

P.A.Plus creates a performance-focused organization throughout the year. The social media-inspired interface, everyone is encouraged to participate in communicating about achievements and measuring their own progress against goals.

## Set goals, capture feedback year-round and generate instant progress reviews.



### Full-circle view for each employee

- Set company, department and individual goals and track progress by team or employee
- Add performance notes throughout the year, for a full view during annual appraisals
- Import performance notes from previous years
- Allow employees to enter their own notes and comments

### Simple processes and reporting

- Generate instant progress reports for any date range—managers can review all comments for the year and select which entries will appear on final reports
- Automatically defined merit ratings are calculated based on progress reports and goal completion
- Guides ongoing tracking against goal completion
- Support annual or performance-based reviews
- Add forms and configure features to support your culture and needs
- Integration is easy, with maintenance and upgrades managed by CWS
- Communicate publicly or privately through a clear, intuitive interface

### Enhanced communication

- The social media interface is easy to adopt and promotes interaction
- Encourage ongoing communication about development and performance among managers, teams and individual employees

### Global availability

- The web-based system can be used any time from anywhere in the world

# How P.A.Plus Works

P.A. Plus was designed to set goals, capture feedback year-round and guide employee development. It draws on social media to encourage communication and simplify performance evaluations for everyone involved.

## Employee Snapshot

A manager can quickly glance at an employee's profile and track progress against personal goals from the snapshot page. Clicking "Post Progress Note to Employee" allows the manager to offer praise or corrections. A summary view shows when the two last sat down together and illustrates how many documents or notes the manager has collected to support this employee's annual review.

## My Hub

All users have a Hub page, where they can edit their public profile and share thoughts with the department. Get in a the conversation on a peer's Hub or send a shout-out to your team member who rocked today's presentation.

## Sample Self Evaluation

This sample of one company's Self Evaluation shows how easily an employee can click through and complete the form. Users can view the form in steps or in one long survey view. Once complete, the employee clicks the Approve button to route their evaluation to their manager for review.

## My Goals

Employees can view their personal, department or company goals and scroll through progress notes for each goal by clicking the link on the goal completion bar. Progress notes can be entered by the employee, posted by a manager, or linked comments or accolades from someone's Hub.