



CISAT

**PERFORMANCE
MANAGEMENT
SYSTEM FULLY
INTEGRATED ONLINE
WEB BASED SYSTEM**

PMS

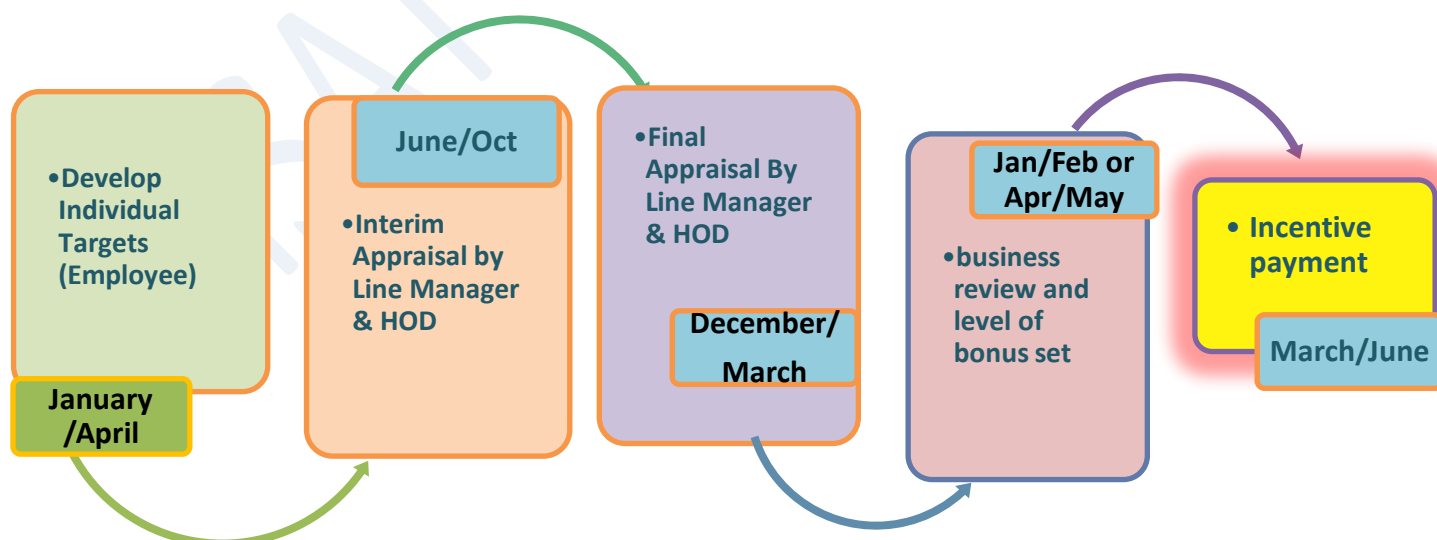
Performance Management System- Fully Automated

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.

Process Flow Chart:



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

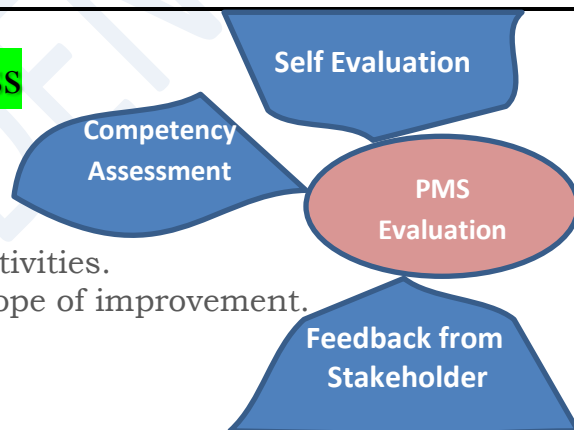
(This section should be completed by the employee & Line Manager/HOD together.)

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

Evaluation Process

1. Performance Evaluation will be done as per

- Measurable specific achieved targets.
- Completion of activities at par targeted one.
- Benefit to the organization from performed activities.
- Concern while doing the activity for future scope of improvement.
- Self-evaluation by employee.
- Line manager & HOD evaluation.
- HR evaluation approved by Head of the plant.

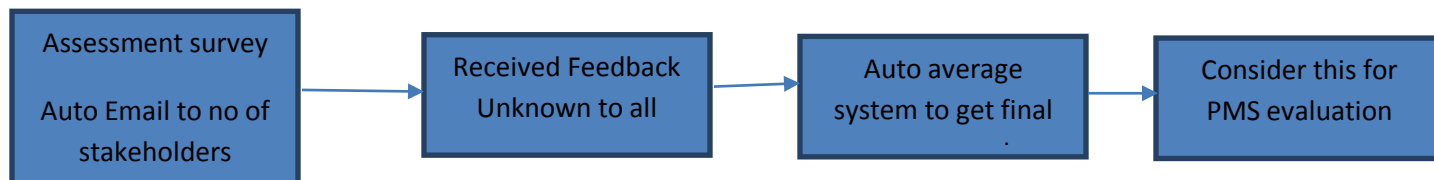


2. Competency Assessment report

- 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

- Auto feedback & Assessment Survey system do work here.
- Email for online feedback to go to all relational whose email ID either to set or manually put for feedback.
- Score of each to come as an average in the format. This process can be done any time in a year.
- 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).





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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PMS Evaluation report for Mr. ABC Post. XYZ Department. PQR							
Name		Level		LOP in a Year			
Department		DOJ		Medical Leaves in a Year			
Grade		Administrative Reporting		Functional Reporting			
Joined Level		Present Level		Last promoted		Next level/grade	
Competency Assessment							
Sr No	Competency	Year1	Year2 (last year)	Year3 (present Year)	Chart (Spider or Pie)		
1	General Competency						
2	Safety Competency						
3	Functional Competency						
4	Behaviour Competency						
5	HR/People Management						
6	Management Competency						
7	Leadership Competency						
8	Conflict Management						
9	Stress Management						
10							
Total/Average							
Performance Evaluation for Year (latest)							
Sr No	Set Target	Self evaluation (Six Month)	HOD Evaluation	HR Evaluation	Self evaluation (Year)	HOD Evaluation Document	HR Evaluation
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total/Average							
Feedback Report (Assessment on Other Qualities by people in contact/relation/customer/vendor)- Onlce Feedback system to be used							
		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						
2	Feedback from Line Manager						
3	Feedback from Colleague/peer						
4	Feedback from Other department						
5	Feedback from Customer						
6	Feedback regarding dept performance (For HOD)						
7	Critical Stakeholder						
Total Average							
Overall Rating	Can add formula here to Decide the rating e.g. (= 20% of Competency + 70% Performance + 10% Feedback)		Exceed the Expectations 100.01 and Above Top Performer 5	Meet the Expectations 85.01 to 100% Good 4	Below Expectations 70-84.99 % Average 3	Far Below Expectation Below 70% Below average 2	No output Below 50% Poor 1
HR Recommendations	Candidate is to be recommended for	Leadership Development Plan (LDP)		Last 2 Yrs Consistent			
	Note: This report to be prepared by PMS Coordinator and to be sent to HR Head for an approval for every individual. HR Head then approve/reject for review once again and do send report to COO/CEO for an approval. All reports to come as a one/two page report for every individual.	Potential Growth Plan (PGP)		Good/Average/mat expectation			
		Competency Development Plan (CDP)		Good/Average/mat expectation			
		Performance Improvement Plan (PIP)		below Average & Poor			
		Promoted to Next Level		(If Yes- Add one Level from present & mention the post)		Comment on any interdepartmental transfer like from HR to Engg or Engg to Finance	
	Salary Hike (Can it be in simple way)	in %		Proposed in a format auto updated based on rating			
	PLI Bonus (as per set formula)	in %					
	Salary Hike Approved	(Change/Same)		Information Send to Account/Pay roll-Auto email		Once approved by CEO/COO/ED	
Prepared by/Approve Signature		Approve Signature	Approve Signature	Approve Signature	All to be update automatically through internal Link		
PMS Coordinator		HOD	HR Director	CEO/COO/ED			

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.

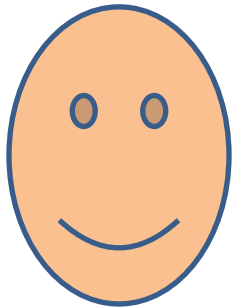




Future Development: As per requirement or further suggestions.

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,

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