When is it the right time for my organization to implement Performance Management Software?

Collaborative effort from the staff at ManagerAssistant.com, LLC

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Introduction

If you are like a lot of organizations, it is very difficult to know when it is the right time to *abandon the insanity of keeping track of your homegrown solutions* such as spreadsheets and Word Documents. It is essential at some point to bring in an outside solution to the Performance Management nightmare. Most companies wait too long. We hope the information contained in this white paper will help you make the right decision for your organization.

Problem Statement

In the case of a small growing company, it never seems like the right time to bite the bullet and go forward with a 3rd party Performance Management software solution. Typically trying to keep track of spreadsheets, word documents, and printed reports will lead to a total breakdown.

This approach is time consuming, disorganized, and makes it very difficult to implement a Performance Management approach that is fair or that can be implemented consistently.

Additionally, managers fall behind on their reviews and do not maintain the proper documentation to accurately and fairly evaluate employees.

Finally, employee reviews have to be done in a timely manner. This means you need the ability to enforce the due dates and easily see the status of Reviews. Once you have more than one person completing Reviews, it is not possible to have consistent and timely reviews across the board without a more formalized approach that is found in 3rd party solutions.

Simply put, spreadsheets, Word documents, and other homegrown solutions don¢t work. They never have and they never will.

Employees' Surprise Reaction

One of the main reasons Manager¢s put off implementing an Employee Performance Management system is the fear of the employee¢s reaction. Most people fear confrontation and managers want to avoid what they anticipate will happen. The reality is something a little different. Employees want to know what you think and where they stand. Not knowing will cause insecurities to arise within employee ranks.

A good employee will be thrilled to know that their accomplishments are being recognized. A mediocre employee is going to be relieved to know that they still have a job and will be interested in knowing what they can do to improve. This should lead to an opportunity for some real productive discussions and goal setting. Bad employees have a right to know where they stand. As a manager, it is your responsibility to the company and to the employee to do the right thing. If there is a chance for improvement, then here is your opportunity to have an open discussion and outline the steps necessary for them to stay employed.

If the employer / employee relationship is clearly not working then properly document this and part ways. You are actually doing the employee a favor in the long run. Chances are they weren¢t too happy with their job to begin with. Even in the worse case scenario it is far better to get things out in the open than to try to bury them. That only creates a pressure cooker situation. If you have to part ways, it gives you the opportunity to introduce a more productive replacement to the team.

The bottom line - employee morale will improve with a properly implemented Employee Performance Review system in place. In the long run everybody wins ó the employer, the employee, and you the Manager (Reviewer).

ManagerAssistant.com Solutions

ManagerAssistant.com offers leading performance management solutions for enhancing the productivity of managers throughout the world. Providing intuitive interfaces, our solutions simplify your Employee Review processes and change the way you manage your employees. We offer HRweb, a cloud based subscription product, and ManagerAssistant v4 for Windows environments. Both solutions will offer the following benefits.

- Write professional quality Reviews in minutes

- Properly document employee behavior helping you make timely and accurate employment decisions

- Improve employee morale making employees more productive and helping you retain good employees

- Peace of mind for you and your employees while improving communication

Implementation

Implementation is a snap with either product.

With **HRweb** there is no setup. You can get started by signing up for demo or live account in seconds. You can import your employees into HRweb and be using it the same day.

ManagerAssistant v4 can be downloaded as a demo or live product and installs in minutes. You can import your employees and began using it the same day.

Both **ManagerAssistant** and **HRweb** have *intuitive interfaces*. No training is required. If you do need assistance, you will receive world class support. You can request a demo of either product by going to the following website. www.managerassistant.com

Summary

In summary, we offer solutions that will help you become better organized and more efficient at managing your employees. Our solutions are a key component to helping any organization achieve its overall goals and objectives.

Whether you choose one of our products (**HRweb** or **ManagerAssistant v4**) or another commercial product, we wish you the best in your efforts to manage your staff. No matter what, it is important that you understand the seriousness of having proper employee reviews. It is essential that you do something as soon as possible. Your organization is counting on you to make the right decision.

For more information about:

ManagerAssistant v4 or **HRweb**, please visit us at www.managerassistant.com