



Welcome to

Mnnati

Towards Collective Success

A decision making framework to
drive the growth of the
organization



Unnati



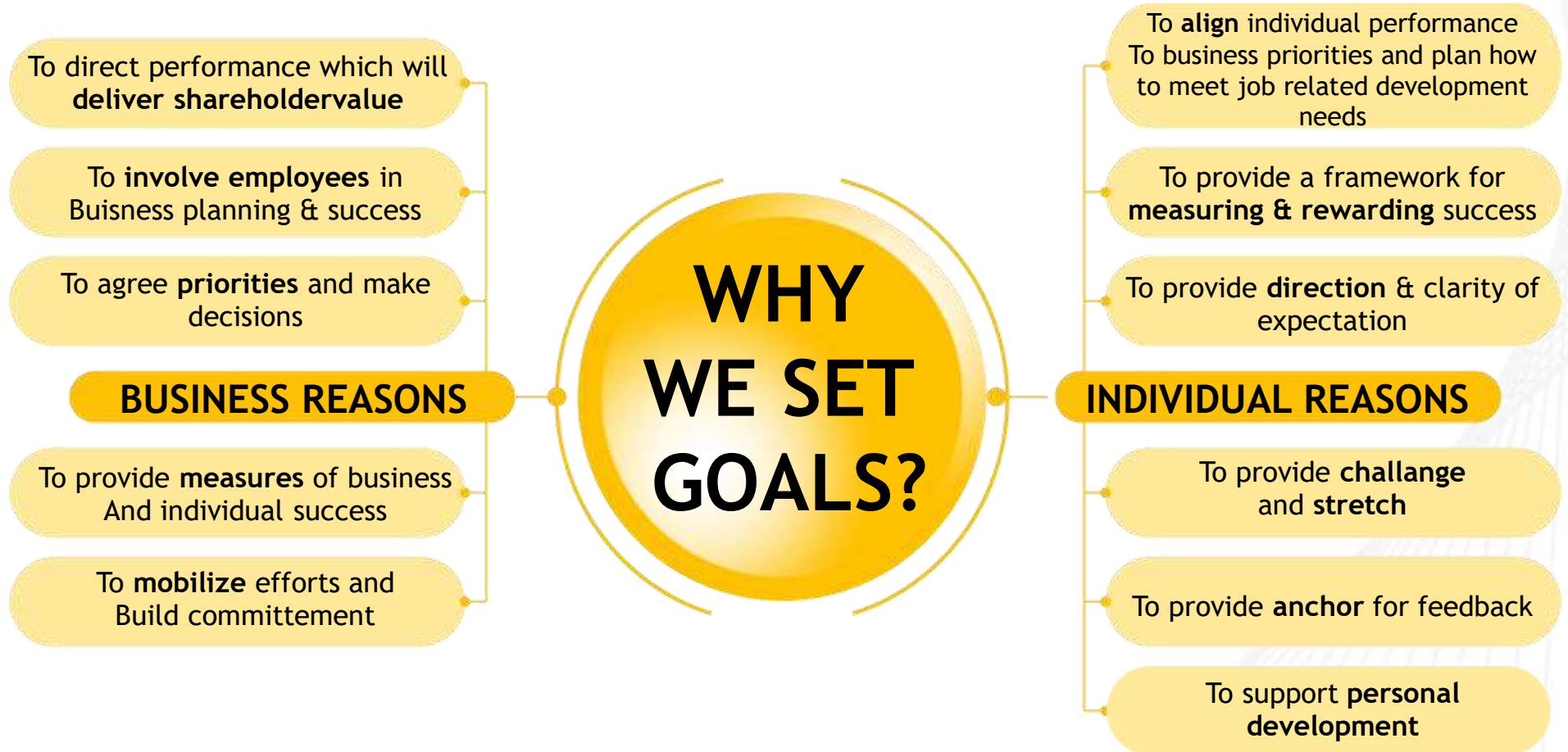


INDEX

TOPIC	APPLICABLE ROLE	SLIDE NO.
How to Set Goal	All	6 - 11
Goal Setting	User	12 - 54
Goal Approval	Manager	55 - 67
Goal Resubmission	User	68 - 71
Self - Assessment	User	72 - 91
Self-assessment Approval	Manager	92 - 104
Self Assessment Resubmission	User	105 - 108
Types of Errors	User Awareness	109 - 113

HOW TO SET THE GOALS?





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?



SPECIFIC

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



MEASURABLE

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



ALIGNED

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



REALISTIC

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



TIME BOUND

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

How to write SMART Goals | Defining Success Measures

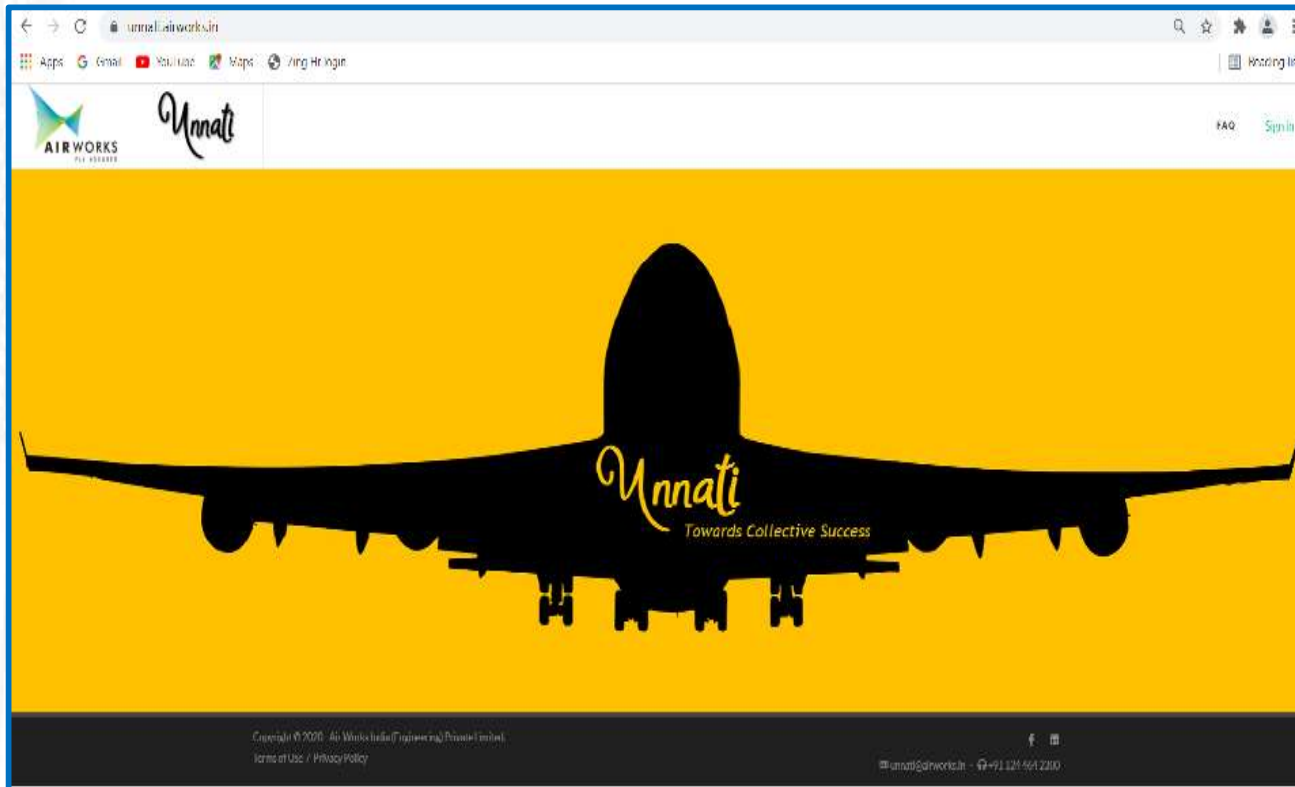
When drafting goals, ask yourself:

- 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

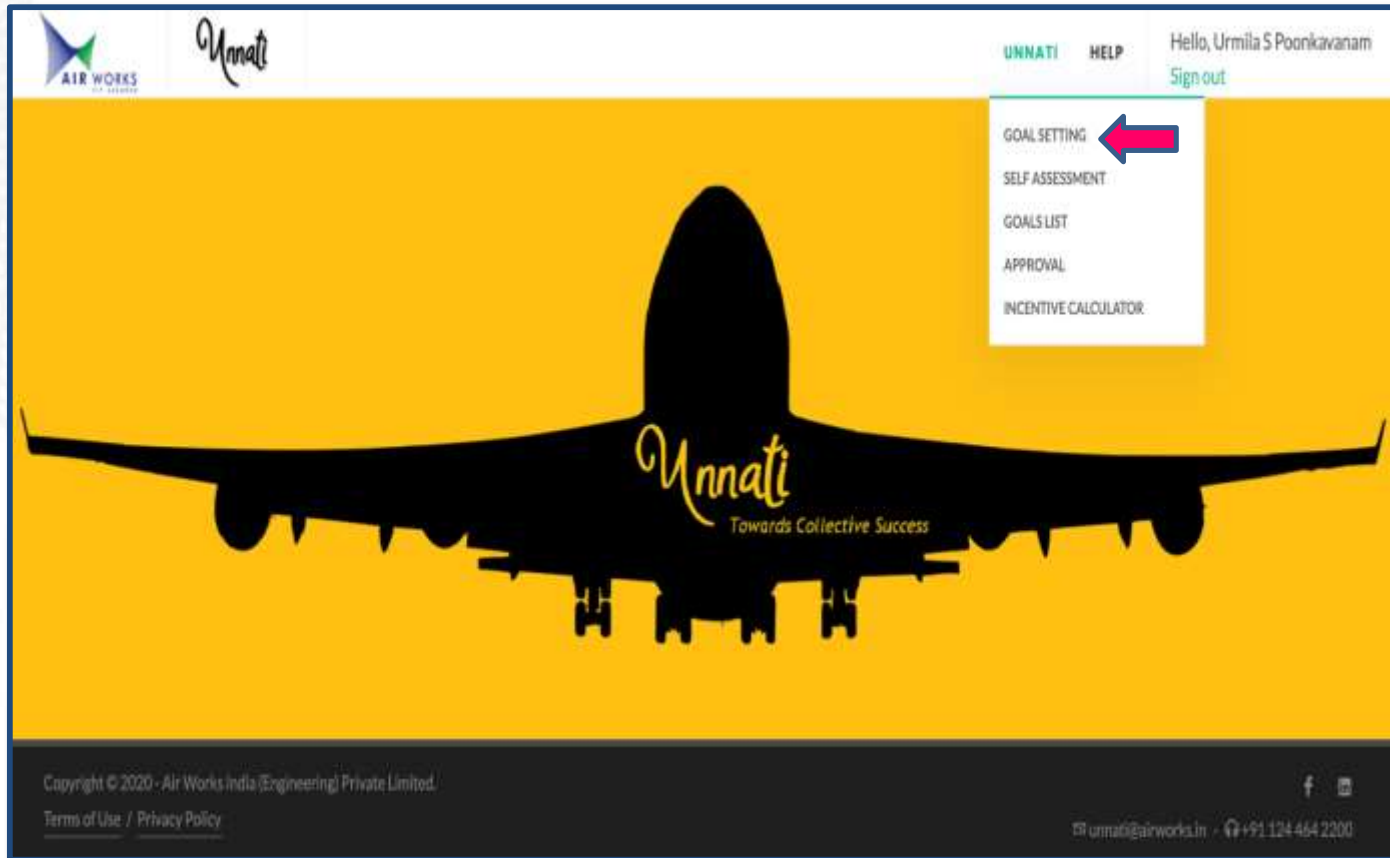
Unnati - Main Window



Login To – Unnati Module
with your Email Id

<https://unnati.airworks.in>

Unnati - Goal Setting



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

Unnati - Goal Setting



GOAL SETTING Approver: URMILA S POONKAVANAM

TIMELINE* 2021: 01 JAN 2022 TO 31 MAR 2022 **CATEGORY*** Mandatory **SUBCATEGORY*** -Select-

MEASURABLE* -Select- **MEASURABLE DESCRIPTION***

EMPLOYEE INPUT/DETAIL* **TARGET TYPE*** -Select- **TARGET*** **WEIGHTAGE %*** - 3 +

Cancel 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%)

Total Minimum measurable required: 18, Current measurable: 6, Required Weightage: 100%, Current Weightage: 21 %

OVERALL INPUT Overall Input 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-
- Select-
- Customer (Internal and External)
- Environment Based
- Review Mechanism
- Function Specific Measurables
- All

MEASURABLE* -Select-

MEASURABLE DESCRIPTION*

EMPLOYEE INPUT/DETAIL*

TARGET TYPE* -Select-

TARGET*

WEIGHTAGE %* - 8 +

Cancel Add



Review All Goals

What are the different sub - categories of mandatory measurables?

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

Unnati - Non-Mandatory Goals



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

Measurable* -Select-

Measurable DESCRIPTION*

Employee Input/detail*

TARGET TYPE* -Select-

Target*

- 6 +

+ Add

Review All Goals

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

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

Unnati - Goal Setting



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 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	 


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 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 updates 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



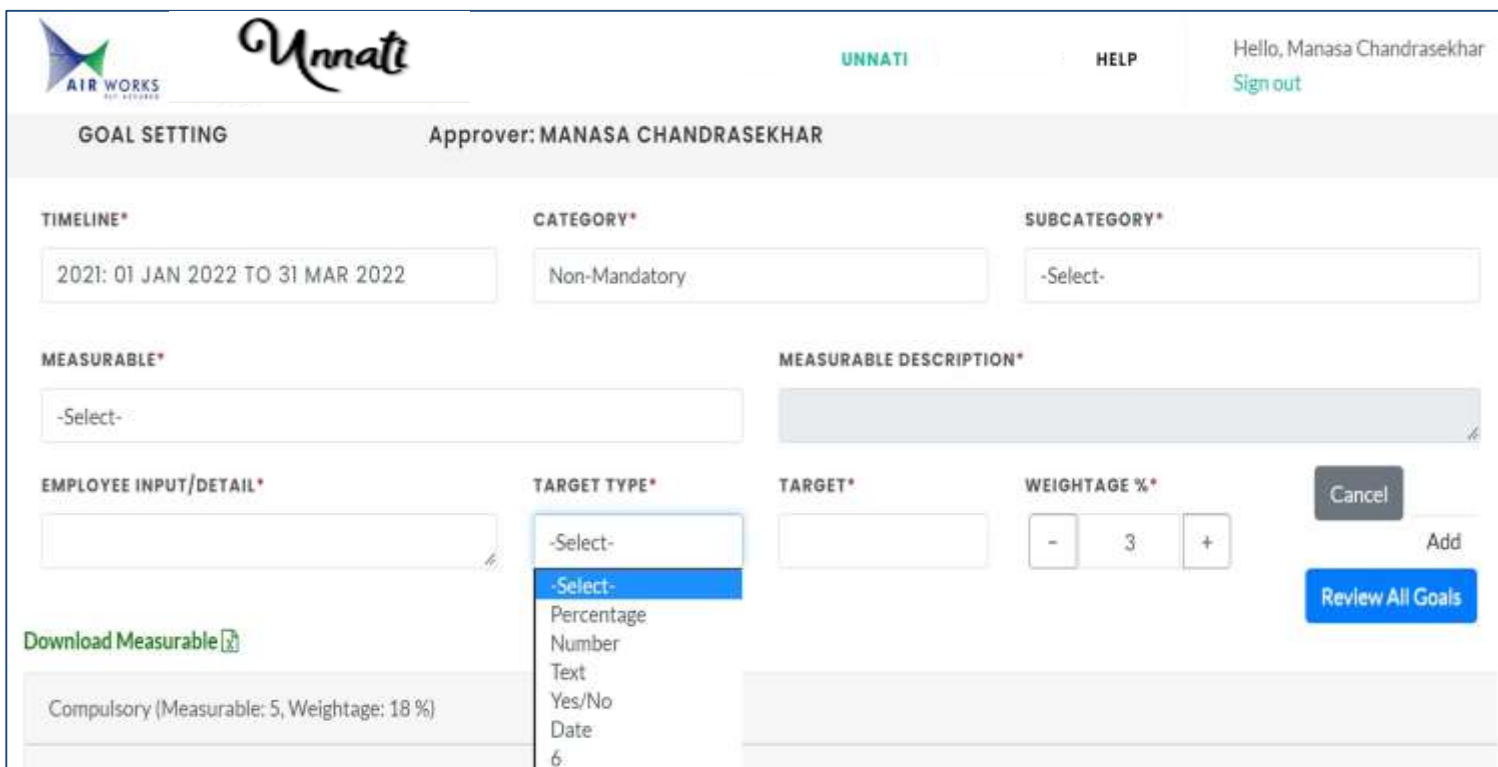
Role Name	Compulsory	Compulsory Weightage	Mandatory	Minimum Mandatory	Mandatory Weightage	Mandatory Weightage Range	Non-Mandatory	Minimum Non-Mandatory	Non-Mandatory Weightage	Non-Mandatory Weightage	Minimum Measurables
Function Head	5	18%	11	8	60%	4% - 11%	22	6	22%	1% - 6%	22
Leadership	5	18%	7	4	60%	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	168,750
At the end of 5th Year	Balance	68,750	137,500	206,250
Incremental Incentive		75%	75%	75%
Amount		375,000	750,000	1,125,000
At the end of 3rd Year	75%	168,750	337,500	506,250
At the end of 5th Year	Balance	206,250	412,500	618,750



The screenshot shows the 'GOAL SETTING' interface in the Unnati system. At the top, there's a header with the 'AIR WORKS' logo, the 'Unnati' logo, and user information: 'UNNATI', 'HELP', and 'Hello, Manasa Chandrasekhar' with a 'Sign out' link. Below the header, the 'GOAL SETTING' section is titled, and the 'Approver' is listed as 'MANASA CHANDRASEKHAR'.

The form contains several fields and sections:



- TIMELINE***: A text box containing '2021: 01 JAN 2022 TO 31 MAR 2022'.
- CATEGORY***: A dropdown menu showing 'Non-Mandatory'.
- SUBCATEGORY***: A dropdown menu showing '-Select-'.
- MEASURABLE***: A dropdown menu showing '-Select-'.
- MEASURABLE DESCRIPTION***: A large text area for describing the measurable.
- EMPLOYEE INPUT/DETAIL***: A text box for employee input.
- TARGET TYPE***: A dropdown menu with options: '-Select-', '-Select-', 'Percentage', 'Number', 'Text', 'Yes/No', 'Date', and '6'.
- TARGET***: A text box for the target value.
- WEIGHTAGE %***: A numeric input field with a value of '3' and '+' and '-' buttons.
- Buttons**: 'Cancel', 'Add', and 'Review All Goals'.
- Download Measurable**: A link with a download icon.
- Compulsory (Measurable: 5, Weightage: 18 %)**: A section for compulsory goals.

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 - Goal Setting





ADMINUNNATIDASHBOARDHELP

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-
Percentage
Number
Text
Yes/No
Date
6

TARGET*


WEIGHTAGE %*

-3+

Cancel

Add

Review All Goals

Download Measurable 

Compulsory (Measurable: 5, Weightage: 18 %)




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.



Unnati - Goal Setting

 **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-
- Percentage
- Number
- Text
- Yes/No
- Date
- 6

TARGET*

WEIGHTAGE %* - 3 +

[Cancel](#) [Add](#) [Review All Goals](#)

[Download Measurable](#)

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

Unnati - Goal Setting



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 departemnt 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 accordinly 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.

1

Select the appropriate measurable from the drop down

2

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

3

Type in the measurable and the description.

4



Select the target type from the drop down.

5


Add the target and the weightage and save.

Unnati - Goal Setting



UNNATIHELPHello, Manasa Chandrasekhar
Sign out

GOAL SETTINGApprover: 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.

Unnati - Goal Setting



GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline*	CATEGORY*	SUBCATEGORY*
2021: 01 Jan 2022 To 31 Mar 2022	Mandatory	-Select-

Measurable*

-Select-

Employee Input/detail*

Download Measurable [3]

Weightage %*

3 +

Cancel + Add

Review All Goals

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

- 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.



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

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	 




Once changes are made click on **Update**

GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline* 2021: 01 Jan 2022 To 31 Mar 2022 CATEGORY* Mandatory SUBCATEGORY* Review Mechanism

Measurable* Monthly Updates Measurable DESCRIPTION* Monthly Updates on key developments and deliverables

Employee Input/detail* Focusing on achieving deadlines and TARGET TYPE* Percentage Target* 92 Weightage %* - 5 +

 **Update** **Cancel** **Review All Goals**

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

GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline* 2021: 01 Jan 2022 To 31 Mar 2022 Category* Mandatory Subcategory* -Select-

Measurable* -Select- Measurable description*

Employee Input/detail* Target type* -Select- Target* Weightage %* - 3 + Cancel + Add

[Download Measurable](#) 

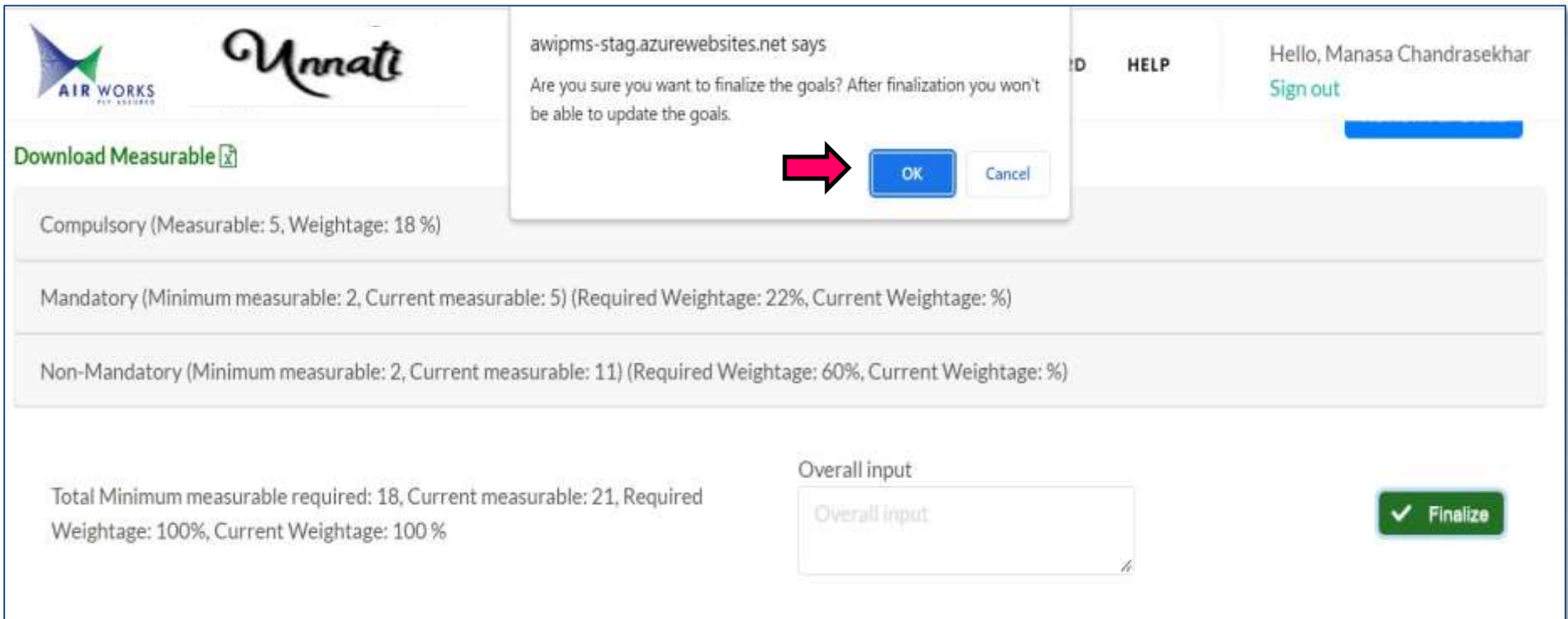
Review All Goals

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 practice 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



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.

OK Cancel

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

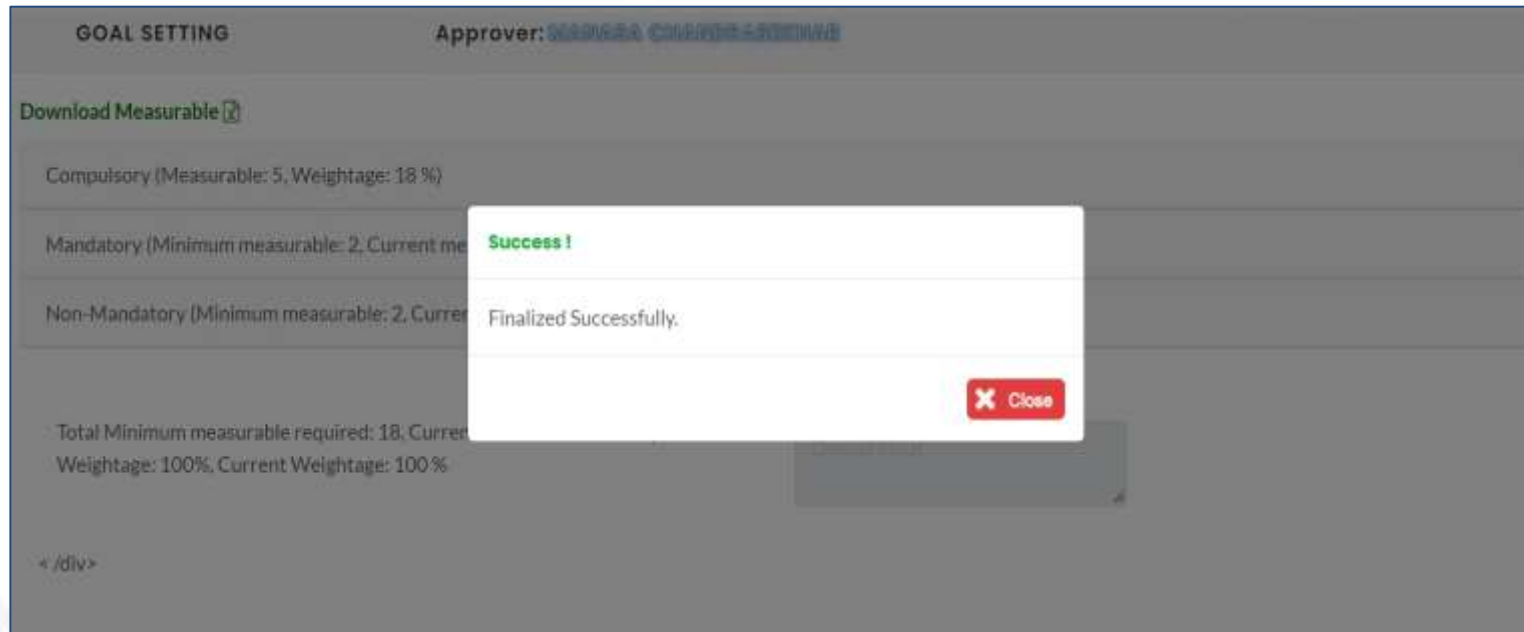
Overall input

Finalize

Save goals and **Finalize**.

Click “**OK**” to Finalize.



Unnati - Goal Setting



Goals are **Finalized
Successfully**

Unnati - Goal Setting






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

< /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 manage 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



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



Unnati - Goal 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**.

Unnati - Goal 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 +	

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 **UNNATI** **DASHBOARD** **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:* [Send Back Selected](#) [Save](#)

Success !

Approved successfully.

[Close](#)

Mandatory

EMP CODE	NAME	SUBCATEGORY	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	

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

Mandatory (Required Weightage: 22%, Current Weightage: 23%)

EMP CODE	NAME	SUBCATEGORY	MEASURABLE	STATUS	TARGET TYPE	TARGET	WEIGHTAGE %	REMARK	
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	92	- 4 +		✓
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	85	- 6 +		✓
TGUR080	MANASA CHANDRASEKHAR	Customer (Internal and External)	Escalation Management	FINALIZE	Yes/No	Yes	- 4 +		✓
TGUR080	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FINALIZE	Percentage	95	- 5 +	Good level of initial adaption skills	✓
TGUR080	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FINALIZE	Yes/No	Yes	- 4 +		✓



Unnati - Goal Approval



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* Mandatory SUBCATEGORY* -Select- Measurable* -Select-

Measurable DESCRIPTION* Employee Input/detail*

TARGET TYPE* -Select- Target* Weightage %* - 8 +

+ 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)

SELECT EMPLOYEE* MANASA CHANDRASEKHAR (TGUR080)

Send Back Selected Approve All Freeze selected Save

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

EMP CODE	NAME	SUBCATEGORY	MEASURABLE	STATUS	TARGET TYPE	TARGET	WEIGHTAGE %	REMARK
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	92	- 4 +	
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	RESUBMITTED	Percentage	85	- 4 +	
TGUR080	MANASA CHANDRASEKHAR	Customer (Internal and External)	Escalation Management	FINALIZE	Yes/No	Yes	- 4 +	
TGUR080	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FREEZE	Percentage	95	- 0 +	
TGUR080	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FINALIZE	Yes/No	Yes	- 4 +	



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**



Unnati - Goal Approval

AIR WORKS FLY ASSURED **ADMIN UNNATI DASHBOARD 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:* **MANASA CHANDRASEKHAR (TGUR080)** [Send Back Selected](#) [Save](#)

Success !

Send back successfully.

[Close](#)



Mandatory

EMP CODE	NAME	SUBCATEGORY	REMARK
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism Monthly Updates	
TGUR080	MANASA CHANDRASEKHAR	Customer (Internal and External) Escalation Management	

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



GOAL RESUBMISSION

		UNNATI	HELP	Hello, Manasa Chandrasekhar Sign out			
SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	Action
+	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuously self-monitoring target deliverables.	Percentage	92	4	
+	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)	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 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 - Goal Resubmission

Update the goals

Tally weightage and **Review all goals** again



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

The screenshot shows the 'GOAL SETTING' interface with the approver 'MANASA CHANDRASEKHAR'. A success message box is displayed in the center: 'Success ! Goal updated successfully'. The interface includes fields for 'Timeline*' (2021: 01 Jan 2022 To 31 Mar 2022), 'CATEGORY*' (Mandatory), and 'SUBCATEGORY*' (- Select -). There are also fields for 'Measurable*' (- Select -) and 'Employee Input/detail*'. A 'Download Measurable' button is visible. The bottom section shows a table of goals with columns for 'Compulsory', 'Mandatory', and 'Non-Mandatory' categories, including their respective measurable counts and weightages.

The screenshot shows the 'GOAL SETTING' interface with the approver 'MANASA CHANDRASEKHAR'. The 'Download Measurable' button is visible. The bottom section shows a table of goals with columns for 'Compulsory', 'Mandatory', and 'Non-Mandatory' categories, including their respective measurable counts and weightages. The 'Overall input' section shows 'Total Minimum measurable required: 18, Current measurable: 21, Required Weightage: 100%, Current Weightage: 100 %'. A 'Finalize' button with a green checkmark is highlighted with a red arrow.

Unnati - Goal Setting






ADMINUNNATIDASHBOARDHELP

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

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

SELF ASSESSMENT USER





Unnati - Main Window



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



Strictly Private & Confidential



Unnati - Self Assessment



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.

The background interface shows a table with columns for Environment Based, Adoption of best practices, Yes/No, Yes, 4 %, and a dropdown menu. The table contains three rows of data, each with a 'Delivered' status and a 'NEW' status.

Rating scale

- This screen pops up for the user to understand the objective of each rating ranging from 1 to 5 depending on which the Approval can be finalized
- **Note : For using rating 3,4 and 5 you must have a strong reason which can be evaluated objectively**

Unnati - Self Assessment



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>-</div> <div>4</div> <div>+</div>	YES	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6%	<div>-</div> <div>4</div> <div>+</div>		Delivered		NEW
Environment Based	Adoption of best practices	Yes/No	Yes	4%	<div>-</div> <div>4</div> <div>+</div>	YES	Delivered		NEW
Review Mechanism	Monthly Updates	Percentage	92	4%	<div>-</div> <div>2</div> <div>+</div>		Partially Deli		NEW
Review Mechanism	Monthly Updates	Percentage	85	4%	<div>-</div> <div>1</div> <div>+</div>		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	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	- 0 +		Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6%	- 0 +		Delivered		NEW

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

Upload Attachment: Choose Files No file chosen **Upload** **Close**

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	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	- 0 +	YES	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6%	- 0 +		Delivered		NEW
Environment Based	Adoption of best practices	Yes/No	Yes	4%	- 0 +	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%	- 4 +	0	YES	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6%	- 4 +			Delivered		NEW
Environment Based	Adoption of best practices	Yes/No	Yes	4%	- 4 +		YES	Delivered		NEW
Review Mechanism	Monthly Updates	Percentage	92	4%	- 2 +			Partially Deli		NEW
Review Mechanism	Monthly Updates	Percentage	85	4%	- 1 +	0		Not Delivere		NEW

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



Unnati - Self Assessment

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>- 4 +</div>		YES	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6 %	<div>- 4 +</div>			Delivered		NEW
Environment Based	Adoption of best practices	Yes/No	Yes	4 %	<div>- 4 +</div>		YES	Delivered		NEW
Review Mechanism	Monthly Updates	Percentage	92	4 %	<div>- 2 +</div>			Partially Deli		NEW
Review Mechanism	Monthly Updates	Percentage	85	4 %	<div>- 1 +</div>			Not Delivere		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**.

Unnati - Self Assessment



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		Average Rating : 0.00				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 %	- 0 +	YES	Delivered		NEW	
Environment Based	Adoption of best practices	Percentage	95	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	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.	Awareness mailers for Unnati - Samriddhi assessment and goal setting for beneficial results	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

Check the self-assessment before finalizing



Unnati - Self Assessment




awipms-stag.azurewebsites.net says
Are you sure you want to finalize the assessment? After finalization you won't be able to update the assessment.

OKCancel

UNNATI DASHBOARD HELP Sign in

SUBCATEGORY	MEASURE	WEIGHTAGE	RATING	ACHIEVEMENT
Financial	Delivering budgeted EBITD			
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

Overall input:


Overall attachment:


CANCELSAVEFINALIZE

- 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



ADMINUNNATIDASHBOARDHELPSign In

SELF ASSESSMENTApprover: MANASA CHANDRASEKHARTimeline: 2021: 01 Jan 2022 To 31 Mar 2022

Mandatory

Review All Assessment

SUBCATEGORY	MEASURABLE	TARGET TYPE	ASSESSMENT	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Delivered		NEW
Environment Based	Adoption of best practices	Yes/No	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	4%	NEW
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



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

Unnati - Assessment Approval

A screenshot of the Unnati web application interface. The header includes the AIR WORKS logo, the Unnati logo, a green UNNATI button, a HELP button, and a user greeting 'Hello, Manasa Chandrasekhar' with a 'Sign out' link. The main content area is titled 'APPROVAL' and contains two tabs: 'GOAL APPROVAL (Timeline:)' and 'ASSESSMENT APPROVAL (Timeline:)', with the latter being active. Below the tabs is a 'SELECT EMPLOYEE:' label and a dropdown menu. The dropdown menu is open, showing two options: '-Select-' and 'MANASA CHANDRASEKHAR (TGUR080)'. A red arrow points to the second option. The footer contains copyright information, terms of use, privacy policy, and contact details for samriddhi@airworks.in and +91 124 464 2200.

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



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.

The background interface shows a 'SELF ASSESSMENT' section with a table of tasks. The first task is 'Environment Based Adoption of best practices' with a 'Yes/No' status of 'Yes' and a '4%' completion rate. The second task is 'Review Mechanism Monthly Updates' with a 'Percentage' status of '92' and a '4%' completion rate. The third task is 'Review Mechanism Monthly Updates' with a 'Percentage' status of '85' and a '4%' completion rate. The table also includes columns for 'Status' (NEW) and 'Delivered' (Delivered).

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



Unnati - Assessment Approval

APPROVAL

GOAL APPROVAL (Timeline:)

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

SELECT EMPLOYEE:*
MANASA CHANDRASEKHAR (TGUR)

RECOMMENDATION:
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	

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

Unnati - Assessment Approval



AIR WORKS FLY ASSURED

ADMIN UNNATI DASHBOARD 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:* RECOMMENDATION:

-Select- [v] [Reco]

Success !

Approved successfully.

Close

✓ Approve All ➤ Send Back Selected

Mandatory

MEASURABLE	TARGET	ACHIEVEMENT
------------	--------	-------------

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.

Unnati - Assessment Approval



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

Make the required changes

Add the remarks in the highlighted box

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

The screenshot shows the Unnati assessment interface. At the top, there's a header with the AIR WORKS logo, the Unnati logo, and user information: UNNATI, HELP, and Hello, Manasa Chandrasekhar with a Sign out link. Below the header, there's a section titled 'Mandatory' with an 'Average Rating: 3.69'. The main part of the interface is a table with the following columns: MEASURABLE, TARGET, ACHIEVEMENT, EMPLOYEE ASSESSMENT, ASSESSMENT INPUT, STATUS, RATING (with minus, value, and plus buttons), ASSESSMENT (with a dropdown), and REMARK. There are four rows of data. The third row, 'Adoption of best practices' with a target of 'Yes' and achievement of 'YES', is highlighted with a red border. In this row, the 'ASSESSMENT' dropdown is set to 'Delivered', the 'RATING' is 3, and the 'REMARK' is 'Upskill basic understandings'. A blue checkbox in the final column of this row is checked. The other rows are: 'Escalation Management' (Yes, YES, Delivered, FINALIZE, 4, Delivered), 'Adoption of best practices' (95, 95, Delivered, FINALIZE, 4, Delivered), and 'Monthly Updates' (92, 75, Partially Delivered, FINALIZE, 2, Partially Del).

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	
Adoption of best practices	Yes	YES	Delivered		FINALIZE	3	Delivered	Upskill basic understandings
Monthly Updates	92	75	Partially Delivered		FINALIZE	2	Partially Del	



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:* | RECOMMENDATION:

Success !

Assessment send back successfully.

Mandatory

MEASURABLE	TARGET	ACHIEVEMENT
------------	--------	-------------

Non-Mandatory

MEASURABLE	TARGET	ACHIEVEMENT	EMPLOYEE ASSESSMENT	ASSESSMENT INPUT	STATUS	RATING	ASSESSMENT	REMARK
------------	--------	-------------	---------------------	------------------	--------	--------	------------	--------



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



SELF-ASSESSMENT RESUBMISSION







Unnati - Self-assessment Resubmission




UNNATI

HELP

Hello, Manasa Chandrasekhar
[Sign out](#)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET 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 - Samriddhi 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

Unnati - Self-assessment Resubmission



Update the self-assessment



Tally weightage and
**Review all
Assessment** again




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


A screenshot of the AIR WORKS Self Assessment web application. The interface shows a user profile 'Hello, Manasa Chandrasekhar' with a 'Sign out' link. The main heading is 'SELF ASSESSMENT' with an approver 'MANASA CHANDRASEKHAR' and a timeline '2021: 01 Jan 2022 To 31 Mar 2022'. A 'Review All Assessment' button is visible. A table lists assessment items with columns for Subcategory, Measurable, Target Type, Assessment Input, and Status. A success message 'Success! Assessment saved successfully.' is displayed over the table, with a 'Close' button.

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	Percentage	Delivered	NEW

Unnati - Self-assessment Resubmission







ADMIN

UNNATI

DASHBOARD

HELP

Hello, Manasa Chandrasekhar

Sign out

SELF ASSESSMENT

Approver: MANASA CHANDRASEKHAR

Timeline: 2021: 01 Jan 2022 To 31 Mar 2022

Mandatory

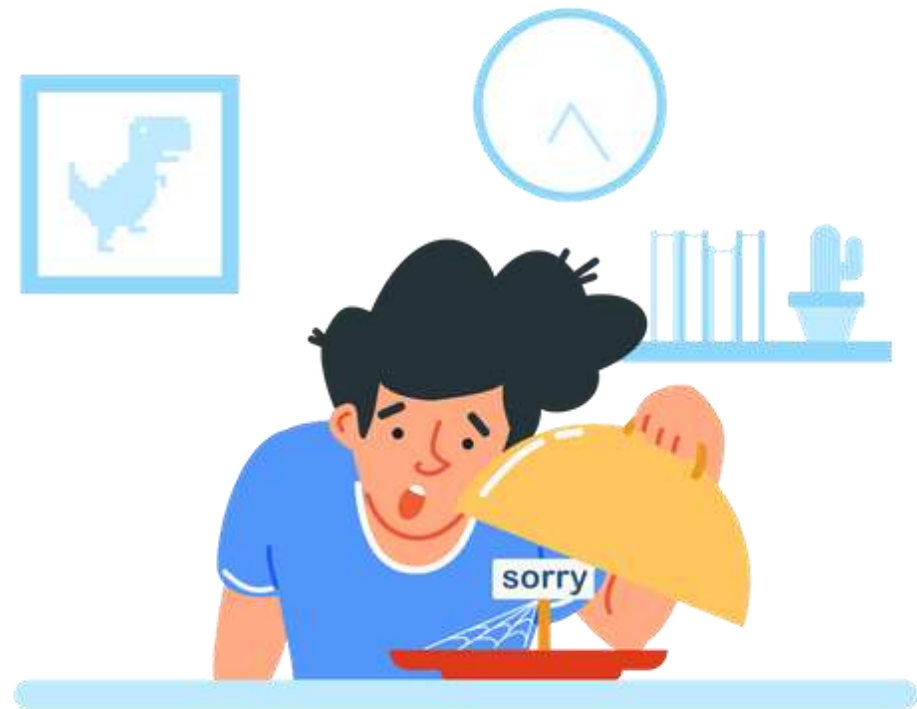
Average Rating : 2.81

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	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	CATEGOR	SUBCATEG	MEASURA	DESCRIPTI	EMPLOYEE INPUT	TARGET T	TARGET	WEIGHTA	Remarks
	Operation Mandator	Audit Find	Any findin	ANY FINDINGS HIGHLITED THROUGH	Percentag	20		4	Target and employee input not matching
	Operation Mandator	Progressiv	Close Task	WILL CLOSE WORK ORDER AND UPDA	Percentag	20		4	Target and employee input not matching
	Operation Mandator	Prompt dc	Achieving	AS A PRACTICE MUST COMPLY WITH	Percentag	20		4	Target and employee input not matching
	Operation Mandator	Recurring	Number o	WILL REVIEW REPORTS OF RECURREN	Percentag	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	MEASURE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHT	Remarks
	Operational	Mandatory	Transits	re	Timely re	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	MEASURE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHT	Remarks
	Operational	Mandatory	Time man	Timely co	TIMELY COMPLETION OF ALL TASKS ASSIGNED TO ME AND UPDATE 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	MEASURE/ DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHT	Remarks
	S. People Based/Personal Traits	Mandatory	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 escalations are addressed effectively to minimize further escalations	Percentage	90	4	Target is same
	S. Customer (Internal and External)	Mandatory	Process	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 findings implemented	Percentage	90	4	Target is same
	S. Operational	Mandatory	Consumable	Ensure the inventory is controlled. Re-order for fast moving items to be made sure	Percentage	90	4	Target is same
	S. Operational	Mandatory	CRS issuance	Ensure 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	Provide real time updates to Customer and remove any gaps	Percentage	90	3	Target is same
	S. Operational	Mandatory	Internal m	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 R	Internal A Provide inputs for MRM, provide plan for any outputs of MRM discussions	Percentage	90	4	Target is same



THANK YOU

