performance pro™
Effectively drive employee performance.

What Is *Performance Pro*?

Performance Pro is a powerful, fully customizable, automated performance appraisal system. Designed for those who desire an effective and flexible employee development and evaluation tool, *Performance Pro* is readily adaptable to meet current and evolving company needs. Online access permits employees and managers to complete appraisals from any location worldwide.

A Comprehensive Performance Management Solution

Goal Management Supports Employee Development

- Goals, action steps, and progress notes are easily created
- Cascading goals can be strategically assigned to multiple employees throughout the organization

Communication Tools Ensure Sound And Timely Evaluations

- Route appraisals and forms throughout the organization for approval or edits
- Downline view and edit permit oversight of activities two levels below direct reports
- Email notification provides reminders of due or past due appraisals

Managers' Tools Promote Simple And Effective Evaluations

- Comment Coaching offers constructive feedback suggestions
- Language Check assists in identifying potentially offensive or discriminatory language
- Managers' Resources include tips on conducting appraisal meetings, goal setting, corrective action and providing effective comments

Employee Self-Appraisal Promotes Collaborative Two-Way Discussions

- Self-appraisal allows for meaningful input, increased employee self-reflection and better understanding of the appraisal process
- Appraisals are short, simple, and completed in several clicks

Performance Documentation Keeps Employee Performance History At Your Fingertips

- Appraiser and Employee "Notes" allow informal tracking of events
- Online HR Forms include Employee Development Tools
- Past appraisals may be viewed at any time

Easy Customization Makes Setup Simple

- Over 100 well-defined performance factors (competencies)
- Hundreds of ready to use position templates with assigned factors

Overview
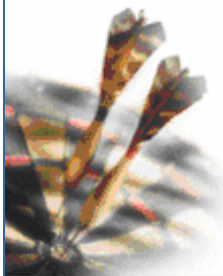
Easy Administration Saves Time And Headaches

- Import and export employee data
- Reports make management of the appraisal process simple

Optional Multi-Appraiser Module

- Allows several appraisers to evaluate the same employee
- Gather feedback from a variety of sources

Multiple Protective Measures Provide A Secure User Environment

- Unique usernames and passwords
- Flexible levels of security allow varying access
- 128-bit encryption

Several Optional Training Resources Are Available

- Train The Trainer materials help you easily conduct your own training
- Onsite training by HRN staff consultants
- Online training sessions permit "long distance" instruction

Why HRN?

Extraordinary Customer Service
We can safely say you won't find better customer support—anywhere. We don't just talk about providing professional, courteous, and prompt assistance when you need it. We do it!

A Performance Management And Employee Development Solution Designed By HR Experts
Performance Pro was designed by human resource managers and consultants with decades of experience. We understand HR.

A Practical And Simple Approach
Appraisal and development tools are useless if they're not simple to use and easily implemented. We also understand that your employees' time is valuable. These concerns have always been a priority as we've designed *Performance Pro* and provide ongoing improvements.

F a c t o r   &   G o a l   E v a l u a t i o n
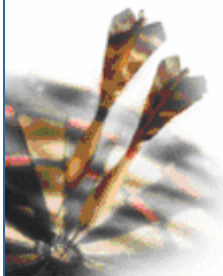
Evaluate Factors & Goals

Each factor, or goal, can be quickly rated by sliding the scoring bar. An employee's current score may be compared with the rating received on the last appraisal. Compare employees' current scores with ratings received on their last appraisals, or compare them with other employee scores. Goals, an optional element in *Performance Pro*, are evaluated in the same way.

Optional self-appraisal function creates a valuable, collaborative review process.

Employee Info

Employee:	Smith, Henry	Position:	Account Manager
Appraisal Period:	9/1/2003 - 8/31/2004	Appraiser:	Granger, Francis

Factor Info

Available Factors: »Management Effectiveness

Weight: 10%
Overall Factor Weight: 75%

« Previous Factor   ⊞ Details

Evaluation

📋 Enter/Review Comments
🖥 Compare

Last: 3.5   Current: 3.5

Score	Description
5 - High Performer	Consistently achieves high level results. Seeks and achieves innovative solutions and continuous improvement.
4 - Valued Performer	Management effectiveness often exceeds standards and/or normal expectations. Always maintains focus on management goals.
3 - Contributor	Management output and effectiveness is acceptable. Room for growth and increased contribution does exist, but overall effectiveness
2 - Needs Improvement	Department or unit effectiveness is marginal. Goals or assignments are frequently missed, or final product lacks completeness or focus.
1 - Unacceptable	Department or unit effectiveness is poor. Goals or assignments are frequently missed, or final product lacks completeness or focus.
0 - No Score	Read only.

✖ Clear

Comments:
Henry meets or exceeds organizational goals and objectives.

💬 Comment Coaching

Coaching

Comment coaching helps supervisors overcome the 'blank page syndrome.'

Constructive, concise feedback suggestions are available for each factor evaluated.

Contributor (Selected Factor = Management Effectiveness

☑	Meets or exceeds organizational goals and objectives	↺ Reset
☐	Has strong critical thinking skills	↺ Reset
☐	Planning skills are excellent	↺ Reset
☐	Prioritizes operations to achieve favorable results	↺ Reset
☐	Manages resources prudently	↺ Reset
☐	Promotes a productive environment	↺ Reset
☐	Solves problems promptly	↺ Reset
☐	Skilled in performing administrative duties	↺ Reset

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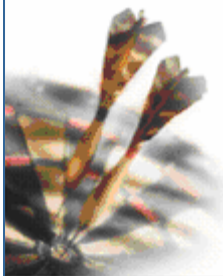
D e v e l o p m e n t

Setting Goals

Goal setting is an excellent development tool to address an employee's individual needs or to measure areas not specifically covered by the established factors. Organizational objectives can be cascaded down strategically by employee, position, or department.

Goal Info

Available Goals
- 20 - Internet Strategy
- 70 - Sales Goal
- 10 - Supervisory Training

Overall Goal Weight: 25 %
Overall Factor Weight: 75 %
Total Goal Weight: 100 %

Add New   Delete   Administration

Goal Title: Internet Strategy
Due Date: 2/15/2004
Weight: 20 %

Goal Description:
Create and implement a comprehensive internet marketing plan. Major search engine placement should be a focus as well as strategic partnerships

Goal Action Steps:

Date	Title	Description	
12/14/2003	Search Engine Research	Research search engine placement programs and available marketing tactics.	Add New Goal Action Step
2/15/2004	Board Meeting Presentation	Share research, strategy, and plan and Executive Team members during the February Board Meeting.	
7/1/2004	Q3 & Q4 Plan Implementation	Implement developed plan starting July 1 and ending December 31.	

Goal Notes:

1/21/2004	Research Summary for Executive Team	Add New Goal Note

Employee Development

A series of employee development tools and HR Forms are available. Customize ours or create your own!

- Employee Achievement
- Employee Commendation
- Employee Development – Team Assessment
- Employee Development Action Plan
- Employee Performance Objective
- Employee Skills, Experience, & Training Inve
- Team Assessment
- Team Development Action Plan

Performance History

Supervisors easily create and access performance documentation and history. Informal notes track performance through the entire appraisal period. Past appraisals may be viewed at any time.

Employee Info

Employee: Smith, Henry
Appraisal Period: 9/1/2003 - 8/31/2004
Position: Account Manager
Appraiser: Granger, Francis

Employee Info

◉ Sort by Date   ○ Sort by Title

Forms:
Select an Existing Form:

**8/24/2004 - Employee Development Action Plan
COMPLETE 10/4/2003 - Employee Achievement

Add Form

■ Pending   ■ Complete   * Routed   ** Sent To Employee

Notes:
Select an Existing Note:

1/21/2004 - Research Summary for Executive Team
11/22/2003 - Feedback from Larsen Foundation re: Henry
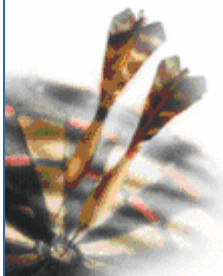9/20/2003 - Henry to attend online certification course

Add Note

Performance Appraisals

Select an Existing Appraisal:

CURRENT 9/1/2003 - 8/31/2004
HISTORY   9/1/2000 - 8/31/2001 [4.11]

■ Current   ■ History   * Routed

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Positions

Several hundred positions with pre-assigned factors and weights are ready-to-use. Template positions are fully customizable or you can create new ones from scratch.

Factors

Over 100 well-defined factors (competencies) are provided. Factors definitions and level titles are easily customized. Appraisal consistency and objectivity increase as employees in the same position are evaluated on the same factors and standards. Choose from a 5, 4, 3, or 2-level rating system. Numerical ratings may also be hidden and only level titles (e.g., high performer, etc.) used.

Demos & Trials

HRN schedules weekly webinars to demonstrate *Performance Pro*'s features. Signup online or call us for times. We happily schedule personal demos to meet your busy schedule. A 30-day free trial may also be arranged. Call HRN to request this service.

Contact HRN Management Group

For more information about *Performance Pro* or HRN's compliance products, contact us via:

Phone: (800)940-7522, Monday through Friday, 7:30 am to 5:00 pm MT
Online: www.hrnonline.com
Email: info@hrnonline.com

About HRN Management Group

Founded in 1989, HRN develops practical and effective HR products that are time tested, content rich, and on the cutting edge of technology. Designed by HR professionals, these practical products and services are designed to simplify and improve human resource management and regulatory compliance. HRN's commitment to product excellence and superior customer support distinguishes us from the competition.

HRN's Other HR Solutions

See our complete line of HR solutions at www.hrnonline.com
- HR Suite
- Employee Handbook Plus
- HR Forms & Tools
- State and Federal Employment Law Guide
- Employment Law Self Audit
- Job Descriptions Plus
- Comp*ease*

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