How to evaluate the 'Competencies ':

- You can follow the below steps to set the 'Competencies ' on Zing HR :1. Log in to your Zing HR account.2. On the home screen left-hand top side click on select menu and then 'PMS ' as shown below.

) My Tir	me And A	ttendan	ce				
Absent 🔘 L	eave Applied	C Half Day	Leave Appro	ved 🔘 Presen	t 😑 Outdoor	Approved	
< >		Octo	ober 201	8	Holi	day List	Absence in current month
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	0.0
	•		•	•	•	•	
7	8	9	10	11	12	13	
	•	•					ALCONA - AND ALC MARKED
14	15	16	17	18	19	20	Paternity Leaves (NA)
							Paid Leave (47.00)
21	22	23	24	25	26	27	CompOff Leaves (0.00)
21	22	23	24	23	20		BirthDay Leaves (0.00)
28	29	30	21	1			Other Leaves 👻
20	25	50	51		-		

6		SS ^D	5	
Home	Claim Batch Generation	Claim Batch Paid	E-Resign	ELC
Q	Ĉ	C.S.		6
Employee Master	Investment	Investment Verfication	LG	My Compensation
	52	đ	88	S.
OASys	Payroll	PMS	Recruitment	Reports
ė,	*			₽
Shift Roster	Swipe Integration	System Monitor	TravelRequest	Zing Login

3. New window will appear and click the 'Evaluate Competency '.

	<u>•</u>
0	COMPLETED
lo actions to show	
lo	0 actions to show

Then click on the 'Add Ratings' will open up below Competency Levels.

			Value	s (50%)		People Mana;	Weighted Score	
	Large Crea	value ation	Impeccable Quality	Speed & Agility	Distruptive Innovation	People Development	Ownership	Q1
	10	0%	10%	25%	5%	10%	40%	
S Pradip Patil	Add F	Rating	Add Rating	Add Rating	Add Rating	Add Rating	Add Rating	0
	۲ ۲	\mathbf{z}						
Detail Scoring								
	1							
	Goal Score (Out of 5)	ore Competency Score (0ut of 5)				erall Score (GS [(Out)	70%] + CS [309 of 5)	6])
Appraisee / Self	Pending	Pend	ing					0 + 0 = 0

4. Select Competency Level required and click on Save button.

							Weighted Score		Show Weighte
	Large Value Creation	impeccable Quality	Speed & Apility	Distruptive	People Development	Ownership	Q1		
	10%	10%	25%	5%	10%	40%		j .	
S Pradip Patil	Add Ratine	Add Rating	Add Ratine	Add Rating	Add.Rating	Add Rating	0		
Unsatisfactory: Performance was consistently below expectations in	Improv not con	rement needer	2 d: Performance of t expectations -	did	Meets Expectati consistently me	3 ons: Performar t expectations	ice In	Exceeds Expectations: Performance consistently exceeded expectations in	5 Exceptional: Performance far exceeded expectations that may include the
Unsatisfactory: Performance was consistently below expectations in most essential areas of responsibility,	Improv not con perform one or	rement needer naistently mee mance failed to more essentia sibility, and/o	d: Performance of t expectations - o meet expectational consect and consect and	did i ions in i	Meets Expectati consistently me all essential are possibly exceed quality of work	ons: Performant expectations as of responsib ing expectation	ice In Ility, at times Is, and the	Exceeds Expectations: Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual mesh was mat	Exceptional: Performance far exceeded expectations that may include the completion of a major goal or project, or 2) made an exceptional or unique contribution is support of unit
and/or reasonable progress toward critical mais was not made. Significant	respon						mat		destadements as Destadements and address
and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.	respon most cr	ritical goals w	ere not met.		most critical ani	nual goals were	The state		This rating is achievable by any employee.

5. Enter the additional comments.

	-	Value	s (50%)		People Mana	gement (50%)	Weighted Score		Show Weighted	Sco
	Large Value Creation	Impeccable Quality	Speed & Agility	Distruptive	People Development	Ownership	Q1			
	10%	10%	25%	5%	10%	40%				
Pradip Patil	Add Rating	Add Rating	Add Rating	Add Rating	Add Rating	Add Rating	0			
Unsatufactory: Performance was consistently below expectations in most essential areas of responsibility, and/or resonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.	Improv not co perfor cone or respor most c	vement neede nsistently mee mance failed to more essentia sublity, and/o ritical goals w	2 d: Performance t expectations - o meet expectat alareas of r one or more ol ere not met.	did lons in t the t	Meets Expectati consistently me all essential arc possibly exceed quality of work o most critical and	3 ons: Performant t expectations as of responsibiling expectation overall was ver nual goals were	nce in Islity, at times ns, and the y good. The e met.	Coceds Expectation: Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of owner overall was excellent. Annual goals were met.	5 Exceptional: Performance far exceeded expectations that may include the completion of a major goal or project, or 2) made an encopilonal or unity contribution in support of unit, department, or Organization objectives. This rating is achievable by any employee.	
Turne imploring comments nere										
Enter the addition	onalcomm	ents here	6						Submit Asses	

6. Competency score will show calculated score based on weight-age and rating given.

Legend

- 1 Needs Improvement
- 2 Meets Most of the Expectations
- 3 Meets Expectations
- 4 Consistently Exceeding Expectations

Detail Scoring

	Goal Score	Competency Score	Overall Score (GS [80%] + CS [20%])
Appraisee / Self	Pending	Pending	0 + 0 = 0
Appraiser / Manager	Pending	Pending	0+0=0
Skip Level Appraiser / Manager 2	Pending	Pending	0 + 0 = 0

Finalise Evaluation