

Managing Performance & Development



- **Align your workforce behind your goals and strategy**
- **Ensure your employees are developed to their full potential**
- **Automate the administration of performance reviews and 1-2-1s**
- **Help managers to take more accountability for their team's performance**

Our Managing Performance module can help you build a high performing culture within your organisation; where employees work to clearly defined objectives, where each employee's potential is recognised and maximised, and where the whole organisation is aligned behind a consistent set of goals.

We can also help you simplify the administration of your review processes and give managers and employees much greater visibility of key performance and development information.

The Youmanage system provides full support for a competency-based approach to recruitment, performance management and development, making it easier to implement progressive HR strategies.

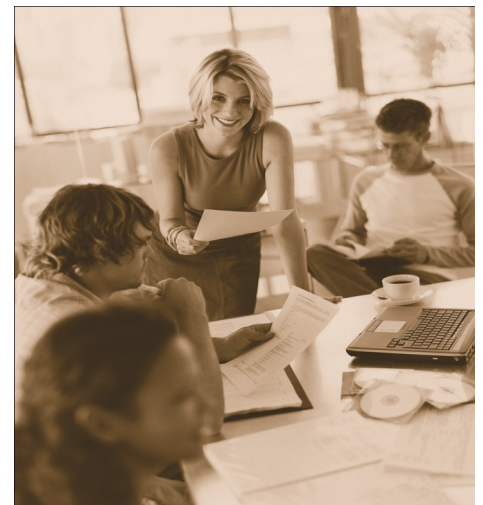
Key Features

- Objectives, Performance Measures, Development Plans and Career Goals can be easily set up, tracked and updated by managers on an ongoing basis
- Objectives and Performance Measures can be defined on an individual employee basis or by Job Role

- Review Rounds can be set up and tracked centrally - by department, location, employee type or for the whole organisation
- Multiple Review Templates can be set up by each client to allow for the requirements of different employee groups
- Reviews and Development Planning can be based on the organisation's Competency Framework – managers will be automatically provided with the supporting information they require to carry out the review
- Review Forms are pre-populated with all relevant Objectives, Competencies, Development Activities etc – saving managers' time and ensuring consistency
- Managers and employees receive e-mail notifications of key dates (e.g. target dates for Objectives to be completed) helping to ensure that performance management is an ongoing process
- Any user can add comments to any employee's performance record at any time – supporting matrix and virtual team working. This information is automatically consolidated for

the employee's manager at review time

- Employees can view and add comments to their own performance record or development plan at any time (via the Employee Self-serve module)
- Managers can print off Support Packs prior to reviews or 1-2-1s containing additional supporting information about the employee (e.g. Absence record, past Disciplinary issues)
- Online sign-off of reviews by employees, managers and senior managers



Screenshot from the Managing Performance & Development Module

The screenshot displays the 'Managing Performance' module in a web browser. The user is logged in as Mr Norman Newton. The interface includes a navigation menu on the left, a main content area with two tables, and a right-hand sidebar with overview and notes.

Your Team

Employee	Number Of Objectives	Average Completion	Number of Development Actions	Number Of Career Goals	Date of Last Performance Review
Annie Claymore	3	61 %	4	1	21 Sep 08
David Gerard	0	0 %	0	0	29 Apr 09
Sabine Isaac	0	0 %	0	0	
Hayden Lee	0	0 %	0	0	18 Sep 08
Milly Lord	0	0 %	0	0	
Sara Swain	0	0 %	0	0	
Manoj Vara	5	90 %	3	1	23 Apr 09
Robin Walliams	1	0 %	0	0	
Sally White	3	54 %	1	1	03 Dec 07

Overdue Objective Measures or Development Activities

Employee	Measure/Activity	Due Date	
Robin Walliams	Ensure all proposals sent out within 48 hours of request.	31 Dec 07	View / Update
Manoj Vara	Attend new course on Financial Reporting Techniques	05 Mar 08	View / Update

Page Overview

This screen offers a performance summary for each of your team members, together with dates for the last performance review and 1-2-1 meeting.

The page also contains summary information about overdue and forthcoming objectives and development activities - click on the figures for more detail.

Related Documents

- PM Process Diagram
- How to set objectives
- Planning the performance review

Guidance Notes

Performance management is the process through which the efficiency and effectiveness of an organisation is measured. The results influence direction and decision-making.

Performance management is

About Youmanage®

Youmanage is a comprehensive and integrated approach to managing their employees. It provides a range of standard HR letters and forms, guidance notes, and other useful tools. It can be tailored to reflect the branding, policies and processes of each client.

all of the processes, employee information and guidance they need in a single system.

Devised to improve the efficiency and performance of managers and HR professionals, the Youmanage system incorporates a suite of modules which cover every aspect of people management – from job profile to exit interview. All modules are underpinned by a single employee database, enabling clients to take a more joined-up

A unique aspect of the service is the way it walks managers through step-by-step processes for common management tasks - from preparing for an interview, to handling a disciplinary situation in a way that complies with the law, to dealing with high absenteeism levels.

Managers are also presented with relevant guidance and information at each step of the way. The system incorporates training materials, a complete

The package is delivered online and allows managers to access comprehensive information about each of their employees from anywhere – with a few mouse clicks.

For more information about Youmanage HR's people management solutions visit www.youmanageHR.com.

