2			
3			
4			XXX
		Total	100%

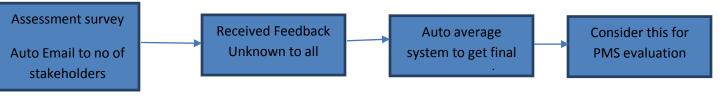
Evaluation Process

Self Evaluation



2. Competency Assessment report

- a. This report to come automatically from LMS module in %, also in pie chart or spider chart.
- 3. Feedback from direct & indirect stake holder: To get overall feedback about employee
 - a. Auto feedback & Assessment Survey system do work here.
 - b. Email for online feedback to go to all relational whose email ID either to set or manually put for feedback.
 - c. Score of each to come as an average in the format. This process can be done any time in a year.
 - d. This can be considered or not to be decided by individual management. We are setting this in system with zero weightage (means *0 in a formula).



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Performance Development Plan (PDP) or Training Need Identification for self-Improvement:

- 1. This part of the PMS should be used to identify Skills, SWOT and areas of improvement (TNI) for the purpose of providing information to HR to determine future development needs. This section can be submitted at the interim and final appraisal but must be submitted at a minimum of one time during the performance cycle.
- 2. In our system this process is fully automatic. TNI are related to skills. SWOT analysis also automatic can be viewed by individual HOD or HR.
- **3.** Training requirement can be informed through auto process already developed.

	Personal/Professional Development Plan								
Sr No	Area of Improvement	Suggested Development/ Improvement suggestion	Learning Solution	Training Requirement Self & approved by HOD					
1	Functional/Technical								
2	Soft Skill/HR Skill								
3	Safety								
4	Management MDP								
5	Quality/Business Excellence								
6	Certification								
7	Leadership								
8	Team Building								

PMS Evaluation Report and Evaluation:

PMS Evaluation gives the detailed report what and how the employee performed in a year, benefits to the organization, various concerns during performing and future scope of improvement.

- 1. Auto processed Report to be submitted by PMS coordinator for every individual one by one to HR Head for an approval.
- 2. All process to carry out online.
- 3. Formula for final grading can be applied or Bell curve if found useful can be applied.
- 4. Based on Final outcome system itself will identify
 - a. Top performer or Leaders
 - b. Employee for Competency development plan
 - c. Employees for growth development plan
 - d. Poor performer for performance improvement plan- Auto process for PIP.
- 5. It will give you suggestions for promotion for consistent performer.
- 6. Auto linked to payroll system for % hike proposed or incentive disbursement.



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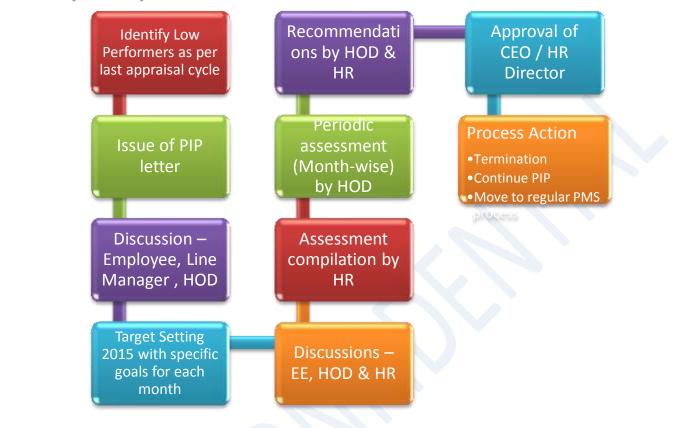
5		PMS Evaluat	tion report for Mr AB	C Post. XY	Z. Department PQR	R	S2
Name	1	Level		LOP in a Year			
Department		DOJ		Medical Leaves in a Year			
Grade		Administrative		Functional			
Joined Level		Reporting		Reporting		Aloug Inconference	
Joined Level		Present Level	Compete	Last promoted		Next level/grade	hi
Sr No	Compatency	Year1	Year2 (last year)	Year3 (present Year)		Chart (Spider or Pie)	
Srivo	Competency General Competency	reart.	rearz (last year)	reara (presere rear)		Unant (Spider of Pre)	
2	Safety Competency				Chart Title		
3	Functional Competency				1		
4	Behaviour Competency						
5	HR/People Management	-					
6	Management Competency						
8	Leadership Competency Conflict Management	-			1 1 1 1 1 1 1 1 1		
9	Stress Management				+7 +9 +9 +10+11+13		
10	Contrast and gentletin			-			
1			Total/Average			1	
			Performance Ev	aluation for Year (la	test)		
Sr No	(POP VOID)	Self evaluation	HOD Evaluation	HR Evaluation	Self evaluation	HOD Evaluation	HR Evaluation
SENO	Set Target	(Six Month)	HOD Evaluation	HR EValuation	(Year)	Document	HR Evaluation
3 1							
2							
3				-			
5							
6					-		
7							
8							
9							
10	15	(-		
4						TotalAverage	
	Feedback Report (Asses	sament on Other	the second s	contact/relation/cus	tomenvendor)- Onlice i	Feedback system to	be used
		No of feedback Sent	No of feedback	Average of feedback	Assessment (Good/Average)		Any Comment
1		No of feedback Sent	No of feedback response Received	Average of feedback Satisfaction in %	Assessment (Good/Average Excellent/Bad)	Suggested Competency	Any Comment
1	Feedback from HOD	No of feedback Sent					Any Comment
1 2	Feedback from Line Manager	No of feedback Sent					Any Comment
3	Feedback from Line Manager Feedback from Coleague/peer	No of feedback Sent					Any Comment
3	Feedback from Line Manager Feedback from Coleague/peer Feedback from Other department	No of feedback Sent					Any Comment
3 4 5	Feedback from Line Manager Feedback from Coleague/peer Feedback from Other department Feedback from Customer	No of feedback Sent					Any Comment
3	Feedback from Line Manager Feedback from Coleague/peer Feedback from Other department	No of feedback Sent					Any Comment
3 4 5	Feedback from Line Manager Feedback from Coleaguejpeer Feedback from Other department Feedback from Customer Feedback regarding dept	No of feedback Sent	response Received				Any Comment
3 4 5 6	Feedback from Line Manager Feedback from Coleague/peer Feedback from Other department Feedback from Customer Feedback regarding dept performance (For HOD)	No of feedback Sent					Any Comment
3 4 5 6	Feedback from Line Manager Feedback from Oblegue/peer Feedback from Other department Feedback from Customer Feedback regarding dept performance (For HOD) Oritical Statistical	No of feedback Sent	Total Average	Satisfaction in %	ExcellentBad)	Competency	
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PMS Coordinator Report Format (In excel format):

- 1. Name, Department, Grade/Level
- 2. Rating Obtained
- 3. Recommendations from HOD or HR
- 4. Salary Hike proposed.
- 5. Whether promotion is recommended.
- 6. Special Comments by HOD to HR
- 7. Number of persons in poor performance and put for Performance Improvement plan.
- 8. Training need Identification to go to Training Manager.



Identify Poor performer and send to PIP:



PIP Evaluation:

E mployee				rmanc									
Personal							1						
Details							1						
Detailo						1							
S r No	Objective	Weightage	Measurable Actions	Month wise Self Review		Month wise HR Review		Average in %			Below 80 Red		
	To be set by Line manager/HOD	(All = 100%)	Quantity & Quality	Month 1	Month 2	Month 3	Month 1	Month 2	Month 3	Month 1			above 80 gre
1		A		85			80	90	85	85			
2	Objective by	Acceptance					80	90	85	85			
3	HOD for	by Employee					80	95	85	86.66666667			
4	Employee						85	75	60	73.33333333			
5		HR Review per	Report Submitted				80	80	85	81.66666667			
6		month	to HOD for review				75	90	85	83.33333333			
		-	1			Objective				-			1
Sr No	Name of Training	Weightage	Measurable Actions		wise Self			onth wise HR Revie		Average			Below 80 Re
				Month 1	Month 2	Month 3	Month 1	Month 2	Month 3	in %			above 80 gre
1										90			
2	2									94			
3										98			
4										76			
5										80			
							-						
					Re	port							
				Month	wise HR	Review	Average	Below 80 Red,		HR		Appro	oval
rno	Name of Employee	Dept	HOD	Month 1	Month 2	Month 3	in %	above 80 green		Recommendation	HOD	HR Head	CEO/COO
	A			-			above			PIP Continue			
2 B				This is the average of al monthwise (combination						to be on regular			
2	3 C					nd				Terminated			
	C C						85.667						
3				85	/5								
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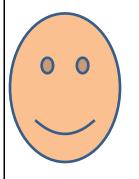


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Future Development: As per requirement or further suggestions.

Various Reports:

Various all types of reports can be generated from this auto system.



If you are thinking to control various units from Corporate or Outsource the Training function, give us a chance to meet and discuss.

For more details, Demo and your requirement please Contact:

With Best Regards and Thanks,

Vikas S. Wadnerkar (Contact:+91-7709012815)

ME (Electrical Engg), BE (Power Electronics), PGDHRM

PE (IE India- 700116-4), IOSH (UK) Certified, OHSAS 18001 Head Technical Consultant and Expert Training

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Centre For Industrial Solutions and Advanced Training

(An ISO 9001:2015 Certified)

"A Complete Training Solution (Outsourcing) under One roof"

(Technical- Electrical/Mechanical/Automation/Chemical, Behavioral, Soft Skill, Safety, Out Bound training, Business Excellence, Safety Audit, Energy Audit, Skill Gap Analysis/Automation Solution/Sales & Service; PLC/Drives, Productivity and Time and Motion Study, Improvement Projects, TPM, 5S and Six Sigma Implementation, Technicians Training)