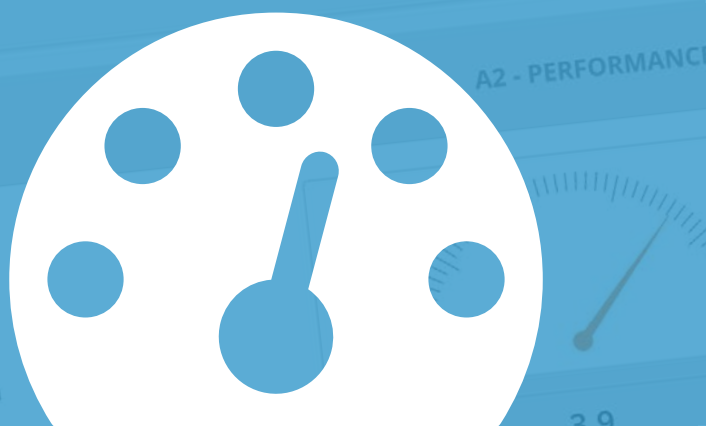




# Performance Management



Transform employee appraisals and performance reviews into a centralised, streamlined activity that's simpler and more satisfying for everyone

## Take the approach that works for you

Cezanne HR's integrated *Performance* management module puts you in control. You'll be able to set up as many forms as you want and decide what to ask (and how to ask it), the rating or scoring approach you want to use and who to involve at each step of the process.

## Automate distribution

Once you are ready to go, the system takes care of the rest; sending out the right information to the right people at the right time. Admin overheads are dramatically reduced; reviews are more likely to be completed on time; and everyone benefits from better visibility, which encourages a more consistent focus on achieving performance and development objectives.

## Make decisions with confidence

Since all of the feedback is gathered in a single online HR system, with managers able to see related records, such as career history or completed training, informed conversations are easier, and outcomes more visible. You'll benefit from automatically-generated ratings scores, visual indicators and graphical dashboards, which make it easy to see important data at a glance.

## Help employees and reviewing managers

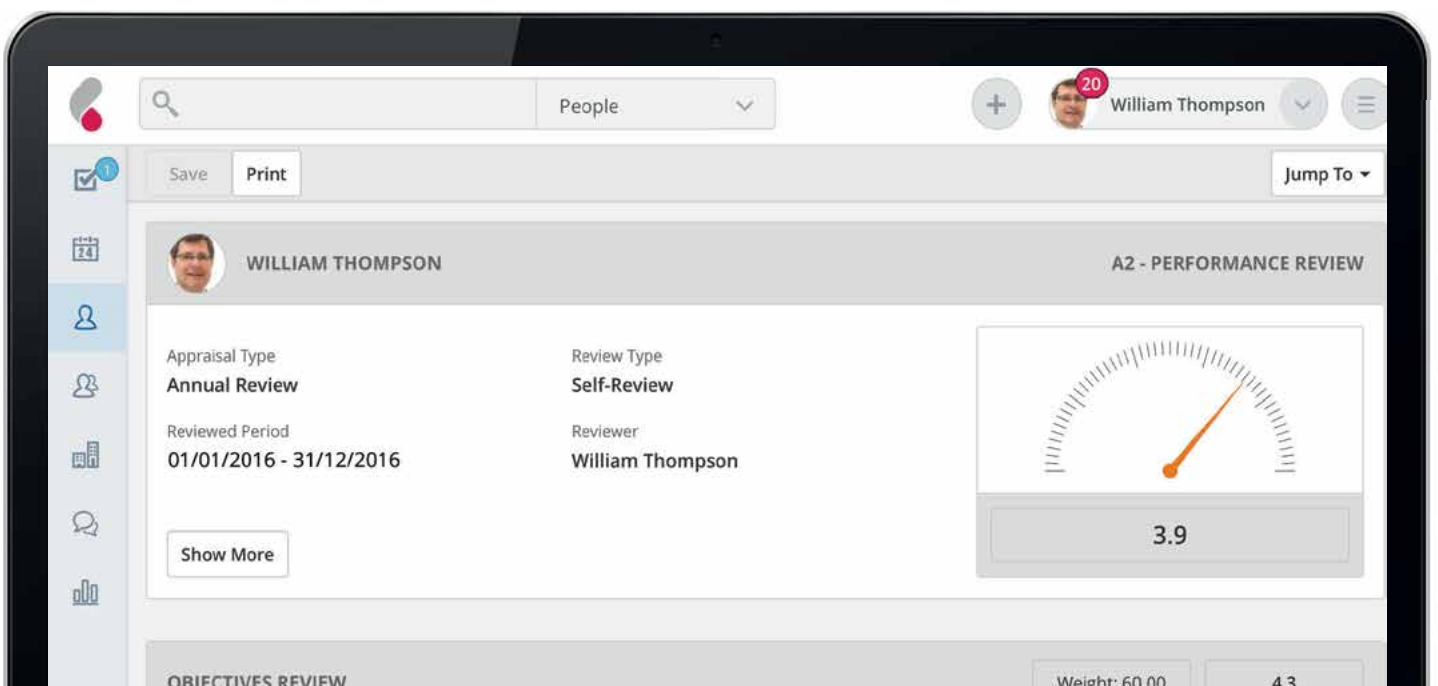
On-screen help and clear layouts ensure forms are easy to complete, and participants have the option to save their entries for completion later. As each person finishes their part of the process, the system automatically triggers an email to notify the next person in line, helping to ensure the whole review stays on track.

## Build a complete history

As *Performance* automatically stores all of the data in one place, it's easy to look at past reviews to see how employees have performed; identify where they've improved or where there is still work to do; and gain valuable insights that will help focus efforts – and development activities – in the best possible way.

## Support a global approach

You'll be able to set up different forms and processes for different groups of employees, and take advantage of the system's international capabilities to streamline performance management across a distributed or global workforce. Cezanne HR is available in multiple languages, which you can make use of at no extra charge.



## Configure to fit

*Performance* gives you the freedom to design your own performance planning and appraisal forms, and select from multiple review processes.

For example, you'll be able to:

- Set objectives, such as SMART goals, at both a company and individual employee level
- Assess skills & competencies, to help with development planning
- Support Behaviourally Anchored Rating Scales (BARS) and focus on the behaviours that are important to your organisation
- Set up multi-part forms, with different sections and answer/question types, perhaps to combine checkbox answers with multiple choice or free text
- Take a consistent approach, for example, by making questions mandatory, using multiple choice answers, and applying scoring (numeric, descriptive, percentage)
- Enable a personalised approach and permit managers and employees to add their own objectives
- Apply weighting in order to reflect the relative importance of skills against roles
- Record development needs, so it's easier to develop targeted and cost-effective training activities
- Capture managers' compensation recommendations to help with salary reviews
- Support different frequencies to manage an annual process, or trigger more frequent reviews
- Route reviews through different processes, from a simple employee / line manager review to a multi-step, multi-participant cycle

## Comprehensive and configurable

### KEY PERFORMANCE FEATURES

- » **Flexible form builder:** create as many different performance planning and appraisal forms as you want, with multiple sections, questions, answer formats, scoring, etc.
- » **Streamlined set up:** set up performance form templates, then clone and easily modify them
- » **Configurable processes:** decide who to involve at each step of the review process, as well as the rights they have to set questions or view or amend completed information
- » **Automated distribution:** once triggered, the system automatically sends emails to each person involved in the review process at the appropriate time
- » **Dedicated dashboards and reports:** quickly see performance review status and outcomes, and run standard or adhoc queries for further analysis
- » **Development needs:** easily capture development recommendations, with timelines and priorities
- » **Compensation recommendations:** allow managers to suggest salary increases
- » **Easy-to-complete online forms:** straightforward layouts, with the option to add your own guides
- » **Multi-company, multi-country, multi-language:** easily create different forms and processes for different divisions, companies or countries, and make use of available language translations
- » **Seamless integration with *People* and the optional *Absences* module:** gain a more comprehensive picture of employee skills, qualifications, career history, attendance and more

### GENERAL CHARACTERISTICS

- » **Built for the Cloud:** achieve more with a system that's been built from the ground up to take advantage of the latest web and mobile technologies
- » **UK & international:** powerful global features and multiple language translations included at no extra charge
- » **Modular & scalable:** built to help you grow. Add employees, divisions, companies, countries, and new modules when you need them
- » **Comprehensive & configurable:** straightforward for you to set the system up to work your way
- » **Regular updates:** benefit from free, seamless delivery of the latest features, so you never get left behind
- » **Secure by design:** roles-based access and advanced security at every level
- » **Connect from anywhere:** use from your PC, Mac, tablet or smartphone
- » **Intuitive self-service:** connect and engage employees, wherever they are
- » **Approval workflows:** route tasks and authorisations to the right people at the right time
- » **Alerts & notifications:** never miss an important date with automatic emails, reminders and tasks
- » **Integrations:** benefit from an open API, single sign on, dual authentication, one-click export to Excel, and a host of other integrations, including payroll
- » **Transparent pricing:** no upfront fees or hidden extras. Check out the subscription fees on our website
- » **Trusted worldwide:** join tens of thousands of users in the UK and over 70 countries around the world
- » **Fast to deploy and easy to manage:** our expert team can help you get up and running in just a few days or weeks, we'll even upload your core HR data for you for free

**Visit our website to find out more about how we support you.**

## About Cezanne HR

We've built something special at Cezanne HR; a powerful, configurable HR software solution that's simple to deploy, easy to manage and remarkably cost-effective, whatever the size of your business. As a team we've a long track record of delivering successful HR solutions to businesses worldwide. We've worked with companies of every size and across every business sector. That's why we decided from the very start to build an exceptionally robust and scalable SaaS platform for human resources management which, like our customer community, is growing all the time.

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