

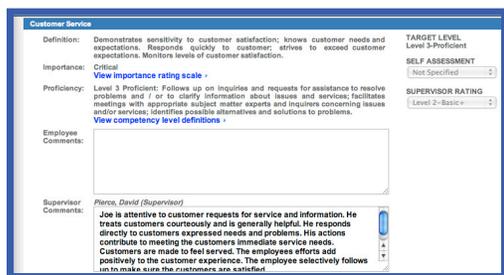


Toolbench

Integrated tools for employee and organization success

Performance Management Module Link Performance Evaluation Directly to the Content of Each Employee's Job Description

The **HRToolbench**® Performance Management module enables a supervisor/coach to create a customized employee performance planning and evaluation form, and to manage the entire goal setting, coaching, and performance evaluation process online in collaboration with the employee. Both the supervisor/coach and the employee have 24/7/365 access to the performance form for purposes of entering goals, progress notes, ratings and performance summaries. Employees gain a clear understanding of performance expectations, and potential performance issues and development needs can be identified, discussed and addressed quickly before they become problematic.



Ratings of the employee's competency proficiency levels are entered by the supervisor for both the General and Functional competencies included on the employee's job description. The employee enters a self-assessment for each competency. Optional comments can also be entered.

GENERAL COMPETENCY	COMPETENCY TARGET LEVEL	SUPERVISOR'S ASSESSMENT LEVEL	COMPETENCY GAP
Customer Service	Level 3-Proficient	Level 3-Proficient	✓
Professionalism	Level 3-Proficient	Level 1-Basic	✗
Quality Focus	Level 3-Proficient	Level 4-Proficient+	✓
Teamwork	Level 3-Proficient	Level 5-Advanced	✓

Weighted Average Rating: 118%

Summary reports are instantly displayed to identify an employee's competency gaps, by comparing the employee's observed competency levels to job targeted proficiency levels. Competency ratings in the Performance Management module flow automatically into the Succession Planning module.

Integration with Other Modules

The **HRToolbench Performance Management module** links directly to employee job descriptions maintained in the **HRToolbench Job Description** module so the content displayed on each performance form is customized for the employee by sourcing the Essential Job Responsibilities and Competencies contained on the employee's job description.

The **HRToolbench Succession Planning/Career Path Planning module** automatically displays the latest competency ratings entered into an employee's performance form. This feature saves supervisor time by avoiding the need to enter duplicate ratings.

The **HRToolbench Compensation module** uses an employee's Overall Performance Rating to calculate a suggested merit increase for the employee.

Job Description



Candidate Selection



Performance Management



Compensation



Succession Planning



360 Feedback



About HR Technology Solutions and HRToolbench

HR Technology Solutions, Inc. was founded in 2002 to deliver superior, affordable, Web-based tools that enable organizations to attract, retain and motivate employees more effectively and profitably. We focus primarily on serving small to mid-size organizations.

Our flagship product, HRToolbench, is an integrated suite of HR modules that promotes organizational success by sharing information uniquely among six HR functions and processes, including Job Descriptions (competencies), Candidate Selection, 360 Feedback, Performance Management, Succession Planning, and Compensation. HRToolbench reduces the administrative time required to perform critical HR processes, encourages frequent and high quality communications between employees and managers, and supports strategic management of the workforce.

Our unique combination of HR consulting and Web technology expertise allows us to build and deploy "best practices" human resource management tools that embody the features, flexibility and affordability typically unavailable to small and mid-size organizations from competitor systems. We also provide HR consulting services, if desired, to develop custom competencies, design compensation and reward programs, and restructure organizations.



FEATURES	FUNCTIONALITY	BENEFITS
Performance form content customized for every employee	"Best practices" performance management components are automatically displayed on every performance form. Forms are then customized for the employee by automatically posting information from the employee's job description.	Performance forms share a consistent format that is in turn customized for each employee by displaying key information from the employee's job description.
Evaluate essential job responsibilities (EJR)	The EJR section of the performance form is used to evaluate how well the employee performed the key responsibilities of his/her job during the performance review period. EJRs are electronically pulled from the employee's job description and displayed on the performance form.	Rate the employee on how well the essential responsibilities of the job were performed.
Evaluate general competencies	<p>General competencies are uniquely identified by a client organization for universal application to all employees.</p> <ul style="list-style-type: none"> • General competencies and corresponding job target proficiency levels from the employee's job description are automatically displayed on the employee's performance form. • Enter supervisor ratings to identify an employee's competency proficiency gaps, which are instantly displayed on a summary gap report. 	Evaluate the employee on exhibiting job target proficiency levels for the general organization-wide competencies necessary for job success.
Evaluate functional / technical (job-specific) competencies	<p>Functional competencies are job-specific technical skills, behaviors, or approaches to work that are required for job success.</p> <ul style="list-style-type: none"> • Functional competencies and corresponding job target proficiency levels from the employee's job description are automatically displayed on the employee's performance form. • Enter supervisor ratings to identify an employee's competency proficiency gaps, which are instantly displayed on a summary gap report. 	Evaluate the employee on exhibiting job target proficiency levels for the functional / technical job-specific competencies necessary for job success.
Summarize overall performance	Written performance summaries of an employee's overall performance are entered at the end of the performance review period by the supervisor and employee. Others can also be added.	Enter written summaries of the employee's accomplishments and overall performance during the review period.
Pre-written text to help supervisors prepare performance comments	Pre-written "Suggested Comments" associated with each General and Functional Competency are provided. Suggested comments text can be edited to personalize the comment to the specific employee. A supervisor or HR representative can also enter confidential personal observations or remarks.	Get help writing competency performance comments by accessing pre-written suggested comments. Edit to reflect the employee's personal performance.
Use workforce analytics to find talent gaps	Various workforce competency reports help to quantify individual employee, organization unit and organization-wide competency proficiency levels and gaps.	Analyze workforce competency levels to identify individual employee development needs and workforce deficiency gaps.
Develop personalized performance and development goals	<ul style="list-style-type: none"> • Personal Performance Objectives (PPOs) are special work goals that can be defined for an employee. • Professional Development Objectives (PDOs) are developmental goals that can be defined for an employee. • PPOs and PDOs can be entered by either the supervisor or the employee in a collaborative process. 	Set up special work goals for the employee that support the organization's strategic objectives. Track progress and rate performance. Set up special development goals to promote skills enhancement and future career advancement.
Automate performance administration	<ul style="list-style-type: none"> • Schedule events and set up email reminders to keep the performance process flowing and on track throughout the review period. • Maintain, retrieve and view performance forms online by the employee, supervisor, manager and HR. Hardcopies of performance forms can be printed at any time by the employee, supervisor, or HR. • View performance form completion and approval status reports to monitor the completion and approval status of all performance forms in real time. 	Make the performance management process flow smoothly and efficiently. Maintain access to performance forms quickly and easily.