APGLOBALE

USER MANUAL

GOAL SETTING

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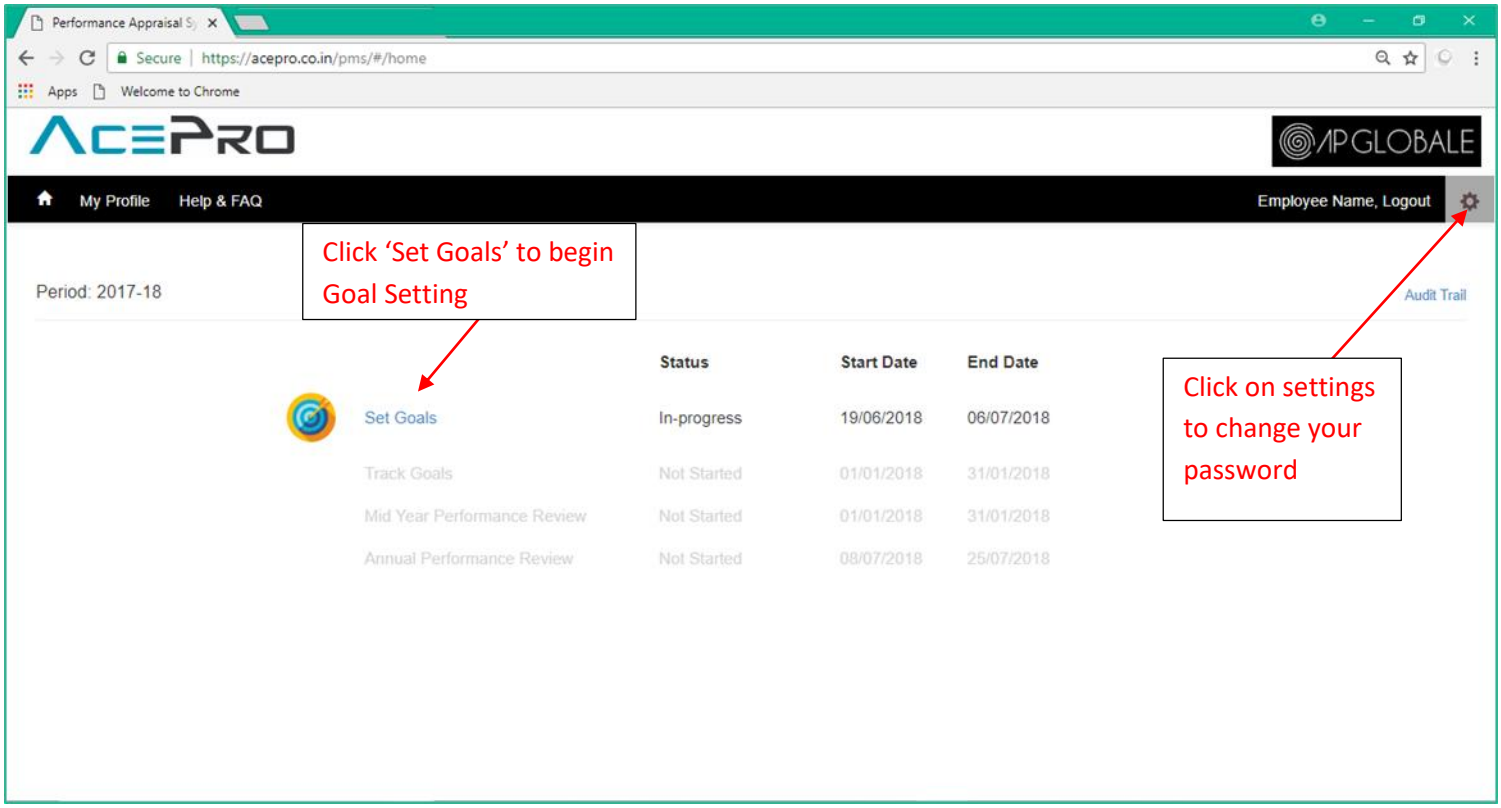
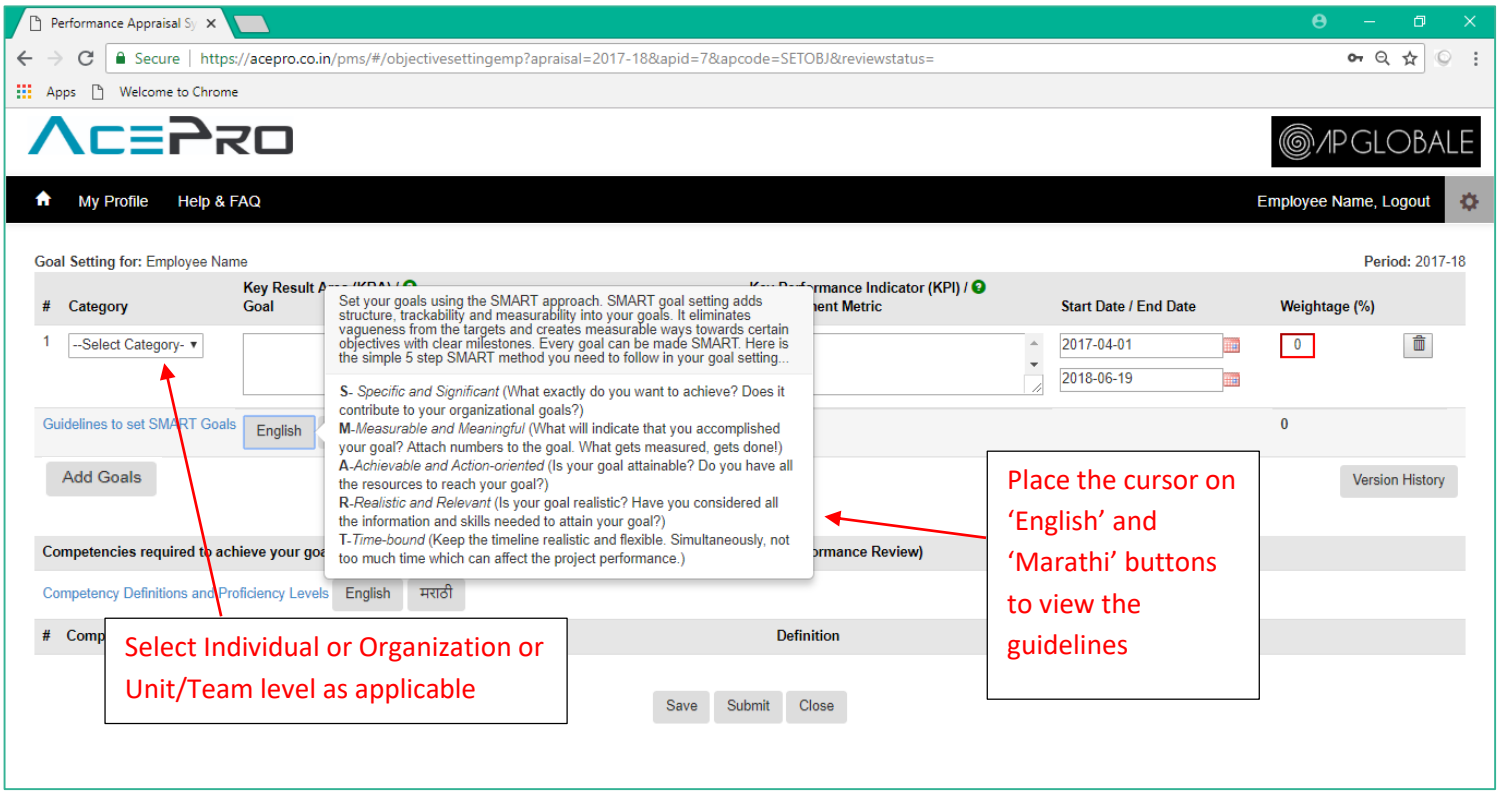
Employee Login – Login Page

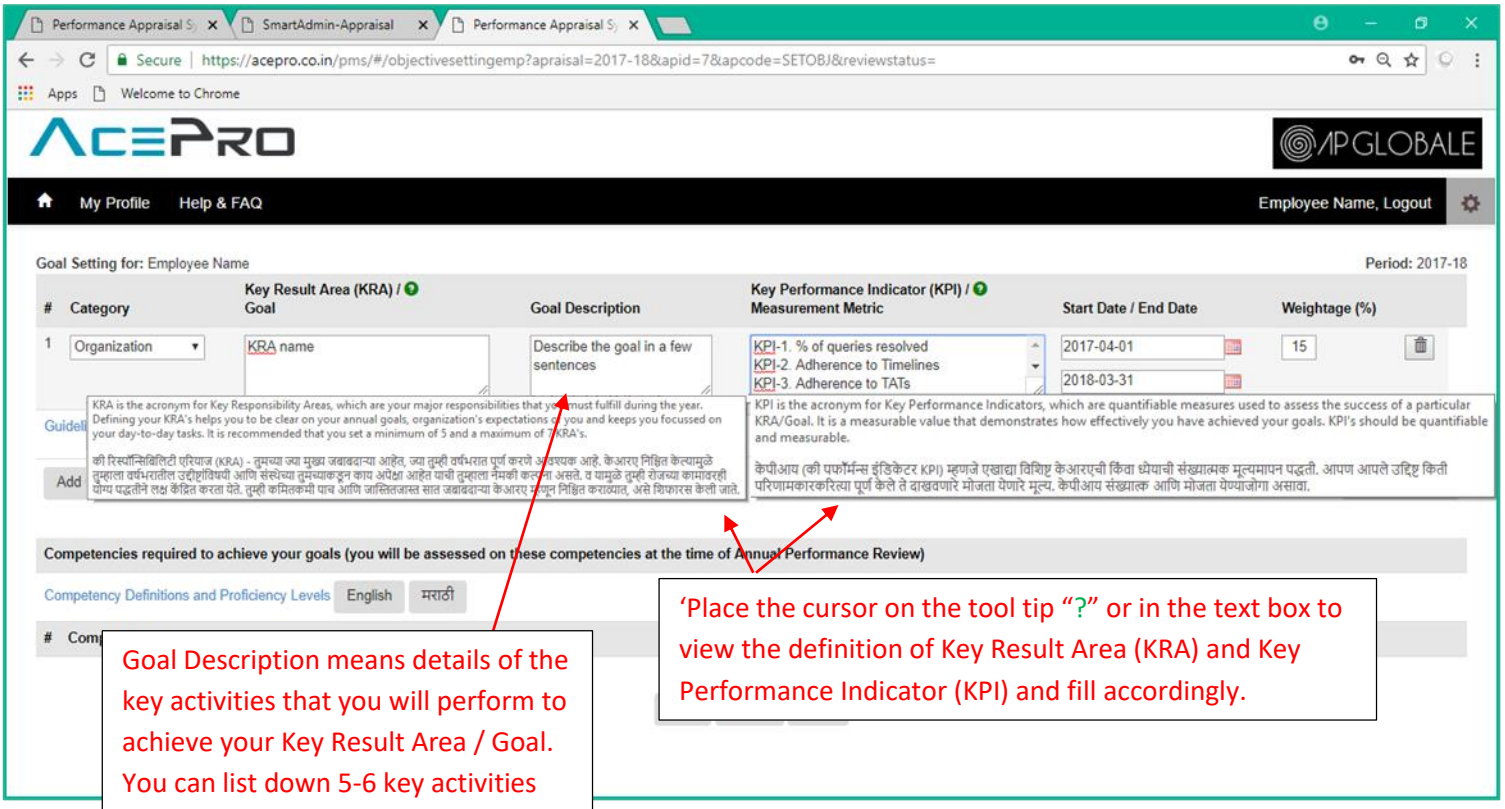
Home Page



Guidelines to set SMART Goals



Key Result Area (KRA) and Key Performance Indicator (KPI)



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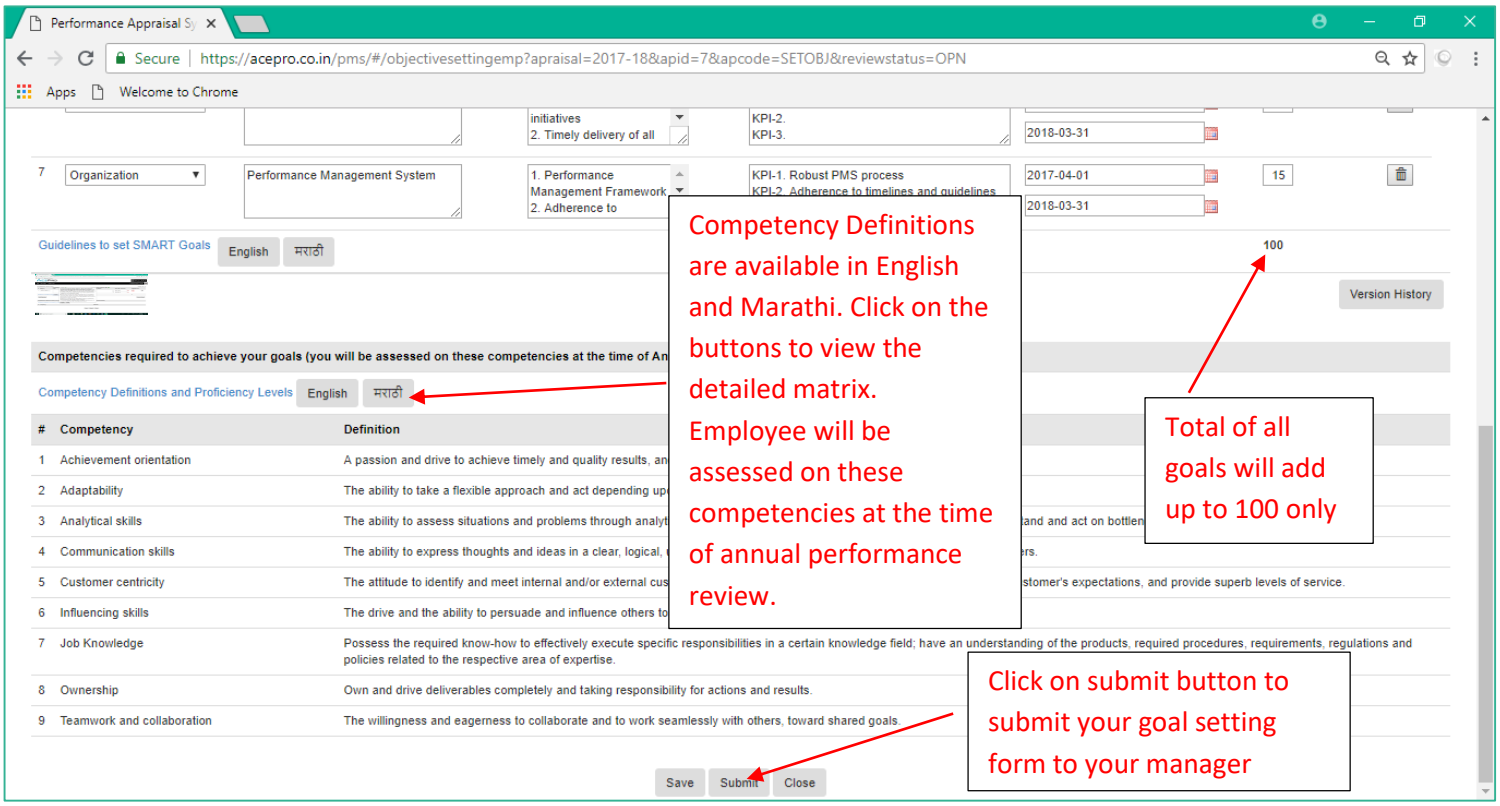
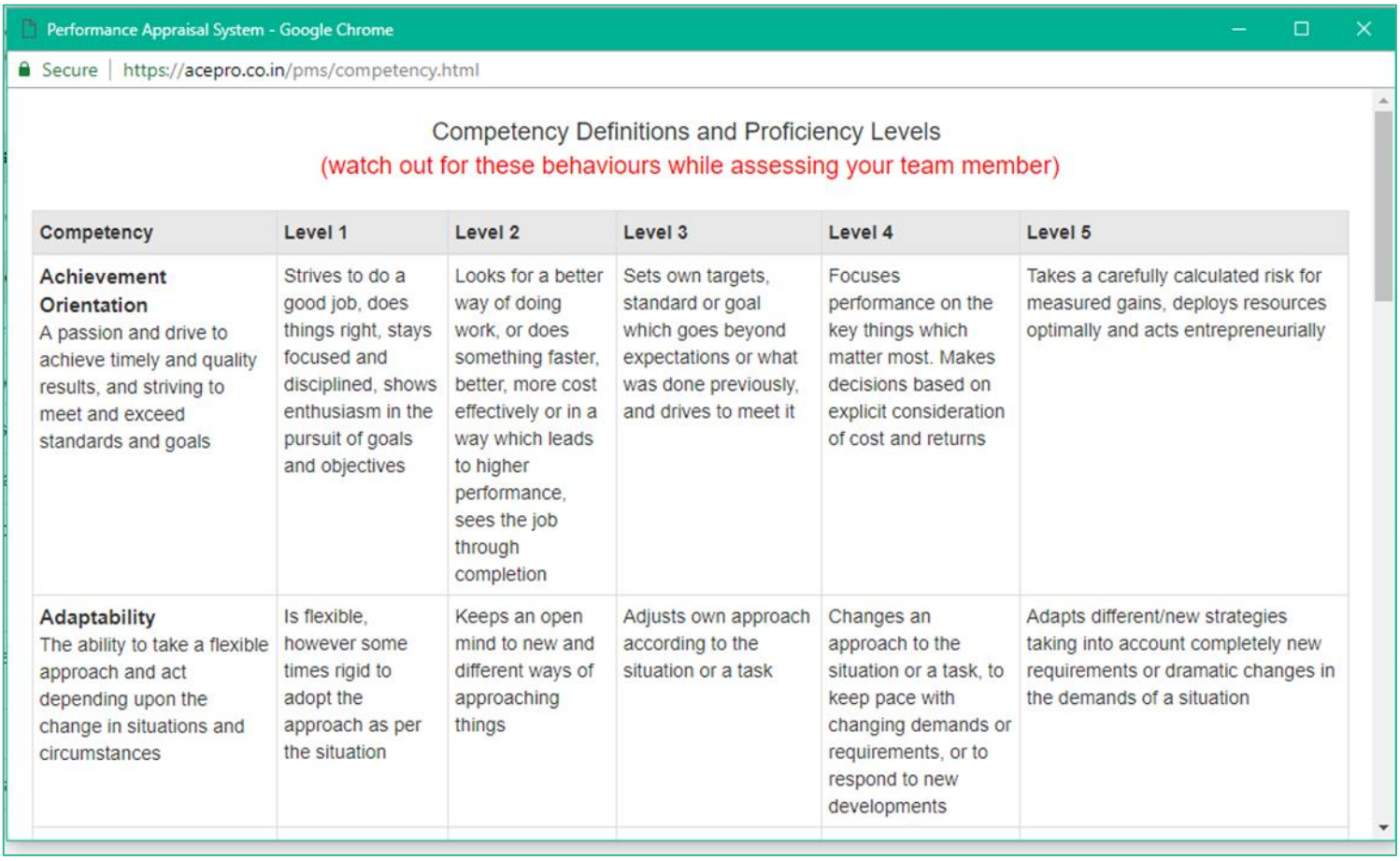


Competency Definitions and Proficiency Levels

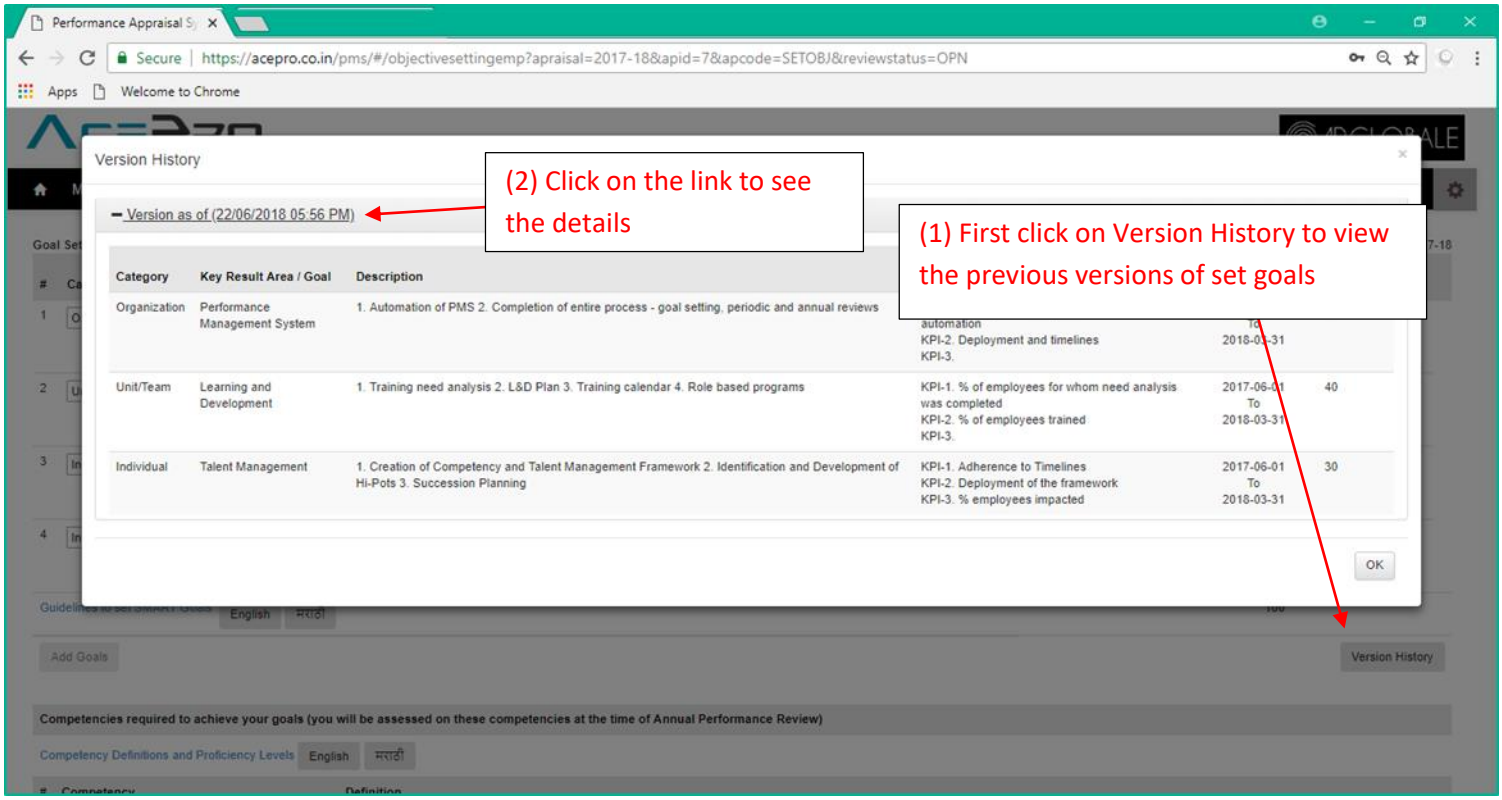


Competency Definitions and Proficiency Levels

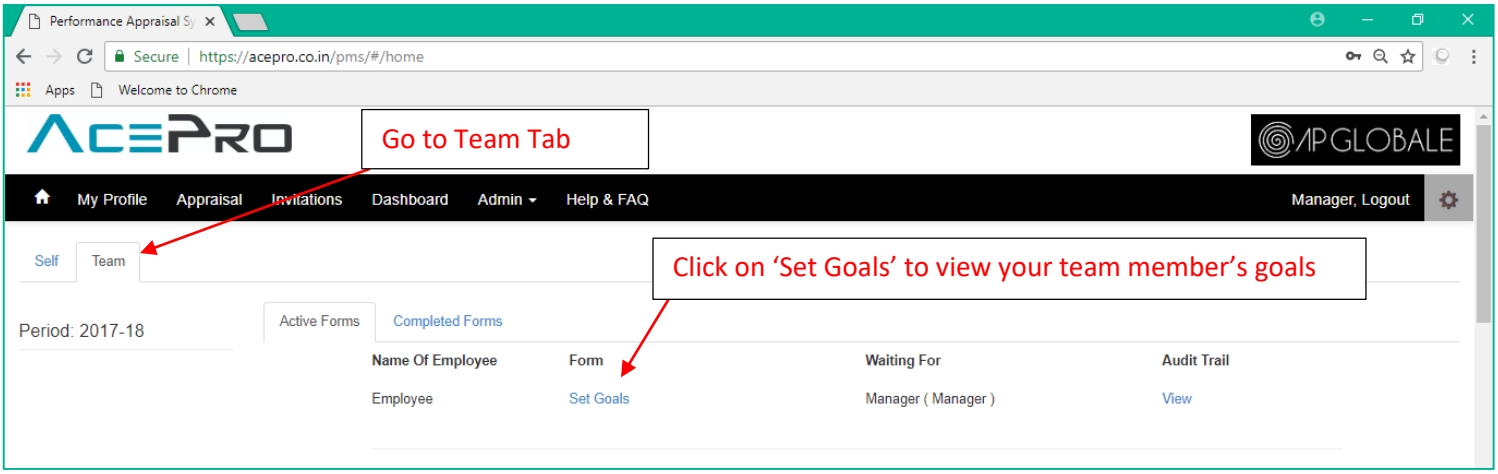
(watch out for these behaviours while assessing your team member)

Competency	Level 1	Level 2	Level 3	Level 4	Level 5
Achievement Orientation A passion and drive to achieve timely and quality results, and striving to meet and exceed standards and goals	Strives to do a good job, does things right, stays focused and disciplined, shows enthusiasm in the pursuit of goals and objectives	Looks for a better way of doing work, or does something faster, better, more cost effectively or in a way which leads to higher performance, sees the job through completion	Sets own targets, standard or goal which goes beyond expectations or what was done previously, and drives to meet it	Focuses performance on the key things which matter most. Makes decisions based on explicit consideration of cost and returns	Takes a carefully calculated risk for measured gains, deploys resources optimally and acts entrepreneurially
Adaptability The ability to take a flexible approach and act depending upon the change in situations and circumstances	Is flexible, however some times rigid to adopt the approach as per the situation	Keeps an open mind to new and different ways of approaching things	Adjusts own approach according to the situation or a task	Changes an approach to the situation or a task, to keep pace with changing demands or requirements, or to respond to new developments	Adapts different/new strategies taking into account completely new requirements or dramatic changes in the demands of a situation

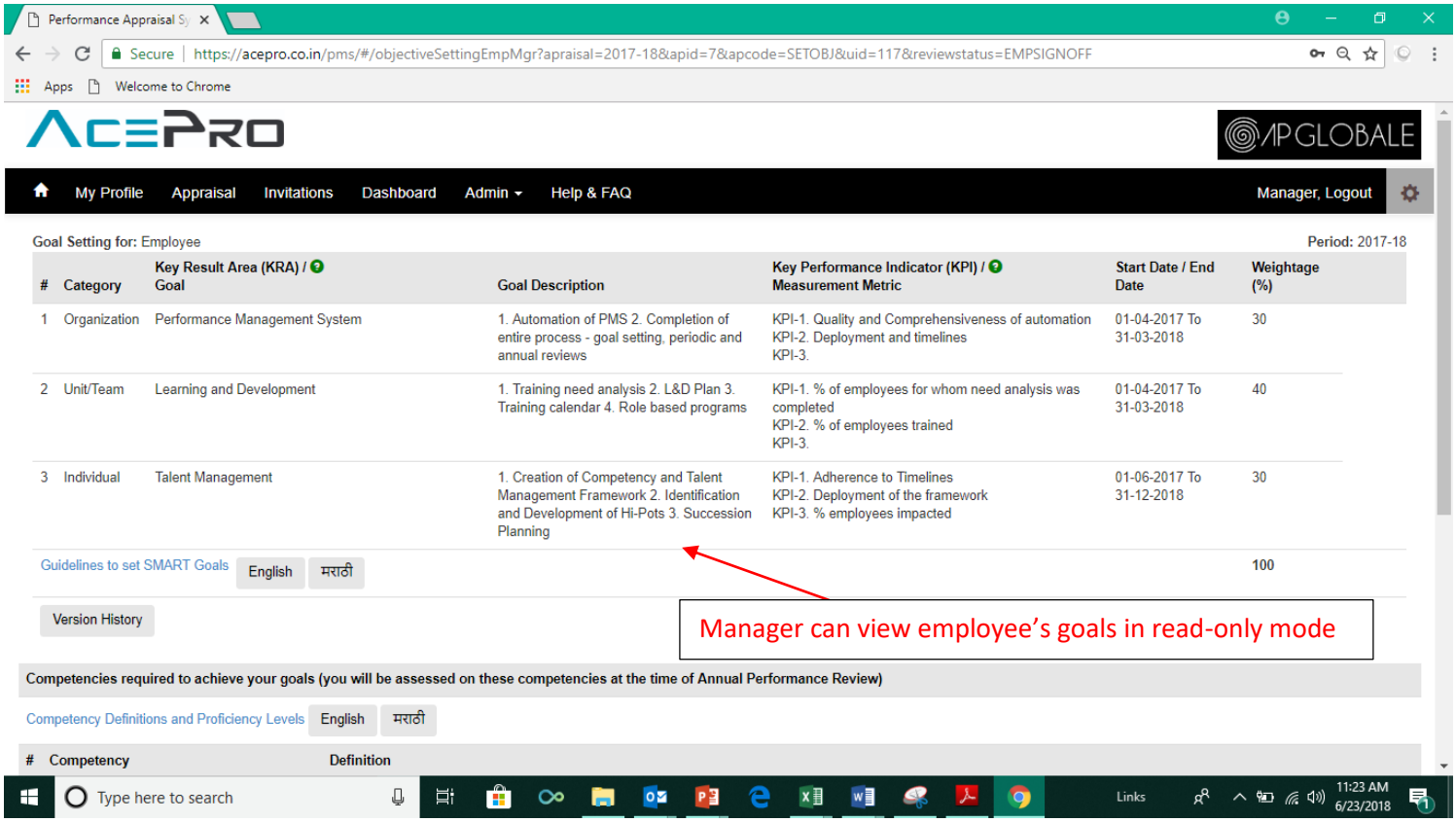
Version History



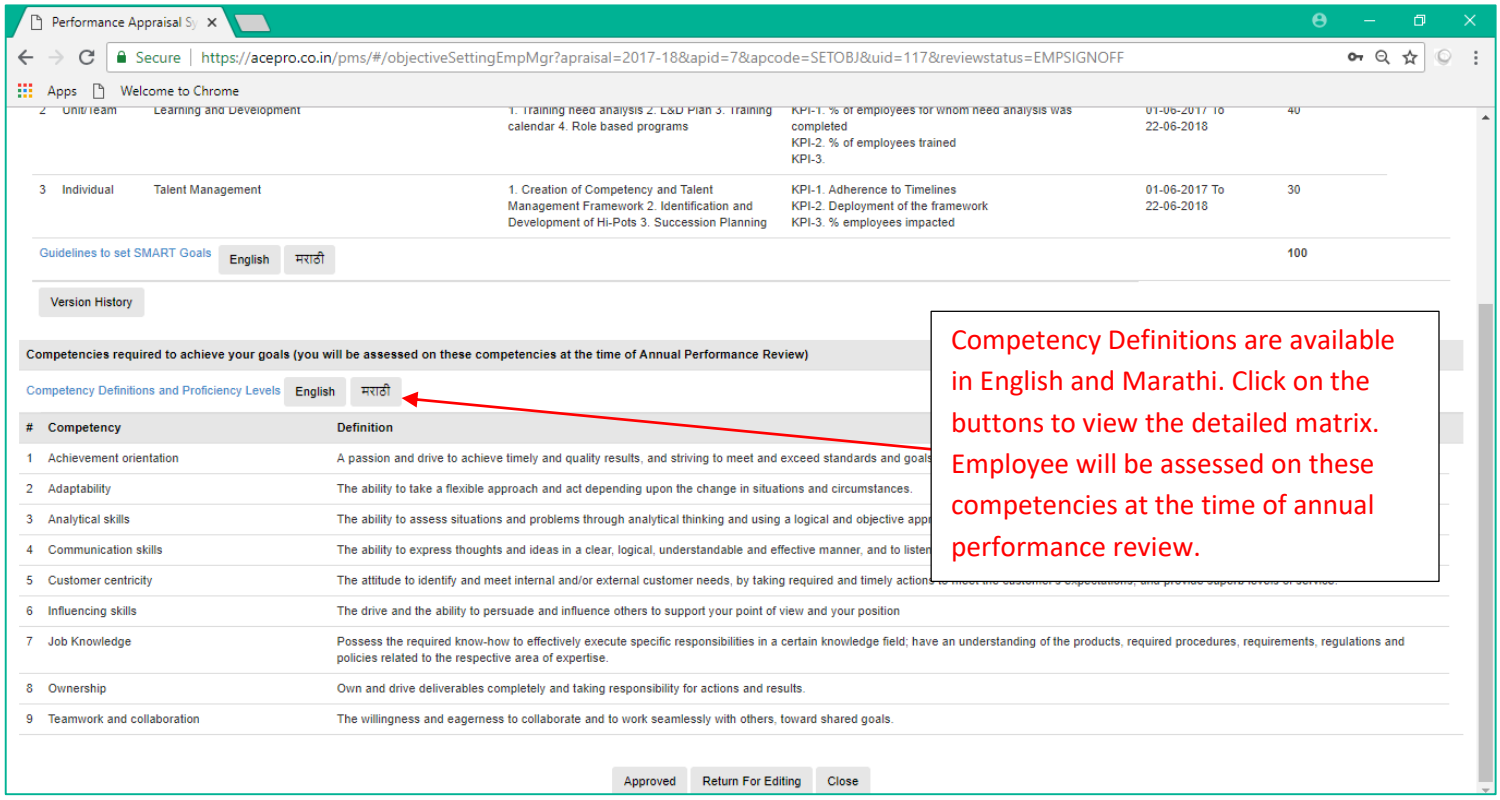
Manager Login – Home Page



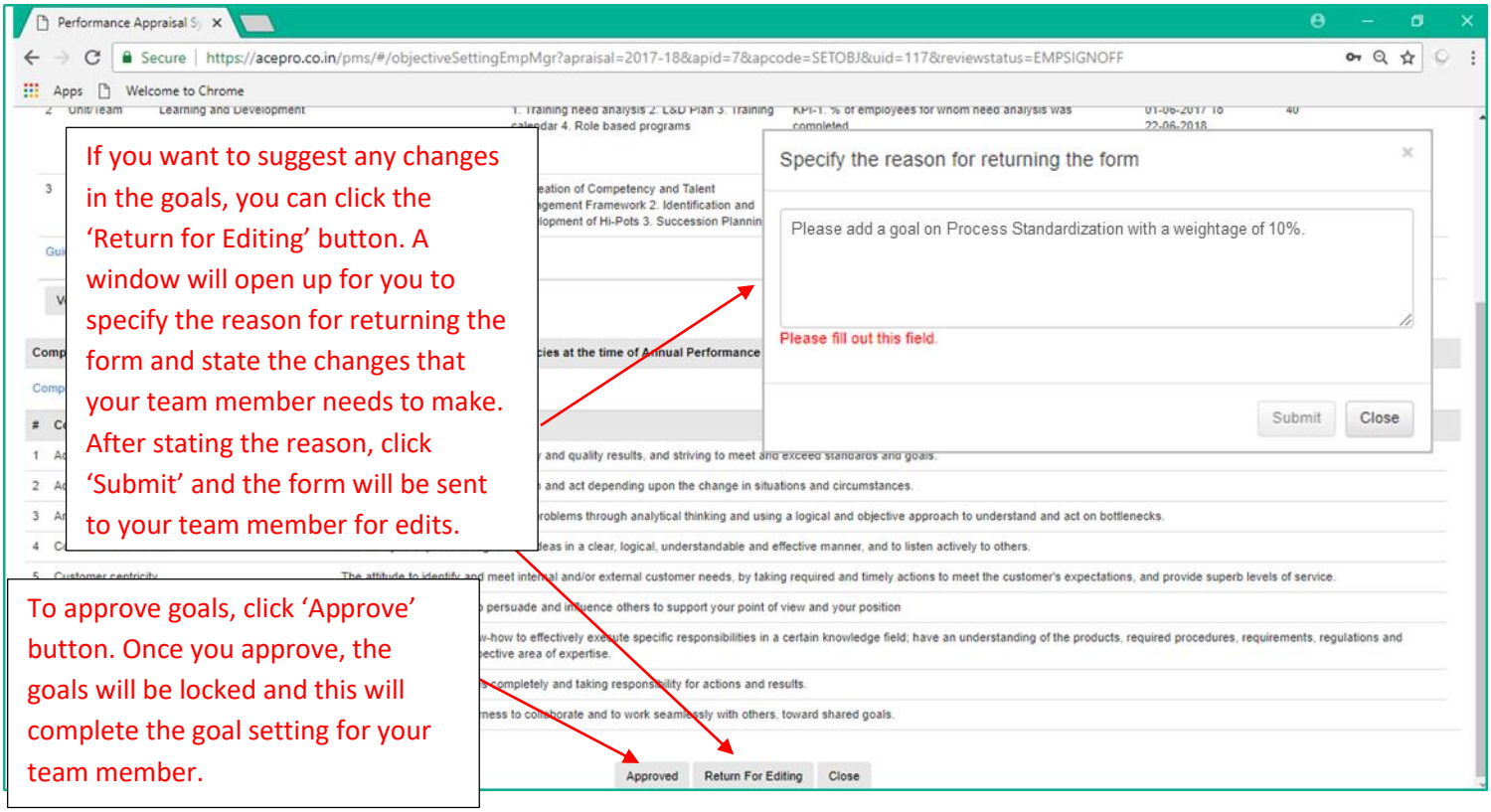
View Employee's Goals



Competency Definitions and Proficiency Levels



Return for Editing



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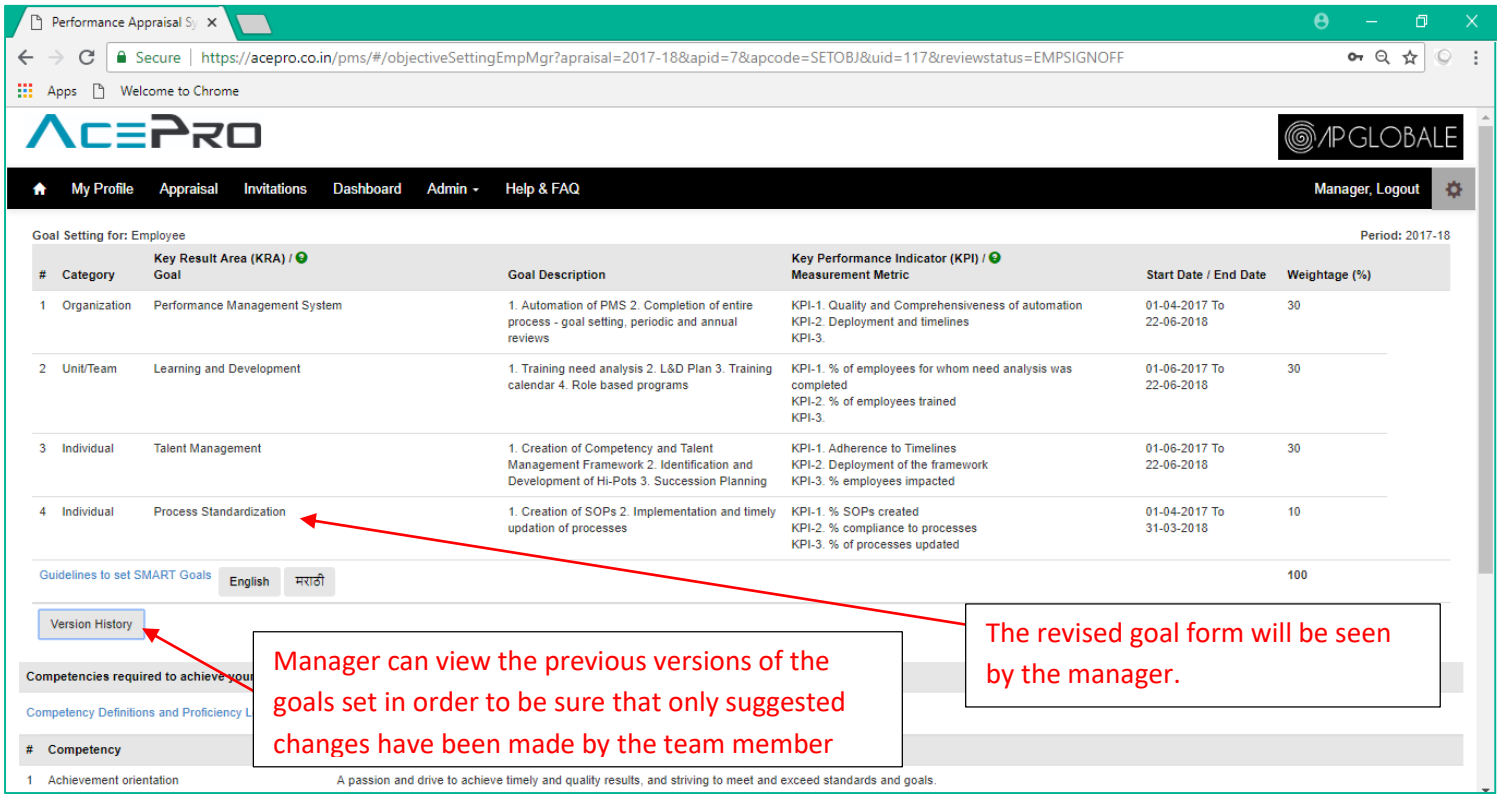

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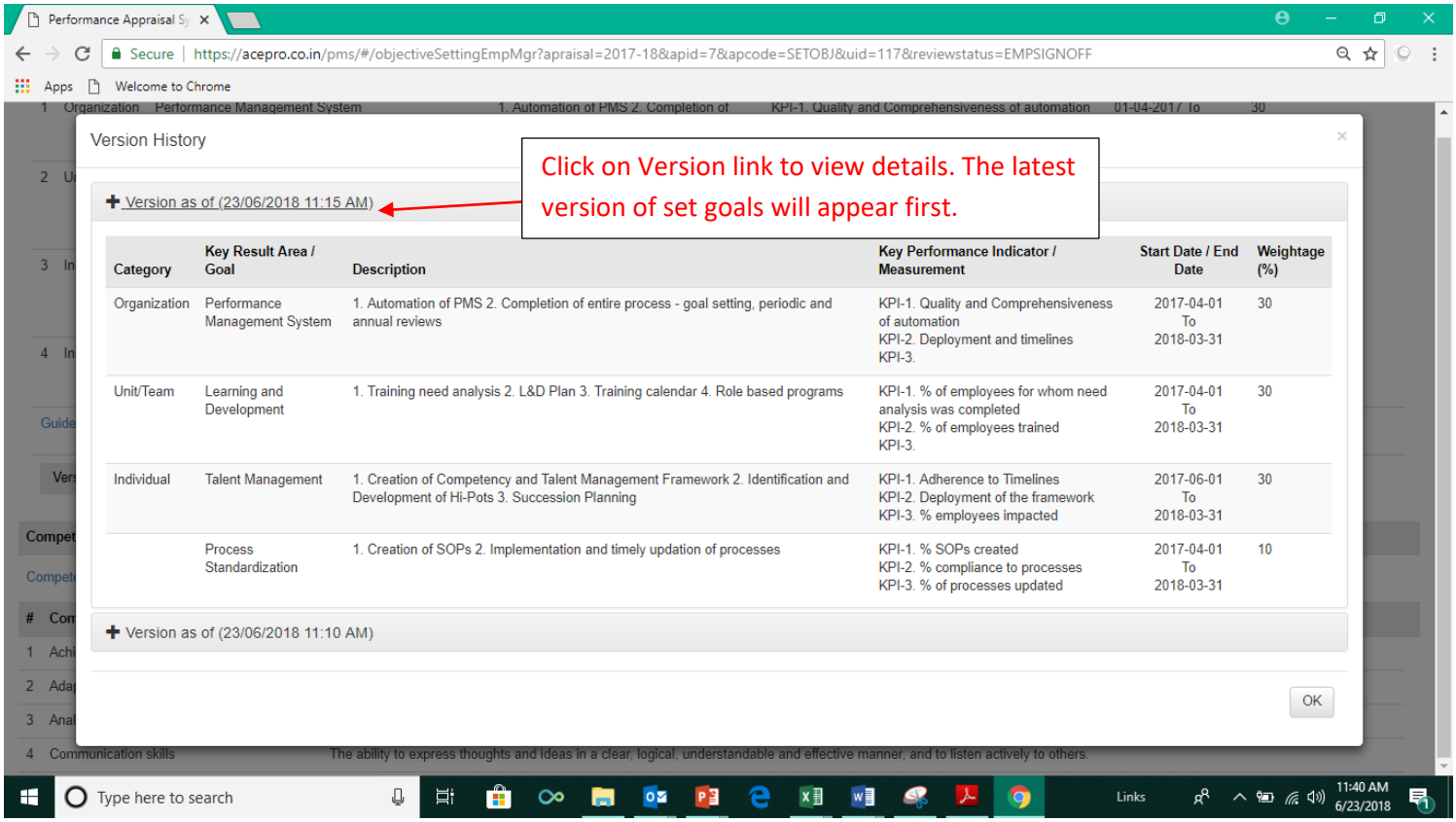
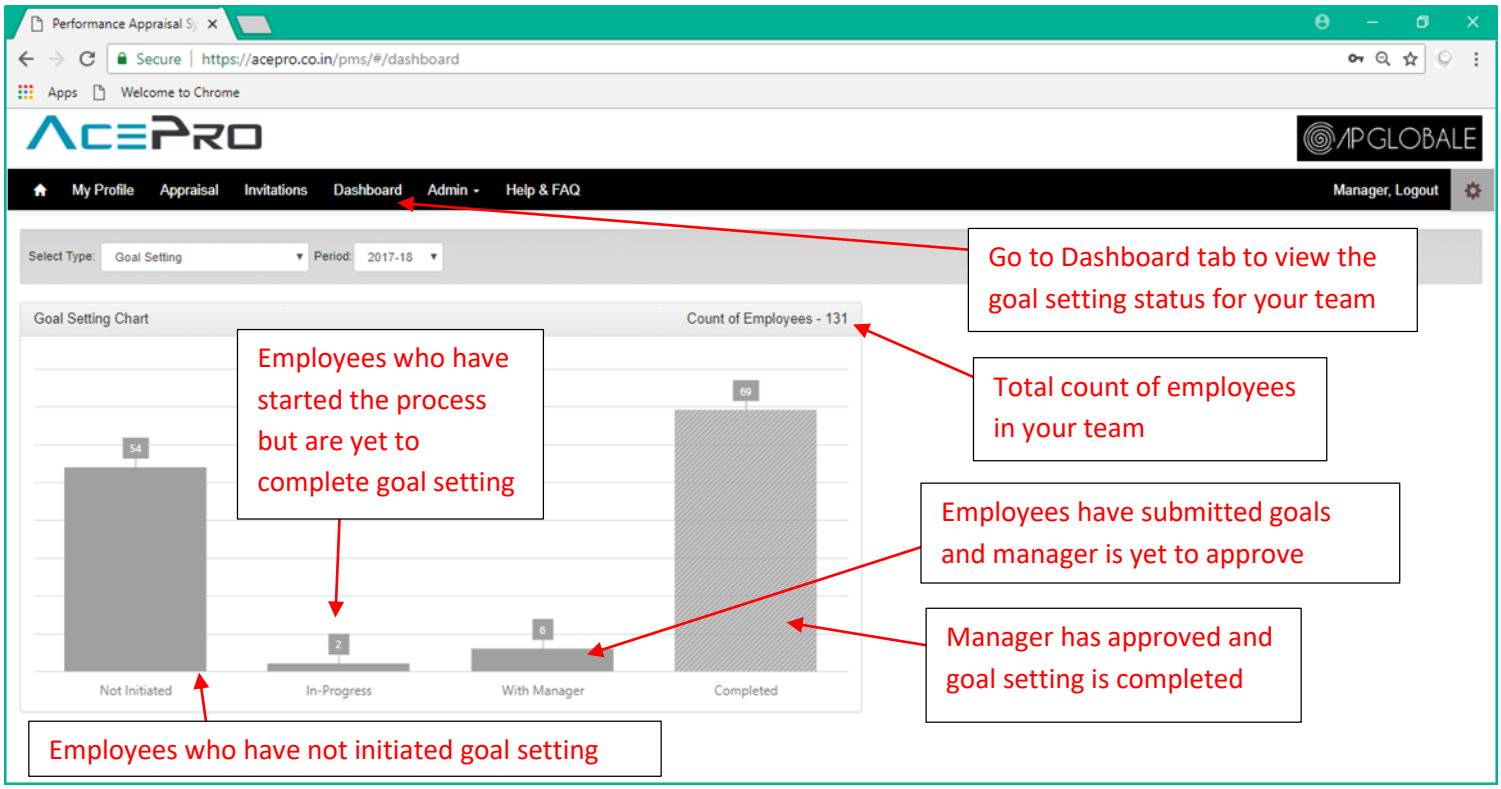


Dashboard – Goal Setting Status for the team



Thank You!