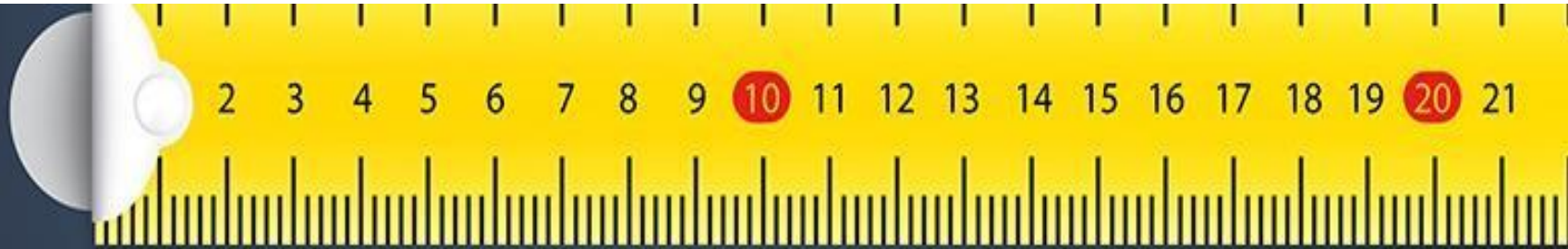


# GROUP HUMAN CAPITAL DEPARTMENT



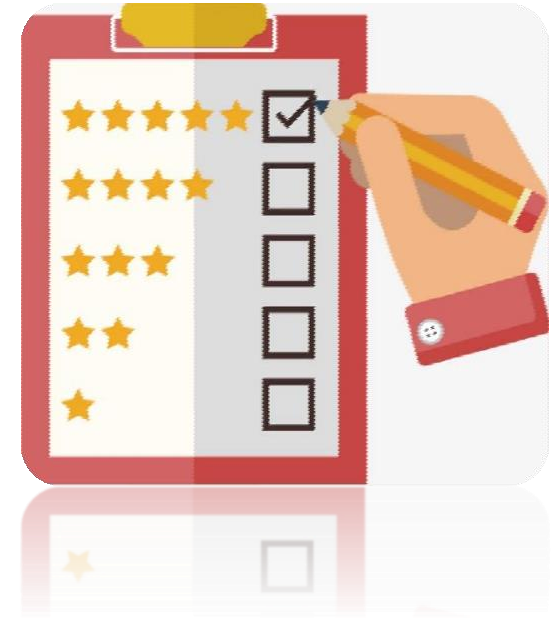
# PERFORMANCE

YEAR-END PERFORMANCE  
APPRAISAL (YEPA)

# WHAT IS YEPA?

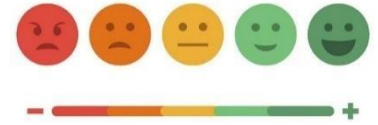
The YEPA, short for **Year-End Performance Appraisal** is a key component of employee development and provides an opportunity for line managers and their team members to:

- Discuss job performance
- Set goals for professional development
- Establish performance objectives for the following year
- Discuss expectations and accomplishments



*ESAG employees who have completed at least 6 months on the job must have a YEPA conversation with his/her line manager. For regular employees, the YEPA is an annual checkpoint that is conducted in the month of December and January.*

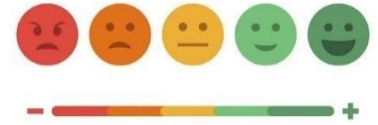
# WHY IS YEPA IMPORTANT?



## 1 Provide feedback on agreed goals

The annual performance evaluation process promotes open communication and provides useful feedback for employee performance and status of agreed goals set during the IPC.

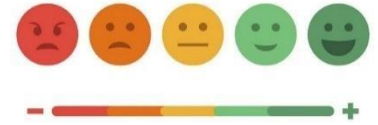
# WHY IS YEPA IMPORTANT?



## 2 Address issues and challenges

The YEPA provides an opportunity for line managers to provide constructive feedback on any performance and/or behavioral issues, and recommend necessary changes for improvement.

# WHY IS YEPA IMPORTANT?



## 3 Discuss Development Goals

Discuss areas of development in line with the performance feedback.

This allows line managers and team members to identify new development goals that can be set for the following year.

# HOW TO PREPARE FOR A YEPA CONVERSATION

## Line Manager



The line manager should schedule a meeting in advance and ask his/her team member to update the IPC in People Experience. The line manager should also ask the employee to prepare any evidence of accomplishments and how well the performance and development expectations have been met.



### **Prior to the meeting, the line manager should:**

- Review the employee's IPC and PDP goals, behaviour, and development data collected to date.
- Prepare constructive feedback and outline suggestions for performance improvement.
- Consider what coaching or training may be needed to help the employee be more effective on the job.

# HOW TO PREPARE FOR A YEPA CONVERSATION



## Team Member

The team member should update the status of his/her IPC in People Experience and keep a record of the PDP goals and gather relevant documents prior to the meeting. Please reach out to your entity HC to get a copy of your PDP goals.



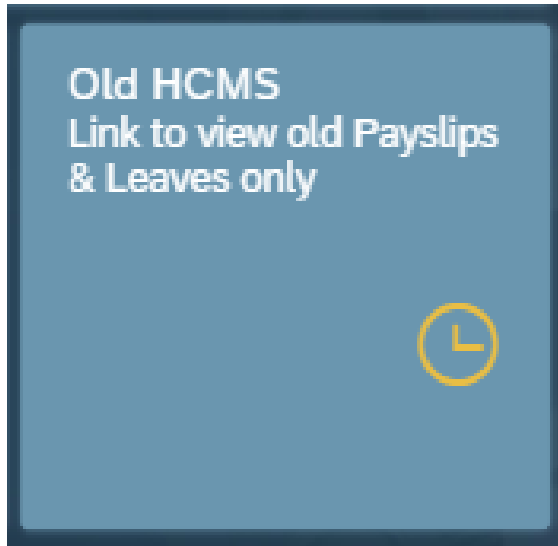
### Consider the following questions as the focus of the IPR discussion:

- What has gone well for you this year and is continuing to go well?
- What are your major accomplishments since the IPC and PDP cycle began?
- What are your most important areas for improvement?
- Do you have any suggestions for next year's IPC and PDP goals, deliverables and performance expectations?
- Do you need any additional support or resources?

# LAUNCHING PEOPLE EXPERIENCE - EMPLOYEE

Login to **People Experience** <http://www.peopleofesag.com>

Click on **Old HCMS** box/tile



# YEAR-END PERFORMANCE APPRAISAL



# PERFORMANCE

## EMPLOYEE SELF-APPRAISAL GUIDE

# EMPLOYEE SELF APPRAISAL

1. Launch *HCMS Self Service* and click on the **My YEPA** link under the Performance Management section.



Performance Management

My IPC

---

Review YEPA

---

Second Manager Review IPR

---

Second Manager Review YEPA

---

Manager - Direct Employee Assessment  
Report

---

My IPR

---

My YEPA



Performance Management Reports

---

# EMPLOYEE SELF APPRAISAL

2. Click on the '**Level of Accomplishment - Employee**' dropdown list and select a rating against each Performance Area.

S.No	Performance Area	Performance Objective	Measure	Level of Accomplishment - Employee
1	Current Processes	To create a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development goals.	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.	On target performance Improvement Needed Leading Performance Marginally Below Target On target performance Strong Performance
2	Current Processes	Coordinate common and ad-hoc training programs as per business needs. This includes scheduling, venue booking, identifying and liaising with relevant	Delivery of required training programs within requested timelines.	
3	Future Initiative	Support various L&D projects and initiatives for 2018 which may include, but not limited to: 1. LMS Implementation or continuous improvement of	Active support and contribution in various L&D initiatives.	On target performance
		Manage all activities related to the Embark Onboarding	Identify, recommend or introduce at least two (?)	

# EMPLOYEE SELF APPRAISAL

3. Write your **Self Appraisal Remarks** for each Performance Area. Use this field to discuss the evidence and justification for your selected level of accomplishment.

Level of Accomplishment - Employee	Level of Accomplishment - Line Manager	Weightage	Self Appraisal Remarks	Line Manager's remarks
On target performance <input type="text"/> <input type="button" value="x"/> <input type="button" value="v"/>		5	<input type="text"/>	<input type="text"/>
On target performance <input type="text"/> <input type="button" value="v"/>		10	<input type="text"/>	<input type="text"/>
On target performance <input type="text"/> <input type="button" value="v"/>		25	<input type="text"/>	<input type="text"/>
On target performance <input type="text"/> <input type="button" value="v"/>		25	<input type="text"/>	<input type="text"/>

# EMPLOYEE SELF APPRAISAL

4. When done, click on the *disc button* to save your changes.

Save Submit to Line Manager Request for Appeal

S.No	Performance Area	Performance Objective	Measure	Level of Accomplishment - Employee	Level of Accomplishment - Line Manager
1	Current Processes	Develop a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development goals.	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.	On target performance	
2	Current Processes	Coordinate common and ad-hoc training programs as per business needs. This includes scheduling, venue booking, identifying and liaising with relevant	Delivery of required training programs within requested timelines.	On target performance	
3	Future Initiative	Support various L&D projects and initiatives for 2018 which may include, but not limited to: 1. LMS Implementation or continuous improvement of	Active support and contribution in various L&D initiatives.	On target performance	
4	Current Processes	Manage all activities related to the Embark Onboarding Programme and identify areas for continuous	Identify, recommend or introduce at least two (2) improvements.	On target performance	

# EMPLOYEE SELF-APPRAISAL

8. Click '**Submit to Line Manager**' button to submit your YEPA for approval.

Save **Submit to Line Manager** Appeal

S.No	Performance Area	Performance Objective	Measure	Level of Accomplishment - Employee	Level of Acc
1	Current Processes	Develop a development plan that enables you to learn new skills/competencies and behaviours that help you achieve your development goals.	Completion of at least 3 development goals with relevant action plans mutually agreed and signed-off by line manager.	On target performance	
2	Current Processes	Coordinate common and ad-hoc training programs as per business needs. This includes scheduling, venue booking, identifying and liaising with relevant	Delivery of required training programs within requested timelines.	On target performance	
3	Future Initiative	Support various L&D projects and initiatives for 2018 which may include, but not limited to: 1. LMS Implementation or continuous improvement of	Active support and contribution in various L&D initiatives.	On target performance	
		Manage all activities related to the Embark Onboarding Programme and identify	Identify, recommend or introduce at least two (2) improvements.		

# SUBMITTING THE YEPA

Your line manager will shortly receive an email notification to review your submitted YEPA.

In case of any revisions, your line manager will discuss with you the recommended changes prior to sending back the YEPA.



# THANK YOU

*For any questions or clarifications in this manual please contact your entity HC representatives.*