# 

# APGLOBALE

## **USER MANUAL**

## **GOAL SETTING**

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#### Set Goals

#### **EMPLOYEE LOGIN**

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#### MANAGER LOGIN

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S- Specific and Sig	nificant (What exactly do you want to achieve?	Does it	2018-06-19	
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R-Realistic and Rei the information and T-Time-bound (Kee	levant (Is your goal realistic? Have you conside I skills needed to attain your goal?) on the timeline realistic and flexible. Simultaneou	usly not	English' and	
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7 Organization <b>v</b> Perfo	ormance Management System	1. Performance Management Framework 2. Adherence to	<ul> <li>KPI-1. Robust PMS process</li> <li>KPI-2. Adherence to timelines and out</li> </ul>	2017-04-01 2018-03-31	15	
Guidelines to set SMART Goals English	मराठी		are available in English	ns 1	100	
			and Marathi. Click on	the		Version History
Competencies required to achieve your	goals (you will be assessed on these o	competencies at the time of An	buttons to view the			
Competency Definitions and Proficiency Lev	vels English मराठी		detailed matrix.	ſ	/	
# Competency	Definition		Employee will be		Total of all	
1 Achievement orientation	A passion and drive to achi	eve timely and quality results, an	assessed on these		goals will add	
2 Adaptability	The ability to take a flexible	approach and act depending up	compotencies at the t	imo	up to 100 only	,
3 Analytical skills	The ability to assess situation	ons and problems through analyt	competencies at the t	tand and act on bottlen		
4 Communication skills	The ability to express thoug	phts and ideas in a clear, logical, i	of annual performance	ers.		
5 Customer centricity	The attitude to identify and	meet internal and/or external cus	review.	stomer's expectations,	and provide superb levels of service	ce.
7 Job Knowledge	Possess the required know policies related to the respe	-how to effectively execute specific ctive area of expertise.	c responsibilities in a certain knowledge field; have a	an understanding of the products, rea	quired procedures, requirements, r	regulations and
8 Ownership	Own and drive deliverables	completely and taking responsibil	ity for actions and results.	Click on subm	it button to	
9 Teamwork and collaboration	The willingness and eagern	ess to collaborate and to work sea	amlessly with others, toward shared goals.	submit your g	oal setting	
			aug Subart Class	form to your	manager	

### **Competency Definitions and Proficiency Levels**

Secure   https://acepro.co.	n/pms/competency.	html			
	C (watch out f	Competency Def for these behavi	finitions and Proficie iours while assessin	ency Levels ng your team mem	ber)
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**

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Category	Key Result Area / Goal	Description		the previous versions o	f set goals	
Organization	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.	To 2018-01-31	
Unit/Team	Learning and Development	1. Training need analy	sis 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 40 To 2018-03-31	
Individual	Talent Management	1. Creation of Competent Hi-Pots 3. Succession	ency and Talent Management Framework 2. Identification and Development of Planning	KPI-1. Adherence to Timelines KPI-2. Deployment of the framework KPI-3. % employees impacted	2017-06-01 30 To 2018-03-31	
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### Manager Login – Home Page

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### View Employee's Goals

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Organization	Performance Management System	<ol> <li>Automation of PMS 2. Comp entire process - goal setting, p annual reviews</li> </ol>	pletion of eriodic and	KPI-1. Quality and Comprehensiveness of automation KPI-2. Deployment and timelines KPI-3.	01-04-2017 To 31-03-2018	30
Unit/Team	Learning and Development	1. Training need analysis 2. L8 Training calendar 4. Role base	&D Plan 3. ed 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
Individual	Talent Management	1. Creation of Competency and Management Framework 2. Id and Development of Hi-Pots 3. Planning	d Talent entification Succession	KPI-1. Adherence to Timelines KPI-2. Deployment of the framework KPI-3. % employees impacted	01-06-2017 To 31-12-2018	30
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#### **Competency Definitions and Proficiency Levels**

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1 Achievement orientation	A passion and drive to achieve timely and quality results, and striving to meet and $\boldsymbol{\varepsilon}$	exceed standards and goals	Employee will b	e assessed o	on the	se		
2 Adaptability	The ability to take a flexible approach and act depending upon the change in situati	ions and circumstances.	comnetencies a	t the time o	fanni	ıal		
3 Analytical skills	The ability to assess situations and problems through analytical thinking and using	a logical and objective appr	competencies a		ann			
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4 Communication skills	The ability to express thoughts and ideas in a clear, logical, understandable and eff	fective manner, and to listen	performance re	eview.				
Communication skills     Customer centricity	The ability to express thoughts and ideas in a clear, logical, understandable and eff The attitude to identify and meet internal and/or external customer needs, by taking	required and timely actions		view.				
Communication skills     Customer centricity     Influencing skills	The ability to express thoughts and ideas in a clear, logical, understandable and eff The attitude to identify and meet internal and/or external customer needs, by taking The drive and the ability to persuade and influence others to support your point of v	required and timely action		VIEW.	<del>, , , , , , , , , , , , , , , , , , , </del>			
4     Communication skills       5     Customer centricity       6     Influencing skills       7     Job Knowledge	The ability to express thoughts and ideas in a clear, logical, understandable and eff The attitude to identify and meet internal and/or external customer needs, by taking The drive and the ability to persuade and influence others to support your point of v Possess the required know-how to effectively execute specific responsibilities in a policies related to the respective area of expertise.	fective manner, and to lister , required and timely action riew and your position certain knowledge field; have a	an understanding of the products, re	equired procedures, require	ements, regu	lations and		
Communication skills     Customer centricity     Influencing skills     Job Knowledge     Ownership	The ability to express thoughts and ideas in a clear, logical, understandable and eff The attitude to identify and meet internal and/or external customer needs, by taking The drive and the ability to persuade and influence others to support your point of v Possess the required know-how to effectively execute specific responsibilities in a c policies related to the respective area of expertise.	fective manner, and to lister a required and timely action view and your position certain knowledge field; have a ults.	an understanding of the products, re	equired procedures, require	ements, regu	lations and		

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#### **Version History**



#### Version History (contd.)

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Category	Key Result Area / Goal	Description		Key Performance Indicator / Measurement	Start Date / End Date	Weightage (%)
Organization	Performance Management System	1. Automation of PMS 2. Co annual reviews	mpletion of entire process - goal setting, periodic and	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 Development of Hi-Pots 3. §	and Talent Management Framework 2. Identification and 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
	Process Standardization	1. Creation of SOPs 2. Impl	ementation and timely updation of processes	KPI-1. % SOPs created KPI-2. % compliance to processes KPI-3. % of processes updated	2017-04-01 To 2018-03-31	10
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For internal circulation only

#### Dashboard – Goal Setting Status for the team

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A My Profile Appraisal Invitations Dashboard Admin - Help & FAQ	Manager, Logout
Select Type: Goal Setting   Period: 2017-18  Goal Setting Chart  Count of Employees - 131	Go to Dashboard tab to view the goal setting status for your team
Employees who have started the process but are yet to	Total count of employees in your team
Em and	pployees have submitted goals d manager is yet to approve
Not Initiated In-Progress With Manager Completed go	anager has approved and al setting is completed
Employees who have not initiated goal setting	

### Thank You!