

HReviewer



*Take the hassle out of evaluating employees,
tracking goals, and giving feedback*



Bogged down by
performance reviews?

Tired of chasing down
managers to complete
reviews?

Are your employees
frustrated by a lack of
performance feedback?



Working managers should not be burdened and inconvenienced with paperwork and administration.

HR should not be burdened by chasing down managers to complete employee reviews and mediating complaints from disappointed employees.

HReviewer helps remove the hassle and enables a manager to invest his or her time in evaluating and improving employee performance, not filling out and filing paperwork.

The HReviewer Process

- Improve the quality and completion rates of your employee appraisals.
- Align employee goals and development activities to business priorities.
- Track and manage the entire appraisal workflow.
- Conduct appraisal your way, using your process and your competencies.
- Customize performance criteria by position or department.
- Store completed reviews on line or use HReviewer's convenient print function.

- Online Employee Appraisals
- Anytime, anywhere secure online access.
- At-A-Glance Dashboards
- Affordable for Small to Medium Size Business
- No Hassle Set-up
- Get Up-and-Running Fast
- Extensive Competency Library

Criteria for Staff

If you'd like to view the questions for a different employee group, please choose which group from the drop down menu below. At first, just the title for each criteria is shown. If you'd like to view the description for a criteria, click on the title. Please use the form below to create or edit the list of questions for **Staff** by clicking on the **Include** box next to the title to include that criteria in the evaluation process. If you'd like to see the lists for other employee types, choose a different group from the drop down menu below.

Employee Type:	Staff	CHOOSE TYPE FOR CRITERIA LIST	EMPLOYEE TYPES	RE-ORDER CRITERIA	NEW CRITERIA
Edit	Include <input type="checkbox"/>	Accountability and Initiative (Performance)			
Edit	Include <input type="checkbox"/>	Adapting to Change (Thinking)			
Edit	Include <input type="checkbox"/>	Analytical Ability (Performance)			
Edit	Include <input type="checkbox"/>	Anticipation/Proactive Thinking (Understanding)			
Edit	Include <input checked="" type="checkbox"/>	Attention to Detail (Understanding)			
Edit	Include <input type="checkbox"/>	Business Acumen (Thinking)			
Edit	Include <input type="checkbox"/>	Championing Change (Thinking)			
Edit	Include <input type="checkbox"/>	Change-Handling Ability (Leadership)			
Edit	Include <input type="checkbox"/>	Coaching And Developing Others (Relating)			
Edit	Include <input type="checkbox"/>	Commitment and Drive (Leadership)			
Edit	Include <input type="checkbox"/>	Communication (Communication)			
Edit	Include <input type="checkbox"/>	Conflict Management (Relating)			
Edit	Include <input checked="" type="checkbox"/>	Continuous Improvement (Working)			
Edit	Include <input checked="" type="checkbox"/>	Continuous Learning (Working)			

Built In Competency Library

3 easy options to create your evaluation forms

1. Use the HREviewer library as is.
2. Edit the competencies to fit your company's needs.
3. Enter or create your own competencies or goals.

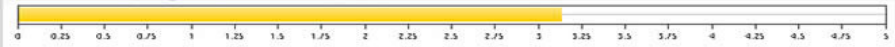
At A Glance Dashboard

1. Anytime, anywhere online access.
2. Instantly view evaluations by department, individual, or job type.
3. Track the completion status and due dates of employee evaluations.

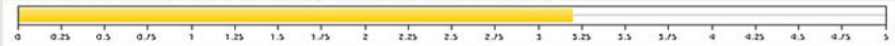
Employee Evaluations

Below is a list of departments, along with the overall rating for the department of all employees who have been reviewed. The number of reviews completed out of the total number of employees in the department is shown in parentheses after the Overall Rating of the department. Please click on the name of the department to see the employees in that department and their reviews (if completed), or click on the bar chart of the department to view a printable report for that department. Click on the bar chart of the employee to view a printable report for that employee. If the employee's review has not been started or completed, click on the radio button to begin or complete their review. These instructions will not be included in a printout of this report. If you'd like to print out a blank copy of the evaluation for note taking, please [Click Here](#) for a Staff Evaluation Form, or [Click Here](#) for a Manager Evaluation Form.

Executive Office, Legal Affairs Overall Rating: 3.14 (2 reviews out of 6 employees)



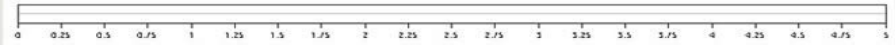
Finance and Administration Overall Rating: 3.20 (8 reviews out of 15 employees)



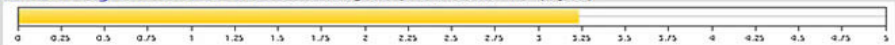
Govt. Affairs and Public Policy Overall Rating: 3.27 (4 reviews out of 25 employees)



Marketing, Communications and Media Relations Overall Rating: 0.00 (0 reviews out of 6 employees)



Member Programs and Services Overall Rating: 3.24 (6 reviews out of 17 employees)



Getting started is easy. You can be up and running on HREviewer in just minutes without the need for extensive training, attending seminars, or IT involvement. There's no software to install. And your data is secure and backed up.

For companies with as few as 10 employees or as many as several thousand, HREviewer is the answer. For many reasons, periodic employee evaluations have been avoided or done poorly in the past. But simply put, too many organizations are not firing on all cylinders and they are now paying the price. HREviewer is priced affordably to save you thousands of dollars and get employee performance to meet and exceed expectations.