

**DAMSI LA RESOURCES (PVT) LTD****PROCEDURE FOR ANNUAL PERFORMANCE EVALUATION****PURPOSE**

Establish a consistent method to evaluate performance of staff members periodically, to ensure the objectives of the Organization, Operational Units and Individuals are aligned in order to achieve the overall objectives of the Organization for the planned period. It will also establish a method for identifying different performance levels and improvements needed to achieve satisfactory overall performance.

**SCOPE**

This applies to all staff in the Permanent cadre, who have a minimum of 12 months of service.

Staff members will be evaluated on the following basis, until further notice :

1. Executive & Managerial staff - Objectives & Competencies
2. Manual / Non-Executive staff - Competencies only

The process for setting Objectives & formal evaluations will take place as follows :

1. **Planning & Communication of Annual Objectives** (Organization /Department/Individual) – March
  - a. Finalize Operation unit & Individual Objectives – breakdown into monthly, quarterly for reporting purposes.
  - b. Approval of Objectives - (April)
  - c. Record information in Appraisal Form & obtain signature of Supervisor
  - d. Duly completed & acknowledged/ approved Forms to be retained with HR
  - e. Prepare for Monthly/ Quarterly monitoring of performance, linking up with reports.
2. **Mid- year evaluation (Oct / Nov ) –**
  - a. Communicate official timelines for the **Mid- year evaluation** activity
  - b. Distribute business information relevant to performance objectives
  - c. Distribution of Forms which include the approved Objectives
  - d. Carry out Self Evaluation
  - e. Carry out Supervisor Evaluation
  - f. Directors to Review
  - g. One to one discussion, feedback session
  - h. Recording of information
  - i. Follow up action according to decisions/information of the evaluation
  - j. Retain duly completed forms with HR
3. **Year End Annual Evaluation (Feb/ March) -**
  - a. Communicate official timelines for the **Year End Evaluation** activity
  - b. Distribute business info. relevant to performance objectives
  - c. Distribute Forms which include the approved Objectives & remarks from Mid year /evaluation
  - d. Carry out Self Evaluation
  - e. Carry out Supervisor Evaluation
  - f. Directors to Review
  - g. One to one discussion, feedback session
  - h. Recording of information
  - i. Follow up action according to decisions/information of the evaluation
  - j. Retain duly completed forms with HR

**The following specific responsibilities in the Evaluation Process should be considered to ensure a timely & quality process for the benefit of all parties.**

**A. Directors**

1. Setting the Performance Objectives for the Organization & Operational Units at the required time
2. Advising on the timelines, to be aligned with Organization business plan
3. Communicating objectives officially for all Business Unit heads & Direct reports
4. Approving the Objectives as required
5. Conducting/ participating for one to one discussions
6. Reviewing recommendations at Mid-year & Year-end Evaluation
7. Encouraging & prioritizing the performance Evaluation activity at the due time

**B. The respective head of Business unit / Supervisor will be responsible for ;**

1. Helping to set clear performance objectives for the relevant employees concerned
2. Timely approval of Performance objectives set for the relevant employees
3. Ensure business information relevant to measure objectives for Direct reports is communicated
4. Making time for the one to one discussions
5. Reviewing recommendations at Mid-year & Year-end
6. Clear Recommendations for Directors to review
7. Encouraging, prioritizing & supporting the performance Evaluation activity at the due time
8. Recommending development of the employee by way of training and obtaining job knowledge

**C. Human Resources Team :**

- 1) Work closely with Directors, Operational heads to plan timelines for evaluation activity
- 2) Clear, timely communication related to the activity
- 3) Share necessary formats, along with specific information
- 4) Guide, Support for proper evaluation process
- 5) Follow up activities - Reward / recognize
- 6) Corrective action / monitoring
- 7) Training & development
- 8) Continuous improvement of formats, process

**Overall Comment**

All Managers with subordinates under their supervision should be familiar with the procedure and participate fully in this process, with the conviction that it is a fundamental management responsibility.

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