Make reviews happen

Aligned objectives. An open and fair system.

Performance reviews and appraisals

Performance reviews are often dreaded by both staff and manager alike, but it is so important for a company to regularly assess employee performance and also for each individual to be clear about how their performance is viewed by their line manager. Without this process of regular review, staff tend to lose focus and a gap opens up between what is expected and what is delivered.

In fact, there is no need for either person to dread a performance review. If the whole process of performance and objectives is well managed and each member of staff knows what is required of them, there will be no surprises in a review, just an update from both sides and a refocus depending on any external changes.

Scheduling reviews
Automatic reminders

So breatheHR provides a framework for the review process. In it you can schedule a review for each member of staff and, so as not to forget, you can schedule a date for the next review at the end of the current one. The calendar integrates with Google and Outlook to make scheduling easy. Once a date is set breatheHR will automatically remind both employee and manager a week beforehand so that they both have time to prepare for it.

Each review is given a label such as probation, annual or weekly review so everyone knows what the nature of the conversation will be before it starts. And the manager can upload a document such as a review template so that both parties can think through the relevant topics before arriving at the meeting. HR can provide templates like these to all line managers to give guidance on how to make the review a productive occasion. The manager can see a history of previous reviews which they can print and take to the meeting. They can choose either to type notes directly into breatheHR during the meeting or perhaps photograph their written notes and upload them to avoid having to type them up afterwards.

HR can run reports on the reviews that are taking place throughout the company making sure that all staff are treated equally and procedures are being followed.

Objectives and Deliverables

You can also log objectives in breatheHR and attach them to the review event. Company goals can be cascaded down to into individual objectives by attaching a record of which company goal each objective relates to. This is a valuable tool in maintaining everyone's focus on what is important in the organisation.

Managers can attach each objective to a review meeting and set a due date. They can describe each one, register progress and the employee can mark it with a percentage completed as they progress.
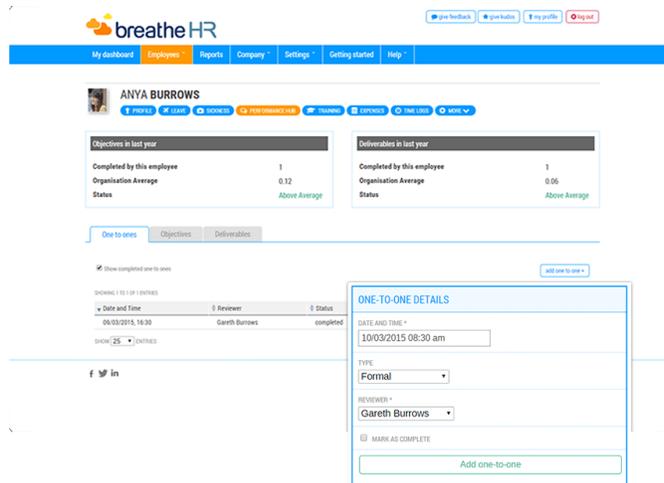
Monitor Progress

A transparent system.

The line manager can view all the objectives and their progress, and anyone with HR responsibility in breatheHR can see it too. The employee can, of course, remind themselves of their own objectives and register their progress in a system which is open and clear for all to see. When the employee has completed it they register it in the system and the manager confirms it.

And of course you can report on company goals with all the objectives for all staff relating to that goal.

As well as the breatheHR objectives system, there is also an option to attach deliverables to each review record. Deliverables are normally treated as a small pieces of an objective. This more granular approach works well for new and inexperienced members of staff. The manager can take a wider objective and break it down into small chunks for the employee in order to coach them through each piece, one at a time.

Deliverables appear on the employee's dashboard so they are very visible and don't get lost.