

Performance Appraisal

RAISE THE BAR ON WORKFORCE PRODUCTIVITY WITH HRIQ'S
INNOVATIVE PERFORMANCE APPRAISAL SYSTEM

Configure performance appraisal templates efficiently to enforce strategic organisational goals and inform employees on their performance appraisal targets, empowering HR teams to measure performance and appraise in real-time with HRIQ Performance Appraisal Software.



Effective Company/Division Goal Setting Function

- Ensure every employee is contributing to the organization by setting company/division goals for managers to breakdown and cascade as staff targets.
- Measure employee performance against performance targets, which also acts as a benchmark against which to conduct performance appraisals.

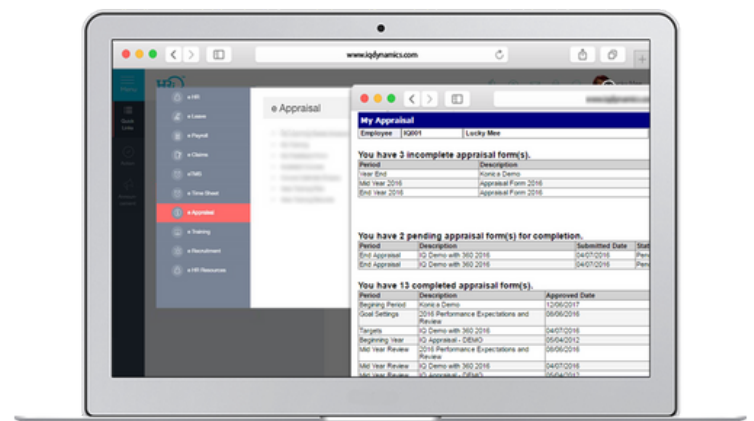
Ensure Consistency and Integrity of Appraisal Process via Moderation

- More control over moderation of performance scores with choice to moderate on a Department, Division and Company-wide level.
- Let our HRIQ Performance Appraisal Software facilitate you with Bell curve generation and deviations reporting for your organization.
- Company can set their target to decide the percentage of bonus distribution. Consistency in rewarding performance such as salary increment and bonus distribution.

Easily Conduct Multiple Cycles of Appraisal

Conduct up to 3 or more cycles of appraisal in a year.

- Start the cycle with Goal-Setting among employees and managers in the organization.
- Continue the Mid-Year Review with assessments by the managers and self-assessment by the employees.
- End the year with a Year-End Evaluation of Goals set by employees.
- Ad-hoc performance appraisal when needed.

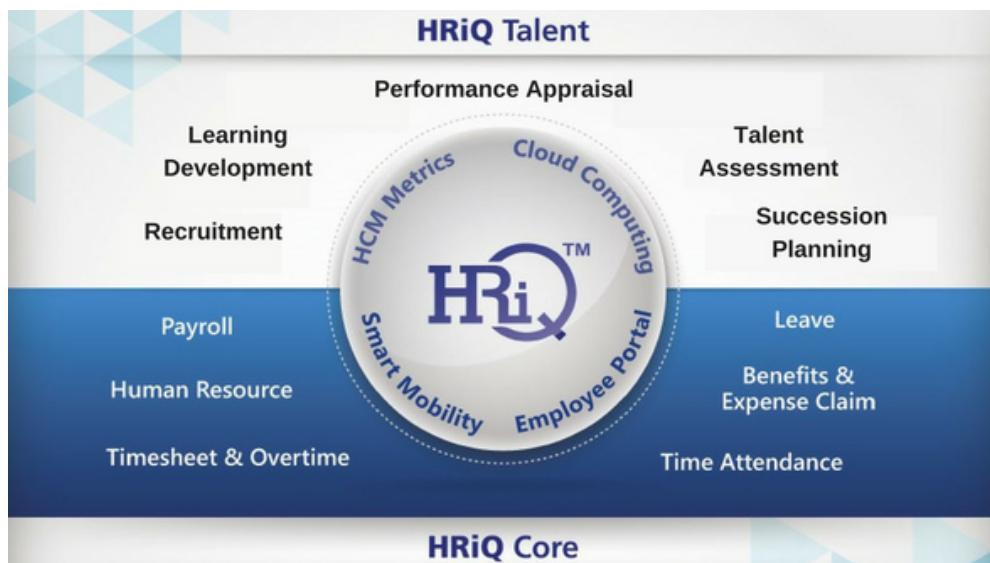


Intuitive Assistance in Compensation Management

- Our online Performance Management System can assist with annual increments or one-off performance bonuses.
- Calculate and decide annual increments or one-off performance bonuses for employees based off performance scores and specific performance metrics configurable by you.

Smart Flexible Workflow and Notification System

- Allow for continuation of the appraisal process even if the employee changes job role halfway.
 - Appraisal form can be routed to two different managers and weightage can be configured from two different contributing sources.
 - This can also be done for project based staff by engaging the peer to peer review templates.
- Automatically notify and remind relevant personnel of upcoming or yet-to be completed appraisals.
- Easily weave in employee self-appraisals into your processes with our smart system workflow.



Integration with HRiQ HRMS & Talent Management System

- With a tight integration to HRiQ's Learning Management System, easily manage identified skill gaps by picking designated courses for individual employees to attend.
- With a single portal for all your company's needs, Managers and Top Management can access employee information and history easily without having to log into a separate system.
- Performance appraisal system can be a standalone module to interface with your third party HRMS.

Cloud Based HRIS System

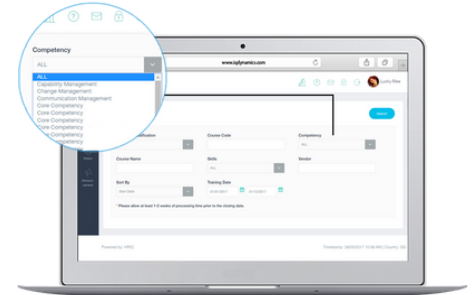
- Get utmost flexibility in using HRiQ on a subscription basis, minus the substantial upfront capital investment for hardware systems and infrastructure.
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HRiQ Executive Dashboard



- HRiQ Executive Dashboard brings your critical HR and talent management metrics together in an intuitive and visual representation providing the valuable insights required visually at the top management levels to measure the success and continuity of the organization.
- The dashboard allows further drill-downs into reported variables and tables for a detailed analysis of what's going on in your company.

High-potential and well-qualified talents are few and far between, with our HRIQ Learning Management System, easily identify and nurture your workforce to efficiently and effectively drive bottom-line success.



Convenient Employee Self-Service Portal

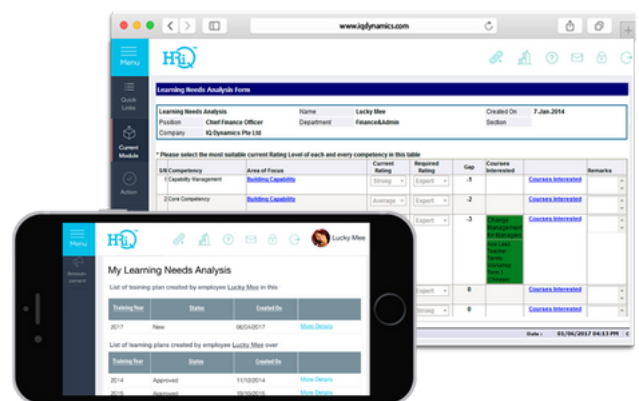
- Employees can log in to review and track their own learning needs, training plans, applications and feedback and provide post-training evaluations.
- Ability to self-rate their own skills to identify skill gaps against a rubric set by the management team.
- Allow employees to schedule their own courses timings pending approval from the supervising manager.
- Employees are also able to input information on ad-hoc courses that are not included in the listed provided by HR.

Generate a Comprehensive Competency Framework

- A competency framework is key to setting the benchmark for each job role and acting as a rubric for assessments of employee job skill. – This can also be done with our Performance Appraisal software.
- Map job roles to competency framework as an assessment rubric for employee's performance evaluation during the appraisal period.
- Make full use of the framework to create individualized competency- based training plans for each employee to maximize investment.

Provide Manager with Control over Training Management Process

- Provide HR officers access to set courses, learning needs, schedule courses, make changes to the competency framework and job grades.
- Instill up to 9 levels of approvals for approving learning courses in the system.
- Send groups of employees for learning courses based on nomination criteria. (Group new employees for Work Safety Training)



Automate Process of Identifying Employee's Learning Needs

- Through a self-grading system, employees can identify their own gaps which set against a competency framework set by the Management team.
- Our system compares the self-graded rating and the competency framework to identify employee skill gaps.
- Identified skill gaps will be reported in a learning needs analysis from which employees can then view the available learning courses that are tied to their gaps.
- From there, a learning or training plan can be set up by the employee or the supervising manager to track the learning process.

Post-training Evaluation and Feedback

- Post-Training Evaluations and Feedback can be done by the manager or employee.
- The Learning Management System can create evaluation and feedback requests once or twice depending on your company's policies and send reminders to relevant personnel automatically.
- Our system requires every employee who has finished a course to provide feedback before the system closes the loop in order to enhance post-training feedback and evaluations.



Integration to HRiQ Modules

- Our Learning Development module is integrated to our HRi module to enrich the employee's directory as well as provide you with an overview of the employee's learning development.
- View and understand the learning achievement and needs of the selected successor with integration to our Succession Planning Module.
- Conveniently review the attended learning courses by employees during appraisal process via integration to our performance management system.

Interface to Specified E-learning Websites

- Our Learning Management System can easily interface to your specified e-learning website to seamless pull data from the websites straight in to the system.

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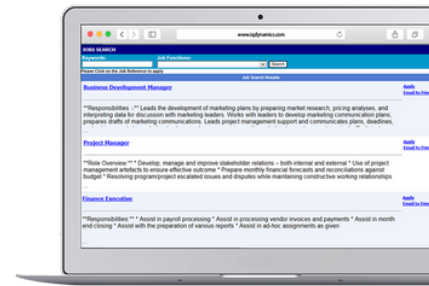


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SUPERIOR CANDIDATE EXPERIENCE WITH THE BEST-IN-CLASS TALENT MANAGEMENT SUITE

Winning the war for the right talent in the data-driven recruitment industry comes with providing the right information to the intended recipient – HR teams as well as potential candidates.

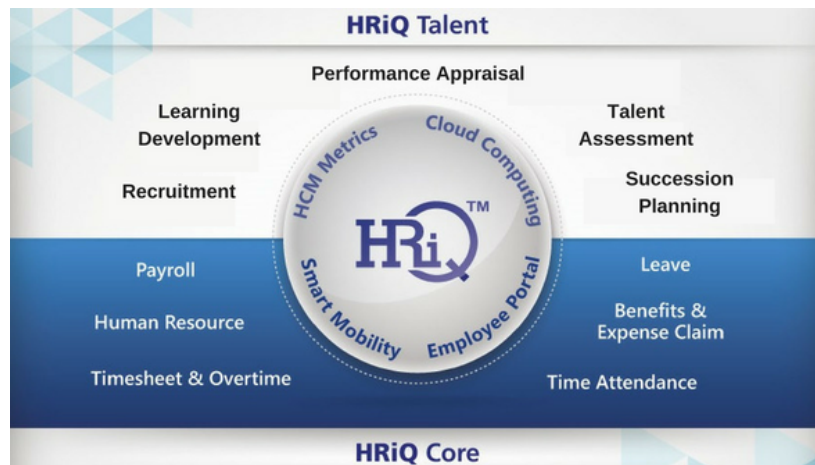


Integration with HRiQ's HRI Module

- After the offer sent from the applicant tracking system (ATS) gets accepted, information about the hired candidate will automatically be pushed to HRiQ's HRI system to join the employee directory where onboarding activities can take place.

Provide Hiring Managers Control over Recruitment Process

- Hiring managers can send requisition requests to HR officers for manpower planning.
- Easily shortlist interviewed candidates for specific job roles.
- Provide your hiring managers full control over the final hiring decision for shortlisted candidates before the process is handed over to internal HR officers for the offer of contract.



Easy Setup and Workflow Process for HR Officers

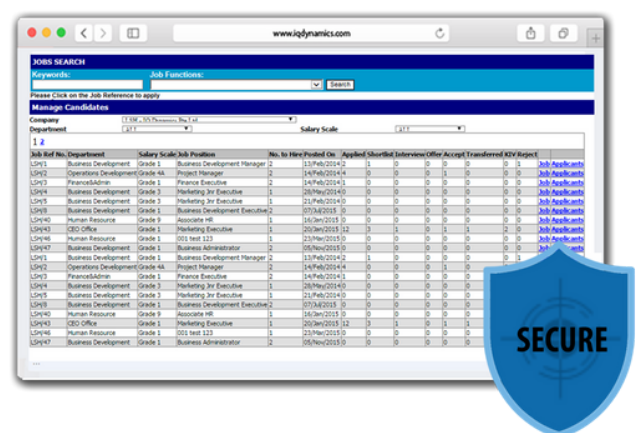
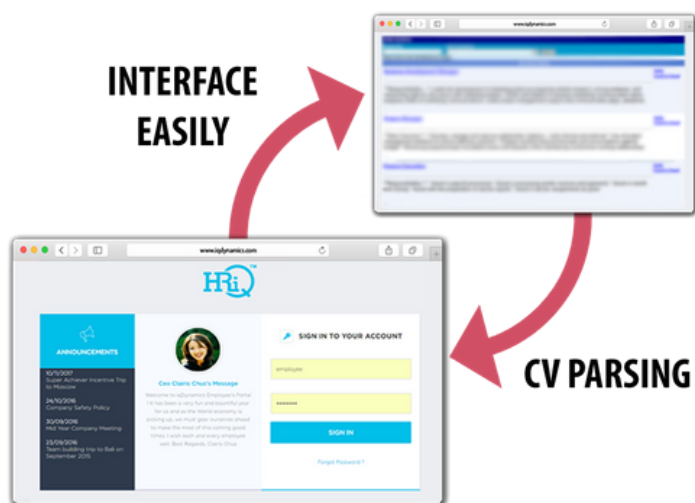
- Enable your HR officers to view manpower information for different departments, track overall headcount and budgeting for the year allowing for more informed recruitment decisions to be made.
- Allow for easy setup of job descriptions for jobs listed on your career portal.
- Conveniently review the status of candidates and confirm approved candidates for onboarding activities from a single platform.
- Our recruitment system also allows for blacklisting of specified candidates to prevent their information from entering the database.

Provide Secured Access to Recruiters

- Control access for external recruiters to:
 - Post jobs on your behalf on your career portal.
 - Access the applicant tracking system to input information of interviewed talent.
 - Manage candidate application statuses and arrange for interview request emails for candidates.
- Enable your internal recruitment HR officer to take over and offer, accept and conduct onboarding activities for approved candidates.

Convenient Online Portal for Job Candidates

- Connect an online career portal straight to your website for full control over design and functionality with a direct integration of information from portal to system.
- With the online portal, allow candidates to view jobs from different departments or even countries all in one spot for easy access to information and apply for jobs in the portal multiple times without having to repeatedly key in information.
- The portal also allows for interface with different third party job search portal sites to allow information to flow directly to the applicant tracking system without the need additional retrieval of information from third party job portals.



Interface with Third Party Recruitment Software and Services to Enhance Productivity

- Interface with commonly used third party recruitment software like CV parsing software, job distribution networks and video interview to assist in your recruitment efforts.
- Interface your online career portal with 3rd party job portal sites to enable a direct flow of candidate information to your recruitment system.

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Business continuity comes naturally with insightful succession planning. Your organisation's competitive differentiation depends on talent continuity and consistent performance.

HRIQ's Succession Planning System tightly integrates with the wider HRIQ Talent Management suite to help your HR accurately identify top performing employees best suitable to fill talent gaps in event of exits.



Identify Successors Based on Specific Criteria

- Our Succession Planning System allows for your Managers to pick potential successors based on various criteria with information pulled from HRIQ's HRI System.
- The potential successor candidate can be chosen based on job grade, current role, years in service etc.

Integration with HRIQ's HRI Module

- Easily integrate with HRIQ Performance Management (Appraisal) System to pull data on appraisal rating for identified successors.
- Through integration with our Learning Management System, get information on the skill gaps of candidates and view past learning achievements.
- All in all, the Succession Planning System also retrieves data from HRI to provide a all-rounded view of each successor for managers to review.

Set Target Duration, Plans for Improvement of Performance and Competency for Successor

- Set a timeline for identified successor to take over the new job role to for accurate manpower planning.
- Set up plans to review benchmarked performance goals, what has been achieved by the candidate so far and what are some of the skill gaps that still needs to be bridged before promotion to new role.



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IDENTIFY AND ENABLE BUSINESS CONTINUITY THROUGH IDENTIFICATION OF TALENT FOR SUCCESSION PLANNING



Organisations no longer need to break the bank to cultivate a high performing workforce. The intuitive HRiQ Talent Assessment System empowers HR teams to build talent bench strength organically by driving higher employee performance at every touch point.

Identify Talent Potential of Individual Talents

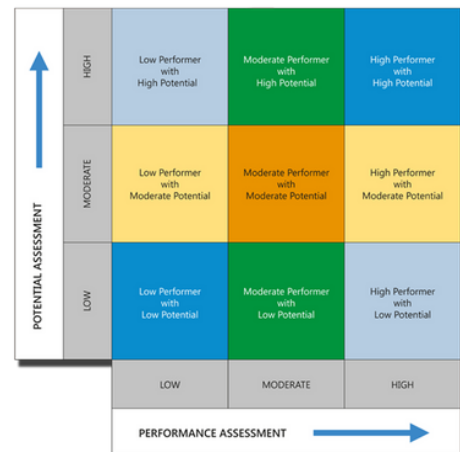
- Competently identify, evaluate and plot your company's talent pool with the industry standard 9-Box Grid Performance Matrix.
- Comprehensively assess employees based on performance and potential at job role.
- Automatically moderate the assessment rating between employee self-rated score and manager's score to provide a fair score.

Set up Activities to help Foster Talent

- Set up talent fostering activities and assign individual employees to take part to enhance their job performance or potential. i.e. On the job training or Mentorship.

Integration with HRiQ Modules

- Integration to our other HRiQ modules, access a 360-degree view of your talent with information pulled from multiple sources.
- Pull information from our Learning Management System and Appraisal System to get an understand of the employee's skill gaps and what actions have been taken place to close these gaps.



Business Continuity through talent and succession planning

- Identify and track career potential of each employee in the organization with a set of configurable performance criteria to add to the succession planning process.
- Get a quick view of individual employee's contribution, training, performance and other miscellaneous records from the past in a single tab.
- Get a comprehensive understanding of individual employee's career interests and strategically align the interests with the employee's performance and company's organizational goals to minimize future business disruptions.

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