



Discover the Talent Within.



PERFORMANCE MANAGEMENT

In our experience, Performance Management can take on many forms depending on the industry, size and culture of an organization. Each organization is unique and subsequently, its performance management process, workflow and evaluation forms are also unique. The viaPeople Performance Management module is different from others in the marketplace in that it allows you to keep your unique process and forms and does not “force” any unnecessary features or options. Our solution can grow with you and take on whatever form best meets your needs.

The viaPeople Performance Management module is part of our integrated suite of products and facilitates:

- Setting performance goals and objectives.
- Tracking goal completion through calendar deadlines, priority weights, automatic email reminders, public/private notes and a task-based main menu screen.
- Aligning individual goals to organizational strategy and cascading individual goals from department and corporate objectives.
- Transitioning from tracking performance to evaluating documented goals while maintaining performance history throughout position changes.
- Automating rating and merit calculations that link directly to compensation planning systems.
- Evaluating performance at any frequency (e.g., semi-annual, 90-day, probationary, etc.)
- Communicating competency and skill requirements and highlighting strengths and development needs.
- Creating and monitoring development plans.
- Linking development plans to competencies and career goals.
- Viewing performance distributions at multiple organizational levels and making changes dynamically.

Performance Management Product Features:

- **Easy to Use** – The viaPeople team of Industrial-Organizational Psychologists has designed the PM module with robust features and powerful reporting while still maintaining its ease of use.
- **Fully-Hosted/Web-Based** – All of the viaPeople software modules are hosted and delivered via the Internet allowing for easy access. There is nothing for your company to install and little to no investment from your IT organization.
- **Offline Capability** – Employees who are traveling or otherwise not connected can easily complete evaluations offline and sync when they return to their office.





Performance Management Product Features (continued):

- **Flexible Workflow & Customized Forms** – Our technology can facilitate a variety of workflows and automate your current evaluation forms. If your organization does not currently have evaluation forms, our consulting team will work with you to develop them.
- **Multiple Rater Groups and Approvers** – Incorporate ratings from matrix managers, multiple levels of reviewers/approvers as well as peers and other stakeholders.
- **Powerful Reporting** – Individual, aggregate and comparative reports provide insight into the capability of the organization; performance data may be linked to financial and operating metrics to calculate return on investment; data and all reports can be downloaded to PDF, Visio, Microsoft Excel, PowerPoint and Word.
- **Full Integration** – Our open architecture easily pulls in historical performance evaluations, functional performance metrics or any other type of data; compatible with any HRIS or other operating system.
- **Email Notification** – Email notifications help keep the process on track. They can be customized by content and frequency of distribution and operate within any e-mail system.
- **Paper Evaluation Integration** – viaPeople can provide an end-to-end solution for the processing and data integration of paper-based performance evaluation forms.
- **Real-Time Monitoring** – Allows designated client administrators to easily monitor each step of the performance management process for every function within the organization.

Specialized Consulting Services

Process Design

Our Industrial-Organizational Psychologists will help define the right process for your organization to ensure more accurate and meaningful results.

Form Development

Our team will identify those performance factors which are critical to individual and organizational success and can be easily and accurately evaluated by all employees.

Training

Our Industrial-Organizational Psychologists can assist you in designing and delivering individual training programs or “train-the-trainer” sessions for your HR/OD team. We provide rater training to help minimize rating biases and ensure more accurate results, as well as manager training on how to deliver effective feedback and coaching.

