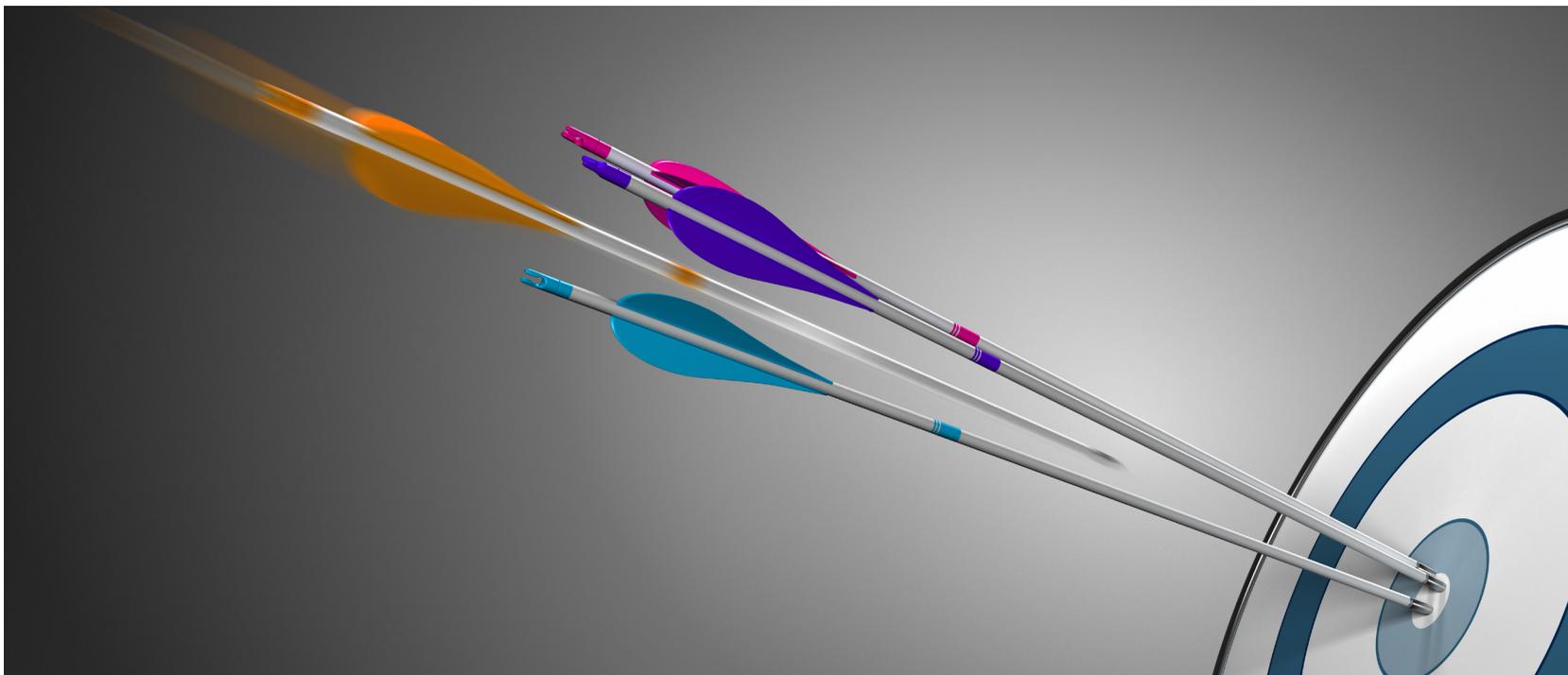




Performance Management

Performance management solution for **SelectSuite**



Boost employee morale, engagement with personalized professional development

It's no secret that building a highly skilled workforce means thinking beyond just recruitment and nurturing, and retaining the skilled faculty and staff you already have. That begins with personalized employee development that supports individual growth and organizational goals.

But effective development programs can be challenging to implement, difficult to manage, and stressful to maintain.

With SelectSuite® Performance Management — a simple, easy-to-use tool that automates the technical aspects of employee development — colleges and universities can empower departments to design programs that meet their specific performance and development goals. And HR has visibility into every process, each step of the way.

Performance Management even integrates with Position Management so recruiting, hiring, and evaluation processes align with position descriptions ... meaning you can tailor every stage to the unique needs of each position.

Top 5 benefits:

Improve employee engagement

Increase HR visibility into performance management initiatives

Encourage skill development and organizational growth

Increase retention

Align individual's goals with the institution's



Flexibility

- Custom performance management programs fit your institution's unique requirements and practices.
- Eligibility management lets HR control which employees are included in each program.
- Concurrent program eligibility allows you to enter new employees in annual or focal review programs while in the new hire probationary program.
- System-scored, unscored or manually scored evaluations.
- Ratings most convenient for you — whole numbers, decimals or banded scoring.

Continuity and relevance

- Private progress notes capture relevant information anytime, for use during scheduled reviews.
- New employees are pulled directly into a review program based on predefined eligibility.

- Objectives from the previous evaluation keep each employee on a growth trajectory.
- Document attachments provide additional information and context.
- Scheduled check-in meetings keep employees on track with goals.
- HR annotations provide guidance to supervisors, as needed.

Task management

- Program task scheduling and sequencing by due date or by prerequisite tasks.
- Task reminders and completion tracking.
- Form acknowledgments and approvals.

Powerful integrations

- Seamlessly link employees' position descriptions and performance reviews by integrating with Position Management.
- Ensure performance review

programs reflect current organizational needs instead of past performance review structures.

Visibility

- Employee portal gives all employees easy, private access to their evaluation feedback and personal progress notes.
- Personalized dashboards for HR, supervisors and employees.
- Review history shows who made each change, what the change was and when it was made.
- Printer-friendly views accommodate processes that require paper copies.

Speak with a Performance Management specialist:

877.637.5800

Learn more about PeopleAdmin's solutions and receive a free online demonstration:

peopleadmin.com

Customer spotlight: Austin Peay State University

Eliminating burdensome, paper-based processes with a performance management solution

For the human resources team at Austin Peay State University, each new year meant completing 800-plus annual performance evaluations on paper.

"We were chasing people for a long time," said Fonda Fields, director of human resources. Fonda's team spent many hours tracking and following up with leaders to complete 75 percent of evaluations within a few weeks of the target date. But Fonda and others knew that automating the process would save a lot of time and resources.

University leaders looked to PeopleAdmin's Performance Management for an automation solution because they had successfully used PeopleAdmin's SelectSuite applicant tracking solution for years.

On the first day the system went live, the university president logged in to the system and completed all of his evaluations. "This set the tone for managers across the campus," Fonda said.

The solution's user-friendly features helped build on that momentum and eliminated HR's tracking burdens.

"Managers and employees always know what they need to do next," Fonda said, pointing out how the Employee Portal helps users see the items they're responsible to complete, due dates and status information. Managers, employees and reviewing authorities also get automated reminders about action items that are active or overdue.

In the first year using PeopleAdmin Performance Management, Austin Peay significantly improved evaluation completion rates and efficiency — completing more than 90 percent of performance reviews in one month.