

# PerformMetrics®

APT's Web-based Performance Management System



**apt**

*Flexible HR Solutions, Sound Measurement Principles<sup>SM</sup>*

## **APT'S APPROACH TO PERFORMANCE MANAGEMENT**

Successful organizations have come to realize that performance management is integral to sustaining their growth and leadership in the marketplace. Retaining high-caliber employees in today's competitive labor market challenges businesses to effectively manage their talent at all levels within the organization. APT's PerformMetrics is a sophisticated, Web-based performance management system that provides a cost-efficient, streamlined, legally defensible process for managing and developing organizational talent.

PerformMetrics provides interactive tools to manage performance in unprecedented ways. It offers an integrated approach for continuous goal setting and modification, progress management, appraisal, coaching and employee development. This system ensures efficient administration of all related tasks, including setting expectations, mid-year reviews, 360-degree feedback, and year-end performance evaluations.

## **APT'S PERFORMMETRICS PHILOSOPHY**

PerformMetrics reflects our philosophy that individual performance expectations should be aligned with organizational goals. We believe that both managers and employees must be actively involved during all steps of the performance management process for goal setting to be effective.

Powered by SumTotal®, PerformMetrics enables organizations to achieve:

- Enhanced ownership and accountability by both managers and employees for accomplishing goals
- The ability to systematically “turn on a dime” by adapting work direction and goals in response to rapidly changing conditions
- A shift in focus from appraisal to coaching and development
- Employee development plans that are realistic and consistently tracked
- Quality control through integrated monitoring tools and reports
- Accurate, efficient and legally defensible performance evaluations

## **INTEGRATED TOOLS WITHIN PERFORMMETRICS**

**Goal Setter**—Employees and managers establish goals and performance metrics at the beginning of a review cycle and update them in real time as they change.

**Online Performance Journals**—Allow employees to record progress on goals while giving managers the ability to monitor this progress and provide ongoing coaching.

**360Metrics®**—APT's award-winning, multi-rater feedback tool gives participants focused, job-related feedback from their peers, direct reports, managers and customers based on their level, function, or even specific position within the company.

**Developmental Planner**—An interactive tool that employees and managers use to develop action-learning plans that include: goals, relevant assignments, resource needs, measurements, milestones and target dates.

**Individualized Monitoring Tools**—Managers can check progress to stay in the loop and provide ongoing coaching. Employees manage their own progress, keep their manager engaged and stay focused on ongoing achievement and growth.

## **ONGOING COACHING SUPPORT**

PerformMetrics facilitates the provision of ongoing, actionable feedback that targets key developmental needs, while holding employees accountable for achieving results.

## **INTEGRATED APPRAISAL PROCESS**

PerformMetrics allows managers and employees to use information about performance throughout the year to feed into mid-year and end-of-year appraisals.

## **CUSTOMIZED REPORTING TOOLS**

Through a report builder, PerformMetrics offers the ability to produce a variety of customized, real-time reports, including adverse impact reporting, aggregate reporting and trend/norm reporting.

## THE FOUNDATION OF OUR APPROACH

Practical and easy to use, PerformMetrics has been built around industry best practices and years of research. The foundation of APT's approach is our commitment to providing our clients with practical solutions that are *legally defensible and state of the art*.

You can be confident that APT's functional and efficient products and services meet the highest standards in the field of industrial and organizational psychology.



### PROCESS AND CONTENT

Job-related dimensions  
Valid decisions  
Research-based practices  
Process aligned with strategy

### RESULTS

Effective and efficient performance guidance  
Clear line of sight throughout the organization  
Development orientation

### PLATFORM AND TECHNOLOGY

Intuitive, drag/drop interface  
Software as a service  
Easy link to ERP systems  
Powerful administration tools

## About APT

APT, Inc. is an international, full-service human resource process consulting firm owned and staffed by business psychologists who are experts in the field of industrial and organizational psychology. Since 1995, our professional expertise has included:

- Performance Management
- Staffing for Organizational Change
- Job Analysis
- Selection Systems
- Litigation Support
- Development
- 360-Degree Feedback
- Downsizing
- Organizational Surveys
- Compensation

For more information about our performance management services, please contact Dr. John Scott, COO, at (203) 655-7779 or at [JScott@APTMetrics.com](mailto:JScott@APTMetrics.com).



**HR PROCESS CONSULTING**

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