



**APGLOBALE**

USER MANUAL

ANNUAL

PERFORMANCE

REVIEW

(SELF -

ASSESSMENT)

# Table of Contents

## *Annual Performance Review (Self-Assessment)*

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## Employee Login – Login Page

The screenshot shows the login page of the ACEPRO system. The browser address bar displays <https://acepro.co.in/pms/login/>. The page features a central graphic with icons for Performance Management (Goals, Efficiency, Monitored, Priorities, Scope, Improvement, Time, Balanced Scorecard) and the ACEPRO logo. On the right, there is a 'Sign-in' section with the APGLOBALE logo. The sign-in form includes fields for 'Employee Code' (labeled 'User Name') and 'Password', a 'Login' button, and a 'Remember me' checkbox. Red arrows point to these fields with text boxes: 'Enter your employee code' for the Employee Code field, 'Enter your password to login' for the Password field, and 'www.acepro.co.in' for the browser address bar.

www.acepro.co.in

APGLOBALE

Sign-in

Employee Code  
User Name

Password  
Password

Login

☐ Remember me

Enter your employee code

Enter your password to login

## Home Page

The screenshot shows the home page of the ACEPRO system. The browser address bar displays <https://acepro.co.in/pms/#/home>. The page features the ACEPRO logo and the APGLOBALE logo. A navigation bar at the top includes 'My Profile' and 'Help & FAQ'. On the right, there is a 'Employee, Logout' button. The main content area displays a table of performance appraisal records for the period 2017-18. The table has columns for 'Status', 'Start Date', and 'End Date'. The 'Annual Performance Review' link is highlighted with a red arrow and a text box: 'Click on Annual Performance Review link to begin your self-assessment'. Another text box on the right states: 'All fields in the assessment form are mandatory.'.

Performance Appraisal System

ACEPRO

APGLOBALE

My Profile Help & FAQ

Employee, Logout

Period: 2017-18

Audit Trail

	Status	Start Date	End Date	
Set Goals	Manager Approved	19/06/2018	06/07/2018	<a href="#">View Form</a>
Track Goals	Not Started	01/01/2018	31/01/2018	
Mid Year Performance Review	Not Started	01/01/2018	31/01/2018	
<a href="#">Annual Performance Review</a>	Not Started	20/06/2018	11/07/2018	

Click on Annual Performance Review link to begin your self-assessment

All fields in the assessment form are mandatory.

## Goal Assessment

Performance Appraisal System

Secure | <https://acepro.co.in/pms/#/objectivetrackingannual?apraisal=2017-18&apid=7&apcode=OBJACHVMNT&reviewstatus=>

Apps | Welcome to Chrome

My Profile | Help & FAQ

Employee, Logout

Period: 2017-18

Enter your comments on the tasks that you have done to achieve the goal. Word limit of 300 words per text box.

Enter the target that you have achieved for the goal. You must compare with the targets set at the start of the year

You can attach supporting information in xls. or pdf or jpeg. Total size limit for all attachments is 2MB (all goals put together)

#	Category	Key Result Area (KRA) / Goal	Key Performance Indicator (KPI) / Measurement Metric	Start Date / End Date	Weightage (%)	Achievement Description	Target Achieved (%)	Employee's Rating
1	Organization	Performance Management System	KPI-1. Quality and Comprehensiveness of automation KPI-2. Deployment and timelines KPI-3.	01-04-2017 To 22-06-2018	30	Completed automation of PMS process in less than 3 months. Deployed the tool	110	Meets Expectation
2	Unit/Team	Learning and Development	KPI-1. % of employees for whom need analysis was completed KPI-2. % of employees trained KPI-3.	01-06-2017 To 22-06-2018	30	Training Need analysis performed for all the business Annual Training plan rolled out	100	Meets Expectation
3	Individual	Talent Management	KPI-1. Adherence to Timelines KPI-2. Deployment of the framework KPI-3.	01-06-2017 To 22-06-2018	30	Created the talent management framework. Identified High Potentials across the board	120	Exceeds Expectation
4	Individual	Process Standardization	KPI-1. SOPs created KPI-2. % compliance to processes KPI-3. % of processes updated	01-04-2017 To 31-03-2018	10	Standardized 10 process, target was 7. Ensured smooth execution of the process	120	Exceeds Expectation
Average							111.0	

## Goal Description

Performance Appraisal System

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My Profile | Help & FAQ

Employee, Logout

Period: 2017-18

Performance Review for: Employee

Goal Assessment | Competency Assessment

Goal Description

1. Automation of PMS 2. Completion of entire process - goal setting, periodic and annual reviews

Close

Click on the goal to view the goal description

#	Category	Key Result Area (KRA) / Goal	Key Performance Indicator (KPI) / Measurement Metric	Start Date / End Date	Weightage (%)	Achievement Description	Target Achieved (%)	Employee's Rating
1	Organization	Performance Management System	KPI-1. Quality and Comprehensiveness of automation KPI-2. Deployment and timelines KPI-3.	01-04-2017 To 22-06-2018	30	Completed automation of PMS process in less than 3 months. Deployed the tool	110	Meets Expectation
2	Unit/Team	Learning and Development	KPI-1. % of employees for whom need analysis was completed KPI-2. % of employees trained KPI-3.	01-06-2017 To 22-06-2018	30	Training Need analysis performed for all the business Annual Training plan rolled out	100	Meets Expectation
3	Individual	Talent Management	KPI-1. Adherence to Timelines KPI-2. Deployment of the framework KPI-3. % employees impacted	01-06-2017 To 22-06-2018	30	Created the talent management framework. Identified High Potentials across the board	120	Exceeds Expectation
4	Individual	Process Standardization	KPI-1. SOPs created KPI-2. % compliance to processes KPI-3. % of processes updated	01-04-2017 To 31-03-2018	10	Standardized 10 process, target was 7. Ensured smooth execution of the process	120	Exceeds Expectation
Average							111.0	

## Employee Rating and Comments

Performance Appraisal System

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Goal Assessment | Competency Assessment | Developmental Plan

#	Category	Key Result Area (KRA) / Goal	Key Performance Indicator (KPI) / Measurement Metric	Target Achieved (%)	Employee's Rating
1	Organization	Performance		120	Exceeds Expectation
2	Unit/Team	Learning and Development	60% employees trained	110	Meets Expectation
3	Individual	Talent Management	KPI-1. Adherence to Timelines KPI-2. Deployment of the framework KPI-3. % employees impacted	110	Meets Expectation
4			Created the framework Moved 10% employees in different career stages	100	Meets Expectation
			Created and implemented 10 SOPs		
				Average	112.0

Employee can enter comments on overall performance on goals and any additional projects/tasks they have delivered during the year. Word limit of 300 words.

Depending upon the target achievement, the system will choose the rating on goals assessment

The system will automatically calculate your overall target achievement

Save and click on 'next' button to move to next tab

Save Next >>

## Competency Assessment

Performance Appraisal System

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My Profile | Help & FAQ

Employee, Logout

Performance Review for: Employee

Period: 2017-18

Goal Assessment | Competency Assessment | Developmental Plan

Competency Definitions and Proficiency Levels

English | मराठी

Go through the competency matrix to understand the levels properly as you will be assessing yourself accordingly.

Sr.No	Competency	Employee's Rating	Employee - Explain your rating giving examples
1	Achievement orientation	Level 5	I am driven by results, set high standards for myself, own my responsibilities and hold myself accountable for deliverables.
2	Adaptability	Level 4	I am flexible in my approach and change it to match the situation and the need of the organization. I manage my pace of work depending upon directions from Seniors.
3	Analytical skills	Level 4	I am a data driven professional and my work is backed up with research and analysis. I perform in-depth study of the situation/problem before putting forth recommendations or taking decisions. I evaluate the repercussion of the actions and move forward accordingly.
4	Communication skills	Level 5	I communicate with all the stakeholders and other colleagues in a timely manner, with accurate information. I keep them informed about the ongoings. I change my communication style as per the audience and in the language they comprehend well.

## Competency Assessment (contd.)

Performance Appraisal System

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Competency	Level	Description
5 Customer centricity	Level 4	I work keeping in mind the impact to organization and end user. I am very sensitive to customer's demands at the same time firm (if needed) for solutions that are not viable in the interest of the organization. I make sure there is no communication gap such that it does not impact customer service negatively.
6 Influencing skills	Level 4	I understand the other person's perspective and make my point as appropriate. I pursue my argument if it is in the interest of the organization/team. I try to use different ways of influencing people if the work gets hampered.
7 Job Knowledge	Level 4	I have a good understanding of HR concepts, how the function runs, what's needed from an organization standpoint, latest trends in the industry and how HR actions impact the organization and its people. I am a part of the HR communities outside of the company which helps me to keep myself updated and pick from the best practices implemented across.
8 Ownership	Level 5	What I do, I own completely. I think and act like the owner and make sure that the task at hand is delivered as planned regardless of the impediments. I ensure that work quality and timelines are successfully met.
9 Teamwork and collaboration	Level 4	I work closely with the team, offer help to others, share my thoughts and ideas on what we can do better for the team and thus for building credibility of the function and team. I make sure I communicate effectively with the team such that there are no gaps and there is transparency in whatever we do or say.

4.3

Note: All fields are mandatory.

<< Back Save Next >>

Rate yourself on each competency and provide examples, justification, etc. to support your rating. Word limit of 300 words.

System will automatically calculate and generate your Competency score

## Developmental Plan

Performance Appraisal System

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Goal Assessment Competency Assessment Developmental Plan

1. Trainings attended this Year

Customer Service Skills -- None -- -- None -- -- None --

2. Individual Development Plan (For Next Year)

Recommendation: Identify training programs that are related to your job role and in line with organizational objectives.

Development Need	Brief details about the need	Start Date	End Date
Skill Based Training	This training will help me to conduct effective interviews and hire employees as per the required competencies	01/07/2018	31/08/2018
Competency Based Interviewing	This training will help me to make effective decisions that are strategic in nature	01/09/2018	30/11/2018
Behavioural Training		dd/mm/yyyy	dd/mm/yyyy
Strategic Decision Making			
Skill Based			
-- Select --			

Identify trainings that you would like to go through to add to your skills in line with organizational objectives. You can select a maximum of 3 trainings. Provide a timeline during which this training is required.

From the drop down, select the training you attended in FY16-17. If you did not attend any training, leave it blank.

## Challenges Faced, Overall Comments and Submit

Performance Appraisal System

Secure | <https://acepro.co.in/pms/#/objectivetrackingannual?apraisal=2017-18&apid=78&apcode=OBJACHVMNT8&reviewstatus=>

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**Recommendation:** Identify training programs that are related to your job role and in line with organizational objectives.

Development Need	Brief details about the need	Start Date	End Date
Skill Based Training	This training will help me to conduct effective interviews and hire employees as per the required competencies	01/07/2018	31/08/2018
Competency Based Interviewing			
Behavioural	at are strategic in nature.	01/09/2018	30/11/2018
Strategic De			
Skill Based			
-- Select Developmental Need --			

**3. Challenges Faced:**

I faced many constraints throughout the year - budgets, interdepartmental support and manpower resources. However, I did my best to contribute to the highest level within my capacity and at times, beyond too, to ensure that deliverables do not suffer.

**Overall Employee comment: ( Employee )**

Overall, I had a good year and look forward to a more responsibility and challenges based 2018-19.

<< Back Save Submit Cancel

**You can share the challenges that you faced and overcame during the year to achieve your deliverables. Word limit of 300 words.**

**You can share your overall comments on how was the year FY17-18 for you.**

**Click 'Save' button if you want to save work and re-enter more information later. Click 'Submit' to submit your self-assessment to your manager.**

Thank You!