**Performance Management System**

**June 2023 Examination**

**Question 1. You are an HR Manager at Roohi Medical Devices Ltd. The company would like to introduce Self Appraisals for the Sales Teams. Design a Self Appraisal Form for Sales Executives in the organization. (10 marks)**

**ANS:**

**Introduction:**

Self Appraisal shape for Sales Executives:

Employee details: name: department: Designation: the period of Appraisal:

Commands: Please provide sincere and objective responses to the questions beneath. Your responses can be used as a tool for your self-reflection and development.

**Concept & application:**

**1. Sales performance:** a) What had been your income targets for the length? b) What was your achievement towards the targets set? c) What steps did you take to obtain the goals set? d)

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**Question 2. “Tara Styles” is a fashion, cosmetics and beauty brand that caters to male and female products. The company has been growing at a rapid phase and now plans to reach pan India presence. Prepare a Balanced Scorecard for “Tara Styles” covering one goal each in Financial, Customer, Business Process and Learning & Growth quadrant. (10 marks)**

**ANS:**

**Introduction**

The balanced scorecard for "Tara styles" covers one intention within the financial, customer, and business method and studying & increase quadrant.

**Financial Quadrant:**

Purpose: growth sales from online sales utilizing 20% within the next 12 months. Metric: total revenue from online income goal: increase sales from online sales by 20% in the next year. Initiative: release a targeted digital marketing campaign to attract more excellent online clients, improve the net shop's revel, and increase product services.

**Question 3. You have joined as at Team Leader at “YourWorkSpace” which is a co-working space wherein different companies lease offices / workstations.**

**Using the SMART principles, prepare 2 goals each for each of the following :**

**a) Sales Manager at “YourWorkSpace” (5 marks)**

**ANS:**

**Introduction**

As a team leader at “YourWorkSpace,” I can put together goals for the income supervisor using smart ideas:

**Concept & application:**

**1. Goal 1: increase sales revenue**

• Specific: sales growth generated using the sales manager by 20% in the next quarter.

• Measurable: revenue can be measured using the monthly income reports generated by the sales manager.

**Question 3b) Admin Manager at the company (5 marks)**

**ANS:**

**Introduction:**

As an Admin supervisor at "YourWorkSpace," the subsequent goals are the use of intelligent concepts:

**Concept & application:**

1. Reduce the overall operational cost of the company by 10% within the next six months:

• Unique: The purpose is to lessen operating costs by 10%.