

Exensys Software Solutions Ltd.		AA/B/CCDD V x.y
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**Best Practice**  
**eXensys – Maximizing the Potential of Workforce**



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## Introduction:

Business managers of earlier eras would be amazed to see the level of competitiveness in the norms of today's business world. Many businesses today are placing a high priority on improving their organizational efficiency and effectiveness. Much of this, of course, depends on people. The managers often fail to pay attention in aligning their workforce management with how they have to manage the operations. To avoid these costly failures, the HR, Finance and operations executives have to work together, to develop a targeted yet flexible strategy for improving employee effectiveness through Performance Management System.

The purpose of Performance Management System is to ensure that:

- The work performed by employees accomplishes the work of the agency.
- The employees have a clear understanding of the quality and quantity of work expected from them.
- Employees receive ongoing information about how effectively they are performing relative to their expectations.
- Awards and salary increases are distributed accordingly based on the employee's performance.
- Opportunities for the employees' development are identified.
- Address the employee's performance, which does not reach the expectations.

## Overview:

The goal of workforce performance management is to manage the employees so that they contribute maximally to achieve competitive advantage and profit. The main factors that will affect in maximizing the potential of workforce are as follows:

- Employee's Skills and Needs Assessment
- Internal Career Development Processing

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- Setting Goals and Objectives
- Corporate Training and Monitoring
- Compensation
- Defining Rewards and Incentives
- Managing Competency and Transitions

Some of these processes can operate independently, but ultimately they are interconnected, adding up to the complete individual experience in the organization. The frequency of each process can vary. Some process will cycle annually, others quarterly or even monthly. The examination and understanding of the workforce processes lifecycle provides the framework for assessing how well you manage these steps and determining where investments are required to improve their outcomes.

Performance Management can be done through 360 Degree Appraisal. 360 Degree Appraisal is a method and a tool, which provides an opportunity to the employees to receive performance feedback from their supervisors, peers, reporting staff members, coworkers and customers. Most 360 degree feedback tools also respond to an individual in the self assessment.

360 degree feedback allows the employees to understand how effective they are as an employee, coworker, or staff member. The most effective 360 degree feedback process provides feedback based on the behaviors that the other employees can see.

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## Assessment of Employee



eXensys HCM ensures effective Performance Management System by the following processes:

- Defining the Appraisal Type and Calendar
- Defining the Competencies and blending the Competencies based on the role of employee
- Mapping the employee wise appraisal cycle
- Setting the appraisal work flow for individual employee
- Self Appraisal by the employee
- Appraisal evaluation by the reporting managers and peers
- Facilitates the final decision based on the feedback by the final authority

### Benefits:

1. Self-assessment will help to inculcate a performance culture proactively.

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2. High quality, best practice of performance review and regular ongoing performance based coaching throughout the year.
3. Provides the HR and management with elaborate insight into performance reviews and perception from multi-rater feedback appraisals of the employee.
4. Comparative Analysis by segmenting stakeholders perceptions i.e. supervisors, peers, employees, and direct report.
5. Provides a basis to address employee performance challenges and further leverage performance strengths.
6. Employee respondent hit rates increases when a third party facilities results in ensuring the participants that their feedback remains anonymous, secure and deal professionally and objectively.
7. Raises the self-awareness of managers and how they personally impact others, both positively and negatively.
8. Very effective for developing various leadership and other competencies, considered critical for performing various leadership and managerial roles effectively.
9. Serves as a team-building tool as it is more involved and participative.
10. Results in better quality of HR decisions for training and rewards.

### Conclusion:

Performance Management can promote individual development and improve individual performance, since the feedback is linked to development planning, goal setting, and organizational support. The successful implementation of performance management system depends on whether it truly address the requirement, and whether is perceived to address an important performance strategy or goal in the company. In addition to the benefits of exchanging feedback, it is also a way to get people accustomed to live in a feedback-rich environment. The performance management system can lead to positive change and enhance effectiveness at the individual, team, and organizational levels.