

Performance Management



Transform performance reviews into a centralised, streamlined activity that's simpler and more productive for everyone.

Get more from performance

Cezanne HR's integrated Performance module lets you manage your complete performance review cycle in a single, online system.

Designed with flexibility at its core, Performance reduces administrative overheads, improves visibility and helps to encourage a more consistent focus on achieving performance and development objectives across your organisation.

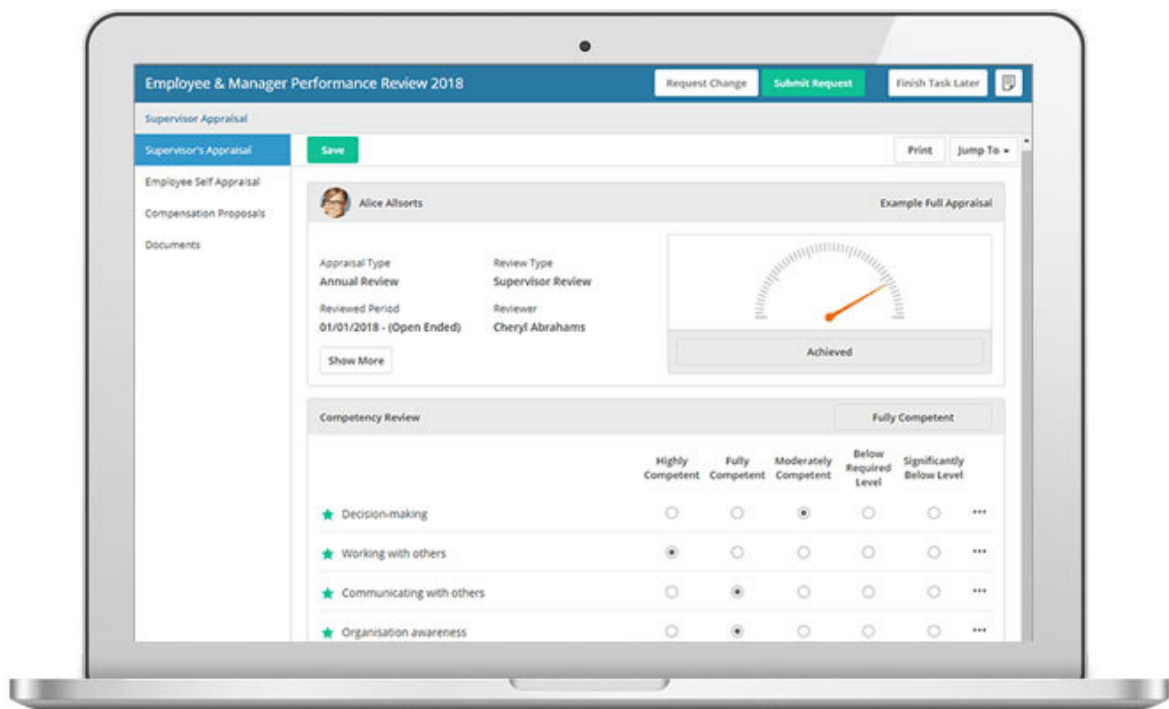
Configure to fit

With Performance, you can set up different forms and processes for different groups of employees, so you can reflect the priorities of your own organisation. For example, you'll be able to:

- Set objectives, such as SMART goals, at both a company and individual employee level
- Assess skills and competencies, to help with development planning
- Support Behaviourally Anchored Rating Scales (BARS) to help focus on important behaviours
- Set up multi-part forms, with different sections

and answer/question types, perhaps to combine check-box answers with multiple choice or free text

- Make benchmarking simpler, for example, by making questions mandatory, using multiple choice answers, and applying scoring (numeric, descriptive, percentage)
- Permit managers and employees to add their own objectives, or nominate reviewers for 360/multi-rater stages
- Apply weighting in order to reflect the relative importance of skills against roles
- Record development needs so you can easily see and plan for appropriate company-wide activities
- Capture managers' compensation recommendations to help with salary reviews
- Support different frequencies, for example, to manage an annual process, or trigger more frequent reviews
- Route reviews through different processes, from a simple employee / line manager appraisals to a multi-step, multi-participant cycle, including multi-rater/360 reviews.



Benefit from automation

Once you have your performance forms set up and participants identified, the system takes care of the rest, sending out the right information to the right people at the right time.

Administration overheads are dramatically reduced, reviews are more likely to be completed on time and everyone benefits from better visibility over their own activities.

Simplify completion

On-screen help and clear layouts guide participants through the online forms, which can be as short or as comprehensive as you want.

As each person finishes their part of the process, task inboxes are updated and emails triggered to notify the next person, or people, in line.

And, thanks to integration with the other modules in the Cezanne HR suite, employees and reviewing managers can look at performance in a wider context.

Get more from your data

With everything in a single system, it's easier to stay on top of the process and get more value from the data you gather.

You can monitor completion, look back at past reviews and report on development needs, compensation recommendations, performance ratings, potential and much more, so that you can make better-informed decisions faster.

The screenshot displays a performance evaluation interface. The top section, 'Section 2 - Business Competency Evaluation', shows a table for rating performance against competencies like 'Adapting', 'Applying Financial Acumen', 'Analytic Approach', 'Building Relationships', 'Business Ethics', 'Creativity', and 'Demonstrating Vision' on a scale of 1 to 5. Below this is an 'Objectives Review' section with two goals: 'Client Retention' (Target: Increase client retention by 10%, Result: 100% Achieved) and 'Increase Sales' (Target: Increase sales revenue by 10%, Result: 85% Mainly Achieved). A third section, 'Section 4 - Setting KPI's for the next period', prompts the user to add at least four objectives for the coming year, listing criteria: S - Specific, M - Measurable, A - Achievable, R - Realistic, and T - Time Bound. Buttons for 'Add New Objective' and 'Add Existing Objective' are visible.

Build your own forms with multiple question & answer types, ratings etc.



Gain greater insight with inbuilt queries and HR dashboards

The screenshot shows a 'Tasks' list with three items: Belinda Zuh (Employee & Manager Performance Review 2018, Review Appraisal, 02/04/2018), Julia Ayers (Employee & Manager Performance Review 2018, Review Appraisal, 16/02/2018), and James Hart (Employee Review). Below the tasks is a table titled 'My Participation in Performance Processes'.

Record Affected	Process Name	Current Stage	Currently with	My Role
Roger Fullwood	Employee & Manag...	Employee Appraisal	Roger Fullwo...	Supervisor
Simon Wilder	Employee & Manag...	Supervisor Appraisal	Terence Auke	Supervisor
Belinda Zuh	Employee & Manag...	Supervisor Appraisal	Terence Auke	Supervisor
James Hart	Employee & Manag...	Supervisor Appraisal	Terence Auke	Supervisor
Eric Davey	Employee & Manag...	Supervisor Appraisal	Terence Auke	Supervisor

Ensure managers and employees can see when reviews are due

Features overview

- **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:** clone and modify your existing forms to save time
- **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
- **360/multi-rater options:** widen the review pool to include peers, multiple supervisors, direct reports or other appropriate reviewers
- **Automated distribution:** automatically notify participants at the appropriate time
- **Dedicated dashboards and reports:** see performance review status and outcomes quickly, and run standard or adhoc queries for further analysis
- **Development needs:** capture development recommendations, with timelines and priorities
- **Compensation recommendations:** allow managers to suggest salary increases to help inform pay reviews
- **Easy-to-complete online forms:** make completion simpler with straightforward layouts and online guides
- **Multi-company, multi-country, multi-language:** create different forms and processes for different divisions, companies or countries, and make use of available language translations
- **Seamless integration:** use Performance alongside other modules in the Cezanne HR suite to gain a more comprehensive picture of employee skills, qualifications, career history, attendance and more
- **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:** GDPR compliant, with role-based access and advanced security at every level
- **Connect from anywhere:** use from your PC, Mac, tablet or smart phone
- **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 80 countries around the world
- **Fast to deploy and easy to manage:** our expert team can help you get up and running in no time at all. 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.

Call: +44 (0)20 7202 2727

Visit: www.cezannehr.com

Email: info@cezannehr.com

