

What Is Performance Pro?

Performance Pro is a powerful, fully customizable, automated performance appraisal system. Designed for those who desire an effective and flexible employee development and evaluation tool, Performance Pro is readily adaptable to meet current and evolving company needs. Online access permits employees and managers to complete appraisals from any location worldwide.

A Comprehensive Performance Management Solution

Goal Management Supports Employee Development

- Goals, action steps, and progress notes are easily created
- Cascading goals can be strategically assigned to multiple employees throughout the organization

Communication Tools Ensure Sound And Timely Evaluations

- Route appraisals and forms throughout the organization for approval or edits
- Downline view and edit, permit oversight of activities two levels below direct reports
- Email notification provides reminders of due or past due appraisals

Managers' Tools Promote Simple And Effective Evaluations

- Comment Coaching offers constructive feedback suggestions
- Language Check assists in identifying potentially offensive or discriminatory language
- Managers' Resources include tips on providing effective comments, conducting appraisal meetings, goal setting, and corrective action.

Employee Self-Appraisal Promotes Collaborative Two-Way Discussions

- Self-appraisal allows for meaningful input, increased employee self-reflection and better understanding of the appraisal process
- Appraisals are short, simple, and completed in several clicks

Performance Documentation Keeps Employee Performance History At Your Fingertips

- Appraiser and Employee "Notes" allow informal tracking of events
- Online HR Forms include Employee Development Tools
- Past appraisals may be viewed at any time

Easy Customization Makes Setup Simple

- Over 100 well-defined performance factors (competencies)
- Hundreds of ready to use position templates with assigned factors



Reduce Administration Time

- Import and export employee data
- Reports make management of the appraisal process simple

Optional Multi-Appraiser Module

- Allows several appraisers to evaluate the same employee
- Gather feedback from a variety of sources

Multiple Protective Measures Provide A Secure User Environment

- Unique usernames and passwords
- Flexible levels of security allow varying access
- 128-bit encryption

Several Optional Training Resources Are Available

- Train The Trainer materials help you easily conduct your own training
- Onsite training by PDS staff consultants
- Online training session permits “long distance” instruction

About HRN Management Group – Developer of Performance Pro

Founded in 1989, HRN develops practical and effective HR products that are time tested, content rich, and on the cutting edge of technology. Designed by HR professionals, these practical products and services are designed to simplify and improve human resource management and regulatory compliance. HRN's commitment to product excellence and superior customer support distinguishes us from the competition.

Extraordinary Customer Service

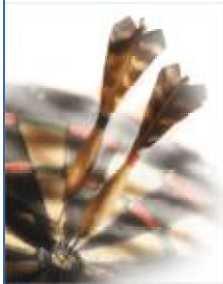
We can safely say you won't find better customer support—anywhere. We don't just talk about providing professional, courteous, and prompt assistance when you need it. We do it!

A Performance Management And Employee Development Solution Designed By HR Experts

Performance Pro was designed by human resource managers and consultants with decades of experience. We understand HR.

A Practical And Simple Approach

Appraisal and development tools are useless if they are not simple to use and easily implemented. We also understand that your employees' time is valuable. These concerns have always been a priority as we've designed Performance Pro and provide ongoing improvements.



Evaluate Factors & Goals

Each factor, or goal, can be quickly rated by sliding the scoring bar. An employee's current score may be compared with the rating received on the last appraisal. Compare employees' current scores with ratings received on their last appraisal, or compare them with other employee scores. Goals are evaluated in the same way.

Optional self-appraisal function creates a valuable, collaborative review process.

Coaching

Comment coaching helps supervisors overcome the 'blank page syndrome.'

Constructive, concise feedback suggestions are available for each factor evaluated.

Employee Info

Employee: Position:
 Appraisal Period: Appraiser:

Factor Info

Available Factors: Weight:
 Overall Factor Weight:
[« Previous Factor](#) [Details](#)

Evaluation [Enter/Review Comments](#)
[Compare](#)

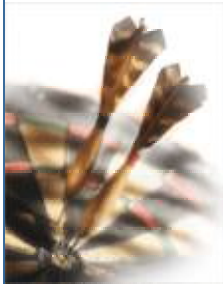
Last	Current		
3.5	3.5	5 - High Performer	Consistently achieves high level results. Seeks and achieves innovative solutions and continuous improvement.
		4 - Valued Performer	Management effectiveness often exceeds standards and/or normal expectations. Always maintains focus on management goals.
		3 - Contributor	Management output and effectiveness is acceptable. Room for growth and increased contribution does exist, but overall effectiveness
		2 - Needs Improvement	Department or unit effectiveness is marginal. Goals or assignments are frequently missed, or final product lacks completeness or focus.
		1 - Unacceptable	Department or unit effectiveness is poor. Goals or assignments are frequently missed, or final product lacks completeness or focus.
		0 - No Score	Read only.

[Clear](#)

Comments: [Comment Coaching](#)

Contributor (Selected Factor = Management Effectiveness)

- Meets or exceeds organizational goals and objectives [Reset](#)
- Has strong critical thinking skills [Reset](#)
- Planning skills are excellent [Reset](#)
- Prioritizes operations to achieve favorable results [Reset](#)
- Manages resources prudently [Reset](#)
- Promotes a productive environment [Reset](#)
- Solves problems promptly [Reset](#)
- Skilled in performing administrative duties [Reset](#)



Info Packet

Development

Setting Goals

Goal setting is an excellent development tool to address an employee's individual needs or to measure areas not specifically covered by the established factors. Organizational objectives can be cascaded down strategically by employee, position, or department.

Goal Info

Available Goals	Overall Goal Weight: 25 %	
<ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px;">20 - Internet Strategy <li style="padding: 2px;">70 - Sales Goal <li style="padding: 2px;">10 - Supervisory Training 	Overall Factor Weight: 75 %	
	Total Goal Weight: 100 %	

Goal Title: Due Date: Weight:

Goal Description:

Goal Action Steps:

12/14/2003	Search Engine Research	Research search engine placement programs and available marketing tactics.	<input type="button" value="Add New Goal Action Step"/>
2/15/2004	Board Meeting Presentation	Share research, strategy, and plan and Executive Team members during the February Board Meeting.	
7/1/2004	Q3 & Q4 Plan Implementation	Implement developed plan starting July 1 and ending December 31.	

Goal Notes:

1/21/2004	Research Summary for Executive Team	<input type="button" value="Add New Goal Note"/>
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Employee Development

A series of employee development tools and HR Forms are available. Customize templates or create your own!

- Employee Achievement
- Employee Commendation
- Employee Development - Team Assessment
- Employee Development Action Plan
- Employee Performance Objective
- Employee Skills, Experience, & Training Inve
- Team Assessment
- Team Development Action Plan

Performance History

Supervisors easily create and access performance documentation and history. Informal notes track performance through the entire appraisal period. Past appraisals may be viewed at any time.

Employee Info

Employee: <input style="width: 80%;" type="text" value="Smith, Henry"/>	Position: <input style="width: 80%;" type="text" value="Account Manager"/>
Appraisal Period: <input style="width: 80%;" type="text" value="9/1/2003 - 8/31/2004"/>	Appraiser: <input style="width: 80%;" type="text" value="Granger, Francis"/>

Employee Info

Sort by Date
 Sort by Title

Forms:

Select an Existing Form:

**8/24/2004 - Employee Development Action Plan

COMPLETE 10/4/2003 - Employee Achievement

Pending
 Complete
 Routed
 Sent To Employee

Notes:

Select an Existing Note:

1/21/2004 - Research Summary for Executive Team

11/22/2003 - Feedback from Larson Foundation re: Henry

9/20/2003 - Henry to attend online certification course

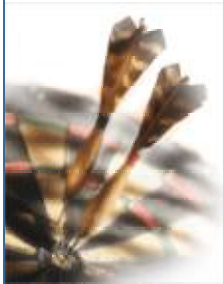
Performance Appraisals

Select an Existing Appraisal:

CURRENT 9/1/2003 - 8/31/2004

HISTORY 9/1/2000 - 8/31/2001 [4.11]

Current
 History
 Routed



Info Packet

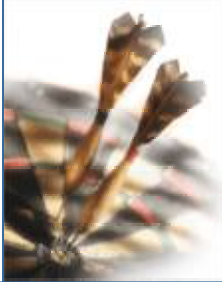
System Features

Positions

Several hundred positions with pre-assigned factors and weights are ready-to-use. Template positions are easily customized or you can add new positions.

Factors

Over 100 well-defined factors (competencies) are provided. Factor definitions and level titles are easily customized. Appraisal consistency and objectivity increase as employees in the same position are evaluated on the same factors and standards. Choose from a 5, 4, 3, or 2-level rating system. Numerical ratings may be optionally hidden.



Demos

Call PDS at (614) 890-3180 to schedule a personal demo.

Contact Professional Development Services

For more information about Performance Pro contact us via:

Phone: (614) 890-3180
Online: www.PDServices.com
Email: info@PDServices.com

About Professional Development Services

PDS, founded in 1994, is a distributor for nationally recognized HR software and tools that help you select, manage, develop, and retain high performing employees.

Additional HR Solutions Provided By PDS

See our complete line of HR solutions at www.PDServices.com

- **Candidate/Employee Assessments** - Pre-hire Testing, Coaching, Team Analysis
- **HRMS Systems** - Track employee data, attendance, benefits, payroll, reporting, etc.
- **Management Development System** - 360, development plan, web-based training
- **Employee Surveys** – Custom survey development, administration, analysis, plan
- **Time and Attendance Systems** – Internet, intra-net, or windows based solutions
- **Performance Management** - Employee Appraisal System
- **Salary/Comp Tools** – Salary management software, tools, services