



APGLOBALE

USER MANUAL

GOAL SETTING

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Set Goals

EMPLOYEE LOGIN

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Employee Login – Login Page

Secure | <https://acepro.co.in/pms/login/> **www.acepro.co.in**

APGLOBALE

Sign-in

Employee Code
User Name

Password
Password

Login

Remember me

Enter your employee code

Your first time login password is 'password'. Please change the password at the time of first login.

Home Page

Performance Appraisal System | <https://acepro.co.in/pms/#/home>

ACEPRO

APGLOBALE

My Profile Help & FAQ Employee Name, Logout

Period: 2017-18

Click 'Set Goals' to begin Goal Setting

Click on settings to change your password

	Status	Start Date	End Date
Set Goals	In-progress	19/06/2018	06/07/2018
Track Goals	Not Started	01/01/2018	31/01/2018
Mid Year Performance Review	Not Started	01/01/2018	31/01/2018
Annual Performance Review	Not Started	08/07/2018	25/07/2018

Guidelines to set SMART Goals

Performance Appraisal System - ACEPRO

Goal Setting for: Employee Name Period: 2017-18

#	Category	Key Result Area (KRA) Goal	Performance Indicator (KPI) Measurement Metric	Start Date / End Date	Weightage (%)
1	--Select Category--			2017-04-01 2018-06-19	0

SMART Guidelines:
 S- Specific and Significant (What exactly do you want to achieve? Does it contribute to your organizational goals?)
 M- Measurable and Meaningful (What will indicate that you accomplished your goal? Attach numbers to the goal. What gets measured, gets done!)
 A- Achievable and Action-oriented (Is your goal attainable? Do you have all the resources to reach your goal?)
 R- Realistic and Relevant (Is your goal realistic? Have you considered all the information and skills needed to attain your goal?)
 T- Time-bound (Keep the timeline realistic and flexible. Simultaneously, not too much time which can affect the project performance.)

Callout 1: Select Individual or Organization or Unit/Team level as applicable

Callout 2: Place the cursor on 'English' and 'Marathi' buttons to view the guidelines

Key Result Area (KRA) and Key Performance Indicator (KPI)

Performance Appraisal System - ACEPRO

Goal Setting for: Employee Name Period: 2017-18

#	Category	Key Result Area (KRA) Goal	Goal Description	Key Performance Indicator (KPI) Measurement Metric	Start Date / End Date	Weightage (%)
1	Organization	KRA name	Describe the goal in a few sentences	KPI-1. % of queries resolved KPI-2. Adherence to Timelines KPI-3. Adherence to TATs	2017-04-01 2018-03-31	15

KRA Definition: KRA is the acronym for Key Responsibility Areas, which are your major responsibilities that you must fulfill during the year. Defining your KRA's helps you to be clear on your annual goals, organization's expectations of you and keeps you focussed on your day-to-day tasks. It is recommended that you set a minimum of 5 and a maximum of 7 KRA's.

KPI Definition: KPI is the acronym for Key Performance Indicators, which are quantifiable measures used to assess the success of a particular KRA/Goal. It is a measurable value that demonstrates how effectively you have achieved your goals. KPI's should be quantifiable and measurable.

Callout 1: Goal Description means details of the key activities that you will perform to achieve your Key Result Area / Goal. You can list down 5-6 key activities that you do under that goal.

Callout 2: Place the cursor on the tool tip "?" or in the text box to view the definition of Key Result Area (KRA) and Key Performance Indicator (KPI) and fill accordingly.

(contd.)

The screenshot shows the 'Performance Appraisal System' interface. At the top, there's a browser address bar with the URL: <https://acepro.co.in/pms/#/objectivesettingemp?apraisal=2017-18&apid=7&apcode=SETOBJ&reviewstatus=OPN>. The main content area displays a list of initiatives and KPIs. A red arrow points to the 'Competency Definitions and Proficiency Levels' section, which is currently set to 'English'. Another red arrow points to the 'Submit' button at the bottom. A third red arrow points to a '100' value in the top right corner, indicating the total score for all goals.

Competency Definitions are available in English and Marathi. Click on the buttons to view the detailed matrix. Employee will be assessed on these competencies at the time of annual performance review.

Total of all goals will add up to 100 only

Click on submit button to submit your goal setting form to your manager

Competency Definitions and Proficiency Levels

The screenshot shows the 'Competency Definitions and Proficiency Levels' page. The title is 'Competency Definitions and Proficiency Levels' with a subtitle '(watch out for these behaviours while assessing your team member)'. Below the title is a table with 6 columns: Competency, Level 1, Level 2, Level 3, Level 4, and Level 5. The table lists two competencies: Achievement Orientation and Adaptability, with their respective definitions and proficiency levels.

Competency	Level 1	Level 2	Level 3	Level 4	Level 5
Achievement Orientation A passion and drive to achieve timely and quality results, and striving to meet and exceed standards and goals	Strives to do a good job, does things right, stays focused and disciplined, shows enthusiasm in the pursuit of goals and objectives	Looks for a better way of doing work, or does something faster, better, more cost effectively or in a way which leads to higher performance, sees the job through completion	Sets own targets, standard or goal which goes beyond expectations or what was done previously, and drives to meet it	Focuses performance on the key things which matter most. Makes decisions based on explicit consideration of cost and returns	Takes a carefully calculated risk for measured gains, deploys resources optimally and acts entrepreneurially
Adaptability The ability to take a flexible approach and act depending upon the change in situations and circumstances	Is flexible, however some times rigid to adopt the approach as per the situation	Keeps an open mind to new and different ways of approaching things	Adjusts own approach according to the situation or a task	Changes an approach to the situation or a task, to keep pace with changing demands or requirements, or to respond to new developments	Adapts different/new strategies taking into account completely new requirements or dramatic changes in the demands of a situation

Version History

Version History

← Version as of (22/06/2018 05:56 PM)

Category	Key Result Area / Goal	Description		
Organization	Performance Management System	1. Automation of PMS 2. Completion of entire process - goal setting, periodic and annual reviews	automation KPI-2. Deployment and timelines KPI-3.	2018-03-31
Unit/Team	Learning and Development	1. Training need analysis 2. L&D Plan 3. Training calendar 4. Role based programs	KPI-1. % of employees for whom need analysis was completed KPI-2. % of employees trained KPI-3.	2017-06-01 To 2018-03-31 40
Individual	Talent Management	1. Creation of Competency and Talent Management Framework 2. Identification and Development of Hi-Pots 3. Succession Planning	KPI-1. Adherence to Timelines KPI-2. Deployment of the framework KPI-3. % employees impacted	2017-06-01 To 2018-03-31 30

OK

Version History

Manager Login – Home Page

Performance Appraisal System | <https://acepro.co.in/pms/#/home>

ACEPRO | APGLOBALE

My Profile | Appraisal | Invitations | Dashboard | Admin | Help & FAQ | Manager, Logout

Self | **Team**

Period: 2017-18 | Active Forms | Completed Forms

Name Of Employee	Form	Waiting For	Audit Trail
Employee	Set Goals	Manager (Manager)	View

Click on 'Set Goals' to view your team member's goals

View Employee's Goals

Performance Appraisal System | <https://acepro.co.in/pms/#/objectiveSettingEmpMgr?appraisal=2017-18&apid=7&apcode=SETOBJ&uid=117&reviewstatus=EMPSIGNOFF>

ACEPRO | APGLOBALE

My Profile | Appraisal | Invitations | Dashboard | Admin | Help & FAQ | Manager, Logout

Goal Setting for: Employee | Period: 2017-18

#	Category	Key Result Area (KRA) / Goal	Goal Description	Key Performance Indicator (KPI) / Measurement Metric	Start Date / End Date	Weightage (%)
1	Organization	Performance Management System	1. Automation of PMS 2. Completion of entire process - goal setting, periodic and annual reviews	KPI-1. Quality and Comprehensiveness of automation KPI-2. Deployment and timelines KPI-3.	01-04-2017 To 31-03-2018	30
2	Unit/Team	Learning and Development	1. Training need analysis 2. L&D Plan 3. Training calendar 4. Role based programs	KPI-1. % of employees for whom need analysis was completed KPI-2. % of employees trained KPI-3.	01-04-2017 To 31-03-2018	40
3	Individual	Talent Management	1. Creation of Competency and Talent Management Framework 2. Identification and Development of Hi-Pots 3. Succession Planning	KPI-1. Adherence to Timelines KPI-2. Deployment of the framework KPI-3. % employees impacted	01-06-2017 To 31-12-2018	30
Guidelines to set SMART Goals						100

English | मराठी

Version History

Manager can view employee's goals in read-only mode

Competencies required to achieve your goals (you will be assessed on these competencies at the time of Annual Performance Review)

Competency Definitions and Proficiency Levels | English | मराठी

#	Competency	Definition
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Type here to search

11:23 AM 6/23/2018

Competency Definitions and Proficiency Levels

Performance Appraisal System

URL: <https://acepro.co.in/pms/#/objectiveSettingEmpMgr?apraisal=2017-18&apid=7&apcode=SETOBJ&uid=117&reviewstatus=EMPSIGNOFF>

Unit/team	Learning and Development	1. Training need analysis 2. L&D Plan 3. Training calendar 4. Role based programs	KPI-1- % of employees for whom need analysis was completed KPI-2- % of employees trained KPI-3-	01-06-2017 To 22-06-2018	40	
3	Individual	Talent Management	1. Creation of Competency and Talent Management Framework 2. Identification and Development of Hi-Pots 3. Succession Planning	KPI-1. Adherence to Timelines KPI-2. Deployment of the framework KPI-3. % employees impacted	01-06-2017 To 22-06-2018	30

Guidelines to set SMART Goals English मराठी 100

Version History

Competencies required to achieve your goals (you will be assessed on these competencies at the time of Annual Performance Review)

Competency Definitions and Proficiency Levels English मराठी

#	Competency	Definition
1	Achievement orientation	A passion and drive to achieve timely and quality results, and striving to meet and exceed standards and goals.
2	Adaptability	The ability to take a flexible approach and act depending upon the change in situations and circumstances.
3	Analytical skills	The ability to assess situations and problems through analytical thinking and using a logical and objective approach.
4	Communication skills	The ability to express thoughts and ideas in a clear, logical, understandable and effective manner, and to listen actively to others.
5	Customer centricity	The attitude to identify and meet internal and/or external customer needs, by taking required and timely actions to meet the customer's expectations, and provide superb levels of service.
6	Influencing skills	The drive and the ability to persuade and influence others to support your point of view and your position.
7	Job Knowledge	Possess the required know-how to effectively execute specific responsibilities in a certain knowledge field; have an understanding of the products, required procedures, requirements, regulations and policies related to the respective area of expertise.
8	Ownership	Own and drive deliverables completely and taking responsibility for actions and results.
9	Teamwork and collaboration	The willingness and eagerness to collaborate and to work seamlessly with others, toward shared goals.

Approved Return For Editing Close

Competency Definitions are available in English and Marathi. Click on the buttons to view the detailed matrix. Employee will be assessed on these competencies at the time of annual performance review.

Return for Editing

Performance Appraisal System

URL: <https://acepro.co.in/pms/#/objectiveSettingEmpMgr?apraisal=2017-18&apid=7&apcode=SETOBJ&uid=117&reviewstatus=EMPSIGNOFF>

Specify the reason for returning the form

Please add a goal on Process Standardization with a weightage of 10%.

Please fill out this field.

Submit Close

If you want to suggest any changes in the goals, you can click the 'Return for Editing' button. A window will open up for you to specify the reason for returning the form and state the changes that your team member needs to make. After stating the reason, click 'Submit' and the form will be sent to your team member for edits.

To approve goals, click 'Approve' button. Once you approve, the goals will be locked and this will complete the goal setting for your team member.

Approved Return For Editing Close

Version History

Performance Appraisal System

Secure | https://acepro.co.in/pms/#/objectiveSettingEmpMgr?apraisal=2017-18&apid=7&apcode=SETOBJ&uid=117&reviewstatus=EMPSIGNOFF

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My Profile Appraisal Invitations Dashboard Admin - Help & FAQ Manager, Logout

Goal Setting for: Employee Period: 2017-18

#	Category	Key Result Area (KRA) / Goal	Goal Description	Key Performance Indicator (KPI) / Measurement Metric	Start Date / End Date	Weightage (%)
1	Organization	Performance Management System	1. Automation of PMS 2. Completion of entire process - goal setting, periodic and annual reviews	KPI-1. Quality and Comprehensiveness of automation KPI-2. Deployment and timelines KPI-3.	01-04-2017 To 22-06-2018	30
2	Unit/Team	Learning and Development	1. Training need analysis 2. L&D Plan 3. Training calendar 4. Role based programs	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
3	Individual	Talent Management	1. Creation of Competency and Talent Management Framework 2. Identification and Development of Hi-Pots 3. Succession Planning	KPI-1. Adherence to Timelines KPI-2. Deployment of the framework KPI-3. % employees impacted	01-06-2017 To 22-06-2018	30
4	Individual	Process Standardization	1. Creation of SOPs 2. Implementation and timely update of processes	KPI-1. % SOPs created KPI-2. % compliance to processes KPI-3. % of processes updated	01-04-2017 To 31-03-2018	10

Guidelines to set SMART Goals English मराठी

Version History

Competencies required to achieve your goals

Competency Definitions and Proficiency Levels

#	Competency
1	Achievement orientation

A passion and drive to achieve timely and quality results, and striving to meet and exceed standards and goals.

The revised goal form will be seen by the manager.

Manager can view the previous versions of the goals set in order to be sure that only suggested changes have been made by the team member

Version History (contd.)

Performance Appraisal System

Secure | https://acepro.co.in/pms/#/objectiveSettingEmpMgr?apraisal=2017-18&apid=7&apcode=SETOBJ&uid=117&reviewstatus=EMPSIGNOFF

ACEPRO APGLOBALE

My Profile Appraisal Invitations Dashboard Admin - Help & FAQ Manager, Logout

Goal Setting for: Employee Period: 2017-18

#	Category	Key Result Area (KRA) / Goal	Goal Description	Key Performance Indicator (KPI) / Measurement Metric	Start Date / End Date	Weightage (%)
1	Organization	Performance Management System	1. Automation of PMS 2. Completion of entire process - goal setting, periodic and annual reviews	KPI-1. Quality and Comprehensiveness of automation KPI-2. Deployment and timelines KPI-3.	01-04-2017 To 22-06-2018	30
2	Unit/Team	Learning and Development	1. Training need analysis 2. L&D Plan 3. Training calendar 4. Role based programs	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
3	Individual	Talent Management	1. Creation of Competency and Talent Management Framework 2. Identification and Development of Hi-Pots 3. Succession Planning	KPI-1. Adherence to Timelines KPI-2. Deployment of the framework KPI-3. % employees impacted	01-06-2017 To 22-06-2018	30
4	Individual	Process Standardization	1. Creation of SOPs 2. Implementation and timely update of processes	KPI-1. % SOPs created KPI-2. % compliance to processes KPI-3. % of processes updated	01-04-2017 To 31-03-2018	10

Guidelines to set SMART Goals English मराठी

Version History

Version as of (23/06/2018 11:15 AM)

Category	Key Result Area / Goal	Description	Key Performance Indicator / Measurement	Start Date / End Date	Weightage (%)
Organization	Performance Management System	1. Automation of PMS 2. Completion of entire process - goal setting, periodic and annual reviews	KPI-1. Quality and Comprehensiveness of automation KPI-2. Deployment and timelines KPI-3.	2017-04-01 To 2018-03-31	30
Unit/Team	Learning and Development	1. Training need analysis 2. L&D Plan 3. Training calendar 4. Role based programs	KPI-1. % of employees for whom need analysis was completed KPI-2. % of employees trained KPI-3.	2017-04-01 To 2018-03-31	30
Individual	Talent Management	1. Creation of Competency and Talent Management Framework 2. Identification and Development of Hi-Pots 3. Succession Planning	KPI-1. Adherence to Timelines KPI-2. Deployment of the framework KPI-3. % employees impacted	2017-06-01 To 2018-03-31	30
Individual	Process Standardization	1. Creation of SOPs 2. Implementation and timely update of processes	KPI-1. % SOPs created KPI-2. % compliance to processes KPI-3. % of processes updated	2017-04-01 To 2018-03-31	10

Version as of (23/06/2018 11:10 AM)

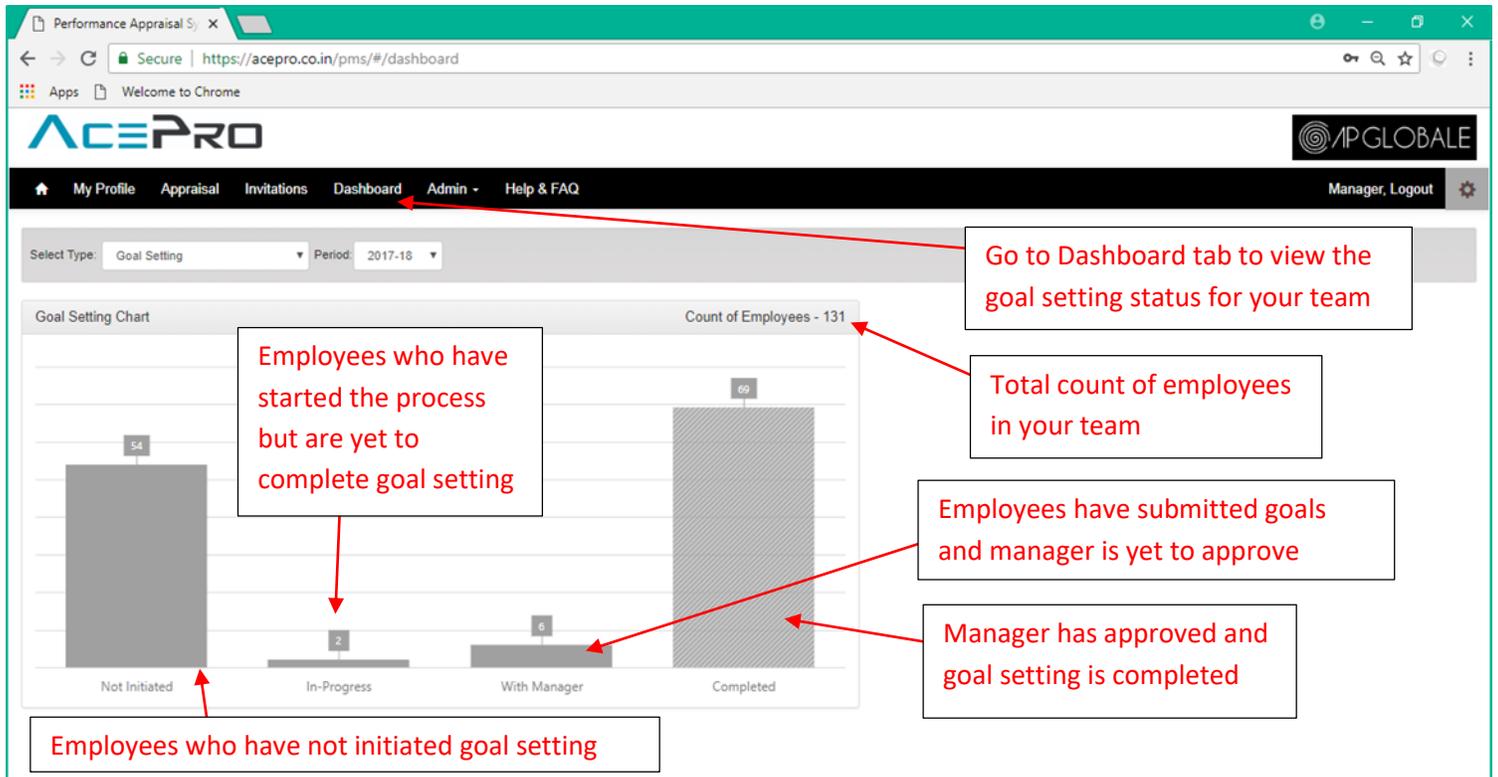
OK

Click on Version link to view details. The latest version of set goals will appear first.

Type here to search

11:40 AM 6/23/2018

Dashboard – Goal Setting Status for the team



Thank You!