

THE RIGHT PERFORMANCE MANAGEMENT SYSTEM

Get what you want out of your employees!



Introduction:

Employees Performance and Appraisal management is always a tedious task to do and involves encumbrance. It is an unending process of setting employee objectives, monitoring their progress contrary to the objectives, linking data from various sources, evaluating results, recognising their performance and then retaining the top performers with appraisals.

During a performance assessment one has to demonstrate that he or she has mastered certain specific skills and competencies by doing some particular task or achieving certain targets. Each organization will have at least one Performance assessment cycle every year.

As the end of the financial year embarks, the managers and the higher end officials would sit down to discuss if their team and its members were able to achieve the goals set for the team. Depending on the performance, an annual increment or promotion will be offered to the most deserving candidate. Confirmation of probationers and succession planning for the existing employees can also be managed through PMS.

Performance and Talent Management and the need for it:

The Department or personal goals that are to be set have to be strategically aligned to the organizational goals so that the employees achieve a higher level of satisfaction in their job. The Goals and the other PMS tasks such as Development plans and KRA's to be set should be challenging but achievable too. Each of these goals are associated with a particular measure and has to be accomplished within the assessment cycle. The PMS also helps to stay ahead of deadlines with integrated email reminders or requests and automatic routing of forms among managers, colleagues, and peers.

All the appraisals can be archived. Based on the past years appraisal feedbacks and discussions the reporting managers and peers may expect changes in the employee's behaviour and also performance. Based on this the next assessment cycle is designed and with access to these recorded achievements and appraisals the next cycle becomes a continuation of the previous ones. In any case the Reporting managers or peers change positions, these archives would help the new person replacing the manager to have an idea of the employee's continuous assessment.

A performance cycle is complete only when there is communication within the organization that is transparent and restricted at the same time. The levels of transparency and restrictions can be modulated and decided by the authority at each level which is an add on for the Performance management system.

360 Degree Feedbacks:

360 Degree Feedbacks or multi-rater feedbacks of a particular employee provide feedback and suggestions from all the people who are involved in the same work

environment with that employee in contrast to the traditional appraisals. In this self review and review from peers, supervisors and subordinates are taken into account. In some organizations even the comments from external departments and customers are also taken into account. This helps in the analysis of competency gaps and top performers and non performers. The top performers can be rewarded and promoted for their outstanding contribution to the organization.

Normalization:

Every organization has a clear cut data of the number of employees and their respective salaries. At the end of the performance assessment cycle decision has to be made whether a particular employee stands a chance of appraisal or promotion. Once the employee's performance ratings are approved and finalized the probable distribution of employees who require either a promotion or appraisal has to be set. The organizations variable pay policy structure is defined and cannot be altered. Depending on this policy the budget required for appraisals are to be finalized so that the employee's distribution fits in the bell curve.

Journals:

Multiple data points should be accessible and linked to the appraisal so that the manager can be unbiased and rate an employee accurately based on his or her performance throughout the assessment cycle. Such multiple points would also reveal if any disciplinary actions have been taken against any of the current employees. The rewards or recognitions an employee achieves during his term in a particular position and also participation in external events or conferences which has bought laurels to the organization can be recorded here so that the assessment cycle is completely functional and records all the day-to-day activities and not only the set goals and developmental plans.

Multi –dimensional organizational hierarchy

Each organization has its own hierarchy and performance assessment depends on this. Each employee may have multiple reporting managers associated with different projects to report to. Thus the Goals, Development Plans and KRA's set at the start of the assessment cycle may not be static and will change according to the projects assigned to the employee and the managers associated with the same. This dynamic assessment of the objectives or goals is not an easy task to handle and requires a comprehensive and robust functionality to help the organization succeed in doing so.

Assessment rates

The employees can be assessed on an ordinal scale or interval scales. The consolidation of the assessments based on the KRA question banks, appraisal forms, goals aligned and developmental plans designed will have a say on the employees career and his rewards. Relative ratings are followed depending on the levels of the

employees and their job profile. Appraisal forms, KRA question banks are automated and populate depending on the employees skill sets and job profile.

Integration

The PMS is integrated with the staff information system, compensation/payroll, succession, transfer and also the training management modules. Once the assessment is over the employee can be suggested a particular training or the employee can themselves ask for a particular developmental training which would help them perform much better in the coming year. Similarly depending on the appraisal feedbacks the compensation or the promotions to be awarded to the employee is decided. The assessment feedbacks would help the management and the employee to decide in which way his career will move forward and he/she will be able to design how they want to shape their future.

Multiple levels of assessment

Depending on the organizations hierarchy and policies the management decides the number of assessments. An organization can have multiple levels of assessments and a final review of the assessments can be carried out at the final level. If any of the appraisers are on leave then the duty can be assigned and escalated to another appraiser automatically. This helps in completing the assessment cycles in a timely manner.

Conclusion:

We at Exenta HRMS provide a complete and effective solution which helps to record the key accomplishments of the employee in accordance with analyzing their developmental plans. Performance strategies are recorded as the basis for monitoring and analysing performance and these records are accessible by both the reporting managers and employees. Exenta delivers robust functionality that helps your organization execute the self and peer reviews with absolute certainty. The results of the performance assessment have a direct reflection on the development of the organizations initiatives. It helps the organization to improve its overall capabilities and the employee to enhance his or her skills. Enhanced skills would in turn influence the goals and development plans hence enabling the organization and the employees to move towards continuous progress by identifying the areas where more strengthening is required.

About EXENTA HRMS:

EXENTA HRMS is a one stop solution for all your HRMS needs that combine ease of use, dynamic customizations, affordable pricing and flexible implementations. It comprises of hiring, onboarding, payroll, attendance, training, benefits and the entire gamut's of the HR application designed specifically for the small and midsize organizations. The powerful workforce analytics and automated reports will keep you ahead of your competitors in every project you undertake. The comprehensive functionality offered at this unbeatable pricing also provides you options to handpick and create a tailored HRMS solution suiting all your organizational needs.

To learn more visit www.exentahrms.com



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