

ONLINE PERFORMANCE APPRAISAL SYSTEM



Version 1.0

★ Speaker Profiles

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★ House Keeping Instructions



★ Content

1. Performance Appraisal Meaning
2. Traditional Vs. Modern Method
3. Default features of an online module
4. Time Saver
5. Goal Setting
6. Priority Definition
7. Employee Participation
8. Emotional Task to E-Task
9. Wider Audience & Right to escalate
10. Benchmarking
11. Training Needs
12. Financial Planning
13. Trend Analysis
14. Org Performance
15. E-Letters
16. MIS
17. Conclusion
18. Conclusion(i)

★ Performance Appraisal Meaning

It is a managerial process through which an individual employee's behaviour and efforts over a period is measured and rated.



✦ Traditional Vs. Modern Method

Traditional	Modern
Ranking	MBO (Management By Objectives)
Graphic Rating Scales	Behaviourally Anchored Rating Scales
Critical Incident Method	Human Resource Accounting
Narrative essays (Text & descriptive)*	Assessment Centres
Check List Method *	360 degree
Confidential Report *	

‘’ marked are known for biased and mostly non-measurable.*

★ Default features of an online module

- ☐ Grouping employees
- ☐ Creating performance period
- ☐ Rules for eligibility
- ☐ Review parameters
- ☐ Appraisers configuration
- ☐ Feedback management
- ☐ Increment grid definition
- ☐ Budget controls
- ☐ Approval process for increments
- ☐ Facility to run processes to check variance
- ☐ Custom Control
- ☐ Increment letter template
- ☐ Feedback management
- ☐ Increment grid definition

★ Time Saver

An online system saves time in many ways – the employee and the Manager can fill in their part of the evaluation whenever they can, either in the Office or outside the office. Traditional appraisal will require both the Manager and the Employee to schedule discussion or meeting to agree upon the evaluation metrics. Communication is through instant auto mail alerts and hence no need to do off-line mails or maintain history of communication and response thereon.

★ Goal Setting

Competency identification for each role becomes a key parameter to online performance appraisal. This leads to standardisation of expectation from the employees at different levels along with the weightage. One of the most difficult task in traditional appraisal is that the goal setting is done just before the appraisal commences and is not standardised with the role the employee holds in the Organisation. SMART Goal setting at the employee level is preceded by goal setting at the Organisation level, which is the perfect way to achieve the business objectives.

★ Priority Definition



Easy to identify employees who are mapped to a specific project which requires highest attention and thereby moving/aligning the right type of employees based on their competency mapping. Clearly, resource management becoming easy with able employees, leading to optimum utilisation of resources.

★ Employee Participation



Effective online communication and completion of tasks ensure employee participation. Employees get to know the objectives of the Organization and their role in achieving it in a transparent way and hence able to measure their own contribution towards the purpose. It is really a greater sense of satisfaction for the employee to be a part of the purpose.

✦ Emotional Task to E-Task



Traditional appraisals are more emotional in nature and lacks professionalism. They are seldom data-centric and the performance is much skewed towards the end of review period to gain attention for a better appraisal. Whereas, online appraisals have data captured on a daily basis and is so transparent that there are much lesser disputes to substantiate performance as well as non-performance. Similarly, Superiors also cannot be biased towards one or a group of employees in judging performance.

✦ Wider Audience & Right to escalate



Traditional appraisal is between the RM and the employee. Online has multiple levels and the transaction travels to a wider audience till the rating is done. In the meanwhile, if the employee has any concern with the way he is being appraised, he can be given the right to escalate to the skip level with his concerns. Attrition can be addressed with this methodology – People do not quit Organisations, People quit people. There are many Companies who have lost brilliant resources only for a simple reason that the employee was not in good terms with his reporting senior.

✦ Benchmarking

Establishing parity in the industry is possible very much by mapping the designation to the market roles and thereby ensuring compensation vs. competency. Losing a valuable employee on account of compensation indirectly strengthens the competition & also increases the cost of replacement, additional cost of training etc. Online appraisal helps to identify how better is the Organisation aligned to the industry best compensation. Needless to say that if costs are aligned, revenue would automatically be referred to, in terms of pricing product or transaction.

✦ Training Needs

Traditional appraisals are forgotten after the increment process and no futuristic learnings are taken forward for improvement of the employee through the process of training. Online appraisal translates the lower competency rating to training requirements.

✦ Financial Planning

Pro-active and pre-planned financial outlay is possible in online appraisals. Distribution from the available kitty in more sensible and professional way is possible with linking performance and framing budget. Helps in fund forecasts.

✦ Trend Analysis

Growth trends for both the employee as well as the HR is much visible and areas of improvement are well laid out. Causes for a higher or lower rating becomes self-explanatory & expectations of the employee is well managed.

✦ Org Performance

Org performance can be added as a weightage to employee performance. If the Organisation has multiple business units, profitability of each business unit can be linked to employee performance to justify the percentage of hike. Traditional appraisal cannot bring this in such a transparent way for the employee to understand and appreciate the final increase.

★ **E-Letters**

Traditional appraisals would have few letter templates and cannot emote descriptively in relation to the performance of the business as well as the employee. Digital appraisal system can map templates based on employee rating to set the tone and tenor with lot of clarity to motivate and provide direction to the employee for ongoing goals. Letters can be archived for retrieval whenever required and need not be filed and stored like physical copies.

★ **MIS**

Last, but not the least – the company can find out:

- (a) Outstanding performers
- (b) Average performers &
- (c) Not on Track employees

✦ Conclusion

Well, after all the above advantages, are there not any disadvantages of an online appraisal system?

I would say, yes, there is one. It removes the human interface between the employees and the managers. Body language is still a powerful mode of communication, particularly between the employee and the HR. Employees would not be willing to put everything in writing for fear of their reporting senior and continuation of their tenure with the Organization.

✦ Conclusion(i)

A good performance appraisal must consist all the following characteristics:

1. Setting appropriate work standards for employees. The standards set must be rigorous and achievable.
2. The performance appraisal should be done by assessing the employee's actual performance to the relative standards set.
3. Each supervisor responsible to provide feedback to employees with the aim of motivating him or her and to eliminate performance deficiencies or to continue to perform above par.

Any technology will aid growth only when it is used to the intended purpose with highest degree of simplicity and utility.

✦ Registered Office:

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Chennai – 600002.

✦ Branches

New Delhi

Mumbai

Kolkata

Bangalore

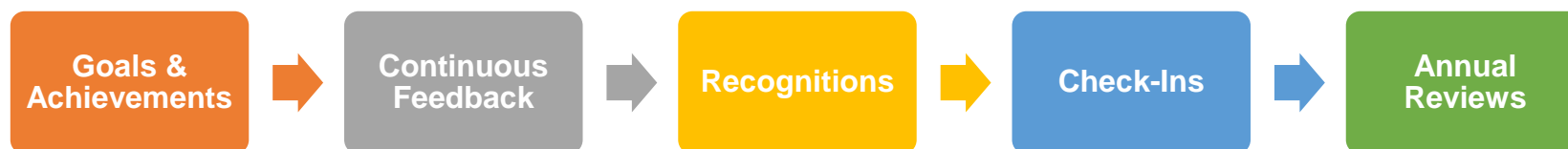
Hyderabad



★ What is Synergita?



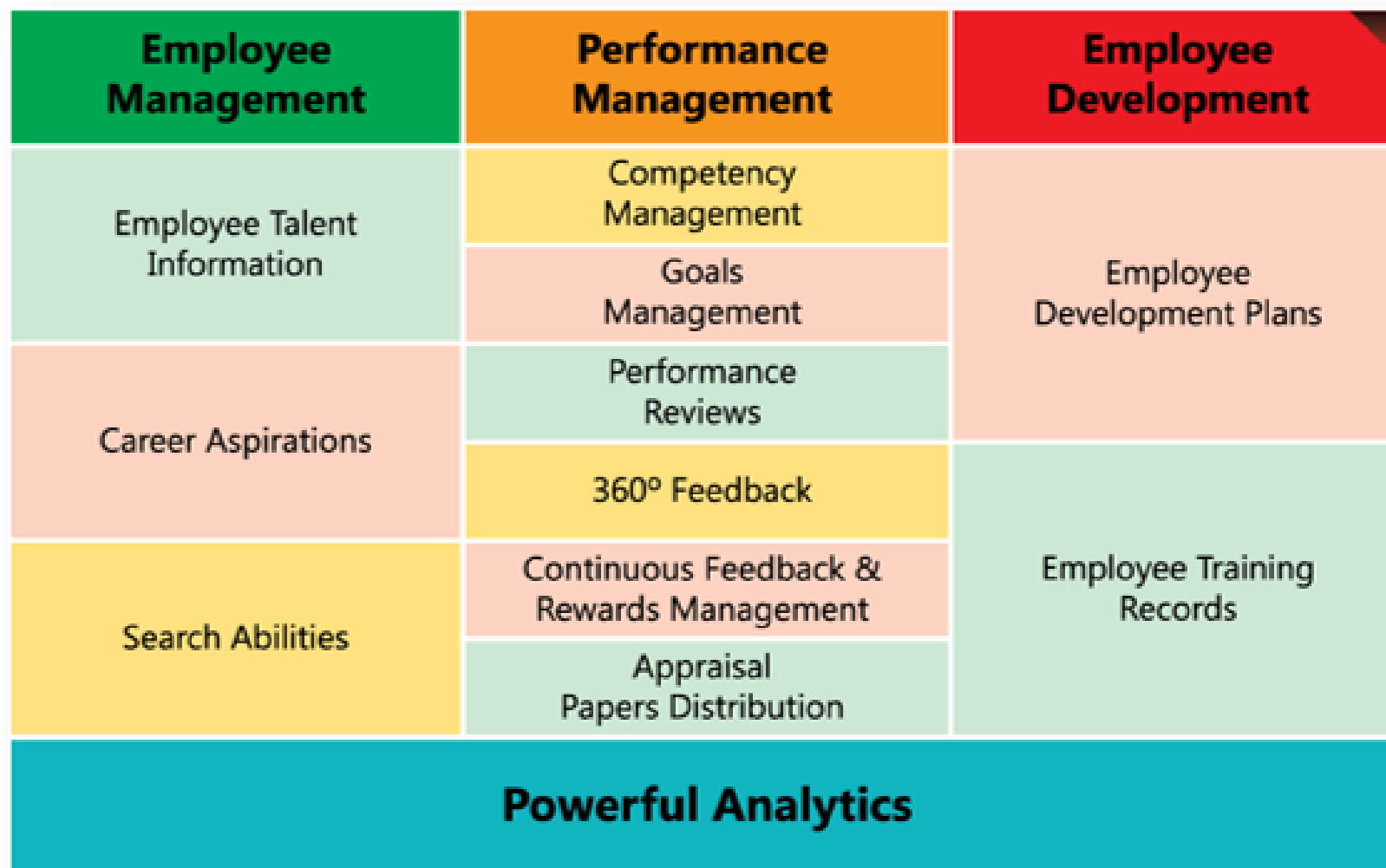
- Synergita is a Continuous Employee Performance Management, Development & Engagement Software
- Helps in building a world-class company culture driven by employee recognition



Focus on Holistic Employee Development



★ Synergita – Quick Look at the Functionalities



A decorative graphic consisting of several small stars and circles in blue, orange, green, and red, arranged around the central text.

HOW DIGITIZATION OF PMS USING SYNERGITA HELPS ORGANIZATIONS

✦ Principles of effective continuous feedback & coaching

Team members who feel valued are more willing to share responsibility, confront challenges, and adapt well to change.



Maintain and Enhance Self Esteem



Listen Actively and Respond With Concern



Ask for Help and Encourage Involvement

Share Thoughts, Feelings, and Rationale



Team members want to know how you're feeling about them in relation to their performance

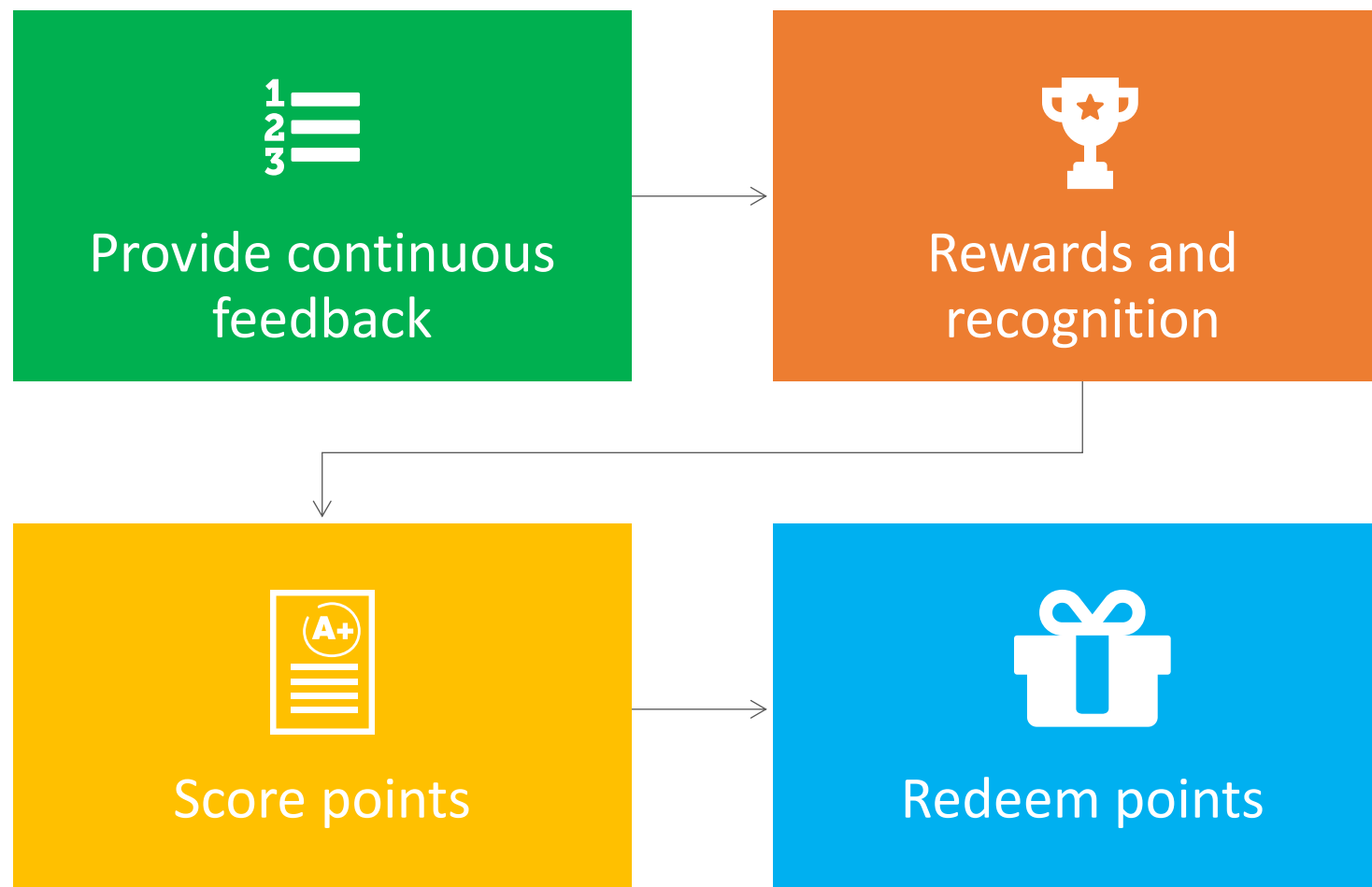
Provide Support without Removing Responsibility



As a manager, you are in a special position to provide support to your team. This may include advising, mentoring, and providing needed resources, reassigning duties, and clearing roadblocks.

Involvement increases the chance that innovative ideas and solutions will surface.



✦ Continuous feedback process In Synergita



✦ Continuous feedback in Synergita



EngagementHome > Engagement > Continuous Feedback



Continuous Feedback

Search   [+ ADD](#)




Feedback submitted will be published after 15 minutes. You will be able to edit/delete the feedback for 15 minutes.



19 May 2017

**Ravi Vyas**
Peer To **Avinash Pandiyan**
AP Executive
Category: Appreciation | Visibility: Public
Fantastic job on the presentation to Aspire, Avi. It was received very well and thank you for a quick turn-around. Really appreciate it.
[Comment\(0\)](#)




  [Post](#)



13 Mar 2017

**Ravi Vyas**
Primary Man... To **Asha sarath**
Sales Manager
Category: Awards | Visibility: Public
good job
**Employee of the Year**
[Comment\(0\)](#)

  [Post](#)

Today

**Ravi Vyas**
Peer To **Adhil Varma**
Engineer
Category: Awards | Visibility: Public
Great job during sales presentation!!
**Role Star**
[Comment\(0\)](#)

  [Post](#)

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Role Star ☒


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One on One Meeting ☒

Others ☒


Unique Contribution ☒

**Synergita**
Outlook Plugin
You can post your continuous feedback comments right from your Outlook



Will support for outlook 2007,2010 & 2013

[Download Now](#)

**Synergita**
delivering performance

PERIODIC REVIEWS / CHECK-INS

DYNAMIC EMPLOYEE EVALUATION

✦ Working in Cadence



Expectations are set on first day of employment or at the beginning of the year. Determine the tempo for talks. Minimum 4 x per year.

Weekly meetings - short duration. 10-15 minutes of real-time feedback and coaching.

Structured conversations. Team member answers brief questions that look back - look forward. Reflect on past performance and your contribution. Look forward: set expectations and predict impact of your work.

✦ Set the Employee Objectives Clearly

Involvement increases the chance that innovative ideas and solutions will surface.

Team members want to know how you're feeling about them in relation to their performance

Team members who feel valued are more willing to share responsibility, confront challenges, and adapt well to change.

✦ Set the employee objectives clearly

SMART GOALS - 60%



Pipe-line-strength

In Progress ▼



84%

Steps salespeople take from initial contact with a potential customer, or prospect, to qualifying that prospect into a lead, and further validating that lead into a sales opportunity followed through the different stages until closed. All sales opportunities arranged along each of the sales steps that make up your sales process is what the sales pipeline represents.

Measure

Based on the data from the CRM systems

Target

25

Due Date

30-Nov-2016

Achieved Target 📄

21

Start Date

01-Apr-2016

✕ Cancel

💾 Save

✦ Periodic reviews / check-ins

Team members want to know how you're feeling about them in relation to their performance

Involvement increases the chance that innovative ideas and solutions will surface.

★ Periodic reviews / check-ins

SMART Goal Name 🗑 Delete

Pipe-line-strength

Description

Steps salespeople take from initial contact with a potential customer, or prospect, to qualifying that prospect into a lead, and further validating that lead into a sales opportunity followed through the different stages until closed. All sales opportunities arranged along each of the sales steps that make up your sales process is what

1631 Characters Left

Check-In Comments

Ravi is progressing well

1976 Characters Left

Weightage%

25

Target

25

Due Date

📅 30-Nov-2016

Achieved Target 📄

Achieved	Date	Provided By
21	17-Oct-2017	Ravi Vyas

Start Date

📅 01-Apr-2016

★ Annual reviews

Pipe line strength - 25%

Steps salespeople take from initial contact with a potential customer, or prospect, to qualifying that prospect into a lead, and further validating that lead into a sales opportunity followed through the different stages until closed. All sales opportunities arranged along each of the sales steps that make up your sales process is what the sales pipeline represents.



TARGET
25



DUE DATE
18-Nov-2015



ACHIEVED ON DATE
On 11-Nov-2015

Others Feedback



Aswathy Menon
Self



Met Expectations (3 / 4)

Have some leads which really hit the floor by next coming days. Will work to close the deals. Have some detailed information on Pipeline of including all prospects.



Ali Akbar
Co-Manager



Met Expectations (3 / 4)

Yes agreed, kindly try to close the deals. Try to focus on company's business, its products, product pipeline, strength, weakness, competitors, stakeholders are analysed besides the financial status



ACHIEVED TARGET
17



TARGET STATUS

Please Select

Rating



Cannot Rate

Below Expectations

Met Expectations
(with reservations)

Met Expectations

Above Expectations

Feedback:

good job on

Attach File

1988 Characters Left

TRANSACTIONAL REPORTS

★ Transactional reporting

30+ transactional reports

Real time status report for appraisal reviews

Employee goal status tracking

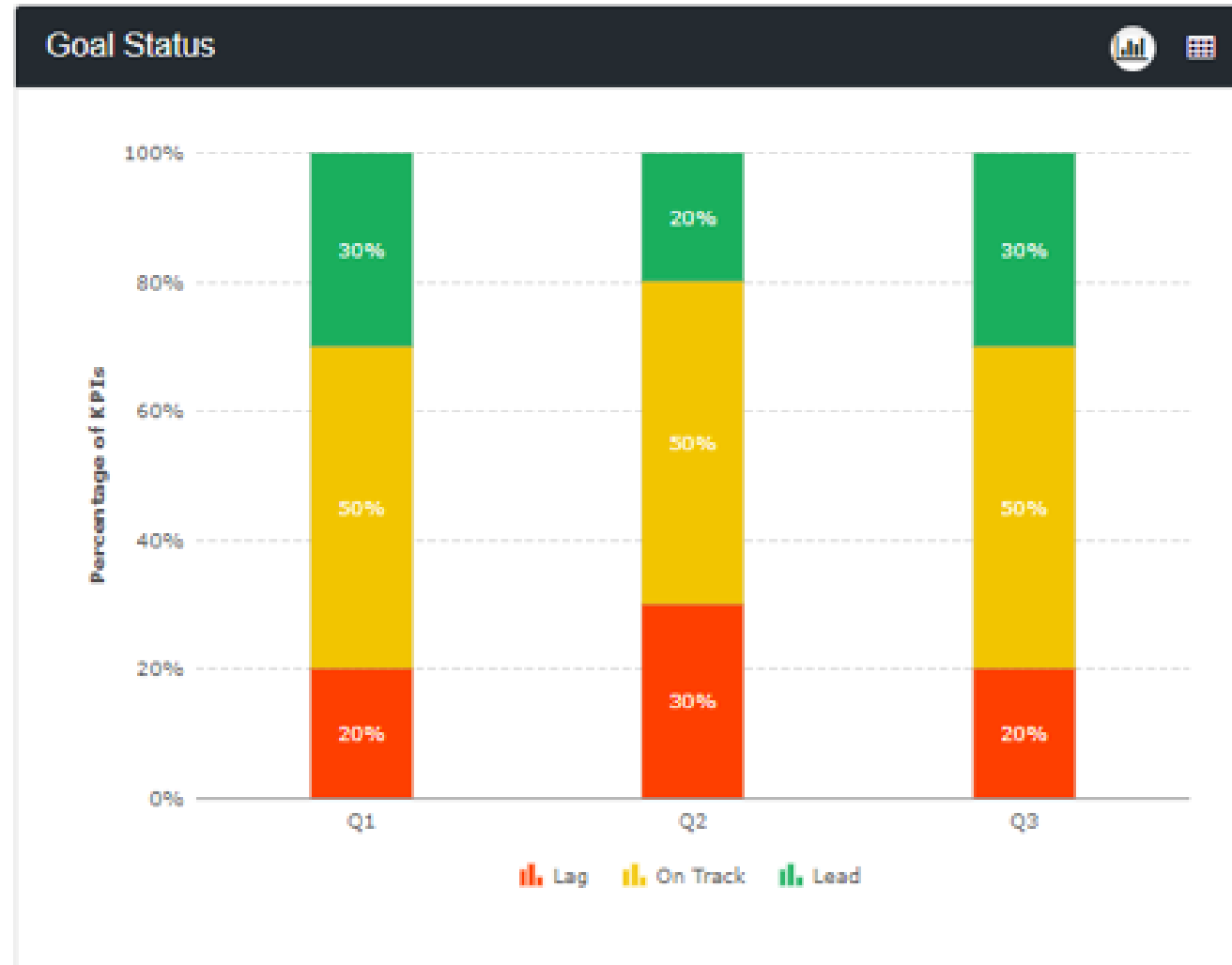
Extend the reports to reporting managers as well

Automatic Email follow-ups with employees

Automatic escalation emails

ANALYTICAL REPORTS

★ Goals Dashboard for Organization



★ 9-Box View of Employee Performance



+ Perception Gap Analysis

Perception Gap Analysis Report for Ravi Vyas



Ravi Vyas

Manager

Marketing

ravi@car.com

Bangalore

Cycle Related Info

Cycle Name : Appraisal Cycle 2015 - 2016

Primary Manager : Vijay Kumar

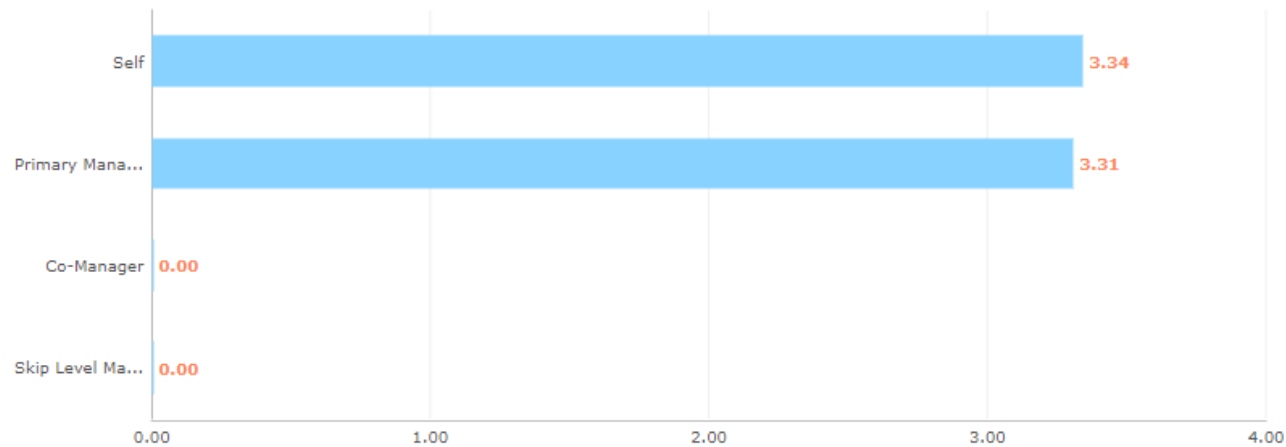
Organization Unit : Car infotech/Finance

Track : Finance

Designation: CFO

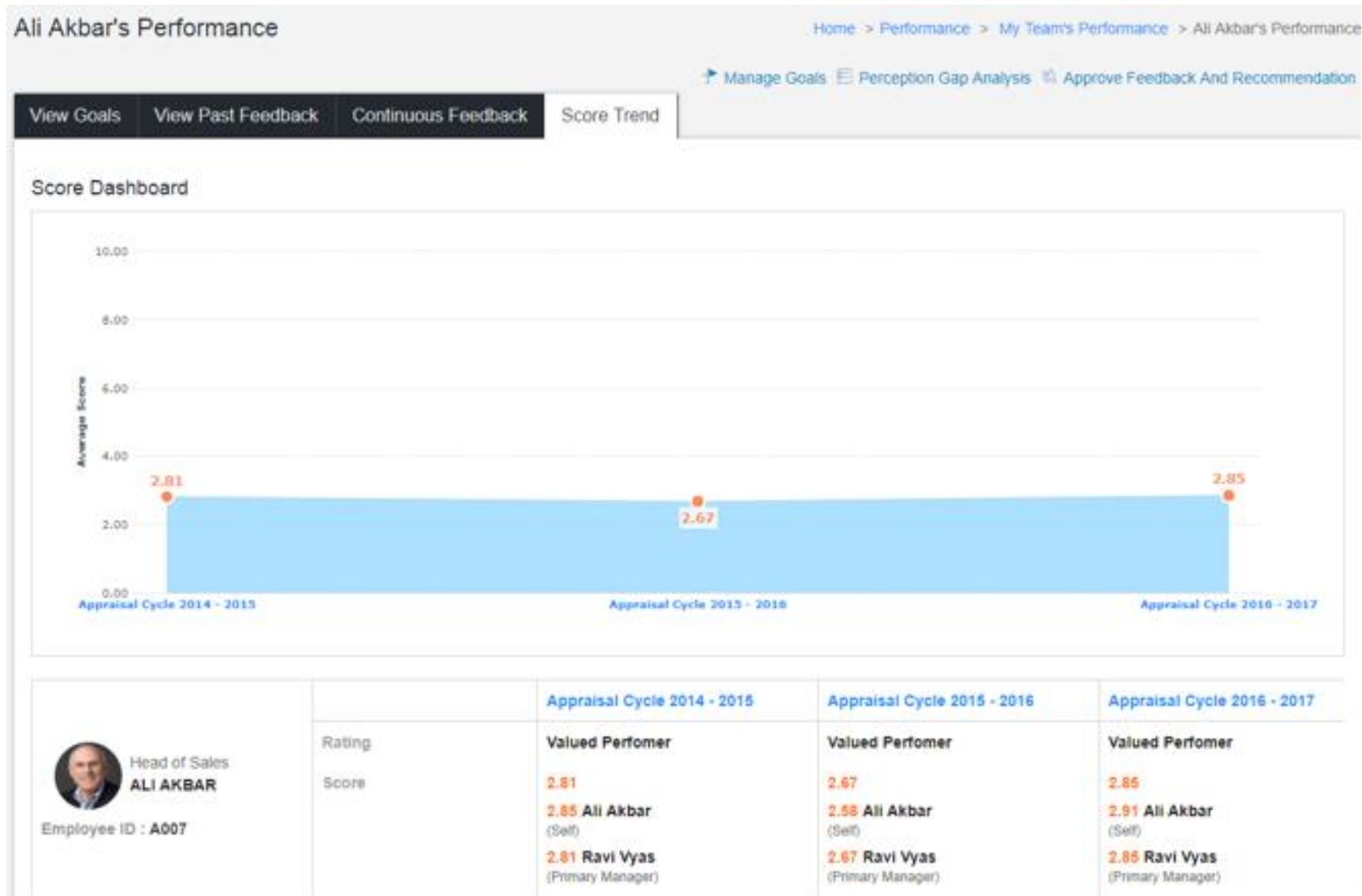
Export as:

Overall Score

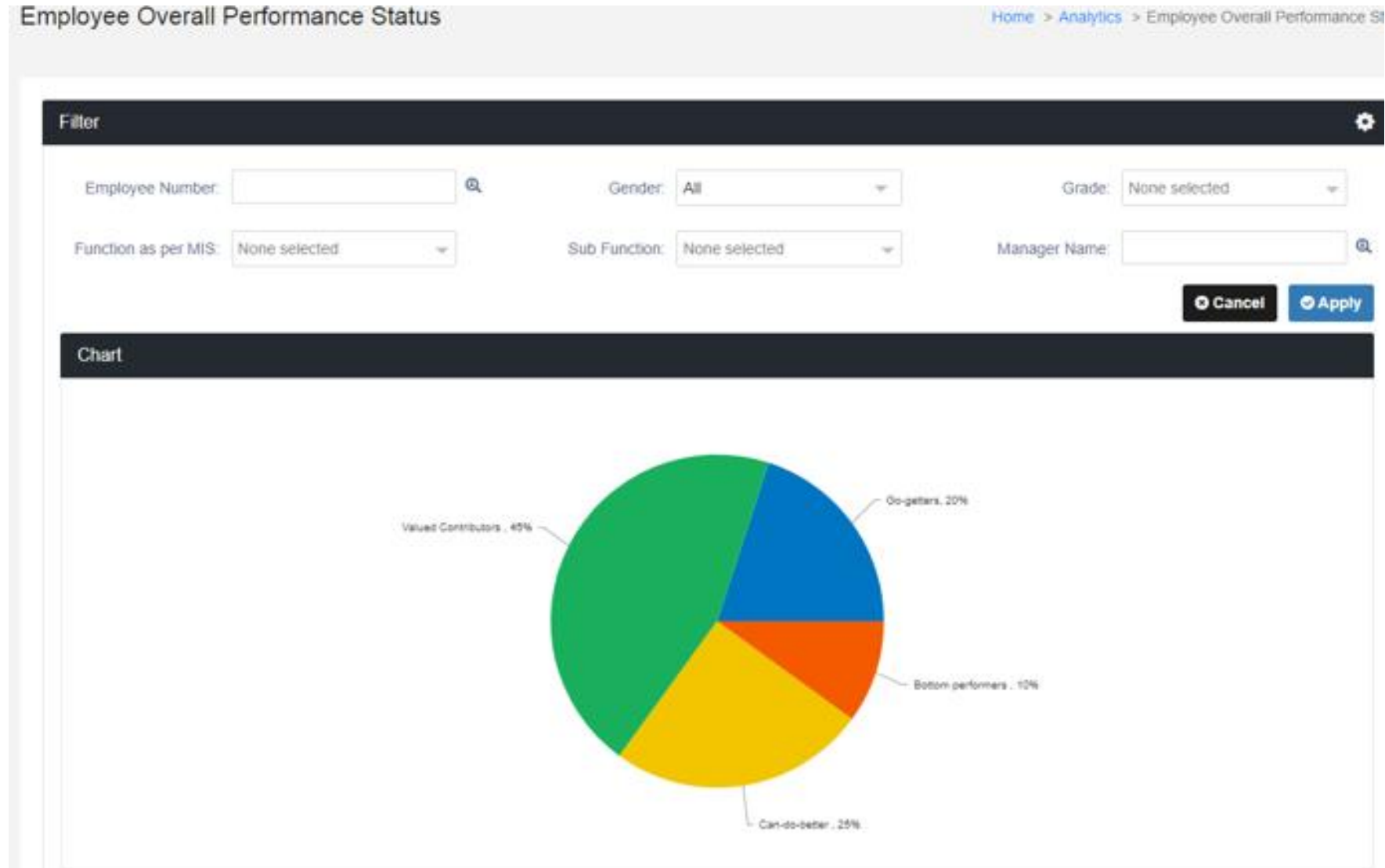


Self	3.34
Primary Manager	3.31
Gap	0.03

✦ Employee Performance Trend Analysis



✦ Employee Overall Performance Status



★ Value Propositions



⊘ Disruption



Insta-Go



100% Compliance



HR Elevates to
being a strategic
partner



Personal Touch



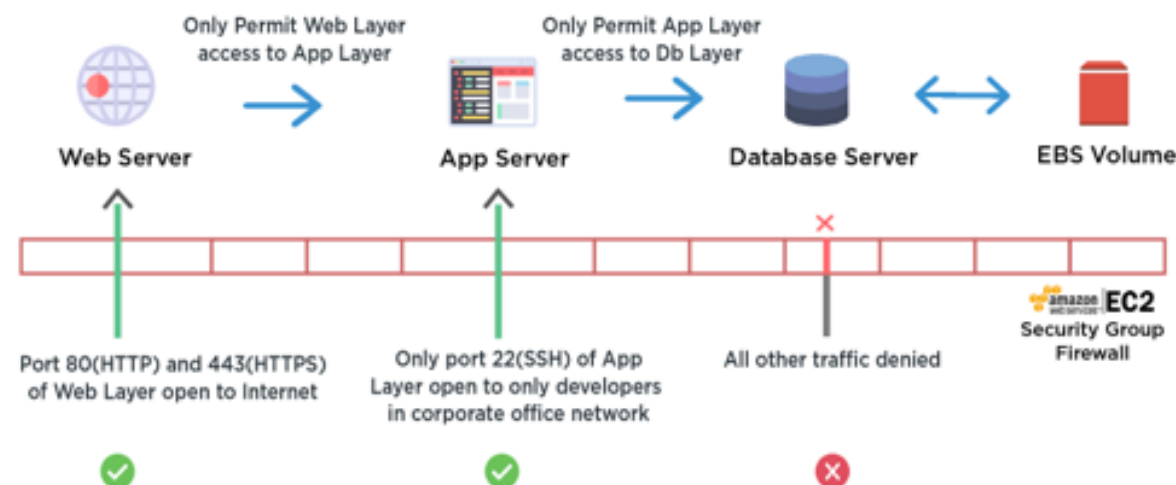
Peace of Mind

✦ Key Differentiators

- ✓ ⊗ Disruption
- ✓ WOW Features
- ✓ Digital Cockpit
- ✓ Insta-Go
- ✓ Easy Administration
- ✓ Works the way you want it to

✦ Security Practices Followed by Synergita

- ✓ Compliant with OWASP standards
- ✓ Security Tested with VERACODE
- ✓ Hosted on Amazon Cloud
- ✓ Protected by Thawte SSL
- ✓ Secured Multi-Tenant Architecture
- ✓ Data level security through access control mechanisms



Thank You !

