



Performance

[BENEFITS]

Individualized evaluations

Evaluation questions are assigned to departments, roles and/or positions. These are assembled 'on-the fly' into a specific questionnaire for each employee.

One-on-one or 360 Process

Any number of peers, subordinates or supervisors from within or outside your organization can be included in the review process.

Multi-cycle

Performance reviews can be on any cycle.

Manage Objectives

Evaluation answers from one questionnaire can be linked to a question on a subsequent review.

Integrated competency library

Competency libraries that can be applied to all professional groups within your organization or build or import your own.

E-Workflow

Provides an intuitive automated business process to monitor and track all performance reviews ensuring performance appraisals are completed as per organizational policy.

Integrates with your current network security

StarGarden can use your network security for internal users eliminating the need for a 'second' log in.

Save Time

Significantly reduces manager and HR administration time.

StarGarden provides a WEB-based technology that enables managers to become effective and accountable in tracking employee progress and facilitate consistent, fair, meaningful reviews that identify and reward high performers.

Intelligent workflow management ensures all performance appraisals are completed on time and can be monitored and evaluated to ensure organization wide compliance.

Competencies and associated performance review questions can be assigned to departments, roles and/or positions to be inherited by incumbents. This powerful inheritance architecture reduces form maintenance and enables a consistent measurement of all employees.

StarGarden builds a custom Performance Review for each employee "on-the-fly" using these associations. For example, a performance objective for a particular department or role is automatically propagated to all reviews in that department.

The Performance Review Workflow can operate either as a stand alone system, or integrated with other HR systems to share user defined data, including employee / position information.

The Performance Review workflow can import key data from any external database and use this to initiate and manage all employee reviews.

The performance review workflow is a fully automated process driven system. Each employee performance review is automatically initiated onto their manager's task list and the workflow process involves the manager and employee plus any other reviewers who are included in the review. At each status transition in the process, a routing rule defines who will have access to the status and an authority rule that defines what actions they can perform. Final sign-off by the employee and manager complete the process. The system allows managers the ability to drill down to view performance reviews for any positions they are responsible for.

Managers can define whether only the manager and employee will be involved in the

100% browser-based

Rich browser interface with automatic searches and draggable windows. Deploy StarGarden in any combination of local area network, intranet and internet.

Reporting

Powerful parameter driven reporting options with screen, PDF and Excel output options and re-callable report scenarios.

Seamless integration

Seamlessly integration with other StarGarden HR Suite modules. Integration can be extended to your other applications.

Security

Role/Position based access and security.

Data inheritance

Automatic data inheritance of review questions and competencies to employees based on their associated jobs, roles and communities.

Date effective

Fully event-driven and date-effective with before/after image of data changes. All transactions are auditable in full detail.

Expert knowledge

StarGarden is a human resource and identity management specialist. We really understand your issues. Ask our customers!

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appraisal process or include other reviewers. If 360 degree feedback is chosen the manager can choose who else will provide feedback and the employee can suggest reviewers.

All the multiple reviewers will access the system online. Each reviewer completes their evaluation and their feedback is secure and confidential. They can then release their scores and comments to the manager conducting the performance review.

Both anonymous and named feedback is supported, and managers can also chase contributors to make sure they reply correctly and on-time, via email

You can also have any type of open ended question where you may simply have no ratings but just a straight textual answer requirement.

Each employee can have different content depending on their jobs or roles in the organization and this is simple to set up and manage via our inheritance architecture. Review Forms automatically create an "instance" that pre-populates job, roles or community-based competencies and goals from your performance libraries.

Competencies and objectives can be weighted and the system can calculate overall performance scores based on your requirements.

- ▲ Automatic prioritizing of appraisals via a manager's Task List.
- ▲ Multiple performance review cycles.
- ▲ Total flexibility in form creation – employee instance using inheritance architecture.
- ▲ 360 degree feedback.
- ▲ Forms can be filled in by managers, the employee themselves, and/or multiple reviewers.
- ▲ Competency and Goal Libraries and rating scales.
- ▲ Full history of appraisals. Manager and employees can access completed reviews at any time.
- ▲ Workflow supports employee and manager sign off .
- ▲ Automatic E-mail notifications.
- ▲ Performance notes captured for every evaluation and answers can be carried to future performance reviews.
- ▲ Human Resources can view all performance reviews.
- ▲ Printable versions of all performance documents and forms
- ▲ Integrates with any HRIS.
- ▲ Graphical views measuring employee performance against department or organization average.
- ▲ Identifying high and low performers.
- ▲ Skills and competency gap analysis.