



ANNUAL PERFORMANCE APPRAISAL

Frequently Asked
Questions
For Employees

PMS – 2018-19

We are happy to enlist some of the common and frequently asked questions by employees pertaining to the annual appraisal process. The idea is to address as many queries as possible so as to make this exercise a self-learning and awareness platform.

Frequently Asked Questions (FAQs):

Q. What is a Key Performance Goals (KPG)?

A. Key Performance Goals are the clearly set goals by an employee, to deliver his/her job. These goals are set in line with the organizational goals and agreed upon formally by an employee's Reporting Manager and Reviewer.

Q. Why do I need to be evaluated when I have been working well all year?

A. Your work and efforts are definitely appreciated, to ensure there is a formal assessment of your efforts and performance which can be recorded and seen across the board, we need to undergo a performance assessment process— i.e. evaluating achievement against what was expected. This puts means and ends in one perspective.

Q. How will this be done? - Situation - I have never done this before!! I don't know how to do it?

A. It's fairly simple, you need to assess your key areas of work that you do as a routine. Please go through the attached presentation for detailed understanding or approach your supervisor /HR SPOC. They will be happy to help.

Q. I don't have a KPG?

A. In that case, you can make your KPGs now as well. You need to assess your key areas of work that you do as a routine, write them down in the given format with the unit of measures, assign weightage as an indicator of importance of the goal and the target you set to achieve. Once it's done, discuss the same with your supervisor and ask for feedback. In case there is a change which you and your supervisor mutually agrees upon, update it and submit the same to your supervisor's supervisor.

Q. Can I have the same KPGs as last year?

A. It's not that you can or you cannot. It totally depends on what your job deliverables have been in the last financial year. We sincerely advise you to think through what are the different job deliverables that you have had in last FY and then finally set up your KRAs in consultation to your supervisor.

Q. What's in for me if I complete this?

A. That's a brilliant question and thanks for asking. We believe that until we don't see benefits for ourselves, it's hard to motivate yourself to get on to an additional task. Here is the good news – It's all benefits for you only. Your goals would be clearly defined, which will act as a guide for you to synchronize your energy and efforts on the job to achieve these goals. You would be evaluated for your goals and would get to know your current standing and future prospects in the company. You will have a complete learning plan to leverage on your existing strengths and develop your areas of concern. You would have formal feedback from your supervisors on which you can agree or disagree mutually. Last but most important your future growth in terms of roles, promotions and financials would be based on the completion of your inputs and finalization by your functional heads.

Q. Will I get a promotion if I complete this?

A. Performance management process is designed to evaluate the performance of an employee. As we believe in nurturing internal talent and growing our employees, hence in addition to the assessment of your KPGs, there would be other elements like experience, past performance, skills assessment and availability of suitable openings that would determine an employee's eligibility for a promotion. However, the supervisors and reviewers are asked to recommend if they feel that the employee is ready for the promotion.

Q. Will I get more money or benefits if I complete this?

A. We believe in inclusive growth of our most valued resource i.e. you (our every employee). We do have budgets allocated for each function and department for merit based increments. It totally depends on your performance and the rating assigned for the performance.

Q. What if I don't do this activity?

A. In case you are not willing to participate in this activity, you will not be eligible for merit increase, performance planning, and career developmental planning for the future. Hence bringing excitement of being part of PVR to a standstill. So, we believe no one would like to behave in a manner not befitting the bonafide member of PVR family. In case you have any reservations about the process or otherwise, please feel free to contact your HR or anyone you feel comfortable with in the management team.

Q. What is HR role in PMS?

A. HR is custodian of the fair practices of the company and ensures that each member has equal opportunity for growth and success. Hence, HR provides the framework, processes and tools for your performance evaluation. You being the centre of your performance, it's only your performance that we are asking you to measure. We also believe that you would be the best judge of your performance. Hence it's most important that you do participate wholeheartedly.

Q. Can someone else fill in my KPGs?

A. You need to fill in your KPGs all by yourself in discussion with your supervisor as you know your job best.

Q. My manager has changed recently, how will I be evaluated?

A. In case of a midterm change of the reporting structure (meaning your supervisor has been changed) - the supervisor with whom the maximum period was spent will be the lead assessor and the other (new) supervisor will provide his feedback to the lead assessor.

Please note: If the new supervisor is freshly inducted in the system in case of a replacement, the reviewing manager (supervisor's supervisor) will be the lead assessor and the other (new) supervisor will provide his feedback to the lead assessor.

Q. I have multiple supervisors (dual or matrix reporting)?

A. In case of dual reporting you would have your functional supervisor as the lead assessor and the other manager would provide his feedback to the lead assessor.

Q. Do we follow same method for corporate office, regional offices and cinema staff?

A. Yes the same methodology is followed for all employees at all offices.

Q. Will I get my Supervisor time? He seems so busy.

A. This process is as important for them as it is to you. They are as keen to accomplish and formalise the achievements of their team. They are being spoken to for meeting the steep deadlines. In case you still feel any challenge, please feel free to contact your respective HR SPOC.

Q. How I will be fairly reviewed / will I be fairly evaluated?

A. We are committed to ensure fairness and transparency and hence we are requesting each one of you to ensure the quality of inputs in the process. This will ensure that no one is able to miss out on being fair. The process has some intrinsic elements like moderation and normalisation steps which also bring out the cases of unfair practices are any. In case you still feel any challenge, please feel free to contact your respective HR SPOC or any one of the corporate HR team members.