

## Performance

### OPTIMISE TEAM PERFORMANCE: Link reviews with clear objective setting and action-focused learning plans

#### Overview

Conduct capability-based appraisals without the need for extensive paper-trails, using our online performance tool.

- Get feedback on individual performance from a one-to-one or a 360-degree perspective
- Use Transcend’s capability database or your own competencies and behaviours
- Identify strengths, training needs and facilitate the creation of SMART Objectives
- Guide line managers through each step of the performance review process.



#### What is it?

- A cloud-based capability assessment and performance review tool
- Capable of measuring staff against behaviours and objectives regularly
- Able to identify strengths & areas for improvement individually, across a team or the whole organisation
- A foundation for many HR-based processes from 360-degree feedback, appraisals and skills auditing to performance-based pay and planning for training & development programmes

**MEASURE - UNDERSTAND - IMPROVE**

## How it works

The module consists of two integrated parts, both of which are simple to use:

1. **Assessment** providing feedback on an individual's performance from themselves, their manager (and optionally from peers, direct-reports and internal customers.)
2. A structured one-to-one **performance review** based on feedback.

Step : 1	<a href="#">Review Assessment Summary</a>
Step : 2	<a href="#">Review Strengths</a>
Step : 3	<a href="#">Review Learning &amp; Development Plan</a>
Step : 4	<a href="#">Review Performance against Agreed Objectives for current performance period</a>
Step : 5	<a href="#">Agree Objectives for next performance period</a>
Step : 6	<a href="#">Review Career</a>
Step : 7	<a href="#">Reviewer's Summary</a>
Step : 8	<a href="#">Record Overall Performance Rating</a>
Step : 9	<a href="#">Reviewee's Comments</a>
Step : 10	<a href="#">Sign-off</a>

Simply select which steps are most appropriate to your organisation based on your process requirements.

## Measure behaviour - the "HOW"

Allow staff to reflect on how they go about doing their job based on a set of pre-defined competencies or behaviours.

### 1. Leadership. Uses personal power to influence, motivate and guide.

- Translates the vision into clear direction and objectives for the team and secures their commitment
- Demonstrates enthusiasm and inspires others with confidence and a desire to contribute and achieve
- Creates an environment which enables contribution and creativity
- Align the needs of individuals, teams and organisation

	1	2	3	4
• Translates the vision into clear direction and objectives for the team and secures their commitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Demonstrates enthusiasm and inspires others with confidence and a desire to contribute and achieve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Creates an environment which enables contribution and creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Align the needs of individuals, teams and organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Evidence/Supporting Examples/Assessment Rationale ( maximum 3000 characters )

## Measure achievement – the “WHAT”

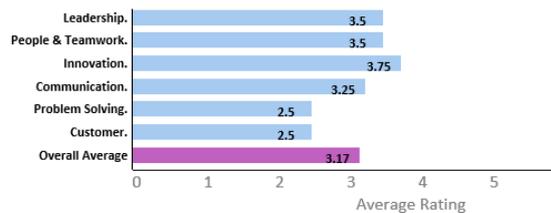
Define and measure against SMART objectives outlined in organisational strategy or department guidelines. Include actions, measures, target dates and categories to provide further clarity.

Objective Category	What needs to be achieved (Not How) including action & measurement		By When? (dd/mm/yyyy)
<input type="checkbox"/> Mark All			
<input type="checkbox"/> 1. <u>Action words:</u>	Progress	Objective:	the next stage of the transformation project and deliver it within time, budget and quality constraints
Measure:	<ul style="list-style-type: none"> <li>- Budget set at £1.2m</li> <li>- Timescales defined as per project plan</li> <li>- Quality measures in ISO</li> </ul>	Actions:	<ul style="list-style-type: none"> <li>- Form second-phase steering group</li> <li>- Manage project plan and update weekly</li> <li>- Identify and source required resources</li> <li>- Regularly audit and test quality</li> </ul>
Category:	Business Development	<a href="#">Organisational Objectives</a>	Target Date: 31/05/2017 <b>CAL</b>

## Analysis, Reporting & Outputs

The review results are presented in a variety of ways, depending on your process requirements:

- A summary of the **reviewee's strengths**.
- A **career review** summarising the reviewee's career aims and aspirations.
- **Agreed objectives** for the next performance period drafted in a consistent format.
- An individual **training and development plan** showing the training actions required to address areas of underperformance.
- Overall ratings and commentary against **detailed competency or behaviour statements**



Leadership.	Uses personal power to influence, motivate and guide.					Avg: 3.5 (3.5)
	B	N	M	E	X	
	1	2	3	4	5	
Translates the vision into clear direction and objectives for the team and secures their commitment	[Progress bar]					
Demonstrates enthusiasm and inspires others with confidence and a desire to contribute and achieve	[Progress bar]					
Creates an environment which enables contribution and creativity	[Progress bar]					
Align the needs of individuals, teams and organisation	[Progress bar]					
<b>Comments</b>						
Self						
Example comments for Leadership...Example comments for Leadership...						

## Key Benefits

- ✓ **Powerful management information** identifies trends across your teams, including learning and development needs
- ✓ **Environmentally sustainable**, saving on paper use and associated costs
- ✓ **Reduced need for internal admin**, great for small organisations who can benefit from best-practice solutions without the need for internal HR/administrative resource
- ✓ **Better compliance** with live information on completion rates
- ✓ **Accessible** with past staff appraisals stored in the cloud for future reference.
- ✓ **Improved talent identification**, empowering line managers to seek out strong team performers
- ✓ **Supports accreditation** by embedding good performance management process (e.g. Investors in People)
- ✓ **Robust & objective**, improving objectivity of performance assessment through moderation



### Measure

Assess current performance management processes and effectiveness



### Understand

Facilitate a process for ongoing performance management



### Improve

Administer assessments and reviews and track progress

WITH TRANSCEND, YOU CAN IMPROVE PERFORMANCE DURING TIMES OF CHANGE. OUR BLEND OF TOOLS AND SERVICES HELP YOU TO UNDERSTAND AND SHAPE AN EFFECTIVE TEAM CULTURE.



**FOR MORE INFORMATION,  
PLEASE CONTACT US:**

[www.wetranscend.co.uk](http://www.wetranscend.co.uk) -  
[getintouch@wetranscend.co.uk](mailto:getintouch@wetranscend.co.uk)

**020 7410 7420**

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