

# Insperity PerformSmart

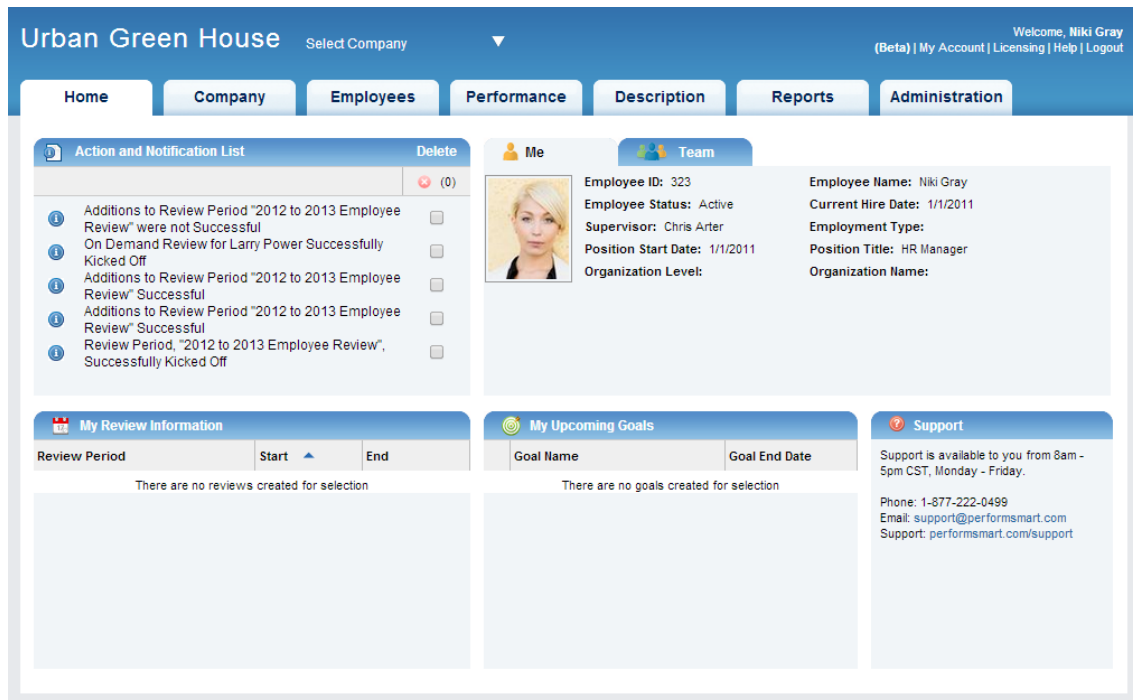
Online employee performance reviews

Insperity® PerformSmart® is Web-based performance management software that helps you align workplace performance with business goals, setting the stage for increased communication and better results.

## Streamline the performance management process

Customize everything about the performance review experience, support your existing HR processes, and design a performance management life cycle to fit your company's needs.

- Available anytime, anywhere to almost any user with an Internet-enabled computer
- Role-based security allows managers and employees access only to the reports, forms and content relevant to them
- Maintain important employee information online
- Get ongoing performance life cycle management
- Conduct professional and consistent performance reviews



The screenshot shows a user dashboard for 'Urban Green House'. The user is Niki Gray, an HR Manager. The dashboard is divided into several sections:

- Navigation:** Home, Company, Employees, Performance, Description, Reports, Administration.
- Action and Notification List:** A list of notifications with checkboxes for deletion. Examples include 'Additions to Review Period "2012 to 2013 Employee Review" were not Successful' and 'On Demand Review for Larry Power Successfully Kicked Off'.
- Employee Information:** A profile card for Niki Gray showing details like Employee ID (323), Status (Active), Supervisor (Chris Arter), and Position (HR Manager).
- My Review Information:** A table with columns for Review Period, Start, and End. It currently shows 'There are no reviews created for selection'.
- My Upcoming Goals:** A table with columns for Goal Name and Goal End Date. It currently shows 'There are no goals created for selection'.
- Support:** Contact information for support, including phone (1-877-222-0499), email (support@performsmart.com), and website (performsmart.com/support).

PerformSmart provides easy access to employee information, reviews, goals and key events while also organizing review cycle action items – all in one user dashboard.

## Performance administrator

Define the type of performance evaluation process that works for your business.

- Select from seven prepopulated review templates or customize your own
- Use a library of 45 behavioral-based competencies to evaluate employees or create your own
- Track employee data, including job and pay history, personnel information, education and skills

*Managing key performance information helps you make informed business decisions that drive your company forward.*

## Managers and appraisers

Insperty PerformSmart<sup>®</sup> helps your company more fully engage its management team with simple, intuitive tools and communication.

- Set and track measurable goals for employees
- Easy-to-use interface helps you rate job performance, goals and competencies
- Give constructive, professional feedback using our SmartText logic, which builds support language as you rate your employees' performance
- Create accurate employee development plans through an extensive library of coaching ideas

*PerformSmart generates clear, concise text to support your performance ratings. Just edit and add examples.*

## Employees

Insperty® PerformSmart® helps employees contribute to the process, stay on track, and reference goals and ratings as they plan for the upcoming quarter or year.

- Your workforce can set and track measurable goals and key events throughout the review period
- Engage employees by allowing them to conduct a self-assessment of their performance
- Provide employees access to previous performance reviews

Current Goals	WEIGHT	GAP	Employee: 0.00 - Not Rated Appraiser: 4.00 - Outstanding
▶ Complete trainings #1 and 2 of the HR Module	30 %	+4	4 - Outstanding
▶ Increase calls resolution by 10%	70 %	+4	4 - Outstanding

*Sections for current and future goals help employees set specific goals that support your company's objectives.*

## Your source for essential HR-related information

PerformSmart also comes with access to the Insperty HR Support Center, which features an HR knowledge base and professionals with years of experience handling employee-related tasks and issues. Resources include:

- Employee handbook
- Policy library
- State and federal laws
- HR forms
- 3-minute HR audit
- eAlerts
- HR guides
- Job descriptions
- Q&A database
- Glossary of HR terms
- News and updates
- HRCast (monthly podcast)
- HR Resource Center

## Get started today

To learn more about Insperty PerformSmart, email [partners@insperity.com](mailto:partners@insperity.com).

### System requirements:

Chrome; Firefox; Internet Explorer; Microsoft Edge

**NSP**  
**LISTED**  
**NYSE**

**HR and Business Performance Solutions from Insperty:** Workforce Optimization | Human Capital Management  
Payroll Services | Time and Attendance | Performance Management | Organizational Planning | Recruiting Services  
Employment Screening | Financial Services | Expense Management | Retirement Services | Insurance Services

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