



HR Performance Review

simpleportals

- Reviews
- Skill Tracking
- Archival

PERFORMANCE REVIEWER

Task Name	Due Date	Task Status	Review
Review Accomplishments	1/1/2014	Not Started	2013 Performance Review - Toby Leong
Review Goals	2/3/2014		
Employee Performance Review	1/26/2015		
Review Accomplishments	2/27/2015		
Review Goals	3/31/2015		
Employee Performance Review	4/30/2015		

Current Review Status

Review Status	Count
Accomplishment Review	8
Review Complete	4

Staff Goals

Goal Status	Count
Completed	6
In Progress	2
Failed	1
Draft	1

Streamline and simplify the employee review process.

SimplePortal's performance reviewer solution allows you to perform annual, 90-day, promotional or any scheduled employee reviews in one organized, efficient portal.

Get all of your HR staff and employees on the same page when it comes to their performance achievements and goals. This solution will also help keep a searchable and trackable archive of review data.



STANDARDIZE REVIEWS



TRACK EMPLOYEE GOALS



ARCHIVE SKILLS

✓ STANDARDIZE REVIEWS

Powerful Review Tools at The Ready

Provide managers with powerful search capabilities and tools to efficiently review and evaluate employees. A high-level management dashboard view of the progress and status for all employee reviews.

Delegate Tasks to Your Peers

A role-based system allows assignment of appropriate access level by department. Request additional performance feedback from other managers and employees, through the use of automatically created and pre-populated emails.

✓ TRACK EMPLOYEE GOALS

Empower Employees to Self-Review

Allow employees to electronically complete self-evaluations and submit them to their manager.

Designed to be Customized

Allow designated users to configure and administer the solution with user friendly lists and setting pages.

✓ ARCHIVE EMPLOYEE SKILLS

No More Local Copies

Prevent data overwrites and redundant information in file shares by keeping review data within SharePoint.

Easily Searchable

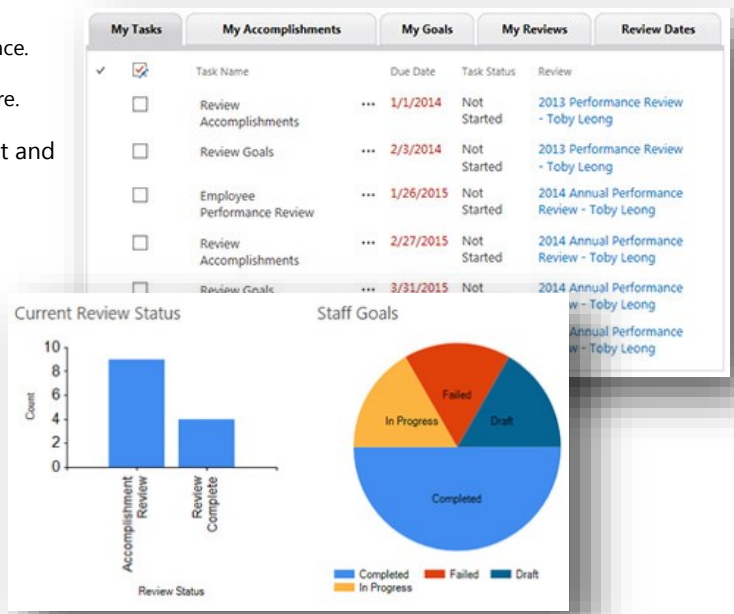
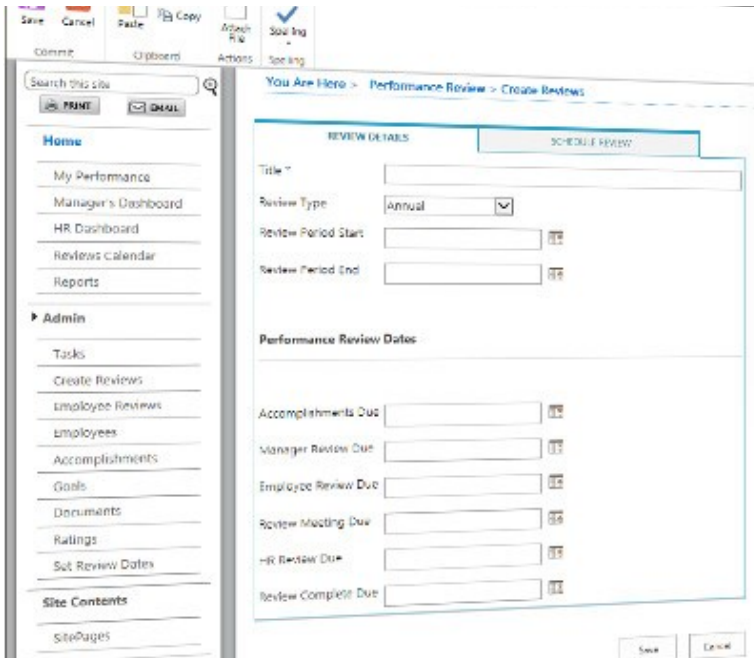
Search the archive by multiple data fields that have been standardized upon data entry. Some of these fields are even entered automatically!



HR Performance Review

Dashboards for Process Management

- ✓ Track employee goals and accomplishments in a simple and familiar interface.
- ✓ Employee performance reviews follow a pre-determined, uniform procedure.
- ✓ Employees can create as many goals as they wish, and save as drafts to edit and submit at a later time.



System Requirements

Server: Microsoft SharePoint 2013, SharePoint 2010

Client: All web browsers with latest editions.

SimplePortals

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