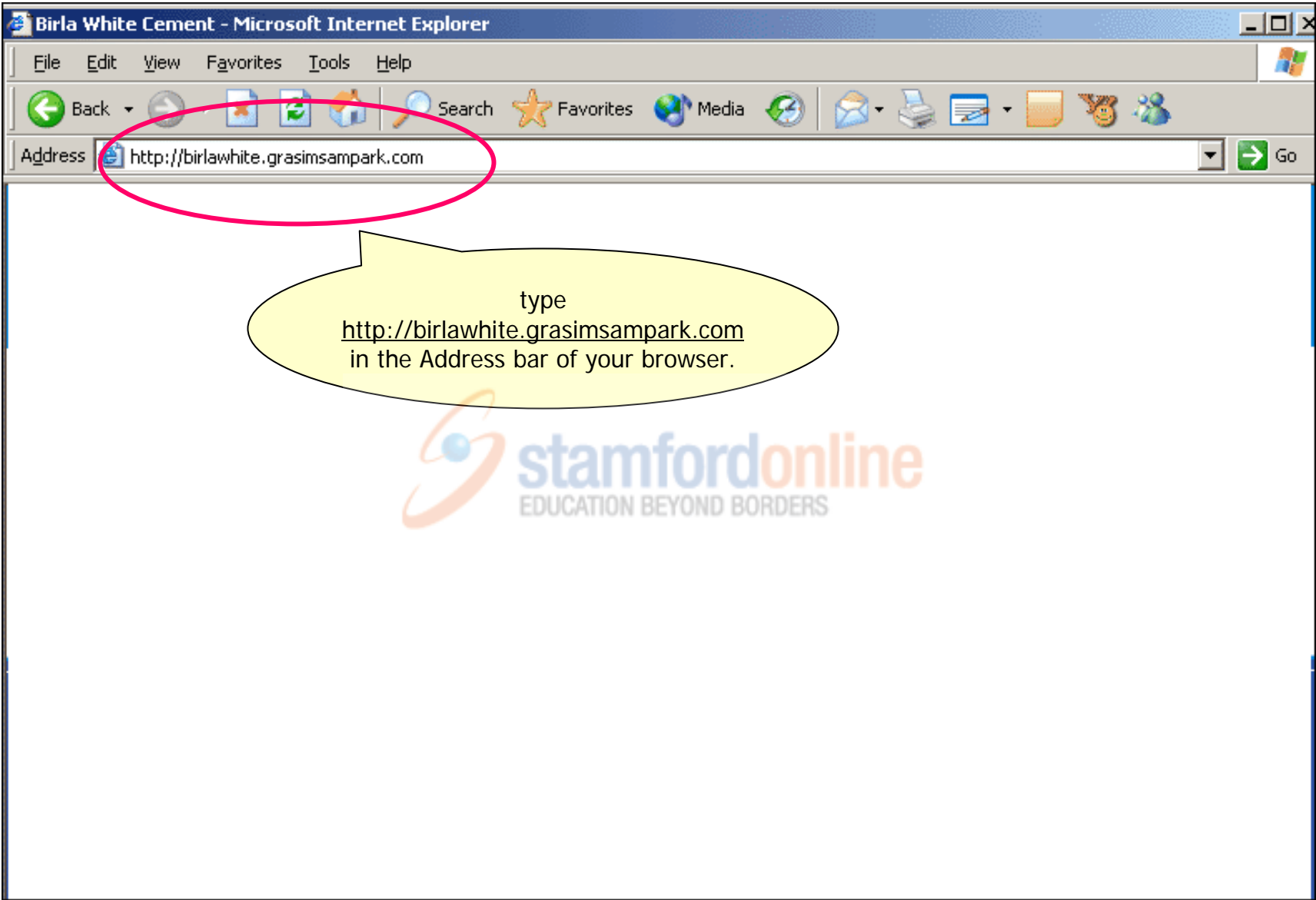


E-Appraisal System & Performance Diary

Chapter 9

Reference - Birla White





Birla White Cement - Microsoft Internet Explorer

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Back Search Favorites Media

Address <http://birlawhite.grasimsampark.com> Go

Birla White
THE WHITER WHITE CEMENT

stanfordonline
EDUCATION BEYOND BORDERS
e-Appraisal System
& Performance Diary

Performance Appraisal

LOGIN >>

[Download User Manual for Performance Diary](#)





Home Back Fwd Refresh

Login

Username

Password

LOGIN

Enter Your
Username &
Password to login





← Back → Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Welcome to Birla White on Grasim Sampark!

Your Personal Profile	
Name	Mr. ARUN MANTRI
Emp Code	1021
Designation	SR.MANAGER
Qualification	B.E.(ELECT),MBA 1999
Grade/Level	Dept. Head - Purchase
Location	Kharia Khangar
D. O. J	
Department Name	
Appraisal	

This is Your exclusive Zone on the Birla White's online HR system.
Let us take a look at the Appraisal module.

Click on the Appraisal link



stamfordonline
MAIN MENU
EDUCATION BEYOND BORDERS
Diary Personal Info

Appraisal

Appraisal
Self Evaluation
Communication Channel
Diary
View Diary
Training
View Training History

The first stage of Performance Appraisal is Self Evaluation. Click here to evaluate yourself for this appraisal period.

Appraisal

Individual Performance & Development Plan

Mr. ARUN MANTRI,

You will now be presented with the Performance Evaluation Form, displaying the KPAs and the Agreed objectives.

Each screen will display one KPA. In the box provided, you will need to key in the 'Self Evaluation', before proceeding to the next KPA.

Finally, before submitting the form to your appraiser for rating, you can Preview / Edit your inputs.



General Instructions. Please read this carefully.

Click on Continue to proceed.

Birla White Online Appraisal System & Performance Diary

Appraisal Back Fwd Refresh MAIN MENU HELP UTILITIES LOGOUT

Individual Performance & Development Plan

Performance Evaluation

Your first KPA

Enter your self evaluation Here. There is no limit to the size of text you enter here.

Key Performance Area (1)
People development

Agreed Key Objectives	Self Evaluation (Descriptive)
<p>1.To do quarterly assessment of individual based on feedback received from the seniors, colleagues, subordinates & internal customers by 30.09.2003</p> <p>2.To give additional responsibility of block purchase & import to Shri Rahul Purohit through on the job training by 30.09.2003</p> <p>3.To develop one person as successor of HOD Purchase by way of delegation, empowerment, job enrichment etc.</p> <p>4.To develop self confidence in subordinates by delegating more responsibility & authority in routine work</p> <p>5.To impart training under teach ability concept (four subjects)</p>	<p>Extensive monitoring and control of activities (Total activities exceeded the Planned activities). Regular visits to Depot. Prepared and Finalised Annual Activities and Budget based on feedback, inputs and market requirements.</p>

Click on Next to move to the next KPA

NEXT

When you finish with Self Evaluation of all your KPAs,

you will come to a screen which looks like this.



Birla White Online Appraisal System & Performance Diary


[Appraisal](#) [Back](#) [Fwd](#) [Refresh](#) [MAIN MENU](#) [HELP](#) [UTILITIES](#) [LOGOUT](#)

Performance Evaluation

Mr. ARUN MANTRI,

If you would like to go through or make changes to the Self Evaluations that you have made, please use the View or Edit option below.

Please note that once the form has been Submitted to your Appraiser, you cannot make further changes to 'Self Evaluations'.

Appraisal Parameters		
 KPAs		
People development	View	Edit
Customer orientation	View	Edit
Cost reduction	View	Edit
System perfection	View	Edit
Vendor development	View	Edit

SUBMIT

General Instructions

View / Edit your Self Evaluation against each KPA

After verifying and making modifications if any, click on the Submit button

Please note:

Once you Submit your Self Evaluation, you cannot make any further changes.

The Following confirmation screen appears on clicking Submit.





Appraisal

← Back → Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Confirmation Message

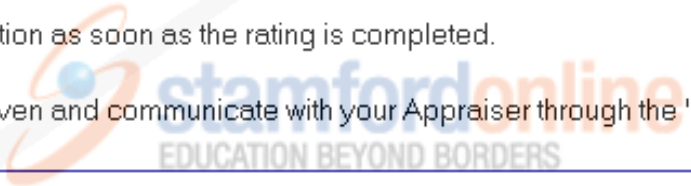
Performance Evaluation

Mr. ARUN MANTRI,

Your Performance Evaluation Form has been sent for rating to your Appraiser.

You will receive an Email intimation as soon as the rating is completed.

You can then view the ratings given and communicate with your Appraiser through the 'Communication Channel'.



- ~ Your Appraisal Form with your self evaluation now goes to your Appraiser.
- ~ You will get an email intimation when your Appraiser has given his ratings.
- ~ You can then log in and click on the link called "Communication Channel" in your zone.







 Home  Back  Fwd  Refresh

Login

Username

Password





Enter the
Username &
Password provided
to you.



← Back → Fwd ↻ Refresh

• MAIN MENU • HELP • UTILITIES • LOGOUT

Welcome to Birla White on Grasim Sampark!



Click on Appraisal

Appraisal



Diary

Employee Info



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[MAIN MENU](#) [HELP](#) [UTILITIES](#) [LOGOUT](#)

Appraisal	
Evaluation SI-SII	
Evaluation AO-DGM	
Score Update	
Diary	
View Diary	
Training	
View Training History	

Select AO-DGM Employees.





Appraisal

← Back → Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

General Instructions

Individual Performance & Development Plan

MR MUKESH BABU AGARWAL,

You will now be presented with the list of Employees in the grades Assitant Officer to Deputy General Manager who are in your Appraisal fold. Clicking on the name of an employee will display the employee details.



Read the Instructions and Click on continue



Individual Performance & Development Plan

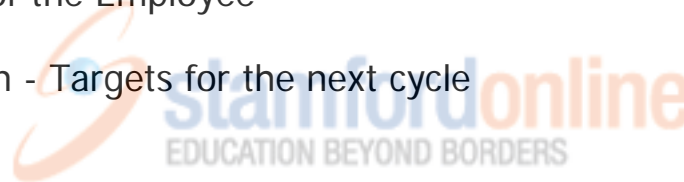
Employee Id	Employee Name	Evaluation Status
1021	Mr. ARUN MANTRI	New Form

Here you will see the list of AO-DGM employees in your fold. Select an employee from the list.

The status shows New Form. It means this form has to be Rated by you.

Performance Evaluation of the Employee is divided into 4 distinct parts:

- ~ KPA Rating
- ~ Performance Competency rating (behaviour pattern)
- ~ Specific Achievements of the Employee
- ~ Performance Evaluation - Targets for the next cycle



Birla White Online Appraisal System & Performance Diary

Appraisal Back Fwd Refresh MAIN MENU HELP UTILITIES LOGOUT

Emp : **Mr. ARUN MANTRI** **Individual Performance & Development Plan**

New Form View Diary

Click here to see the details of this employee

Performance Evaluation

Key Performance Area (1)
People development

Rating Key
4 - Outstanding Achiever
3 - High Achiever
2 - Performer
1 - Contributor

Agreed Key Objectives	Self Evaluation	Rating
1.To do quarterly assessment of individual based on feedback received from the seniors, colleagues, subordinates & internal customers by 30.09.2003 2.To give additional responsibility of block purchase & import to Shri Rahul Purohit through on the job training by 30.09.2003 3.To develop one person as successor of HOD Purchase by way of delegation, empowerment, job enrichment etc. 4.To develop self confidence in subordinates by delegating more responsibility & authority in routine work 5.To impart training under teach ability concept (four subjects)	Extensive monitoring and control of activities (Total activities exceeded the Planned activities). Regular visits to Depot. Prepared and Finalised Annual Activities and Budget based on feedback, inputs and market requirements.	<input type="text" value="3"/>

Remark
Upto the satisfaction

Enter your Rating in this box

Employee Self Evaluation for the first KPA

Enter the Remarks and click on Next to move to the next KPA

NEXT

Each KPA has to be rated in this manner.

- ~ When this process is complete, the Performance Competence form of the Employee comes up as shown in the next screen



Birla White Online Appraisal System & Performance Diary

Appraisal Back Fwd Refresh MAIN MENU HELP UTILITIES LOGOUT

Emp: **Mr. ABUN MANTRI** **Individual Performance & Development Plan**

New Form View Diary

Personal Attributes **Performance Competence** **Behavioural Rating**

Personal Attributes	Behavioural Rating
<p>Cost Consciousness Describes an orientation and understanding of cost associated practices and processes within the organization. Ability to understand value creation through cost optimisation. Ability to continuously devise ways to optimize costs involved with own work and of those within his functional area. Ability to understand cost benefit criteria and make investment decisions using appropriate data.</p> <p>Displays good understanding of costs involved with one's role</p> <p>Continuously monitors whether the benefits justify the investment</p> <p>Searches for ways to optimize investments without compromising on quality</p> <p>Keen awareness of major cost drivers of the organization as a whole</p> <p>Suggests ways and means to reduce costs for the organization</p>	<p><input checked="" type="radio"/> Actively seeks to identify costs associated with one's own role, costs associated with organizational processes and functional areas. Discusses and searches for ways to optimize costs.</p> <p><input type="radio"/> While sometimes he does monitor costs associated with his role(s) falling under his purview at other times he needs to be reminded about it. Understands the need for cost reduction but has not yet internalized it. While displays good understanding of costs associated with his/her role but has little understanding of organization</p>

Choose the appropriate Behaviour. Use the scroll bar to scroll down.

Click on Next to proceed

NEXT

Appraisal

Emp : **Mr. ARUN MANTRI**

New Form

View Diary

Individual Performance & Development Plan

Other Specific Achievements

Please mention any significant achievements of the employee.

Has taken lot of efforts to solve pending bank entries for long time

You can enter Specific Achievements of the Employee, if any.

CONTINUE

Click on the Continue button

- ~ The next step is to fill in the Performance Targets for this Employee for the following appraisal cycle i.e. the KPAs and the corresponding Agreed Objectives
- ~ This screen looks like the one shown here.





Appraisal

Back Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Emp : **Mr. ARUN MANTRI**

Individual Performance & Development Plan

- New Form
- View Diary

Performance Evaluation - Targets

KPA #	KPA Description	Agreed Key Objectives
1	Controlling & Monitoring Depot Accounting	invoices/cr. notes Attending to Customer complaints; Balance Confirmation from Parties.
2	Legal Compliance	Timely payment/filing of returns complying the rules of the state.Filing legal cases against the defaulter.
3		
4		
5		

After entering the new set of KPAs and the agreed objectives, click here to continue

CONTINUE



Appraisal

← Back → Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Emp: **Mr. ARUN MANTRI**

Individual Performance & Development Plan

- New Form
- View Diary

MR MUKESH BABU AGARWAL,

If you would like to go through or make changes to the Ratings that you have made, please use the View or Edit option below.

You can View or Edit each of the evaluations made

Appraisal Parameters	View / Edit
KPAs	
People development	View Edit
Customer orientation	View Edit
Performance Competence	
Cost Consciousness	View Edit
Customer Orientation	View Edit
Planning	View Edit
Negotiation Skills	View Edit
Other Specific Achievements	Edit
Performance Evaluation - Targets	View Edit

Click on the Submit button after due verification

SUBMIT



Appraisal

← Back → Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Emp : **Mr. ARUN MANTRI**

Individual Performance & Development Plan

- New Form
- View Diary

MR MUKESH BABU AGARWAL,

The Appraisal for Emp : **Mr. ARUN MANTRI** has been sent to him for approval.

Based on your appraisal, the following training needs have been identified for this employee.

Sl No	Training Need
1.	Customer Orientation - II
2.	Team Work - I
3.	Creativity & Innovation - I
4.	Personal Effectiveness - II
5.	Managerial Effectiveness - II
6.	Advanced Interpersonal Skills through Transactional Analysis - II
7.	Interpersonal Skills for influencing & convincing - I
8.	HR for line Manager - II
9.	Supply Chain Management

The list of Training Needs for the employee identified by the system appears here.

Any views that the Employee may have will come to you for redressal (First Round Communication).

- ~ When you have completed the appraisal of an employee, an email intimation goes to him.
- ~ He checks his zone and communicates with you if he disagrees on the rating.
- ~ You can now move on to the next employee for Performance Evaluation.







[Appraisal](#)

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Appraisal
Self Evaluation
Communication Channel
Diary
View Diary
Training
View Training History



Click here to view your Rating





Appraisal

Back Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Individual Performance & Development Plan

Mr. ARUN MANTRI,

You may view the ratings / remarks awarded to you by your Appraiser on the following

- Performance Evaluation
- Performance Competence, Significant Contributions, Training Needs
- Targets for next Appraisal Period

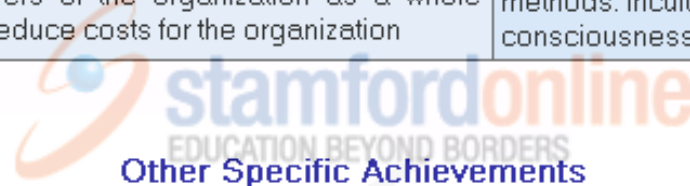
Key Performance Area (1) People development

This screen displays the ratings you have received against each KPA, ratings on Performance Competence, your Specific Achievements, Targets for the next cycle and recommended Training Programs. Use the scroll bar to scroll down

Agreed Key Objectives	EDUCATION KEY AREAS BORDERS Self Evaluation	Rating	Remarks
1.To do quarterly assessment of individual based on feedback received from the seniors, colleagues, subordinates & internal customers by 30.09.2003 2.To give additional responsibility of block purchase & import to Shri Rahul Purohit through on the job training by 30.09.2003 3.To develop one person as successor of HOD Purchase by way of delegation, empowerment, job enrichment etc. 4.To develop self confidence in subordinates by delegating more responsibility & authority in routine work 5.To impart training under teach ability concept (four subjects)	Extensive monitoring and control of activities (Total activities exceeded the Planned activities). Regular visits to Depot. Prepared and Finalised Annual Activities and Budget based on feedback, inputs and market requirements.	3	Upto the satisfaction

Performance Competence

Personal Attributes	Behavioural Rating
<p>Cost Consciousness Describes an orientation and understanding of cost associated practices and processes within the organization. Ability to understand value creation through cost optimisation. Ability to continuously devise ways to optimize costs involved with own work and of those within his functional area. Ability to understand cost benefit criteria and make investment decisions using appropriate data. Displays good understanding of costs involved with one's role Continuously monitors whether the benefits justify the investment Searches for ways to optimize investments without compromising on quality Keen awareness of major cost drivers of the organization as a whole Suggests ways and means to reduce costs for the organization</p>	<p>Actively seeks to identify costs associated with one's own role, costs associated with organizational processes and functional areas. Often discusses and searches for new ways of working to optimize costs. Influences others to practice cost effective ways. Regularly questions the benefit/value derived from various organizational cost centers. Others look up for active support and guidance to devise and adopt cost effective methods. Inculcates values of cost consciousness among others.</p>



Has taken lot of efforts to solve pending bank entries for long time

Performance Evaluation - Targets

KPA #	KPA Description	Agreed Key Objectives
1	Controlling & Monitoring Depot Accounting	Timely and correctly preparation of invoices/cr. notes Attending to Customer complaints; Balance Confirmation from Parties.
2	Legal Compliance	Timely payment/filing of returns complying the rules of the state.Filing legal cases against the defaulter.

Training Needs

SI No	Training Need
1.	Customer Orientation - II
2.	Team Work - I
3.	Creativity & Innovation - I

Add another Training Need if you wish to



Click the Agree button to accept the overall Evaluation

AGREE

Click this to close Appraisal process

[OR]

EXPRESS YOUR VIEW

Click this to continue discussion with your Appraiser

AGREE Click this to close Appraisal process

[OR]

EXPRESS YOUR VIEW Click this to continue discussion with your Appraiser

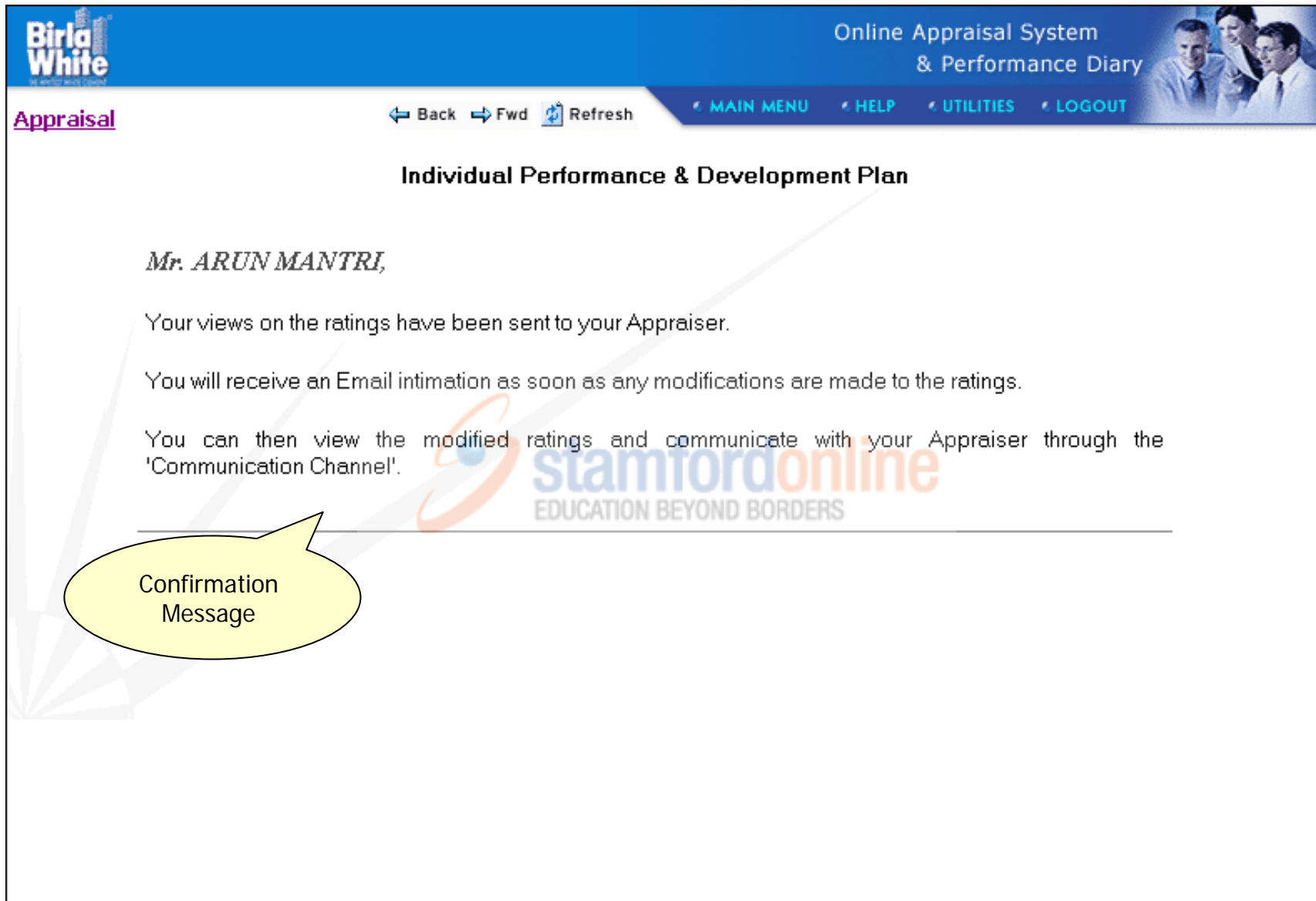
Click the Express Your View button in case of disagreement with the rating

Express Your Views here
Enter the reason for disagreement

Express Your Views here
ing once again.
stamfordonline
EDUCATION BEYOND BORDERS

SUBMIT

Click on the Submit button



The screenshot shows a web application interface for the Birla White Online Appraisal System & Performance Diary. The header includes the Birla White logo and navigation links: MAIN MENU, HELP, UTILITIES, and LOGOUT. The main content area is titled "Individual Performance & Development Plan" and is addressed to Mr. ARUN MANTRI. It contains three paragraphs of text: "Your views on the ratings have been sent to your Appraiser.", "You will receive an Email intimation as soon as any modifications are made to the ratings.", and "You can then view the modified ratings and communicate with your Appraiser through the 'Communication Channel'." A yellow callout bubble points to the text, labeled "Confirmation Message". A watermark for "stamfordonline EDUCATION BEYOND BORDERS" is visible in the background.

Birla White
The World's Best School

Online Appraisal System
& Performance Diary

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Individual Performance & Development Plan

Mr. ARUN MANTRI,

Your views on the ratings have been sent to your Appraiser.

You will receive an Email intimation as soon as any modifications are made to the ratings.

You can then view the modified ratings and communicate with your Appraiser through the 'Communication Channel'.

Confirmation Message

stamfordonline
EDUCATION BEYOND BORDERS





Appraisal

← Back → Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Individual Performance & Development Plan

Employee Id	Employee Name	Evaluation Status
1021	Mr. ARUN MANTRI	✉ First Round Communication (Appraisee to Appraiser)






Click here to see the Appraisal Form of the Employee

The status shows First Round Communication. It means that the employee's form has to be looked at again, based on his feedback.

MR MUKESH BABU AGARWAL,

If you would like to go through or make changes to the Ratings that you have entered on employee feedback, please use the appropriate View or Edit option

This screen shows all the Appraisal parameters for the selected employee. Click on any of these to View or Edit the ratings

Appraisal Parameters		
 KPAs		
People development	View	Edit
Customer orientation	View	Edit
 Performance Competence		
Cost Consciousness	View	Edit
Customer Orientation	View	Edit
Teamwork	View	Edit
 Other Specific Achievements	View	Edit
 Performance Evaluation - Targets	View	Edit
 Training Need	View	Edit

Express Your

Click on Submit after the process is complete

SUBMIT



Appraisal

Back Fwd Refresh MAIN MENU HELP UTILITIES LOGOUT

Emp : **Mr. ARUN MANTRI**

Individual Performance & Development Plan

First Round Communication

View Diary

Performance Evaluation

Key Performance Area (1)

People development

Rating Key
4 - Outstanding Achiever
3 - High Achiever
2 - Performer
1 - Contributor

Agreed Key Objectives	Self Evaluation	Rating & Remarks
1.To do quarterly assessment of individual based on feedback received from the seniors, colleagues, subordinates & internal customers by 30.09.2003 2.To give additional responsibility of block purchase & import to Shri Rahul Purohit through on the job training by 30.09.2003 3.To develop one person successor of HOD by way of empowerment, enrichment etc.	Extensive monitoring and control of activities (Total activities exceeded the Planned activities). Regular visits to Depot. Prepared and Finalised Annual Activities and Budget based on feedback, inputs and market requirements.	<input type="text" value="3"/> Upto the satisfaction <input type="text" value="4"/> very good improvement in solving pending entries

After making changes click on Save / cancel button

Make changes in the Rating if required

SAVE CANCEL



Appraisal

Back Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Emp : Mr. ARUN MANTRI

Individual Performance & Development Plan

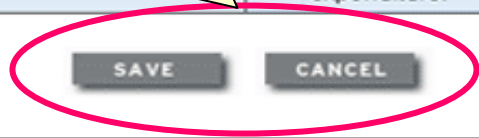
First Round Communication

View Diary

Performance Competence

Personal Attributes	Behavioural Rating
<p>Cost Consciousness Describes an orientation and understanding of cost associated practices and processes within the organization. Ability to understand value creation through cost optimisation. Ability to continuously devise ways to optimize costs involved with own work and of those within his functional area. Ability to understand cost benefit criteria and make investment decisions using appropriate data. Displays good understanding of costs involved with one's role Continuously monitors whether the benefits justify the investment Searches for ways to optimize investments without compromising on quality Keen awareness of major cost drivers of the organization as a whole Suggests ways and means to reduce costs for the organization</p>	<p>Actively seeks to identify costs associated with one's own role, costs associated with organizational processes and functional areas. Often discusses and searches for new ways of working to optimize costs. Influences others to practice cost effective ways. Regularly questions the benefit/value derived from various organizational cost centers. Others look up for active support and guidance to devise and adopt cost effective methods. Inculcates values of cost consciousness among others.</p> <p>Actively seeks to identify costs associated with one's own role, costs associated with organizational processes and functional areas. Often discusses and searches for new ways of working to optimize costs. Influences others to practice cost effective ways. Regularly questions the benefit/value derived from various organizational cost centers. Others look up for active support and guidance to devise and adopt cost effective methods. Inculcates values of cost consciousness among others.</p> <p>May have awareness of costs associated with one's role but rarely thinks of ways to reduce it. When incurring any new expenditure he needs to be reminded about balancing with the benefit. Sometimes seen incurring non-value added expenditure.</p>

Make changes in behaviour pattern identified, if required and click on the Save button





[Appraisal](#)

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Emp : **Mr. ARUN MANTRI**

Individual Performance & Development Plan

First Round Communication

[View Diary](#)

Training Need

Program Name	Description	Edit
Customer Orientation - II	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit
Team Work - I	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit
Creativity & Innovtion - I	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit
Personal Effectivness - II	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit
Managerial Effe	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit
Advanced Transactional Analy	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit

Use the Edit link on the right to make changes wherever necessary and click on the Continue button

CONTINUE



Appraisal

Back Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Emp : **Mr. ARUN MANTRI**

Individual Performance & Development Plan

First Round Communication

[View Diary](#)

Training Program Edit

Training Program	Customer Orientation - II
Employee Description	Automatically added
Appraiser Description	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;">stamfordonline EDUCATION BEYOND BORDERS</div>



Provide the description of the Training program in the text area provided and Save



Appraisal

← Back → Fwd Refresh

• MAIN MENU • HELP • UTILITIES • LOGOUT

Emp : **Mr. ARUN MANTRI**

Individual Performance & Development Plan

First Round Communication

[View Diary](#)

MR MUKESH BABU AGARWAL,

The Appraisal for Emp : **Mr. ARUN MANTRI** has been sent to him for approval.

Any views that the Employee may have will come to you for redressal (Second Round Communication).



[Back to AO - DGM Employee List](#)

Confirmation message.

Go to the list of employees to select the next one from the AO-DGM employee List

- ~ When you have completed the appraisal modifications for the employee, an email intimation goes to him.
- ~ He checks his zone and communicates with you if he still disagrees on the rating.
- ~ You can now move on to the next employee.



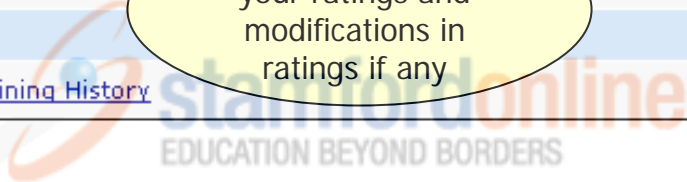


[Appraisal](#)

← Back → Fwd Refresh

Appraisal
Self Evaluation
Communication Channel
Diary
View Diary
Training
View Training History

Click here to view all your ratings and modifications in ratings if any



Birla White Online Appraisal System & Performance Diary

Appraisal Back Fwd Refresh MAIN MENU HELP UTILITIES LOGOUT


Individual Performance & Development Plan

Mr. ARUN MANTRI,

You may view the ratings / remarks awarded to you by your Appraiser on the following:

- Performance Evaluation
- Performance Competence, Significant Contributions, Training Needs
- Targets for next Appraisal Period

To communicate your views on the ratings, or add a Training Need, you may use the form provided.

Your Views  (First Round Communication)

Review the Rating once again

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This screen displays the ratings you have received against each KPA, ratings on Performance Competence, your Specific Achievements, Targets for the next cycle and recommended Training Programs. Use the scroll bar to scroll down and check for modifications in ratings if any



Appraisal

← Back → Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Performance Evaluation

Key Performance Area (1)

People development

Agreed Key Objectives	Self Evaluation	Rating	Remarks
1.To do quarterly assessment of individual based on feedback received from the seniors, colleagues, subordinates & internal customers by 30.09.2003 2.To give additional responsibility of block purchase & import to Shri Rahul Purohit through on the job training by 30.09.2003 3.To develop one person as successor of HOD Purchase by way of delegation, empowerment, job enrichment etc. 4.To develop self confidence in subordinates by delegating more responsibility & authority in routine work 5.To impart training under teach ability concept (four subjects)	Extensive monitoring and control of activities (Total activities exceeded the Planned activities). Regular visits to Depot. Prepared and Finalised Annual Activities and Budget based on feedback, inputs and market requirements.	3	Upto the satisfaction
		4	very good improvement in solving pending entries

This is the modified Rating for this KPA



Appraisal

Back Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Performance Competence

Personal Attributes	Behavioural Rating
<p>Cost Consciousness Describes an orientation and understanding of cost associated practices and processes within the organization. Ability to understand value creation through cost optimisation. Ability to continuously devise ways to optimize costs involved with own work and of those within his functional area. Ability to understand cost benefit criteria and make investment decisions using appropriate data. Displays good understanding of costs involved with one's role Continuously monitors whether the benefits justify the investment Searches for ways to optimize investments without compromising on quality Keen awareness of major cost drivers of the organization as a whole Suggests ways and means to reduce costs for the organization</p>	<p>Actively seeks to identify costs associated with one's own role, costs associated with organizational processes and functional areas. Often discusses and searches for new ways of working to optimize costs. Influences others to practice cost effective ways. Regularly questions the benefit/value derived from various organizational cost centers. Others look up for active support and guidance to devise and adopt cost effective methods. Inculcates values of cost consciousness among others.</p>
<p>Customer Orientation Ability to understand and anticipate customer needs and deliver solution to maximize CVA. The orientation towards discovering customer needs and expectations both internally and externally. Understand that it is important to provide high quality customer service Explanation; 1. Awareness of who the customer is or the customers' customer 2. Awareness of customers' changing tastes and needs 3. Responsiveness 4. Awareness of alternatives that the customer has to satisfy his needs 5. Desire to create customer delight 6. Using customer satisfaction as an important criteria in all decision making</p>	<p>He understands the customer needs from others within the organisation. He only often emphasizes on the importance of customer needs and uses customer delight as a key element in decisions taken by him.</p>





Appraisal

← Back → Fwd Refresh

MAIN MENU HELP UTILITIES LOGOUT

Other Specific Achievements

Has taken lot of efforts to solve pending bank entries for long time

Performance Evaluation - Targets

KPA #	KPA Description	Agreed Key Objectives
1	Controlling & Monitoring Depot Accounting	Timely and correctly preparation of invoices/cr. notes Attending to Customer complaints; Balance Confirmation from Parties.
2	Legal Compliance	Timely payment/filing of returns complying the rules of the state.Filing legal cases against the defaulter.



Training Needs

Sl No	Training Need
1.	Customer Orientation - II
2.	Team Work - I
3.	Creativity & Innovtion - I

Click the Agree button to accept the New overall Evaluation

AGREE

Click this to close Appraisal process

[OR]

EXPRESS YOUR VIEW

Click this to continue discussion with your Appraiser

Birla White
An American World Company

Online Appraisal System & Performance Diary

Appraisal

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AGREE Click this to close Appraisal process

[OR]

EXPRESS YOUR VIEW Click this to continue discussion with your Appraiser

stamfordonline
EDUCATION BEYOND BORDERS
Express Your Views here

Click the Express Your View button to disagree

Enter the reason for disagreement in this box

Click on the submit button

SUBMIT



Appraisal

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Individual Performance & Development Plan

Mr. ARUN MANTRI,

Your views on the ratings have been sent to your Appraiser.

Confirmation message





Appraiser Zone
Stanford Online
EDUCATION BEYOND BORDERS
Second Round Communication



Individual Performance & Development Plan

Employee Id	Employee Name	Evaluation Status
1021	Mr. ARUN MANTRI	Second Round Communication From Appraisee to Appraiser

Click here to see the Appraisal Form of the Employee

The status shows Second Round Communication. It means that the employee has once again disagreed with the ratings



Appraisal

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Emp : **Mr. ARUN MANTRI**

Individual Performance & Development Plan

Second Round Communication

View Diary

Employee's Views (Second Round Communication)

Review the Rating once again

Employee Comments

Employee's Views (First Round Communication)

Review the Rating once again

Appraiser Comments

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Emp : **Mr. ARUN MANTRI** **Individual Performance & Development Plan**

Second Round Communication
 [View Diary](#)

MR MUKESH BABU AGARWAL,

If you would like to go through or make changes to the Ratings that you have made on employee feedback, please use the appropriate View or Edit option below.

Appraisal Parameters	View / Edit
KPAs	
People development	View Edit
Customer orientation	View Edit
Performance Competence	
Cost Consciousness	View Edit
Customer Orientation	View Edit
Teamwork	View Edit
Other Specific Achievements	Edit
Performance Evaluation - Targets	
Training Need	Edit

SUBMIT

Use the Edit option to make modifications to the ratings if required

Click on the Submit button after due verification of all parameters



Appraisal

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MAIN MENU HELP UTILITIES LOGOUT

Emp : **Mr. ARUN MANTRI**






Individual Performance & Development Plan

✉ Second Round Communication

📅 [View Diary](#)

MR MUKESH BABU AGARWAL,

You may now fill out the [Potential Evaluation and Recommendation Form](#) for this Employee.

Appraisal Parameters	View
 KPAs People development Customer orientation	
 Performance Competence Cost Consciousness Customer Orientation Teamwork	View View View
 Other Specific Achievements	View
 Performance Evaluation - Targets	View
 Training Need	View/Edit

On clicking this link you can view the Potential Evaluation Form

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Emp : **Mr. ARUN MANTRI**

Second Round Communication
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Individual Performance & Development Plan

Potential Evaluation and Recommendation

Evaluation to assess competence to take next level responsibility

Is the Employee competent to take higher responsibilities? Yes No

Current Grade: **III-B** Recommended Grade: **III-A**

Specify whether or not the employee is ready for the next level

Select the recommended grade from the list and click on Go.



Appraisal

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Emp : **Mr. ARUN MANTRI**

Individual Performance & Development Plan

Second Round Communication

[View Diary](#)

MR MUKESH BABU AGARWAL,

The Appraisal and Potential Evaluation for Emp : **Mr. ARUN MANTRI** are complete.

This has been sent to the HR Manager for approval.



Confirmation message

The form now goes to the HR Manager's zone for approval.

Appraisal SI – SIII Employees



The process is the same as for AO – DGM employees.
However, there is no communication channel.
In other words, these employees are not users of the system.



Appraisal

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Appraisal
Evaluation SI-SIII
Evaluation AO-D
Score Up
Diary
View Diary
Training
View Training History

Click here to do the Evaluation of SI-SIII Employees



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MR MUKESH BABU AGARWAL,

You will now be presented with the list of Employees in the grades SI - SIII who are in your Appraisal fold. Clicking on the name of an employee will display the employee details.

- The **Performance Evaluation** Form, displaying the KRAs and the Performance Indicators will be displayed. Each screen will display one KRA and the Performance Indicators for that KRA. In the box provided, you will need to key in the 'Rating' and the 'Remarks' supporting the rating, before proceeding to the next KRA.
- The **Critical Personal Attributes** of the employee will need to be evaluated next, followed by
- Specific Achievements** of the Employee, and
- Your **Recommendations**.

Finally, before submitting the form to the HR Manager, you can **Preview / Edit your ratings**.

Click the Continue button to see list of SI-SIII Employees

CONTINUE



Appraisal

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Employee Id	Employee Name	Evaluation Status
1375	Mr. SATISH KUMAR	Pending Appraisal

This takes you to the Employee detail





Appraisal

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Emp : **Mr. SATISH KUMAR**

[View Diary](#)

Individual Performance & Development Plan

Employee Identification	
Name	Mr. SATISH KUMAR
Emp Code	1375
Designation	STAFF-III
Qualification	B.COM 1986
Grade/Level	Secretarial Staff
Department	GEN.ADMN.
Location	Kharia Khangar
D. O. J	Mar 30, 1999
Appraiser	MR MUKESH BABU AGARWAL



Click the continue button to proceed.



Appraisal

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MAIN MENU HELP UTILITIES LOGOUT

Emp : **Mr. SATISH KUMAR**

View Diary

Individual Performance & Development Plan

Key Responsibilities / Activities (1)

To assist FH (F & C) in all secretarial matters

Rating Key
4 - Outstanding Achiever
3 - High Achiever
2 - Performer
1 - Contributor

Performance Indicators	Rating	Remarks
1.To take dictation and attend typing work with 100 % accuracy & speed as targeted and achieve 0 draft hard copies for regular communications 2. To arrange all meetings of FH (F & C) office through proper communication well in advance and prepare minutes of the meeting & circulate to the concerned on the same day. 3. Monitor meeting schedules of FH (F & C) office for structured & unstructured meeting and ensure completion of meetings in the stipulated time frames through monitoring on duration of meeting and feedback to FH (F & C) on daily basis.	<input type="text" value="3"/>	<input type="text" value="Upto the satisfaction"/>



After entering Rating / Remarks click continue



Critical Personal Attributes

Personal Attributes	Behavioural Rating
<p>Cost Consciousness Describes an orientation and understanding of cost associated practices and processes within the organization. Ability to understand value creation through cost optimisation. Ability to continuously devise ways to optimize costs involved with own work and of those within his functional area. Ability to understand cost benefit criteria and make investment decisions using appropriate data. Displays good understanding of costs involved with one's role Continuously monitors whether the benefits justify the investment Searches for ways to optimize investments without compromising on quality Keen awareness of major cost drivers of the organization as a whole Suggests ways and means to reduce costs for the organization</p>	<ul style="list-style-type: none"><input checked="" type="radio"/> Actively seeks to identify costs associated with one's own role, costs associated with organizational processes and functional areas. Often discusses and searches for new ways of working to optimize costs. Influences others to practice cost effective ways. Regularly questions the benefit/value derived from various organizational cost centers. Others look up for active support and guidance to devise and adopt cost effective methods. Inculcates values of cost consciousness among others.<input type="radio"/> May have awareness of costs associated with one's role but rarely thinks of ways to reduce it. When incurring any new expenditure he needs to be reminded about balancing with the benefit. Sometimes seen incurring non-value added expenditure.<input type="radio"/> While sometimes he does monitor costs associated with his role (s) falling under his purview at other times he needs to be reminded about it. Understands the need for cost reduction but has not yet internalized it. While displays good understanding of costs associated with his/her role but has little understanding of organization wide costs.<input type="radio"/> Has knowledge of costs associated with one's roles and roles falling under one's purview. Actively seeks ideas about cost reduction. Inculcates values of cost consciousness among others. Makes a conscious effort to periodically monitor various cost centers and estimate value/benefits derived before making any investment decision.

Here you can edit behavioural rating if required and press continue button

CONTINUE



Appraisal

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Emp: **Mr. SATISH KUMAR**

Individual Performance & Development Plan

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Other Specific Achievements

Please mention any significant achievements of the employee

Has taken lot of efforts to solve pending bank entries for long time

Recommendations

Your Recommendations

Is the Employee competent to take higher responsibilities ?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Current Grade	IX
Recommended Grade	<input type="text" value="IX"/>

CONTINUE

Enter specific achievement, recommendations and click continue



Appraisal

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Training Need

Program Name	Description	Edit
Customer Orientation - I	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit
Team Work - I	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit
Personal Effectivness - I	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit
Problem Solving Tools - I	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit
Interpersonal Skills for influencing & convincing - I	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit
Personal Effectivness - II	This Training program has been added automatically by the system (Based on Employee's competency rating)	Edit
Advanced Transactional A...	CUSTOMER ORIENTATION	Edit
Advanced Problem Sol...	CUSTOMER RELATIONSHIP MANAGEMENT	Edit

You can edit the training programs and click the Continue button

CONTINUE



Appraisal

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MAIN MENU HELP UTILITIES LOGOUT

Emp: **Mr. SATISH KUMAR**

Individual Performance & Development Plan

View Diary

Performance Evaluation - Targets

KPA #	KPA Description	Agreed Key Objectives
1	Controlling & Monitoring Depot Accounting	Timely and correctly preparation of invoices/cr. notes Attending to Customer complaints; Balance Confirmation from Parties.
2	Legal Compliance	Timely payment/filing of returns complying the rules of the state.Filing legal cases against the defaulter.
3		
4		
5		

After entering the Targets click here to continue

CONTINUE



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MR MUKESH BABU AGARWAL,

If you would like to go through or make changes to the Ratings that you have made, please use the View or Edit option below.

Appraisal Parameters	View / Edit
KRAs	
To assist FH (F & C) in all secretarial matters	View Edit
To coordinate with all Deptt in Technical function for communication & information management.	View Edit
Cost Reduction	View Edit
Critical Personal Attributes	
Cost Consciousness	View Edit
Customer Orientation	View Edit
Teamwork	View Edit
Specific Achievements / Recommendation	View Edit
Training Needs	View Edit
Performance Evaluation - Targets	View Edit

After verifying all Appraisal Parameters Submit the form

SUBMIT



Appraisal

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Emp : **Mr. SATISH KUMAR**

Individual Performance & Development Plan

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MR MUKESH BABU AGARWAL,

The Appraisal for Emp : **Mr. SATISH KUMAR** has been submitted to the HR Manager.

[Back to SI - SIII Employee List](#)



SI - SIII employee List

- ~ This brings us to the end of the interactive appraisal process from the Employee point of view.
- ~ The process now moves to the next stage involving the HR Manager, Reviewer & Appraiser, which we will see in the next section.

