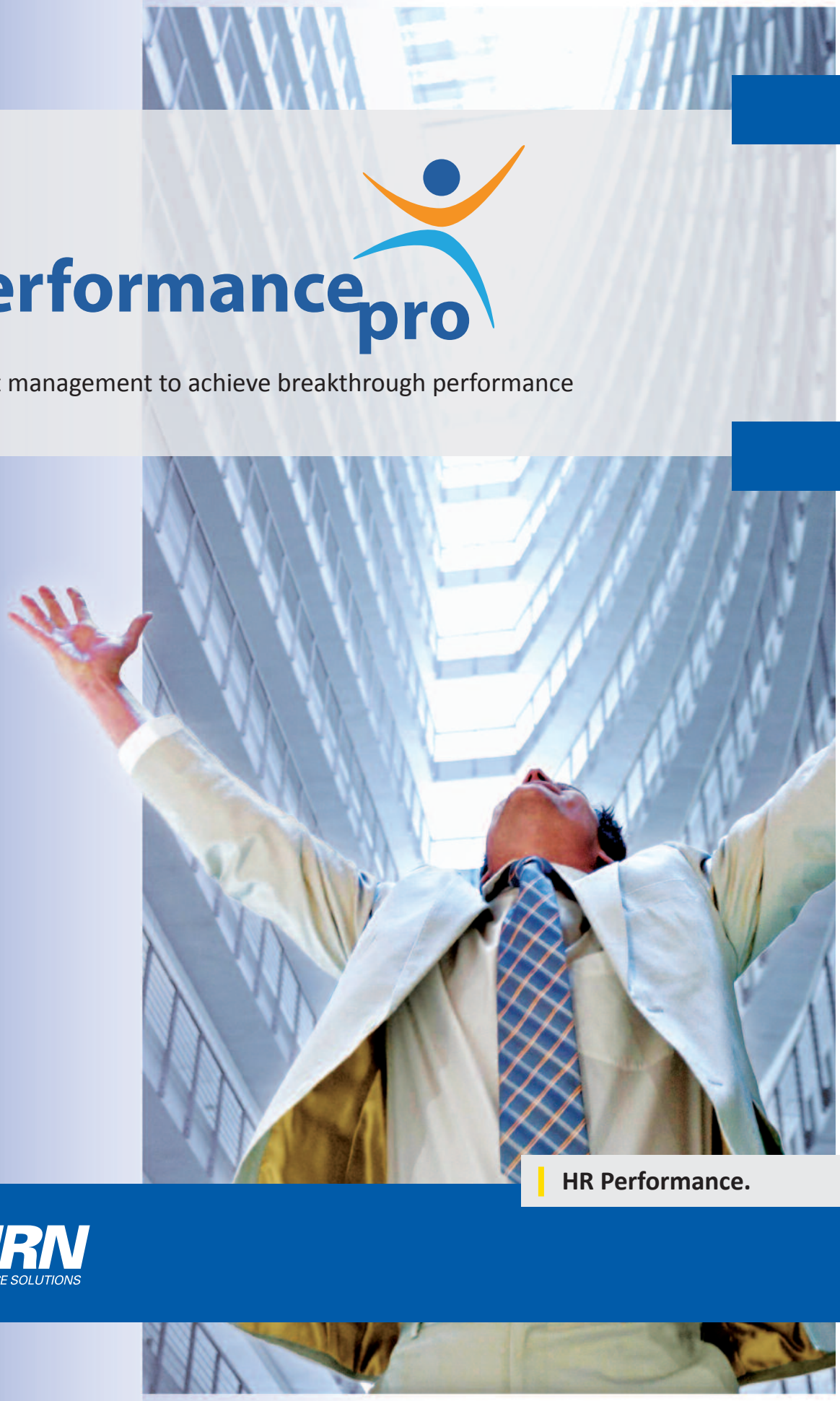
performance pro

Talent management to achieve breakthrough performance



HR Performance.

HRN
PERFORMANCE SOLUTIONS

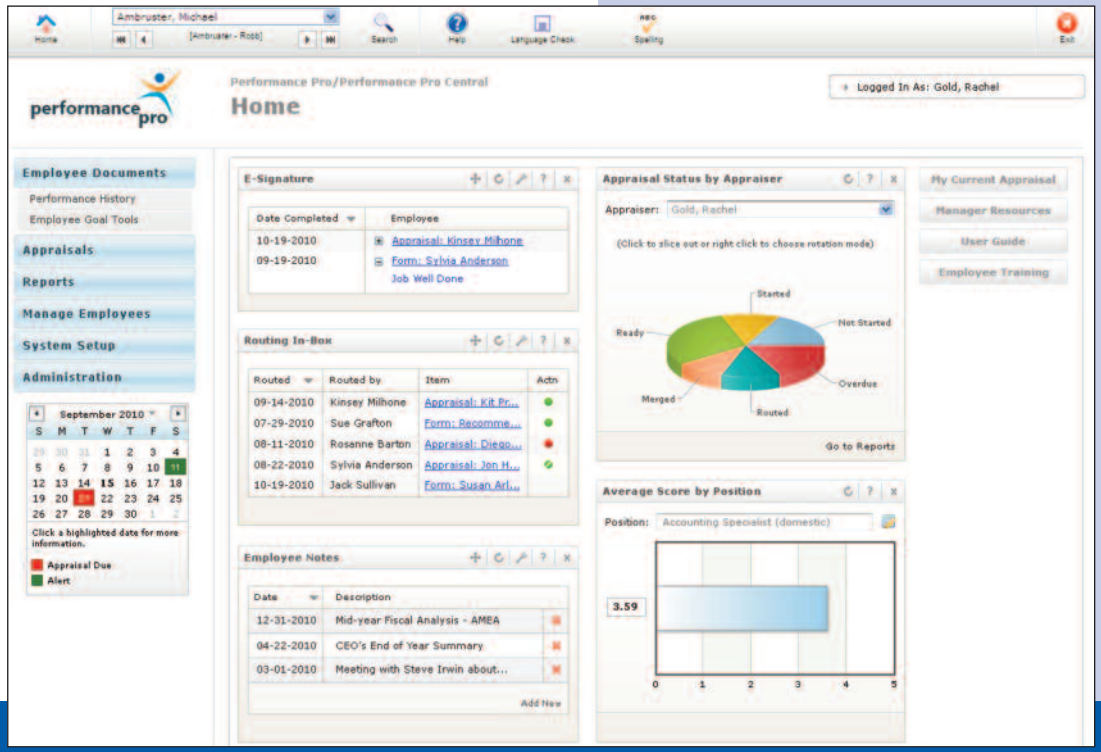
Performance Pro.

Talent management to achieve breakthrough performance

What is Performance Pro?

Performance Pro is an affordable and fully customizable online performance management system designed by HR experts to eliminate the hassles associated with the performance evaluation process. It provides an effective, flexible and user-friendly solution to achieve individual group and organizational performance objectives. In fact, only 13% of employees and managers feel that their performance appraisal system is useful. Why? Because it is too subjective, time consuming and difficult to administer. With nearly 1,000 clients worldwide trusting their talent management program to Performance Pro, isn't it time to take a closer look?

The Performance Pro Home Screen is the starting point for all users following log on. The Home Screen is personalized by individual users to display calendar alerts of upcoming actions or scheduled performance milestones. A customizable selection of status alerts or updates are also displayed along with standard electronic signature, routing notifications and employee notes. All main administrative and performance evaluation controls are always viewable from any Performance Pro screen in the left hand column. The right hand column provides fast access to a user's current appraisal, performance management resources, and optional online video training.



Fully Configured to Work the Way You Work.

Everything you need to simplify, automate and improve your performance management program is included with Performance Pro—secure data hosting, online storage, implementation, customer support, upgrades, maintenance, manager tools and content. Performance Pro is preconfigured with a vast library of position and performance definition content that you can use as-is or make your own by customizing it to your specific culture, terminology and organizational requirements. You can customize:

- **The basics** – organization logo and name, performance levels, appraisal frequency, goal and factor weights, employee data, e-mail notification, etc.
- **User-friendly tools** – modify your home screen with calendar alerts, report summaries, status updates and automated routing.
- **Performance factors** – create your own or use predetermined, fully defined factors like communication, quality, attitude, teamwork and more.
- **Goal library** – create customized goals unique to each employee's personal development plan using Performance Pro's integrated goal library.
- **Positions** – choose from a comprehensive position profile library filled with hundreds of job titles representing a wide array of industries.
- **Employee data** – easily import and update employee data from payroll and other HRIS programs.
- **Multiple appraiser** – allow up to twenty appraisers to evaluate the performance of an employee based on individual areas of interaction.* Performance Pro allows two appraisers per employee as part of its standard configuration at no additional cost.

Complete an Evaluation in 6 Simple Steps

1. **Performance History** – Employee history is listed in one convenient place including past forms, notes and appraisals.
2. **Evaluate Factors** – Enter performance level ratings and provide pertinent feedback.
3. **Evaluate Goals** – Goal and associated action steps are defined and given a due date, priority and weight.
4. **Set Future Goals** – Enter future goals for the next evaluation period to capture development and achievement objectives.
5. **Merge the Appraisal** – Both manager and employee self-appraisals get merged into one form. The appraisal is then automatically routed as required for review and approval.
6. **Complete the Appraisal** – Finish by entering summary comments and making any necessary edits.

*Multiple Appraiser module is optional and available for additional cost.

HRN PERFORMANCE SOLUTIONS

What Can it Do for…

Human Resources

- Goals, action steps and progress notes can be easily created
- Cascading goals can be strategically assigned to multiple employees throughout the organization
- Integrated online HR Forms include Employee Development Tools
- Easily customizable with over 140 well-defined performance factors and hundreds of ready-to-use position templates with assigned factors
- Multi-appraiser module lets up to ten appraisers evaluate the same employee

Managers

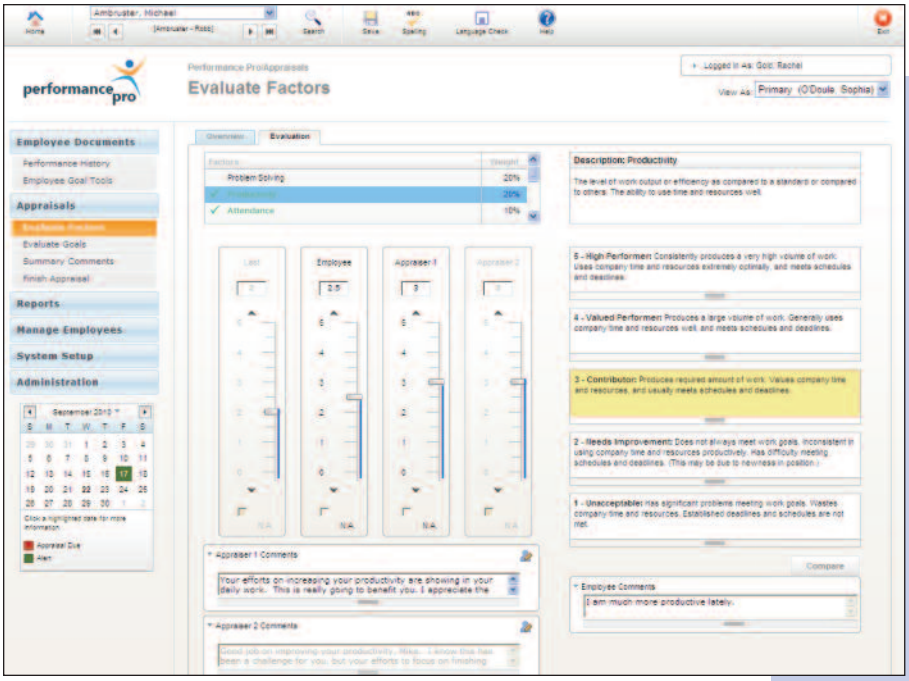
- Online access enables employees and managers to complete appraisals from anywhere
- The process can be entirely paperless with the standard electronic signature feature
- Comment coaching offers pre-written constructive feedback suggestions
- Language check flags potentially offensive or problematic words and terms
- Manager's Resources includes handy tips on conducting appraisal meetings, goal setting, corrective actions and providing effective comments
- Past appraisals can be viewed at any time
- Expansive goal library featuring 570 pre-categorized goals makes it easy to add constructive achievement or professional development goals to an employee's appraisal

Employees

- Employee self-appraisal allows for meaningful input, increased employee self-reflection and a better understanding of the appraisal process
- Appraisals are short, simple and completed in several clicks
- The process gives employees an opportunity to give feedback, which helps with motivation
- Appraisals are quick, consistent and complete, so results are timely and relevant

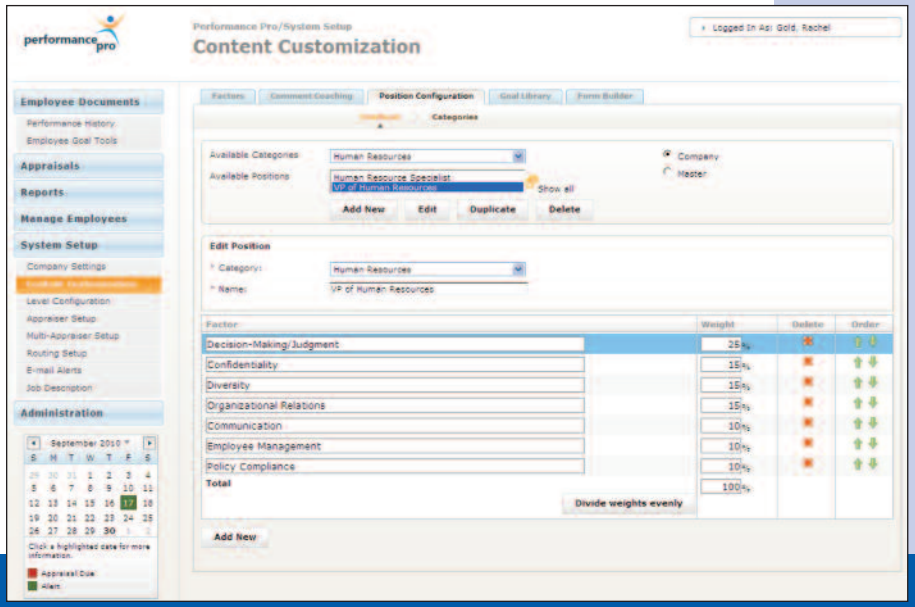
At A Glance.

Evaluate Factors/Assign Performance Rating



Evaluating performance factors is fast and easy. Simply move the slider bar to the appropriate performance level definition. Every position has specific, weighted factors assigned to each job title. All employees with a similar job title are evaluated using the same criteria and performance level definitions. The new supplemental, no cost, Performance Pro Shared Appraisal feature allows for up to two appraisers to evaluate one employee. Performance Pro allows each employee to complete a self appraisal increasing buy-in and engagement with the process. The Evaluate Factors screen will display and allow varying functionality depending upon user logon access level; i.e., administrator, appraiser, or employee.

Content Customization/Position Configuration

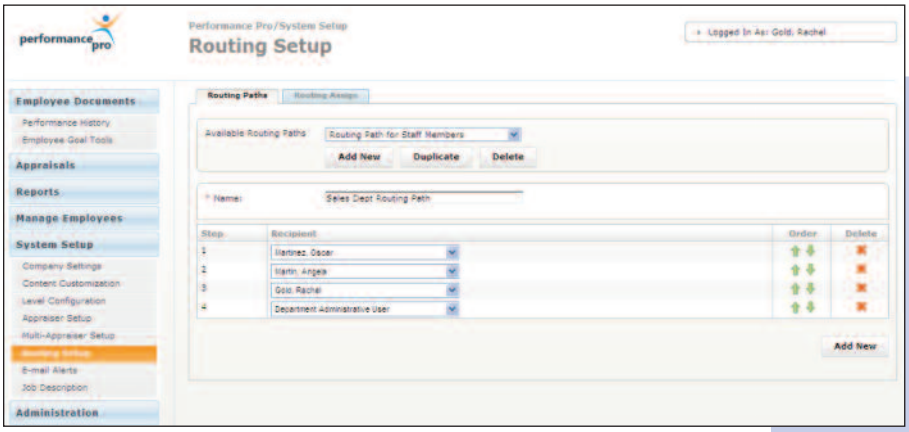


Performance Pro is loaded with deep archives of position and performance criteria content. For example, there are over 350 built in and customizable position profiles (grouped by industry and/or function) and associated performance factors. Each performance factor is configured with pre-defined, concise performance level definitions. Also included with Performance Pro are over 250 complete job descriptions. All Performance Pro content comes pre-loaded for no additional cost and is completely customizable and editable.

HRN PERFORMANCE SOLUTIONS

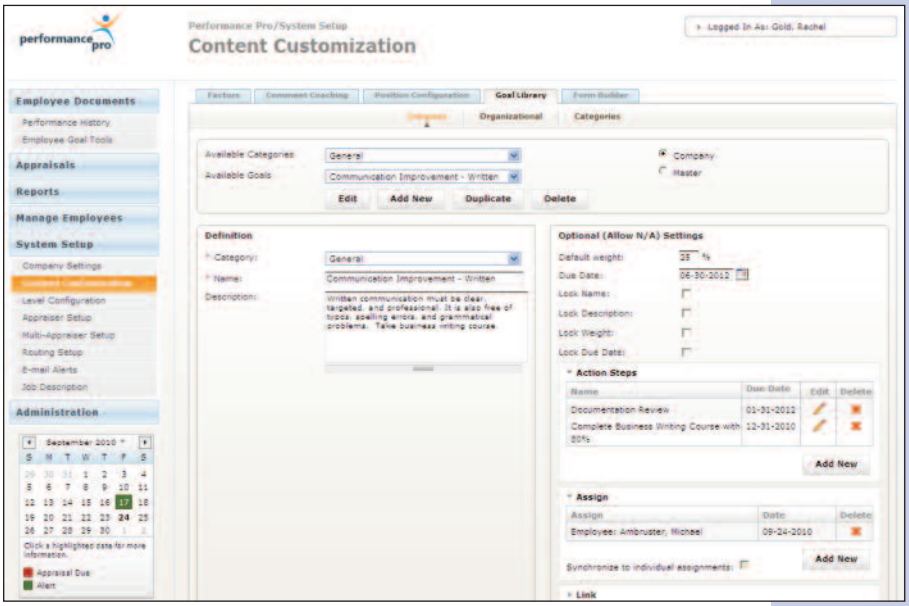
At A Glance.

Routing Setup/Automated Routing Paths



Routing paper or software based performance evaluations for review and approval is a time consuming administrative hassle. Performance Pro provides unlimited programmable custom routing paths at the user, department, location, division or company level. With a simple click of a button the reviewed and approved document sends itself, in order, to each individual in the selected routing path. Electronic signature allows for a completely paperless and secure appraisal routing and approval process.

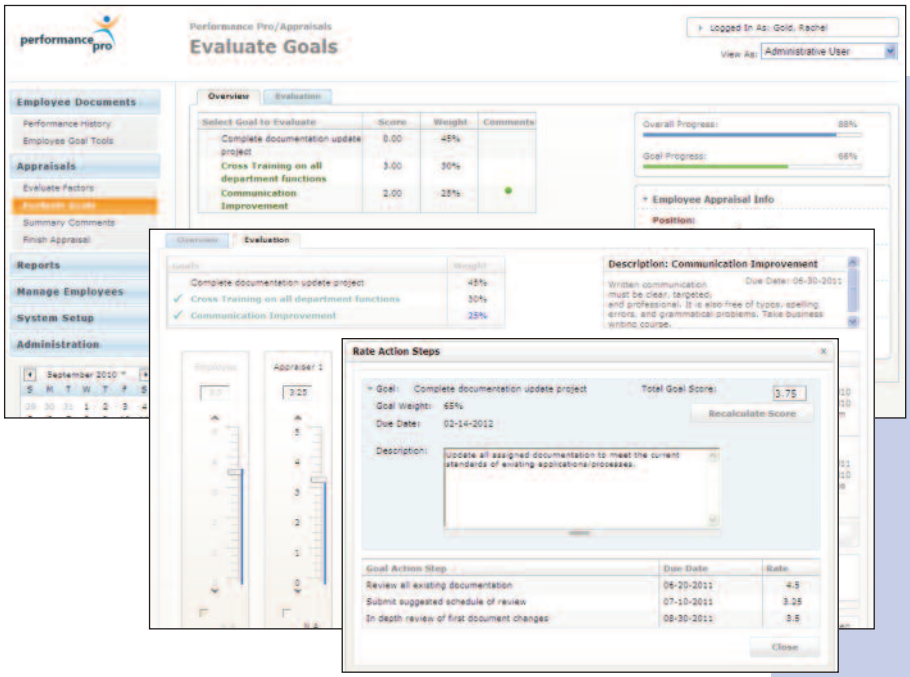
Content Customization/Goal Library



New to Performance Pro is an integrated, comprehensive goal library that features hundreds of topically categorized and fully defined performance and professional development goals. Individual, department or organization wide goals can be linked and cascaded with the click of a button.

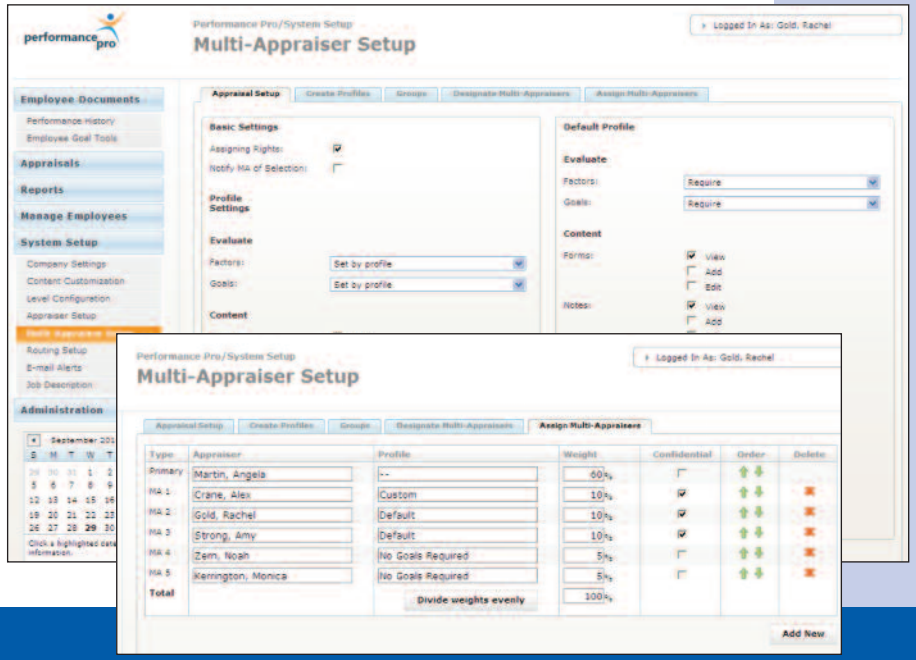
At A Glance.

Evaluate Goals/Evaluation/Rate Action Steps



Monitor overall appraisal and goal evaluation progress with graphical status bars on every goal and factor evaluation screen. Evaluating goals is a similar process to rating performance factors. Some goals may require action steps, or milestones be documented and completed as part of goal achievement. Performance Pro allows an unlimited number of action steps to be assigned to each goal. Each action step can be rated separately (if desired) and combine to form the overall goal rating.

System Setup/Multi-Appraiser Setup



The optional Performance Pro Multi-Appraiser module allows up to 20 licensed appraisers to evaluate the performance of a single employee. In the Multi-Appraiser Setup screens, rating access profiles can be established for appraisers with varying levels of employee reporting responsibility. The feedback of each multi-appraiser is individually weighted and can be designated confidential. If a performance factor or goal is not relevant to a particular multi-appraiser's engagement with the employee, individual factors or goals can be marked NA (not applicable). Factors or goals marked NA will not be included in the overall rating level calculation.

HRN PERFORMANCE SOLUTIONS

About Us

HRN was founded in 1989 to develop practical and effective HR performance management, compensation administration and compliance solutions that are time-tested, content rich and on the cutting edge of technology.

Our solutions are designed by human resource professionals with decades of experience to be secure, effective, flexible and easy to use. HRN Performance Solutions is committed to continually improving and enhancing Performance Pro with annual upgrades in order to help our clients expand the effectiveness and success of their workforce.

HRN's customer service department is with you every step of the way when implementing and using Performance Pro. And to help the process run more smoothly, we also offer Train the Trainer materials and onsite or online training.

See for yourself how Performance Pro provides talent management to achieve breakthrough performance. Visit hrnonline.com to sign up for a FREE no obligation Webinar or to view a 10-minute product tour.

For more information:

- Visit www.hrnonline.com to register for a live online demo or request a free 30-day trial
- Call toll-free 800.940.7522
- E-mail: sales@hrnonline.com

HRN Performance Solutions
802 E. Winchester Street, Suite 200 | Salt Lake City, UT 84107 | www.hrnonline.com

HRN PERFORMANCE SOLUTIONS