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# We've got the solution

Keep all your appraisals on track and on time with eAppraisal

Although recognised as extremely important, staff appraisals are traditionally highly paper-bound, lengthy processes. Management enthusiasm soon wanes as the paper piles up, and the system can become a token gesture rather than helping the organisation to make the most of staff potential.

Here's where CDS can help. Our eAppraisal application automates the whole staff appraisal process. Forms are tailored to each individual user, completed online and reports are generated automatically.

Above all, the application ensures minimum distraction from the user's core activities yet provides fair and accurate personal appraisals on schedule.

The application can be customised but typical features include:

#### Automatic reporting

Online performance reports are a mouse click away. All stages of the report cycle are accommodated – from objective setting through to mid-year development review, competency assessment, overall performance assessment and signoff. Tasks are displayed on a 'To Do' list – especially useful for reporting officers and senior responsible officers with big teams.

#### Accurate, reliable record keeping

Communications and job chats are recorded as they happen, ensuring fair reporting. Appraisals are

based on more accurate reflections of performance. The versioning facility keeps an audit trail of changes to agreed objectives to minimise disputes.

#### Self-administration

This feature spreads the administrative burden and gives users the ability to manage and monitor their own performance. Ease of use via a web-style browser ensures users spend time on the core task of completing appraisals rather than administration. Emails and on-screen prompts list outstanding tasks so users can manage their own development within agreed timescales.

#### Reminders and prompts

Email prompts keep all registered parties up to date and on top of the reporting task.

#### Confidential access

Data is only visible to authorised individuals. A simple password entry with a self-administering 'forgotten-password' facility ensures secure access to the system.

#### Flexibility

The system accommodates changes and exceptions, including people transferring jobs, on fast-track schemes or on probation.

#### And more...

The system also enforces procedures – only certain tasks can be completed by reporting officers/job holders as per Management/Trade Union agreed procedures.

And it ensures that all parties see the appraisal process as open and fair, and not subject to variance by individual managers.



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## Call 0800 138 4308

to find out how we can create a flexible, cost effective on-line appraisal system for your organisation.

# Progress



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with CDS HR solutions

## Discover the difference

Find out how you can:

- give staff fast access to relevant and measurable learning activities;
- easily evaluate the true costs of training;
- promote effective staff appraisal;
- encourage interaction and communication between colleagues;
- reduce reliance on paper documents;
- reduce administrative burden;
- streamline and automate processes;
- save money.

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**s-cat**  
prime contractor

Under S-Cat (Category 6), CDS provides consultancy and a wide range of support services in respect of electronic commerce including EDI, Multimedia and internet/intranet services. Non S-Cat services available from CDS include editorial, graphic design, print solutions, journalism, publishing and orderline.

### eLM (eLearning Management)

Enables employees and line managers to plan, select and evaluate learning activities against individual, departmental and corporate objectives. Provides fast access to all learning activities including elearning and tutor-led courses, in fact any learning resource. Gives important management information to evaluate the true cost of training.

### eAppraisal

Customised for your staff appraisal process. eAppraisal allows employees and managers to set objectives and complete appraisals online. Keeps the process on track, paperless and provides essential management information. Automatic prompts and reports save time and reduce costs. Built-in workflow ensures appraisals are completed on time.

### e360 (electronic 360° feedback system)

Manage the 360° feedback process online. e360 allows users to engage managers, colleagues and even clients for feedback. It automatically sends out questionnaires, prompts completion and compiles feedback reports. Ease administration, reduce costs and ensure confidentiality using our e360 feedback application.

### eSurvey

Create bespoke surveys for both internal and external respondents using our flexible, easy to use eSurvey application. Results can be compiled into reports instantaneously, giving accurate data fast and allowing trends to be easily interpreted. Massively reduces the administrative burden and cost associated with surveys.



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to discuss your specific requirements.