

## PERFORMANCE MANAGEMENT DATA SHEET

### FEATURES

#### **Appraisal Management (Scheduling and Review)**

Schedule the performance and appraisal cycle as per the requirement on monthly, quarterly, half yearly or annually. Once the cycle is scheduled automated mails are sent to the employee for self assessment and the chosen authority for reviewing the self assessment.

#### **Goal/KRA/Development Plan/Appraisal Form/Journal**

Goals/KRA/Development plan/Appraisal forms are all established aligning to the organizational objectives by the set authority. Once the performance cycle comes to an end these key factors are assessed to check their completion and engagement.

#### **Appraisal Template/KRA set up**

Customize the questions in the appraisal template and set it up to bring out the true essence in the job. The KRA and KPI's can also be set up by the authority based on the department, grade and job profile.

#### **360 ° Feedbacks**

Self review and review from peers, supervisors and subordinates are taken into account in such a feedback. Competency gaps of the employees and the top performers can be analyzed. Top performers can be retained and the competency gaps sorted out by suggesting the possible trainings and development plans.

#### **Normalisation**

Different managers may rate their subordinates differently. So it is necessary to normalize the rating trends of the managers and weigh employee's performance against a normal average rating. The number of employees who can be provided an increase in salary are confirmed based on the overall performance rating and the organizations variable pay policy budgets.

#### **Bell Curve Analysis**

The employees are segregated and rated as top, medium and poor performers. The percentile of employees segregated into these three groups varies with the company's policies. The top performers are rewarded, the medium performers given the training needed to be the best and the poor performers are given a chance or renounced from the system. This acts as a ranking which shows the employees where he stands in accordance with his peers.

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## E Compensation

Once the performance cycle and review is complete the final reviewer decides whether the employee is capable of receiving an appraisal or not. If the employee deserves a hike then it is provided as a percentage or an increase in the total amount as per the reviewer's final consent. The employee can accept the compensation or request for review. The compensation history gives an overview of the employees past performance and hikes.

## Summary and Reports

Performance summary and reports provide an overview of the employees current and previous performance plans, appraisals and feedback. This also shows us the entire update of the performance and appraisal cycle.

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