



## Cezanne Connect Performance

Employee performance management is a strategic activity for today's high performance organisations.

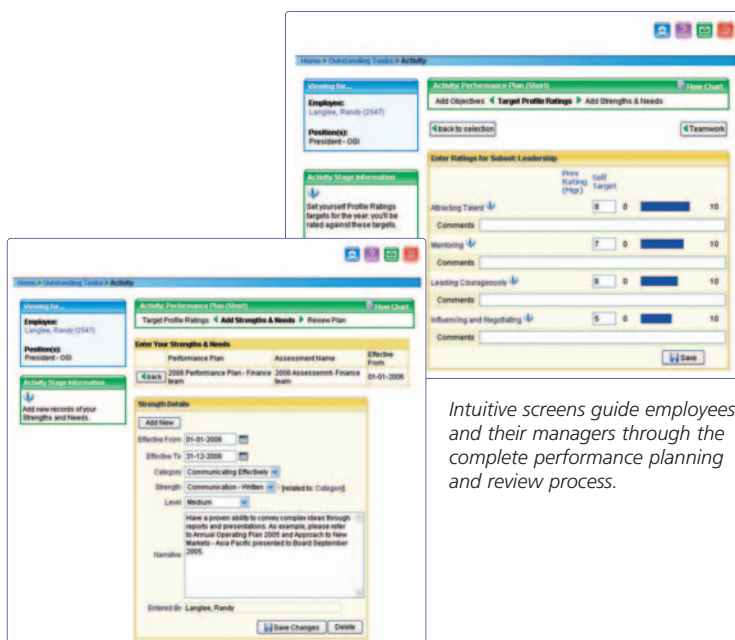
Employee performance management formalises performance expectations and outcomes, helps align individual and company goals and encourages a sustained focus on achieving performance objectives.

As importantly, it provides a framework for effective communication between managers and employees – the hallmark of successful organisations.

Performance is a uniquely flexible system that helps address the challenges of orchestrating the flow of information required to support effective performance management.

The system replaces fragmented paper-based or spreadsheet-based approaches to performance management with a single, easy-to-use, browser-based application that guides employees and their managers through each stage of your performance management process. Administration is reduced, process efficiency increased and performance data becomes much more visible – helping everyone to focus on achieving performance objectives.

Performance has been designed to form part of an integrated suite of HCM solutions, or to integrate with existing ERP or HR software. That means you'll be able to use performance data to support a range of other critical HR activities, from training and development to succession planning.



*Intuitive screens guide employees and their managers through the complete performance planning and review process.*

## With its easy to use browser interface, inbuilt workflow and flexibility, Performance could completely transform your employee appraisal and performance management processes

Cezanne Connect Performance is part of an integrated suite of applications for Human Capital Management and Compensation Management. These include systems for succession & career planning, employee surveys, people management, training and development, recruitment and compensation planning and management.

Extra functionality can be added as required, allowing you to select the options that best fit your business needs.

### **Automate and simplify**

Process automation can dramatically improve workforce efficiency. Performance transforms what is often a laborious occasional task into an easy-to-manage ongoing activity. Inbuilt workflow automatically routes tasks and information to the right people at the right time, and triggers reminders to help ensure deadlines are met. Your whole performance process becomes much simpler to follow and, because the system is online and always available, employees and their managers benefit from instant access to current and historic performance data.

### **Integrate and add value**

Performance data shouldn't stand alone. Real value is gained when it is part of an integrated approach to talent management. Performance can be implemented alongside your existing ERP or HR software, or as part of Cezanne's integrated suite of solutions for human capital management. In this way, performance data is available to support a wide range of strategic activities, such as succession and career planning, training and development or recruitment.

### **Align individual and company goals**

A company's success depends on how well it executes against its overall objectives, not just on how well it encourages individual performance. With Performance, goals can be cascaded through the organisation, making it easier for employees and their managers to agree and work towards shared objectives.

### **Flex to fit**

Performance has been built with flexibility at its core. The unique process configuration tool allows you to define the flow of activities and information. You decide what steps to include in your process, who is responsible for initiating each of them and when they should be triggered.

The system can be used to support straightforward annual appraisals or an ongoing performance process with multiple reviews. You can change your approach as your needs evolve. This flexibility is critical. After all, you can't always know exactly what you may require at the outset.

Screens can be configured to reflect the information you want to display. You can change field names and drop downs, set up your own competency frameworks and add your own process help for self-service users. It's even possible to mirror your company branding with custom colour schemes and logos.

# How you benefit

## Gain better control over the process

HR professionals gain complete visibility over both data and processes. It's easy to keep track of those who have, or haven't agreed objectives or completed their performance appraisal. Patterns and anomalies are more visible too, making it easier to identify, for example, managers who consistently over or under-rate staff.

## Encourage accountability

Since the performance process is much more visible, greater accountability is encouraged. Activities are more likely to be completed on time, and employees and their managers will find it easier to focus on what is expected of them.

## Create company-wide consistency

Performance encourages shared performance standards across your organisation by making company-defined guidelines available to managers and employees alike.

## Safeguard employee data

Robust, roles-based security means that the system is ideal for multi-site organisations. Security can be configured to give users access to the information they need to see, depending on their job description or geographic location. This is especially important for international companies needing to observe different legislative requirements in each country.

## Make key HR decisions with confidence

Since all data is captured in a single system, you have real time access to performance data. Integration with Business Objects' Crystal Reports for standard and ad hoc reporting, together with powerful query and export functionality, makes it easy to analyse performance data. You'll gain valuable insights to support wider HR decisions.

### PERFORMANCE MANAGEMENT

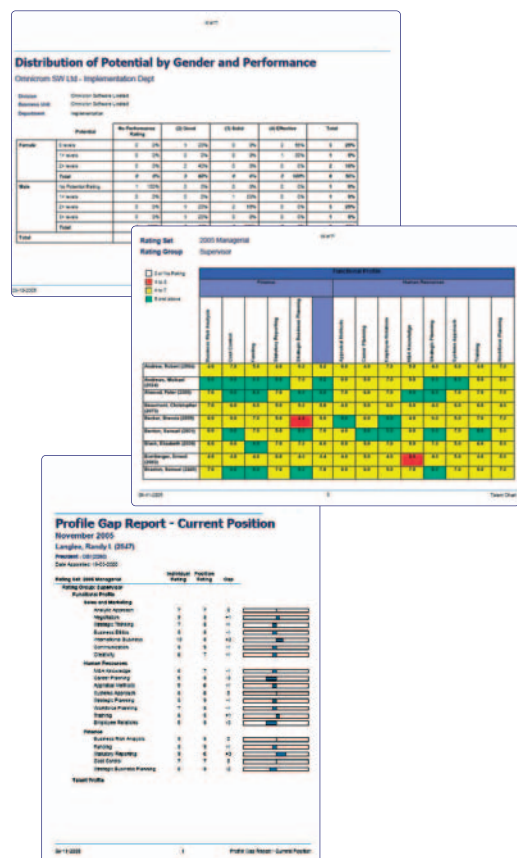
Performance helps manage the complete performance planning and review process, stepping users through each stage of your cycle and ensuring performance data is systematically and consistently recorded.

### GOAL MANAGEMENT

Goal management is a powerful feature of the system. Goals can be related to target dates, quantitative or qualitative measurements and dependencies. The system not only makes overall corporate goals visible, but also allows managers to "share" selected goals by making them available to those who report to them – encouraging alignment by cascading goals down through the organisation.

### COMPETENCY MANAGEMENT

Performance provides flexible support for competency management. You can define your own competency frameworks, with associated rating definitions and rating guidelines, or we can work with you to import third party competency data. Competencies are tied to performance plans, which can be linked to different employee populations, ensuring that competency profiles are appropriate to the individuals being assessed.



Powerful reporting functionality makes it easy to analyse performance data.

**Cezanne Software:**  
a step ahead of the rest

**Cezanne Software has been offering excellence in Human Resource software solutions since 1986.**

We thrive on developing new ideas to meet new challenges. Working in partnership with leading HR practitioners, we build innovative software solutions that address real business requirements.

Our focus is on going beyond customer expectations to deliver the best in flexible, reliable and user-friendly software solutions. We create systems from the ground up that are designed to attract, manage, motivate and develop a company's single most important asset – its people.

## Performance capabilities

**STREAMLINES PERFORMANCE MANAGEMENT**

- generates bulk or ad hoc performance reviews based on customer-defined review dates
- alerts employees and their managers when activities are due
- routes approvals through authorisation cycles
- triggers email reminders and escalation processes
- allows tracking of performance processes

**ENABLES GOAL MANAGEMENT**

- supports SMART approach to goal setting
- relates goals to target dates, quantitative or qualitative measurements and dependencies
- allows goals to be cascaded through the organisation, with employees able to see both overall corporate goals and those of the managers above them
- allows comments to be recorded against goals throughout the year

**SUPPORTS THE PERFORMANCE CONVERSATION**

- provides access to current and historic performance information, including appraisals, competencies, aspirations, development needs and performance goals
- makes it easier for employees and their managers to work together to agree, assess and record performance objectives and outcomes

**DESIGNED FOR FLEXIBILITY**

- enables flow of activities and information to be defined using flexible configuration tools
- customisable screens, including field names, drop downs and rating scales
- allows companies to add their own context sensitive help for self-service users
- manages multiple performance plans, each associated with a different employee group with distinct competencies, trigger dates and processes

**INTEGRATED COMPETENCY MANAGEMENT**

- provides flexible competencies and ratings options, from simple to highly sophisticated
- allows creation of customer-defined competencies
- offers option of third party import

**PROVIDES PERFORMANCE INFORMATION**

- offers standard and ad hoc reporting for administrative users, including report wizard
- incorporates powerful query builder
- enables one click export to Microsoft Excel, Word etc. for presentation or further manipulation of data

**ENTERPRISE-WIDE DEPLOYMENT**

- supports rapid roll out and low cost maintenance through pure web architecture platform
- provides robust, roles-based access to control what each employee can see or change
- supports multi-language implementations through translation capabilities

**INBUILT INTEGRATION CAPABILITIES**

- can be deployed alongside other modules from Cezanne's integrated suite of solutions for human capital management
- supports integration with third party applications, including SAP, PeopleSoft and other HRIS

**GENERAL SYSTEM FEATURES**

- pure web architecture, requires no client side software
- integrated with Business Objects' Crystal Reports for standard and ad hoc reporting
- auto generation of email reminders and escalation processes, based on business rules
- exports data in a wide range of formats, including Excel, Word, CSV, HTML and XML
- advanced security based on roles
- scalable architecture which can be deployed in a web server farm