



# Strategy and performance suite

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## Personal performance

## Overview

The Personal performance module enables an organisation to manage and monitor employee performance against individual objectives and within the broader context of the organisation's overall performance.

The module stores detailed performance information at an individual level against each part of the staff management process.

These records form an integral part of the module and cover areas such as: SMART objectives; 90 degree and assessments against organisation-wide competencies; achievement against tasks; and management and analysis of learning and development needs.

The module also includes the functionality to manage and monitor the organisation's performance assessment framework as a whole, for example, ensuring appraisals, reviews, and 1-2-1s take place and are documented appropriately.

An email alerting tool facilitates the review process, enabling the organisation to proactively manage both the performance review process and the competency appraisal process.

### The Personal performance module enables you to:

#### Improve organisational performance

- Align personal performance and objectives with the organisation's strategy and goals;
- Interrogate all aspects of organisational, departmental and individual performance;
- Clearly view what is on target or not and quickly drill down into specific areas for further information and to address any issues;
- Carry out 90 degree (self-assessment) and 360 degree (self-assessment and colleague assessment) scoring against pre-defined organisational competencies; and
- Identify, analyse and address any learning and development needs.

#### Streamline and simplify processes – saving time and money

- Bring a consistent approach to the administration of personal performance across the organisation, within a secure and controlled web-based environment;
- Improve the completion rates, consistency and quality of employee appraisals, appraisal reviews and 1-2-1 meetings;
- Streamline the personal performance review process to save time and cost;
- Enable an on-going review of personal performance with supporting evidence and documentation, rather than just carrying out a single annual review; and
- Free up employees, managers and HR to spend more time on strategic activities.

#### Improve staff management and accountability

- Empower line managers to effectively and efficiently supervise the performance of any direct reports; and
- Place responsibility for the updating and completion of performance-related tasks and actions with the individual, thereby encouraging and enabling a culture of personal responsibility.

### More information

For more information about Personal performance or any other Clearview modules or suites, or if you would like to arrange a free webinar demonstration of any of our products, please contact us using the details below.

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