

# Performance Management

In this we can Evaluate the Performance of the Employees

- Introduction
  - Introduction
- Performance Criteria
  - Performance Criteria
- Performance Evaluation Plan
  - Performance Evaluation Plan
  - Performance Range
  - Criteria score
- Performance Evaluation
  - Performance Evaluation
  - Evaluation Criteria

# Introduction

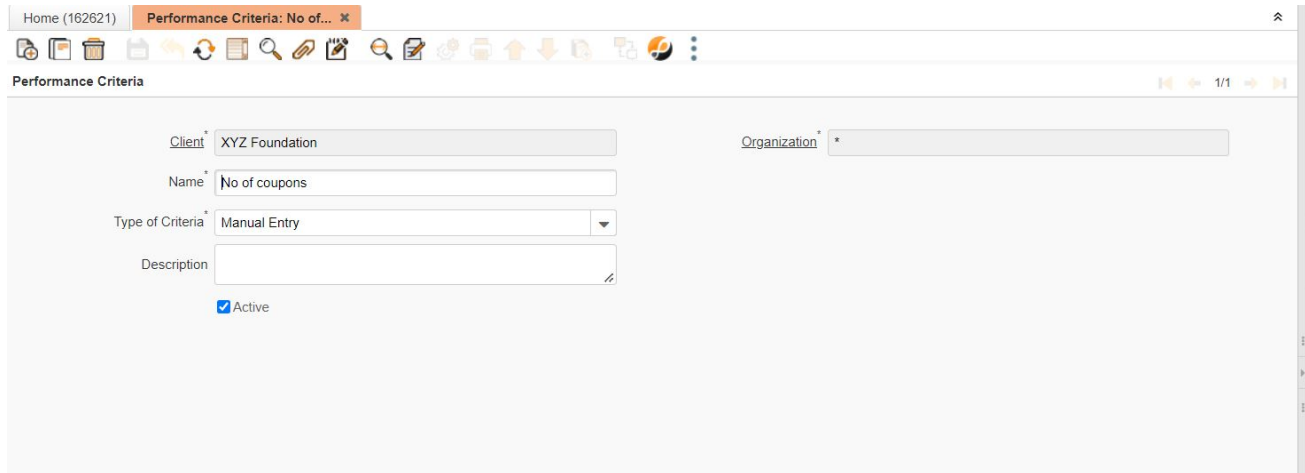
In this we can Evaluate the Performance of the Employees

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 breadcrumb is a toolbar with various icons for document management (add, edit, delete, search, etc.). 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 with 'Manual Entry' selected.
- Description**: A text input field with a small icon at the bottom right.
- Active**: A checkbox that is checked, labeled 'Active'.

## 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:

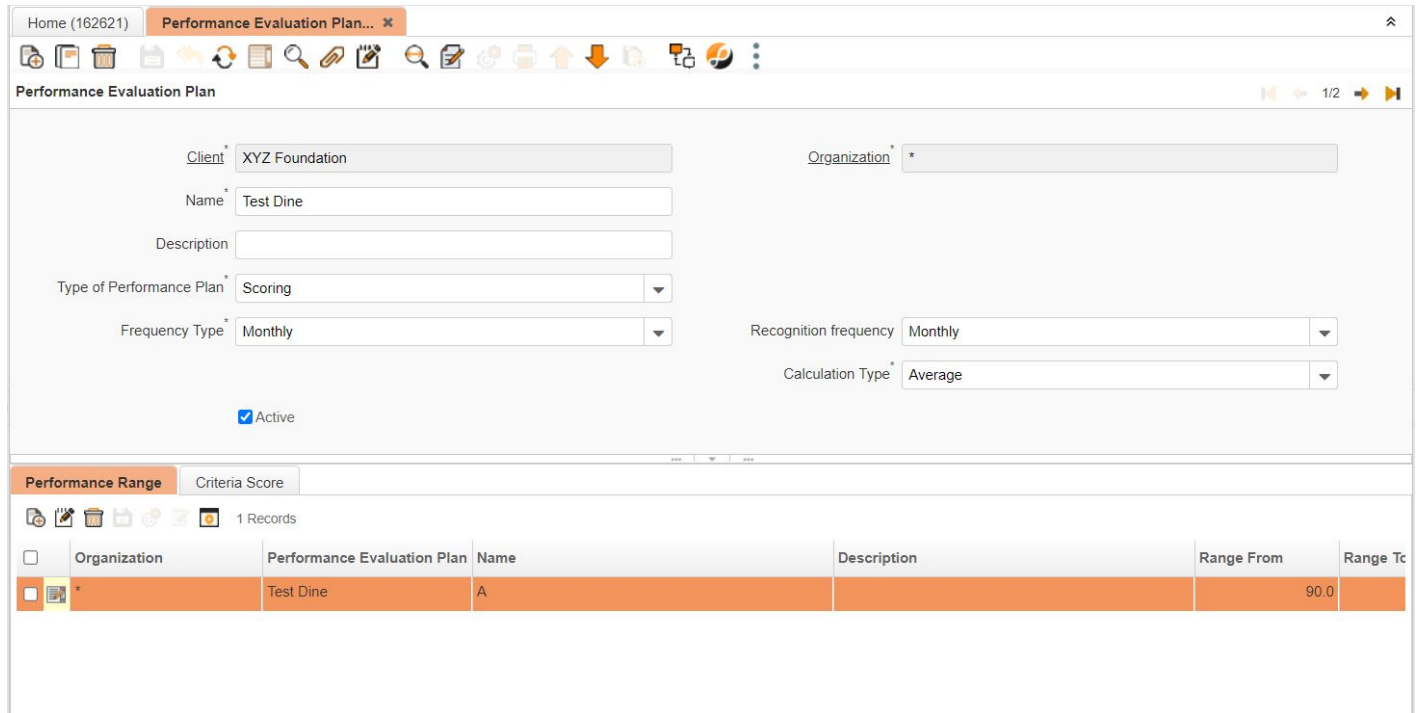
**Client:** It will show the Client Name

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

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

# Performance Evaluation Plan

# Performance Evaluation Plan



Home (162621) Performance Evaluation Plan... x

Performance Evaluation Plan 1/2

Client\* XYZ Foundation Organization\* \*

Name\* Test Dine

Description

Type of Performance Plan\* Scoring

Frequency Type\* Monthly

Recognition frequency Monthly

Calculation Type\* Average

☒ Active

Performance Range Criteria Score

1 Records

	Organization	Performance Evaluation Plan	Name	Description	Range From	Range To
<input type="checkbox"/>	*	Test Dine	A		90.0	

## CRITICAL FIELDS:

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

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.

## NON-CRITICAL FIELDS:

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 the following fields:

- Client**: XYZ Foundation
- Organization**: \*
- Performance Evaluation Plan**: Test Dine
- Line**: 10
- Performance Criteria**: No of coupons
- Score**: 20
- Description**: (empty text area)
- Processed**: ☐
- Active**: ☒

## 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.