# STARMAN
PERFORMANCE SYSTEM

Measuring Goals, Objectives, KPIs, Competencies and Values

- For Public and Private Sectors
- Diverse Functionality
- Fully Scalable
- Intuitive, Easy-to-Use
- Flexible and Robust
- Advances Authoring Tools
- Competence Library + add own
- Appraisal Templates
- Data Exporting

- Online Job/Role Discriptions
- Ad-hoc Appraisals
- Language and Spell Checker
- Auto Email Reminders
- Importance/Priority Weighting
- 24x7 Performance Recording
- Perfomance Optimization Plans
- Performance Rankiong
- Multirater

- Comprehensive Reporting
- High Access Security
- Learning Needs Identifying
- Content-Rich User Guides
- Life-time Appraisal Archiving
- HRIS/HRMS Interfacing
- SSL Security Encrytion
- Rapid Deployment
- Highly Cost Effective

MANSOFT
Infinite Possibilities

Employee Performance Evaluation System

APPROACHES OF MEASURING PERFORMANCE

Measuring performance of employees is the backbone of any organization's management. Business owners usually measure employee performance by assessing how much contribution the employee is making to the firm's growth. This is conveyed to the employee at the time of their performance appraisal. Performance appraisal refers to the evaluation of employees, providing them with valuable feedback and creating a positive effect on future performance. Employee performance depends upon a number of factors such as;
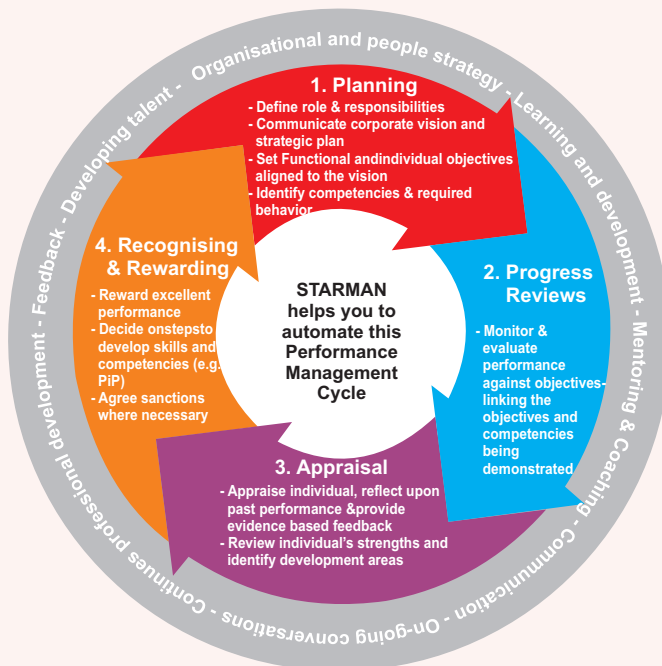
- conducive work environment
- work profile
- compensation
- bonus system
- job satisfaction
- company policies
- technology

Behavioural Approach

Comparative Approach

Result Approach

Performance Measurement Approaches

Attribute Approach
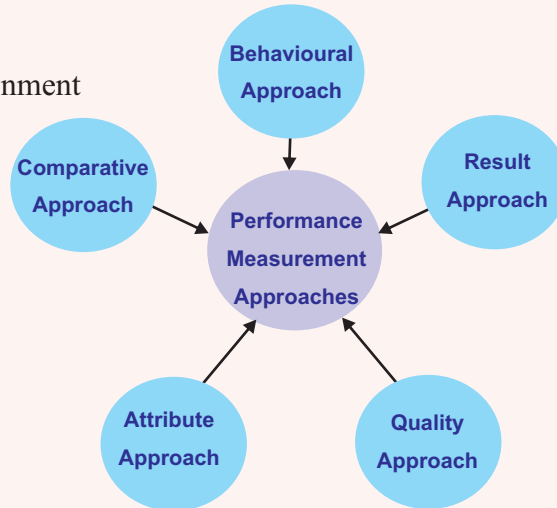
Quality Approach

The five major approaches are:

1. Comparative approach,
2. Attribute approach,
3. Behavioral approach,
4. Result Approach and
5. Quality approach.

Helps your organization to ensure that the performance cycle is in tandem with your management processes. That way the performance will be aligned to the corporate objectives and visions.

Organisational and people strategy - Learning and development - Mentoring & Coaching - Communication - On-going conversations - Continues professional development - Feedback - Developing talent -

1. Planning
- Define role & responsibilities
- Communicate corporate vision and strategic plan
- Set Functional andindividual objectives aligned to the vision
- Identify competencies & required behavior

4. Recognising & Rewarding
- Reward excellent performance
- Decide onstepsto develop skills and competencies (e.g. PiP)
- Agree sanctions where necessary

STARMAN helps you to automate this Performance Management Cycle

2. Progress Reviews
- Monitor & evaluate performance against objectives- linking the objectives and competencies being demonstrated

3. Appraisal
- Appraise individual, reflect upon past performance &provide evidence based feedback
- Review individual's strengths and identify development areas

The out cycle signifies the management of the 24/7 performance cycle.

The inside cycle shows the four major stages and processes

INPUT/OUTPUT:

When managing performance both inputs (behavior) and outputs (results) need to be considered.

STARMAN therefore offers performance tool to provide this mixed-model. As the user, you will however determine what results:bahavior ratio will be during the performance period

Performance

360^0 Feedback

ESS — Employee Self Service

SIDE MENU — User: BENTA LANG'AT

- **PERFORMANCE**
  - KRAs / KPIs
  - 360 Feedback
  - One-On-One
  - PDP
  - PIP
  - Q&A Survey
  - Attachments
  - Next Period
  - Next Period
- **My Reports**
  - Spider Web Report
  - Competencies Improve..
  - Performance Scorecard

	Self	Reportees
Core Values		Fr
1 Innovative		BE
2 Passionate		BE

Details

Manager Requests | Peer Requests | 360° Feedback | Peer Assign
Feedback | Comments

This employee can perform self evaluation alongside evaluating his reportees.

Her actions will include:
1. KRAs and KPIs - review results of objectives
2. 360 Feedback - peer review process
3. One-On-One - review meetings with supervisor
4. PDP - personal development plan
5. PIP - personal improvement plan
6. Q&A - performance survey responses
7. Attachments - performance related documents
8. Next Period - target settings for next review
9. Closure - acknowledgment of results

As a supervisor or line manager, she also has the rights to assign peer reviewers and to identify and monitor PIP candidates

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PERFORMANCE SCORECARD REPORT

Name Joy Selam Seifu
Employment Status Permanent
D.O.E 15/04/2014

Senior HR Officer

Designation Senior HR Officer
Department Human Capital
Workstation Addis Ababa

Key Result Area	Weight	Key Performance Indicators	Scores	Targ.	Self	Mgr.	Mod.
1. HR Reports	30.0	Staff list per department and location		10.0	9	8	7
		Leave Balances Planner		10.0	9	9	7
		Time and Attendance Reports		10.0	9	8	7
		Lunch Reports Sync to Payroll		10.0	9	8	7
		Regional Offices		10.0	9	8	7
				50.0	45.0	41.0	35.0
			KRA Score	21.0%			
2. Human Resource Information Systems	40.0	Create joiners and terminate leavers		10.0	9	9	7
		Transfers and Promotions		10.0	9	8	7
		Monitor leave applications and Balances		10.0	9	10	8
		Syncing various modules to Payroll		10.0	9	9	9
		Assist staff on how to use HR Portal and attend to HRIS		10.0	9	10	10
		Assign leave classes, licences, overtime & lunch allowance		10.0	9	10	9
		Time and Attendance Reports and send to respective managers		10.0	9	8	8
				70.0	63.0	64.0	59.0
			KRA Score	33.7%			
3. Regional Offices	20.0	HRIS monitoring and maintenance		10.0	9	10	9
		Appointment letters, Contract renewals, & Salary Review		10.0	9	8	9
		Create new staff and terminate leavers		10.0	9	9	9
		Staff Transfers and Promotions		10.0	9	9	9
		Staff Headcound Report and leave reports		10.0	9	9	9
				50.0	45.0	45.0	45.0
			KRA Score	18.0%			
4. Recruitment and Selection	5.0	Invite Candidates for interview		10.0	9	9	9
		Conduct Interviews		10.0	8	8	8
		Reference Checks for shortlisted candidates		10.0	8	8	8
				30.0	25.0	25.0	25.0
			KRA Score	4.17%			
5. Performance Management	5.0	Consolidation of Performance appraisal Scores		10.0	8	7	8
		Departmental Analysis of the appraisals		10.0	8	7	8
				20.0	16.0	14.0	16.0
			KRA Score	4.00%			
		Overall Score	80.8%	**Rate Achieved**	4		

Performance Rating Key

Level	Grade	From	To	Comments
5	Excellent	90.0	100.0	Consistently Outpacing Performance
4	Good Performance	80.0	89.99	Performance Consistently Exceeded
3	Satisfactory	70.0	79.99	Performance Consistently Met
2	Needs Improvement	60.0	69.99	Performance Not Met Consistently
1	Not Acceptable	0.0	59.99	Performance was Consistently Below

SCORECARD REPORT: This report shows the detailed results of KRAs and KPIs achieved for the period under review.
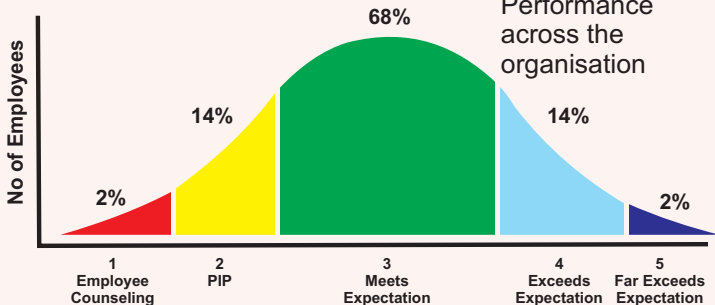
Each KRA has a weight for which the performance indicators will be measured agaisnt

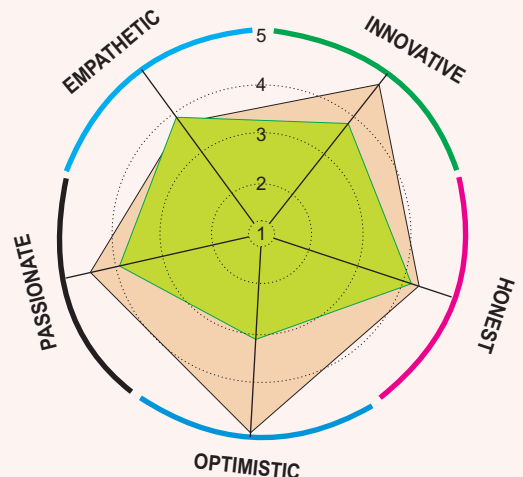Each KPI or success measurement has a target.

During appraisal, the staff performs self appraisal and the line manager does the same. Thereafter they will both record the moderated score.

PAYMAN Performance Toll ten automatically scores the finally tally of each performance objective (KRA) and gives an overall score rating. The final score is then highlighted yellow in the report

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Performance Review Bell Curve Report

2% 14% 68% 14% 2%

No of Employees

1 Employee Counseling | 2 PIP | 3 Meets Expectation | 4 Exceeds Expectation | 5 Far Exceeds Expectation

BELL CURVE Performance across the organisation

SPIDER WEB Strengths and weaknesses on core values

EMPATHETIC | INNOVATIVE | HONEST | OPTIMISTIC | PASSIONATE

Reduce Paperwork	Improve Performance	Improve Collaboration	Enhance Transparency
Ensure Accountability and Ownership	Retain Top Performers	Increase Commitment	Increase Motivation and Productivity
Target-develop Employees	Identify Poor Performers	Establish Meritocracy	Increase Customer Satisfaction

Benefits to you:

- Ensure that your Corporate Goals are achieve through the joint efforts of all your employees
- Hold people accountable for their work output, and establish a performance-based culture
- Minimize the effort and cost of the appraisal process across your organization, reduce paperwork
- Enhance the content and consistency of performance appraisals organization-wide
- Motivate employees with clear and easily accessible goals and objectives to enhance their performance
- Adopt a fair performance management and appraisal system that aims to retain top performers
- Identify those employees who do not perform to expectation
- Have your finger on the pulse regarding the status of appraisal organization-wide at any given moment
- Have a record of all previous years' appraisals 'on tap' with the mere click of a mouse
- Protect yourself with performance records to defend your organization against litigious ex-employees

ESS
Employee Self Service

SIDE MENU
- PERFORMANCE
  - KRAs / KPIs
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  - One-On-One
  - PDP
  - PIP
  - Q&A Survey
  - Attachments
  - Next Period
  - Next Period

- R My Reports
  - R Spider Web Report
  - R Competencies Improve...
  - R Performance Scorecard

User: BENSON MWEU

Self   Reportees

	Core Values	From	To	Status
1	Innovative	BENSON MWEU	Salome Mwangi	APPROVED
2	Passionate	BENSON MWEU	Salome Mwangi	PENDING

Details

Manager Requests   Peer Requests   360⁰ Feedback   Peer Assign

Feedback   Comments

		Success Measurements
1	▶	Innovative
2	▶	Honest
3	▶	Optimistic
4	▶	Passionate
5	▶	Empathetic

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Employee Performance Evaluation System

MANSOFT
Infinite Possibilities

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