



Product Overview Document





Introduction

Performance_SOFT is a 360-degree performance appraisal tool that includes feedback from a supervisor, self, colleagues and customers. The purpose is to create a broader view of the employee's performance based on the impact of relationships with key stakeholders.

The primary benefit of the 360-degree appraisal is its rounded perspective on the employee's performance. It minimizes the potential of a biased evaluation from a single supervisor.

Awesome Features:

- ✓ Performance_SOFT is highly flexible, user-friendly and intuitive, with very little administrator training required.
- ✓ Easy monitoring of rater response progress—presented in real-time, online.
- ✓ The ability to enter your own competencies should your organization have its own unique competency models.
- ✓ Unlimited number of Employees and their KPIs for different purposes and target groups.
- ✓ The system keeps a permanent record of employee 360 appraisals in a click-accessible database, so improvement progress can be tracked over time.
- ✓ All participants and respondents must log in to the system with their assigned credentials. This ensures the security of the system and its data.
- ✓ All-at-once evaluation of multiple targets options.
- ✓ Easy data migration, import from excel facility for Employee, KRA, KPI etc...
- ✓ Reports can be saved as PDF, Excel or Word documents
- ✓ Self Managed – administer your own projects
- ✓ Anywhere-accessible, web-based solution

Organization Structure

- Multiple company support
- Multiple Locations and Departments
- Group employees by Categories and Cadre/Grades
- Unlimited Employee upload
- Define head location wise, branch wise and department wise
- Graphical chart for organization designation hierarchy
- Graphical chart for Reporting Managers hierarchy
- Graphical chart for location wise manpower hierarchy

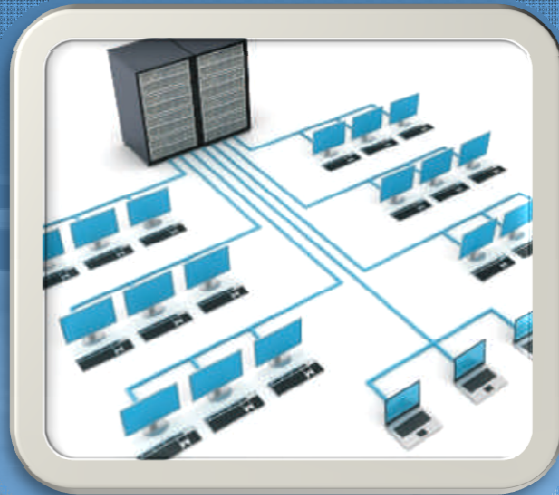
Performance Appraisal

- KRA wise KPIs
- KPI target setup
- KPI Periodic target setup
- KPI target Approvals
- Evaluation by Employee i.e., self-appraisal
- Evaluation by Reporting Manager i.e., HOD or Manager appraisal
- Evaluation by Peers
- Evaluation by external entities
- Generate Employee wise Graphical Scorecard
- Generate reports for evaluation results

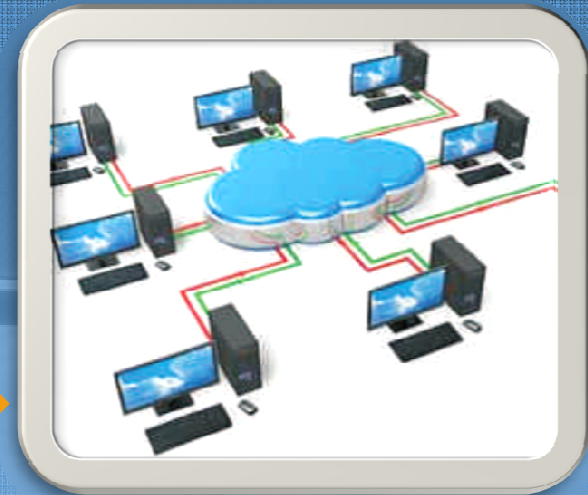
Software Value Additions:

- Employee Self Service, Manager Self Service and External User Self Service
- Create multiple administrators or define roles according to rights and responsibilities
- User login creation and New user master
- Easy to add new features or remove any existing feature
- Advance Employee Search facility
- Powerful reporting tool
- Easy Data Migration
- Easy to learn & operate

Deployment Options



On Premise



SAAS (Cloud)

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We help clients to maximize the value of IT and help its customers to strategically re-engineer and re-invent their businesses to compete successfully in an ever-changing marketplace.



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