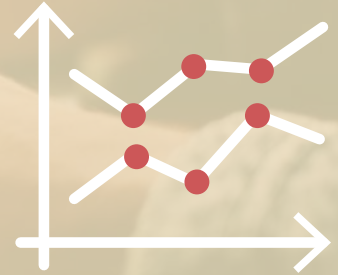
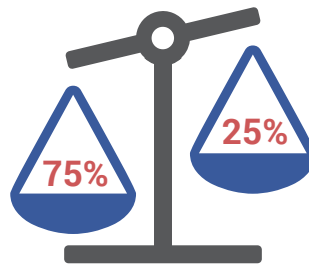


PERFORMANCE EVALUATION

Hirezon's **Performance Management System** can be tailored to meet specific requirements and preferences of individual higher education institutions. Specifically designed for ease of use, its flexibility and comprehensiveness make it a first choice for all evaluation needs.



**Customizable
Evaluation Forms**



**Weighted
Ratings**



**Self-Appraisal &
360-Degree Evaluation**



**24/7/365
Help Desk Support**



**Online Routing &
Email Notifications**



**Flexible
Reports**

Hirezon Exchange

Dashboard | Performance Review | Admin

Notifications | My Reviews | My Team Reviews | All Reviews | Start Review | Action Items

All Reviews

ACADEMIC YEAR 2014-2015

ACADEMIC YEAR 2015-2016

CURRENT REVIEW PERIOD

ADHOC REVIEWS

QUICKLY FIND & EXPORT REVIEWS

Create Performance Review

Employee: Liz Watson

Position: HR Generalist

Supervisor: Bill King [Director of Human Resources]

Review Period: 2018

Department: Human Resources

INITIATE PERFORMANCE REVIEWS ONLINE

Hirezon Exchange

SHU Evaluation Demo | Hirezon/Interview Exchange DEMO

Employee: Liz Watson | Review Period: 2018
 Position: HR Assistant | Department: Human Resources
 Supervisor: Bill King | Discussions: 1

4.55
SCORE

Instructions

RATINGS:
 USE THE FOLLOWING PERFORMANCE RATING DEFINITIONS TO MOST ACCURATELY DESCRIBE THE EMPLOYEE'S PERFORMANCE IN MAJOR JOB RESPONSIBILITIES DURING THE REVIEW PERIOD.

Exceptional: Consistently exceeds all job requirements.
Commendable: Completes duties of every specified function, duty and responsibility in a fully satisfactory manner.
Satisfactory: Requires some development. Should be involved in a Professional Development Plan 1.
Marginal: Requires additional group training and development. Should be involved in a Professional Development Plan 2.
Unsatisfactory: Requires additional one on one training for 2 months and decision based on the outcome after 2 months.

RATE EMPLOYEES' COMPETENCY PERFORMANCE

Template: --Select--

--Select--
 90 Day Performance Review 2016 [Non-Scored]
 Performance Appraisal and Planning [2017] [Non-Scored]

MULTIPLE FORMS FOR DIFFERENT JOB TYPES

Routing List

By acknowledging this form, the supervisor and employee certify they have read and participated in this performance review process.

#	Position	Name	Status
1	Employee	Liz Watson	Acknowledged [08/16/2017 06:36 PM]
	Comment:	I like it. Thanks.	
2	Supervisor	Bill King	Acknowledged [08/17/2017 10:48 AM]
	Comment:	Good	
3	Next Level Supervisor	John Dean	Acknowledged [08/17/2017 10:58 AM]

ONLINE ROUTING

Competency Skills

Weight: 40.00% | Score: 4.40 | Weighted: 1.76

Question	Response	Weight	Score	Weighted
* 1. Organizational Skills: Ability to effectively and efficiently manage priorities, create appropriate procedures, manage the workforce and other available resources in order to optimize productivity.	Commendable	20.00%	4.00	0.80
* 2. Communication Skills: Listening/Receptivity: Listens conscientiously and appreciates others' input and ideas; tracks conversations accurately, takes action to ensure that communications with others are open, understood and two-way.	Exceptional	20.00%	5.00	1.00
* 3. Job Knowledge: Understands normal job expectations. Demonstrates and maintain current knowledge and skills necessary to perform the job effectively, including job-specific technical/procedural competencies. In certain positions, this includes knowledge of University policies, rules, procedures, and their supporting statutes.	Exceptional	20.00%	5.00	1.00

WEIGHTED CRITERIA

Title	Department	Employee	Supervisor	Final	Current	Section I	Section II	Section III	Created	Updated	Completed	Status
Staff Evaluation	Finance	Liz Watson	Bill King	80	Jill Grover	80	85	90	2/21/2017 15:01	3/20/2017 10:33	3/20/2017 10:32	Form - In Progress
Staff Evaluation	Finance	David Dean	Bill King	92	Jill Grover	100	85	80	5/18/2017 15:15	5/18/2017 15:17	5/18/2017 15:17	Routing - In Progress
Staff Evaluation	Human Resources	Sue Wilson	Tafa Gate	86	Bill King	100	65	80	2/22/2017 16:45	2/22/2017 16:46	2/22/2017 16:46	Routing - In Progress
Staff Evaluation	Human Resources	Mike Wolf	Tafa Gate	82	Liz Empire	100	85	90	6/6/2017 11:45	6/6/2017 11:48	6/6/2017 11:47	Routing - In Progress
Staff Evaluation	Information Technology	Jim David	John Chill	80	Bill King	80	80	80	4/11/2017 14:27	4/11/2017 14:28	4/11/2017 14:28	Routing - In Progress
Staff Evaluation	Information Technology	Bill Marcus	John Chill	94	Bill King	100	85	90	4/21/2017 16:54	4/21/2017 17:00	4/21/2017 17:00	Routing - In Progress
Staff Evaluation	Marketing	Joe Mazo	Russ Wiki	96	Liz Empire	100	90	90	5/10/2017 11:18	5/10/2017 11:22	5/10/2017 11:22	Routing - In Progress

REPORTING & METRICS