

Cloud based, Continuous Employee Performance Management Software



**Save Time &
Effort for HR**



Easy to Use



**WINNER of Microsoft Code For Honor
2014 Large Enterprise Software**

//CODiE//
2014 SIIA CODiE FINALIST
Best Human Capital /
Talent Management Solution



What is Synergita?



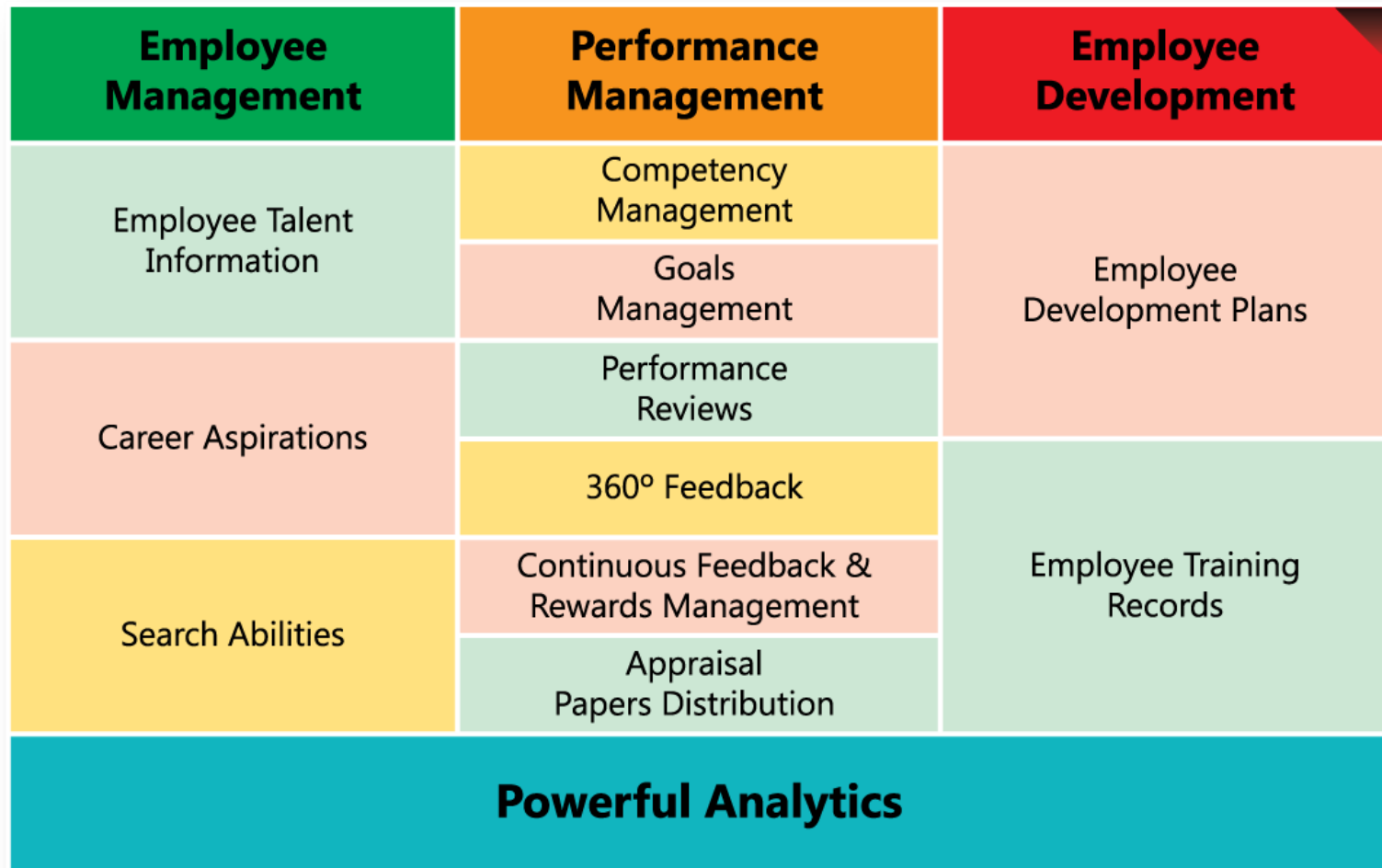
**Synergita is a Continuous
HR Performance Management Software**

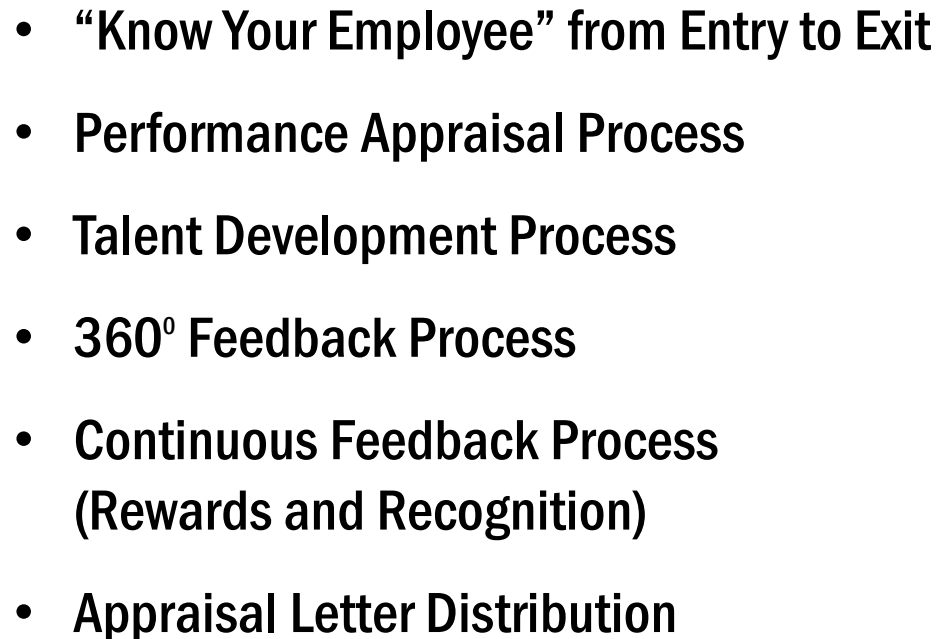
**Helps in building a world-class company
culture driven by employee recognition**

Our Global Customers

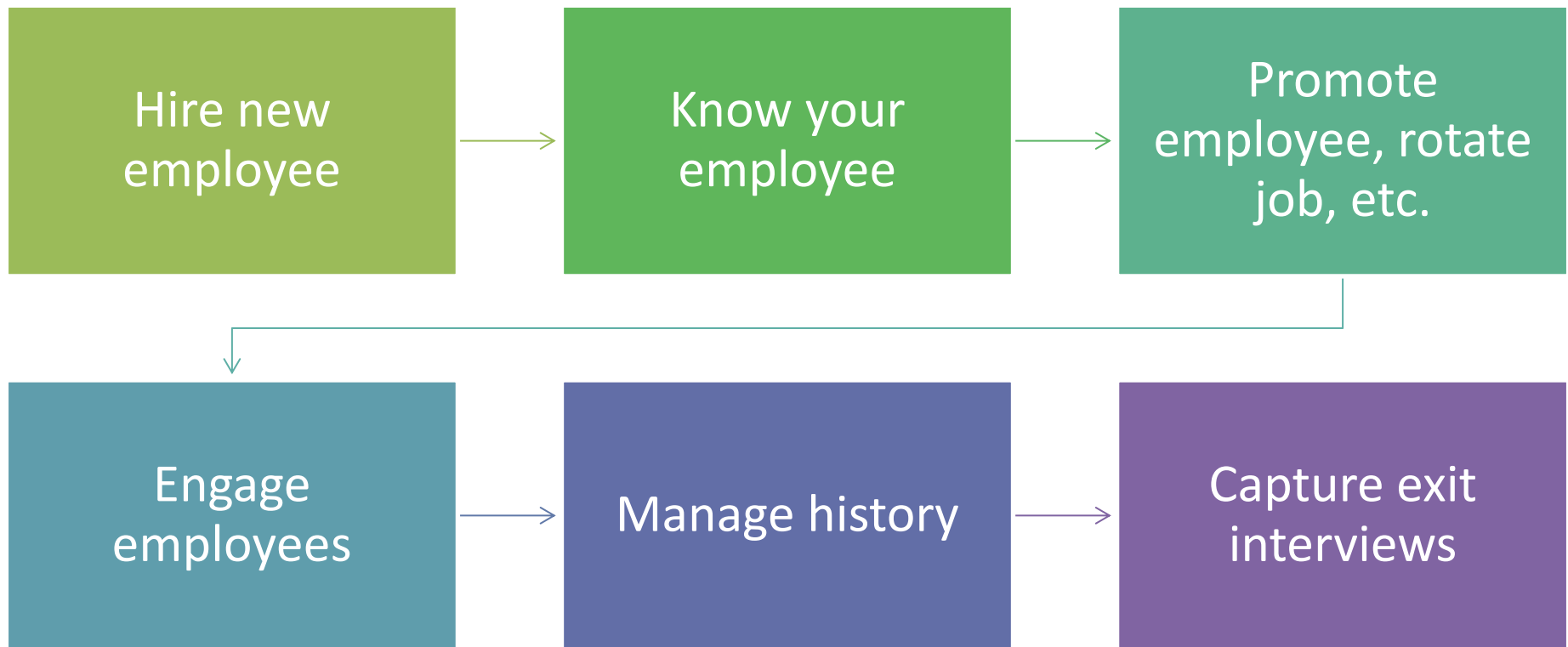


Synergita is the Solution!

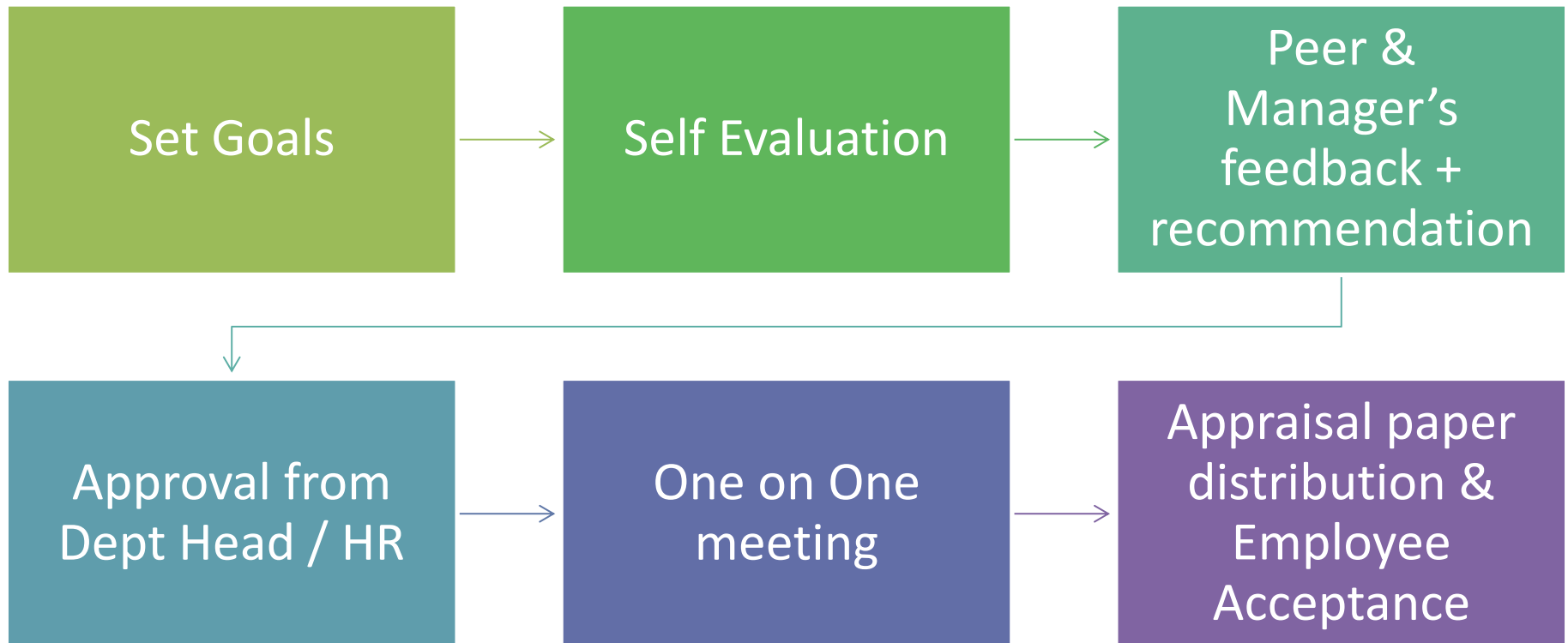




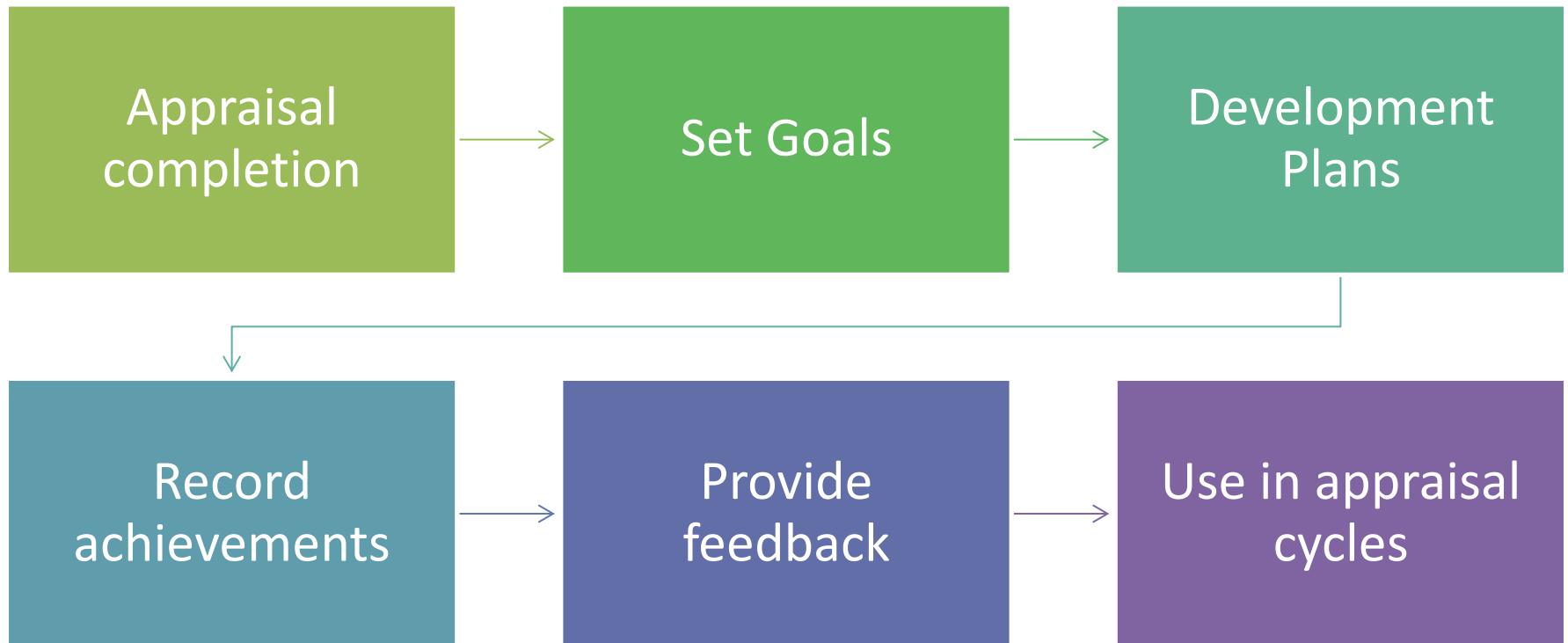
Know your employees – Employee Hire to Exit



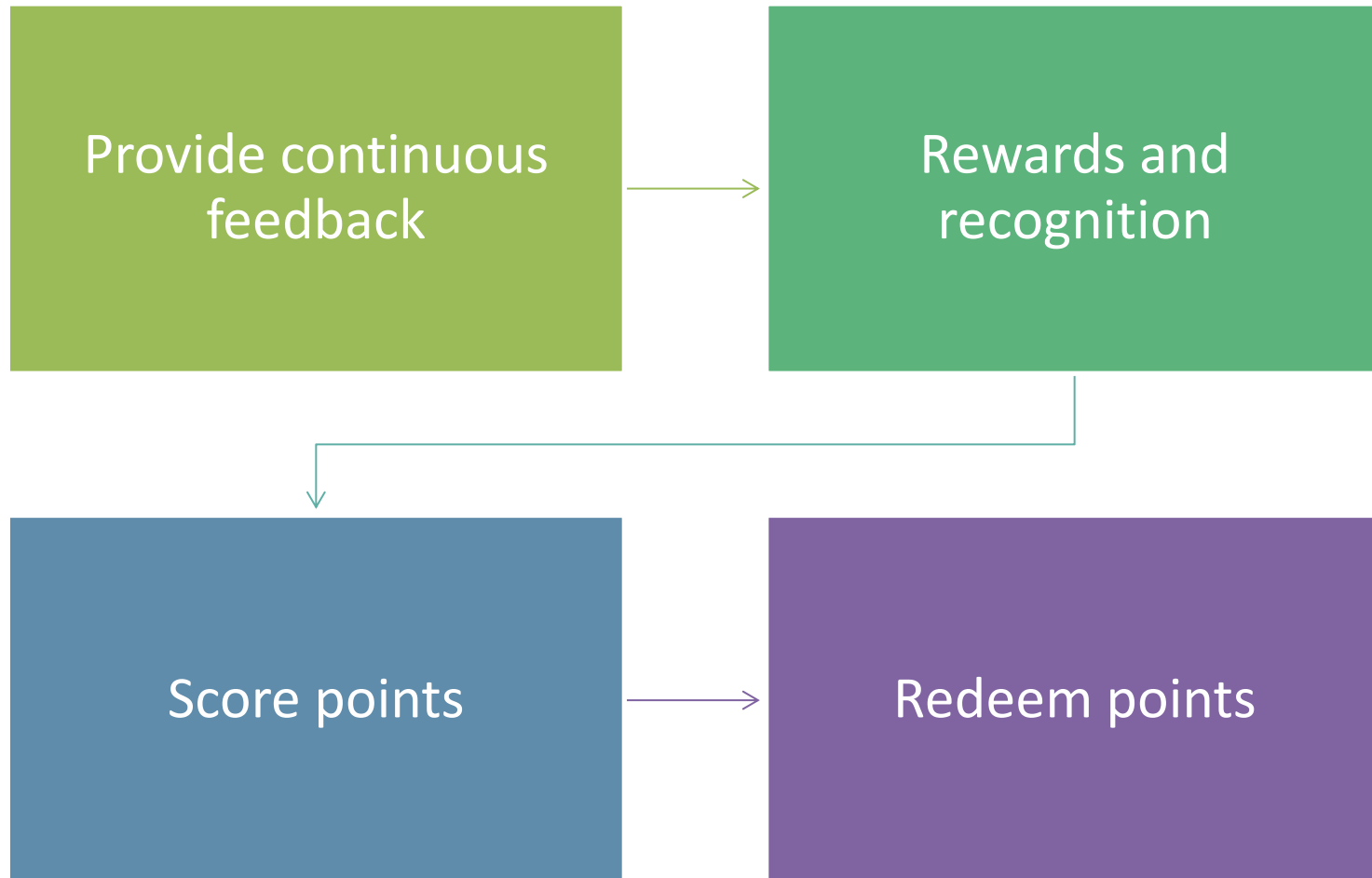
Performance Appraisal Process



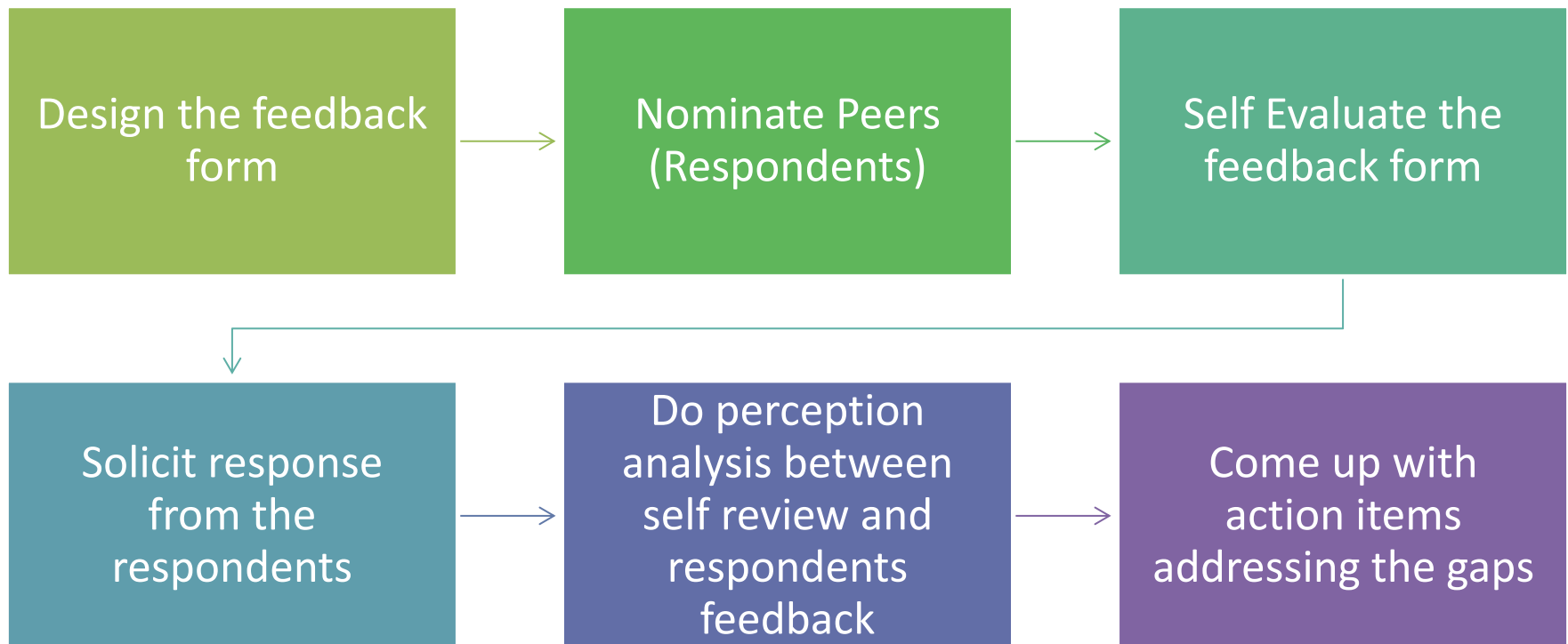
Talent Development Process



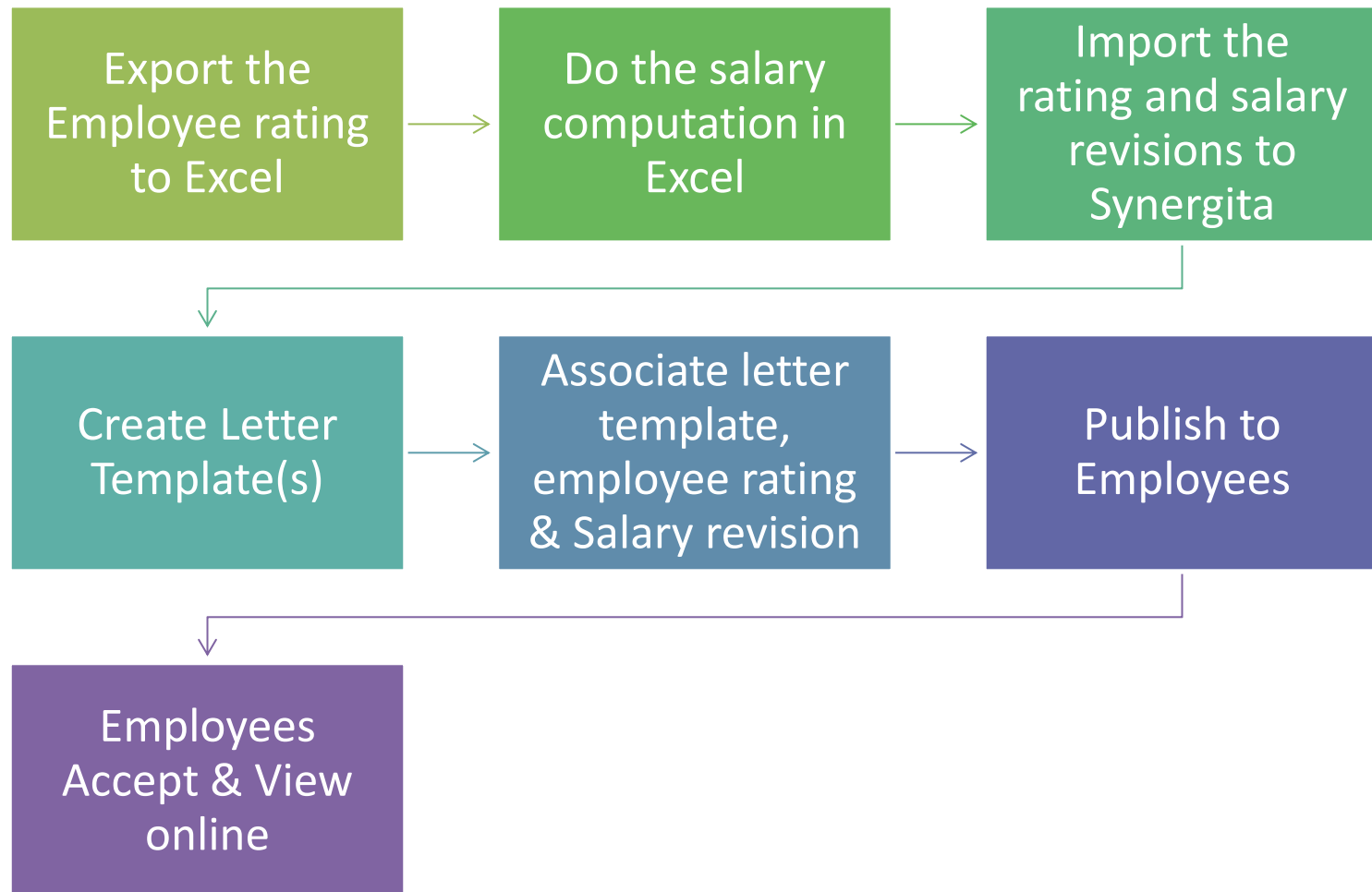
Continuous Feedback Process



360 Degree Feedback Process



Salary Revision Letter Distribution Process



Pillars of Synergita



- Empower Employees with Continuous Feedback
- Empower Managers to have Employee Specific Review Plans
- Empower HR to configure templates, processes, insights and align these with business

Integration with other Systems



- Single Sign-On / LDAP integration
- Easily integrate with other ERP / HR systems through web services

Security Practices Followed by Synergita



- Hosted on Amazon Cloud
- Thawte SSL
- Complete Multi-tenant architected security
- Data level security through access control mechanisms

Value Proposition



- Easy to use and yet powerful
- Highly configurable to adapt to the changing business needs
- Empower HR, Managers and Employees through employee recognition



**Save Time &
Effort for HR**



Easy to Use



Easy to Set Goals &
Track Achievements



Light
Weight



Actionable
Insights



Easy To
Configure

Software Editions

	Silver	Gold
 Employee Profile Management	✓	✓
 Performance Appraisal	✓	✓
 Continuous Feedback	✓	✓
 Reports	✓	✓
 Workflow	Basic Sequential workflow	Advanced workflows (Parallel Activities)
 Peer Feedback in Appraisal Cycles		✓
 Employee Development Plans/Improvement Plans		✓
 Appraisal Revision Paper Distribution		✓
 API/Integration through Web Services		✓



Employee Information Management

Capture Employee Information

[Home](#)
[My Dashboard](#)
[People](#)
[Performance](#)
[Reports](#)

My Profile

[Career History](#)

Summary



Donald Parker

 **Sr.Project Manager**

 **793-898-2978**

 **donald.parker@techcello.c...**

 **USA**

Basic Details

Employee Number: **EMP006**

User Name: **donald.parker**

Date of Joining: **07-Oct-2005**

Employee Type: **Regular**

Employee Status: **Confirmed**

Primary Manager: **Laura Carter**

Phone: **6389**

Direct Reportees - 31



Organization

Reporting Structure

Personal

Travel

Education

Experience

Skills

Documents

Basic Details

Name*	Donald
Last Name	Parker
Date of Joining	07-Oct-2005
Employee Number	EMP006
Employee Type	Regular
Employee Type Effective From	07-Oct-2005
User Name	donald.parker
Hobbies	

Work Details

Designation	Sr.Project Manager
Designation Effective From	08-Mar-2013
Track	Testing
Track Effective From	12-Mar-2013
Work Role	Sr.Project Manager
Work Role Effective From	07-Oct-2005
Level	Level 4
Level Effective From	07-Oct-2005
Employee Status	Confirmed

Organization Structure

Company	TechCello
Division	
Department	DU - Testing
Org Unit Effective From	07-Oct-2005
Location	USA
Location Effective From	03-May-2013


Contact Details

Email	donald.parker@techcello.com
Office Phone	6389
IM ID	

Manage Skill Sets

[Home](#)
[My Profile](#)
[Manage Performance](#)
[Reports](#)
[Manage Rewards Program](#)
[Continuous Feedback](#)
[Quadrant Report](#)
[Admin](#)

[My Team > Donald's Profile](#)
[Career History](#)



Donald Parker
Sr. Project Manager
793-898-2978
donald.parker@techcelo.com
USA

Basic Details

Employee Number: EMP006
User Name: donald.parker
Date of Joining: 07-Oct-2005
Employee Type: Regular
Employee Status: Confirmed
Primary Manager: Laura Carter
Phone: 6389

Direct Reportees - 28

[Organization](#)
[Relationship](#)
[Personal](#)
[Travel](#)
[Education](#)
[Experience](#)
[Skills](#)
[Documents](#)
[Training](#)
[Revenues/Expenses](#)

Skill List

Search:

Send For Approval

Select	Category Name	Skill Name	Proficiency	Years Of Experience	Last Worked	Status	Comment	Edit
<input type="checkbox"/>	Technical	Java Programming	Expert	5	07-Mar-2013	Approved		
<input type="checkbox"/>	Management	Project Management	Intermediate	3	01-Aug-2013	Draft		
<input type="checkbox"/>	Management	Project Management	Expert	6		Approved		
<input type="checkbox"/>	Management	People Management	Intermediate	2		Approved		
<input type="checkbox"/>	TESTING	JMeter	Beginner	1	01-Aug-2013	Draft		

Show 20 entries | Showing 1 to 5 of 5 entries

Certificate List

Search:

Send For Approval

Select	Category	Name	Certifying Authority	Obtained Date	Valid Until	Attachment	Edit	Delete
<input type="checkbox"/>	Technical	ME	IM	07-Mar-2010	07-Mar-2012	Download		
<input type="checkbox"/>	Management	MBA	Anna University	07-Mar-2012	07-Mar-2013	Download		
<input type="checkbox"/>	Technical	PMP	International Project board.	07-Mar-2013	07-Aug-2013	Download		
<input type="checkbox"/>	Technology	MVC 2.0	Microsoft corporation	05-May-1995	05-May-1996	Download		
<input type="checkbox"/>	Technology	MCSC	Microsoft Corporation	01-Aug-2013	01-Aug-2013	Download		

Show 20 entries | Showing 1 to 5 of 5 entries

See Career History Within the Organization

Home	My Dashboard	People	Performance	Continuous Feedback	Compensation	Reports	Admin	Import / Export
Donald 's Career History Back ?								
Value			Effective From			Effective to		
Location 								
UK			03-May-2013			31-Dec-2013		
Designation 								
Sr. Delivery Manager			01-Mar-2010			07-Mar-2013		
Delivery Manager			07-Oct-2008			28-Feb-2010		
Track 								
Engineering			11-Mar-2008			11-Mar-2013		
Testing			07-Oct-2005			10-Mar-2008		

See Complete List of Team Members

Welcome, Donald ! [[Log off](#)] | [Change Password](#)

People

[Search](#)

[Advanced Search](#)

[Home](#)

[My Dashboard](#)

[People](#)

[Performance](#)

[Reports](#)

My Team

[Manage Approval \(3\)](#) | [Personalize](#)

Search:

My Relationship: [All](#)

Actions	Employee ID	First Name	Last Name	Designation	Employee Status	Email	Reporting to
▼	CNT002	Joseph	Smith	Software Engineer		joseph.smith@techcello.com	Donald Parker
▼	EMP006	Donald	Parker	Sr.Project Manager	Confirmed	donald.parker@techcello.com	Laura Carter
▼	EMP007	David	Miller	Project Manager	Confirmed	david.miller@techcello.com	Donald Parker
▼	EMP010	Edwin	Chang	Test Engineer	Confirmed	edwin@softech.com	Donald Parker
▼	EMP014	Satish	Raman	Module Lead	Probation	satish@softech.com	Edwin Chang
▼	EMP015	Nu	Sara	Module Lead	Probation	nusara@softech.com	Donald Parker
▼	EMP016	Huao	Chen	Project Manager	Confirmed	chen@softech.com	Edwin Chang
▼	EMP017	Brian	Jackson	Project Manager	Confirmed	brian@softech.com	Donald Parker
▼	EMP018	Sharon	Young	Test Engineer	Confirmed	sharon@softech.com	Satish Raman
▼	EMP019	Susan	Baker	Test Engineer	Confirmed	susan@softech.com	Satish Raman

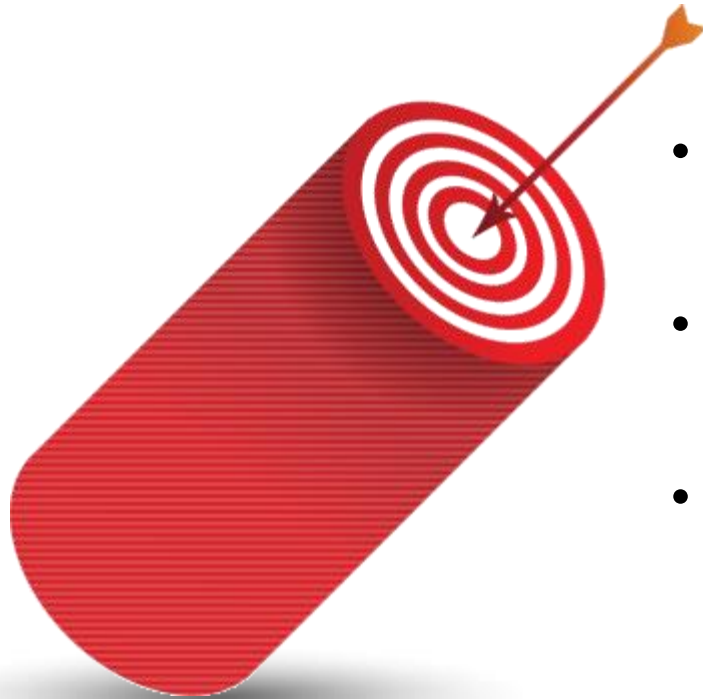
Showing 1 - 10 Records of 38.

« [1](#) [2](#) [3](#) [4](#) »



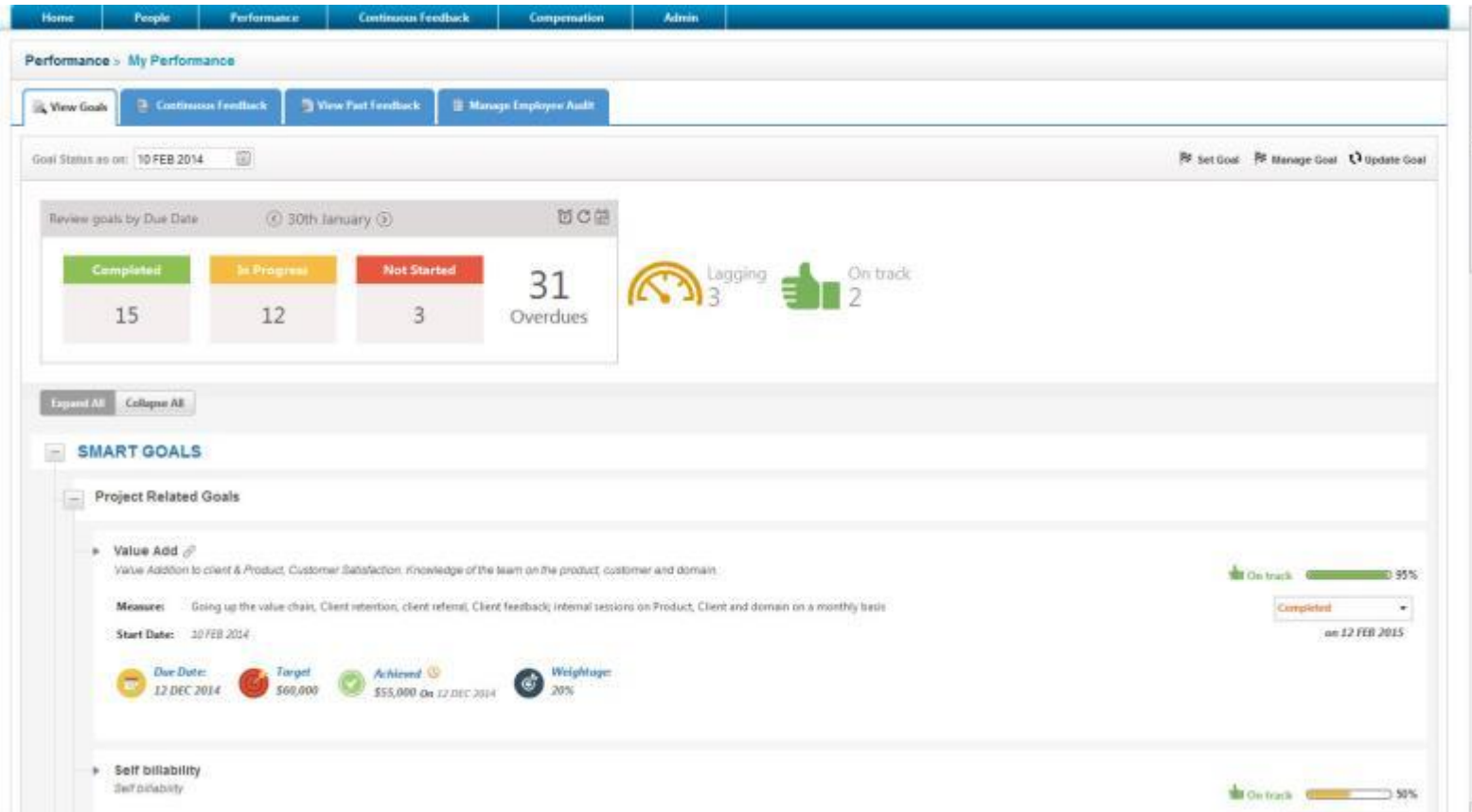
Goals Management

Highlights of Goals Management



- Define and track goals for each employee easily
- Align employee goals with organizational goals & department goals
- Track goals through continuous updates

Define & Access “My Goals”



The dashboard is titled "Performance > My Performance" and includes navigation tabs: Home, People, Performance, Continuous Feedback, Compensation, and Admin. Below the tabs are buttons for "View Goals", "Continuous Feedback", "View Past Feedback", and "Manage Employee Audit".

A "Goal Status as on: 10 FEB 2014" filter is present, along with links for "Set Goal", "Manage Goal", and "Update Goal".

Review goals by Due Date (30th January):

Completed	In Progress	Not Started	Overdues
15	12	3	31

Visual indicators show 3 goals are "Lagging" (yellow clock icon) and 2 are "On track" (green thumbs up icon).

SMART GOALS

Project Related Goals

- Value Add**
 Value Addition to client & Product, Customer Satisfaction, Knowledge of the team on the product, customer and domain.
 Measures: Going up the value chain, Client retention, client referral, Client feedback, Internal sessions on Product, Client and domain on a monthly basis.
 Start Date: 10 FEB 2014
 Due Date: 12 DEC 2014 | Target: \$60,000 | Achieved: \$55,000 On 12 DEC 2014 | Weightage: 20%
 Status: On track (95% progress bar) | Completed on 12 FEB 2015
- Self billability**
 Self billability
 Status: On track (50% progress bar)

Add Goals Easily to Your List

View Goals

Continuous Feedback

View Past Feedback

Manage Employee Audit

12 DEC 2014

Date

\$60,000

80%

Rating

Save Cancel

SMART Goal Name

Project Profitability

Link Goals

Measure:

Profitability should be increased from 10 to 15 %

Start Date:

10 FEB 2014

Due Date:

12 DEC 2014

Target

Date

5 new customers

Weightage:

80%

Save Cancel

Add Goal / Choose from Library

Subsection Name

Employee Related Goals

Description

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.

SMART Goal Name

Career

Link Goals

Measure:

Goals & Competency Library

View Goals
Continuous Feedback
View Past Feedback
Manage Employee Audit

Synergita Library
Organization Library
Pick from Employee
Pick from template

Template
Go!

Add to
Section
Add

Goals
>

☐ Project Management

☐ Risk Analysis - Identify short-term risks and implement plans to mitigate them.

☐ Planning, Scheduling, Tracking and execution - Perform efficient planning of the project, schedule delivery milestones, and track and monitor the execution of the project which has to be in the best interests of the stakeholders.

Competencies
>

Save
Cancel

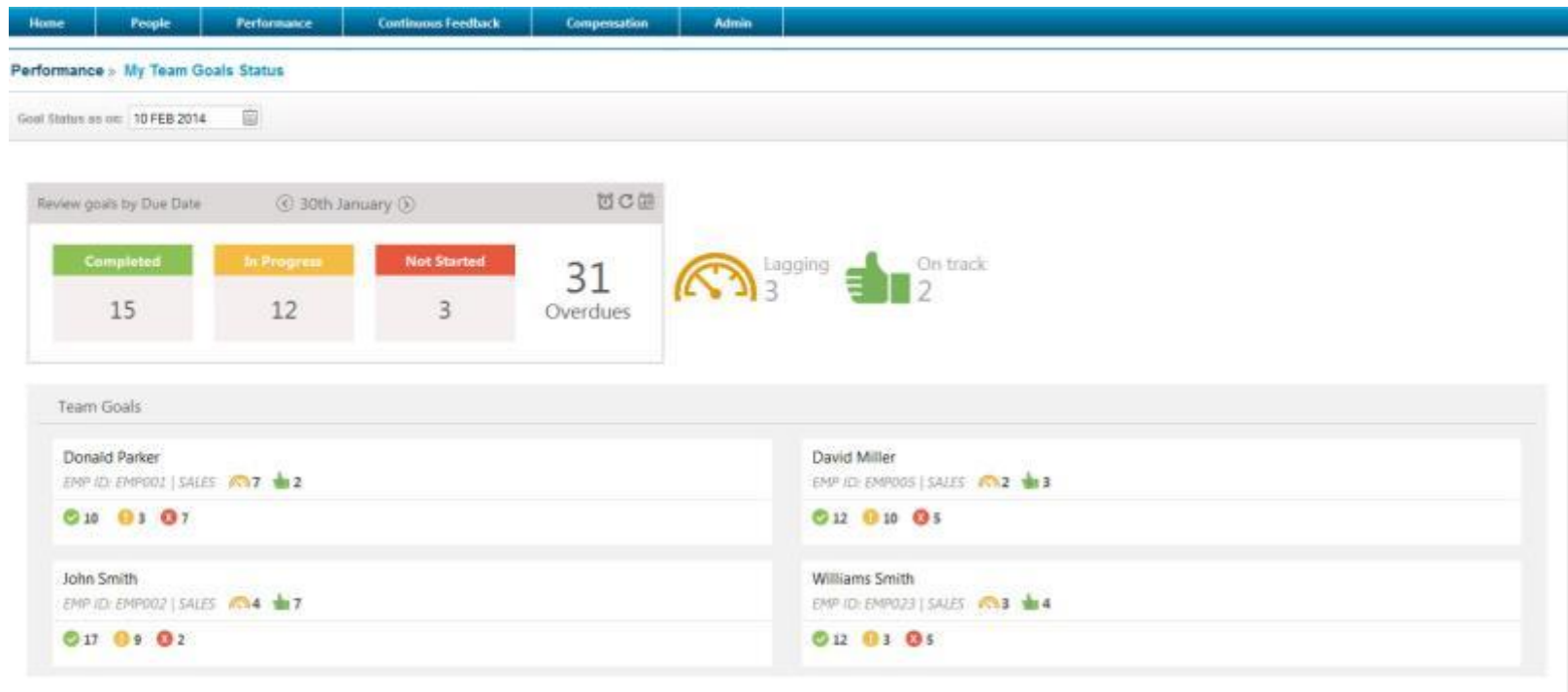
Save
Cancel

since the 1500s,

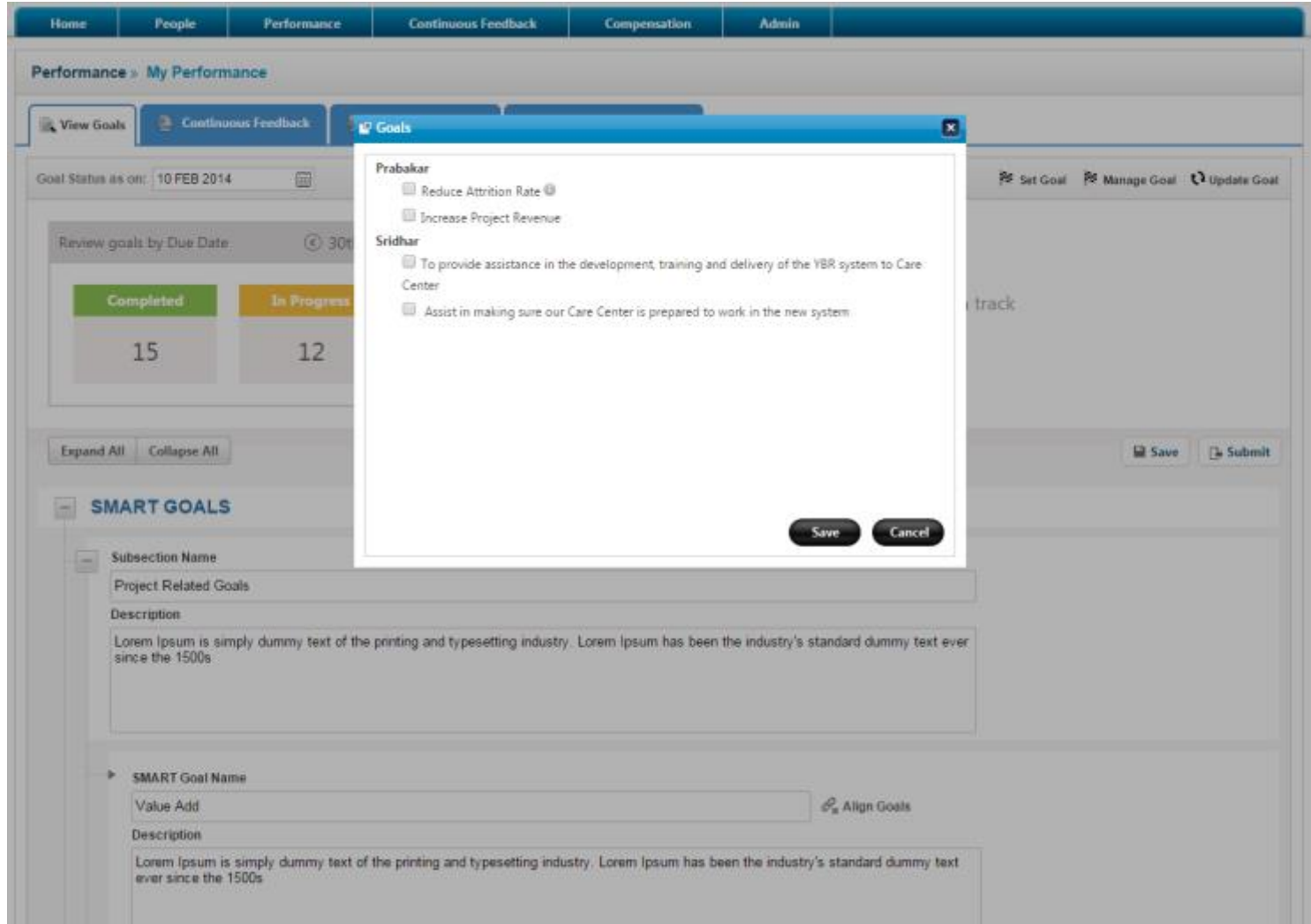
SMART Goal Name
Career
Link Goals

Measure:
Attention rate at the Reporting level, Continuous objective Feedback provided.

Team's progress on the Goals – Insights for the Manager



Align Goals



Home | People | Performance | Continuous Feedback | Compensation | Admin

Performance > My Performance

View Goals | Continuous Feedback | **Goals**

Goal Status as on: 10 FEB 2014

Review goals by Due Date: 30

Completed 15 | **In Progress** 12

Expand All | Collapse All

SMART GOALS

Subsection Name
Project Related Goals

Description
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.

SMART Goal Name
Value Add
Align Goals

Description
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.

Goals Modal:

Prabakar

- ☐ Reduce Attrition Rate
- ☐ Increase Project Revenue

Sridhar

- ☐ To provide assistance in the development, training and delivery of the YBR system to Care Center
- ☐ Assist in making sure our Care Center is prepared to work in the new system

Save | Cancel

Set Goal | Manage Goal | Update Goal

Save | Submit



Competency Management

Competency Management

View Goals
Continuous Feedback
View Past Feedback
Manage Employee Audit

Expand All
Collapse All
Save
Submit

+ SMART GOALS

- COMPETENCIES

- Name
Business Analysis
Description

- Name
Requirements gathering
Description:

1. Ability to identify the stakeholders and interact with them to collect requirements.
2. Use relevant techniques (interview, focus groups etc.) while collecting business requirements.
3. Use relevant tools (UML, Visio diagrams etc.) to represent the solution or the problem.
4. Ability to communicate the solution to the stakeholders with clarity.
5. Ability to quickly learn about the customers domain.

Review Group:
Review G

Rating Scale:
Rating

Weightage:

Save
Cancel



Performance Reviews

Workflow for Performance Reviews




Self Evaluation for the Appraisal

Welcome, Vijayabalaji ! People Search Advanced Search

[Home](#) [People](#) [Performance](#)

Provide Appraisal Feedback for Vijayabalaji Arumugam



Vijayabalaji Arumugam
Senior Manager
Vijayabalaji@ekshaya123.co.in
Development

Cycle Name: **Annual Cycle 2013**

Primary Manager: Ravi Subramaniam

My Relationship: **Self**

Score: **0.70**

Feedback Completed: 14%

Rating System : 1 Poor 2 Average 3 Good 4 Excellent

[Expand All](#) [Collapse All](#) [All Section View](#) [Export](#) [Save](#) [Submit](#)

KRA'S Score: 0.70

Timeliness
Number of deviations from agreed milestones should be less than 10 %

Rating: ?

Cannot Rate

Did not meet expectations Met most Expectations **Met Expectations** Exceeded Expectations

Feedback:
I'm able to deliver on time

[Attach File](#)

Project Profitability
Profitability should be increased from 10 to 15 %

Rating: ?

Cannot Rate


Did not meet expectations Met most Expectations Met Expectations Exceeded Expectations

Manager Rating for Team Members

Welcome, Ravi! People Search Advanced Search

[Home](#) [My Dashboard](#) [People](#) [Performance](#)

Provide Appraisal Feedback for **Vikram Singh**



Vikram Singh
Engineer
vikram@akshaya.com
Development

Cycle Name: **Annual Cycle 2013**

Primary Manager: **Ravi Subramaniam**

My Relationship: **Primary Manager**

Score: **2.72**

Feedback Completed: 43%

Rating System: 1 Poor 2 Average 3 Good 4 Excellent

Expand All Collapse All All Section View Export Save Submit

KRA'S 70% Score: 2.45

Project Profitability
Profitability should be increased from 10 to 15 %

Rating: ?

Cannot Rate Did not meet expectations Met most Expectations Met Expectations Exceeded Expectations

Feedback:

Good

Attach File

Timeliness
Number of deviations from agreed milestones should be less than 10 %

Rating: ?

Cannot Rate Did not meet expectations Met most Expectations Met Expectations Exceeded Expectations


Feedback:

Manager Rating for Team Members

Welcome, Donald | [Log off] | Change Password
People
Search
Advanced Search

Home
My Dashboard
People
Performance
Reports

Provide Appraisal Feedback for John Reacher



John Reacher
Project Manager
John.reacher@techcello.com
DU - Testing

Cycle Name: Appraisal Cycle - 2013
Primary Manager: Donald Parker
My Relationship: Primary Manager

Completed 78% | Score : 2.14

1 - Below Expectations
2 - Met Expectations (With Reservation)
3 - Met Expectations
4 - Above Expectations

Attribute View | Attributes : Timely Delivery | Previous | Next | Export to Excel | Save | Submit

Project Related Goals

Timely Delivery

Number of deviations from agreed milestones should be less than 10 %

Rating 1 2 3 4 5

Exceeds Expectations

Feedback

Delivers project on time, customer is happy

Attach

KPI Report


Previous | Next | Save | Submit



360° Feedback

Home
My Dashboard
People
Performance
Reports

Provide Appraisal For
360 Degree Feedback for David Miller



David
Project Manager
david.miller@synergita.com
DU - Test

Rating: 1 - Below Expectations

Competencies

Values

Timelines

Complete work with

Ram

Feedback

Timeliness


Relationship	Rating	Comments
Brian (Peer)	Met Expectations (With Reservation) (2/4)	He is good in keeping up the schedule and gives right estimates for the task
David (Self)	Keep up the timeline and complete tasks on time
Kevin (Supervisor)	Met Expectations (3/4)	Meets deliverables and is capable of completing the tasks on time. He extends up to complete the tasks if required.
Ram (Reportee)	Met Expectations (With Reservation) (2/4)	He ensures always that the releases happen as per the schedule and estimates

Score : 2.34


Save | Submit

100% 1.73

Provide Recommendation

Home	People	Performance	Continuous Feedback	Compensation												
Provide Recommendation for Kevin																
 <p>Kevin Engineer kevin@techcello.com USA Engineering</p>		<p>Cycle Name: Appraisal Cycle - 2013</p> <p>Primary Manager: Donald Parker</p> <p>Organization Unit: TechCello/Engineering</p> <p>Designation: Engineer (2 years, 11 months)</p> <p>Work Roles: Engineer (2 years, 11 months)</p> <p>Tracks: Engineering</p>														
<div> <div>Recommendation</div> <div> <p>You can save the recommendation and resume giving recommendation at a later time. Once you complete, please submit the recommendation.</p> <p> <input type="button" value="Comment"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> </p> </div> </div> <table> <tr> <td>Score</td> <td>2.88</td> </tr> <tr> <td>Grade</td> <td>Improving Performer</td> </tr> <tr> <td>Do you want to recommend promotion?</td> <td>Yes</td> </tr> <tr> <td>Proposed Designation</td> <td>Project Manager</td> </tr> <tr> <td>% of Hike Recommended</td> <td>10 %</td> </tr> <tr> <td>Comments</td> <td> <div>Kevin is eligible to be promoted as a Project Manager</div> </td> </tr> </table>					Score	2.88	Grade	Improving Performer	Do you want to recommend promotion?	Yes	Proposed Designation	Project Manager	% of Hike Recommended	10 %	Comments	<div>Kevin is eligible to be promoted as a Project Manager</div>
Score	2.88															
Grade	Improving Performer															
Do you want to recommend promotion?	Yes															
Proposed Designation	Project Manager															
% of Hike Recommended	10 %															
Comments	<div>Kevin is eligible to be promoted as a Project Manager</div>															

One on One Meeting

Home	People	Performance	Continuous Feedback	Compensation
Provide Meeting Summary for Edwin				
 <p>Edwin Test Engineer edwin@syntech.com DU - Testing</p>		<p>Cycle Name: <u>Appraisal Cycle - 2013</u></p> <p>Primary Manager: Donald Parker</p> <p>Organization Unit: TechCello/DU - Testing</p>	<p>Designation: Test Engineer (5 years, 3 months)</p> <p>Work Role: Test Engineer (5 years, 3 months)</p> <p>Track: Testing</p>	
Recommendation				
Feedback				
Meeting Summary				
<p>You can save the meeting summary and resume giving meeting summary at a later time. Once you complete, please submit the meeting summary.</p> <p>Save Submit</p>				
Meeting Date		<input type="text" value="10-Jan-2015"/>		
Meeting Summary		<input type="text"/>		
Employee Development - Learning Opportunities		<input type="text"/>		
Career Aspirations		<input type="text"/>		

Performance: View Past Feedback


Home
People
Performance
Continuous Feedback
Compensation

Performance > David's Performance

Provide Recommendation
Perception Gap Analysis
Manage Goals
Provide Feedback for Review Plan
View Feedback

View Goals
View Past Feedback
Continuous Feedback
Manage Employee Audit

Performance Appraisal Plan



David
Project Manager
david.miller@techcello.com
DU - Testing

Feedback Cycle : Annual Appraisal Cycle

Work Role: Project Manager
Primary Manager: Donald Parker
Organization Unit: TechCello\DU - Testing

Recommendation

Feedback

Rating from Department Head : 5 | Rating from Primary Manager : 2.37 | Rating from Self : 5

Expand All Collapse All Export:

Remarks

Rater : Section/Attribute : All Rating : All Not Rated

Goals & KPI's

60% Score: 1.33

Project Related Goals

Timely Delivery
Number of deviations from agreed milestones should be less than 10 %
Donald (Primary Manager)
Rating: Above Expectations (3/5) Feedback:

Performance: View Past Feedback

 Welcome, Donald ! [[Log off](#)] | [Change Password](#)

People 

[Search](#)

[Advanced Search](#)

[Home](#)

[My Dashboard](#)

[People](#)

[Performance](#)

[Reports](#)

Performance Appraisal Plan

Appraisal Feedback for **Jacob**

Cycle Name: Annual Appraisal Cycle

Primary Manager: Donald Parker

Organization Unit: TechCello//DU - Testing

Designation : Project Manager

Work Role : Project Manager

Track : Testing

[Feedback](#)

[Recommendation](#)

[Meeting Summary](#)

Feedback Cycle : Annual Appraisal Cycle 

 [Comment](#)

Score	2.40
Grade	Valued Performer
Do you want to recommend promotion ?	Yes
Proposed Designation	Sr. Project Manager
% of Hike Recommended	13%
Comments	Achieved the target. Good work

Export Feedback


Home
People
Performance
Continuous Feedback
Compensation

Performance > David's Performance

Provide Recommendation
Perception Gap Analysis
Manage Goals
Provide Feedback for Review Plan
View Feedback

View Goals
View Past Feedback
Continuous Feedback
Manage Employee Audit

Performance Appraisal Plan



David
Project Manager
david.miller@techcello.com
DU - Testing

Feedback Cycle : Annual Appraisal Cycle

Work Role: Project Manager
Primary Manager: Donald Parker
Organization Unit: TechCello/ DU - Testing

Recommendation

Feedback

Rating from Department Head : 0
Rating from Primary Manager : 2.37
Rating from Self : 0

Expand All
Collapse All
Export:
Remarks

Rater :
Section/Attribute : All
Rating : All
Not Rated

Goals & KPI's

60% Score: 1.32

Project Related Goals

Timely Delivery
Number of deviations from agreed milestones should be less than 10 %
Donald (Primary Manager)
Rating: Above Expectations (3/5)

Feedback:

Performance: My Team Status

Home

People

Performance

Continuous Feedback

Compensation

Performance > My Team

Personalize

Search

Reporting To

My Relationship

Enter keywords to search

All

Apply

Clear

All

Approve Reviewers (3)

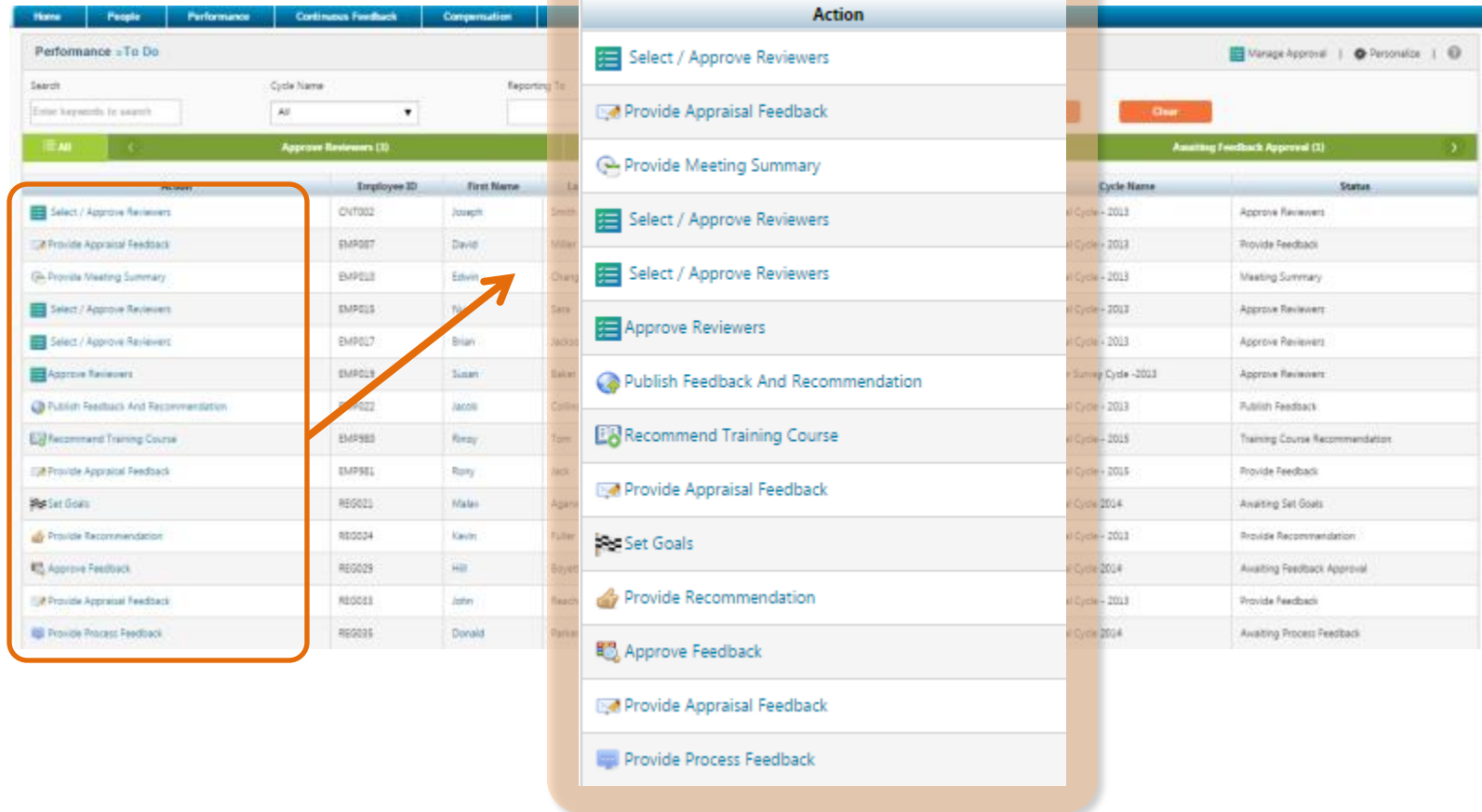
Approve Reviewers (1)

Awaiting Feedback Approval (1)

Action	Employee ID	First Name	Last Name	Designation	Reporting to	Department	My Relationship	Cycle Name	Status
<div><div><div></div><div></div><div></div></div><div>More</div></div>	CNT001	Maria	Susan		Jason Walker	DU - Open Source	Peer	Manager Survey Cycle -2013	Provide Feedback
<div><div><div></div><div></div><div></div><div></div><div></div></div><div>More</div></div>	CNT002	Joseph	Smith	Software Engineer	Donald Parker	Management	Primary Manager	Appraisal Cycle - 2013	Approve Reviewers
<div><div><div></div><div></div><div></div><div></div><div></div></div><div>More</div></div>	E0001	Jane	Foster	Project Manager	Donald Parker	Management	Primary Manager		
<div><div><div></div><div></div><div></div><div></div><div></div></div><div>More</div></div>	EM001	Herbert	Wrigley	Software Engineer	Donald Parker	Engineering	Primary Manager		
<div><div><div></div><div></div><div></div><div></div><div></div></div><div>More</div></div>	EM002	James	Conklin	Engineer	Donald Parker	Engineering	Primary Manager		
<div><div><div></div><div></div><div></div><div></div><div></div></div><div>More</div></div>	EM003	Francis	Xavier	Test Engineer	Donald Parker	DU - Testing	Primary Manager		
<div><div><div></div><div></div><div></div><div></div><div></div></div><div>More</div></div>	EMP007	David	Miller	Project Manager	Donald Parker	DU - Testing	Primary Manager	Appraisal Cycle - 2013	Provide Recommendation
<div><div><div></div><div></div><div></div><div></div><div></div></div><div>More</div></div>	EMP010	Edwin	Chang	Test Engineer	Donald Parker	DU - Testing	Primary Manager	Appraisal Cycle - 2013	Meeting Summary
<div><div><div></div><div></div><div></div></div></div>	EMP014	Satish	Raman	Module Lead	Edwin Chang	DU - Testing	Skip Level Manager		
<div><div><div></div><div></div><div></div><div></div><div></div></div><div>More</div></div>	EMP015	Nu	Sara	Module Lead	Donald Parker	DU - Testing	Primary Manager	Appraisal Cycle - 2013	Approve Reviewers
<div><div><div></div><div></div><div></div><div></div></div></div>	EMP016	Huao	Chen	Project Manager	Edwin Chang	DU - Open Source	Skip Level Manager		
<div><div><div></div><div></div><div></div><div></div><div></div></div><div>More</div></div>	EMP017	Brian	Jackson	Project Manager	Donald Parker	DU - Testing	Primary Manager	Appraisal Cycle - 2013	Approve Reviewers
<div><div><div></div><div></div><div></div><div></div></div></div>	EMP018	Sharon	Young	Test Engineer	Satish Raman	DU - Testing	Skip Level Manager		
<div><div><div></div><div></div><div></div><div></div><div></div></div><div>More</div></div>	EMP019	Susan	Baker	Test Engineer	Satish Raman	DU - Testing	Skip Level Manager	Manager Survey Cycle -2013	Approve Reviewers
<div><div><div></div><div></div><div></div><div></div><div></div></div><div>More</div></div>	EMP021	Martin	Hansen	Test Engineer	Donald Parker	DU - Testing	Primary Manager	Appraisal Cycle - 2013	Completed

Performance: TO DO

Clearly Identified Workflow Stages



Performance: TO DO

Search: Cycle Name: Reporting To:

Approve Reviewers (10)

Employee ID	First Name	Last Name	Action
EMP002	Joseph	Smith	Select / Approve Reviewers
EMP007	David	Miller	Select / Approve Reviewers
EMP018	Edwin	Chang	Select / Approve Reviewers
EMP015	Tim	Sera	Select / Approve Reviewers
EMP017	Brian	Jackson	Select / Approve Reviewers
EMP019	Susan	Baker	Approve Reviewers
EMP022	Jacob	Collins	Publish Feedback And Recommendation
EMP080	Ricky	Tom	Recommend Training Course
EMP081	Rory	Jack	Provide Appraisal Feedback
REG001	Malin	Agarwal	Set Goals
REG004	Kevin	Fuller	Provide Recommendation
REG009	Hill	Boyer	Approve Feedback
REG018	John	Reich	Provide Appraisal Feedback
REG035	Donald	Parsons	Provide Process Feedback

Action

- Select / Approve Reviewers
- Provide Appraisal Feedback
- Provide Meeting Summary
- Select / Approve Reviewers
- Select / Approve Reviewers
- Approve Reviewers
- Publish Feedback And Recommendation
- Recommend Training Course
- Provide Appraisal Feedback
- Set Goals
- Provide Recommendation
- Approve Feedback
- Provide Appraisal Feedback
- Provide Process Feedback

Manage Approval | **Personalize** | **Clear**

Awaiting Feedback Approval (1)

Cycle Name	Status
11 Cycle - 2013	Approve Reviewers
11 Cycle - 2013	Provide Feedback
11 Cycle - 2013	Meeting Summary
11 Cycle - 2013	Approve Reviewers
11 Cycle - 2013	Approve Reviewers
11 Survey Cycle - 2013	Approve Reviewers
11 Cycle - 2013	Publish Feedback
11 Cycle - 2015	Training Course Recommendation
11 Cycle - 2015	Provide Feedback
11 Cycle 2014	Awaiting Set Goals
11 Cycle - 2013	Provide Recommendation
11 Cycle 2014	Awaiting Feedback Approval
11 Cycle - 2013	Provide Feedback
11 Cycle 2014	Awaiting Process Feedback



Employee Engagement

Employee Engagement


- Send birthday greetings, anniversary info
- Send greetings to family members
- Keep track of passport and visa expiry dates
- Recognize the achievements through rewards
- Do Employee Engagement Survey

**Higher Employee Engagement will lead to higher employee morale,
business excellence & low attrition.**

Continuous Feedback

[Home](#) [My Profile](#) [Manage Performance](#) [Reports](#) [Manage Rewards Program](#) [Continuous Feedback](#) [Quadrant Report](#)

Profile




Joseph Stalin
Project Manager
joseph@abt.com
(917) 555-5555
Chennai, India

Archives

2012
2011
2010
2009
[Customize Period](#)

Synergita Outlook Plugin

You can post your continuous feedback comments right from your Outlook




Will support for outlook 2007 & 2010.

[Download Now](#)


Search :

Recent Posts


Total Points: 150




Bernard Shaw
Primary Manager
Jim continues to be a valued member of our crew and is a person we are able to count on. Jim's focus to his attendance and punctuality has made our core group operate significantly better over the past 12 months. [More](#)



Dominic Chawla Shaw
Co - Manager
Jim continues to be a valued member of our crew and is a person we are able to count on. Jim's focus to his attendance and punctuality has made our core group operate significantly better over the past 12 months. [More](#)



Richardf Stallman
Co - Manager
Jim continues to be a valued member of our crew and is a person we are able to count on. Jim's focus to his attendance and punctuality has made our core group operate significantly better over the past 12 months. [More](#)





Steave John
Co - Manager
Need improvements in certian area
Hi Joseph,
Jim continues to be a valued member of our crew and is a person we are able to count on. Jim's focus to his attendance and punctuality has made our core group operate significantly better over the past 12 months. [More](#)

GO TO: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#)

Add Continuous Feedback

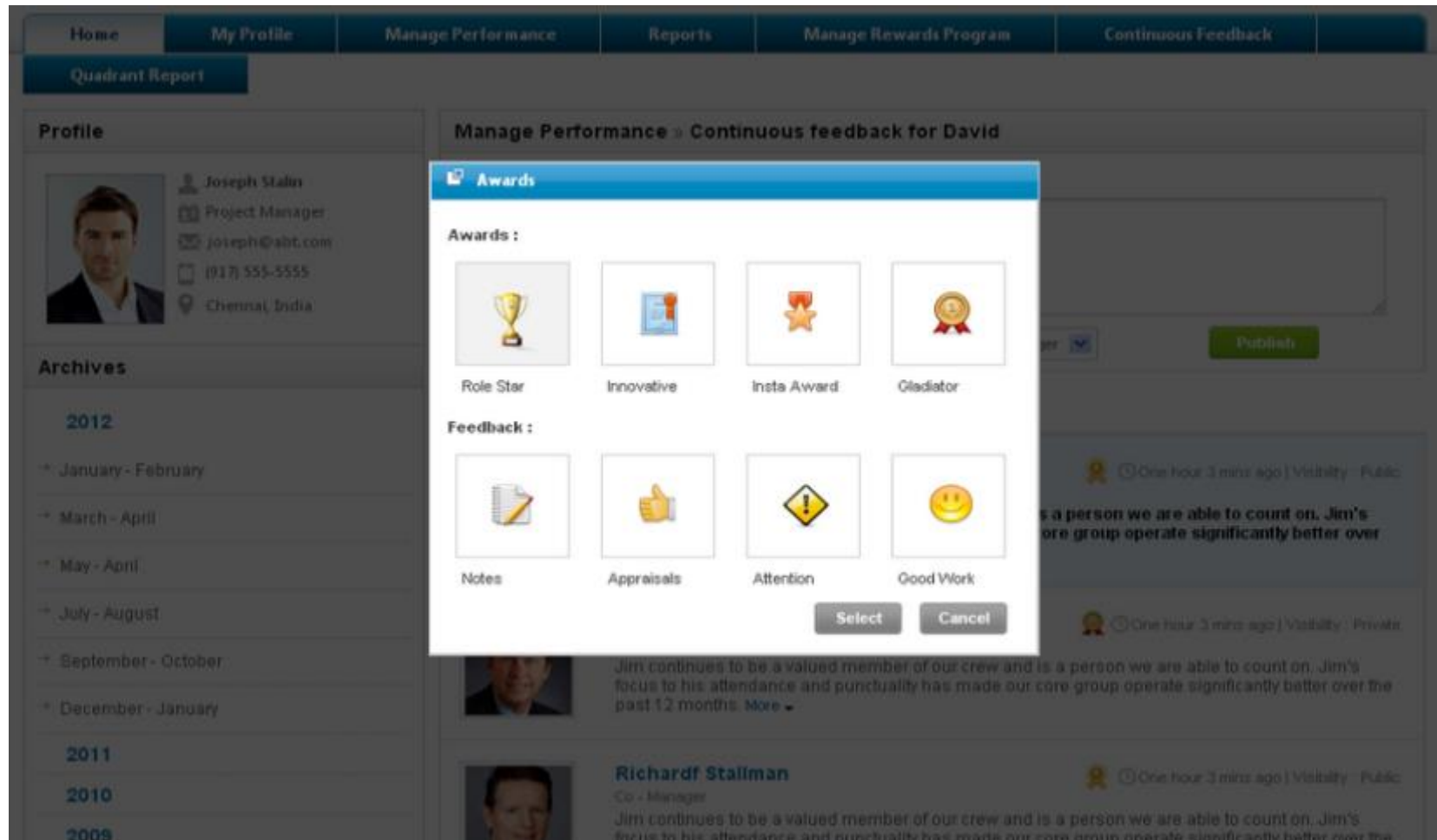
Select Category
Awards

Select a Award
 Role Star
 Innovative

Comment

[Publish](#) [Cancel](#)

Continuous Feedback: Awards



The screenshot displays the Synergita web application interface. At the top, a navigation bar includes links for Home, My Profile, Manage Performance, Reports, Manage Rewards Program, and Continuous Feedback. The 'Continuous Feedback' section is active, showing a 'Quadrant Report' for David. A modal window titled 'Awards' is open, displaying two rows of award and feedback icons. The 'Awards' row includes Role Star (trophy), Innovative (award certificate), Insta Award (star), and Gladiator (gold medal). The 'Feedback' row includes Notes (notepad), Appraisals (thumbs up), Attention (warning sign), and Good Work (smiley face). Below the modal, a list of feedback entries is visible, including a comment from Jim about attendance and punctuality.

Home | **My Profile** | **Manage Performance** | **Reports** | **Manage Rewards Program** | **Continuous Feedback**

Quadrant Report

Profile

Archives

2012

- January - February
- March - April
- May - April
- July - August
- September - October
- December - January

2011

2010

2009

Manage Performance » **Continuous feedback for David**

Awards :

- Role Star
- Innovative
- Insta Award
- Gladiator

Feedback :

- Notes
- Appraisals
- Attention
- Good Work

Select **Cancel**

Jim continues to be a valued member of our crew and is a person we are able to count on. Jim's focus to his attendance and punctuality has made our core group operate significantly better over the past 12 months. [More](#)


Richardf Stallman
Co - Manager

Jim continues to be a valued member of our crew and is a person we are able to count on. Jim's focus to his attendance and punctuality has made our core group operate significantly better over the

Easy to Setup & Administer 360° Reviews



Nominate Feedback Providers


Welcome, Donald ! [[Log Off](#)] | [Change Password](#)
People

[Home](#)
[People](#)
[Performance](#)
[Reports](#)

Performance Management

Select / Approve Reviewers for Jacob

Search :

Organization Unit :

Location :

Designation : --Select Designation--

List of Reviewers for Jacob

Actions	Employee ID	First Name	Last Name	Location	Designation	Relationship	Status
<input type="checkbox"/>	EMP030	Richard	James	USA	Software Engineer	Reportee	
<input type="checkbox"/>	EMP022	Jacob	Collins		Project Manager	Self	
<input type="checkbox"/>	EMP006	Donald	Parker	USA	Sr.Project Manager	Primary Manager	
<input type="checkbox"/>	EMP013	Dinesh	Kumar	USA	HR Manager	Department Head	

Perception Analysis

Manage Performance » Perception Gap Analysis

Search Employee :
Feedback Cycle :

Find Gap between :
Section Name :

(Only 2 items can be added in the gap filter.)

Perception Gap Analysis

Search:

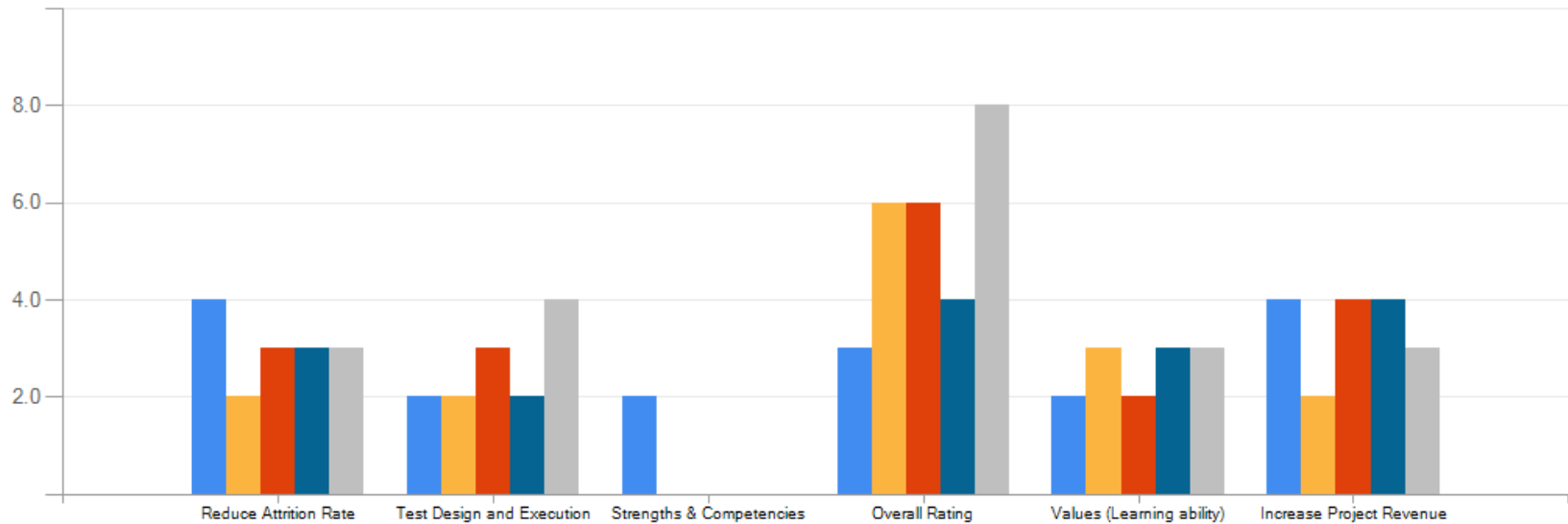
Attribute Name	Primary Manager	Average-Peer	Supervisor	Reportee	Average	Self	Gap
Development & Improvement Areas	2	-	-	-	0.5	-	0.5
Increase Project Revenue	4	2	4	4	3.5	3	0.5
Overall Rating	3	6	6	4	4.75	8	-3.25
Process Adherence	3	2	3	3	2.75	4	-1.25
Reduce Attrition Rate	4	2	3	3	3	3	0
Strengths & Competencies	2	-	-	-	0.5	-	0.5
Test Design and Execution	2	2	3	2	2.25	4	-1.75
Values (Learning ability)	2	3	2	3	2.5	3	-0.5

Show entries | Showing 1 to 8 of 8 entries

Perception Analysis

Rating Comparison

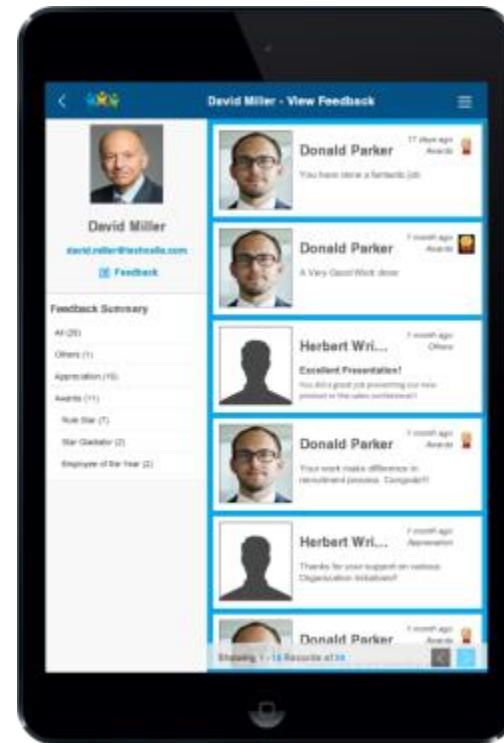
Primary Manager Average-Peer Supervisor Reportee Self



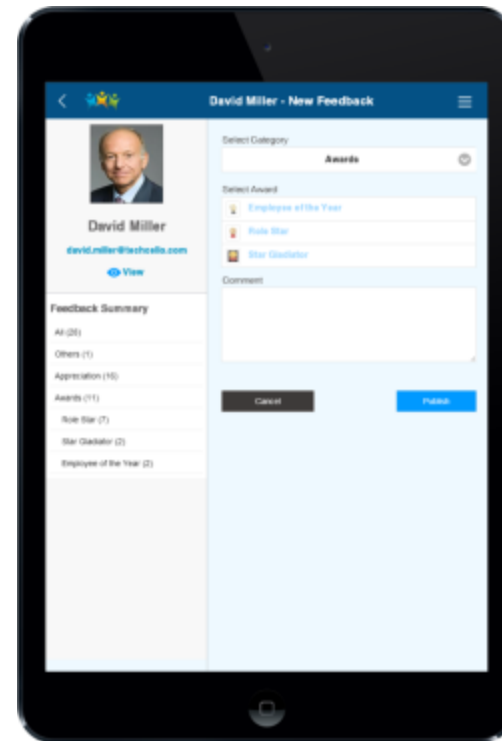
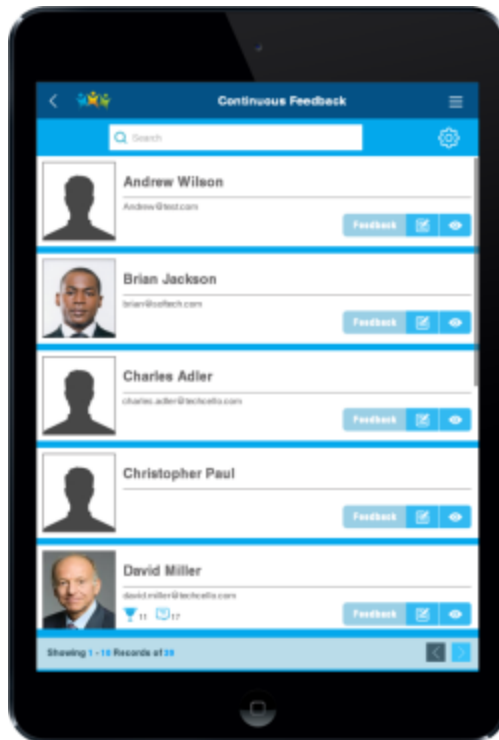


Mobile Interfaces

Mobile Interfaces



Mobile Interfaces



Mobile Interfaces



Mobile Interfaces



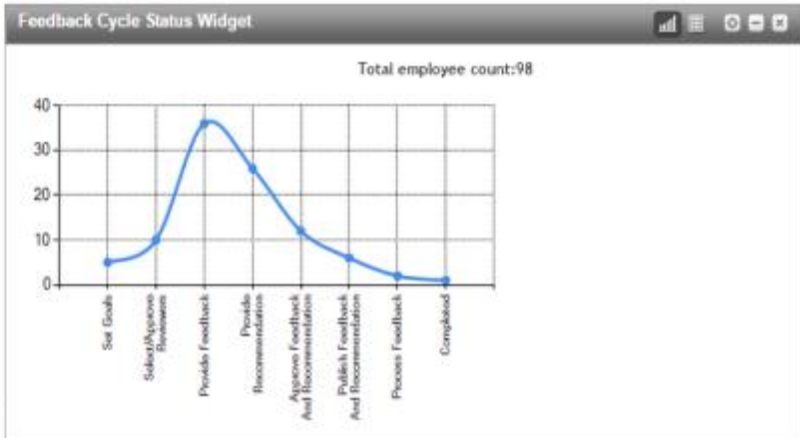
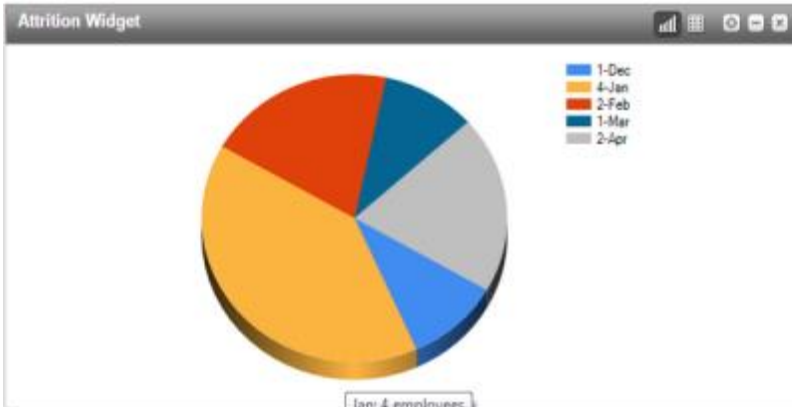
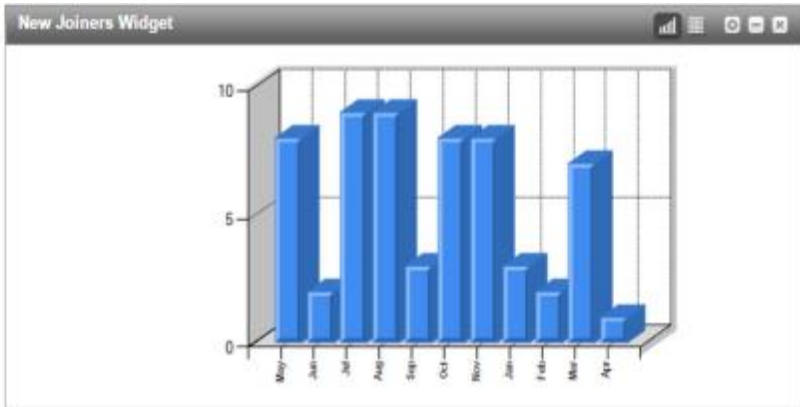
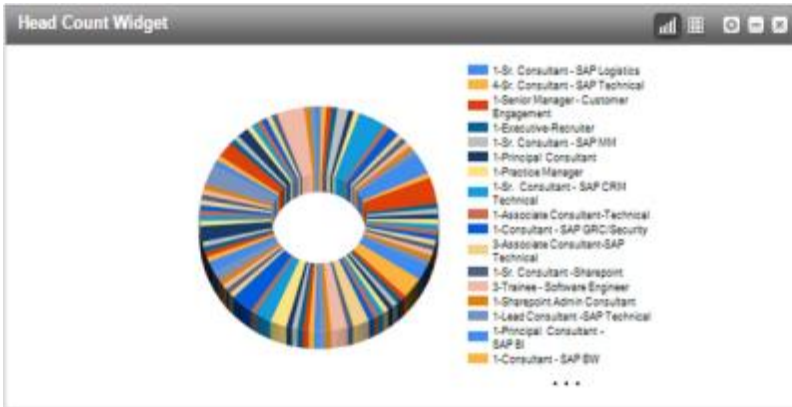
Mobile Interfaces



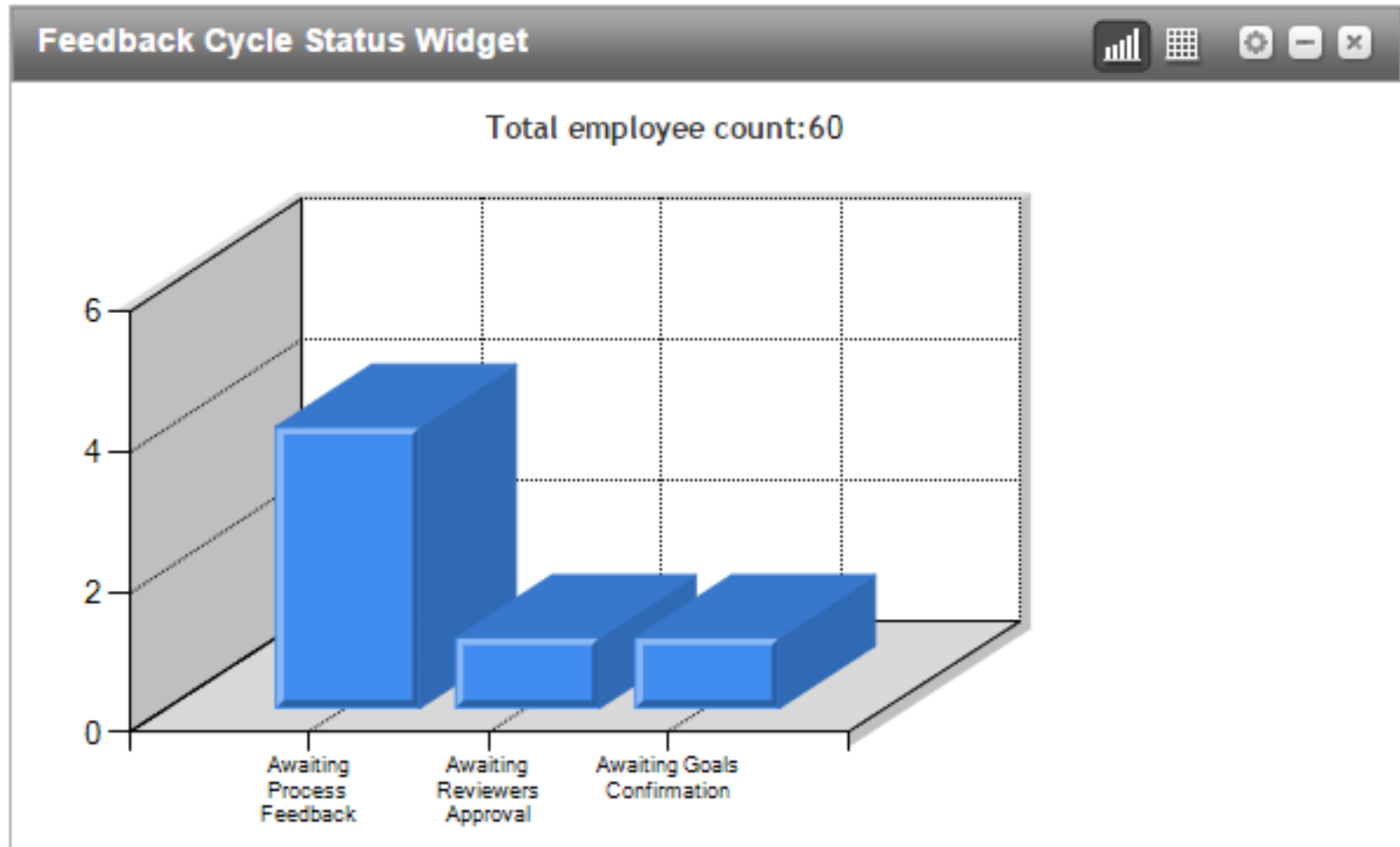


Analytics

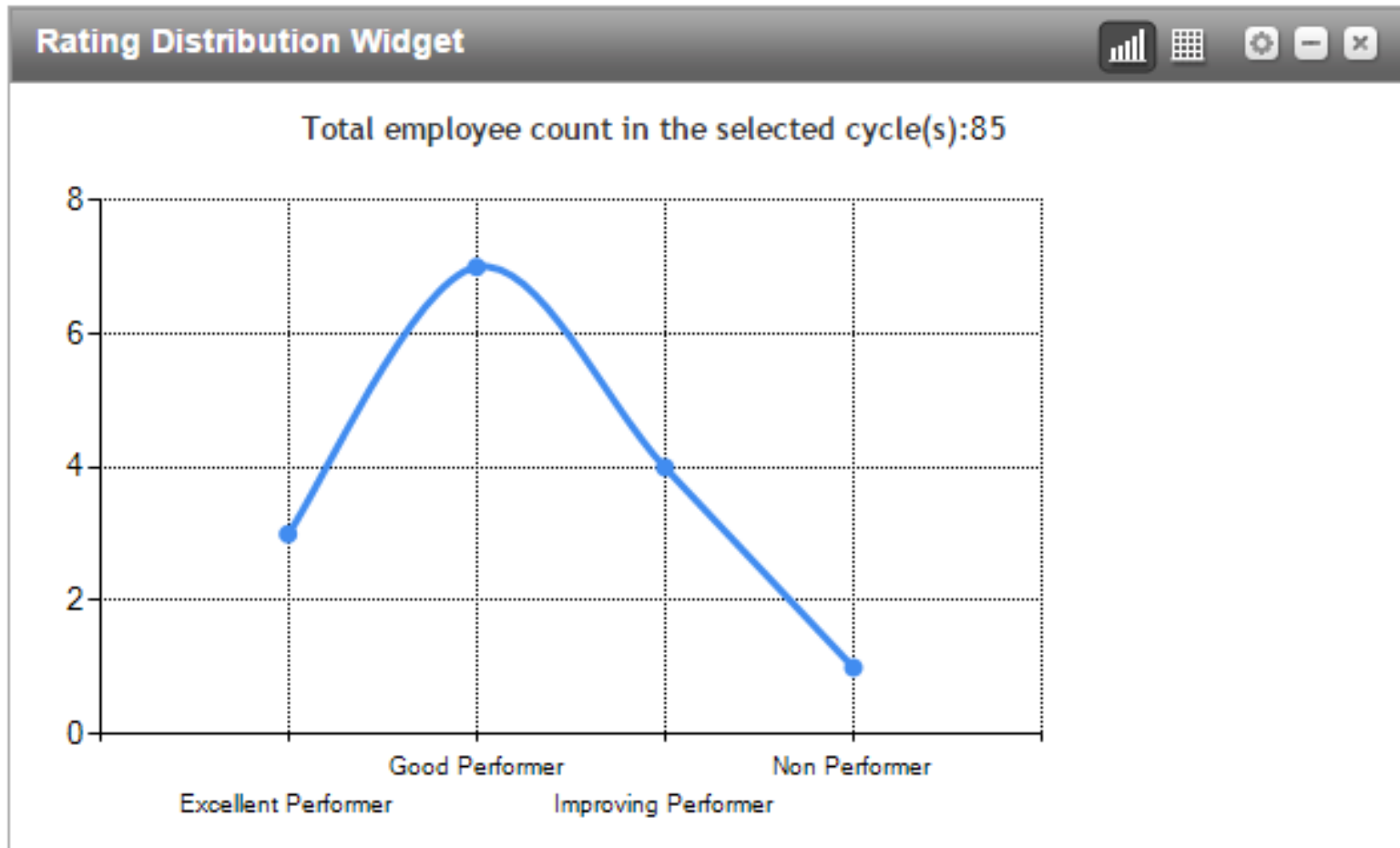
Analytics & Reports



Feedback Status



Rating Distribution Curve



Recommendation Report

Reports » Recommendation Report

Employee Number :

Last Name* :

Designation : --Please Select--

Cycle Name : --Please Select--

Primary Manager: Score :

Appraisal Period : Between 01-Dec-2013

Clearly Identified Workflow Stages

Primary Manager: Score

2.75

3.40

3.05

3.10

2.97

3.50

2.85

2.78

3.05

2.59

2.85

3.27

2.87

3.15

Display Report Print Report

Total - 703 employees

Name	Date of Joining	Depart	Grade	Primary Manager: Score	Recommend
ROAD Map 2014- 703 employees					
Kada Rajasekhar	15-Jun-1999	LAMP	Valued Performer	2.75	No Change
Jothilakshmi R.	25-Feb-2000	New Ir	Excellent Performer	3.40	No Change
Mahalakshmi S.	12-Mar-2001	Java	Valued Performer	3.05	Role Change
Narayanan R. M.	16-Mar-2001	New Ir	Valued Performer	3.10	Designation C
Prabakar M.	07-Nov-2002	New Ir	Excellent Performer	2.97	Role Change
Hariharan R. K.	23-Dec-2002	Java	Exceptional Performer	3.50	Designation C
Balasubramanian K.	10-Feb-2003	Java	Valued Performer	2.85	No Change
Senthil Kumar T. T.	10-Mar-2003	.Net	Valued Performer	2.78	No Change
Subburathinam T.	02-Jun-2003	Talent	Valued Performer	3.05	No Change
Prabhu Anand D.	03-Jul-2003	Testing	Valued Performer	2.59	No Change
Karthikeyan S.	10-Nov-2003	.Net	Valued Performer	2.85	No Change
Venkatesh V.	07-Jan-2004	Testing	Excellent Performer	3.27	Designation C
Leela Jayanth	07-Jan-2004	Testing	Excellent Performer	2.87	No Change
Sujatha S.	07-Jan-2004	Testing	Excellent Performer	3.15	Role Change

Perception Analysis View

Welcome, Isha ! [Log off] | Change Password

People

Search

Advanced Search

Home

My Dashboard

People

360 Degree

Reports

Admin

Manage Performance » Perception Gap Analysis

Search Employee: Shruthi

Feedback Cycle: 360 Cycle- 2013

Find Gap between: (MultiSelected Items)

Section Name: (MultiSelected Items)

(Only 2 items can be added in the gap filter.)

Generate Report

Reset

360 Cycle- 2013 Score

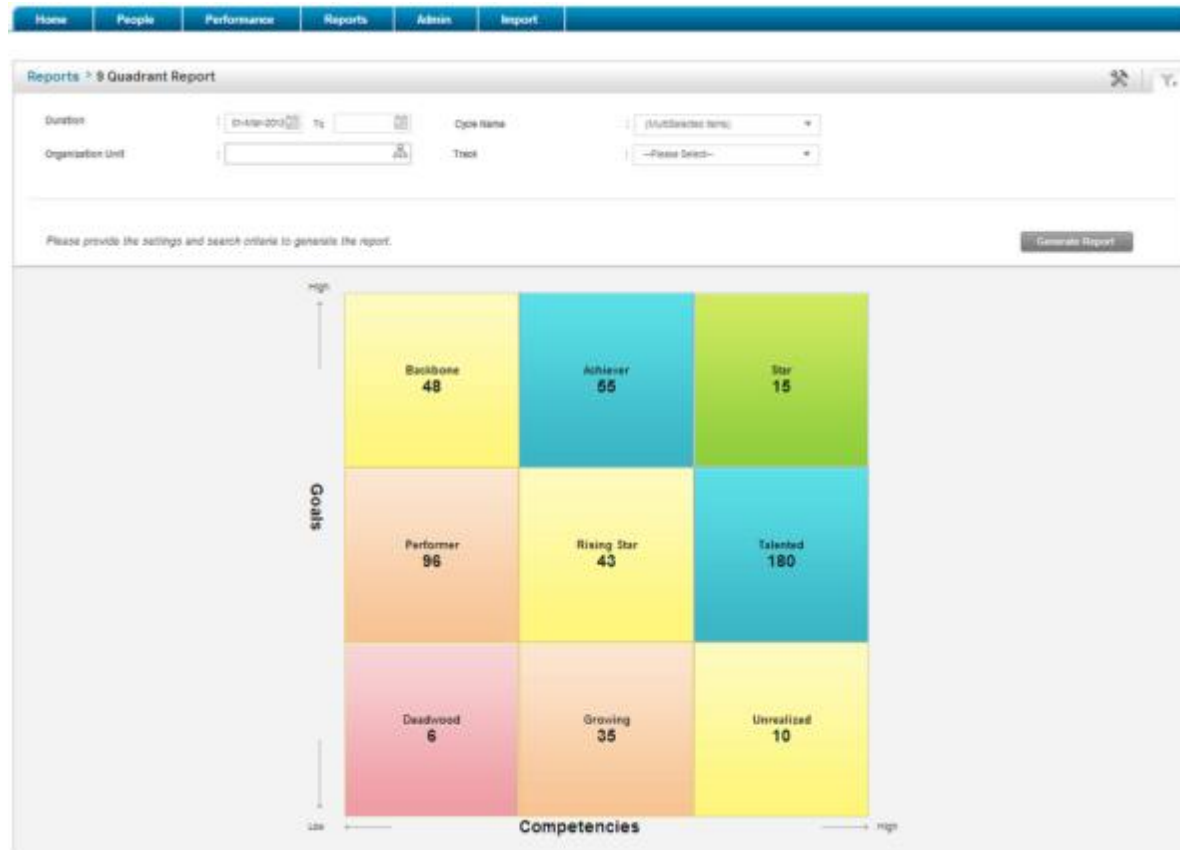
View Feedback



Peer **3.36** Primary Manager **3.00** Self **3.09** Reportee **3.18**

Attribute Name	Peer	Primary Manager	Reportee	Co Manager	Subordinate	Stakeholder	Respondent	Self	Gap	Average
Achievement orientation	3	3	3	3	4	5	2	3	3	3
Analytical thinking	3	3	3	3	1	2	3	4	4	3.2
Customer Service Orientation	3	4	4	3	2	4	3	3	3	3.4
Entrepreneurship	3	3	3	3	2	1	4	2	2	2.8
Flexibility	3	3	4	3	2	1	4	3	3	3.2

9 Box Analysis



SWOT Analysis

Reports » SWOT Analysis For Team

Duration : 01-Mar-2013 To

Cycle Name : (MultiSelected Items)

Track : --Please Select--

Organization Unit : --Please Select--

Work Role : **attrition**

Please provide the s

Increase Project Revenue 89%

Generate Report

Strengths Excel PDF

Search:

S.No	Attribute	Employees rated on this attribute	Employees having this strength
1	Increase Project Revenue	89%	20%
2	Test Design and Execution	94%	19%
3	Process Adherence	94%	18%
4	Strengths & Competencies	94%	17%
5	Reduce Attrition Rate	89%	17%

Show 5 entries | Showing 1 to 5 of 5 entries

Weakness Excel PDF

Search:

S.No	Attribute	Employees rated on this attribute	Employees having this weakness
1	Quality Consciousness	89%	
2	Improvement Areas		
3	Strengths & Competencies	94%	18%
4	Overall Rating	94%	18%
5	Values (Learning ability)	94%	17%
6	Quality Consciousness	89%	17%

Show 5 entries | Showing 1 to 5 of 5 entries



Administration

Configure it in days



- Very easy to setup and configure by HR administrator.
- No dependency on internal IT or Synergita team
- Keep the process up-to-date with ever changing business needs.

Admin Screen

Organization Setup



User Management

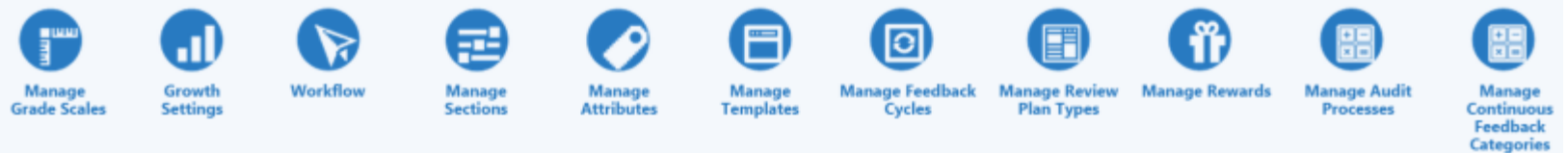


Rectangular Snip

Profile Module Setup



Performance Module Setup



Custom Welcome page for your employees



 [Support](#)

Passport to Success

Login

User Name

Password

Login

[Forgot Password?](#)

[Blog](#) | [Support](#) | [Privacy Policy](#) | [Terms of Service](#) | [Contact Synergita](#)

© 2013 Synergita.com. All rights reserved.

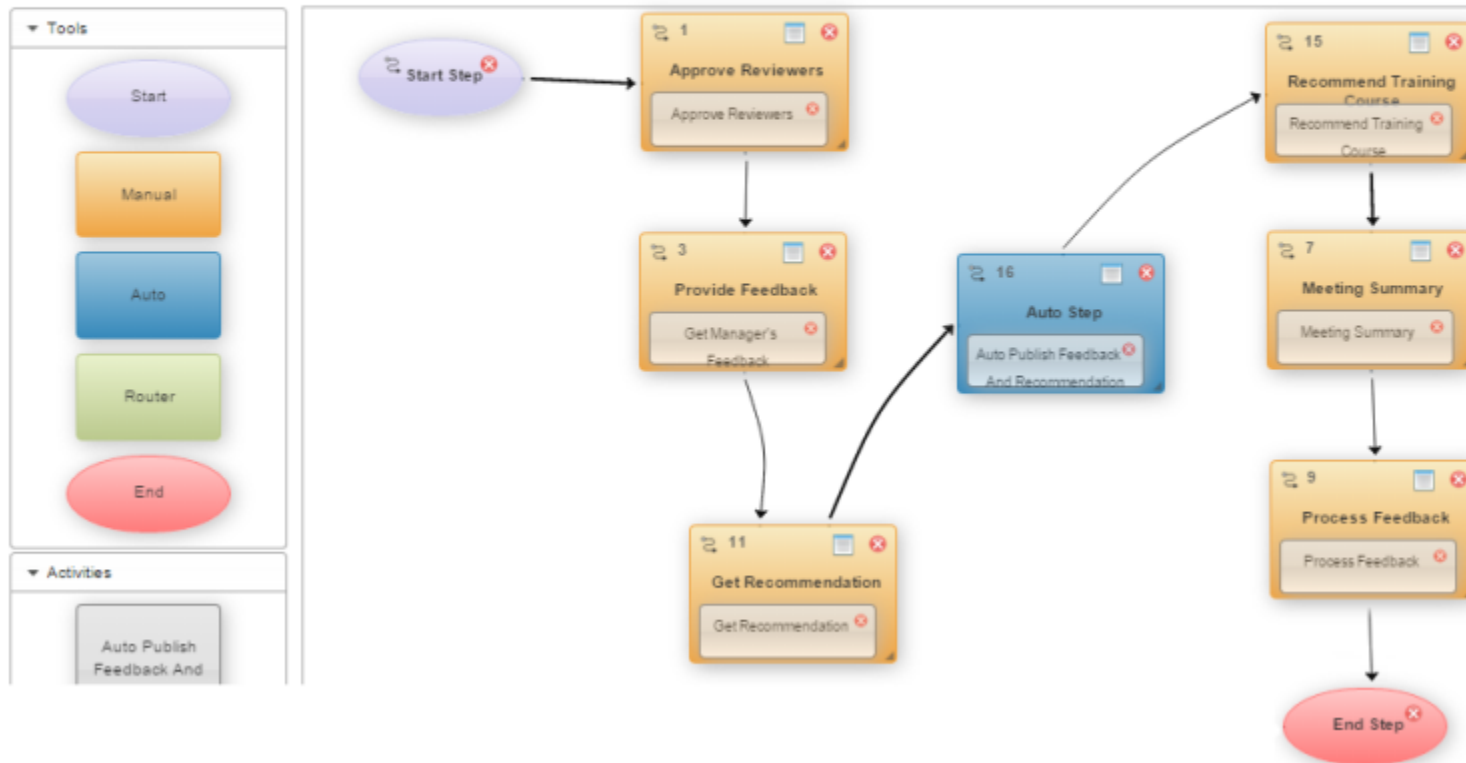
Powered by



Easy to Manage Workflows

Manage Workflow Design

Workflow Name: Training Course Workflow
Description: Training Course Workflow
Active Version: 2
This Version: 3



Review Cycle Management

[Home](#)
[My Dashboard](#)
[People](#)
[Performance](#)
[Reports](#)
[Admin](#)
[Import / Export](#)

[Manage FeedbackCycles](#) » [Edit Feedback Cycle](#)

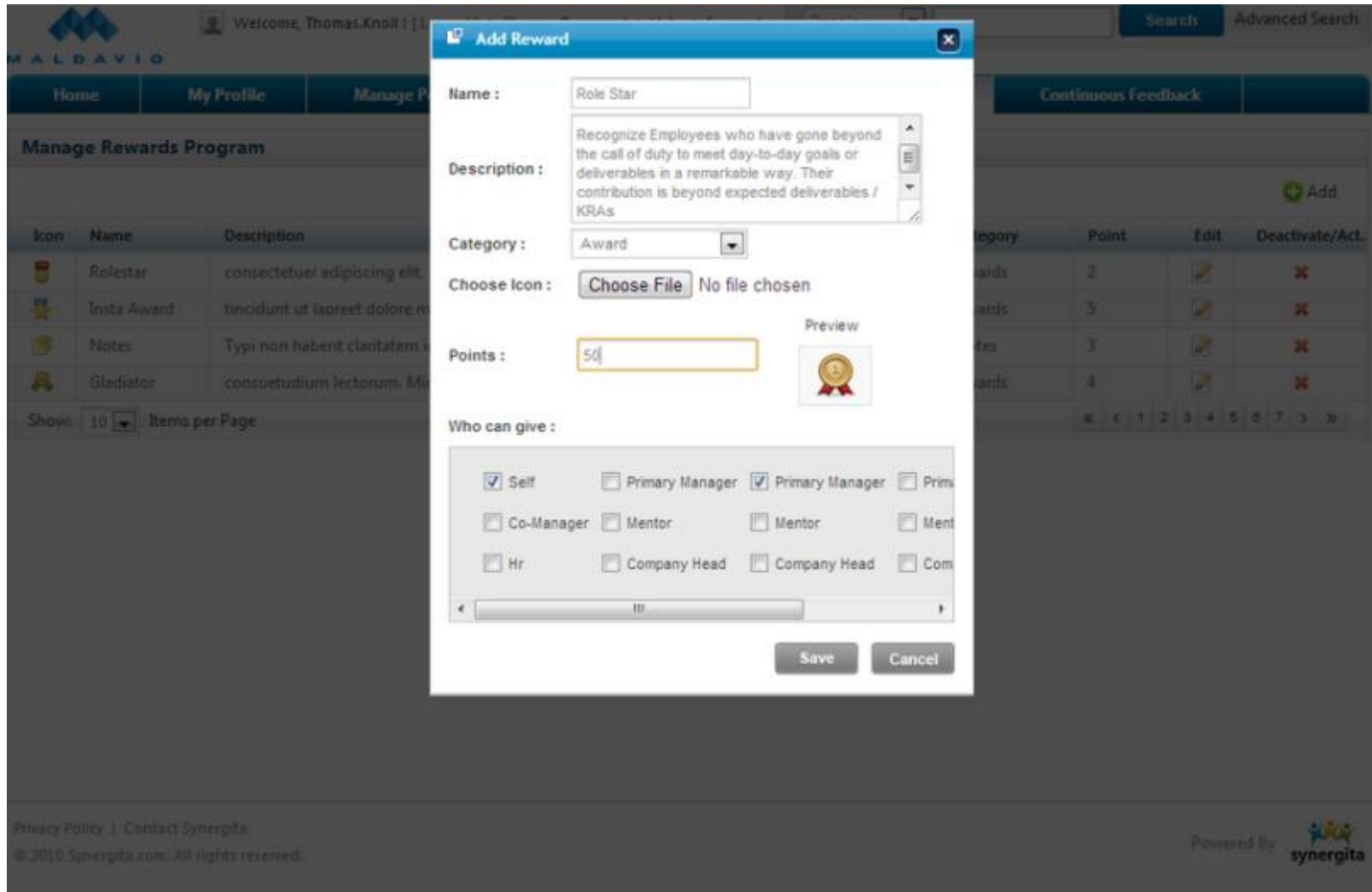
[Cycle Details](#)
[Employee List](#)
[Schedule](#)
[Confirmation](#)

Cycle Name	: Appraisal Cycle
Template	: Performance Appraisal Plan
Description	:
Cycle Date (EST Time Zone)	: 17-Apr-2015 00:00 To : <input type="text" value="30-Apr-2015 23:59"/>
Review Group	: Self and Manager
Review Period	: To :
Workflow	: Appraisal Cycle 2015
Qualitative Feedback	: <input type="checkbox"/>

[Please use "Qualitative Feedback" field only if "Provide Feedback" activity is included in the workflow]

[Save and Continue](#)
[Reset](#)

Rewards Management






The screenshot displays the 'Add Reward' modal form within the Synergita Rewards Management interface. The background shows a user profile for 'Thomas.Knoll' and a table of existing rewards. The modal form includes the following fields and options:

- Name:** Role Star
- Description:** Recognize Employees who have gone beyond the call of duty to meet day-to-day goals or deliverables in a remarkable way. Their contribution is beyond expected deliverables / KRAs
- Category:** Award
- Choose Icon:** Choose File (No file chosen)
- Points:** 50
- Who can give:**
 - ☒ Self
 - ☐ Primary Manager
 - ☒ Primary Manager
 - ☐ Co-Manager
 - ☐ Mentor
 - ☐ Mentor
 - ☐ Hr
 - ☐ Company Head
 - ☐ Company Head
 - ☐ Com

The modal also features a 'Preview' section showing a gold medal icon and 'Save' and 'Cancel' buttons at the bottom.

Reminders Management

 Add Reminder 



Reminder Name

Description

Notification Type

Email ▼

Module

-- Select Module -- ▼

Send Reminder

Days ▼

Before

Due Date & Repeat Every

Days ▼

Reminder End Date

Days ▼

Before ▼

Due Date

Email Template

-- Select Mail -- ▼

Send Escalation

Days ▼

After

Due Date & Repeat Every

Days ▼

Escalation End Date

Days ▼

Before ▼

Due Date

Email Template

-- Select Mail -- ▼

Save

Cancel



**Save Time &
Effort for HR**



Easy to Use



Easy to Set Goals &
Track Achievements



Light
Weight



Actionable
Insights



Easy To
Configure

*Thank
You*

info@synergita.com

www.synergita.com