

PERFORMANCE MANAGEMENT TEMPLATE (FY 2023-2024)

Employee Details			
Employee Name		ID Code	
Date of Joining		Unit	
Designation		Department	
RL		Location	
Reporting Manager		Reviewing Manager	

It's that time of the year, where we take stock of what the year has been and allow us to *evaluate our performance for the last year*.

We have detailed the process with timelines for **Performance Appraisal Process for FY 2023-24**.

Phase	Timelines	Performance Appraisal for FY 2023-24
1	6 th March – 12 th March	Employee to complete Self-Assessment for FY 2023 – 24
2	1st April – 15th April	<ul style="list-style-type: none"> - Discussion between the Employee and the Reporting Manager - Reporting Manager to complete the Employee Assessment

PERFORMANCE EVALUATION (FY 2023-2024)

(Performance Assessment Period: 1st Apr 2023 – 31st Mar 2024)

ELIGIBILITY FOR THE PERFORMANCE APPRAISAL PROCESS FOR FY 2023-24:

1. Employees who have joined us on or before 30th September 2023 will be eligible for this assessment cycle
2. Employees from RL1 to RL5, and employees in RL6 & RL7 from Support functions.

GUIDELINES:

1. Please provide specific & precise information on your achievements & deliverables.
2. Scale of Assessment for KRA will be 1 i.e. Under Performer to 5 i.e. Outstanding (with 3 being Target).
3. Post submission of self-appraisal, please block time with your reporting manager to discuss your achievements & deliverables.
4. Reporting Manager to complete and submit to Reviewing Manger for validation. To be then submitted to HR.
5. **The Final Rating will be arrived post calibration by the Business Head, Function Head and Management.**

Rating	KRA Assessment
5 - Outstanding	<i>Performance consistently exceeds expectation</i>
4 - Excellent	<i>Performance exceeds expectation</i>
3 - Target	<i>Performance meets expectation</i>
2 - Needs Improvement	<i>Performance sometimes below expectation</i>
1 - Underperformance	<i>Performance does not meet expectation</i>

PERFORMANCE EVALUATION FORM (Examples)

Sr. No.	Goal / KRA	Deliverables	Weightage	Target Measures					Actual Achieved	Rating (1 to 5)	Rating X Weight-age
				5	4	3	2	1			
Eg.	Achieve Sales Target	Achieve sales through LFL sales and Net Gains	20%	>180Cr	1.59Cr-1.80Cr	1.44Cr-1.58Cr	1.22Cr-1.43Cr	=<1.20 Cr	1.30Cr	4	0.8
Eg.	Reduce Attrition	Unit Attrition through employee engagement	10%	<28%	33%-28%	37%-34%	42%-37%	>42%	40%	2	0.2

PERFORMANCE EVALUATION FORM (FY 2023-2024)

Sr. No.	Goal / KRA	Deliverables	Weightage (Total weightage should be 100%)	Target Measures					Actual Achieved	Rating (1 to 5)	Rating X Weightage
				5	4	3	2	1			
1											
2											
3											
4											
5											
Sum of the (Rating X Weightage)											

SELF-ASSESSMENT (To be filled by employee)	
A.	Key Factors that enhanced your performance:
B.	Factors that hindered your performance:

*Reporting Manager Rating	Comments <i>(Areas of Strength, Areas of Improvement, Any other Remarks etc)</i>

**Reviewing Manager Comments

Note:

1. Reporting Manager should not share the ratings with the employee
2. Reviewing Manager to discuss and agree with the Reporting Manager, in case of difference in Employee Rating
3. The Final Rating will be arrived post calibration by the Business Head / Function Head and Management