

# Performance Management

In this we can Evaluate the Performance of the Employees

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# Introduction

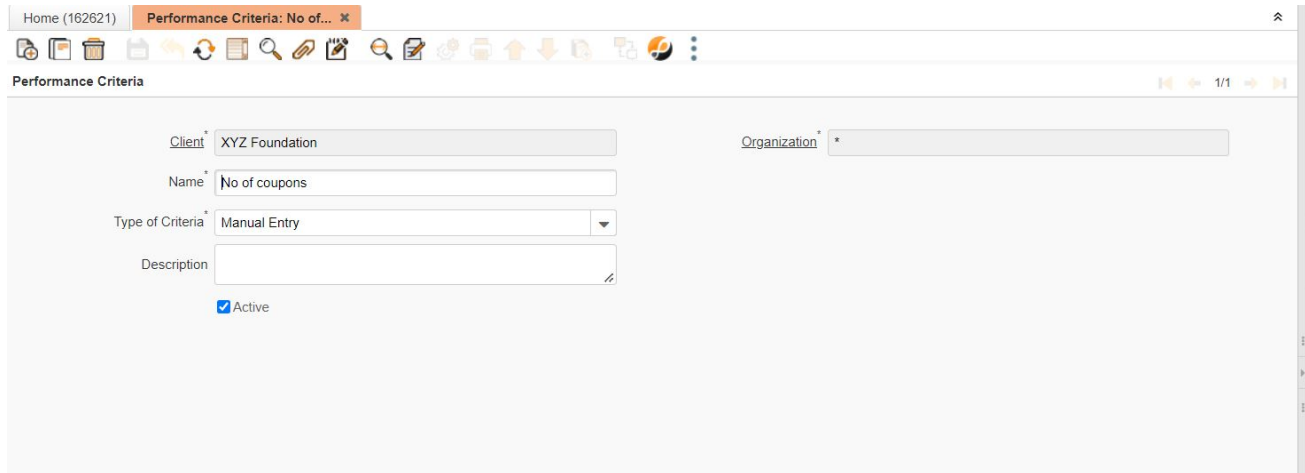
In this we can Evaluate the Performance of the Employees

Introduction

# Introduction

# Performance Criteria

# Performance Criteria



The screenshot shows a web application interface for managing Performance Criteria. At the top, there is a breadcrumb trail: 'Home (162621)' followed by an active tab 'Performance Criteria: No of...' with a close icon. Below the header is a toolbar with various icons for file operations and editing. The main form area is titled 'Performance Criteria' and contains the following fields:

- Client \***: A text input field containing 'XYZ Foundation'.
- Organization \***: A text input field containing an asterisk (\*).
- Name \***: A text input field containing 'No of coupons'.
- Type of Criteria \***: A dropdown menu currently showing 'Manual Entry'.
- Description**: A text area for additional details.
- Active**: A checkbox that is currently checked.

## CRITICAL FIELDS:

**Name:** We can maintain a name for our reference

**Type Of Criteria:** We can choose from the option Manual Entry or SQL Based Calculation.

While Using Manual Entry we can map criteria in the Performance evaluation plan

## NON-CRITICAL FIELDS:

**Client:** It will show the Client Name

**Organization:** It will show the organization name within the client

**Description:** It can be maintained for reference.

# Performance Evaluation Plan

**CRITICAL FIELDS:**

Type of Performance Plan: A performance plan based on scoring or Incentive will be displayed in the list

Frequency Type: We can choose how often we are Evaluating performance Eg.monthly, Quarterly like that

Recognition Frequency: We can choose how often we are Recognizing performance Eg.monthly, Quarterly like that

Calculation Type: Calculation based on Average, Minimum, Maximum, Sum etc.

Description: It can be maintained for reference.

# Performance Range

The screenshot shows a web application window titled 'Performance Evaluation Plan...'. The breadcrumb navigation is 'Performance Evaluation Plan > Performance Range'. The form contains the following fields:

- Client**: XYZ Foundation
- Organization**: \*
- Performance Evaluation Plan**: Test Dine
- Name**: A
- Description**: (empty)
- Type**: Amount (dropdown menu)
- Range From**: 90.0
- Range To**: 100.0
- Amount**: 96,000.0
- Percentage**: 4.0
- Active**: ☒ Active

## CRITICAL FIELDS:

**Name:** It can be maintained for reference of the document

**Type:** we can maintain Amount/Percentage from the list

**Range from:** We can maintain the range from value

**Range To:** We can maintain Range To value

**Amount:** Based on the type we can maintain the Amount value

**Percentage:** We can maintain the percentage value

## NON-CRITICAL FIELDS:

**Description:** It can be maintained for reference

**Active check box:** It can be checked if it needs to activate this range



# Criteria score

The screenshot shows a web application interface for 'Performance Evaluation Plan'. The breadcrumb trail is 'Performance Evaluation Plan > Criteria Score'. The form contains several fields: 'Client' with the value 'XYZ Foundation', 'Performance Evaluation Plan' with 'Test Dine', 'Line' with '10', 'Performance Criteria' with 'No of coupons', and 'Score' with '20'. There is also an 'Organization' field with an asterisk. A 'Description' text area is present below the 'Performance Criteria' field. At the bottom, there are two checkboxes: 'Processed' (unchecked) and 'Active' (checked). The interface includes a top navigation bar with icons and a right sidebar.

## CRITICAL FIELDS:

Performance Criteria: We can choose the criteria, The criteria which are created in the master will displayed in the list

Score: We can maintain the score value

## NON-CRITICAL FIELDS:

Line No: It displays the Sequence number

Description: It can be maintained for the reference

# Performance Evaluation

# Performance Evaluation

Home (162621) Performance Evaluation: 100... x

Performance Evaluation 1/2

Client \* XYZ Foundation Organization \* XYZ Offsite

Document No 1000001 Performance Evaluation Plan \* testing

Document Type \* Performance Evaluation Account Date \* 11/01/2022

Business Partner \* Main HQ User/Contact \* cfg

Description

Date From 01/12/2021 Date To 31/12/2021

Document Status \* Completed

☐ Approved ☒ Processed

☐ Approved Level 1 ☐ Approved Level 2

**Evaluation Criteria**

1 Records

<input type="checkbox"/>	Line	Performance Criteria	Score	Description
<input checked="" type="checkbox"/>	10	No of coupons	7	Base Score : 10

## CRITICAL FIELDS:

Document No: It will display the Number of the Document

Document Type: We can segregate the Documents using Document type

Performance Evaluation Plan: From the List we can choose the Evaluation plan which is created already

Business Partner: It can be used to choose the employee name to whom we are Evaluating

User/Contact: We can choose the user

Account Date: It is that the entry date of Evaluation

Date from: Evaluation date from

Date To: Evaluation date to

## NON-CRITICAL FIELDS:

Description: It can me maintained for reference

Document Action: Using this we can complete the document

Document Status: It will display the status of the document

# Evaluation Criteria

Home (162621) Performance Evaluation: 100... x

Performance Evaluation > Evaluation Criteria 1/1

Client\* XYZ Foundation Organization\* XYZ Offsite

Performance Evaluation 1000001\_Main HQ

Line\* 10

Performance Criteria No of coupons Score 7

Description Base Score : 10

## CRITICAL FIELDS:

Performance Criteria: We can select the Performance criteria from the list.

Score: Based on the criteria Actual score can be updated here.

## NON-CRITICAL FIELDS:

Line No: Sequence Number will generated automatically

Description: Based on the Criteria Base score will Updated in this.