

Manual vs Automated Performance Management



Manual performance reviews are rarely a welcomed activity for managers.

Not only are you under the wire to submit all your employees' reviews on time, but you're also faced with hours and hours of recalling each employee's performance details throughout the last few months.



Performance management software can go a long way in helping managers like you make reviews a more valuable, simplified process by automating tasks and focusing your time where it matters most.

Say Good Riddance to "Set and forget goals"

Not only do you have a hard time recalling the goal set for each of your direct reports, but you're also not sure if they're still applicable.



The average manager spends **more than 200 hours a year** on activities related to performance reviews.¹

Digging through emails, post-its, and notes jotted on napkins to recall past performance is ineffective, and also leads to precious time wasted.



Unhelpful and unbalanced reviews are inaccurate and they can disengage your employees.

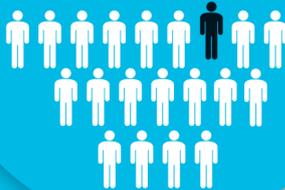


90% of HR leaders feel the process does not yield accurate information.¹

Manual reviews constrict your view to a moment in time, limiting your ability to benchmark performance and retain top talent.



High performers only comprise **5% of your workforce**



but produce **26%** of your output.



Replacing them is incredibly expensive, to the tune of up to **3.5 times their salary.**²



Say Hello to "Collaborative, continuous goal setting"

Align company goals with your employee's career goals in a top-down, bottom-up approach. Give employees autonomy and ensure goals remain relevant throughout the year. Also, each employee has well-defined and agreed upon goals, thus there are no surprises or confusion regarding what it takes to progress up the career ladder.



Data collection/ Record keeping made easier

Record successes and challenges as they occur for a robust view of each employee's performance over the last year and not just a snapshot of what you remembered from the last few weeks. Jotting down performance notes will greatly reduce the effort it takes to prepare for and conduct your annual performance reviews because you've tracked progress and performance and provided the needed feedback when it was most valuable.



Maintain a balanced approach and objective feedback through 360-degree reviews

Performance management tools allow for a more objective view of an individual's performance, and this can result in more effective feedback and behavior change. With 360-degree reviews, you can easily gather feedback on employee performance from multiple sources to complete and validate your own observations and perceptions.



Benchmark performance over time to gain insights into your team's performance and retain your top performers

Performance review tools facilitate individual performance benchmarking, and also support succession planning. By charting your employees on a talent matrix, you can transform data from past review rounds to easily identify those ready for a promotion and those that need more coaching and development. Your employees want to see a connection between their performance and career progression, and not doing so puts you at risk of losing top performers. Now you're down a resource with extensive knowledge and you've entered into the costly process of finding a backfill.



¹ <http://www.personneltoday.com/hr/end-annual-appraisal-whats-next-performance-management>

² <https://www.ere-media.com/ere/top-performers-produce-4x-more-output-and-higher-quality-referrals>