

EEL Employee Logs in using his/her EEL web portal ID & Password



IPM Year	Create or Open	Printable View
2014	Create	N/A
2013	<u>Open</u>	View

Registered Office: Essjay Ericsson Pvt. Ltd., 210 F.LE Patparganj Industrial Area, Delhi-110092, Ph. No - 011- 22158669/22158670/40590052/42988080

Create a new IPM form for the selected year

Arun Shrivasta Satendra Sing

ESSJAY ERICSSON PVT. LTD IPM Tool

IPM (Individual Performance Management) Discussion

Home

Follow the links in the Employee IPM box below to complete each of the IPM sections.

	mployee IPM
ł) Annual Performance Appraisal Form
) Annual Summary of Performance

Employee Details	
Employee Name: Arun Shrivastava	Function: HR
Employee ID: EELX000	Role: NA
Manager's Name: Satendra Singh	Department: CU & Others
Designation: Assistant Officer - HR	Circle Head Name: Satendra Singh
Business Unit: HR	

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Click on the Annual Performance Appraisal Form

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IPM Tool

Home | Annual Performance Appraisal Form | Annual Summary of Performance

All are requested to keep saving their details to avoid data loss. Please ensure saving the data before signing off

For instructions on how to fill out this form, data privacy and storage of information please read Individual Performance Management Guideline . Sign- off means employee was present and participated in the discussion and provided his/her permission to store the content of this discussion.

> Save Cancel

IPM Year : 2016

EMPLOYEE GOAL SETTING & APPRAISAL



AGREED OBJECTIVES / KRA'S / GOALS	SELF APPRAISAL	SELF RATING	DELETE ROW
~~	***	Select	



Provide overall feedback and list the most important development needs for the appraisal period.

Employee Comments including feedback to manager	

Enter your comments including feedback to the Manager (if any) in the given text box

Goals set and Discussed				
Discussed On By Employee (yyyy-MM-dd) :	Discussed On By Manager (yyyy-MM-dd) :	Discussed On By Circle Head (yyyy-MM-dd) :		
Employee Signature : 🔲 🔶	Manager Signature : 🗌	Circle Head Signature :		
Goals Reviewed				
Discussed On By Employee (yyyy-MM-dd) :	Discussed On By Manager (yyyy-MM-dd) :	Discussed On By Circle Head (yyyy-MM-dd) :		
Employee Signature :	Manager Signature : 🗌	Circle Head Signature :		
Goals Evaluated				
Discussed On By Employee (yyyy-MM-dd) :	Discussed On By Manager (yyyy-MM-dd) :	Discussed On By Circle Head (yyyy-MM-dd) :		
Employee Signature :	Manager Signature : 🗌	Circle Head Signature :		



Sign off at the Goals Set and Discussed and Save the data



1st Stage of 'Goals set and Discussed' completed

Employee: Manager: '	Arun Shrivastava Satendra Singh	ESSJAY ERICSSON PVT. LTD IPM Tool	Logost
IPM (Indivi		Stage 2 - Goals Review	
► EEL IF	PM Guideline		
► EEL IF	PM Directive		
► IPM O	Online - Guide for Employee		

Please also refer to your local HR intranet and IPM communications for local instructions, guidelines and information on IPM

IPM Year	Create or Open	Printable View
2017	Create	N/A
2016	Open	<u>View</u>
2015	Closed	View

Log in on the portal and Open the form already created by you for the selected year

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ANNUAL PERFORMANCE APPRAISAL FORM

Home | Annual Performance Appraisal Form | Annual Summary of Performance

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IPM Year : 2016

EMPLOYEE GOAL SETTING & APPRAISAL



AGREED OBJECTIVES / KRA'S / GOALS	SELF APPRAISAL	SELF RATING	DELETE ROW	
AGREED OBJECTIVES / KRA'S / GOALS		Select -		
Please attach the file related to Employee goal setting & appraisal here. File must not exceed 2048 kilobytes.				
S.No. File Name	Delete			
Browse No file selected.	Upload			

Enter details in the Self Appraisal box & give Self Rating for each set goal & KRA

GENERAL MEASURES (Only to be filled in Mid term review and Annual Performance Appraisal)

ATTRIBUTES / DEFINITION	SELF APPRAISAL	SELF RATING	
1. Job Knowledge – displays good knowledge about function and subject.		Select Select Exceptional Performance (EP) Exceeds Expectations (EE)	
2. Customer Orientation –Is concerned about customer relationship & satisfaction.	h.	Meets Expectation (ME) Partially Performing (PP) Under Performing (UP)	
3. Quality Orientation – Is quality oriented and tries to improve.		Select -	
4. Communication – Is able to express himself clearly and listens effectively		Select -	
5. Team Work – Believes in team work and works in its interest	i.	Select	
6. Cost Conscious – Makes effort to reduce cost without imparting effectiveness and Quality.	h.	Select	
7. Attitude – Is positive in its approach.		Select	
8. Innovation – Is innovative and is able to combine original thinking with practical approach.		Select	
9, Independence in Functioning In majority of the			
Enter details in th	e Self Appraisal box & give Self Rat	ing for each General	
Measures Attributes			
10. Adherence to code of Conduct		Select	

Goals set and Discussed		
Discussed On By Employee (yyyy-MM-dd) : 2015-11-20	Discussed On By Manager (yyyy-MM-dd) :	Discussed On By Circle Head (yyyy-MM-dd) :
Employee Signature : 🗹	Manager Signature :	Circle Head Signature :
Goals Reviewed		
Discussed On By Employee (yyyy-MM-dd) :	Discussed On By Manager (yyyy-MM-dd) :	Discussed On By Circle Head (yyyy-MM-dd) :
Employee Signature : 🔲 🗲	Manager Signature :	Circle Head Signature :
Goals Evaluated		
Discussed On By Employee (yyyy-MM-dd) :	Discussed On By Manager (yyyy-MM-dd) :	Discussed On By Circle Head (yyyy-MM-dd) :
Employee Signature :	Manager Signature :	Circle Head Signature :



Sign off at the Goals Reviewed and Save the data

Stage 3 – Goals Evaluation flows just like stage 2 at the end of the year

Please note that STV calculations may also be based on the Final Ratings

Employee: Arun Shrivastava Manager: Satendra Singh

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	Employee IPM	
	1) Annual Performance Appraisal Form]
<	2) Annual Summary of Performance	

Employee Details	
Employee Name: Arun Shrivastava	Function: HR
Employee ID: EELX000	Role: NA
Manager's Name: Satendra Singh	Department: CU & Others
Designation: Assistant Officer - HR	Circle Head Name: Satendra Singh
Business Unit: HR	

Click on the 'Annual Summary of Performance'

ESSJAY ERICSSON PVT. LTD IPM Tool

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Cancel

ANNUAL SUMMARY OF PERFORMANCE

Home | Annual Performance Appraisal Form | Annual Summary of Performance

ADDITIONAL COMMENTS

Employee Comments		
	•	i.
Manager Comments		
		łł
Circle Head Comments		
		łł.
Discussed on (date):		
Discussed On By Employee (yyyy-MM-dd) :	Discussed On By Manager (yyyy-MM-dd) :	Discussed On By Circle Head (yyyy-MM-dd) :

Manager Signature :

Circle	Head	Signature	

IPM Scale Definations Feedback Guidelines (FAST)

Employee Signature :

Provide additional comments (if any), Sign off and Save the data

Employee: Arun Shrivastava Manager: Satendra Singh

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► EEL IPM Guideline

- ► EEL IPM Directive
- > IPM Online Guide for Employee

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Click on the View link to check the printable IPM Form

BILLY MATCHIN

Employee name: Satendra Singh S Review Period: 2019 Manager name: Katan Kanauja

SECTION 1- ANNUAL PERFORMANCE APPRAISAL FORM

EMPLOYEE GOAL SETTING & APPRAISAL

AGREED CREECTOVER / KRATE / GOALE BULF APPRACIAL ------Elle. Pla Norm

GENERAL MEASURES (Only to the fitnet in Million on online and Annual Partic manus Appendix)

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MANAGER TO COMPLETE ONLY

PERFORMANCEDEVELOPMENTPLAN

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SECTION II - ANNUAL SUMMARY OF PERFORMANCE

ASSIGNMENT / PROJECT REVIEWS

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ANNUAL SUMMARY

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ADDITIONAL COMMENTS

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Printable View

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