
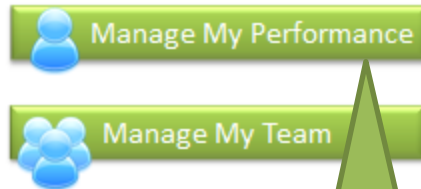




Clean, Clear Home Page Navigation for Independent Users

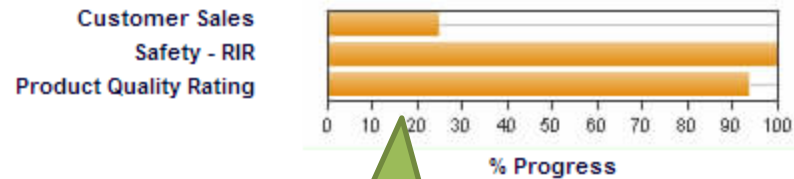
Good Morning, William Smith 



Introducing our new performance management system!

If you have any questions, contact Amy Smith. We are looking forward to getting your feedback.

Our Corporate Goals



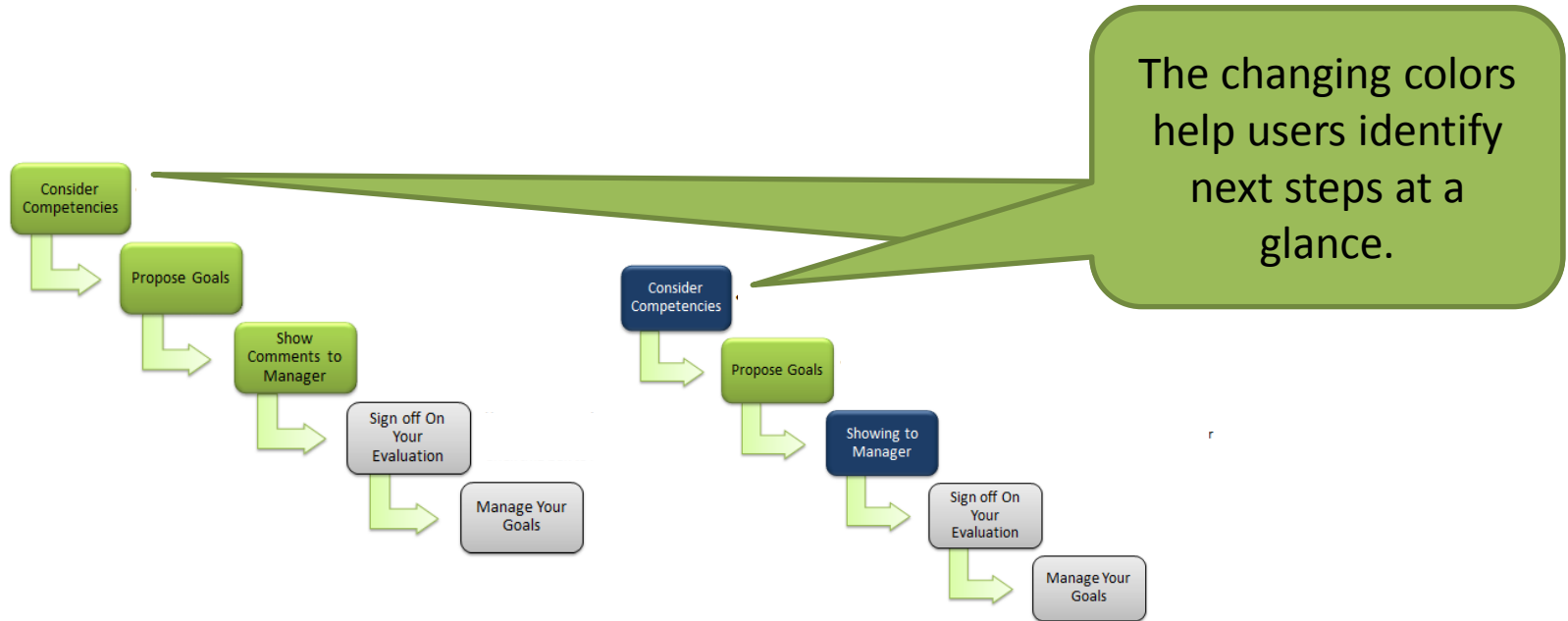
The clean design makes it easy for employees to know where to go.

[Help](#) | [System Feedback](#) | [Logout](#)

Optional area for showing progress on Corporate Goals.



Maps that Tell Users What To Do Next

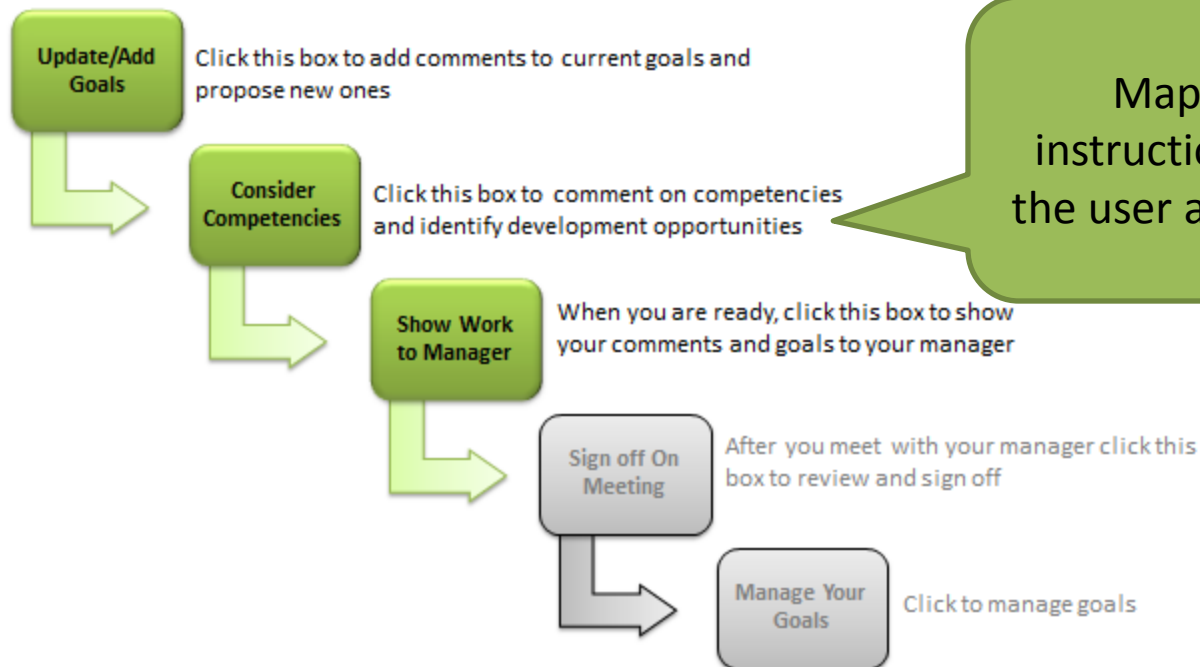


Built-In Instructions So You Get Fewer Questions



My Performance Meeting: William Smith

Click the green box(es) to complete your current tasks.



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Slide Shows for Just-in-Time Learning

The screenshot shows a 'Slide Show' window with the title 'Your Performance Home Page'. The content includes the logo for 'CNY Manufacturing, Inc.' with the tagline 'Quality. Safety. Happy Customers.' and a flowchart titled 'My Performance' with the instruction 'Click the green boxes (es)'. The flowchart consists of five steps: 'Consider Competencies', 'Propose Goals', 'Show Comments to Manager', 'Sign off On Your Evaluation', and 'Manage Your Goals'. Each step has a callout box with instructions. A large green arrow points from a small monitor icon in the top right corner to the slide show window. A large green callout box on the right contains the text: 'We add your own deadline dates to our standard slide shows.' At the bottom of the slide show window, there is a navigation bar with 'Home | Help | System Feedback | Logout' and a progress indicator '4/9'. Below the slide show window, a green bar contains the same navigation links: 'Home | Help | System Feedback | Logout'.

Slide Show

Your Performance Home Page

CNY Manufacturing, Inc.
Quality. Safety. Happy Customers.

My Performance

Click the green boxes (es)

- Consider Competencies**
 - Click this box to add comments and select development opportunities
- Propose Goals**
 - If you have some goals in mind, click this box to propose goals.
- Show Comments to Manager**
 - When you are ready, click this box to show your work to your manager
 - You can continue to edit your work
- Sign off On Your Evaluation**
 - Your manager will set up a meeting
 - After you meet with your manager, click this box to review and sign off
- Manage Your Goals**

Home | Help | System Feedback | Logout

4/9


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Home | Help | System Feedback | Logout

We add your own deadline dates to our standard slide shows.



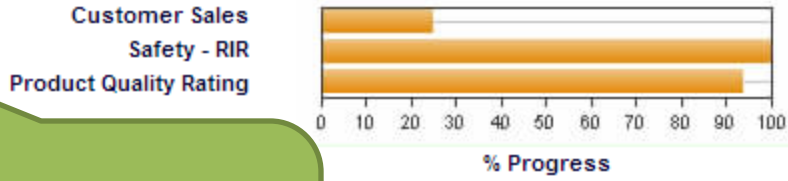
Easy Navigation for Busy Users

Good Morning, William Smith 

-  Manage My Performance
-  Manage My Team

Introducing our new performance management system!
If you have any questions, contact Amy Smith. We are looking forward to getting your feedback.

Our Corporate Goals



The "Manage My Team" button shows only for managers.



Goals Aligned with Corporate Initiatives and Values

Goal for William Smith

[SMART Goals](#)

Select a Corporate Goal	<input type="text" value="Keep all of our current customers and increase their sales by 20%"/>
Priority	<input type="text" value="Important"/>
Goal	<input type="text"/>

Employees automatically align their goals with your corporate goals and values (optional).

The entire goal process is optional, depending on how you want to use the system.

[Home](#) | [Performance Home](#) | [Help](#) | [System Feedback](#) | [Logout](#)



Goals Can Also Have Deliverables (Optional)

Goal for Cynthia Worden Lee

SMART Goals

Select a Corporate Goal	Forge responsive relationships with our customers for 100 % Retention ▼	
Priority	Critical ▼	
Goal		
Resources / Action Steps		
Define Successful Result		
Deliverables	<input type="text"/>	Numerical Target <input type="text"/>
		Due Date <input type="text"/>

[Save and Add Another Deliverable](#)

An unlimited number of deliverables can be added with dates and numerical targets

Check Spelling

Save

Save, Go to List of Goals

Cancel Without Saving



Your Competencies or Ours with Drop-Down Comments that Get Users Started

Consider Competencies

William Smith

Supply your own competencies or choose/customize from our library.

Strengths and Achievements

List achievements and recognition. List strengths and add specific examples when possible.

I think I'm good at making teams of people cohesive and organized.

I won the Toastmaster's contest this year.

Save Page

Comment drop-downs make it easy for employees to add thoughts.

Communication

Communicates in an articulate manner with appropriate styles for different audiences. Listens effectively, seeks feedback and keeps all levels of the organization appropriately informed.

I meet the requirements for my job.

Interesting to think about this in terms of product quality. I think I need to communicate better how we all affect quality, and come up with ways to keep people focused on that.

Development Opportunity checkboxes can lead to development goals.

Development Opportunity

Save Page

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Manager Progress Tracking at a Glance

Manage My Team

Manager: Jane Sample ExecTest

Your Input is Requested! Click Here...

Team Member Name	Team Member's Self-Input Ready	Prepare Performance Review	Invite Team Member to Meeting	Print for Meeting	Send for Sign off	Team Member Has Signed Off	Manage Goals
Robert Baxter Test History	●	Done	Done	Print	Done	●	Goals !
Sarah Enders Test	○	Done	Done	Print	Done	○	Goals
William Ferndale Test	●	Done	Done	Print	Done		Goals

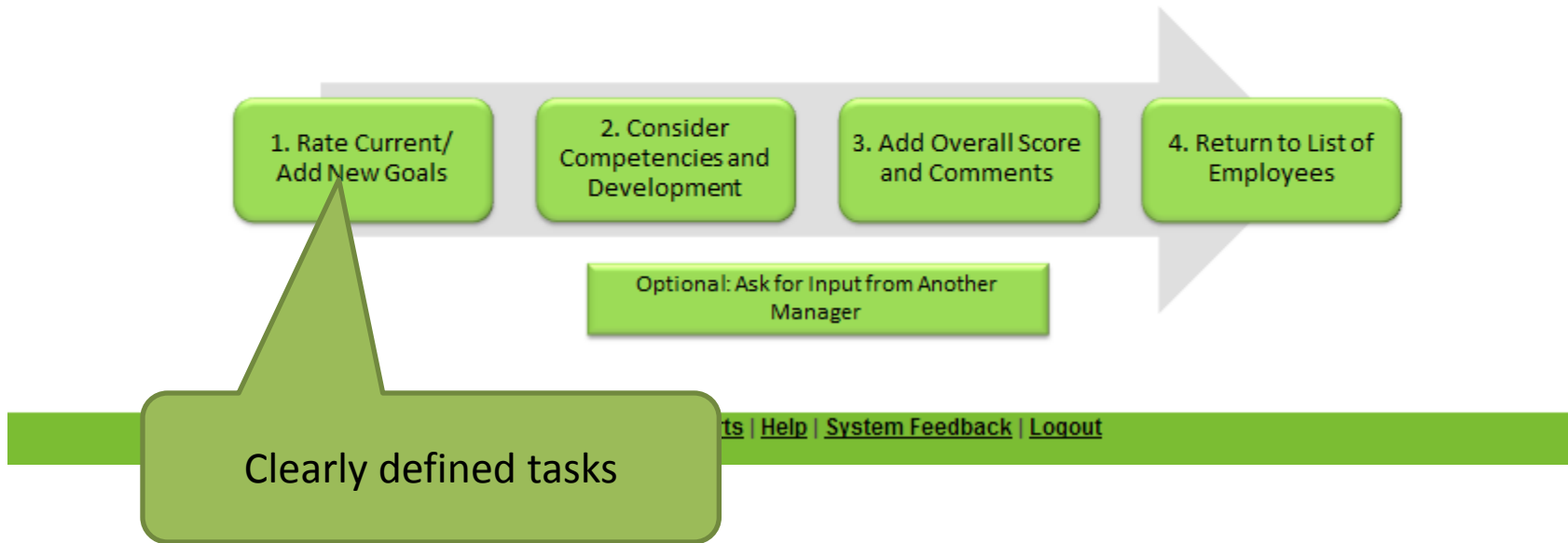
History link

Overdue deliverable



Manager's Map that Guides Them Through Each Employee's Appraisal

Performance Meeting Map: Jamie James



Easy Rating of Goals and Results

Business Goals

Goal:	Create a marketing plan for the new product rollout.	Exceeds Expectations <input type="button" value="Add/Edit Rating"/> <input type="button" value="Edit Goal"/>
Resources/Action Steps:	Create a marketing team, including Sue and Jon. Talk with Pete about the last rollout -- his process and lessons learned.	
Define Results:	Plan created by 12/1 -- Rollout by 2/1 -- \$560,000 in first year sales.	
Reviewer Comments:	\$602,343 in first-year sales! Excellent work!	

The rating scale is customizable.



Competencies with Ratings, Manager Comment Drop-downs

Communication

Communicates in both oral and written form in a clear, organized and articulate manner with appropriate styles for different audiences. Listens effectively, seeks feedback and keeps all levels of the organization appropriately informed.

Review Learning Resources

Select Brief Comment

Select Brief Comment

You are a leader in this area.
This area is a strength for you.
This is a strength we can develop more.
Your results in this area are good.
Let's discuss development in this area.
Improvement in this area is necessary.
Immediate and sustained improvement is necessary.
Immediate improvement is critical.

Development Opportu

Save Page

A list of learning resources can be provided, mapped to competencies (optional).

Customizable drop-down comments make it easy for managers to add thoughts.

Advantages for HR:

- Pre-set compliant comments
- Comments that support your culture

Pay for Performance

Salary Worksheets Tied to Appraisal
Ratings

Managers Love Our Salary Worksheets

Salary Administration Worksheet

Jack Leader

Budget guidelines

Name	Performance Appraisal Rating	Current Rate/ Annual Salary	Budget Rate	Action: Recommend Percentage Raise	New Rate	New Annual Compensation
Abby Limestone	Meets Expectations	\$26.70/ \$56,000.00	\$27.50 (3.0%)	<input type="text" value="2.2"/> %	\$ 27.29	New Salary: \$56,757.79
Candy Smithy	Exceeds Expectations	\$20.00/ \$40,000.00	\$20.60 (3.0%)	<input type="text" value="4.0"/> %	\$ 20.80	New Salary: \$43,264.00

Instant budget feedback

Total Budget Rate:
\$48.10

Save and Calculate

Total of Recommended Rates:
\$48.09
\$0.01 Under Budget

Totals and Budget Results Roll Up the Line

All Recommendations Are Complete

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Powerful Admin Area for Authorized Users Only

Easy access to the Help Desk





CNY Manufacturing, Inc.

Question?
Call us at 877-550-0220
or [Click](#) to Submit a Help Request.

Administrative Area - Access Restricted



Welcome to the CNY Manufacturing, Inc. Admin Area for Performance.net

Home/People  Communication  Reports  Data 

- Employee Search
- View/Edit Manager Assignments
- View Company Hierarchy
- Add/Delete Users of this Admin Area
- Edit Company Information
- Slide Shows - Manager Completion Records

Employee Lookup:

First Name

Last Name

Passwords Only

[Add New Employee](#)

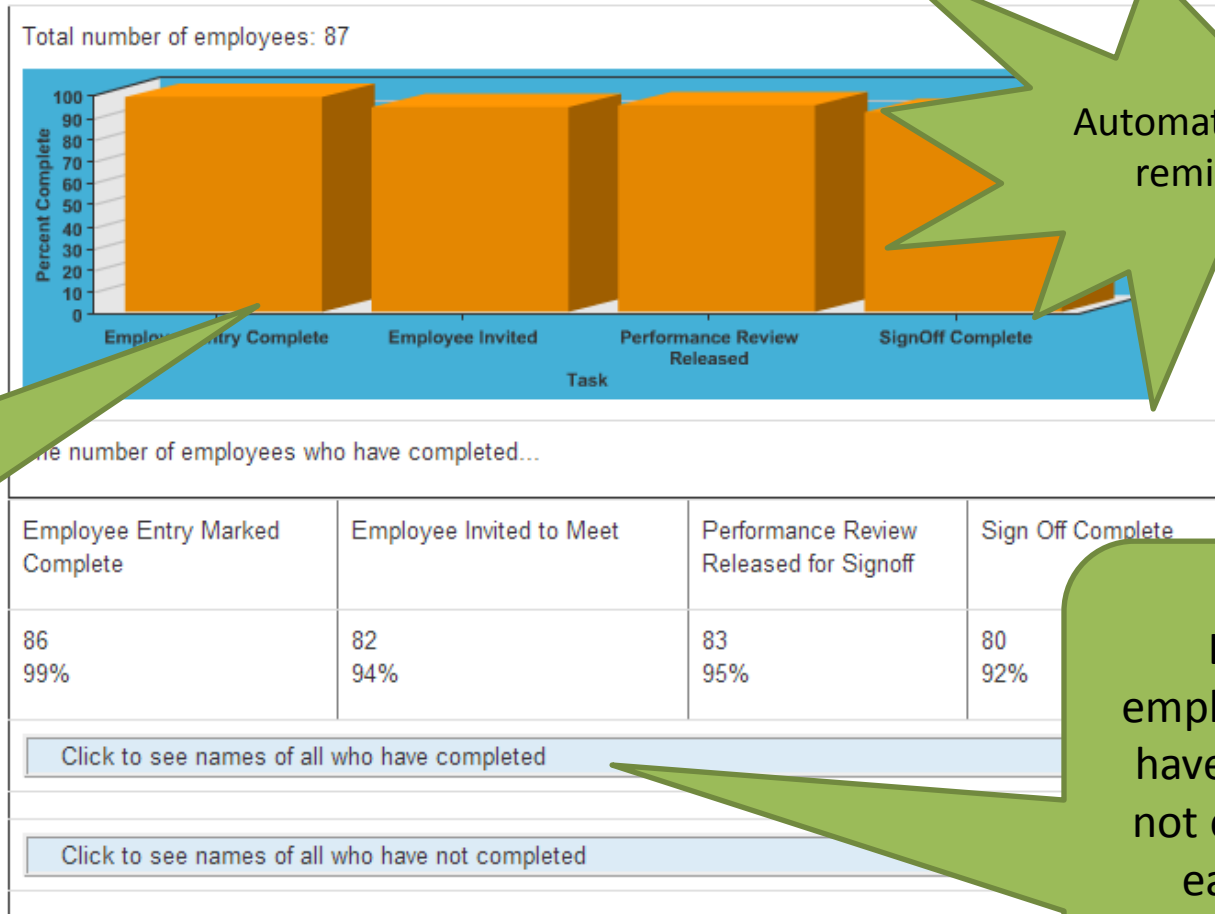
Find employees, manage their data and progress.

Send emails and schedule reminders to users.

A wide range of reports and exports.

We believe in giving you control of your data.

Control Over Completion: Knowledge is Power!



Real-time Progress Graph

Automated email reminders

Lists of employees who have and have not completed each step



Review Appraisals and Screen for Compliance at a Click

Current list of non compliant words:

pretty , crazy , stupid , always , never , attitude , old , young , lazy , tired , slow , English , female
male , black , white , hispanic , African American , Indian , youthful , unmotivated , ment

Add These to Search:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Search



Search manager
comments for
non-compliant
comments

Easy Startup



Ask Us Anything

- Our job is to make you successful (using a bare minimum of your time).
- Contact us for a free tour and sample site.
- Email Cyn Worden Lee at cwlee@performance.net, or call her at 315-673-9668

