

Align with Performance Advantage™

Appraisal is easy and accurate using Mindset's web-based (or server based) Performance Advantage Performance Appraisal software solution. It forms the foundation for a complete Performance Management System, enabling managers to review performance and plan for future performance in one easy-to use application.



Performance Advantage™ forms the foundation for a complete Performance Management System, enabling managers to review performance and plan for future performance in one easy-to use application.

The key benefits are:

- Simplifies the appraisal administration process, eliminates paperwork, and significantly reduces appraisal reluctance.
- Designed to significantly reduce the subjective nature of appraisals – leading to constructive and productive Appraisal Interviews.
- Cascades Corporate goals and KPI's to individual employee level to ensure specific accountability.
- Enhances transparency of the Performance Management Process.
- Enables managers to retain and develop top performers and identify poor performers.

The Performance Management Cycle



Job Descriptions

Job / Role Description	
Job Title: Sales Manager	Unit/Subunit: L1: L2: L3:
Reports to: Managing Director	Last edited by: Joe Bloggs Date last edited: 25 Jun 2010
<p>purpose</p> <ul style="list-style-type: none"> Profitably Manage Sales <p>duties</p> <ul style="list-style-type: none"> Manage Sales Region X Manage Sales Staff Manage Relationships with Clients 	
	Performance Measures
Corporate Sales	Meet Sales Target
	Performance Standards
	<ul style="list-style-type: none"> Budgeted Sales Target
	Meet Gross Profit Target
	Performance Standards
	<ul style="list-style-type: none"> Budgeted Gross Profit Target
COMPETENCIES	
Personal Development	
<ul style="list-style-type: none"> Utilises every possible opportunity to grow and learn. Has a written career development plan that is aggressively pursued. Accepts (constructive) criticism and suggestions and uses them to advantage. Volunteers for assignments as new learning opportunities. Always tries to expand personal horizons and getting out of comfort zones. Deliberately multi-skills to master other work roles. Grabs learning opportunities such as job rotation and delegated responsibilities 	

Cascade your organisation's core competencies through to individual employee level.

Competency Library	Add New Competency
You have 3 items in your database	
<p>Personal Development</p> <p>Utilises every possible opportunity to grow and learn. Has a written career development plan that is aggressively pursued. Accepts (constructive) criticism and suggestions and uses them to advantage. Volunteers for assignments as new learning opportunities. Always tries to expand personal horizons and getting out of comfort zones. Deliberately multi-skills to master other work roles. Grabs learning opportunities such as job rotation and delegated responsibilities</p>	Edit Delete
<p>Presentation Skills</p> <p>Plans, prepares and delivers a successful presentation. Delivers presentations confidently. Speaks clearly and articulately. Has excellent persuasion and influencing skills. Answers questions well, even when under pressure. Is poised and appears credible when speaking. Effectively alters presentation style depending on the audience. Uses supporting information to bolster arguments. Uses presentation tools and equipment professionally. Does not use unnecessary industry jargon that may cause confusion. Involves audience effectively</p>	Edit Delete
<p>Technological Competence</p> <p>Is highly competent in using job-relevant technology and systems. Understands the systems that make the organisation run efficiently. Keeps abreast of the latest technological advancements. Balances technical advancement with cost constraints effectively. Keeps an open-mind in respect of technical approaches to (assist in) getting the job done. Always seeks opportunities to lower input costs through technical innovations. Explains complex technical processes in an easy-to-understand way. Is patient with those who are "technologically challenged". Thoroughly tests new technology before releasing it into the organisation</p>	Edit Delete

Performance Agreements

Set Rating Keys that reflect the employee's performance against agreed standards.

Add weightings to the objectives to reflect their importance.

Creativity / Innovation

Weighting: 5

Rating Key

5. Significantly Above Target/Standard. This competency was demonstrated in a way that sets an exceptional good example to others

4. Above Target/Standard. There were some instances where the appraisee clearly demonstrated extra effort and competency beyond the normal call of duty

3. On Target/Standard. The competency was displayed at a fairly high level (as per minimum position requirement) throughout the performance period. One or two instances of less serious under-achievement should still be viewed as deserving of a 3-rating. Rule: Consider (a) the seriousness of the under-achievement, (b) its frequency of occurrence, and (c) the length of the performance period

2. Below Target/Standard. There were some instances of under-achievement that cannot be viewed as small negative deviations from standard

1. Significantly Below Target/Standard. There were some serious and/or many deviations from standard

Performance Standards / Behavioural Indicators

- Recognises and generates innovative/imaginative solutions to problems/challenges.
- Always seeks to improve the way things are done.
- Not afraid to take calculated risks.
- Is insightful and develops new perspectives and ideas.
- Thinks about business issues in new ways.
- Experiments with different solutions.
- Balances creative thinking with practical application.

Rating Key Library [Add New Rating Key](#)

You have 6 items in your database

Generic Rating Key 1	Standard
5 Significantly Above Target/Standard (i.e. exceptional)	
4 Above Target/Standard	Default <input checked="" type="radio"/>
3 On Target/Standard (may include slight deviations plus or minus)	
2 Below Target/Standard	
1 Significantly Below Target/Standard (i.e. unacceptable)	
Generic Rating Key 2	Standard
5 Consistently Exceeding Expectations (CEE) - reflects performance that is consistently exceptional on a continuing basis.	Default <input type="radio"/>
4 Frequently Exceeding Expectations (FEE) - reflects performance that exceeds expectations on an intermittent but frequent basis.	
3 Fully Meeting Expectations (FME) - reflects steady, competent performance (100% level).	
2 Frequently Below Expectations (FBE) - reflects performance that is regularly not meeting established standards.	
1 Consistently Below Expectations (CBE) - reflects performance that is consistently not meeting established standards.	
Generic Competency Rating Key	Standard
5 Significantly Above Target/Standard. This competency was demonstrated in a way that sets an exceptional good example to others	Default <input type="radio"/>
4 Above Target/Standard. There were some instances where the appraisee clearly demonstrated extra effort and competency beyond the normal call of duty	
3 On Target/Standard. The competency was displayed at a fairly high level (as per minimum position requirement) throughout the performance period. One or two instances of less serious under-achievement should still be viewed as deserving of a 3-rating. Rule: Consider (a) the seriousness of the under-achievement, (b) its frequency of occurrence, and (c) the length of the performance period	
2 Below Target/Standard. There were some instances of under-achievement that	

Edit Weightings:

Decide on the relative IMPORTANCE WEIGHTING of each Performance Measure (replace the zero's with figures). All weightings to add up to 100. Give (or change an existing weighting to) a ZERO weighting if it is too early to assess for a specific Appraisee (e.g. the measure was added shortly before appraisal time, and the Appraisee would not have had sufficient time to implement it). The weightings of all remaining measures to add up to 100 still.

Performance Measures	Weighting
Consumer Channel - Sales	15
Consumer Channel - Gross Profit	15
Govt/Corporate Channel - Sales	15
Govt/Corporate Channel - Gross Profit	15
Direct - Sales	5
Competence / Information Sharing	5
Creativity / Innovation	5
Customer Service / Focus	5
Leadership Skills	10
Management Skills	10
Total:	100

Performance Appraisal

At a 1:1 meeting the Appraiser and Appraisee discuss each KPI and required Competence and agree on a rating.

They should also discuss issues surrounding the actual performance (such as resources) and agree on a Performance Optimisation Plan, before both sign off on the Appraisal.

1. Consumer Channel - Sales	
Weighting: 15	
Enter Rating	Performance Standards / Behavioural Indicators
<input type="radio"/> 5. Significantly Above Target/Standard (i.e. exceptional)	<ul style="list-style-type: none">• Quarterly Sales Target - \$100,000
<input type="radio"/> 4. Above Target/Standard	
<input type="radio"/> 3. On Target/Standard (may include slight deviations plus or minus)	
<input type="radio"/> 2. Below Target/Standard	
<input type="radio"/> 1. Significantly Below Target/Standard (i.e. unacceptable)	
<input type="radio"/> 0. Completely unacceptable	
Actual Performance Notes (compared to Performance Standards / Behavioural Indicators)	
<div style="border: 1px solid black; height: 80px;"></div>	
Performance Optimisation Plan (POP)	
<div style="border: 1px solid black; height: 40px;"></div>	

Reports

Individual Reports

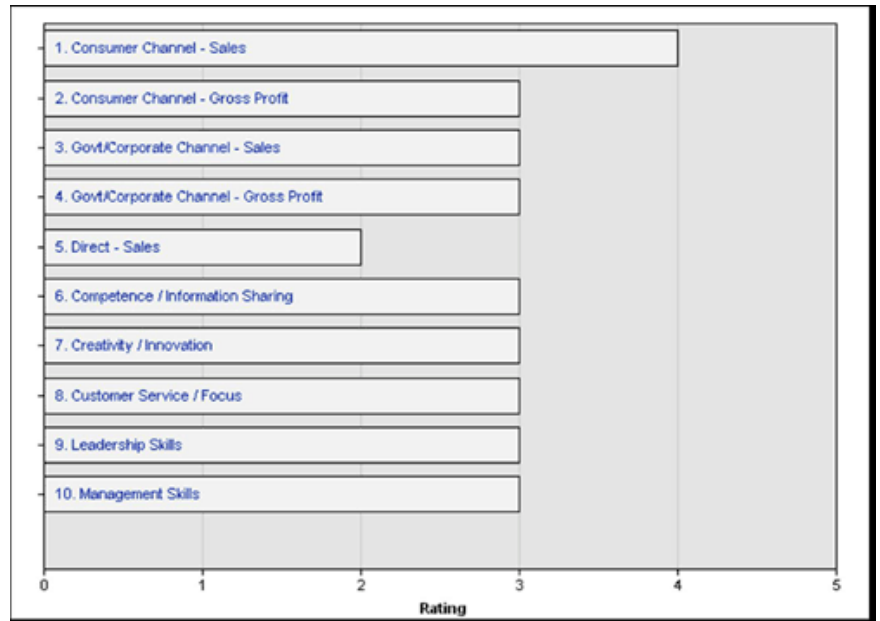
For each Performance Measure this report shows:

- the agreed rating (determined during the Appraisal Process),
- the predetermined (agreed) weighting, and
- the weighted rating,

to provide a total score as a percentage.

Shows the Employee's performance, allowing the manager to easily see which areas are above, below, or on target.

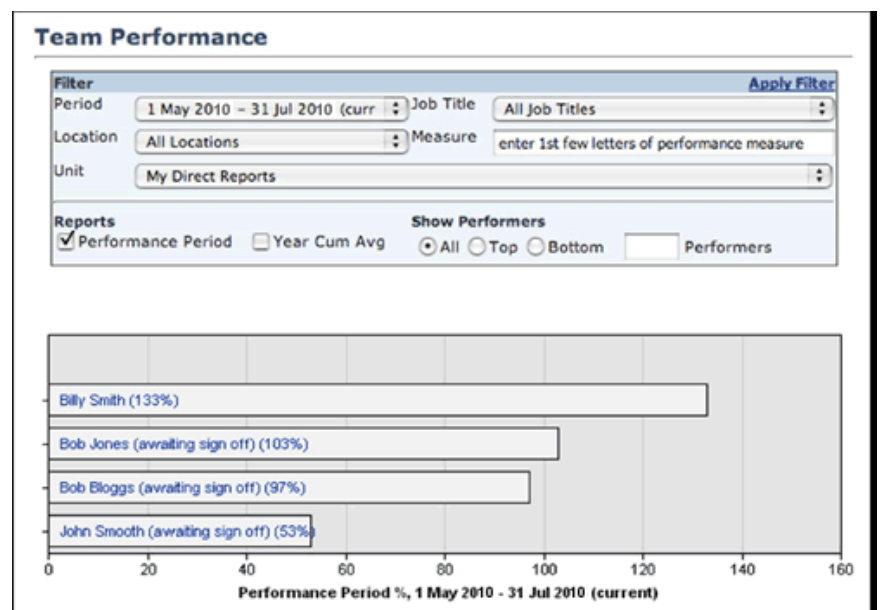
Performance Measures	Rating	Weighting	Weighted Rating	Performance Optimisation Plan
1. Consumer Channel - Sales	4	15	60	
2. Consumer Channel - Gross Profit	3	15	45	
3. Govt/Corporate Channel - Sales	3	15	45	
4. Govt/Corporate Channel - Gross Profit	3	15	45	
5. Direct - Sales	2	5	10	
6. Competence / Information Sharing	3	5	15	
7. Creativity / Innovation	3	5	15	
8. Customer Service / Focus	3	5	15	
9. Leadership Skills	3	10	30	
10. Management Skills	3	10	30	
		100	310	
			Actual Performance	103%



Comparison Reports

Compare the performance of Team Members, or find top (or bottom) performers across the entire organisation.

You can compare the performances of different company divisions or locations. A variety of graphical representations is available. Further, most data is downloadable into MS Excel for further data manipulation.



Performance Advantage™ Interface Corporate System Administrator

- Creates organisation hierarchical structure on system
- Loads employee User Files (or bulk-imports records from HRIS/HRMS)
- Sets appraisal frequency (1, 2, 3, 4, 6, or 12-monthly)
- Sets user access/security levels
- Assigns Divisional System Administrators (if needed)
- Manages User ID's and Passwords
- Creates online Job/Role Descriptions (optional)
- Creates position-specific Appraisal Templates
- Bulk-creates appraisals for selected or all units/employees (on behalf of managers)
- Manages auto emails and instant bulk emails
- Monitors the status of appraisals organisation-wide
- Moderates the quality of appraisals organisation-wide
- Extracts performance data and statistics from a range of advanced reports

Divisional System Administrator/s

- Loads/edits Divisional employee User Files
- Sets access/security levels of Divisional staff
- Sets up and edits Divisional appraiser teams
- Monitors the status of appraisals in assigned Divisions
- Moderates the quality of appraisals in assigned Divisions
- Extracts Divisional performance data and statistics from a range of advanced reports

(These functions are handled by the Corporate System Administrator if size of organisation does not require Divisional Administrators.

Divisional System Administrators are only allowed to see and manage the employee and appraisal records of those units, branches, regions, or locations that were assigned to them in the system.)

Appraiser (Line Manager)

- Creates Appraisals (Performance Agreements) for each team member (downloaded from Appraisal Template Database, or designed from scratch) for each team member as necessary
- Logs performance notes, for each team member, throughout performance period
- Conducts (facilitates) appraisal interviews, and enters jointly agreed Ratings, Actual Performance Notes, and Performance Optimisation Plans (POPs)
- Updates employee Personal Development Plans (PDPs), by consulting their POPs
- Extracts unit performance data and statistics from a range of advanced reports

Appraisee (all levels)

- Views and executes own Performance Agreement
- Logs own performance notes throughout performance period
- Attends appraisal interview
- Executes Performance Optimisation Plan and newly-agreed Goals, Objectives, KPIs, and/or Competencies for next performance period
- Executes/attends agreed PDP learning activities

*NOTE: Appraisees are staff members at all levels, including supervisors and managers. **Performance Advantage** thus aims at all employees in the organisation, irrespective of their level.*

Features and Benefits

Features

Built on the latest Microsoft ASP.NET platform

Operates on Corporate Intranets or over the Internet as a hosted Software-as-a-Service (SaaS) application

Secured by 128 bit SSL Encryption

Handles from only 20 to many thousands of employees, covering all staff and managerial levels, at multiple worldwide locations

Competitively priced, especially considering its diverse and unique functionalities

Performance Advantage accommodates the following Performance Cycle alternatives: 1, 2, 3, 4, 6 or 12-monthly performance appraisals, as well as employee anniversary-based

Benefits

Dramatically improves system performance, capacity, scalability, security and reliability compared to other programming software.

Provides access from anywhere in the world via your PC Web Browser; even from your home PC or laptop (24/7/365 access; 99.99% guaranteed uptime).

The SaaS model means that there is no need for you to have or maintain any servers, or to download/install any software, whilst having the latest version of the software immediately available as it gets updated (a continuous process).

However, some larger organisations may prefer to have **Performance Advantage** installed on their own Intranet servers.

Secures data communication over the web. Data sent via an SSL connection is protected by encryption, a mechanism that prevents eavesdropping and tampering with any transmitted data.

Being fully scalable, there is no limit as to the number of employees an organisation may have on the system – now or in the future.

Many appraisal system vendors will not sell their system to organisations having below a certain minimum number of employees (typically 200 to 300 minimum). Or otherwise their pricing is so prohibitive that it puts it out of reach of most smaller organisations. Not so with Performance Advantage. Our pricing model makes it affordable for companies with as few as 20 employees.

You are not limited to any system-prescribed performance management cycle (e.g. annual only). You can also change this cycle at any time as necessary, or have different categories of staff on different cycles.

Features

Ad-Hoc Appraisals

Accommodates any kind of Performance Measure such as Goals, Objectives, Key Performance Indicators, Competencies, and Values

Performance Measures can be weighted according to their relative importance and priority

Handy calculators are provided to aid many different KPI performance-level calculations

Organisations can create a centralised Appraisal Template Database (for all job/role titles in the organisation)

Numerous Generic Competencies are available in a central system library to select from and download into Appraisal Templates and Performance Agreements

Benefits

Apart from "regular" employee performance appraisals, you can also administer any kind of ad-hoc appraisal on the system, such as for Probation, Promotions, Succession, and Performance Improvement.

Many online appraisal systems limit the Performance Measures to Competencies only. With Appraisal Smart there are no restrictions as to the kind of Performance Measures you wish to use – you can even use a mixture.

The Performance Measures of a specific position cannot all be equally important. With **Performance Advantage** you can prescribe their individual importance weightings in relation to each other. This indicates to employees where they should spend their biggest effort and energy.

These facilitate the easy calculation of sub-scales in pre-agreed Rating Scales, which would otherwise be very cumbersome to work out.

This facilitates the easy creation of Performance Agreements with position-specific Goals, Objectives, KPIs, Competencies, and/or Values. Templates get downloaded for individual employees at the click of a button, and then customised by managers (if necessary) to provide for local circumstances and individual employee role requirements. They can also be locked to prevent editing by managers once downloaded.

This unique functionality of **Performance Advantage** ensures the standardisation of performance requirements for the same Job Category/Title throughout the organisation, prevents the reinvention of the wheel wherever a position is duplicated, saves eons of time, and ensures a fairer performance management dispensation.

The concept of Competencies can be daunting for many organisations. **Performance Advantage** has numerous Generic Competencies available for those clients not having their own. Larger organisations frequently have their own Competency Frameworks. These can be imported into the **Performance Advantage** Competency Library.

Features

Benefits

Several standard Rating Keys are available, but client organisations can also add their own. The system even accommodates different Rating Keys in one appraisal form, to cater for different types of Performance Measures

Facilitates easy rating of Actual Performance against Agreed Performance Measures and Standards/Targets. The system also allows flexible use of Rating Keys to suit different kinds of measures.

Any number of System Administrators can be appointed. System Administrators are typically Human Resources staff, but can also be any other selected individual/s such as PA's or administrative personnel. No special skills are required to manage the system, and detailed help files and tutorials are available by mouse-click

Larger organisations should typically appoint a primary Corporate System Administrator, and a Divisional System Administrator for each division (or region/branch/location). This way the burden of monitoring appraisals and updating user records does not fall on one person only, but gets shared logically as dictated by the organisation structure or its geographical spread – even internationally. Divisional System Administrators are only allowed to see and manage the employee and appraisal records of those units, branches, regions, or locations that were assigned to them in the system.

Automatically calculates an overall Performance Percentage for each employee (this feature can be disabled)

Performance Percentages can be used as a basis for performance-based compensation, in a fair and transparent way. It also enables HR to rank employees and compare their performance, especially those from the same job category. Star performers can thus be easily identified for appropriate reward and other kinds of recognition, while poor performers can be identified for appropriate training/coaching, or other suitable interventions to improve their performance.

Scans all entries by Appraisers with a Language-Sensitivity Filter/Checker

The Corporate System Administrator enters inappropriate, non-compliant, and other insensitive words and phrases into a system filter to disallow their use by Appraisers.

Appraisers (line managers) and Appraisees (all levels) can log (typed text) performance record notes onto the system at any time. (This feature can be optionally disabled by the Corporate System Administrator)

This is the solution to significantly reduce the potential for differences of opinion as to what has actually happened over a performance period. By entering performance record notes of actual performance incidents (highlights, general, or lowlights) in this way, both parties do not have to rely on their memories that much as to what the Appraisee has achieved over the performance period.

Features

Benefits

Powerful Multirater Functionality.
NOTE: The Multirater Module is different to the Smart360 Module/System

Up to five other managers, supervisors and team leaders an employee has worked with during a performance period can be invited to provide online feedback to the employee. The results are output as averaged ratings, and graphical and narrative reports (while individual rater feedback can also be viewed).

Email reminders are sent automatically to inform line managers of pending and overdue appraisals

Ensures that line and staff are prompted/notified as needed to continue progressing with the appraisal process.

System Administrators can also send bulk emails to all or selected units/sub-units to give relevant appraisal instructions instantly, at any time.

Unique 'Appraisal Manager' page

Allows easy monitoring of the status of appraisals, according to the assigned Administrator and Appraiser roles.

Appraisals include a Performance Optimisation Plan (which includes earmarked training and development) for each employee

No appraisal should end without a discussion and written Action Plan as to how Line Managers can assist their direct reports in performing their jobs better, and how the latter can improve their own performance – plus any training and development they could benefit from.

This is probably the most important part of a performance appraisal: namely how to use lessons learnt over the previous performance period to improve performance in the next. This philosophy and practice will lead to a truly continuously improving and 'Learning Organisation'.

The Performance Optimisation Plan can then be used as crucial input into the Learning and Development discussion, to agree what Learning Activities the employee can benefit from, and to add that into their Personal Development Plan (PDP).

'Bulk-Create Appraisals' functionality

Create Appraisals (Performance Agreements) for ALL employees in your organisation, each with their own unique positional Performance Measures, WITH ONE MOUSE CLICK.

This amazing functionality gives full control to the Corporate System Administrator to ensure that all employees have the correct Appraisal for their relevant Job Titles.

Features

Benefits

There are three system interfaces: System Administrator (Corporate and Divisional), Appraiser, and Appraisee, each with specified system access privileges

Users log in with their own User ID's and Passwords to ensure sufficient security and privacy. Each type of user only sees what is relevant to them according to their set system access settings.

Detailed records of all previous appraisals are stored in a click-accessible archiving system (lifetime archiving, i.e. records never get deleted)

Provides instant access to previous appraisals, which is also useful in tracking an employee's performance progress over time. It is legally crucial to have a documentary audit trail of someone's performance over time. Without this it will be difficult to dismiss employees based on persistent poor performance.

Indispensable in defending your organisation against litigious ex-employees.

Job/Role Description Functionality

Create all your Job/Role Descriptions within Performance Advantage, and give online access to it so managers can view those of their direct and indirect reports, and staff members can view their own (by mere mouse-click).

As you update/edit your Job Descriptions centrally, everybody has instant access to the latest versions.

Job Descriptions can be linked to Appraisal Templates to ensure perfect alignment between them.

A range of advanced tabular and graphical reports (by filtering any combination of Job Title, Appraiser, Appraisee, Unit, Location and Performance Measure)

Facilitates the ranking of employees based on ratings per measure, or their overall performance percentages.

Graphical presentation of ratings and performance percentages simplified staff performance comparisons. Appraisal Smart also allows you to identify the poorest performers in any performance measure (e.g. the Competency "Leadership", or the KPI "Sales") so that such people can be targeted for needs-based training, development and coaching interventions.

Rich content includes detailed User Guides, Tutorials and Help Files to get users (all staff members) up to speed with Performance Management and Appraisals in no time at all

No need for special 'classroom' training, providing that users spend some productive time and effort learning the system through the user-friendly User Guides, Tutorials and Help Files provided. Add to this our free email, online and telephone support as per the Client License Agreement.

Features

Linkage/interfacing with any HRIS/HRMS or Payroll System is possible, i.e. employee data can be automatically imported from existing Personnel/HR Information Systems (additional setup fee applies). Alternatively, the system's Excel/CSV Bulk User Importing Utility can be used

Benefits

Fast upload (and maintenance/updating) of employee data.

360 Appraisals

Smart360™

Due to its unique design, the Smart360 System offers an unparalleled opportunity for employees to obtain targeted and high-quality feedback from Peers, Direct Reports, Managers and Customers (internal and/or external), with a view to improved working relationships, team synergy, job performance, and customer service. Key Generic Features:

- Smart360 is highly flexible, user-friendly, and intuitive, with very little administrator training required.
- It accommodates 360 appraisals for ALL your employee levels, and not just managers (as is frequently the practice).
- Use our (customisable) question/competency sets and rating scales, or add your own.
- 360 feedback questionnaires can be completed internally by your own employees using Smart360 system logon, as well as by external Raters/Respondents such as external customers or other outside interest groups (using a one-click URL Hyperlink sent to them by automated email).
- Easy monitoring of Rater response progress—presented in real-time, online.
- The system keeps a permanent record of employee 360 appraisals in a click-accessible database, so improvement progress can be tracked over time.
- In addition to a detailed narrative feedback report, a range of graphical reports are also available, which are easy to interpret for maximum employee self-insight and coaching.
- Smart360 is a web-based 360-degree feedback appraisal system, built upon the latest Microsoft ASP.NET platform.

How does Smart360 differ from other 360 Feedback Systems?

Most 360-degree feedback systems use the same set of around 25 to 100 questions for ALL Rater Groups. The problem with this approach is that from each Rater Group's unique perspective (context), a certain portion/percentage of these questions will not be relevant, e.g. how well can a PEER answer questions about customer service (especially external customer service), or a CUSTOMER about teamwork? Most systems try to overcome this problem by using very generic questions—to fit all Rater Groups—but with equally generic and bland results.

The context-targeted technology of Smart360 enables highly targeted question sets for each individual Rater Group—covering its unique working relationship and involvement with the employee, such as:

- **PEERS:** Questions about teamwork (and related).
- **CUSTOMERS:** Questions about customer service (and related).
- **MANAGER/S:** Questions about the employee's job competency and behaviors.
- **DIRECT REPORTS:** Questions about the manager's management style and practices.



Smart360 technology also promotes the concept of fewer (but of course highly context-relevant) questions for each Rater Group (ideally five to 15 questions maximum), which means less work (and resistance) from Raters, especially if they have to do 360s for a number of their colleagues. Smart360 allows 20 Raters per 360 appraisal (Appraisee self-appraisals excluded). Below are examples of how these can be distributed in practice:

Educational Institutions:

- Student feedback: 12 to 15 Raters (questions about classroom presentation, student relations, etc.)
- Peer feedback: Three to five Raters
- Principal/Dean & Department Head/s feedback: Two to three Raters

Other Organisations:

- Peer feedback: Three to six Raters
- Direct Report feedback: Four to six Raters
- Line Manager feedback: One to three Raters
- Customer feedback: Three to six Raters

The number and types of Rater Groups will depend on who you want feedback from, and can therefore be different combinations for your employees (feedback recipients)—leading to additional flexibility in the use of the system.

As mentioned above, question sets for each Rater Group are highly context-targeted towards that Rater Group, based on their unique working relationship and involvement with the employee.

This leads to dramatically more useful and actionable feedback for the feedback recipient, resulting in enhanced behaviour and performance improvement.

Self-Service Implementation Options

- Smart360 can either be a stand-alone system or an optional module to **Performance Advantage**.
- It is provided online as an ASP (application services provider) internet service (no software to download), or can be installed on your own server (intranet option).

360 Bureau Service

In addition to the Self-Service options (mentioned above) whereby you need to manage the creation and administration of your employee 360 feedback appraisals yourself, we have a Bureau Service whereby we will do everything on your behalf, benefiting you as follows:

- Minimum human resources and time required.
- Potentially more frank and honest feedback from multiraters—as an independent, external administrator is used.

With the Bureau Service, you send us the details of Appraisees and Raters, and we will:

- Load them into the Smart360 online database;
- Send out email notifications and questionnaire login links;
- Send email reminders if questionnaires are not completed by the due date;
- Provide you with logon details so the 360 feedback reports can be viewed online (and printed out) by the respected parties (e.g. HR, line managers and/or appraisees – as you prefer).

This service also provides the option for Mindset to do a full analysis of the Rater feedback, and compiling it into a written report, with particular emphasis on the Key Strengths and Development Needs of the Appraisee.

Learning and Development

Manage your employee learning and development easily and efficiently, with 24/7 online access.

Generate real-time reports to establish the status and statistics of current and completed employee learning and development activities.

The optional Learning Management Module enables you to:

- Populate a Learning & Development (L&D) Library with your company-specific learning interventions/activities (internally or externally provided).
- Manage your employee Personal Development Plans (PDPs) online (accessible by HR, managers and employees, according to client-defined system settings and access privileges).
- Apart from listed learning activities, selected from the L&D Library, unique learning activities for individuals can also be added to their PDPs, such as on-the-job coaching, job rotation, special assignments, projects, etc.
- L&D Reports can be produced at all company levels – on demand and in real time – to see who needs what type of training, who had undergone certain types of training, what training is overdue, etc.

- Reports can be generated by unit/department, location, job title, employee, line manager, target group, attainment, status, and L&D activity, or any combination of these.
- Training histories are permanently archived in the system database for easy access at any time, and for year-round internal and external audit preparedness, and to ensure organisation-wide training/learning compliance.

The Learning Management Module is an add-on module to **Performance Advantage** (regular performance appraisals) or the Smart360 (360 feedback) System/Module – independently, or jointly, should all these modules be required by a client. However, it can also be utilised as a standalone system in its own right.

Technical Requirements

Because **Performance Advantage** is a fully-fledged online, web-based system, all you need is a PC or Laptop with Internet access. Access from anywhere in the world is easy – even from the comfort of your own home.

Although broadband access to the Internet is recommended for faster uploads and downloads, this is not an essential requirement.

Performance Advantage is optimised for Internet Explorer 7 and Mozilla FireFox 3.

Server Requirements for Intranet installations:

Technically, just about any configuration can be made to run the system on your own server. However, the following would be best to simplify installation:

- Microsoft Windows Server 2003 32-bit (recommended), Microsoft Windows Vista Business 32-bit, or Microsoft Windows XP Professional SP2 32-bit
- Microsoft SQL Server 2000/2005 (or later) Express/Desktop, Standard or Enterprise
- Microsoft SQL Server Agent (for Backups & Scheduled Email Notifications)
- Pentium-Family CPU 1.6Ghz (or faster)
- 1 GB RAM (or more)
- Microsoft .NET Framework v3.5 with SP1
- Microsoft Data Access Components 2.8
- Internet Information Services 5.0 (or later / equivalent)
- Any SMTP Mail Server

Secured by 128 bit SSL Encryption

Contact Details

Ring or email the Mindset Group today for a free demonstration of how **Performance Advantage™** can benefit your business or visit us online at www.mindsetgroup.com.au

E: info@mindsetgroup.com.au

Melbourne Office

Ph: +613 8676 0590

Sydney Office

Ph: +612 8905 0745