

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.

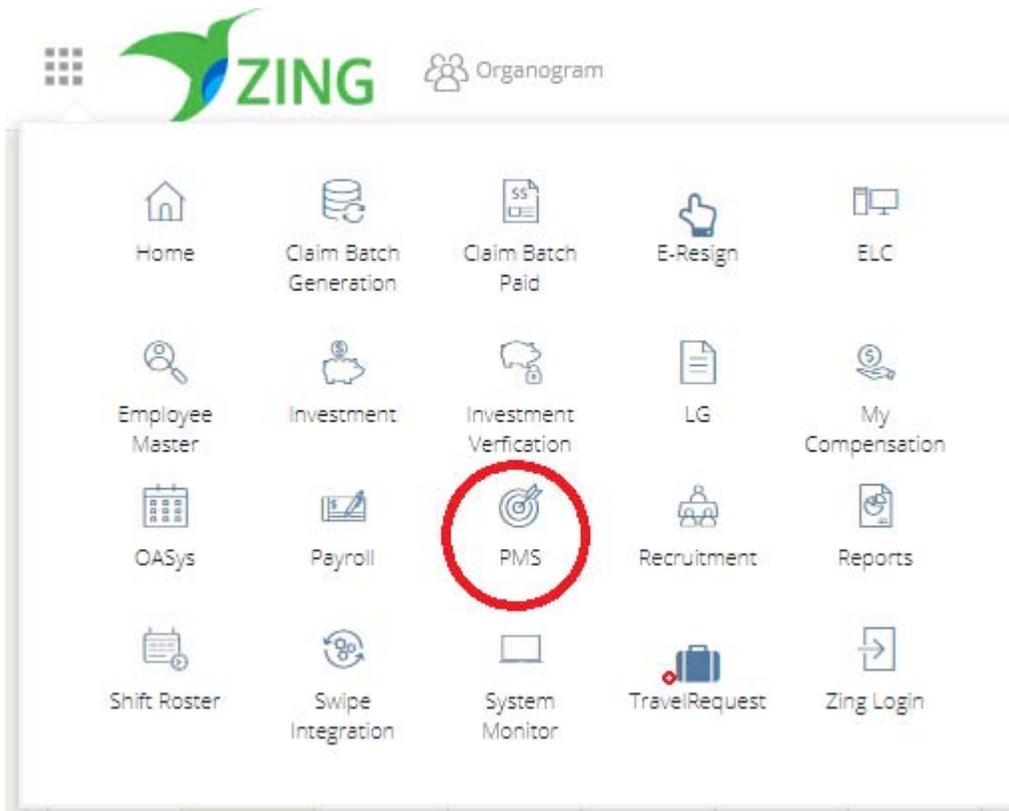
The screenshot displays the Zing HR interface for 'My Time And Attendance' for October 2018. A red arrow points to the 'select menu (dots)' icon in the top left corner. The calendar shows the following status for each day:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
	Present	Absent	Present	Present	Present	Present
7	8	9	10	11	12	13
	Present	Present	Outdoor Approved			
14	15	16	17	18	19	20
				Absent	Leave Approved	
21	22	23	24	25	26	27
28	29	30	31	1	2	3

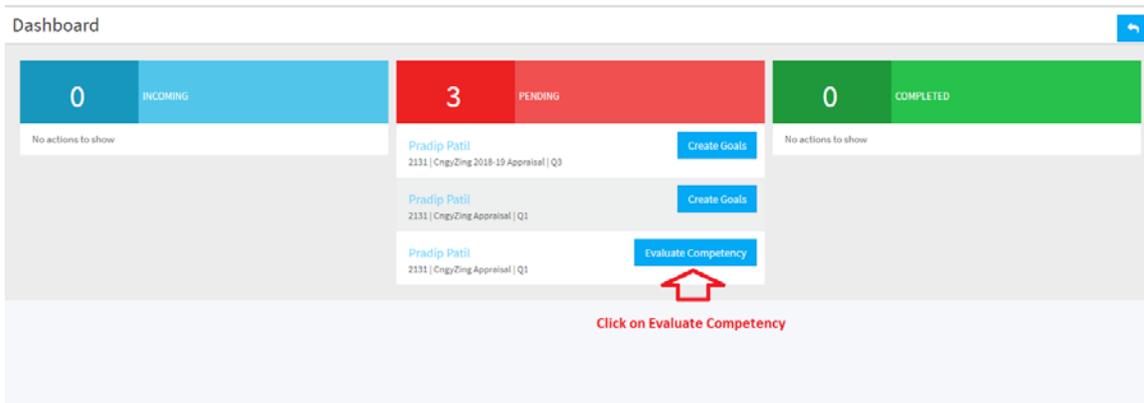
Summary of Absence in current month:

- Paternity Leaves (NA)
- Paid Leave (47.00)
- CompOff Leaves (0.00)
- BirthDay Leaves (0.00)
- Other Leaves

Buttons: Regularize, Outdoor



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



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

		Values (50%)				People Management (50%)		Weighted Score
		Large Value Creation	Impeccable Quality	Speed & Agility	Disruptive Innovation	People Development	Ownership	Q1
		10%	10%	25%	5%	10%	40%	
S	Pradip Patil	Add Rating	Add Rating	Add Rating	Add Rating	Add Rating	Add Rating	0

[Show Weighted Score](#)

[Submit Assessment](#)

Detail Scoring

	Goal Score (Out of 5)	Competency Score (Out of 5)	Overall Score (GS [70%] + CS [30%]) (Out of 5)
Appraisee / Self	Pending	Pending	0 + 0 = 0

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

		Values (50%)				People Management (50%)		Weighted Score
		Large Value Creation	Impeccable Quality	Speed & Agility	Disruptive Innovation	People Development	Ownership	Q1
		10%	10%	25%	5%	10%	40%	
S	Pradip Patil	Add Rating	Add Rating	Add Rating	Add Rating	Add Rating	Add Rating	0

Select the any Competency level from here

1

Unsatisfactory: Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

2

Improvement needed: Performance did not consistently meet expectations - performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met.

3

Meets Expectations: Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.

4

Exceeds Expectations: Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work 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 exceptional or unique contribution in support of unit, department, or Organization objectives. This rating is achievable by any employee.

Provide supporting comments here

[Save](#)

[Submit Assessment](#)

5. Enter the additional comments.

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		Large Value Creation	Impeccable Quality	Speed & Agility	Disruptive Innovation	People Development	Ownership	Q1
		10%	10%	25%	5%	10%	40%	
S	Pradip Patil	Add Rating	Add Rating	Add Rating	Add Rating	Add Rating	Add Rating	0

Enter the additional comments here

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[Save](#)

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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