# Action iT

Individual Performance Assist

Purpose of the Individual Performance Assist module:

Individual Performance Assist facilitates the building, allocation, tracking, monitoring and reporting of performance indicators for the various levels of employees within the organisation. Management can build employee scorecards, trigger self assessments, trigger a moderation process and trigger a final review and confirmation process at any time. The reporting function of this module provides filters that allow for the generation of customised reports that assist management with the management and tracking of individual performance.

The working of the Individual Performance Assist module:
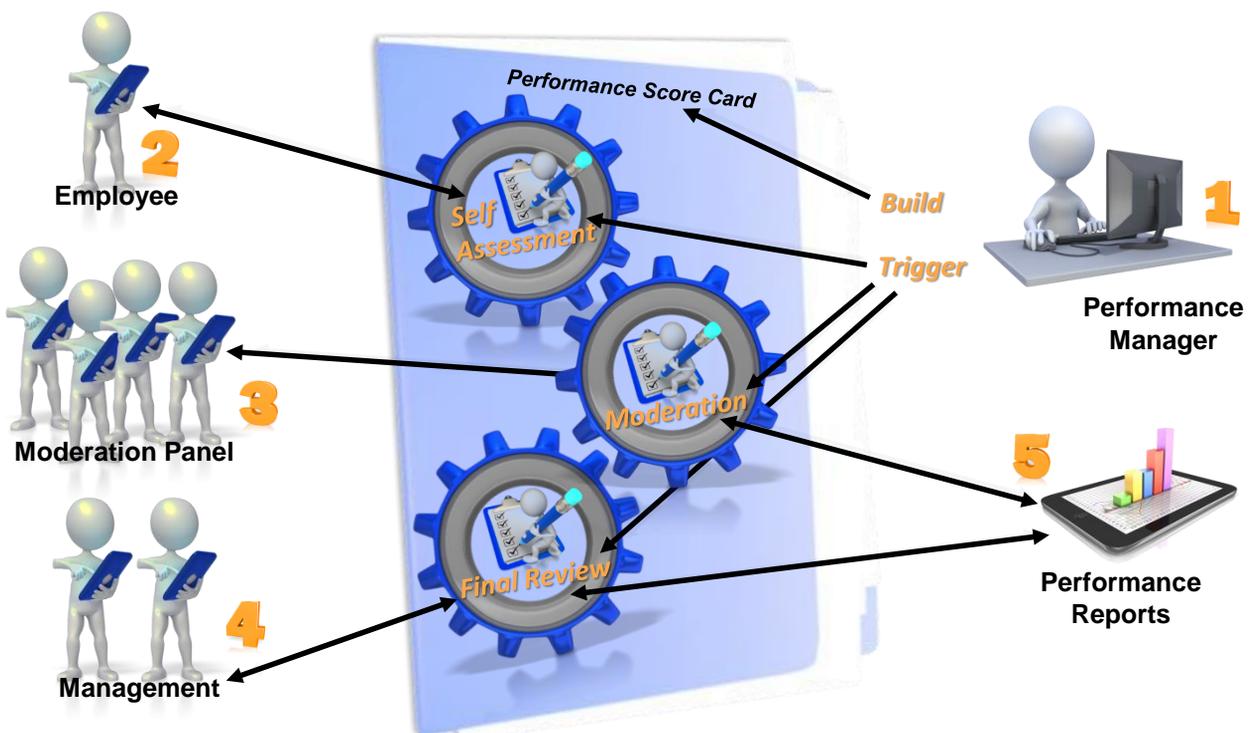
1. - The Performance Manager(s) builds the employee performance scorecards for all employees within the organisation using the SMART principles. The system facilitates the linking of performance indicators to the organisational performance management module. The Performance Manager(s) trigger and mange the process of self assessments, moderations and final reviews;

2. - Employees complete their self assessments when they have been triggered by a Performance Manager;

3. - Up to 10 moderators can be identified by a Performance Manager. The moderators are provided with limited time access to the system to rate the performance of allocated employees;

4. - The Management team review the self assessments and moderator ratings and agree on a final rating for the employee for the assessment period;

5. - The users, with the required user access, can generate reports and graphs as required. The information presented is supported by the automated online activity log.

Key features of Individual Performance Assist include:

- the availability of an online Individual Performance Management Register;

- the availability for the organisation to build individual online performance scorecards for each employee in the organisation;

- functionality for the module administrator to define and manage user access as required by the organisation;

- functionality for the module administrator to define all the client specific defaults for the module;

- functionality to align the individual KPAs and KPIs to the organisational KPAs and KPIs;

- the Performance Manager has the ability to trigger the self assessment, moderation and final review processes when required;

- the Performance Manager has the ability to define the duration that the self assessment, moderation and final review processes will be available to users;

- the system automatically closes the self assessment process once the Performance Manager triggers the Moderation process;

- the system automatically closes the moderation process once the Performance Manager triggers the final review process;

- easy, user friendly update process;

- a 3-Click process for employees to update the performance indicators assigned to them;

- standard audit trail reporting where all activity on the tool is logged are and time stamped.

Operational management benefits of Individual Performance Assist include:

- high level of organisational customisation in defining the module setups to meet the organisations own business requirements;

- automatic generation of notifications and reminders to predefined users;

- the individual user dashboards clearly show the progress to completion of performance indicators assigned to the user;

- users with the appropriate level of user access can view their own performance indicators and performance indicators assigned to other users;

- users can generate their own customised reports using the report generation functionality which allows for the use of various data filters and data grouping tools;

- improved communication between all stakeholders as up to date information is available on a centralised database (Online Individual Performance Management) to all registered users at all times;

- task data is kept in the data base for future reference and reporting purposes;

Contact Us:

Action iT

Robert Klein: robert@actionassist.co.za; Mobile: +27 (0)82 551 3315

Website: www.actionassist.co.za