

# Empower

time saving  
solutions

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## PERFORMANCE MANAGEMENT

ECI's Performance Management Solution helps organizations turn the employee review process into a tool for building a stronger workforce that can deliver greater business results.

The Performance Review Dashboard shows a table of review records with columns for Action, Subject, Description, Type, Status, Queue, Step, Date Submitted, and Options. The Manager Review interface shows a detailed view for a specific review, including the reviewer's name (BLADES, WADY), the review date (05/16/2011), and the manager's name (John Smith).

Action	Subject	Description	Type	Status	Queue	Step	Date Submitted	Options
0004 - SMITH, SUSAN	35576 - SPITTS, SHERINA	EE Review, Employee Review	Employee Form	Started	Payroll#	1	06/04/2010	
0004 - SMITH, SUSAN	36207 - HERRIG, SARLINE	EE Review, Employee Review	Employee Form	Awaiting Approval	Payroll#	1	06/04/2010	Viewing Detail Print with Comments Print with Comments
0004 - SMITH, SUSAN	35007 - LAHMANN, CHRISTA	MANAGER, Manager Review	Employee Form	Approved	Payroll#	1	05/09/2011	
0004 - SMITH, SUSAN	30287 - BLADES, WADY	STAFF, Staff Review	Employee Form	Started	Payroll#	1	05/27/2011	
0004 - SMITH, SUSAN	36207 - HERRIG, SARLINE	STAFF, Staff Review	Employee Form	Started	Payroll#	1	05/27/2011	
0004 - SMITH, SUSAN	0004 - SMITH, SUSAN	MGRESELF, Manager Self Review	Employee Form	Started	Payroll#	1	05/27/2011	
50007 - LAHMANN, CHRISTA	50007 - LAHMANN, CHRISTA	MGRESELF, Manager Self Review	Employee Form	Approved	Payroll#	1	05/27/2011	
50007 - LAHMANN, CHRISTA	50007 - LAHMANN, CHRISTA	MGRESELF, Manager Self Review	Employee Form	Approved	Payroll#	1	05/27/2011	

## BUSINESS BENEFITS OF ECI'S PERFORMANCE MANAGEMENT SOLUTION

### Streamline the Performance Review Process:

- Multiple review forms for one review period capture input from range of reviewer types (peer, manager, vendor, etc.)
- Weighted Averages ensure accurate assessments
- Self Assessment reviews for employee input and accountability
- Flexible routing by review type
- Workflow participants can be set up as view only
- Reviews can be reassigned when supervisor changes occur
- E-mail Notifications are integrated
- Employees can view all of their past and current reviews
- Managers can view all past and current reviews for their direct reports
- Administrators can manage all reviews
- Automated plan can workflow and update compensation.

### Maximize the Potential of Employees:

- Align and track employee goals
- Measure employee performance
- Close skill gaps
- Manage career plans
- Increase morale
- Create a culture of accountability



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## PERFORMANCE MANAGEMENT FEATURES & BENEFITS

- ECI's Performance Management Solution allows both employers and employees the opportunity to better manage multiple review types; from self-assessments to supervisor reviews of employees. In addition to allowing for different forms for the employee and employer, it will also allow variation in review forms based on the employee's role or responsibilities.
- ECI's Performance Management Solution can manage a variety of forms customizable by the client. Full employee reviews and self assessments can also be managed with multiple security options.
- Tools to manage Performance Review Process are available for all levels of the organization.
  - Administrators can monitor progress on current reviews in process, as well as delete, approve, share, reassign reviews and share review responsibilities.
  - Administrator dashboard provides a list of reviews not started for a specific time period.
  - Employees can begin or edit current reviews and view historical reviews.
  - Managers can begin, edit or approve current reviews, as well as view historical reviews for current or prior direct reports.
- The Performance Review online form includes visual cues. Simple to use, straightforward design makes rating process seamless and includes a visual weighted star system for quick reference.
- The workflow definition allows for flexible routing by review type. This includes bidirectional reviews for approvals and rejections, with participants identified with either approver or view-only responsibility.
- Career management tools are integrated into the Performance Management System. Employee goal setting and attainment, skill assessments and growth tracking can be managed through the system, as well as establishing action plans for career growth.

ECI's Performance Management Solution allows for full integration into Empower and provides the flexibility to configure review types, routing and approvals based on each individual client's needs.

