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Performance Review System

1 Performance Review System

We are excited to introduce our Performance Review System, a streamlined and efficient solution designed to help organizations track, evaluate, and enhance employee performance. This system enables employees to conduct self-reviews against the organization's Key Performance Indicators (KPIs) every quarter, while HR teams can review submissions, provide feedback, and drive continuous improvement—all within a single, easy-to-use application.

Our solution is built to foster a transparent, data-driven performance culture, ensuring that employees have clear visibility into their progress while HR can efficiently analyse, assess, and align performance with organizational goals.

Objectives

The primary goals of the Performance Review System are:

- To provide a structured quarterly performance review process for employees.
- To align employee goals and performance with organizational KPIs.
- To facilitate HR-driven reviews and constructive feedback for professional growth.
- To enhance workforce productivity and engagement through a transparent evaluation system.
- To provide data-driven insights and reports for HR and leadership decision-making.

1.1 Problem Statement:

Organizations often struggle with manual, inconsistent, and inefficient performance evaluation processes, leading to delays, lack of transparency, and employee disengagement. Traditional performance reviews can be subjective, time-consuming, and fail to provide actionable insights that drive workforce improvement. HR teams face challenges in aligning individual contributions with organizational goals due to disconnected review cycles, unclear KPIs, and insufficient data analytics. The absence of an integrated, automated system makes it difficult to track employee progress over time and provide structured feedback for career growth. To address these challenges, GCT proposes a Performance Review System that standardizes and automates performance assessments, ensuring quarterly reviews, structured feedback loops, and real-time analytics to enhance employee development and organizational alignment.

1.2 Key Features

1.2.1 For Employees:

- **Quarterly Performance Submissions** – Employees can **self-evaluate** their performance against **predefined KPIs**.
- **Goal Setting & Tracking** – Employees can set, track, and align their **performance objectives** with company-wide goals.

- **Performance History Access** – View previous performance reviews, HR feedback, and improvement progress.

- **Automated Alerts & Notifications –** Employees receive reminders for upcoming performance reviews and deadlines.

1.2.2 For HR & Management:

- **HR Review & Feedback Management** – HR can review employee self-assessments, provide structured feedback, and make recommendations for growth.
- **360-Degree Evaluation** – Incorporate managerial, peer, and HR feedback to create a well-rounded performance assessment.
- **Customizable Performance Metrics** – HR can define KPIs, rating scales, and performance categories tailored to business needs.
- **Data-Driven Reports & Dashboards** – Generate real-time reports highlighting performance trends, top performers, and areas for development.
- **Performance Improvement Plans (PIPs)** – HR can create personalized improvement plans for employees requiring additional development.
- **Seamless Integration** – The system integrates with existing HRMS, payroll systems, and business applications.
- **Compliance & Security** – Secure data storage and compliance with HR regulations and data privacy laws.

1.3   Benefits:

- **Enhanced Performance Tracking with Power Platform:** Utilizing Power Apps, employees and managers can access a centralized performance dashboard for real-time updates and structured reviews.

- **Automated Workflows & Notifications:** With Power Automate, performance review processes are automated, ensuring timely notifications, approvals, and HR interventions.

- **Data-Driven Decision Making with Power BI**: HR and leadership can leverage Power BI dashboards to analyze performance trends, measure productivity, and generate insights for strategic planning.

- **Seamless Integration with Microsoft Ecosystem:** The system integrates with Microsoft 365, SharePoint, and Azure, ensuring secure data storage and interoperability with existing enterprise applications.

- **Scalable & Customizable Solution:** The platform is designed to adapt to any organization's structure, allowing HR teams to configure KPIs, rating scales, and performance workflows as per company policies.

- **Improved Employee Engagement:** Employees receive structured feedback and development plans, fostering continuous learning and career progression.

1.4   Technologies:

Our Performance Review System leverages **Microsoft's Power Platform** for seamless performance management:
- **Power Apps** – Customizable interface for performance reviews and employee self-assessments.
- **Power Automate** – Automated workflows for notifications, approvals, and review submissions.
- **Power BI** – Interactive dashboards and KPI tracking for HR and leadership teams.
- **SharePoint Online** – Secure document storage and access control for performance reports.

1.5   Pricing Model

Pricing for the Performance Review System will be based on:
- **Implementation costs (system setup, integration, customization).**
- **User licensing fees** based on organization size.
- **Ongoing support and maintenance** options.

A detailed pricing breakdown will be provided upon request based on your specific requirements.

1.6   Contact Us

Take the next step today!
Contact Global Computing and Telecoms for more information at sales@globalcomputing.co.za