

TalentManager® *Performance Management*

The Performance Management module allows you to streamline the entire performance planning and review process by centralizing workflows and increasing visibility into process completion. Set goals, manage performance and link to pay all in a single tool.

Features

Performance Planning

- Set goals by business unit, job category or employee.
- Enable employee journaling and goal management.
- Schedule multiple goal monitoring periods.
- Create action steps toward goal achievement.

Performance Appraisal

- Configure any number of performance forms to any type of process.
- Establish any appraisal frequency—anniversary date, common, etc.
- Support multiple workflows to govern and manage approval processes.
- Conduct multi-rater reviews and solicit peer feedback.
- Use multiple rating scales to measure performance.
- Link any performance rating to any type of reward.
- Access pre-populated job competencies or support proprietary competencies.

Benefits

- Reduce performance appraisal completion time.
- Streamline goal alignment processes throughout your organization.
- Ensure clear communication of employee performance expectations.
- Gain visibility into approval workflows and completion deadlines.
- Increase manager efficiency and reduce administrative costs.

HR ADMINISTRATION FEATURES

- Cost-effectively support any program type with highly configurable architecture.
- Personalize interfaces with drag-and-drop columns and configurable dashboards.
- Create custom and exception reports.
- Import or export to HRIS through simple data exchange.
- Automate task-setting, reminders and alerts.
- Spell check and scan for legally sensitive words.
- Monitor progress and view rating distributions by team.
- Support multiple languages and currencies.
- Leverage our team of Compensation and Competency experts.

Overview of key features

Save & easily access important or helpful documents

Customize your own list of useful links

View manager notes history to track employee performance & compare to employee notes & action steps

Review open tasks and stay on top of deadlines with alerts

Welcome Andrea Jefferson

Subject	Description	Due Date	Action
Pay Recommendations	Your team pay review has pending planning submissions	3/24/2008	Go
Pay Approvals	You have pending approvals to review	4/7/2008	Go
Pay rejections	You have pending declined pay reviews	4/7/2008	Go
Performance Plans	You have pending tasks for your team	3/17/2008	Go
Performance Plans	You have overdue planning tasks for your team	3/17/2008	Go
Performance Review (Submission)	You have pending review tasks for your team	3/24/2008	Go
Performance Approvals	You have pending approval tasks for your team	3/24/2008	Go

Performance Monitoring History - Increase EBITDA

Update 1

Goal	Increase EBITDA								
Manager Comments									
Progress Journal									
Date	Manager Notes								
Created 9/12/2007 3:52:44 PM Edited 9/12/2007 5:25:43 PM	Please make sure that there is a status report on your suggestions to improve efficiency. This report should be delivered to me by the end of the quarter.								
Created 9/12/2007 3:52:52 PM Edited 9/12/2007 3:52:52 PM	Nice work on the report. It clearly outlines the plans and steps that you have laid out for the assembly line. I have reviewed these plans and approve all actions summarized in the plan. Please implement.								
Created 9/12/2007 3:53:01 PM Edited 9/12/2007 3:53:01 PM	It appears as though the changes that you sug								
Coaching Notes									
Date	Manager Notes								
Created 9/12/2007 6:11:42 PM Edited 9/12/2007 6:11:42 PM	Please make sure to contact any resources that inefficiencies.								
Action Step									
Date	Manager Notes								
Created 9/12/2007 6:12:54 PM Edited 9/12/2007 6:12:54 PM	<table border="1"> <tr> <td>Description:</td> <td>Contact any necessary resources to make sure that you approve the action items that are re</td> </tr> <tr> <td>Start Date:</td> <td>1/1/2007</td> </tr> <tr> <td>Due Date:</td> <td>12/31/2007</td> </tr> <tr> <td>Priority:</td> <td>High</td> </tr> </table>	Description:	Contact any necessary resources to make sure that you approve the action items that are re	Start Date:	1/1/2007	Due Date:	12/31/2007	Priority:	High
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Display up to 4 dashboard reports, configured by manager or locked by HR

Assign competencies within a performance review that align with departmental or company goals

Performance Review - Performance Review

Co-Reviewer | Print

Summary

Employee code: 43A
Last name: Adams
First name: Mark
Company job title: Senior Operations Manager
Date of hire: 6/4/2005

Performance Form Expand All Print

Core Competencies

All employees should be proficient in the following competencies. Please rate the employee accordingly.

Competency	Rating	Feedback
Committed	Sometimes Exceeds	✓
Customer Focus	Meets Expectations	✓
Encourages Innovation	Sometimes Exceeds	✓
Teamwork	Outstanding	✓

Job Competencies

This section contains competencies for a specific job. Please rate each competency based on the level descriptors noted in each competency description.

Problem Solving Rating: Level 2 - Working Experience ✓

Description:

Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving organizational, operational or process problems.

- Level 1 Indicators (Basic Understanding): Explains basic concepts behind a disciplined approach to problem solving. Utilizes procedures for problem analysis and resolution.
- Level 2 Indicators (Working Experience): Uses fact-finding techniques and diagnostic tools to identify problems. Identifies and documents specific problems and resolution alternatives.
- Level 3 Indicators (Extensive Experience): Organizes potential problem solvers and leads problem resolution efforts. Develops successful resolutions to critical or wide-impact problems.
- Level 4 Indicators (Subject Matter Expert): Gains agreement on the problem-solving process, risk assessment, decision points and criteria. Provides solutions and best practices for solving problems not previously encountered.

