ZOHO People

Level Up Your Performance Management With Zoho People

Every organization is determined to motivate and boost employees' productivity. To achieve these goals, you'll need a sustainable system to measure and evaluate performance throughout the year. Zoho People is an organized, insightful, and customizable system that adds context to activity and development to better leverage employee performance.

The tools you get

Evaluation Modules

Reviews & Appraisals

Analytics

Evaluation Modules

Zoho People offers an extensive evaluation system to assess employee performance. The evaluation modules can be added as a component of the appraisal process for better assessment. These modules include

- Skill sets, which detail the expertise an employee brings to their work

- Key Resulting Areas (KRAs), the broad areas of work that employees are expected to shine

- Goals, the specific tasks and jobs that an employee needs to accomplish

Tag skill sets

- With Zoho People, you can tag the skills required for various jobs and allow employees to highlight their own skill sets. You'll be able to utilize the most proficient employees for a given project, eliminating the need for a tedious search.

- Adding a value and score to each skill will offer managers insight into an employee's capabilities, whether they're searching for training needs or someone to mentor a junior.
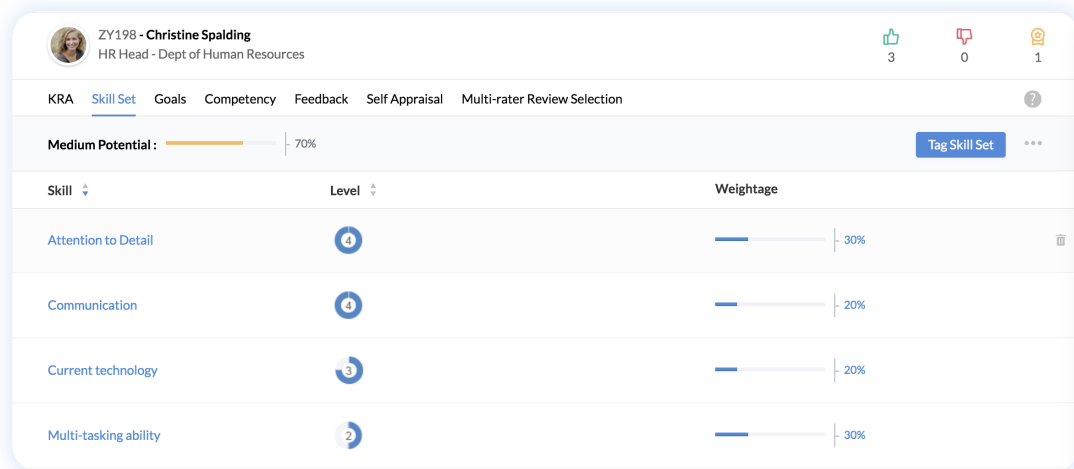
Set agile goals and define key resulting areas

- Break down your organization's long term goals into brief, actionable targets. Zoho People lets managers and admins assign goals and values, and allows employees to set their own goals, track the progress, then measure the outcome.

- Key Resulting Areas (KRA) are simple metrics used alongside goals and skill sets to assess employee performance. You can tag KRAs to specific designations and departments, then assess employees based on the given value. KRAs can be defined as objectives or behaviors to suit your organization's evaluation practices.
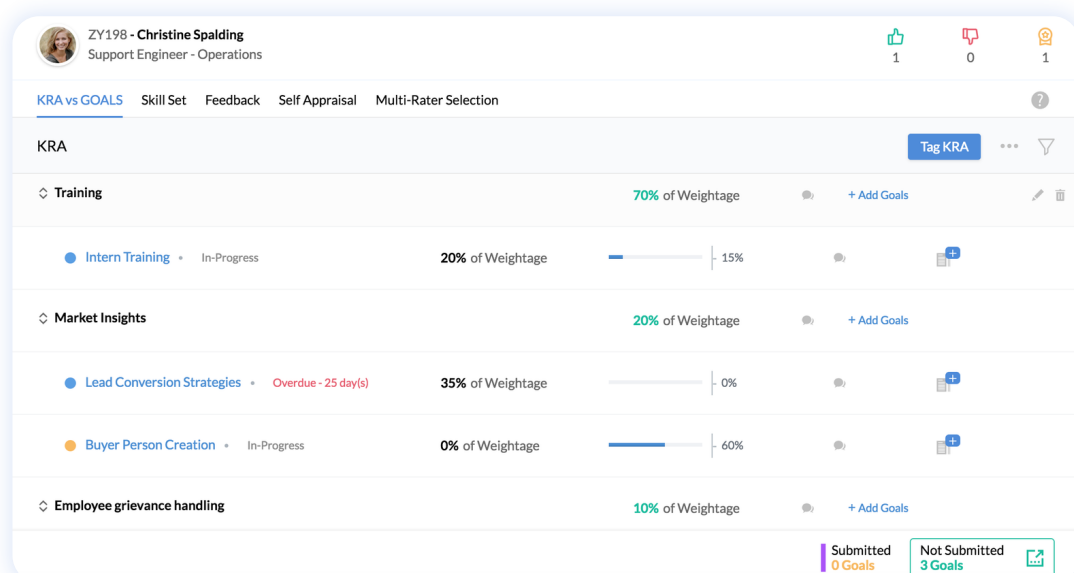
- Zoho People allows you to analyze employee progress using the KRA vs Goal metric. Managers or employees can tag KRAs, set a value, associate it with achievable goals or jobs, then monitor the progress.

Gather feedback to get more context

- Zoho People has three feedback systems to ensure holistic reviews: 360-degree feedback, peer-to peer feedback, and the reporting manager's feedback. Organizations can choose the system that best suits their review methods.
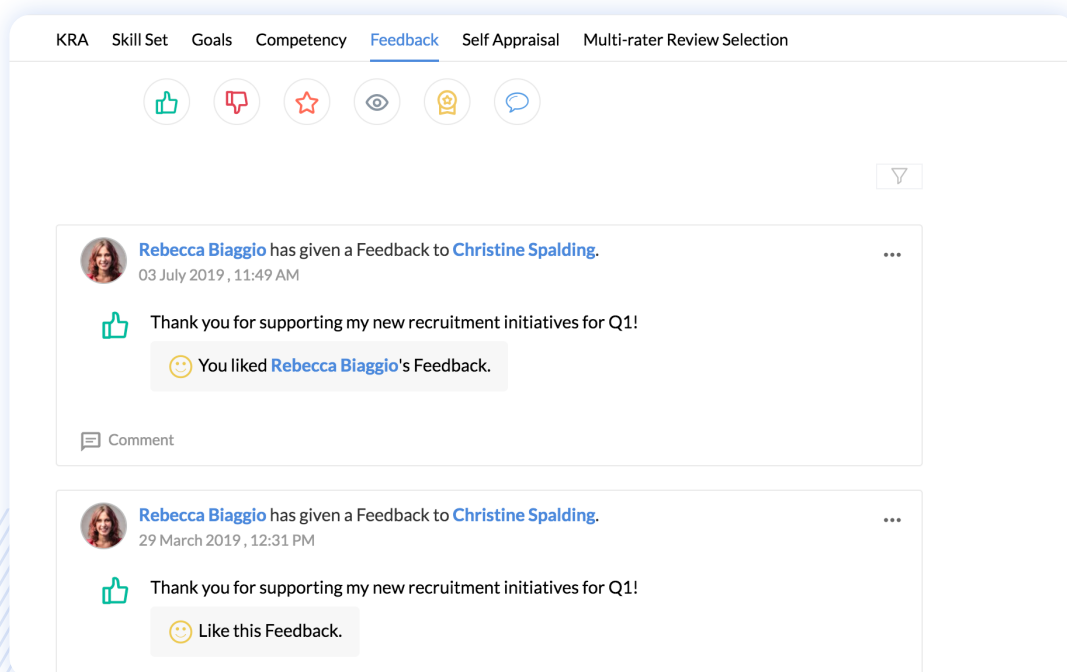
Briefly note performance summaries

- Managers can take quick notes about employee performance so that important accomplishments throughout the year are not forgotten during review periods. It can also act as a summary of an employee's performance for new team managers.

Continuous Reviews

Zoho People enables you to efficiently track performance with continuous reviews. You can evaluate performance of goals and KRAs every month, then calculate the aggregate and use in the final appraisal process. This way you'll be in the know of every individual's performance and their training needs.

Appraisal Processes

Zoho People is customizable to suit a wide scope of performance evaluation methods. You can have any kind of review process based on the evaluation modules. Automatic reminders and notifications will be sent to reviewers and appraisees through every step of the appraisal process.

Employee self-appraisal

- Employees can assess their own work and rate their performance as a part of the appraisal cycle. Admins can set duration periods for self-appraisal to ensure timely completion

- Managers or admins can customize a set of questions or upload self-appraisal documents to help employees review their contribution to the team. Employees can also assess themselves based on the following evaluation modules: Goals, KRAs, or KRA vs Goals.

Self Appraisal				
Goals	**Progress**	**Weightage**	**Christine Spalding**	
● **Create survey** Completed	100%	35%	★★★☆☆	
● **Resolve pending cases** Overdue - 104 day(s)	79%	60%	★★★★☆	
● **Decrease Complaints by 10%** Overdue - 103 day(s)	65%	50%	★★★☆☆	
● **Conduct Written Test** Overdue - 98 day(s) • Jobs: 1	95%	30%	★★★★☆	
● **Decrease complaints by 10%** Overdue - 97 day(s)	90%	45%	★★★☆☆	
● **Screen 50 Candidates** Overdue - 97 day(s) • Jobs: 5	90%	45%	★★★★☆	
● **Customer Service** Completed • Jobs: 3	100%	70%	★★★☆☆	
● **Lead Generation** In-Progress • Jobs: 7	35%	45%	★★☆☆☆	

Multi-rater feedback

- Employees might work on several projects under diferent managers or leads throughout the year. For the final reviewer to make fair and transparent appraisals, employees or managers can select multi-rater reviewers and allow simultaneous or consecutive performance reviews from diferent higher-ups.

- Managers can set a customized series of questions for multi-raters to use as guidelines to assess employees, or rate them based on evaluation modules.

Multi-level manager reviews

- Zoho People lets you set multi-level manager reviews to keep the appraisal process fair and stable. Once the final reviewer has consolidated the appraisal reports, higher-level managers can accept or reject the report, then publish employee reviews. You can customize the fields to be published or keep them anonymous.

Budgeting and Salary Hikes

- Set your budget for the appraisals and allocate the percentage for each team. Zoho People helps you to provide salary hikes seamlessly and maintain records.

| Status | Employee | Salary | Allocated Hike | | Proposed Hike | | Revised Salary |
			Percentage	Amount	Percentage	Amount	
	ZY194 **Anitha Joshi** HR Manager - Dept of Human Resources	8000	10.00%	800	10.00%	800	8800
	ZY181 **Rodriguez Sue** HR Manager - Dept of Human Resources	10000	10.00%	1000	10.00%	1000	11000
	ZY134 **Rebecca Biaggio** HR Manager - Recruitment - Dept of Human Resources	1400000	10.00%	140000	10.00%	140000	1540000
	ZY107 **Rahul J** HR Manager - Dept of Human Resources	12000	10.00%	1200	10.00%	1200	13200

Appraisal for HRs - June 2020 - FINAL 01-Sep-2019 to 31-Dec-2019

Total Record Count : 4	Allocated Hike **10.00% | 143000**	Proposed Hike **10.00% | 143000**	Difference **0.00% | 0**	Send for Approval

2019 - Q4 Appraisal

01-Jul-2019 to 30-Sep-2019

Total Employees **6**	Total Salary **1462000**

Allocated Hike Percentage	10.00%

Allocated Hike Amount	**146200**

Estimated salary after hike
1608200

Submit   Cancel

Reports

Make better decisions with reports

- The skill set matrix report acts as a talent management and training management tool. Managers will have the key to identifying the most talented people, as well as those with training needs.
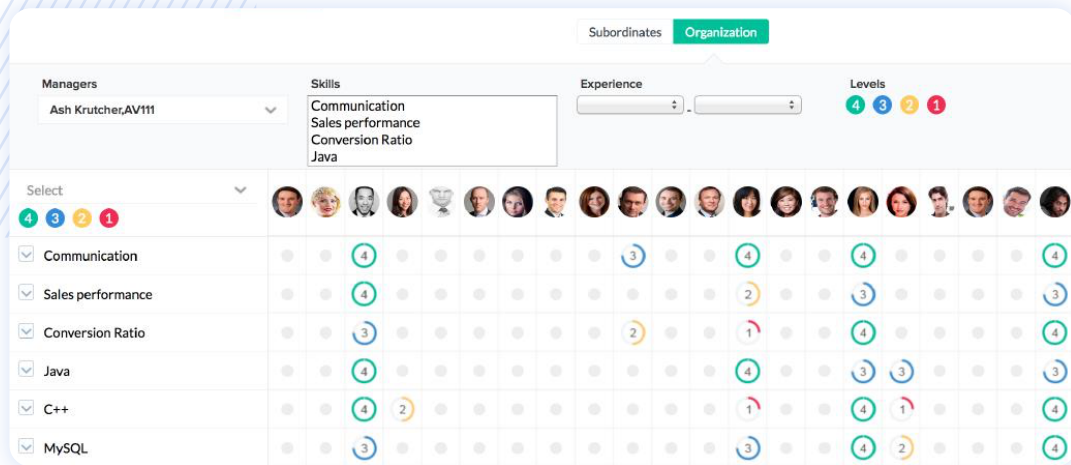
- Get insights on select employees' performance over the years with user rating reports. The appraisal report gives a holistic view of employees' appraisal ratings.

- The performance vs potential report (nine-box model), will help you visualize employee performance vs their potential. Managers can have a comprehensive view of a department's top performers with insight on promotion capabilities, moderate performers, and low performers with training needs.

Performance Vs Potential

| | My Review |
| Team mates |
| Reports |
| Goals Report |
| Appraisal Report |
| Self Appraisal Status |
| Multi-Rater Status |
| Review Status |
| User Rating Report |
| Performance Vs Pote... |
| Skill Set Report |
| Goals |
| Multi-rater Review |
| Settings |

Potential Assessment

High

Rough Diamond
Low Performer/High Potential
35 employee(s)

Future Star
Moderate Performer/High Potential
75 employee(s)

Consistent Star
Outstanding Performer/High Potential
60 employee(s)

Moderate

Inconsistent Player
Low Performer/Moderate Potential
80 employee(s)

Key Player
Moderate Performer/Moderate Potential
98 employee(s)

Current Star
Outstanding Performer/Moderate Potential
20 employee(s)

Low

Talent Risk
Low Performer/Low Potential
49 employee(s)

Solid Professional
Moderate Performer/Low Potential
10 employee(s)

High Professional
Outstanding Performer/Low Potential
28 employee(s)

Low   Moderate   High

Performance Assessment

FAQs

1) What editions of Zoho People offer the Performance Management module?

The Performance management module is available in the Premium and Enterprise editions of Zoho People.

2) How can I use past appraisal data with the Zoho People system?

You can easily import all past appraisals on other platforms to Zoho People.

3) Is there a way to post anonymous feedback?

Yes, feedback can be given anonymously by checking the box that says "anonymous".

agentur BLAUOHR GmbH   let's work together

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