



## **Performance Based Appraisal Policy**

### **Purpose**

- To assess objectively performance and potential of the employee.

### **Scope**

- Focus on the development and utilization of an employee
- Transparency and openness in the system
- Emphasis on the potential assessment and career plan of an employee
- Identification of training and development needs
- Identification of strengths and improvement areas
- Review job expectations
- Check ongoing performance
- Recognize individuals
- Building the Organization & Business

### **Methodology of Measuring Performance**

- Regularity of the Attendance and punctuality in office timings.
- Ability to work individually or in group.
- Leadership skills.
- Initiative, Job knowledge, Technical skills.
- Attitude.
- Judgmental Skills.
- Past Achievement.
- Honesty and sincerity.
- Innovativeness
- Cost & Time consciousness
- Communication

### **ELIGIBILITY**

The employee will be eligible for appraisal only after completion of six months of services in the organization. However, for new joiners KRA will be fixed as soon as the date of joining.

### **DEFINITIONS:**

**Appraiser:** The person to whom the employee is reporting

**Reviewer:** The Departmental Head of the appraisal. In case more than one intermediate level is involved, the department head will decide who will be the reviewer.



**KRA:**

A process whereby the superior and subordinates of the organization jointly identify its common objectives, define each individual's major areas of responsibility.

1. Establishment of Goals
2. Setting the performance standard
3. Actual level of job attainment is compared with the goals agreed upon.
4. Establishing new goals and new strategies for goals not previously attained.

On half year basis KRA to be fixed by the HOD on consultation with the individual employee. KRA should be **SMART** analysis method [Specific, Measurable, Achievable, Realistic and Time Bound].

1. KRA to be divided into 2 half year on priorities basis.
2. Every Half year Head-HR has to do the appraisal to the individual along with concern HOD and appraisal report result to be submitted to CEO by Head-HR along with action plan.

**IMPROVEMENT PLAN**

Based upon the review and actual ratings of the individual, the Low Performer will be counseled for improvement and good performer will be considering for recognitions.

**OPERATIVE PROCESS**

- An appraisal is a meeting / discussion between employee and employees Superior / Manager to discuss employees' performance in order to plan together employee's future. It gives you a chance to think about how an employee has performed since the last appraisal or since joining the organization and to agree future performance objectives.
- Before the appraisal meeting, employee and his/her Superior / Manager should agree a suitable time and date for appraisal.
- Listed in appraisal forms would be the qualities / skills that are important in an employee's job.
- Further to the rating the HR Department will receive the forms and prepare the final data of rating status and track the same.
- The consolidated data is presented in the MIS format to the Top management for further decision regarding conversion of performance points into salary increment, promotion or any other such decisions.



**Criteria for level of achievements relating to each KRA:**

- Actual rating should be rated in 1-5 scale
- 5 means 100% achievement of KRA
- 1 means 0% achievement of KRA

S. No	Ratings	Grade
1	Below - 35	1= Unsatisfactory
2	36 - 50	2= Below Average
3	51 - 70	3= Average
4	71 - 90	4= Good
5	91 - 100	5= Exceptional