

# Performance Management Solution

## Align your entire organization for success

Workforce engagement and a positive corporate culture are critical for retaining high-performing employees in a tight talent market. If the work environment fails to foster transparency, support communication, and make people feel valued, employees are likely to disengage and look for jobs elsewhere. However, too many employers still rely on periodic, backward-looking performance assessments that do little to drive engagement and productivity. According to a recent survey, the majority of HR leaders believe their performance management process is an ineffective use of time, and very few organizations believe their current process drives business value or engagement/high performance.<sup>1</sup> To nurture and develop top talent, you need a flexible, data-driven performance management approach that enables you to continuously assess, coach, and recognize employees for their achievements.

Our performance management solution, a module in a unified human capital management (HCM) suite, helps eliminate complex, paper-based forms; streamline the performance review process; and support development of both salaried and hourly employees. The solution makes it easy to create, assign, and complete assessments based on defined criteria and automate the review cycle to reflect established processes. Alerts and reminders keep form submission and approvals on track for more timely review completion. Even more important, it enables you to define cascading goals and track progress throughout the year — not just at annual review time — to measure how employee performance affects business outcomes and to support effective coaching and development.

### Define and track cascading goals

With our performance management solution, your organization can define corporate-level goals that cascade down to groups and individual employees, thereby aligning the entire organization for success. Performance development tools provide managers with immediate visibility of goal status and performance for individual employees throughout the year. You can choose to tie employee goals — with associated weights — into a formal review process or use the performance development tools separately to identify and manage specific outcomes, nurture progress, and recognize achievements. With at-a-glance visibility into goals, managers are better able to initiate communications with employees and provide ongoing feedback for improved engagement and development.

### Automate the performance review cycle

Configurable workflows make it simple to automate the performance review cycle — from form submission and review to approval and sign-off — to match your established processes. Instruction tabs walk employees and managers through the process of filling out review forms with sufficient detail. The ability to define the anchor date and frequency of performance reviews — and automatically initiate the process — helps managers stay on top of assessments. Real-time monitoring enables managers and HR professionals to track review status at any time. Automated alerts and reminders keep form completion, feedback, and approvals moving forward.



## Key Benefits

- » **ALIGN THE ORGANIZATION** by defining cascading goals and tracking performance at the corporate, group, and individual levels
- » **INCREASE ENGAGEMENT AND RETENTION** by enabling managers to continuously monitor employee goals and deliver ongoing feedback
- » **SAVE TIME AND STREAMLINE PROCESSES** with online review forms and automated workflows that support a paperless HR environment
- » **SUPPORT EMPLOYEE DEVELOPMENT** by tracking skills and certifications with customizable reports that show who needs training and when
- » **LINK COMPENSATION TO PERFORMANCE** with a Merit Matrix that establishes guidelines for awarding pay based on performance rating and pay grade segment



<sup>1</sup> Nathan Sloan, Akio Tsuchida, and David Parent, *Performance Management: The Secret Ingredient*, Deloitte University Press (February 27, 2015), found at <https://dupress.deloitte.com/dup-us-en/focus/human-capital-trends/2015/performance-management-redesign-human-capital-trends-2015.html>.



## Define unlimited performance review profiles

Our performance management solution lets you define unlimited organization-, department-, or job-specific review profiles with specific criteria for evaluation and your choice of numerical- or weighted-scale ratings. Assign multiple appraisals to an employee, job, or department to meet your organization’s requirements. Specify whether self-rating is part of the review process. Configure visibility rules for ratings, comments, and summaries. Even define competencies and assign them to individual employees and jobs. That way, employees understand the skills and attributes required for effective performance and managers can better guide professional development.

For optimal flexibility, you can define how employees will view content within the review and how it will appear when printed or saved as a .pdf file. You can also configure reviews with electronic signatures — for both employees and managers — to enable a truly paperless review process.

## Conduct data-driven performance reviews — COMING SOON

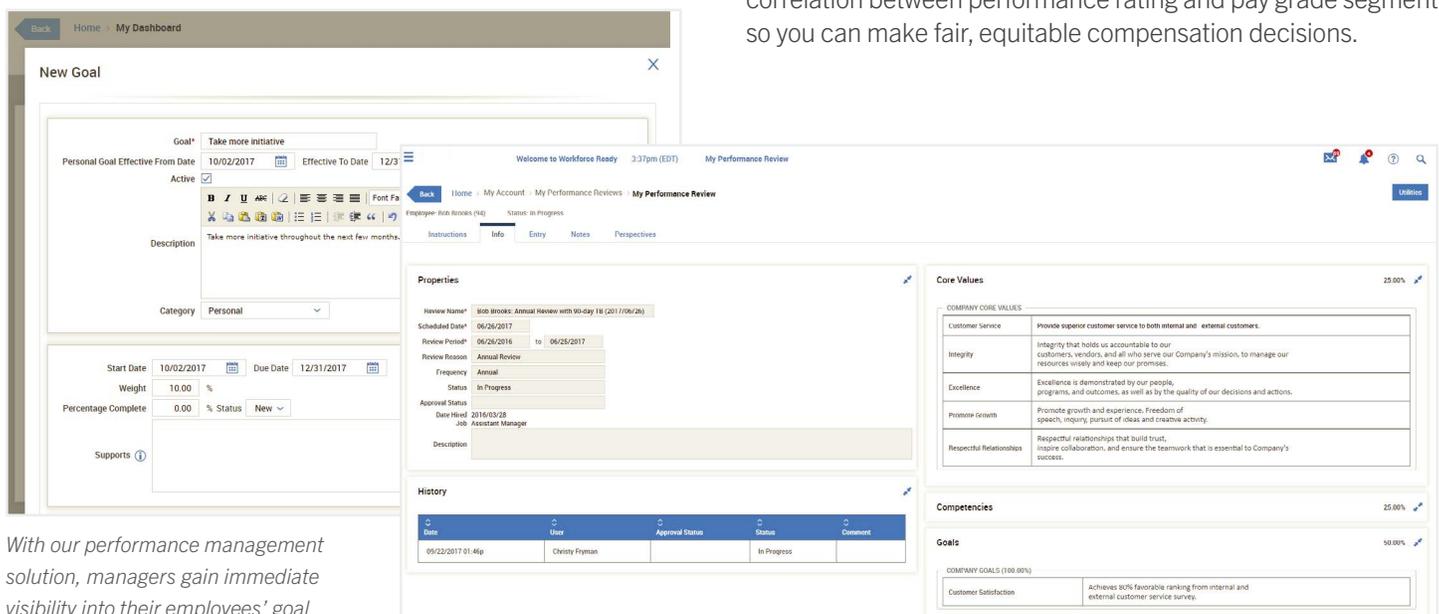
Complete, accurate employee information helps drive more effective performance management. Seamless integration with our other optional HCM modules enables you to leverage attendance, absence, productivity, and safety violation data for more objective, fact-based reviews.

## Stay on top of employee development

Track employee skills and certifications with customizable reports that show who needs training and when. The optional, fully integrated HR module enables you to define training courses, assign employees, and track completion. You can even schedule internal classes, monitor open seats, and report on employee participation and results.

## Tie compensation awards to employee performance

No matter how your organization chooses to recognize and reward high performers while encouraging teamwork, our HCM solution has you covered. A built-in Merit Matrix within the optional compensation management module makes it easy to establish guidelines for awarding pay increases based on the correlation between performance rating and pay grade segment so you can make fair, equitable compensation decisions.



With our performance management solution, managers gain immediate visibility into their employees’ goal status and performance throughout the year so they can offer ongoing feedback, nurture progress, manage specific outcomes, and recognize achievements for improved engagement and development.

The performance management module automates the entire performance review cycle, including approval workflows, and even captures electronic signatures. A configurable instructions tab walks employees through each step in the performance review process while role-based access controls visibility of fields within the online review form. As shown in this screen, the solution allows managers or employees to enter goals while the review is in progress for optimal flexibility.

