



Welcome to

Unnati

Towards Collective Success

A decision making framework to
drive the growth of the
organization



Unnati





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HOW TO SET THE GOALS?



WHY WE SET GOALS?

To direct performance which will deliver shareholder value

To involve employees in Business planning & success

To agree priorities and make decisions

BUSINESS REASONS

To provide measures of business And individual success

To mobilize efforts and Build commitment

To align individual performance To business priorities and plan how to meet job related development needs

To provide a framework for measuring & rewarding success

To provide direction & clarity of expectation

INDIVIDUAL REASONS

To provide challenge and stretch

To provide anchor for feedback

To support personal development

Goals: Measurable outputs asked of a person in a given role

- A goal helps a unit, a business/function or the company achieve its overall goals, including:
 - Targets (financials, time, quality)
 - Improvements (to such things as processes and client relations)
 - Resolution of specific problems
 - Innovation
 - People management/supervisory responsibilities
 - Key performance indicators (KPIs)
- Some goals take the form of projects; others are ongoing.



How to Write Smart Goals?

S

SPECIFIC

Exactly what is my goal?
State outcomes, not activities, and be precise.

M

MEASURABLE

What would a good job look like?
Ensure it is quantifiable in numbers or standards.

A

ALIGNED

Is my goal consistent with wider team, business/function and global goals?

R

REALISTIC

Is my goal realistic and achievable? Do we have the right resources to ensure that these are realistic?

T

TIME BOUND

Is my goal traceable?
Specify target dates, timescales or deadlines

How to write SMART Goals | Defining Success Measures

When drafting goals, ask yourself:

- How will I know that I have achieved this goal?
- What will I see/what will happen if I achieve this goal?
- What will the perfect outcome be if I achieve or exceed this goal?





GOAL SETTING USER

Unnati - Main Window

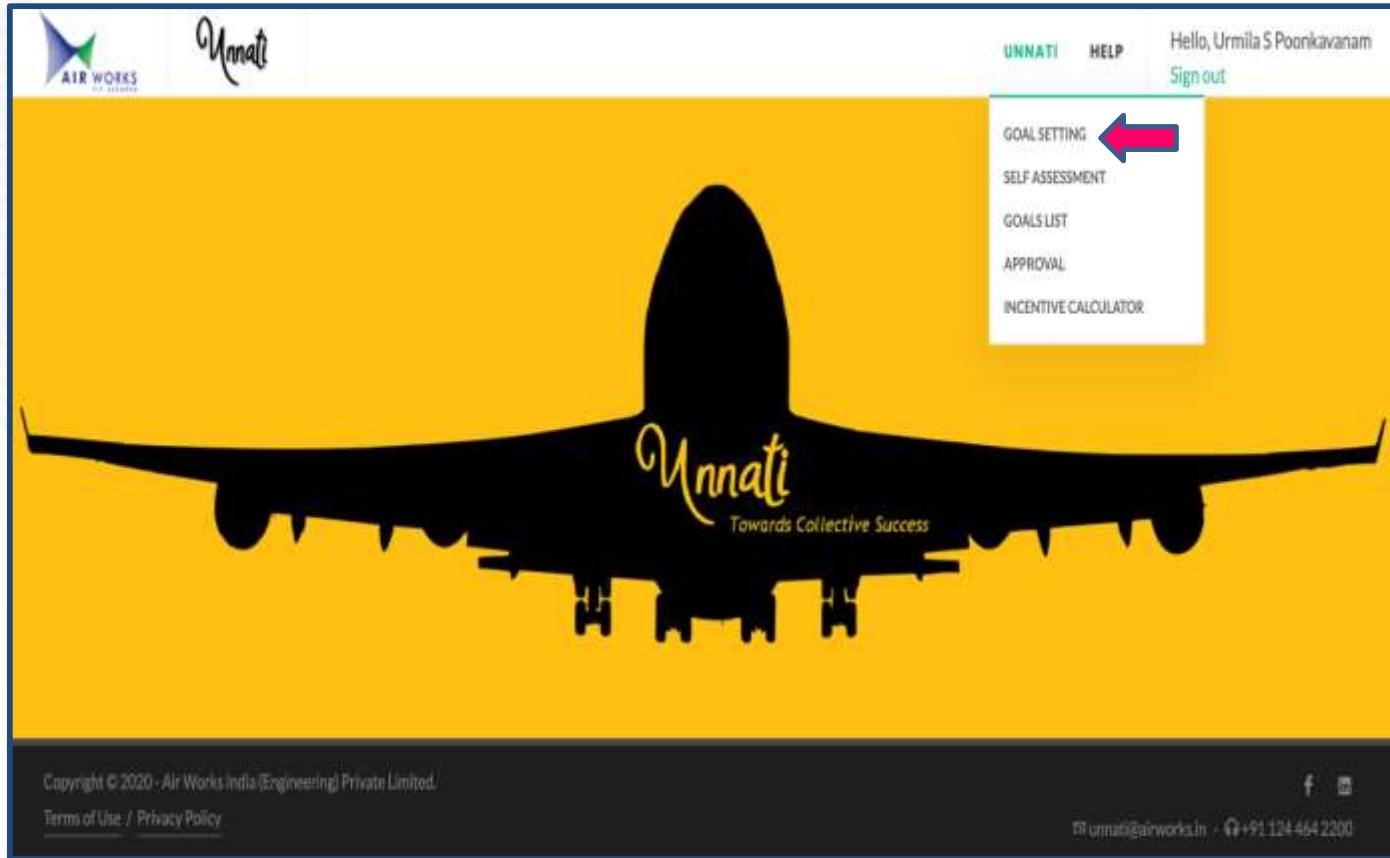


A screenshot of a web browser window showing the Unnati website. The URL in the address bar is "unnati.airworks.in". The page features a large yellow header with a black silhouette of an airplane. The word "Unnati" is written in white on the fuselage, and "Towards Collective Success" is written in smaller text below it. The Airworks logo is in the top left corner of the header. The footer contains copyright information and social media links.

Login To – Unnati Module
with your Email Id

<https://unnati.airworks.in>

Unnati - Goal Setting



A screenshot of the Unnati software interface. The background features a yellow airplane silhouette with the word "Unnati" and "Towards Collective Success" written on it. At the top, there is a navigation bar with the AIR WORKS logo, the Unnati logo, and a "Hello, Urmila S Poonkavanam" greeting. On the right, there is a "Sign out" button. A dropdown menu is open, showing options: GOAL SETTING (with a red arrow pointing to it), SELF ASSESSMENT, GOALS LIST, APPROVAL, and INCENTIVE CALCULATOR.

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unnati@airworks.in • +91 124 464 2300

Once logged in,
Click on **Unnati** and in the
drop down box click **Goal
Setting**

Unnati - Goal Setting



Unnati

Approver: URMILA S POONKAVANAM

UNNATI HELP Hello, Urmila S Poonkavanam Sign out

GOAL SETTING	Approver: URMILA S POONKAVANAM		
TIMELINE*	CATEGORY*	SUBCATEGORY*	
2021: 01 JAN 2022 TO 31 MAR 2022	Mandatory	-Select-	
MEASURABLE*	MEASURABLE DESCRIPTION*		
-Select-			
EMPLOYEE INPUT/DETAIL*	TARGET TYPE*	TARGET*	WEIGHTAGE %*
	-Select-		<input type="button" value="-"/> <input type="button" value="3"/> <input type="button" value="+"/>
<input type="button" value="Cancel"/> <input type="button" value="Add"/>			
Download Measurable			
Compulsory (Measurable: 5, Weightage: 18%)			
Mandatory (Minimum measurable: 2, Current measurable: 1) (Required Weightage: 22%, Current Weightage: 3%)			
Non-Mandatory (Minimum measurable: 2, Current measurable: 0) (Required Weightage: 60%, Current Weightage: 0%)			
OVERALL INPUT			
<input type="text" value="Overall input"/>			<input type="button" value="Finalize"/>

What are Measurables?

Measurable are responsibility areas that have been created to broadly cover all the roles that are under the purview of the UNNATI program

Unnati - Mandatory Goals



GOAL SETTING Approver: MANASA CHANDRASEKHAR

TIMELINE* 2021: 01 JAN 2022 TO 31 MAR 2022

CATEGORY* Mandatory

SUBCATEGORY* -Select- (highlighted with a red box)

MEASURABLE* -Select-

MEASURABLE DESCRIPTION*

EMPLOYEE INPUT/DETAIL*

TARGET TYPE* -Select-

TARGET*

WEIGHTAGE %* 8 (highlighted with a red circle)

Cancel Add Review All Goals

What are the different sub - categories of mandatory measurable?

- Customer(Internal and External)
- Environment Based
- Review Mechanism
- Function Specific Measurables

Unnati - Non-Mandatory Goals



Unnati

ADMIN UNNATI DASHBOARD HELP

Hello, Manasa Chandrasekhar
Sign out

GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline*	CATEGORY*	SUBCATEGORY*
2021: 01 Jan 2022 To 31 Mar 2022	Non-Mandatory	-Select- -Select- Customer (Internal and External) Environment Based Operational People Based/Personal Traits Function Specific Measurables All
Measurable*	Measurable DESCRIPTION*	
-Select-		
Employee Input/detail*	TARGET TYPE*	Target*
	-Select-	

Review All Goals

What are the different sub - categories of non - mandatory measurable?

- Customer(Internal and External)
- Environment Based
- Operational
- People Based / Personal Traits
- Function Specific Measurables



Compulsory (Measurable: 5, Weightage: 18 %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	TARGET TYPE	TARGET	WEIGHTAGE %
Financial	Revenue	Delivering budgeted revenue for the business / company	Number	939000000	4
People Based/Personal Traits	Peer Review	Peer feedback received for self on Attitude to work, displaying team spirit, dependability and displaying ownership and achieving closure of tasks in totality and effective completion of the task.	Number		5
Financial	Delivering Return on Investment	Delivering on Returns, year on year (YOY) on Invested Capital - (PAT (Profit after Tax) + Depreciation)/ average (Shareholder Fund + Loan Fund).	Percentage	14	4
Financial	Delivering budgeted EBITDA	Achieving EBITDA Less Finance Lease charge (Profit) for the business / company	Number	73600000	4
People Based/Personal Traits	Activity on Social Media / Employee engagement	Whether the employee is active on Social Media (Yammer, LinkedIn etc.) in terms of posting, liking, and reading content and is overall engaged, motivated and committed to contribute to organizational success, with an enhanced sense of belongingness with the organizational objective by providing continuous update on action happening at ground	Yes/No		1

What are Compulsory Measurables?

There are a set of measurables that have been mapped as compulsory to each role. The targets against these compulsory measurables will be present in the system.

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	Action
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuously self-monitoring target deliverables.	Percentage	92	5	 
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Presentation based updations for project analysis and new updates	Percentage	85	7	 
Customer (Internal and External)	Escalation Management	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.	Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations	Yes/No	Yes	4	 
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs.	Percentage	95	4	 

What are Mandatory Measurables?

Certain measurables have been identified as mandatory for each role. Each of these mandatory measurables will be pre-defined and targets need to be entered against those measurables.

The mandatory measurables for various subcategories according to the user's role is available in the system.

Unnati - Goal Setting



Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

subcategory	measurable	description	employee input	target type	target	weightage %	action
Operational	Time management	Timely completion of daily timesheet with accurate data	Focusing on creating timely spreadsheets for mailers and analysis	Percentage	96	6	
Operational	Time management	Timely completion of daily timesheet with accurate data	Manpower requirement analysis for each department based on location	Percentage	85	6	
People Based/Personal Traits	Safety Management	Ensuring upholding of the prescribed safety guidelines with respect to engineering services as well as regular safety instructions, even outside office hours and being safety conscious at all times.	Following safety precautions as per rules and regulations.	Yes/No	Yes	3	
Customer (Internal and External)	Process Improvement	Any process improvement resulting in reduced TAT, increased quality and optimum utilization of resources, worked on and implemented.	Leave and attendance management assessment for analysing and adjusting reminder alerts accordingly in order to reduce gaps	Percentage	93	5	

What are Non- Mandatory Measurables?

Non-mandatory measurables are measurables that are not necessarily mandatory to be chosen for the respective role; however, can be selected in case any particular measurable is relevant to the role.

Identify which of these Measurables (apart from the Compulsory and Mandatory) are relevant to the respective roles.

The non-mandatory measurables for various subcategories according to the user's role is available in the system.

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET		WEIGHTAGE %	Action
				TYPE	TARGET		
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuously self-monitoring target deliverables.	Percentage	92	5	 
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Presentation based updations for project analysis and new updates	Percentage	85	7	 
Customer (Internal and External)	Escalation Management	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.	Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations	Yes/No	Yes	4	 
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs.	Percentage	95	4	 

Importance of EMPLOYEE INPUT in Goal setting

- To make the goals professional and personnel specific
- Increase transparency
- To work on internal improvements
- To give you an ownership of your goals

How to develop functional roles and responsibilities in your team?

1. Determine what needs to get done. Make a list of all the tasks that need to be completed.
2. Identify strengths and weaknesses of team members.
3. Refer back to a team member's job description and identify functional goals.
4. Get feedback and timely assessment to be conducted.



Unnati - Goal Setting Window



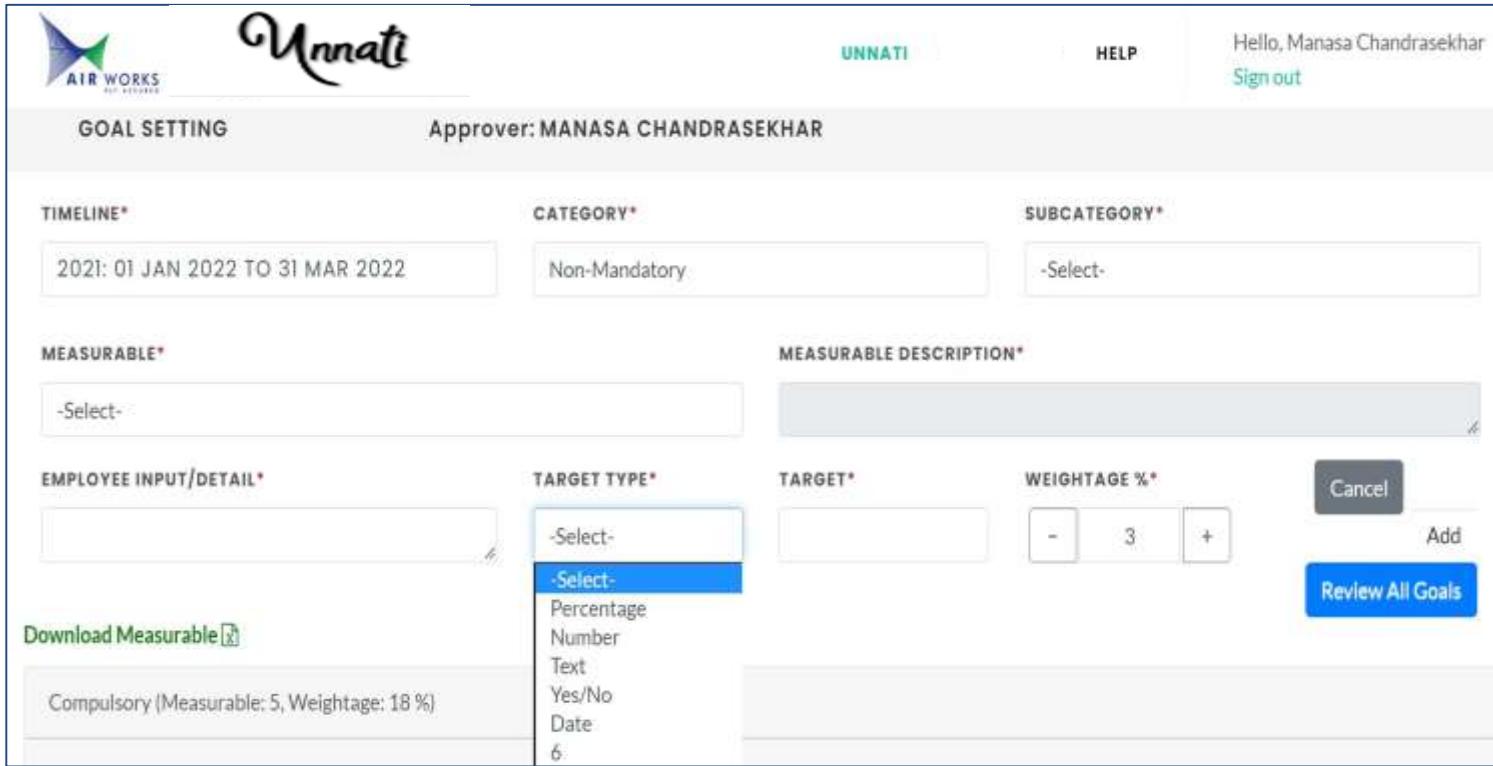
Role Name	Compu Isory	Compu lsory Weightage	Mandat ory	Minimu m Mandat ory	Mandato ry Weighta ge	Mandat ory Weighta ge Range	Non- Mandat ory	Minimu m Non- Mandat ory	Non- Mandat ory Weighta ge	Non- Manda tory Weighta ge	Minimu m Measur ables
Function Head	5	18%	11	8	60%	4% - 11%	22	6	22%	1% - 6%	22
Leadership	5	18%	7	4	60%	8% - 23%	21	6	22%	1% - 6%	18
Production (Non-certifying & Operational)	5	18%	7	5	60%	6% - 18%	26	7	22%	1% - 6%	19
Sales and Relationship	5	18%	11	8	60%	4% - 11%	20	6	22%	1% - 6%	22
Support Functions	5	18%	3	2	22%	6% - 17%	25	8	60%	1% - 6%	23
Certifying Engineer-GA- Fixed Wing	5	18%	10	9	60%	3% - 10%	26	7	22%	1% - 6%	22
Certifying Engineer-GA- Fixed+Rotary Wing	5	18%	10	9	60%	3% - 10%	26	7	22%	1% - 6%	22
Certifying Engineer-GA- Rotary Wing	5	18%	10	9	60%	3% - 10%	26	7	22%	1% - 6%	22
Certifying Engineer-GA-Structure	5	18%	10	9	60%	3% - 10%	26	7	22%	1% - 6%	22
Certifying Engineer-AMRO-Base Maintenance	5	18%	10	9	60%	3% - 10%	22	6	22%	1% - 6%	21
Certifying Engineer-AMRO-Line Maintenance	5	18%	10	9	60%	3% - 10%	23	6	22%	1% - 6%	21
Certifying Engineer-AMRO-Structures	5	18%	10	9	60%	3% - 10%	22	6	22%	1% - 6%	21

Apart from the mentioned :

- The member can add any number of employee defined measurable.
- The member can add any number of manager defined measurables respectively.

Payout Plan Examples

Current CTC	500,000	1,000,000	1,500,000
Fixed Incentive	25%	25%	25%
Amount	125,000	250,000	375,000
At the end of 3rd Year	75%	56,250	112,500
At the end of 5th Year	Balance	68,750	137,500
Incremental Incentive	75%	75%	75%
Amount	375,000	750,000	1,125,000
At the end of 3rd Year	75%	168,750	337,500
At the end of 5th Year	Balance	206,250	412,500



GOAL SETTING Approver: MANASA CHANDRASEKHAR

TIMELINE* 2021: 01 JAN 2022 TO 31 MAR 2022

CATEGORY* Non-Mandatory

SUBCATEGORY* -Select-

MEASURABLE* -Select-

MEASURABLE DESCRIPTION*

EMPLOYEE INPUT/DETAIL*

TARGET TYPE* -Select- **-Select-**

Percentage
Number
Text
Yes/No
Date
6

TARGET* - 3 +

WEIGHTAGE %* 3

Cancel Add Review All Goals

Download Measurable

Compulsory (Measurable: 5, Weightage: 18 %)

What is a Target?

A target is the result that we want to achieve. This can be a number or a statement, etc. The type of target that has to be set, is defined in the application against each measurable. However, certain measurables have been pre-defined as Compulsory or Mandatory. The Compulsory Targets will be input into the system for the employee to see and cannot be changed by them.



Unnati

ADMIN UNNATI DASHBOARD HELP

Hello, Manasa Chandrasekhar
Sign out

GOAL SETTING Approver: MANASA CHANDRASEKHAR

TIMELINE* 2021: 01 JAN 2022 TO 31 MAR 2022

CATEGORY* Non-Mandatory

SUBCATEGORY* -Select-

MEASURABLE* -Select-

MEASURABLE DESCRIPTION*

EMPLOYEE INPUT/DETAIL*

TARGET TYPE* -Select- **Select Target**

Target* 3

WEIGHTAGE %* - +

Cancel Add Review All Goals

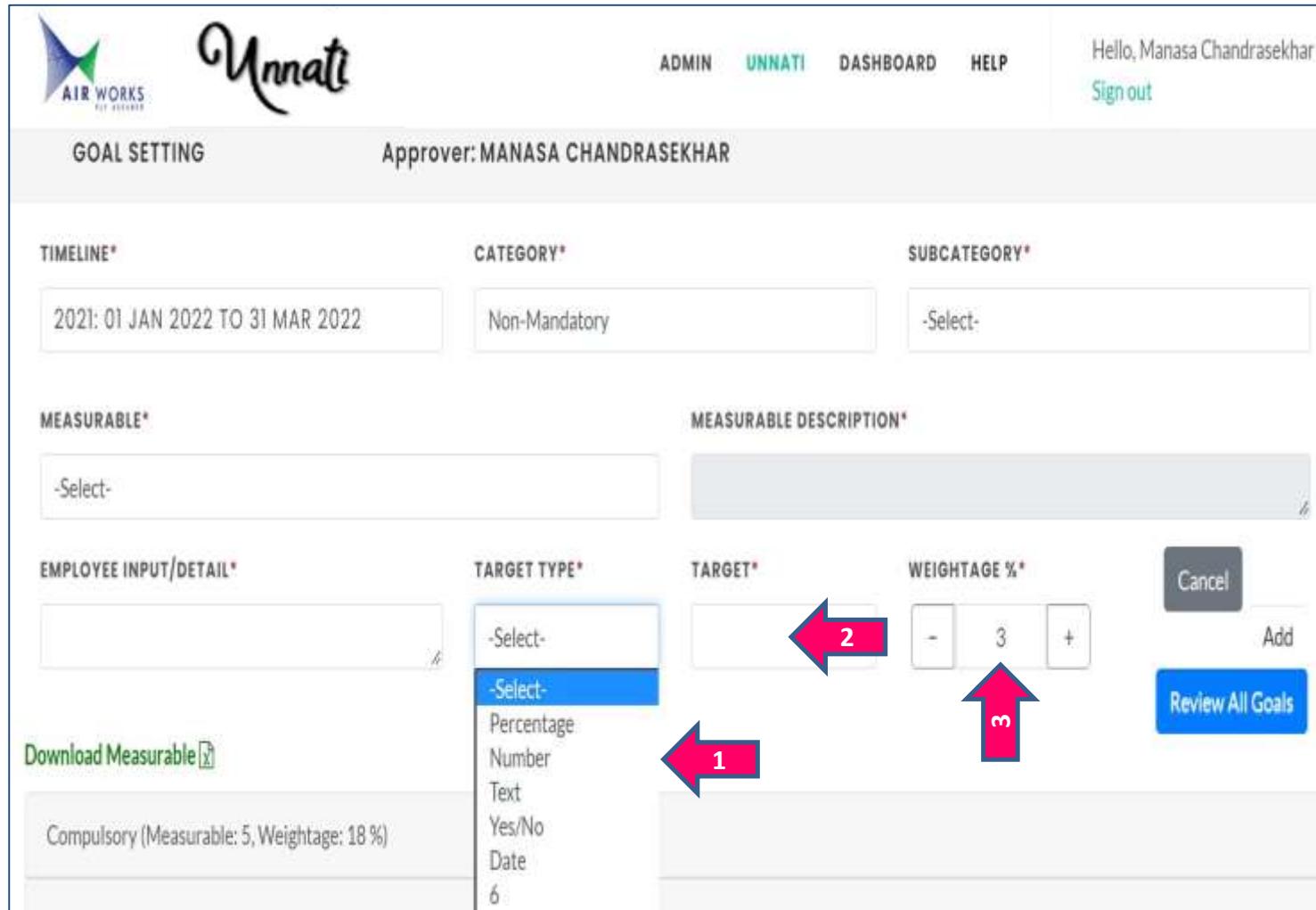
Download Measurable

Compulsory (Measurable: 5, Weightage: 18 %)

6

How do we set targets against these Measurables?

Once the measurables are identified, select the target type from the drop down provided and mention the target accordingly.



The screenshot shows the Unnati Goal Setting interface. At the top, there are navigation links: ADMIN, UNNATI (highlighted in green), DASHBOARD, and HELP. The user is logged in as 'Hello, Manasa Chandrasekhar' and has the option to 'Sign out'.

The main section is titled 'GOAL SETTING' and shows the approver as 'Approver: MANASA CHANDRASEKHAR'.

Below this, there are filters for 'TIMELINE*', 'CATEGORY*', and 'SUBCATEGORY*'. The timeline is set to '2021: 01 JAN 2022 TO 31 MAR 2022', the category is 'Non-Mandatory', and the subcategory is '-Select-'.

The 'MEASURABLE*' section contains a dropdown labeled '-Select-' and a 'MEASURABLE DESCRIPTION*' input field.

The 'EMPLOYEE INPUT/DETAIL*' section contains a dropdown labeled '-Select-'.

The 'TARGET TYPE*' section shows a dropdown with 'Select' highlighted, and a list of options: Percentage, Number, Text, Yes/No, Date, and 6. The 'TARGET*' field is empty, and the 'WEIGHTAGE %*' field contains the value '3' with a minus sign and a plus sign to its left. A 'Cancel' button and an 'Add' button are visible, along with a 'Review All Goals' button.

At the bottom, there is a 'Download Measurable' link and a note: 'Compulsory (Measurable: 5, Weightage: 18 %)'.

1

Select the category from the drop down on the measurables

2

Set the target according to the target type

3

Set the weightage accordingly

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	Action
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuously self-monitoring target deliverables.	Percentage	92	5	 
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Presentation based updations for project analysis and new updates	Percentage	85	7	 
Customer (Internal and External)	Escalation Management	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.	Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations	Yes/No	Yes	4	 
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs..	Percentage	95	4	 

Adding Mandatory Goals

- The Mandatory Targets need to be entered by employee.
- Select the Category for Mandatory Goals.
- Add the weightage accordingly.

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	ACTION
Operational	Time management	Timely completion of daily timesheet with accurate data	Focusing on creating timely spreadsheets for mailers and analysis	Percentage	96	6	 
Operational	Time management	Timely completion of daily timesheet with accurate data	Manpower requirement analysis for each department based on location	Percentage	85	6	 
People Based/Personal Traits	Safety Management	Ensuring upholding of the prescribed safety guidelines with respect to engineering services as well as regular safety instructions, even outside office hours and being safety conscious at all times.	Following safety precautions as per rules and regulations.	Yes/No	Yes	3	 
Customer (Internal and External)	Process Improvement projects implemented	Any process improvement resulting in reduced TAT, increased quality and optimum utilization of resources, worked on and implemented.	Leave and attendance management assessment for analysing and adjusting reminder alerts accordingly in order to reduce gaps	Percentage	93	5	 

Adding Non-Mandatory Goals

The non-mandatory measurables and the targets as well as the target types need to be entered by the employee.



Select the appropriate measurable from the drop down

In case you want to add a Function driven measurable, select "Function Specific" from the drop down

Type in the measurable and the description.

Select the target type from the drop down.

Add the target and the weightage and save.

Unnati - Goal Setting



 **Unnati** [UNNATI](#) [HELP](#) Hello, Manasa Chandrasekhar [Sign out](#)

GOAL SETTING Approver: [MANASA CHANDRASEKHAR](#)

[Download Measurable](#)

Compulsory (Measurable: 5, Weightage: 18 %)

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

Total Minimum measurable required: 18, Current measurable: 21, Required Weightage: 100%, Current Weightage: 100 %

Overall input
Overall input

< /div>

Job profile specific measurables and weightage

The minimum measurables required will vary as per your job role .

The mandatory and non-mandatory goals should be aligned accordingly, to match the 100% weightage.



GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline*	CATEGORY*	SUBCATEGORY*
2021: 01 Jan 2022 To 31 Mar 2022	Mandatory	-Select-
Measurable*	Weightage %*	
-Select-	3	+
Employee Input/detail*	Cancel	
+ Add		
Review All Goals		

Error !

Sum of Mandatory measurables weightage should be 22%, But there is 25%.

Close

Download Measurable

- Sum of Weightages are predefined in the system and the system will prompt in case of mis-match.
- Revisit the goals under mandatory and non-mandatory categories and make the changes as required match the preset criteria.



Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

Subcategory	Measurable	Description	Employee Input	Target Type	Target	Weightage %	Action
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuously self-monitoring target deliverables.	Percentage	92	5	 
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Presentation based updations for project analysis and new updates	Percentage	85	7	 

Click the pencil icon on the respective goal to edit it.



GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline*	Category*	Subcategory*
2021: 01 Jan 2022 To 31 Mar 2022	Mandatory	Review Mechanism
Measurable*	Measurable DESCRIPTION*	
Monthly Updates	Monthly Updates on key developments and deliverables	
Employee Input/detail*	Target Type*	Weightage %*
Focusing on achieving deadlines and	Percentage	92  5 
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Review All Goals"/>		

Once changes are made click on **Update**



GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline*	Category*	Subcategory*
2021:01 Jan 2022 To 31 Mar 2022	Mandatory	-Select-
Measurable*	Measurable description*	
-Select-		
Employee Input/detail*	Target type*	Target*
-Select-	-Select-	-Select-
Weightage %*		
<input type="button" value="-"/> <input type="button" value="3"/> <input type="button" value="+"/>		
<input type="button" value="Cancel"/> <input type="button" value="Add"/>		
Download Measurable  Review All Goals 		

To review your goals, click on **Review all Goals**

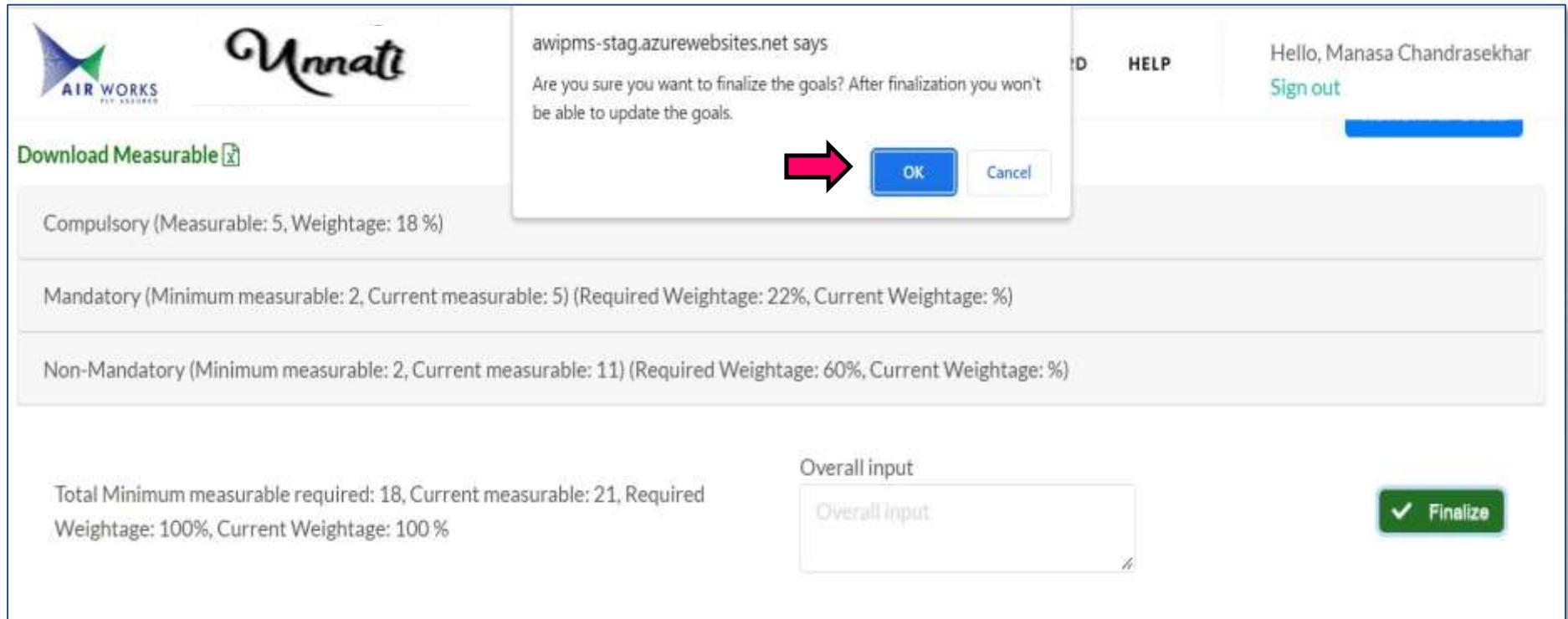
Review All Goals

and effective completion of the task.

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: 25%)

TIMELINE	SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT
2021:01 Jan 2022 To 31 Mar 2022	Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs..
2021:01 Jan 2022 To 31 Mar 2022	Customer (Internal and External)	Escalation Management	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.	Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations
2021:01 Jan 2022 To 31 Mar 2022	Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuous self-monitoring target deliverables.

Check your goals before finalizing



The screenshot shows a web-based application for goal setting. At the top right, a user is signed in as "Hello, Manasa Chandrasekhar" with a "Sign out" link. The main content area displays three categories of goals:

- Compulsory (Measurable: 5, Weightage: 18 %)**
- Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)**
- Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)**

At the bottom left, a message states: "Total Minimum measurable required: 18, Current measurable: 21, Required Weightage: 100%, Current Weightage: 100 %". On the right, there is an "Overall input" text area and a green "Finalize" button with a checkmark icon.

A modal dialog box is centered, displaying the message: "awipms-stag.azurewebsites.net says Are you sure you want to finalize the goals? After finalization you won't be able to update the goals." A large red arrow points to the "OK" button in the dialog box.

Save goals and **Finalize**.

Click "**OK**" to Finalize.



GOAL SETTING Approver: SURESH GUPTA - CHIEF

Download Measurable 

Compulsory (Measurable: 5, Weightage: 18 %)

Mandatory (Minimum measurable: 2, Current measurable: 2, Weightage: 100 %)

Non-Mandatory (Minimum measurable: 2, Current measurable: 2, Weightage: 100 %)

Total Minimum measurable required: 18, Current measurable: 10, Weightage: 100%, Current Weightage: 100 %

< /div>

Success !

Finalized Successfully.

 Close

**Goals are Finalized
Successfully**

Unnati - Goal Setting





Unnati

UNNATI

HELP

Hello, Manasa Chandrasekhar

Sign out

GOAL SETTING

Approver: MANASA CHANDRASEKHAR

Download Measurable 

Compulsory (Measurable: 5, Weightage: 18 %)

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

Total Minimum measurable required: 18, Current measurable: 21, Required Weightage: 100%, Current Weightage: 100 %

Overall input:
Overall input

< /div>

The Approver name is highlighted in **Blue**

Important to remember

- Goals once finalized cannot be edited.
- Once goals finalized, it will further move for manager approval.
- Manager have the option for rejection and approval of all goals.
- Self assessment will be done by the employee and ratified by the reporting manager basis the goals set.
- The achievement will have to be noted against the targets in the system.

GOAL APPROVAL MANAGER

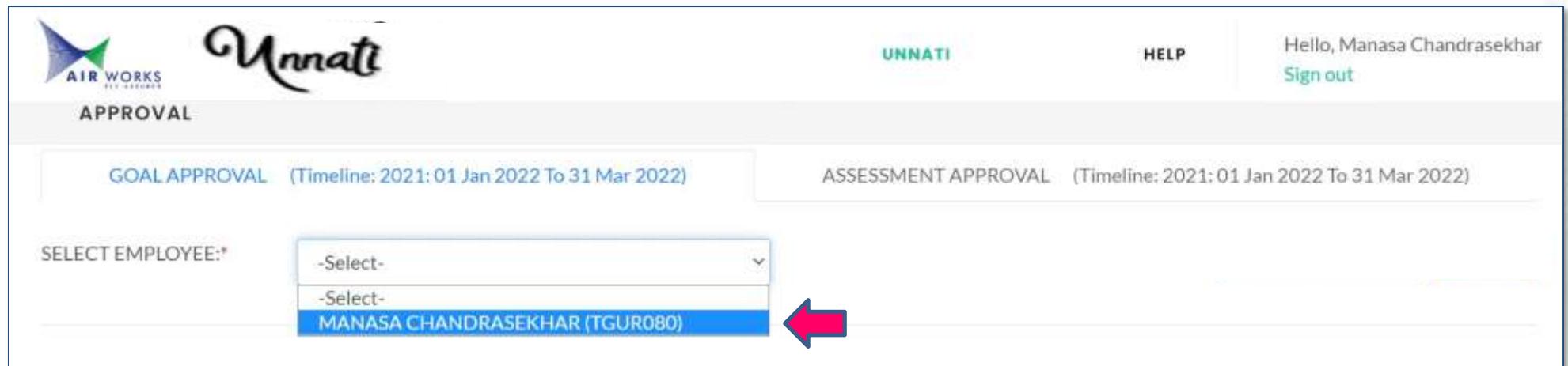


Unnati - Goal Approval



The screenshot shows the Unnati website interface. At the top, there is a header with the AIR WORKS logo, the Unnati logo, and a user greeting 'Hello, Urmila S Poonkavanam' with a 'Sign out' link. Below the header is a navigation bar with links: UNNATI, HELP, GOAL SETTING, SELF ASSESSMENT, GOALS LIST, APPROVAL (which is highlighted with a pink arrow), and INCENTIVE CALCULATOR. The main content area features a large yellow background with a black silhouette of an airplane and the Unnati logo with the tagline 'Towards Collective Success'.

- Login into the **Unnati** website.
- Click on **Unnati**.
- From the drop down menu choose **Approval**



UNNATI

HELP

Hello, Manasa Chandrasekhar

Sign out

APPROVAL

GOAL APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022)

ASSESSMENT APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022)

SELECT EMPLOYEE:*

-Select-

-Select-

MANASA CHANDRASEKHAR (TGUR080)

- Click on **Goal Approval**.
- For approving the goals submitted by team members , from the drop down list **select the employee**.



GOAL APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022)

ASSESSMENT APPROVAL (Timeline:)

SELECT EMPLOYEE:

Mandatory (Required Weightage: 22%, Current Weightage: 21%)

EMP CODE	NAME	SUBCATEGORY	MEASURABLE	STATUS	TARGET TYPE	TARGET	WEIGHTAGE %	REMARK
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	92	- 4 +	

There are 4 options available on the top right corner of the screen

Send back selected

Approve All

Save

Freeze selected



Unnati - Goal Approval



APPROVAL

GOAL APPROVAL (Timeline: 2021:01 Jan 2022 To 31 Mar 2022)

ASSESSMENT APPROVAL (Timeline:)

SELECT EMPLOYEE: MANASA CHANDRASEKHAR (TGUR080)

Send Back Selected Approve All Freeze selected Save

Mandatory (Required Weightage: 22%, Current Weightage: 21%)

EMP CODE	NAME	SUBCATEGORY	MEASURABLE	STATUS	TARGET TYPE	TARGET	WEIGHTAGE %	REMARK
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	92	- 4 +	

TIME LINE 2021:01 Jan 2022 To 31 Mar 2022

DESCRIPTION Monthly Updates on key developments and deliverables

EMPLOYEE INPUT Focusing on achieving deadlines and continuously self- monitoring target deliverables.



- You can view the goals in detail by clicking the '+' symbol on the left side.
- If there are no changes to be made, Click on **Approve All** to approve all the submitted goals.

Unnati - Goal Approval



AIR WORKS FLY ASSURED

UNNATI APPROVAL

GOAL APPROVAL (Timeline: 2021:01 Jan 2022 To 31 Mar 2022)

ASSESSMENT APPROVAL (Timeline: 2021:01 Jan 2022 To 31 Mar 2022)

SELECT EMPLOYEE: * -Select-

Success!

Approved successfully.

Close

EMP CODE	NAME	SUBCATE	WEIGHTAGE %	REMARK
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	4	
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	6	
TGUR080	MANASA CHANDRASEKHAR	Customer (Internal and External)	4	
TGUR080	MANASA CHANDRASEKHAR	Environment Based	4	Good level of initial adaption skills

You have approved the employee goals successfully.

Unnati - Goal Approval



Make the required changes

Add the remarks in the highlighted box

Tally the weightage and tick check box accordingly

Save the input & Click on **Send back Selected**

If there are changes to be made by the employee and you have to send back a few goals for correction

GOAL APPROVAL (Timeline: 2021:01 Jan 2022 To 31 Mar 2022)							ASSESSMENT APPROVAL (Timeline:)				
SELECT EMPLOYEE:		MANASA CHANDRASEKHAR (TGUR080)			Send Back Selected		Approve All		Freeze selected		Save
EMP CODE	NAME	SUBCATEGORY	MEASURABLE	STATUS	TARGET TYPE	TARGET	WEIGHTAGE %	REMARK			
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	92	- 4 +		<input checked="" type="checkbox"/>		
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	85	- 6 +		<input checked="" type="checkbox"/>		
TGUR080	MANASA CHANDRASEKHAR	Customer (Internal and External)	Escalation Management	FINALIZE	Yes/No	Yes	- 4 +		<input checked="" type="checkbox"/>		
TGUR080	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FINALIZE	Percentage	95	- 5 +	Good level of initial adaption skills	<input checked="" type="checkbox"/>		
TGUR080	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FINALIZE	Yes/No	Yes	- 4 +		<input checked="" type="checkbox"/>		

Approver Overall input

Has shown a seamless transition in adapting to the new work environment.
Expecting good work flow skills.

Assign additional goal to employee.

CATEGORY*	SUBCATEGORY*	Measurable*
Mandatory	-Select-	-Select-
Measurable DESCRIPTION*		Employee Input/detail*
TARGET TYPE*	Target*	Weightage %*
<input type="button" value="-Select-"/>		<input type="button" value="-"/> <input type="button" value="8"/> <input type="button" value="+"/>
<input type="button" value="+ Add"/>		

Note :

You can add the **Approver Overall input** and **Assign Additional goals** to the employee before **sendback**

GOAL APPROVAL (Timeline: 2021-01 Jan 2022 To 31 Mar 2022)

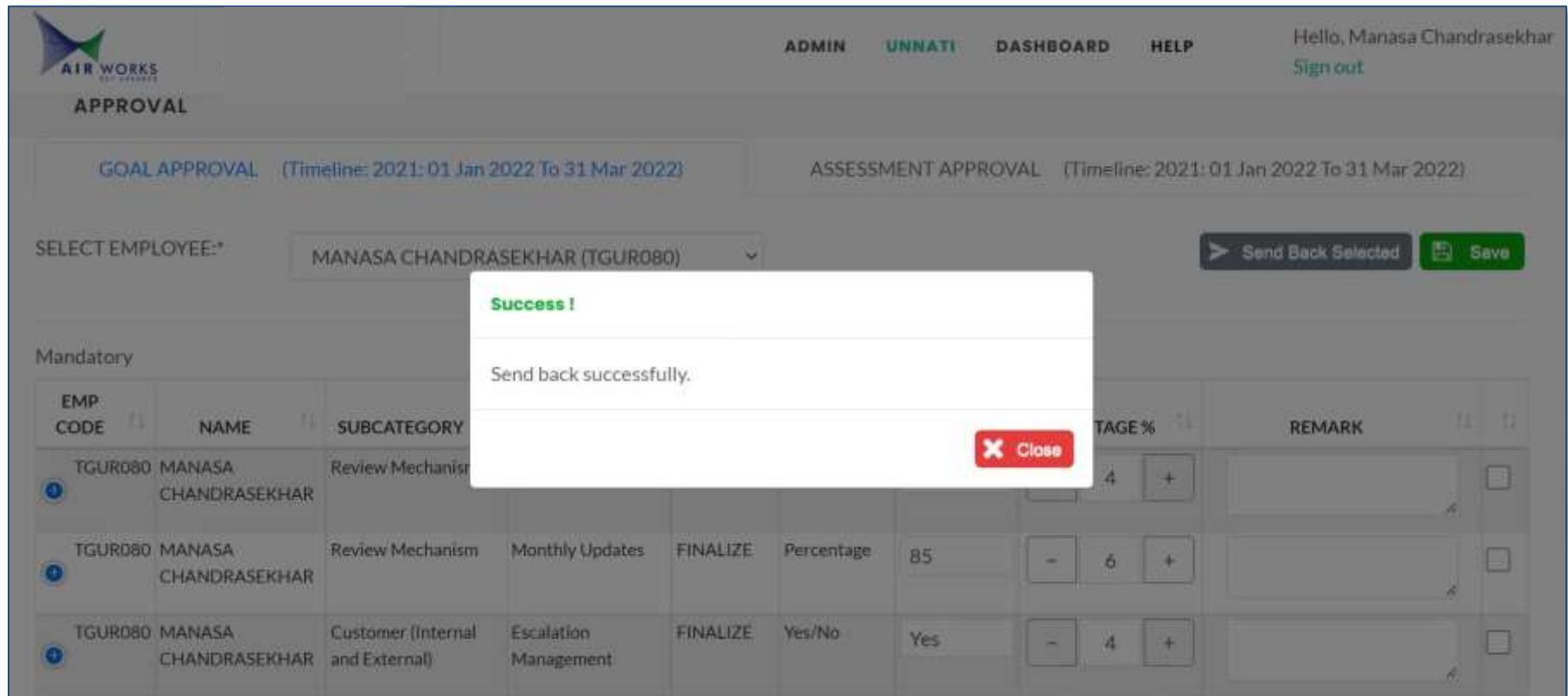
ASSESSMENT APPROVAL (Timeline:)

SELECT EMPLOYEE*: MANASA CHANDRASEKHAR (TGUROB0)

EMP CODE	NAME	SUBCATEGORY	MEASURABLE	STATUS	TARGET TYPE	TARGET	WEIGHTAGE %	REMARK
TGUROB0	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	92	<input type="button" value="-"/> <input type="button" value="4"/> <input type="button" value="+"/>	
TGUROB0	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	RESUBMITTED	Percentage	85	<input type="button" value="-"/> <input type="button" value="4"/> <input type="button" value="+"/>	
TGUROB0	MANASA CHANDRASEKHAR	Customer Internal and External	Escalation Management	FINALIZE	Yes/No	Yes	<input type="button" value="-"/> <input type="button" value="4"/> <input type="button" value="+"/>	
TGUROB0	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FREEZE	Percentage	95	<input type="button" value="-"/> <input type="button" value="4"/> <input type="button" value="+"/>	
TGUROB0	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FINALIZE	Yes/No	Yes	<input type="button" value="-"/> <input type="button" value="4"/> <input type="button" value="+"/>	



You can also click on the **Freeze selected** option to freeze the goals that should not be edited further by the user before selecting **sendback**



The screenshot shows the Unnati Goal Approval application interface. At the top, there is a navigation bar with links for ADMIN, UNNATI, DASHBOARD, and HELP, along with a sign-out option. The main content area is titled "APPROVAL" and contains two tabs: "GOAL APPROVAL" (Timeline: 2021:01 Jan 2022 To 31 Mar 2022) and "ASSESSMENT APPROVAL" (Timeline: 2021:01 Jan 2022 To 31 Mar 2022). A dropdown menu under "SELECT EMPLOYEE:" shows "MANASA CHANDRASEKHAR (TGUR080)". Below this, a table lists employees with their names and subcategory. A modal window is open, displaying a "Success!" message and the text "Send back successfully." with a "Close" button. The background table shows three rows of employee data with various status fields like "Review Mechanism", "Monthly Updates", and "Escalation Management".

The selected inputs will be sent back to the respective employees for correction and resubmission



GOAL RESUBMISSION



AIR WORKS
UNNATI
HELP
Hello, Manasa Chandrasekhar
Sign out

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	Action
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuously self-monitoring target deliverables.	Percentage	92	4	
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Presentation based updations for project analysis and new updates	Percentage	85	6	
Customer (Internal and External)	Escalation Management	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.	Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations	Yes/No	Yes	4	
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs..	Percentage	95	4	 

Once the employee gets a send back notification from the manager, the mentioned inputs need to be changed respectively as per requirement

Unnati

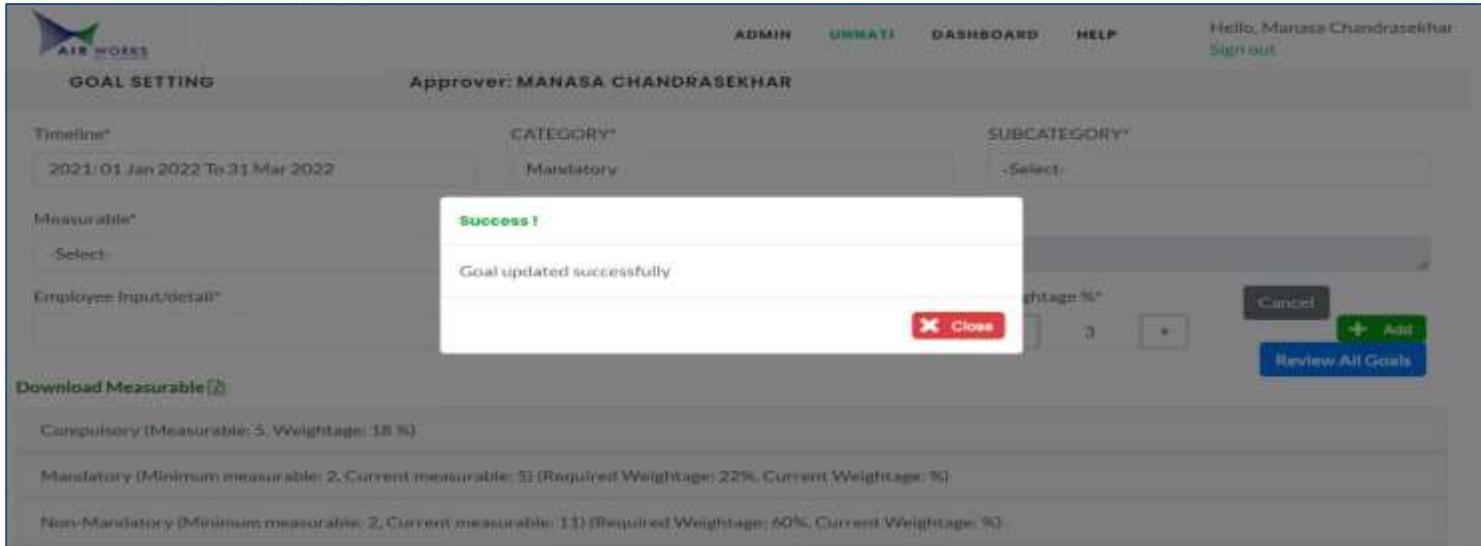
Update the goals



Tally weightage and **Review all goals** again



Click on **Finalize** to resubmit the updated goals



GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline*: 2021: 01 Jan 2022 To 31 Mar 2022

CATEGORY*: Mandatory

SUBCATEGORY*: Select

Measurable*: Select

Employee Input/detail*: Success!

Goal updated successfully

Download Measurable

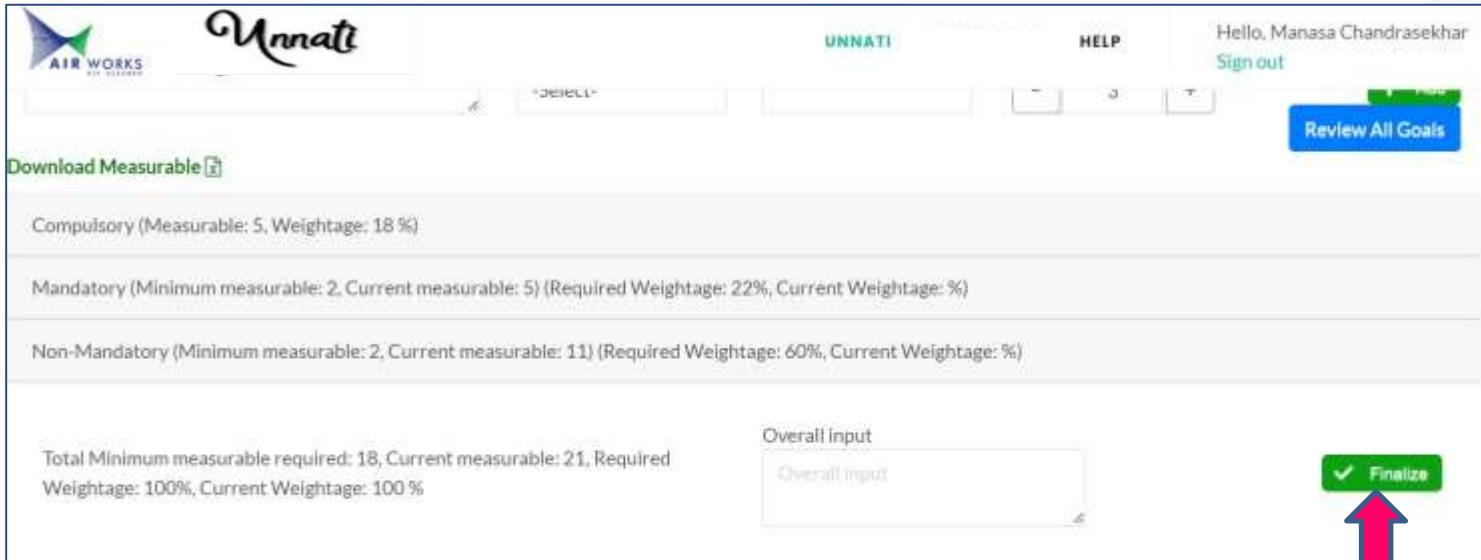
Compulsory (Measurable: 5, Weightage: 18 %)

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: 20)

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: 90)

Weightage %: 3

Cancel + Add Review All Goals



UNNATI HELP Hello, Manasa Chandrasekhar Sign out

Review All Goals

Download Measurable

Compulsory (Measurable: 5, Weightage: 18 %)

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

Total Minimum measurable required: 18, Current measurable: 21, Required Weightage: 100%, Current Weightage: 100 %

Overall input

Overall input

Finalize

Unnati - Goal Setting



 **Unnati**

ADMIN UNNATI DASHBOARD HELP

Hello, Manasa Chandrasekhar
Sign out

GOAL SETTING Approver: **MANASA CHANDRASEKHAR**

Download Measurable 

Compulsory (Measurable: 5, Weightage: 18 %)

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

Total Minimum measurable required: 18, Current measurable: 21, Required Weightage: 100%, Current Weightage: 100 %

Overall input
Overall input

Once your Goals gets an **Approval** ,The Approver name is highlighted in **Green**

SELF ASSESSMENT USER



AIR WORKS FLY ASSURED

Unnati

FAQ Sign in

Unnati
Towards Collective Success

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unnati@airworks.in +91 121 664 2200

Login To – Unnati Module with your Email Id
<https://unnati.airworks.in>



The screenshot shows the Unnati platform interface. At the top, there is a yellow header with the word "Unnati" in a large, stylized font. Below this, the main content area has a white background. On the left, there is a logo for "AIR WORKS FLY ASSURED" and a smaller "Unnati" logo. The central text reads "Welcome to" followed by a large, stylized "Unnati" logo with the tagline "Towards Collective Success" underneath. On the right side, there is a navigation menu with the following options: "UNNATI", "HELP", "Hello, Urmila S Poonkavanam", and "Sign out". Below these, a dropdown menu is open with the following options: "GOAL SETTING", "SELF ASSESSMENT" (which is highlighted with a red arrow pointing to it), "GOALS LIST", "APPROVAL", and "INCENTIVE CALCULATOR". To the right of the menu, there is an illustration of a person in a suit climbing a staircase, holding a document with a line graph, and a large yellow lightbulb with a checkmark inside.

Once logged in,
Click on Unnati and in the drop down box click **Self Assessment**



Rating scale

RATING	SUBJECTIVE	OBJECTIVE
1	Grossly inadequate delivery against the desired goals with serious attitude and aptitude issues.	Less than 40% complete
2	Performance is below expectations of the role	40% - 90% complete
3	Performed as per expectation of the role	90% - 110% complete
4	Exceeded expectations	110% - 125% complete i.e. Over-achieved in value / volume / timeline etc.
5	Exceeded expectations and demonstrated capabilities and qualities showcasing readiness for the next level	Above 125% complete i.e. Outstanding over-achievement in value / volume / timeline etc.

Environment Based Adoption of best practices Yes/No Yes 4% YES Delivered Delivered <input type="button" value="%" data-bbox="515 11465

Unnati - Self Assessment



SELF ASSESSMENT			Approver: MANASA CHANDRASEKHAR			Timeline: 2021: 01 Jan 2022 To 31 Mar 2022			
Mandatory									Review All Assessment
SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT	ASSESSMENT	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	<div style="border: 1px solid red; padding: 5px; display: inline-block;"> - 4 + </div>	80	YES	Delivered	NEW
Environment Based	Adoption of best practices	Percentage	95	6%	<div style="border: 1px solid red; padding: 5px; display: inline-block;"> - 4 + </div>		Delivered		NEW
Environment Based	Adoption of best practices	Yes/No	Yes	4%	<div style="border: 1px solid red; padding: 5px; display: inline-block;"> - 4 + </div>	80	YES	Delivered	NEW
Review Mechanism	Monthly Updates	Percentage	92	4%	<div style="border: 1px solid red; padding: 5px; display: inline-block;"> - 2 + </div>		Partially Deli		NEW
Review Mechanism	Monthly Updates	Percentage	85	4%	<div style="border: 1px solid red; padding: 5px; display: inline-block;"> - 1 + </div>	80	Not Delivere		NEW

Fill the Rating, Achievement and Assessment, Assessment input and the required supporting records as attachment against each Goal set in the Goal Setting exercise.

- The goals against which there are specific inputs will have to be backed by data.
- In case the discrepancy arises due to absence of any supporting data, the same will have to be resolved through discussion with your manager.

Unnati - Self Assessment



SELF ASSESSMENT		Approver: MANASA CHANDRASEKHAR		Timeline: 2021: 01 Jan 2022 To 31 Mar 2022					
Mandatory		Average Rating : 0.00					Review All Assessment		
subcategory	measurable	target type	target	weightage	rating	achievement	assessment	input	status
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	<input type="button" value="-"/> 0 <input type="button" value"=""/> +	<input type="button" value"=""/> %	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6%	<input type="button" value="-"/> 0 <input type="button" value"=""/> +	<input type="button" value"=""/> %	Delivered		NEW

File Attachments
You can upload one or more files for each Self – Assessment subcategory

SELF ASSESSMENT		Approver: MANASA CHANDRASEKHAR		Timeline: 2021: 01 Jan 2022 To 31 Mar 2022					
Mandatory		Average Rating : 0.00					Review All Assessment		
subcategory	measurable	target type	target	weightage	rating	achievement	assessment	input	status
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	<input type="button" value="-"/> 0 <input type="button" value"=""/> +	<input type="button" value"=""/> %	YES	Delivered	NEW
Environment Based	Adoption of best practices	Percentage	95	6%	<input type="button" value="-"/> 0 <input type="button" value"=""/> +	<input type="button" value"=""/> %	YES	Delivered	NEW
Environment Based	Adoption of best practices	Yes/No	Yes	4%	<input type="button" value="-"/> 0 <input type="button" value"=""/> +	<input type="button" value"=""/> %	YES	Delivered	NEW

Choose the respective attachments with respect to your assessment measurable from your folders and click **Upload**

SELF ASSESSMENT			Approver: MANASA CHANDRASEKHAR				Timeline: 2021: 01 Jan 2022 To 31 Mar 2022			
Mandatory			Average Rating: 0.71				Review All Assessment			
SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT	ASSESSMENT	ASSESSMENT INPUT	STATUS	
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="border: 1px solid #ccc; padding: 2px;">-</div><div style="border: 1px solid #ccc; padding: 2px;">4</div><div style="border: 1px solid #ccc; padding: 2px;">+</div></div>	 100	YES	Delivered	Delivered	
Environment Based	Adoption of best practices	Percentage	95	6%	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="border: 1px solid #ccc; padding: 2px;">-</div><div style="border: 1px solid #ccc; padding: 2px;">4</div><div style="border: 1px solid #ccc; padding: 2px;">+</div></div>	 100		Delivered	Delivered	
Environment Based	Adoption of best practices	Yes/No	Yes	4%	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="border: 1px solid #ccc; padding: 2px;">-</div><div style="border: 1px solid #ccc; padding: 2px;">4</div><div style="border: 1px solid #ccc; padding: 2px;">+</div></div>	 100	YES	Delivered	Delivered	
Review Mechanism	Monthly Updates	Percentage	92	4%	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="border: 1px solid #ccc; padding: 2px;">-</div><div style="border: 1px solid #ccc; padding: 2px;">2</div><div style="border: 1px solid #ccc; padding: 2px;">+</div></div>	 100		Partially Delivered	Partially Delivered	
Review Mechanism	Monthly Updates	Percentage	85	4%	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="border: 1px solid #ccc; padding: 2px;">-</div><div style="border: 1px solid #ccc; padding: 2px;">1</div><div style="border: 1px solid #ccc; padding: 2px;">+</div></div>	 100		Not Delivered	Not Delivered	

Select the assessment level - **Delivered, Partially Delivered or Not Delivered** for each Goal

SELF ASSESSMENT			Approver: MANASA CHANDRASEKHAR			Timeline: 2021: 01 Jan 2022 To 31 Mar 2022			
Mandatory			Average Rating: 0.71			Review All Assessment			
SubCategory	Measurable	Target Type	Target	Weightage	Rating	Achievement	Assessment	Assessment Input	Status
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4 %	<div style="display: flex; align-items: center; justify-content: space-around;">-4+</div>	80	YES	Delivered	NEW
Environment Based	Adoption of best practices	Percentage	95	6 %	<div style="display: flex; align-items: center; justify-content: space-around;">-4+</div>		Delivered	Delivered	NEW
Environment Based	Adoption of best practices	Yes/No	Yes	4 %	<div style="display: flex; align-items: center; justify-content: space-around;">-4+</div>	80	YES	Delivered	NEW
Review Mechanism	Monthly Updates	Percentage	92	4 %	<div style="display: flex; align-items: center; justify-content: space-around;">-2+</div>		Partially Deli	Partially Delivered	NEW
Review Mechanism	Monthly Updates	Percentage	85	4 %	<div style="display: flex; align-items: center; justify-content: space-around;">-1+</div>	80	Not Deli	Not Delivered	NEW



If you select **partially delivered** or **not delivered** in this quarter then these goals will be added to your next quarter goals.

- If you select **Partially delivered**, then the rating will be limited to **2**.
- If you select **Not delivered**, then the rating will be limited to **1**.



Compulsory

SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT
Financial	Delivering budgeted EBITDA	Number	73600000	4		
Financial	Delivering Return on Investment	Percentage	14	4		
Financial	Revenue	Number	939000000	4		
People Based/Personal Traits	Activity on Social Media / Employee engagement	Yes/No		1		
People Based/Personal Traits	Peer Review	Number		5		

Compulsory goals are non editable for the users.

Unnati - Self Assessment



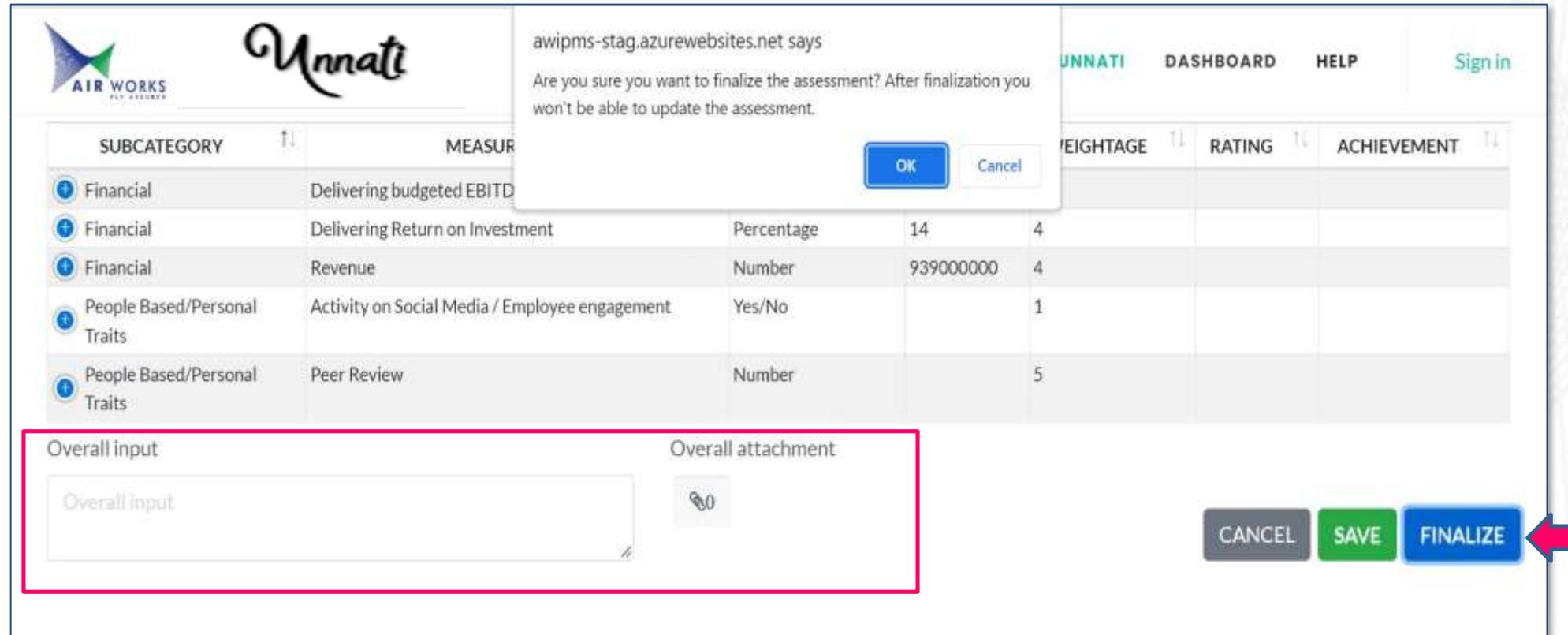
SELF ASSESSMENT		Approver: MANASA CHANDRASEKHAR		Timeline: 2021: 01 Jan 2022 To 31 Mar 2022						
Mandatory										
SUBCATEGORY		MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT	ASSESSMENT	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	4%	0	YES	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6%	6%	0		Delivered		NEW

To review your self – assessment, click on **Review all Assessment**

Review Assessment										
Mandatory										
SUBCATEGORY		MEASURABLE	DESCRIPTION			MEASURABLE INPUT		TARGET TYPE	TARGET	WEIGHTAGE
Customer (Internal and External)	Escalation Management	Yes/No	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.			Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations		Yes/No	Yes	4
Environment Based	Adoption of best practices	Percentage	Adoption of best practices in the industry or outside the industry with regular updates for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.			Awareness mailers for Unnati - Samriddhi assessment and goal setting for beneficial results		Yes/No	Yes	4
Environment Based	Adoption of best practices	Percentage	Adoption of best practices in the industry or outside the industry with regular updates for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.			Focusing on strategically aligning the HR practices with measurable and targeted outputs.		Percentage	95	4

Check the self- assessment before finalizing





The screenshot shows the Unnati self-assessment interface. At the top, there is a yellow header with the Unnati logo. Below it, the main interface has a left sidebar with the Air Works logo and a table of goals. The table has columns for Subcategory, Measure, and Achievement. A confirmation dialog box is overlaid on the interface, asking if the user is sure they want to finalize the assessment. The dialog has 'OK' and 'Cancel' buttons. In the bottom right corner, there are 'CANCEL', 'SAVE', and 'FINALIZE' buttons. A red box highlights the 'Overall input' and 'Overall attachment' fields, and a red arrow points to the 'FINALIZE' button.

SUBCATEGORY	MEASUR	WEIGHTAGE	RATING	ACHIEVEMENT
Financial	Delivering budgeted EBITD	Percentage	14	4
Financial	Delivering Return on Investment	Number	939000000	4
Financial	Revenue	Yes/No		1
People Based/Personal Traits	Activity on Social Media / Employee engagement	Number		5
People Based/Personal Traits	Peer Review	Number		5

Overall input

Overall attachment

Overall input

OK Cancel

CANCEL SAVE FINALIZE

- Note : You can also add an **Overall input** and **Overall attachment** for your self – assessment before finalizing
- Once all Goals are filled with Achievement details; click the **Finalize** button.

Unnati - Self Assessment

[ADMIN](#)[UNNATI](#)[DASHBOARD](#)[HELP](#)[Sign In](#)[SELF ASSESSMENT](#)Approver: **MANASA CHANDRASEKHAR**

Timeline: 2021: 01 Jan 2022 To 31 Mar 2022

Mandatory

[Review All Assessment](#)

SUBCATEGORY	MEASURABLE	TARGET TYPE	ASSESSMENT	INPUT	STATUS
1 Customer (Internal and External)	Escalation Management	Yes/No	Delivered		NEW
1 Environment Based	Adoption of best practices	Yes/No	Delivered		NEW
1 Environment Based	Adoption of best practices	Percentage	95	9%	NEW
1 Review Mechanism	Monthly Updates	Percentage	85	6%	NEW

Success!

Assessment saved successfully.

[Close](#)

Your Self Assessment is Saved Successfully.

Unnati - Self Assessment



SELF ASSESSMENT		Approver: MANASA CHANDRASEKHAR		Timeline: 2021: 01 Jan 2022 To 31 Mar 2022						
Mandatory		Average Rating: 2.86							Review All Assessment	
subcategory	measurable	target type	target	weightage	rating	achievement	assessment	assessment input	status	
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	4	YES	Delivered		FINALIZED	
Environment Based	Adoption of best practices	Percentage	95	6%	4	95	Delivered		FINALIZED	
Environment Based	Adoption of best practices	Yes/No	Yes	4%	4	YES	Delivered		FINALIZED	

The Approver name is highlighted in **Blue**

ASSESSMENT APPROVAL MANAGER



Unnati - Assessment Approval



The screenshot shows the Unnati website interface. At the top, there is a header with the AIR WORKS logo and the Unnati logo. The main content area features a large yellow background with a black silhouette of an airplane and the Unnati logo. The top right corner of the page shows a user profile with the text "Hello, Urmila S Poonkavanam" and a "Sign out" link. A navigation menu is open, showing options: GOAL SETTING, SELF ASSESSMENT, GOALS LIST, APPROVAL (with a red arrow pointing to it), and INCENTIVE CALCULATOR.

- Login into the **Unnati** website.
- Click on **Unnati**.
- From the drop down menu choose **Approval**

Unnati - Assessment Approval



UNNATI

HELP

Hello, Manasa Chandrasekhar

Sign out

APPROVAL

GOAL APPROVAL (Timeline:)

ASSESSMENT APPROVAL (Timeline:)

SELECT EMPLOYEE:*

-Select-

-Select-

MANASA CHANDRASEKHAR (TGUR080)

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✉ samriddhi@airworks.in • ☎ +91 124 464 2200

f m

- Click on **Assessment Approval**.
- Select the employee who's self assessment you want to approve

RATING SUBJECTIVE		OBJECTIVE	
1	Grossly inadequate delivery against the desired goals with serious attitude and aptitude issues	Less than 40% complete	
2	Performance is below expectations of the role	40% - 90% complete	
3	Performed as per expectation of the role	90% - 110% complete	
4	Exceeded expectations	110% - 125% complete i.e. Over-achieved in value / volume / timeline etc.	
5	Exceeded expectations and demonstrated capabilities and qualities showcasing readiness for the next level	Above 125% complete i.e. Outstanding over-achievement in value / volume / timeline etc.	

Rating scale

This screen pops up for the manager to understand the objective of each rating ranging from 1 to 5 for finalizing the approval.

Unnati - Assessment Approval



GOAL APPROVAL (Timeline:)

ASSESSMENT APPROVAL (Timeline: 2021:01 Jan 2022 To 31 Mar 2022)

SELECT EMPLOYEE: * RECOMMENDATION:

MANASA CHANDRASEKHAR (TGUR) Recommendation

Send Back Selected Approve All Save

Mandatory Average Rating : 3.75

MEASURABLE	TARGET	ACHIEVEMENT	EMPLOYEE ASSESSMENT	ASSESSMENT INPUT	STATUS	RATING	ASSESSMENT	REMARK
Escalation Management	Yes	YES	Delivered		FINALIZE	- 4 +	Delivered	
Adoption of best practices	95	95	Delivered		FINALIZE	- 4 +	Delivered	

There are 3 options available on the top right corner of the screen

Approve All

Send back selected

Save

APPROVAL

GOAL APPROVAL (Timeline:)			ASSESSMENT APPROVAL (Timeline: 2021:01 Jan 2022 To 31 Mar 2022)		
SELECT EMPLOYEE:*		RECOMMENDATION:			
MANASA CHANDRASEKHAR (TGUR)		Recommendation		Actions	
Mandatory		Average Rating : 3.75			
MEASURABLE	TARGET	ACHIEVEMENT	EMPLOYEE ASSESSMENT	ASSESSMENT INPUT	STATUS
Escalation Management	Yes	YES	Delivered		FINALIZE
Adoption of best practices	95	95	Delivered		FINALIZE

Actions:

- > Send Back Selected
- Approve All**
-  Save



If there are no changes to be made, Click on **Approve All** to approve all self-assessed goals

Unnati - Assessment Approval



APPROVAL

GOAL APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022) ASSESSMENT APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022)

SELECT EMPLOYEE:*

-Select- Req

RECOMMENDATION:

Success !

Approved successfully.

✓ Approve All ➤ Send Back Selected

X Close

Mandatory

MEASURABLE	TARGET	ACHIEVEMENT	EMPLOYEE ASSESSMENT	ASSESSMENT INPUT	STATUS	RATING	ASSESSMENT	REMARK
No data available in table								

Non-Mandatory

MEASURABLE	TARGET	ACHIEVEMENT	EMPLOYEE ASSESSMENT	ASSESSMENT INPUT	STATUS	RATING	ASSESSMENT	REMARK
No data available in table								

You have approved the self-assessed goals **successfully**.



Make the required changes



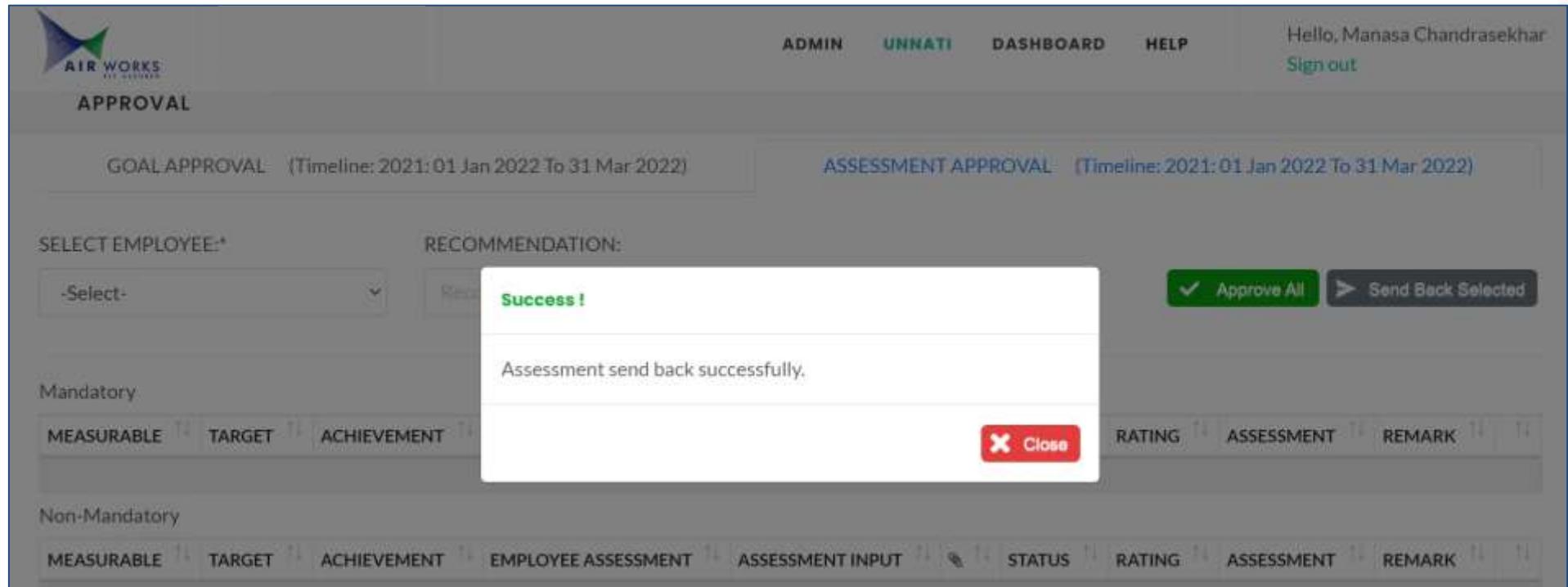
Add the remarks in the highlighted box



Tick the checkbox accordingly and Click on **Send back Selected**

If there are changes to be made by the employee and you have to send back a few self - assessed goals for correction

MEASURABLE	TARGET	ACHIEVEMENT	EMPLOYEE ASSESSMENT	ASSESSMENT INPUT	STATUS	RATING	ASSESSMENT	REMARK						
								-	4	+	Delivered	▼		
Escalation Management	Yes	YES	Delivered		FINALIZE	-	4	+	Delivered	▼				
Adoption of best practices	95	95	Delivered		FINALIZE	-	4	+	Delivered	▼				
Adoption of best practices	Yes	YES	Delivered		FINALIZE	-	3	+	Delivered	▼	Upskill basic understandings		<input checked="" type="checkbox"/>	
Monthly Updates	92	75	Partially Delivered		FINALIZE	-	2	+	Partially Deli	▼				



The screenshot shows the Unnati Assessment Approval interface. At the top, there is a navigation bar with links for ADMIN, UNNATI, DASHBOARD, and HELP. The UNNATI link is highlighted in green. On the right, it shows a greeting "Hello, Manasa Chandrasekhar" and a "Sign out" link. Below the navigation, there are two main sections: "GOAL APPROVAL" (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022) and "ASSESSMENT APPROVAL" (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022). The "ASSESSMENT APPROVAL" section is active. Under "ASSESSMENT APPROVAL", there is a "SELECT EMPLOYEE" dropdown with the placeholder "-Select-", a "RECOMMENDATION" section, and two buttons: "Approve All" and "Send Back Selected". A modal window is open in the "RECOMMENDATION" section with a green "Success!" message and the text "Assessment send back successfully." It has a red "Close" button. Below the "ASSESSMENT APPROVAL" section, there are tabs for "MEASURABLE", "TARGET", and "ACHIEVEMENT" under "Mandatory" and "MEASURABLE", "TARGET", "ACHIEVEMENT", "EMPLOYEE ASSESSMENT", "ASSESSMENT INPUT", "STATUS", "RATING", "ASSESSMENT", and "REMARK" under "Non-Mandatory".

The selected inputs will be sent back to the respective employees for correction and resubmission



SELF-ASSESSMENT RESUBMISSION



Unnati

[UNNATI](#)
[HELP](#)

Hello, Manasa Chandrasekhar

[Sign out](#)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	PROJECT TYPE	TARGET	% WEIGHTAGE	Action
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs..	Percentage	95	5	 
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Awareness mailers for Unnati - Samridhi assessment and goal setting for beneficial results	Yes/No	Yes	7	 

TIMELINE 2021:01 Jan 2022 To 31 Mar 2022

STATUS RETURNED

APPROVAL STATUS RETURNED FROM MANASA CHANDRASEKHAR | Remark: Timely updates | Weightage changed from "4" to "7"

MIS INPUT

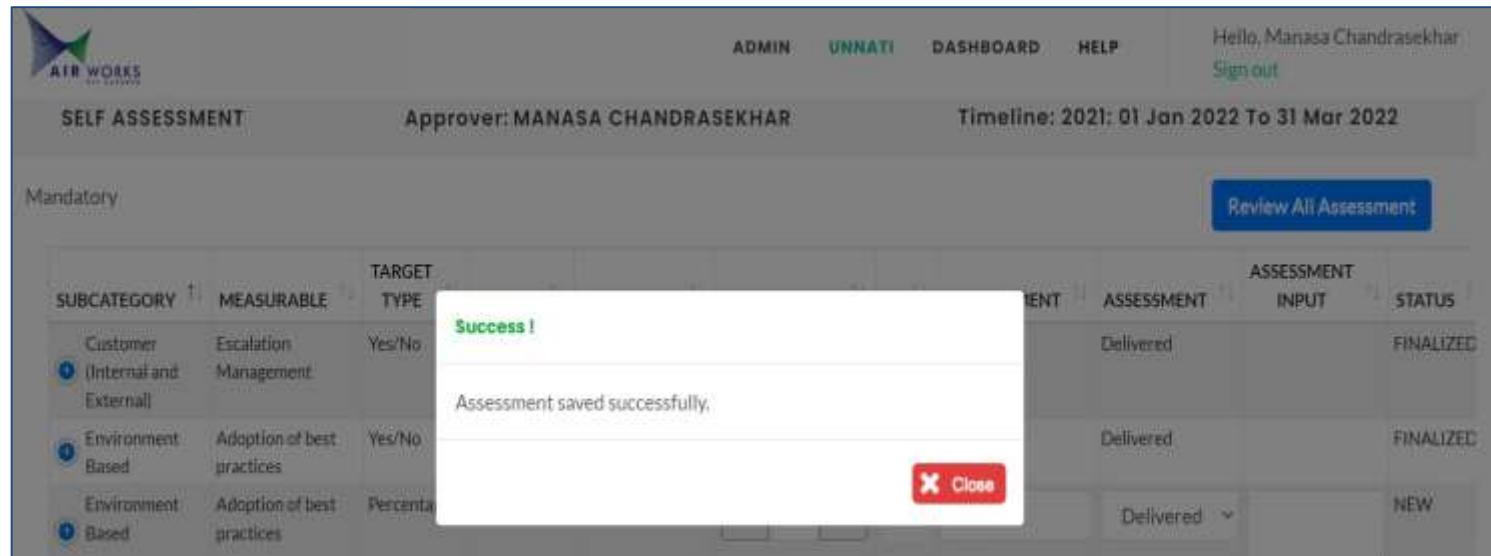
Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: 60%)

- Once the employee gets a send back notification from the manager, the **Returned** self-assessed inputs need to be changed respectively as per requirement .
- The user can view the returned goal details from the drop-down which appears by clicking the '+' on the left side

Update the self-assessment

Tally weightage and
Review all
Assessment again

Click on **Finalize** to
resubmit the
updated self-assessment



SELF ASSESSMENT Approver: MANASA CHANDRASEKHAR Timeline: 2021: 01 Jan 2022 To 31 Mar 2022

Success!

Assessment saved successfully.

Close

SUBCATEGORY	MEASURABLE	TARGET TYPE	ASSESSMENT	INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Delivered		FINALIZED
Environment Based	Adoption of best practices	Yes/No	Delivered		FINALIZED
Environment Based	Adoption of best practices	Percent	Delivered		NEW

Unnati - Self-assessment Resubmission



AIR WORKS FLY ASSURED

Unnati

ADMIN UNNATI DASHBOARD HELP

Hello, Manasa Chandrasekhar
Sign out

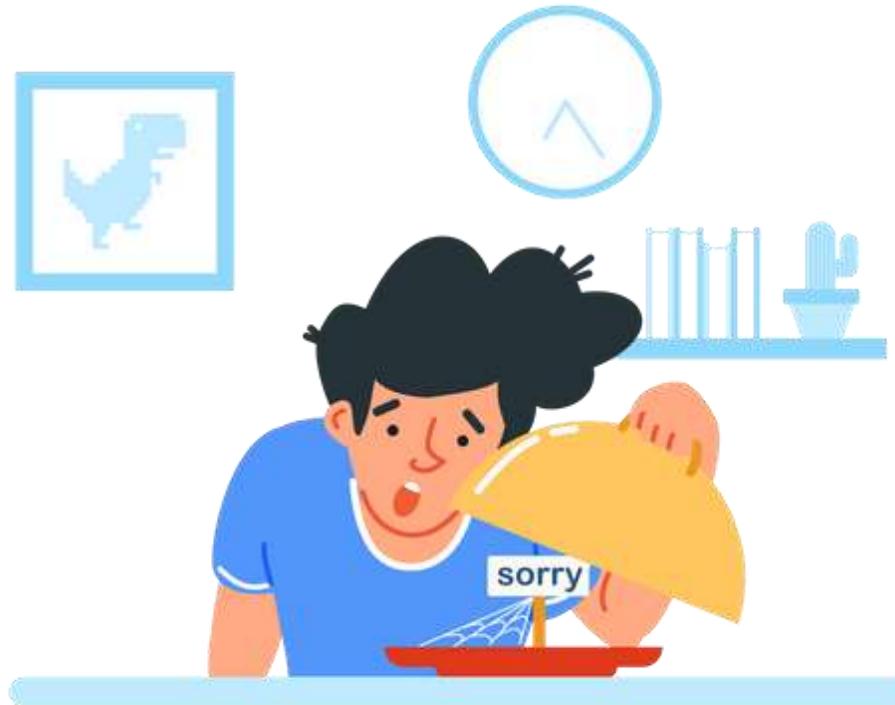
SELF ASSESSMENT Approver: MANASA CHANDRASEKHAR Timeline: 2021: 01 Jan 2022 To 31 Mar 2022

Mandatory Average Rating: 2.81 Review All Assessment

Subcategory	Measurable	Target Type	Target	Weightage	Rating	Achievement	Assessment	Assessment Input	Status
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	4	YES	Delivered		APPROVED
Environment Based	Adoption of best practices	Percentage	95	6%	4	95	Delivered		APPROVED
Environment Based	Adoption of best practices	Yes/No	Yes	4%	3	YES	Delivered		APPROVED

Once your Self-assessment gets an Approval ,The Approver name is highlighted in **Green**

TYPES OF ERRORS



Employee Input is same

Make sure the Employee input is entered as per your goal targets and remains non-repetitive

SAMPLE

EMPLOYEE NAME	CATEGORY	SUBCATEGORY	MEASURABLE DESCRIPT	EMPLOYEE INPUT	TARGET T	TARGET	WEIGHTAGE	Remarks
Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same

Mismatch in Target and Employee input

Make sure your targets are aligned as per the description and employee input

SAMPLE

NAME	CATEGORY	SUBCATEGORY	MEASURE	DESCRIPTION	EMPLOYEE INPUT	TARGET 1	TARGET 2	WEIGHTAGE	Remarks
	Operation Mandator	Audit	Find Any finding	ANY FINDINGS HIGHLIGHTED THROUGH	Percentag	20	20	4	Target and employee input not matching
	Operation Mandator	Progressiv	Close Task	WILL CLOSE WORK ORDER AND UPDA	Percentag	20	20	4	Target and employee input not matching
	Operation Mandator	Prompt	dc Achieving	AS A PRACTICE MUST COMPLY WITH	Percentag	20	20	4	Target and employee input not matching
	Operation Mandator	Recurring	Number o	WILL REVIEW REPORTS OF RECURREN	Percentag	20	20	3	Target and employee input not matching

Inappropriate Targets

Specify your targets as per the Target type mentioned

SAMPLE 1

EMPLOYEE NAME	CATEGORY	SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHT	Remarks
	Operational	Mandatory	Transits	re; Timely	This measurable is not applicable to B2 Aircraft Maintenance Engineers	Text	NA	2	Target not appropriate
	Operational	Mandatory	License	Li	Ensure re; Limitations Removal of the licence is not applicable to B2 AMEs	Text	NA	2	Target not appropriate

SAMPLE 2

EMPLOYEE NAME	CATEGORY	SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHT	Remarks
	Operational	Mandatory	Time man	Timely co	TIMELY COMPLETION OF ALL TASKS ASSIGNED TO ME AND UPDATION OF RESOURCE PLANNING	Yes/No	100	4	Target not appropriate



Similar Targets

Make sure to set your targets as per your specific goals and inputs

SAMPLE

EMPLOYEE NAME	CATEGORY	SUBCATEGORY	MEASUR/ DESCRIPT	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTA	Remarks
S. People Based/Personal Traits	Mandatory	Customer	Customer	Customer feedback through Customer Satisfaction Survey to be administered post every base check and quarterly for AMC	Percentage	90		3 Target is same
S. Customer (Internal and External)	Mandatory	Escalation	Ensure the upwards	Ensure escalations are addressed effectively to minimize further escalations	Percentage	90		4 Target is same
S. Customer (Internal and External)	Mandatory	Process	In Any proce	Any process improvement resulting in reduced TAT, increased quality and optimum utilization of resources, worked on and implemented.	Percentage	90		4 Target is same
S. Operational	Mandatory	Audit	Find Any findin	Make sure the Audit findings are closed timely and preventive actions are implemented	Percentage	90		4 Target is same
S. Operational	Mandatory	Consumat	Ensure the made sure	Make sure the inventory is controlled. Re-order for fast moving items to be	Percentage	90		4 Target is same
S. Operational	Mandatory	CRS issuar	Certificate	Make sure the CRS is issued timely and all documents are returned to Customer per MOE/Contract	Percentage	90		3 Target is same
S. Operational	Mandatory	Customer	Regular cc	Provide real time updates to Customer and remove any gaps	Percentage	90		3 Target is same
S. Operational	Mandatory	Internal	Ensure a p	Flow down lessons learnt to team to prevent the recurrence of issues	Percentage	90		3 Target is same
S. Operational	Mandatory	Monthly	Internal A/	Provide inputs for MRM, provide plan for any outputs of MRM discussions	Percentage	90		4 Target is same



THANK YOU

