

# HR Management Services

## Web-based Appraisal System – Smart Business Choice!

*“Good news for businesses is that in most cases, staff loyalty in business has nothing to do with money...If you don't capture the hearts and minds of an employee, no amount of money will keep them long-term.”*

Denis Orme – CEO, Insurance Brokers of New Zealand. Robert Half Finance & Accounting (Aug 2005) from xtramsn.co.nz

### So what can you do?

Studies show that the key ingredients for engagement are:

- *Having clearly defined expectations*
- *Providing acknowledgement*
- *Providing inspiring leadership*
- *Having quality working relationships*
- *Ensuring regular feedback occurs*



### HR Management Services Appraisal Tools

Now an affordable, Australian designed and supported appraisal system is within the reach of small and medium sized businesses.

Designed by Human Resource Professionals to meet International Best Practice standards, this system is easy to set-up and easy to use.

Even those employees without access to your business computer system can participate!

- Eliminate paperwork!
- Improve communication!
- Empower your employees to achieve more!

### ENGAGED EMPLOYEES = HIGH PERFORMANCE = RESULTS



According to Global Human Capital Consultants Hewitt

*“A disengaged employee costs an organisation an average of \$10,000 in profit annually; as a result organisations with high engagement are 78% more productive and 40% more profitable.”*

Contact HR Management Services for a demonstration and & 7-Day Free Trial

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## More Flexible With Additional Features at no Extra Cost

- Includes Job Description Functionality
- Annual or 6 monthly appraisals
- Stores performance notes for reference at appraisal time
- Ad-hoc appraisals for end of probation | performance improvement | promotions
- Comes with a library of behavioural competencies
- Language & Spell Checker
- Multirater Functionality – for wider performance feedback
- Captures training and development needs
- Inbuilt reporting functionality
- Customizable to your needs
- Design the measurement that fits with your business
- Customizable rating scale
- Fully scalable to grow with your business

**HR Management Services Appraisal Tools** offer an innovative, flexible and easy to use solution to measuring and managing your employees. There is no need for expensive IT development; we help you to get the system “user ready” and train you and your staff.

Now small and medium sized businesses can be at the forefront of this critical Human Resource Management function.

Our Appraisal Tools can help you to improve productivity, address behavioural issues and enhance your employment relationships. You can also use it to develop competency and capability of your employees through our Learning Management module.

**Regular performance appraisals promote personal and professional satisfaction for employees through a higher sense of meaningful contribution toward your organizations objectives by:**

- **Having a better understanding and clarity of the expectations for their position,**
- **Having clearly defined and prioritized goals to accomplish**
- **Receiving constructive feedback, acknowledgement and encouragement to meet performance expectations**

Performance management is an ongoing process of planning, monitoring and reviewing individual performance so that great outcomes are achieved for all stakeholders.



## Here Are Some of the Benefits You can Expect from HR Management Services Appraisal Tools

Clear Performance Expectations	Promotes Accountability	Improves Performance
Retain Top Performers	Identify Poor Performers	Enhances Communication
Automates Time Consuming Administration of Manual Systems	Reduces the perception of “favouritism”	Provides Record and Audit Trails when Managing Poor Performance
Increase Productivity Which Results in Improved Profits	Increase Engagement and Motivation	Provides Powerful Performance Metrics

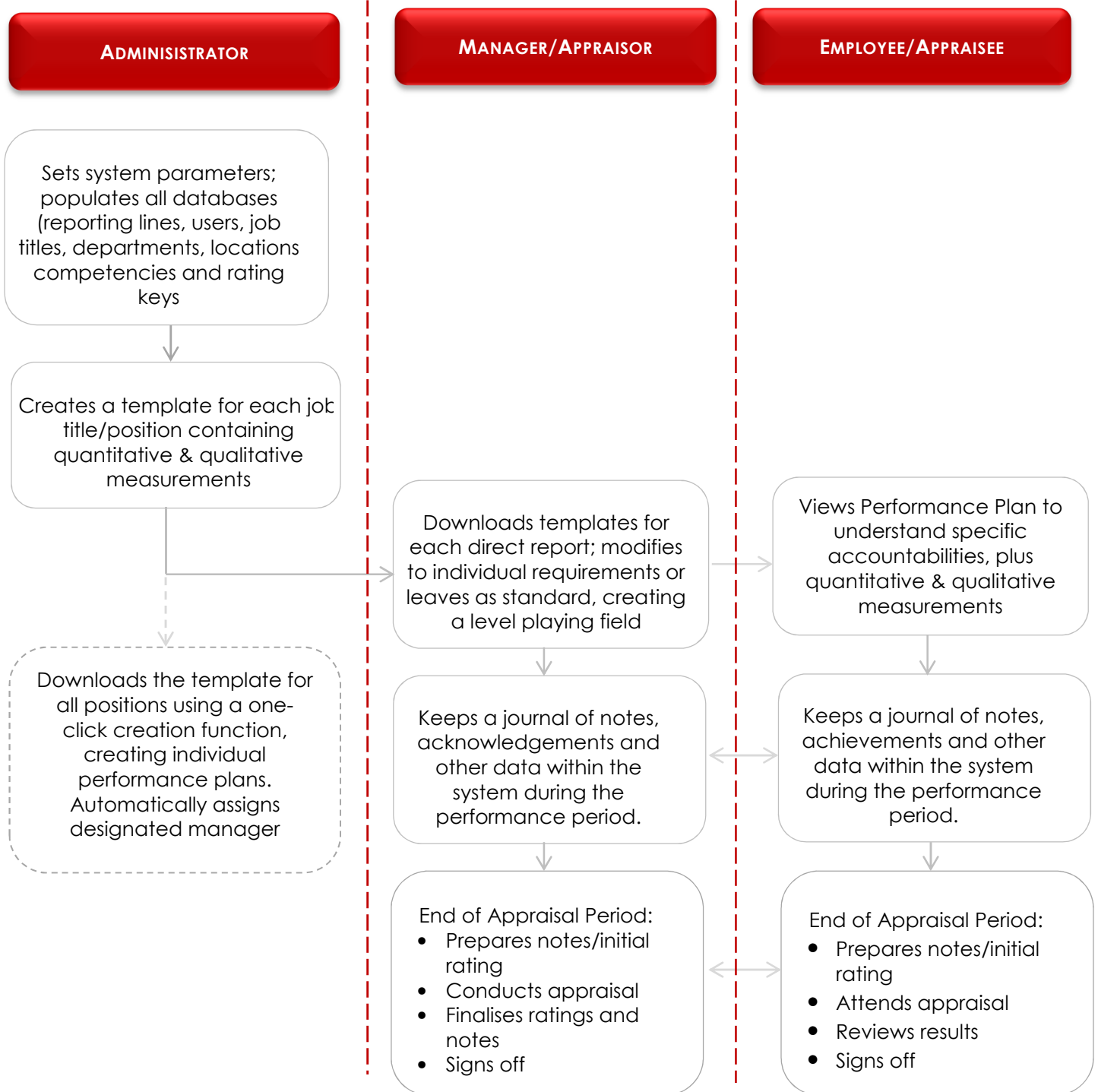
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HR Management Services Appraisal System can be hosted on your server or over the Internet as a secure, hosted Software-as-a-Service (SAAS) application with worldwide 24x7x365 access (guaranteed 99.99% uptime)



## Here is How HR Management Services Appraisal System Works



### Want More Functionality? Optional Extras Include

- Fully Customizable 360° Feedback**
  - ▶ Receive feedback from multiple sources including external stakeholders
- Goal Management Module**
  - ▶ Cascade goals from the Boardroom to the shop/office/factory floor
- Learning Management Module**
  - ▶ Manage your capability through employee personal development plans
- Custom Built Payroll Interface**
  - ▶ For even more efficient, centralised management

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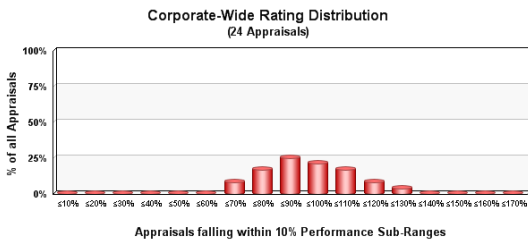
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Powerful reporting functionality provides both graphic and narrative reports. View your entire workforce performance from the home page "Dashboard"

## Just a Few of the Reports Available

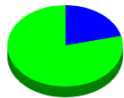
### Your Home Page Dashboard Reveals the Overall Performance

(Only viewable from Corporate Administrator Access)



Total Number of Employees: 33

Appraisals Created: 26



Appraisees with Appraisals: 26 (79%)

Appraisees without Appraisals: 7 (21%)



Appraisals started: 12 (46%)

Appraisals NOT started yet: 2 (8%)

Appraisals signed off: 12 (46%)

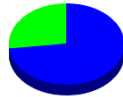
Appraisers: 26



Appraisers signed off: 12 (46%)

Appraisers NOT signed off: 14 (54%)

Appraisees: 26



Appraisers signed off: 7 (27%)

Appraisers NOT signed off: 19 (73%)

### Your Team Performance

Compare the performance of team members; download into spreadsheet for use with performance-based remuneration review

#### Performance (Graphical)

Filter Apply Filter Clear Filter

Options: Appraisees with Appraisals Appraiser: Farrell, Shirley

Period: 1 Jul 2011 - 30 Jun 2012 (current) Job Title: All Job Titles

Location: All Locations Measure: All Measures

Unit: My Direct Reports

Show Results:  Top/Descending  Bottom/Ascending  All Filter Results By:  Performance Period  Year Cum Avg

Appraisee Last Name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

#### All Measures

10 results returned

No	Appraisee	Perf Prd	0	50	100	150	200	
1	<a href="#">Beaumont, John</a>	122%	122%					
2	<a href="#">Burrows, Michael</a>	113%	113%					
3	<a href="#">Summers, Kate</a>	100%	100%					
4	<a href="#">Bracs, Jenny</a>	97%	97%					
5	<a href="#">Jones, Jennifer</a>	92%	92%					
6	<a href="#">Dutton, Shelley</a>	87%	87%					
7	<a href="#">Bell, Jan</a>	85%	85%					
8	<a href="#">Smith, Lesley</a>	75%	75%					
9	<a href="#">Black, Kirsty</a>	67%	67%					
10	<a href="#">Shrek, Fiona</a>	nry						
<b>Average</b>		93.1%	93.1%					
			0	50	100	150	200	

### Individual Reports

Showing performance measures, rating against each measure, weighting and weighted average. The right hand column shows notes made at appraisal time regarding areas for "Performance Optimisation"

Performance Measures	Rating	Weighting	Weighted Rating	
1. Customer Satisfaction	2	20	40	Set meeting in Oct for further discussion on strategies to improve customer service
2. Active Listening	4	10	40	
3. Coaching / Mentoring	3	5	15	Research developments in coach training with a view to upgrade quals
4. Commitment / Dedication	3	15	45	
5. Cooperation / Collaboration	3	10	30	Find more ways of collaborating between departments. Submit plan by 30 Sept
6. Customer Service	2	15	30	Source training on customer service and enrol. Set up meeting to discuss transfer of skill into the workplace
7. Detail Consciousness	3	5	15	
8. Employee Development	3	5	15	
9. Productivity Improvement	3	15	45	Please complete your report on the outcomes of this initiative and submit to Tom and I for review
		100	275	
<b>Overall Performance</b>			<b>92%</b>	(Weighted Rating Avg: 2.8)

**HR Management Services provides flexible installation options. We can train you and your staff to manage all aspects or work with you to develop and prepare the system to be user ready.**

**Contact our office to discuss options and arrange your no-obligation demonstration.**

**We are able to provide support to most locations throughout Australia.**

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