

The logo for Performance Pro features a stylized human figure with arms raised in a 'V' shape. The top part of the figure is orange, and the bottom part is blue. A solid blue circle is positioned above the 'V' shape, representing a head.

performance pro

Performance management to achieve breakthrough results



HR Performance.

HR PERFORMANCE
SOLUTIONS

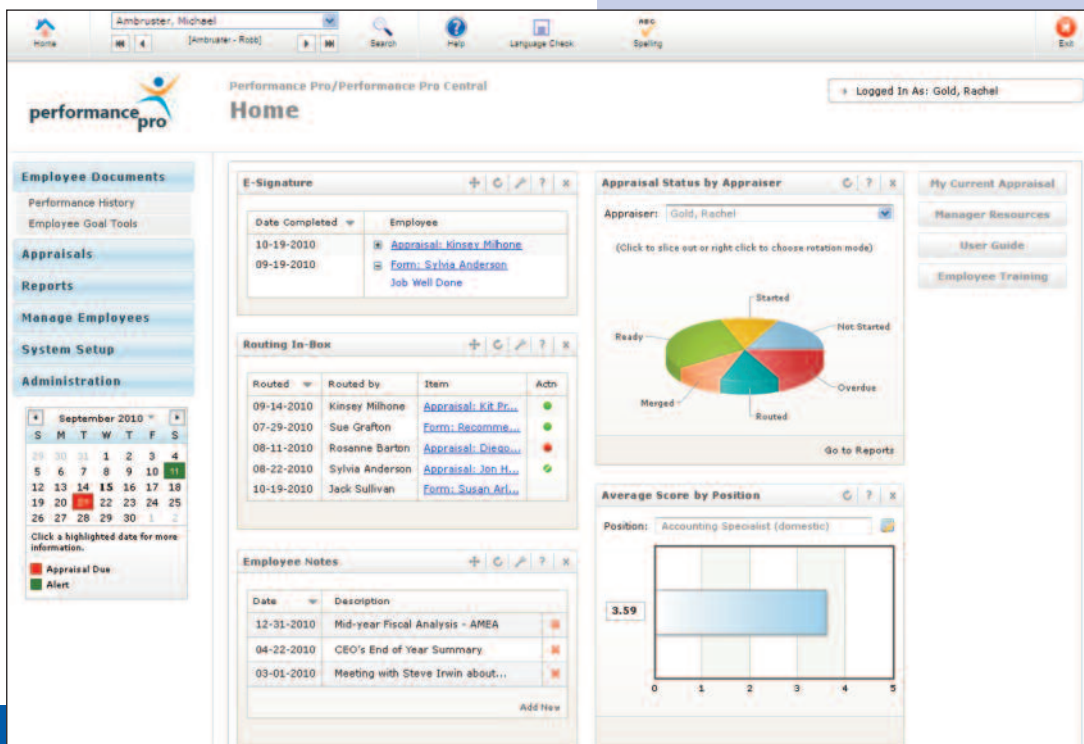
Performance Pro.

Performance management to achieve breakthrough results

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. Across all industries, only 13% of employees and managers feel that their performance appraisal system is useful. Why? Most systems are time-consuming to use, difficult to administer, too subjective, and lack important features. Well over 130,000 professionals benefit from Performance Pro so why shouldn't you?

The Performance Pro home screen is the starting point for all users and is personalized by each individual to display calendar alerts of upcoming actions and 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.



The screenshot shows the Performance Pro home screen for user Rachel Gold. The interface includes a navigation menu on the left with categories like Employee Documents, Appraisals, Reports, Manage Employees, System Setup, and Administration. The main content area is divided into several sections:

- E-Signature:** A table showing completed appraisals and forms.
- Routing In-Box:** A table listing items to be reviewed, including appraisals and forms.
- Employee Notes:** A list of notes with dates and descriptions.
- Appraisal Status by Appraiser:** A pie chart showing the distribution of appraisal statuses (Ready, Started, Not Started, Overdue, Routed, Merged).
- Average Score by Position:** A bar chart showing the average score for a specific position (Accounting Specialist (domestic)) as 3.59.

Additional features include a calendar for alerts, a search bar, and a user profile section at the top right.

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** – Use customized or predetermined evaluation factors such as communication skills, work 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/HRCM applications.
- **Multiple appraiser** – 360-degree functionality allows up to twenty appraisers to evaluate the performance of an employee based on individual areas of interaction.



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, to accommodate SMART goals.
4. **Set Future Goals** – Enter future goals for the next evaluation period to capture development and achievement objectives.
5. **Merge the Appraisal** – All Appraisals (the employees self-appraisal, the manager's appraisal, and those of any 360-degree reviewers) get merged into one form. The merged appraisal is then automatically routed to anyone that may be required to review and approve it.
6. **Complete the Appraisal** – Finish by entering summary comments, making any necessary edits, and capturing electronic or physical signatures.

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 allows up to twenty 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
- Dozens of reports to help manage any content, manage the status of the process, and manage the appraisal results

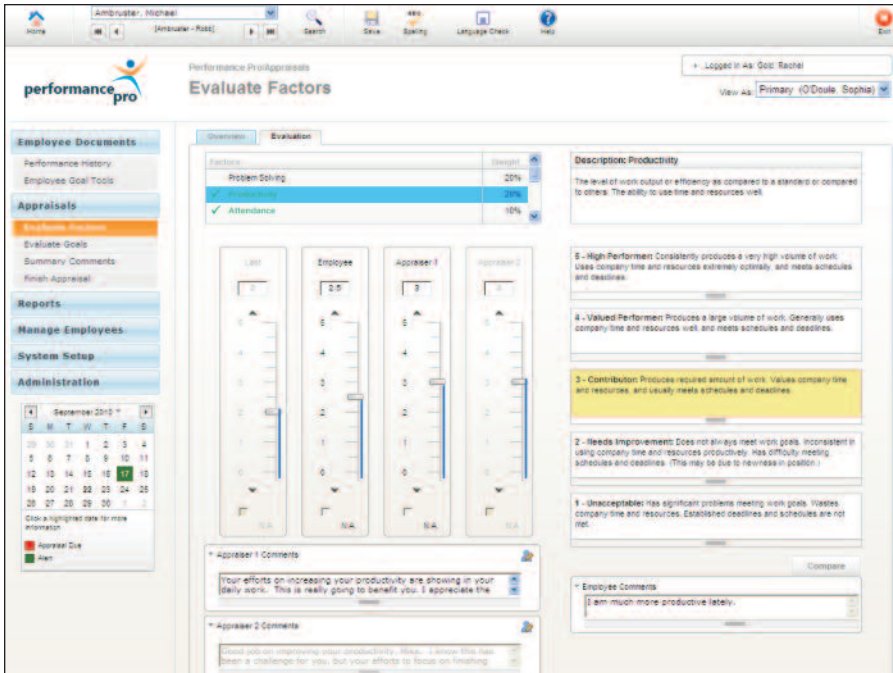
Employees

- Employee self-appraisal allows for meaningful input, increased employee self-reflection and a better understanding of the appraisal process
- The process gives employees an opportunity to give feedback, which helps with motivation
- Appraisals are quick, consistent and complete, so that results are timely and relevant
- Automated email notifications help remind employees to complete the appraisal



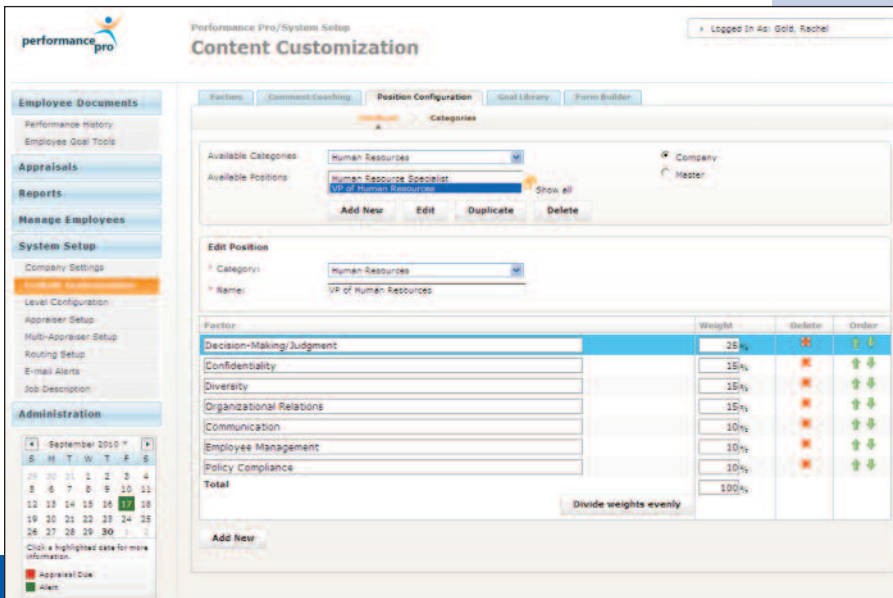
At A Glance.

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 objectively evaluated using the same criteria and performance level definitions. The Shared Appraiser feature allows for two appraisers to evaluate the same employee independently, based on their respective interaction with the 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 side-by-side comparisons of the respective reviewers and allow varying functionality depending upon user logon access level; e.g., administrator, appraiser, or employee.

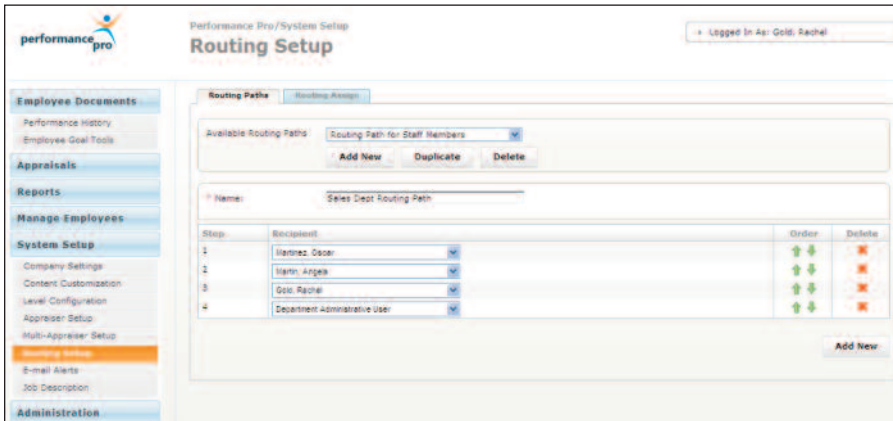
Content Customization/Position Configuration



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.

At A Glance.

Routing Setup/Automated Routing Paths



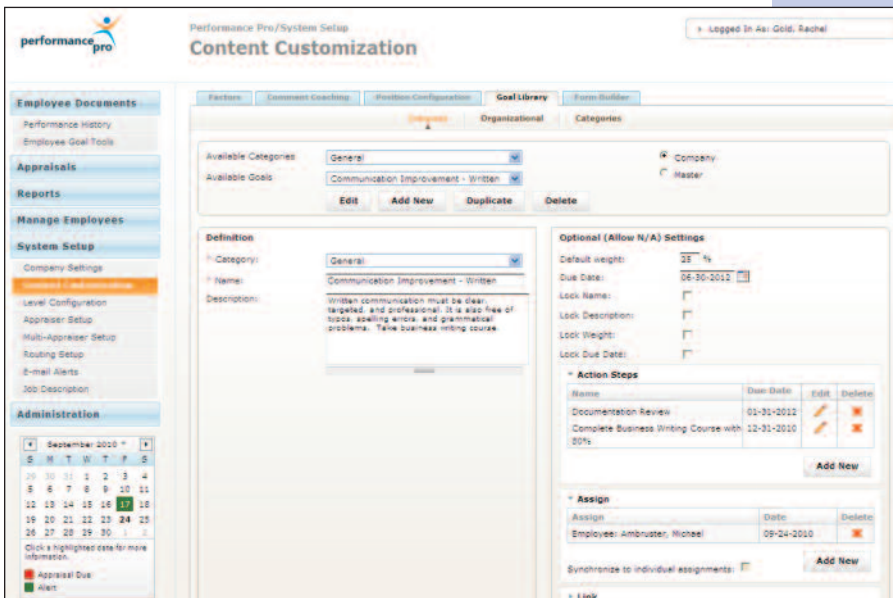
The screenshot shows the 'Routing Setup' page in Performance Pro. The page title is 'Performance Pro/System Setup Routing Setup'. The user is logged in as 'Gold, Rachel'. The left sidebar contains navigation menus for 'Employee Documents', 'Appraisals', 'Reports', 'Manage Employees', 'System Setup', and 'Administration'. The 'Routing Setup' page has two tabs: 'Routing Paths' and 'Routing Assignments'. Under 'Routing Paths', there is a dropdown for 'Available Routing Paths' set to 'Routing Path for Staff Members'. Below this are buttons for 'Add New', 'Duplicate', and 'Delete'. A form field for 'Name' is set to 'Sales Dept Routing Path'. A table lists routing steps:

Step	Recipient	Order	Delete
1	Martinez, Oscar	1	[X]
2	Martin, Angela	2	[X]
3	Gold, Rachel	3	[X]
4	Department Administrative User	4	[X]

An 'Add New' button is located at the bottom right of the table.

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



The screenshot shows the 'Content Customization' page in Performance Pro. The page title is 'Performance Pro/System Setup Content Customization'. The user is logged in as 'Gold, Rachel'. The left sidebar is the same as in the previous screenshot. The 'Content Customization' page has tabs for 'Factors', 'Competency Coaching', 'Position Configuration', 'Goal Library', and 'Form Builder'. The 'Goal Library' tab is active, showing 'Available Categories' set to 'General' and 'Available Goals' set to 'Communication Improvement - Written'. Buttons for 'Edit', 'Add New', 'Duplicate', and 'Delete' are present. The 'Definition' section shows the goal name and description. The 'Optional (Allow N/A) Settings' section includes 'Default Weight' (25%), 'Due Date' (06-30-2012), and 'Lock' options. The 'Action Steps' table lists tasks:

Name	Due Date	Edit	Delete
Documentation Review	01-31-2012	[Pencil]	[X]
Complete Business Writing Course with 80%	12-31-2010	[Pencil]	[X]

An 'Assign' section below lists 'Employee: Ambruster, Michael' with a due date of '09-24-2010'. A calendar widget is visible in the bottom left corner.

Performance Pro includes an integrated, comprehensive goal library that features hundreds of topically categorized and fully defined performance and professional development goals. Goals can be linked to larger objectives to increase employee buy-in to organizational goals. With the click of a button, goals can be cascaded by individual, manager, department, location, etc.

At A Glance.

Evaluate Goals/Add 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 (as in the case of SMART goals). 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 can be combined to form the overall goal rating.

System Setup/Multi-Appraiser Setup

Type	Appraiser	Profile	Weight	Confidential	Order	Delete
Primary	Martin, Angela	--	60%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MA 1	Crane, Ales	Custom	10%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MA 2	Gold, Rachel	Default	10%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MA 3	Strong, Amy	Default	10%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MA 4	Zem, Noah	No Goals Required	5%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MA 5	Warrington, Monica	No Goals Required	5%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total			100%			

The optional Performance Pro Multi-Appraiser feature 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 as 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.

About Us

HR Performance Solutions was founded in 1989 and offers practical performance management, and salary administration applications. These applications are time-tested, content rich, and are used by over 130,000 professionals.

Our solutions are designed by human resource professionals with decades of experience to be secure, effective, flexible and easy to use. HR 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.

HR Performance Solution's product support 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 will allow your organization to achieve breakthrough results. Visit hrperformancesolutions.net to sign up for a complimentary Webinar, view a product tour or request a FREE 30-day trial.

For more information:

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