

**USER MANUAL** 

**ANNUAL** 

**PERFORMANCE** 

**REVIEW** 

(SELF -

**ASSESSMENT)** 

**APGLOBALE** 

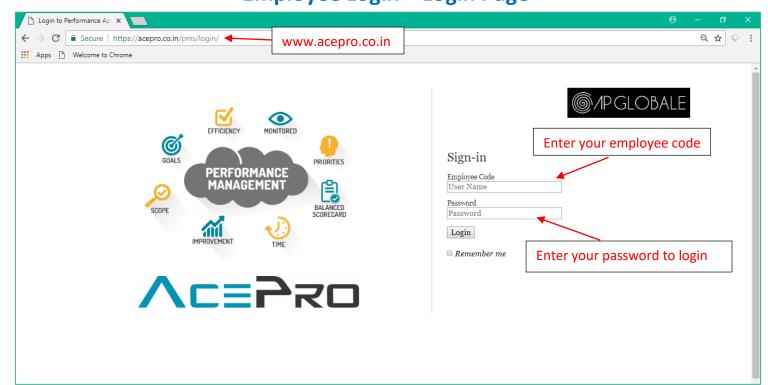
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# Annual Performance Review (Self-Assessment)

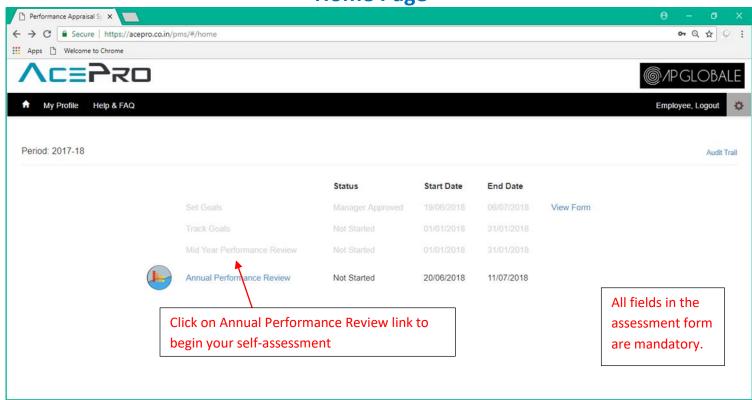
#### **EMPLOYEE LOGIN**

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## **Employee Login – Login Page**

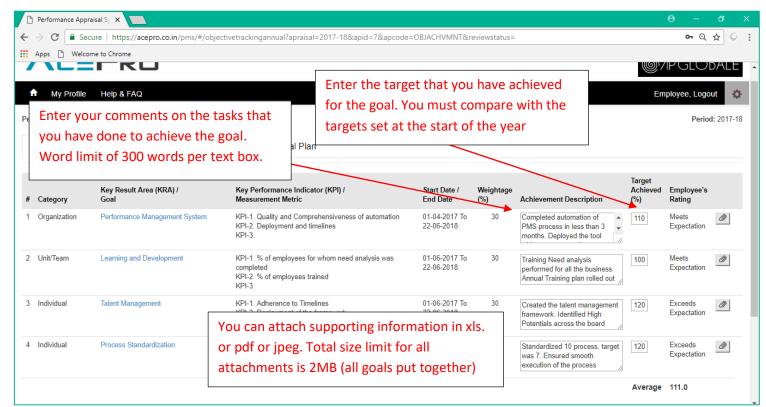


## **Home Page**

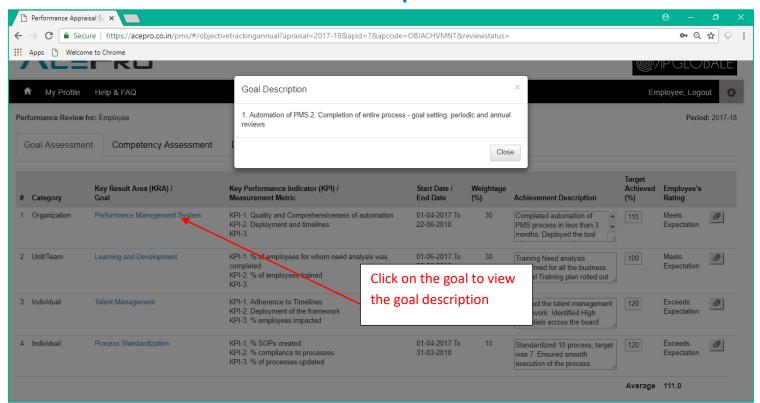


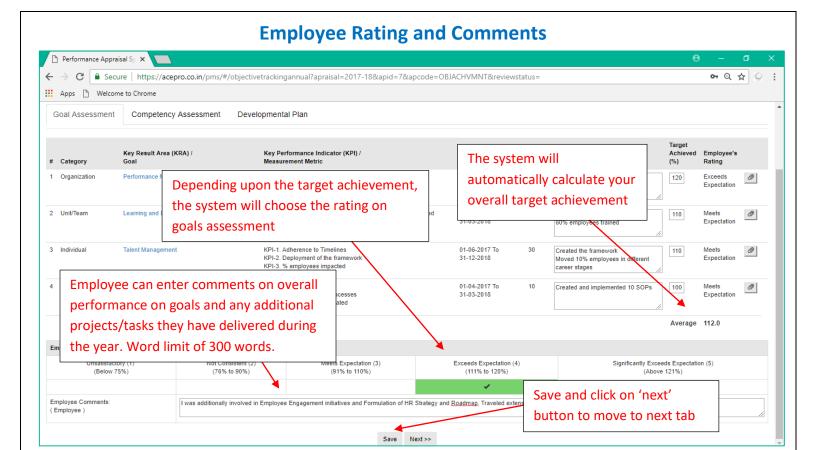
**APGLOBALE** 



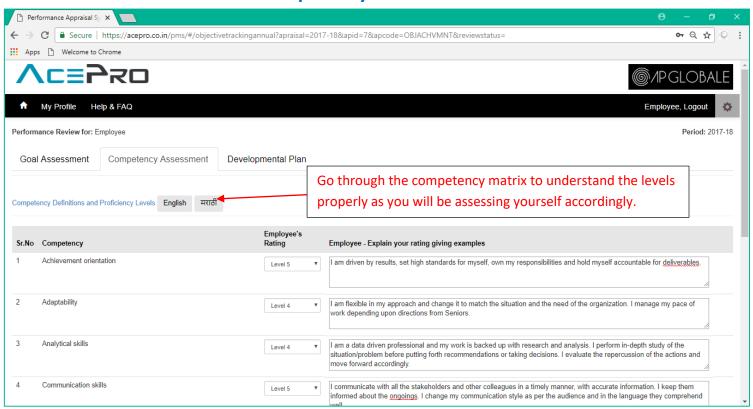


### **Goal Description**





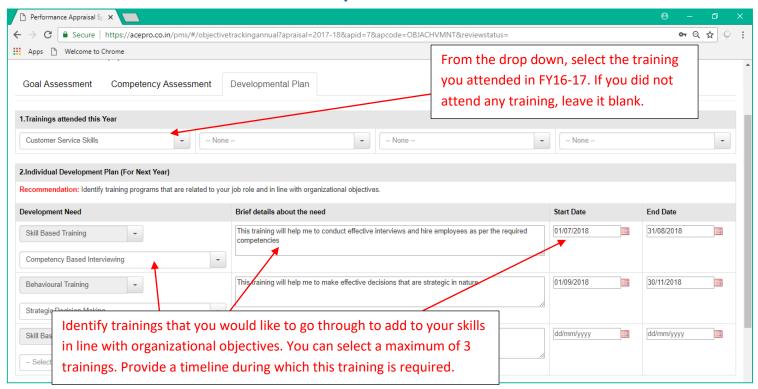
### **Competency Assessment**



#### **Competency Assessment (contd.)** Performance Appraisal Sy 🗴 on Q 🌣 💿 🔿 🕜 🖺 Secure | https://acepro.co.in/pms/#/objectivetrackingannual?apraisal=2017-18&apid=7&apcode=OBJACHVMNT&reviewstatus= Apps 🖰 Welcome to Chrome informed about the ongoings. I change my communication style as per the audience and in the language they comprehend Customer centricity I work keeping in mind the impact to organization and end user. I am very sensitive to customer's demands at the same time Level 4 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 does not impact customer service negatively. Influencina skills I understand the other person's perspective and make my point as appropriate. I pursue my argument if it is in the interest of Level 4 inization/team. I try to use different ways of influencing people if the work gets hampered Job Knowledge have a good understanding of HR concepts, how the function runs, what's needed from an organization standpoint, latest Level 4 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. Ownership 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 Level 5 regardless of the impediments. I ensure that work quality and timelines are successfully met. Teamwork and collaboration 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. Rate yourself on each competency 4.3 and provide examples,

### **Developmental Plan**

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justification, etc. to support your

rating. Word limit of 300 words.

Note: All fields are mandatory.

System will automatically calculate and

generate your Competency score

#### **Challenges Faced, Overall Comments and Submit** Performance Appraisal Sy 🗙 o- Q ☆ ◎ : → C 🗎 Secure | https://acepro.co.in/pms/#/objectivetrackingannual?apraisal=2017-18&apid=7&apcode=OBJACHVMNT&reviewstatus= Apps 🖰 Welcome to Chrome Recommendation: Identify training programs that are related to your job role and in line with organizational objectives. Development Need Start Date End Date Brief details about the need This training will help me to conduct effective interviews and hire employees as per the required 01/07/2018 31/08/2018 Skill Based Training Competency Based Interviewing 01/09/2018 30/11/2018 at are strategic in nature. You can share the challenges that you faced and overcame during the year to achieve your Strategic De deliverables. Word limit of 300 words. Skill Based You can share your overall comments on how - Select Developmental Need was the year FY17-18 for you. 3. Challenges Faced: 2 I faced many constraints throughout the year - budgets, interdepartmental support and manpower resources. However, I did pay best to contribute to the highest level within my capacity and at times, beyond too, to ensure that deliverables do not suffer Click 'Save' button if you want to save Overall Employee comment: ( Employee ) work and re-enter more information later. Overall, I had a good year and look forward to a more responsibility and challenges based 2018-19. Click 'Submit' to submit your self-

assessment to your manager.

### **Thank You!**

<< Back Save Submit Cancel