



# Performance Management Online Performance Assessment System



## Integrated Performance Management

Performance Management is an integral part of HR Director™ Human Resources Management System enabling an end-to-end solution for talent management for organizations globally. No need to perform cumbersome import/export functions using standalone solutions for Performance Management, Compensation and Succession Planning. For organizations with international requirements, the system manages standardized, workflow-based assessments in multiple languages in a secured environment.

## Manage Goals & Objectives

For the large majority of organizations, pay for performance is key to attracting, developing, engaging and retaining top performers. So improving top line and bottom line results with one powerful, easy-to-use solution for managing performance is vitally important. According to Dr. David Cohen, managing performance is a continuous activity and setting up defined organizational goals and objectives and managing employees' achievements, key milestones as well as challenges and roadblocks can be done continuously online.

## Align Goals With Business Objectives

Continuous monitoring and identification of performance issues allows for immediate realignment and the ability to document accomplishments in real time helps to improve quality, transparency and engagement in the review process. This helps to better align employee goals with business objectives increasing productivity and ultimately profitability.

## 360° Feedback For Transparency

Traditional performance assessments typically involve a manager and their subordinate. With 360° or multi-evaluator Feedback, managers are able to be more objective and bring a level of transparency and credibility to the performance management process. Requiring subordinates, peers, other indirect managers or even executives to provide input and feedback provides more broad-based insight and reinforces accountability. Multi-evaluator feedback can be included as needed in any kind of performance assessment and can be secured as desired using the system's configurable workflow capabilities.

**Performance Assessment - EDIT**

Employee's Name: Alison Blankman Date of Review: 02/28/2008  
Supervisor's Name: John Davison Hire Date: 02/17/1992  
Employee's Title: Manager of Human Resources Time In Present Position: 4 YEARS

**INSTRUCTIONS:**

- Review employee's work performance for the entire period since their last review; refrain from basing entire judgment on recent events or isolated incidents.
- Contemplate only one factor at a time; exercise judgment independently from decisions made in appraising other factors.
- Recognize that the importance of each factor may vary in accordance with the position's responsibilities.
- Consider all description characteristics within the range of the particular factor before making a decision. Select a rating of 1, 2 or 3; review the Options available and select the option(s) most suitable. Once you have selected the appropriate Option(s) they will be entered in the Comments box and will be visible to the Manager/supervisor.
- Avoid the tendency to rate an employee's performance as consistently exceeding standards and expectations when data are met at the expected standard. Remember that the fully qualified employee is expected to, and does meet standards and expectations. The employee who excels must have that something extra, which distinguishes them from the fully qualified employee.

**Overall Rating:**

- Consistently exceeds standards and expectations. Performance meets and consistently exceeds the expectations of their position requirements. They serve as a role model and are considered a top performer. Distinguished performance overall.
- Meets standards and expectations. Performance meets the basic expectations for the position requirements. They do some things well but need to strengthen other areas of their performance as well. Demonstrates successful performance on all or most major assignments and objectives.
- Does not meet expectations or standards. Performance does not meet the expectations of the position requirements. Performance may have been successful on some occasions, but it frequently fell below expectations. Performance is inconsistent and is not acceptable. Fails to meet position requirements in most areas.

**NOTES ON COMPLETING EVALUATION:**  
For the categories that follow, click a button under "Rating" that corresponds with the appropriate "1", "2", or "3" phrase above. You may choose a preset description phrase from the drop-down box and/or enter your own in the comments box provided.  
**This section is to be completed by the manager/supervisor. The purpose is to take a personal inventory, to pinpoint strengths and develop weaknesses, and to review past objectives and corresponding accomplishments. This will identify areas where performance can be improved for the benefit of both the employee and the firm; and to formulate and agree to a practical improvement program of specific challenges.**

**BEHAVIOURS (Standards to achieve)**

BEHAVIOURS (Standards to achieve)	RATING	APPRAISALS (Enter comments supported by examples)
<b>QUALITY AND PRODUCTIVITY</b> Produces all work as possible with little or no errors. Performs at a high pace which allows them to maximize the quantity of work produced relative to the volume of work requested.	1 2 3	Comments exceeds standards and expectations. A star producer; demonstrates a determined commitment to accuracy and thoroughness.
<b>COMMUNICATION</b> Communicates effectively and clearly; superb writing and verbal skills; excellent reading and grammar skills; is a good listener.	1 2 3	Meets standards and expectations. Communications are delivered in a clear and concise manner, yet there are some areas of development on which to focus.

## Powerful and Easy to Use

Because we use browser-based, Internet Self-Service Technology and workflow functionality to provide step-by-step guidance, minimal manager and executive training is required. Integration means that approvals are automatically sent to management, HR and executives for approval.

- ✓ Familiar browser-based user interface
- ✓ Step-by-step configurable workflow to guide users

## Flexible Workflow, Reporting & Analytics

The system allows users to configure workflows, forms, ratings, weighting and more. Users can also print status, exception, audit and standard reports such as Performance Assessment Forms and more.

## Guaranteed Service and Support

With over 26 years of excellence in providing powerful Human Resources Information Technology solutions, we are uniquely positioned to provide and support our applications. Personalized assistance is available directly from our highly skilled and respected customer support specialists or by self-service via the Internet. Access is available 24/7 via self-service and you'll get answers to your questions from our product experts.

<b>Single Solution</b>	Allow authorized users a single solution for Performance Management without the need for separate systems for different assessments such as multi-evaluator feedback.
<b>Management Reports</b>	Standard analysis, performance review, audit and exception reports are included.
<b>Powerful Rules-based Engine</b>	Set up performance assessment rules as well as form routing and escalation to simplify completion of performance assessments by managers.
<b>Multiple Evaluator Support</b>	The system supports single as well as multi-evaluator assessments so that subordinates, peers, indirect managers and executives can provide private or public input.
<b>Configurable Workflow</b>	Configure forms design, routing, participating employees, managers and executives, approval levels, visible data and more.
<b>Electronic Dashboards</b>	Allow users to see real-time statuses, reviews completed, time-to-completion etc. in a graphical dashboard format
<b>Unlimited Assessment Types</b>	Define unlimited assessment types such as probationary, merit, annual or periodic and include as many parts as needed such as interim or final.
<b>Secure Access to Assessments</b>	Integrated multi-level security prevents unauthorized access to confidential data and avoids potential legal proceedings
<b>Organizational Standards</b>	Set up standardized libraries of goals & objectives, ratings, weightings, competencies and more.
<b>Integration with ASL Software Suite</b>	Performance Management is fully integrated within ASL's HRMS and Payroll so all data is provided in real-time. Any changes to data or approvals are automatically saved and available for processing.

## RECOMMENDED SYSTEM REQUIREMENTS

<b>SOFTWARE</b>	<b>Client</b> Windows XP/Vista/7.0/8.0/8.1 with IE 8.0 or later
<b>HARDWARE</b>	<b>Client</b> PC with CPU Pentium or better with 512Mb RAM; 500Mb+of available disk space

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