

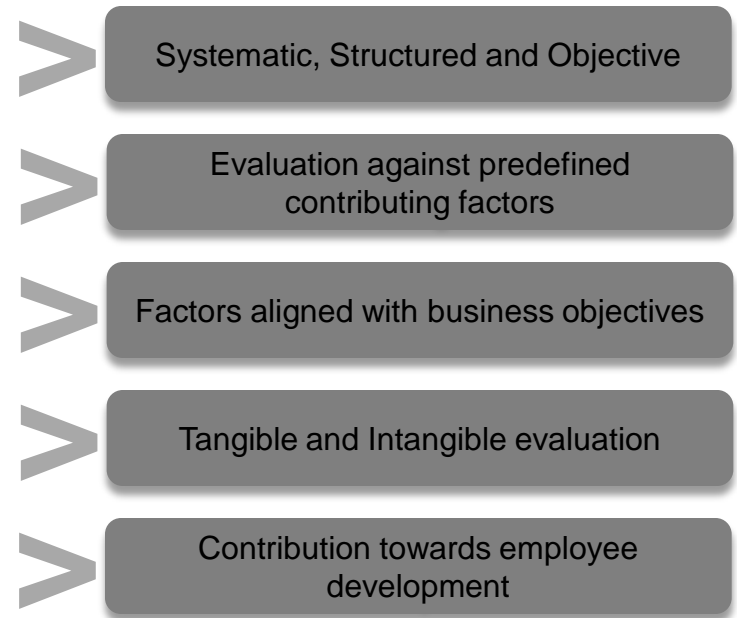
# Performance Management System (PMS)



*Making the Organization Better Prepared*

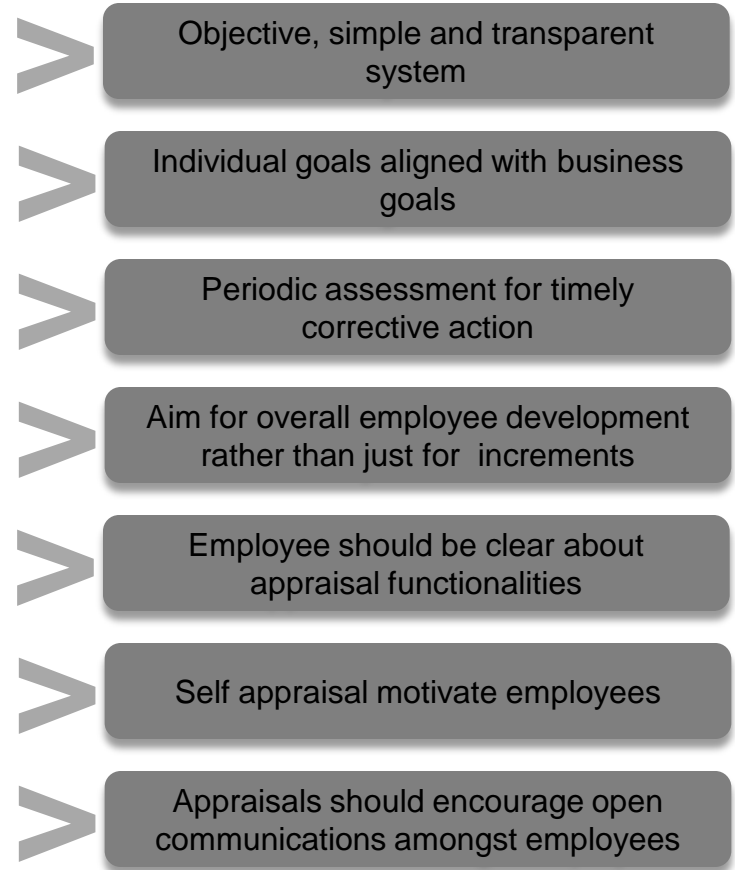
# Understanding PMS

- ▶ Performance Appraisal is a systematic, structured and objective mechanism of assessment of an individual's performance, measured against predefined and agreed, quantitative and qualitative contributing factors which are aligned with overall business objectives.
- ▶ The outputs of the appraisal are not only restricted to tangible measurement of an employee's performance but very importantly extended to ascertaining employees' development needs, defining future goals, performing employee competency assessment, and giving & receiving feedback for improvement.

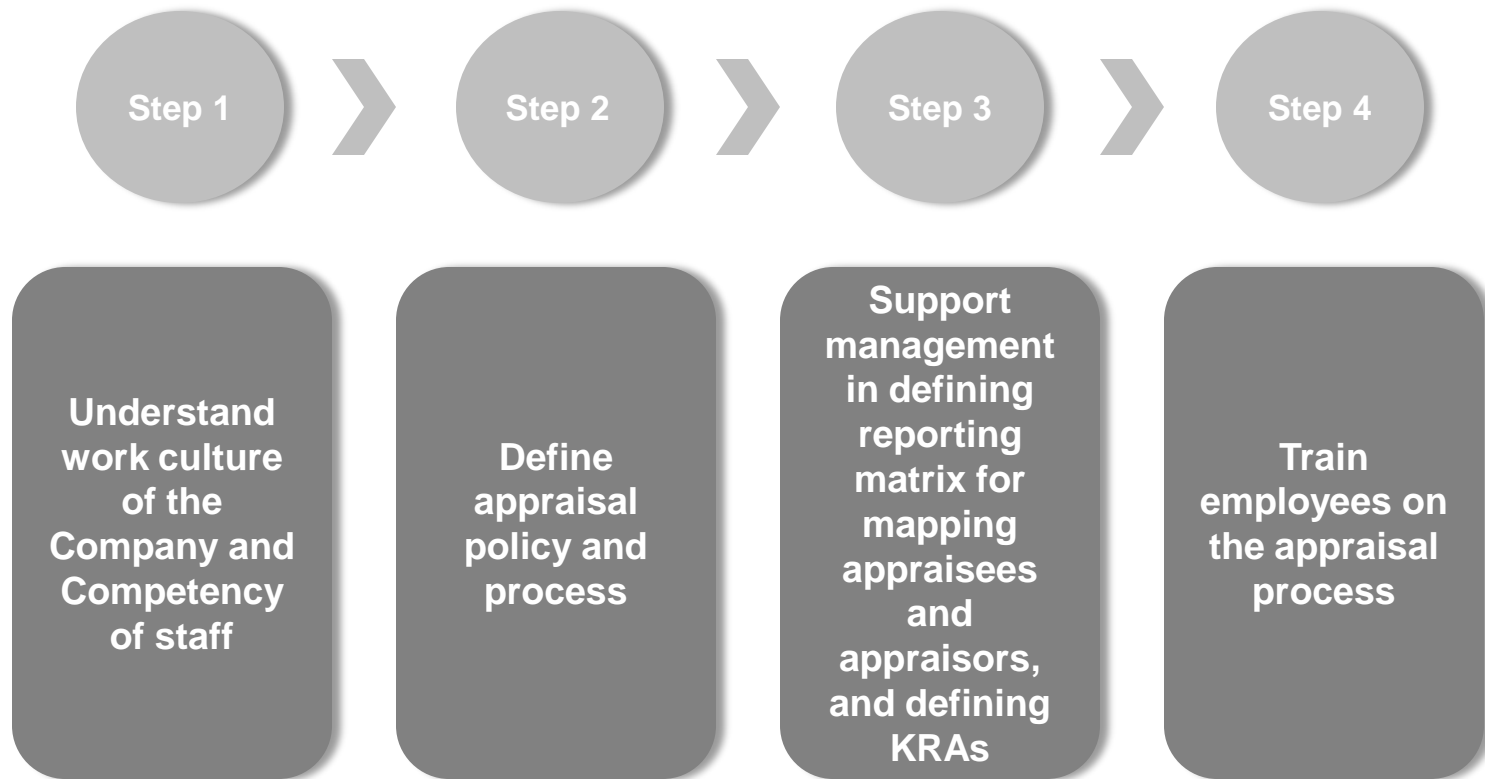


# Elements of a Good PMS

- ▶ The appraisal system should be objective, simple and transparent
- ▶ Alignment with business goals
- ▶ Periodic assessment
- ▶ Appraisal linked not only with increments and promotions but overall employee development
- ▶ Clear and effective communication to all employees
- ▶ Let employees appraise their own performance
- ▶ PMS should create a climate for open appraisals in organizations



# Approach @ PMS



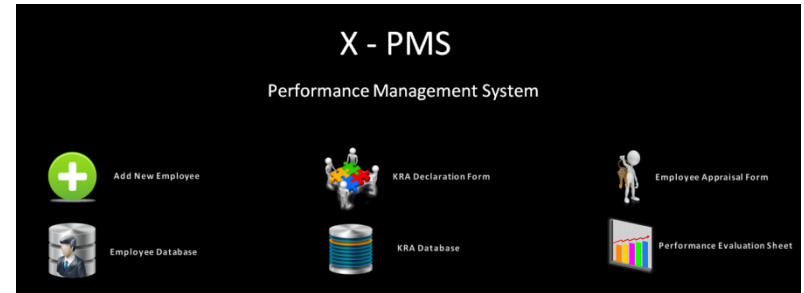
**Implement X-PMS** (An Excel based automated utility for managing appraisal process)

# X-PMS

▶ We have an in-house developed, Excel based Performance Management System Utility, named 'X-PMS' which is a very simple, easy to use and maintain system taking care of your end to end requirement of performance appraisal. :

▶ What X-PMS can do for you:

1. Map appraisees and appraisors
2. Automate KRAs circulation to all employees through emails
3. Compute performance evaluation results
4. Population and consolidation of appraisal results
5. Synopsis of results
6. Capture employee-wise training requirements
7. Maintaining records and history
8. Generate MIS



Employee Performance Evaluation Sheet									
Employee Details		Appraisal Details		Appraiser Details		Appraisal Results		Appraisal Status	
Employee ID	Employee Name	Appraisal ID	Appraisal Date	Appraiser ID	Appraiser Name	Appraisal Score	Appraisal Status	Appraisal Type	Appraisal Cycle
Secondary Appraiser Details									
Appraiser ID	Appraiser Name	Appraisal Score	Appraisal Status	Appraisal Type	Appraisal Cycle				
KRA Declaration Form									
KRA ID	KRA Name	KRA Description	KRA Weightage	KRA Status	KRA Cycle				
KRA Database									
KRA ID	KRA Name	KRA Description	KRA Weightage	KRA Status	KRA Cycle				
Employee Appraisal Form									
Employee ID	Employee Name	Appraisal ID	Appraisal Date	Appraiser ID	Appraiser Name	Appraisal Score	Appraisal Status	Appraisal Type	Appraisal Cycle
Performance Evaluation Sheet									
Employee ID	Employee Name	Appraisal ID	Appraisal Date	Appraiser ID	Appraiser Name	Appraisal Score	Appraisal Status	Appraisal Type	Appraisal Cycle

New Employee Joining Sheet									
EMPLOYEE DETAILS									
Employee ID	Employee Name	Department	Designation	Email ID					
Date of Joining	Department	Level							
PERSONAL DETAILS									
Blood Group	Father's Name / Spouse Name	Qualification							
Date of Birth	Current Address	Permanent Address							
Contact Number									
PRIMARY APPRAISER DETAILS									
Appraiser ID	Appraiser Name	Department	Designation	Email ID					
SECONDARY APPRAISER DETAILS									
Appraiser ID	Appraiser Name	Department	Designation	Email ID					

Your Contact:: Vikrant Chawla

E: [vikrant@xcelionadvisory.com](mailto:vikrant@xcelionadvisory.com)

M: +91 9811118144

D: 91 124 4252069

### **Xcelion Advisory Private Limited**

U&I Business Centre  
Sector 32, Plot 47  
Gurgaon -122001  
NCR, India

Branch Office:  
A-20, Sai Niketan  
Sai Baba Complex  
Mohan Gokhle Road  
Goregaon East  
Mumbai-400063

*The information in this document and any oral presentations made by Xcelion Advisory Pvt. Ltd. (Xcelion) contains trade secrets and confidential and proprietary information of Xcelion, the disclosure of which would provide substantial benefit to competitors. As a result, this document should not be disclosed, used or duplicated – in whole or in part – for any purpose other than the Company's internal review.*