

EEL IPM Tool

Employee User Manual

ESSJAY ERICSSON PVT. LTD

IPM Tool

LOGIN

Enter Your Login Details	
Emp-ID: (Eg. EELXXXX)	<input type="text" value="EELXXXX"/>
Password:	<input type="password" value="•••••"/>
<input type="button" value="Submit"/>	

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

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

EEL IPM Tool

Employee User Manual

Employee: Arun Shrivastava
Manager: Satendra Singh

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[Logout](#)

IPM (Individual Performance Management) Discussion

[▶ EEL IPM Guideline](#)

[▶ EEL IPM Directive](#)

[▶ IPM 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
2014	Create	N/A
2013	Open	View

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Create a new IPM form for the selected year

Employee: Arun Shrivastava
Manager: Satendra Singh

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IPM (Individual Performance Management) Discussion

[Home](#)

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

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	

Registered Office: Essjay Ericsson Pvt. Ltd., 210 F.I.E Patparganj Industrial Area, Delhi-110092, Ph. No - 011- 22158669/22158670/40590052/42988000

Click on the [Annual Performance Appraisal Form](#)

ANNUAL PERFORMANCE APPRAISAL FORM

[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

Add Another Row

AGREED OBJECTIVES / KRA'S / GOALS	SELF APPRAISAL	SELF RATING	DELETE ROW
<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="checkbox"/>

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

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**

EEL IPM Tool

Employee User Manual

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 :

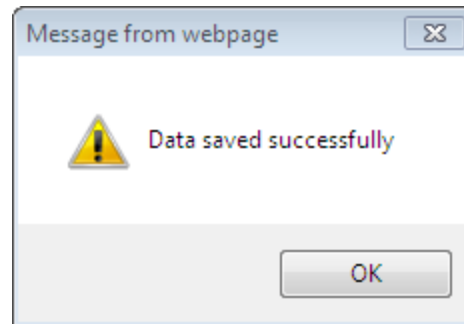
Save

Cancel

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

EEL IPM Tool

Employee User Manual



1st Stage of 'Goals set and Discussed' completed

Employee: Arun Shrivastava
Manager: Satendra Singh

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Stage 2 - Goals Review

▶ EEL IPM Guideline

▶ EEL IPM Directive

▶ IPM Online - Guide for Employee

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

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

ANNUAL PERFORMANCE APPRAISAL FORM

[Home](#) | [Annual Performance Appraisal Form](#) | [Annual Summary of Performance](#)

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Save

Cancel

IPM Year : 2016

EMPLOYEE GOAL SETTING & APPRAISAL

Add Another Row

AGREED OBJECTIVES / KRA'S / GOALS	SELF APPRAISAL	SELF RATING	DELETE ROW
<input type="text" value="AGREED OBJECTIVES / KRA'S / GOALS"/>	<input type="text"/>	<input type="text" value="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.	<input type="text"/>	<div data-bbox="1387 208 1669 376" style="border: 1px solid black; padding: 2px;"> Select Select Exceptional Performance (EP) Exceeds Expectations (EE) Meets Expectation (ME) Partially Performing (PP) Under Performing (UP) </div>
2. Customer Orientation –Is concerned about customer relationship & satisfaction.	<input type="text"/>	<div data-bbox="1387 468 1669 494" style="border: 1px solid black; padding: 2px;"> Select </div>
3. Quality Orientation – Is quality oriented and tries to improve.	<input type="text"/>	<div data-bbox="1387 601 1669 626" style="border: 1px solid black; padding: 2px;"> Select </div>
4. Communication – Is able to express himself clearly and listens effectively	<input type="text"/>	<div data-bbox="1387 733 1669 759" style="border: 1px solid black; padding: 2px;"> Select </div>
5. Team Work – Believes in team work and works in its interest	<input type="text"/>	<div data-bbox="1387 866 1669 892" style="border: 1px solid black; padding: 2px;"> Select </div>
6. Cost Conscious – Makes effort to reduce cost without imparting effectiveness and Quality.	<input type="text"/>	<div data-bbox="1387 999 1669 1025" style="border: 1px solid black; padding: 2px;"> Select </div>
7. Attitude – Is positive in its approach.	<input type="text"/>	<div data-bbox="1387 1132 1669 1158" style="border: 1px solid black; padding: 2px;"> Select </div>
8. Innovation – Is innovative and is able to combine original thinking with practical approach.	<input type="text"/>	<div data-bbox="1387 1265 1669 1290" style="border: 1px solid black; padding: 2px;"> Select </div>
9. Independence in Functioning – In majority of the ca su	<input type="text"/>	<div data-bbox="1387 1383 1669 1409" style="border: 1px solid black; padding: 2px;"> Select </div>
10. Adherence to code of Conduct	<input type="text"/>	<div data-bbox="1387 1383 1669 1409" style="border: 1px solid black; padding: 2px;"> Select </div>

Enter details in the Self Appraisal box & give Self Rating for each General Measures Attributes

Goals set and Discussed Discussed On By Employee (yyyy-MM-dd) : 2015-11-20 Employee Signature : <input checked="" type="checkbox"/>	Discussed On By Manager (yyyy-MM-dd) : Manager Signature : <input type="checkbox"/>	Discussed On By Circle Head (yyyy-MM-dd) : Circle Head Signature : <input type="checkbox"/>
Goals Reviewed Discussed On By Employee (yyyy-MM-dd) : Employee Signature : <input type="checkbox"/> ←	Discussed On By Manager (yyyy-MM-dd) : Manager Signature : <input type="checkbox"/>	Discussed On By Circle Head (yyyy-MM-dd) : Circle Head Signature : <input type="checkbox"/>
Goals Evaluated Discussed On By Employee (yyyy-MM-dd) : Employee Signature : <input type="checkbox"/>	Discussed On By Manager (yyyy-MM-dd) : Manager Signature : <input type="checkbox"/>	Discussed On By Circle Head (yyyy-MM-dd) : Circle Head Signature : <input type="checkbox"/>

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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Designation: Assistant Officer - HR	Circle Head Name: Satendra Singh
Business Unit: HR	

Click on the 'Annual Summary of Performance'

ANNUAL SUMMARY OF PERFORMANCE

[Home](#) | [Annual Performance Appraisal Form](#) | [Annual Summary of Performance](#)

ADDITIONAL COMMENTS

Employee Comments



Manager Comments

Circle Head Comments

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) :

Employee Signature :

Manager Signature :

Circle Head Signature :



[IPM Scale Definations](#) [Feedback Guidelines \(FAST\)](#)



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

Employee: Arun Shrivastava
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IPM Year	Create or Open	Printable View
2017	Create	N/A
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Click on the **View** link to check the printable IPM Form

End of Slide Show