



Why *focus* Performance Planning & Review?

Performance appraisal has seldom worked well in organizations. Some misguided, recent innovations are aimed more at decreasing the pain than increasing the gain.

focus Performance Planning and Review is different! The emphasis is on the most positive and impactful part of the process ... the performance plan. Employee development is fully integrated, instead of being treated as an after thought to be handled at the final review.

focus goal-setting is powerful yet flexible. *focus* creates a link from organization goals to individual goals, creating a clear line-of-sight. Weight the goals if you wish. Optionally, develop action plans and identify success measures. *focus* helps you analyze whether individual efforts are properly aligned with the organization's most important priorities.

Persons whose jobs are not goal-based will most likely use *focus* performance standards. These define the meaning of outstanding performance for the most critical parts of the job. Additionally, all employees may wish to take advantage of the capability to measure performance on critical behaviors/competencies.

During the year, management and employees will use the system to help in achieving goals. Check goal status (not started, in progress, complete, etc.) at any time. *focus* becomes the medium for recording successes as well as barriers and making necessary changes in the plan.

Final performance evaluations are easy and contain a minimum of surprises because the data has already been captured by *focus*. Multi-rater input increases the validity of reviews.

focus Performance Planning & Review Features & Benefits

- **Designed to Help Manage Performance All Year:** *focus* provides functionality for all stages of the performance management cycle: planning, implementation, and reviews.
- **Comprehensive and Flexible:** Develop goals, performance standards, and/or critical behaviors. Describe action steps and success measures if you wish. Document performance all year.
- **Accessible to All:** Individuals, their supervisors, and even mentors have access all year.
- **Multi-rater Feedback Brings Added Validity:** Employees or managers can easily solicit feedback from others at any time on their performance and each accountability.
- **Valid & Defensible:** Clear job requirements, feedback throughout the year, employee participation, and thorough documentation are only a few of the features that increase validity and legal defensibility.
- **Fully Integrated with Other *focus* Functions:** Users may identify the skills they need to be successful with their current goals or performance standards and move directly to creation of a development plan.

Typical Steps to Implement Performance Planning & Review

1. If desired, develop performance standards for job. Select critical behaviors.
2. Managers and individuals create goals and complete their performance plans. Optionally, they may create development plans.
3. Performance is managed online and tracked throughout the year. Interim reviews can be conducted.
4. Final performance reviews are completed and the performance planning begins anew.

*Bring the power of **focus** to your organization.
Contact us to explore a customized solution.*



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