



## Performance Appraisal Online

Automating the process of conducting Employee Performance Appraisals, the Performance Appraisal Online module simplifies the process by:

### For Managers

- Eliminating the manual paper-based process for conducting reviews.
- Significantly cuts the time that managers have to spend, increasing the on-time delivery.
- Employee indicative data and history is contained in a single place, which allows the manager to quickly assess factors which they find useful in conducting the appraisal.
- Simple, familiar online format requires little or no training to use.
- Reports provide rollup information and printable forms for signatures and employees.

### For HR Administrators

- Flexibility to configure ratings to match your organization in both naming conventions and scale used.
- Ability to assign Range values, minimum and maximum scores to rating scales.
- Load and configure Skills, Criteria or Job categories from an external file in a single step.
- Assign criteria and weighting to Jobs individually or in batch.
- Once released, monitor status of completion online or through reporting

### For Organizational Goals

- Aligns organizational goals down to the lowest level.
- Rapid return on investment through increased productivity for managers and fewer burdens on HR.
- Reports provide line of site information a your fingertips
- Simple deployment: Can be running in your organization in as little as a week.