

Appraisal Management

Benefits

SunFish HR automates the reimbursement process, proving efficient, error free processing. Specifically Reimbursement Administration delivers of the following benefits:

Increased HR department efficiency

The HR department can be as involved as they like to be, or perform only an oversight role in the appraisal process. SunFish HR can be easily configured to automate the appraisal process and interface the final results. HR will no longer waste time in collecting, collating, standardizing and analyzing appraisal data.

Better management oversight with no time wasted

Managers at all levels can easily contribute, review or approve appraisals. With proper access rights a manager can review appraisal details of any employee, looking into how that person has been appraised by different supervisors, the persons competency, and their performance objectives.

Improved analysis

Managers and the HR department have a variety of tools to create reports and analyze appraisal data. Appraisal data can be review independently or in combination with an employee's competency, training, career, education, performance, psychological and other data. As appraisal data feeds into many parts of the system, combined analysis tools help the user develop a complete understanding of the employee.

Standardization

SunFish HR allows the development of standard appraisal formats, and specific appraisal questions for different job types. All appraisal items are mapped back to the central competency library. This standardization allows manager to more easily provide fair reviews to employees. The standardized review process also allows results to be compared against other employees in similar positions, or even against employees in completely different job functions. In combination with competency management and performance objectives, standard reviews help the company benchmark against its most successful employees, better understand what makes a successful employee and even offer pay for performance schemes that are fair and easy to implement across the entire organization.

More involvement

With SunFish HR, appraisals are so flexible and easy to use, that more managers and even employees become involved in the process. While traditionally, only an employee's direct supervisor would conduct their annual review, SunFish HR processes reviews so efficiently that all supervisors and managers who work with an employee can provide input to their review. Also, because reviews are scheduled by the system and processed so efficiently, it is possible to give reviews more frequently, allowing employees a constant source of guidance in their career and competency development.

Set and automatically track performance objectives

SunFish HR appraisals allow management to assign performance objectives to individuals or groups of staff. These objectives can be manually tracked by the manager, or interfaced to other systems to automatically determine if the employee has met their objectives. Objectives can be defined in many ways, and weighted so that more important objectives will count more towards and employees overall score.

Happier employees

Allowing transparency in the appraisal and performance review process gives the employee a more detailed source of feedback then they have had before. While some parts of the appraisal may be confidential, the employee is normally given access to review their own appraisal data, find out where they can improve, and even locate training or other comments that will help them improve over time. The SunFish HR appraisal system offers a fair and impartial method to review employees. Motivated employees will be happy to have access to this feedback and any suggestions for improvements it includes.

Features

View job match and compare employees

SunFish HR allows appraisal, competency and performance data to be combined and analyzed to learn how an employee fits their current position as well as prospective future positions. SunFish HR suggests training and other corrective actions that can be taken to help improve every employee. By comparing employees against each other, the user can develop a deeper understanding of what type of employee is needed to reach the corporate goals. This employee can be considered as a benchmark when targeting growth of other employees.

Multi-person appraisals and workflow

The appraisal system allows the flexible definition of appraisal data and the appraisal workflow. An unlimited number of items can be appraised by an unlimited number of people. All appraisal items and appraisers can be weighted to automatically produce a weighted average score for the employee to be used in comparative analysis. Workflows can be created requiring that a review have many steps, and a final approval before it becomes part of the employee's permanent record. The system will automatically determine which people or positions are required for approval, allowing several steps for approval and allowing several people to process any single step. Notifications are sent automatically by email, and each user can easily see which approvals are waiting for processing when they login.

Online appraisals

All appraisals are process by the appropriate users online. If appraisals are not processed quickly enough, indicator lights in the application will identify any bottlenecks and help managers resolve the inefficiencies.

Determine training requirements

Based on appraisal results, or other input from supervisors, SunFish HR will automatically assess training requirements and recommend a training schedule for the employee. Results from the training will automatically be fed back into the system and used to modify the employee's competency records.

Performance objective management

The appraisal system includes a flexible module for the definition, tracking and analysis for performance objectives. Performance objectives can be defined for a variety of different measurement methods. Objectives can then be weighted, and if the performance data exists within SunFish HR or another application already, it can be interfaced to allow the system to automatically track the employee's performance.

Pay for performance

Based on appraisal and performance results as well as competency measurement, SunFish HR uses a combination of job grades and salary ranges to calculate the exact salary each employee deserves. Employees who perform better and develop the skills the company needs will have a higher recommended pay then employees who do not.

Analysis and reporting

SunFish HR offers a variety of methods to view, analyze and drill-down to specific details of employee appraisal and performance information. The system supports interactive analysis tools, online reports and well as standard printed reporting.