

## Appraisal-Smart™

### Innovative Performance Appraisal and Review

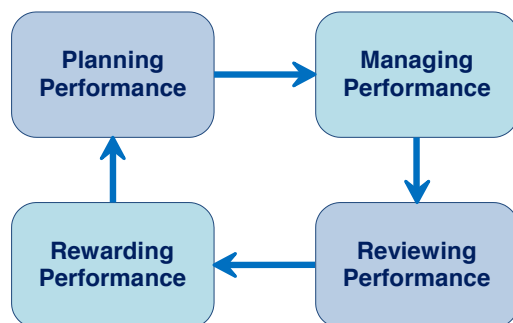
Are you frustrated by the restrictions of using a paper-based Performance Management/Appraisal system?

Managing and Administering Employee Performance Appraisals/Reviews need not be so stressful, time-consuming and paper-intensive any longer.

Appraisal Smart™ offers an innovative, cutting-edge approach to administering Employee Performance Appraisals/Reviews, and will place you at the technological forefront regarding this crucial Human Resources and Managerial function.

Appraisal-Smart not only automates the Performance Review process — it elevates it to an integral Human Resources tool, effectively driving change, productivity, development of core competence, and ultimately, bottom line results.

#### Performance Management



Appraisal Smart:

- Can be operated on your own Corporate Intranet or over the Internet as a secure, hosted ASP application
  - worldwide 24/7/365 access
- Handles both individual performers and teams
- Accommodates any kind and combination of Performance Measures such as Goals/Objectives, Key Performance Indicators (KPI's), and Competencies
- Has a Central Library of Competencies, plus users can add their own definitions

Appraisal-Smart also provides rich content including detailed Tutorials on Performance Management, and how to conduct Appraisal Interviews.

### Appraisal-Smart offers many benefits

Appraisal-Smart is one of the most sophisticated, yet best-priced web-based Performance Appraisal/Review Systems on the world market.

Some of its features/benefits include:

- Simplifies and automates the appraisal process, eliminating paperwork, and significantly reducing employee appraisal-time stress
- Reduces Line Manager reluctance to do Performance Appraisals with their employees.
- Significantly reduces the subjective nature of appraisals - leading to constructive and productive Appraisal Interviews.
- Affordable for small and medium enterprises, and is fully scalable for larger organisations with thousands of staff.
- Performance Evidence Notes can be created at any time during the course of a performance period, for later use during appraisals.
- Easy monitoring of the status of appraisals by Human Resources systems managers.
- Automatic calculation of an overall Performance Percentage for each employee if required.
- Supports calculation of performance-based salary increases, incentives and bonuses, in a fair and transparent way.
- Powerful reporting function provides all organisation information for analysis and consequent development and improvement

*Appraisal-Smart* brings the advantages of technology to the Performance Appraisal and Review process, by providing a well structured platform to overcome the obstacles to successful Performance Management inherent in many traditional programmes.

By overcoming these obstacles and reporting clearly on performance Appraisal-Smart contributes actively to the success of the organisation.

### Appraisal-Smart Multi-rater Module

The add-on Multirater Module allows a line manager to request up to FIVE 'other' (Multi-) raters to provide input to an employee's performance.

This functionality is highly suitable for matrix organisations, but also where employees who work with (or have worked with) more than one manager during a performance period.

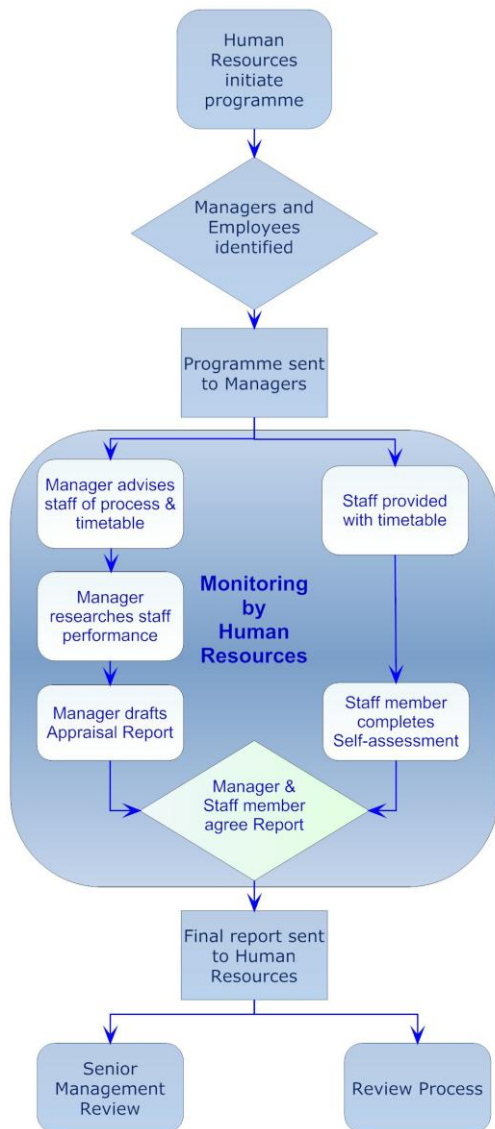
## Online Job/Role Descriptions

Appraisal Smart provides for the creation and updating of Job Descriptions online, giving managers the ability to view the Job Descriptions of their direct reports—and employees to view their own—with the mere click of a mouse.

Everybody has the latest versions 'on tap' as System Administrators edit these in the central database.

Job Descriptions can be fully integrated and aligned with their corresponding Appraisal Templates and Performance Agreements/Plans.

## Appraisal-Smart manages Workflow:



## Learning Management Module

A powerful add-on module to manage your Learning and Development (L&D) Library and your employee Personal Development Plans (PDPs) online.

- Populate a Learning & Development (L&D) Library with your company-specific learning interventions
- Manage your employee Personal Development Plans (PDPs) online
- Record unique individual development plans for employees; for example on-the-job coaching, job rotation, special assignments, projects, etc.
- L&D Reports can be produced at all company levels - on demand and in real time
- Reports can be generated by unit/department, location, job title, employee, line manager, target group, attainment, status, and L&D activity, or any combination of these.
- Training histories are permanently archived in the system database for easy access at any time, and for year-round internal and external audit preparedness, and to ensure organisation-wide training/learning compliance.

## 360-Degree Feedback Module/System

The Smart360™ system offers an unparalleled opportunity for employees to obtain targeted and high-quality feedback from peers, direct reports, managers, and customers—with a view to modifying their behaviour for improved working relationships, team synergy, job performance, and customer service.

- Use our customisable 360 questionnaire templates or create your own.
- Create 360s for all your employee levels (not just managers).
- Experience the value of targeted narrative feedback (not just graphs).

Smart360 can either be a stand-alone offering or an optional module to Appraisal Smart.

## To find out more:

Contact your nearest MHR office to find out more about:

- *Appraisal-Smart* online Performance Appraisal
- Appraisal-Smart *Multi Rater* module
- Smart360 Feedback
- Appraisal-Smart Learning Management module

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