Performance Impact Workplace

Managing Performance

Performance Impact Workplace guides managers through a year-round cycle of effective performance management. Intuitive navigation walks users step-by-step through every process.

Performance Evaluation

Help managers get past the hurdle of the blank page to articulate feedback clearly and effectively.

- Choose from 55 behavior-based competencies
- Add industry-specific competencies (optional)
- Automatically generates supporting text based on reviewer's input
- Automatically prompts reviewer for examples to support ratings
- Audit for spelling, illegal or inappropriate word choices using proprietary Language Checker^{TM}
- Automatically remind users about upcoming deadlines for reviews, goals and log entries
- Track tasks with Reminders task list

Employee Participation

Boost retention by involving employees in the performance management process.

- Enable joint employee/manager review process with employee self-review
- Give employees the same tools managers use

Goal Setting

Drive employee performance by setting, tracking, and measuring goals.

- Set goals that support employee growth
- Copy goals to multiple employees
- Track and document goal progress
- Copy goals directly into performance reviews

Coaching and Development

Maximize employee potential and encourage manager-employee communication.

- Access more than 2,000 competency-specific coaching ideas
- Select from ideas for challenging high achievers and ideas for improving poor performance
- Build effective development plans
- Document performance milestones and issues with an employee log
- Encourage regular feedback with discussion notes
- Copy log events and progress notes directly to reviews

Building the Process

Performance Impact Workplace is designed for maximum flexibility, so you can incorporate and enhance the best parts of your existing performance management practices – or build a new system from the ground up.

Framework for Consistency

Employ consistent criteria for measuring performance.

- Standardize performance practices throughout your organization
- Standardize ratings to reduce bias
- Instantly push goals to multiple employees

Full Flexibility

Customize Performance Impact to your organization's specific needs and culture.

- Match language and terminology used in your organization
- Create custom competencies and review text
- Custom-build review forms for individual positions or entire employee groups
- Add optional industry-specific competencies
- Incorporate text and/or numeric ratings for 2-6 levels
- Assign relative weights to competencies and goals
- Add or edit coaching ideas and development suggestions

Administration & Integration

Ensure your Performance Impact system works the way you want it to.

- Enable multiple levels of security using customizable permission profiles
- Define functional permissions based on employee profiles
- Import employee data from your HRIS
- Manage compliance by tracking workflow of reviews
- Track changes by user and date with audit log
- Archive data for inactive employees
- Create reports for issue tracking and analysis
- Export data for additional information analysis

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