



Performance Appraisals

By Starfare Images

Over 20 years experience in the recruitment industry have been utilised in developing this complete and comprehensive online performance appraisal solution.



ONLINE | SELF-PACED | CUSTOMISABLE | INDUSTRY-SPECIFIC

The aim of the system:

- (i) to give employees feedback on their performance.
- (ii) to identify employee training needs.
- (iii) to obtain information to assist in the allocation of organisational rewards and
- (iv) for organisational diagnosis and development.



Companies are aware that the success of any organisation is dependent upon its employees. Following on from this is the need to recognise hard-working employees and to reward them.

For most participants the Starfare Images performance appraisal system will show differences to appraisals that they have previously undertaken. However the basis of any system is to reward staff that provide a quality service in the workplace. Using other methods of performance appraisals, it is common for employees to be appraised by just one person, a manager or boss. What if this appraisal process can be improved by gaining feedback from people that work around the employee as well? This would give us a potentially fairer and more accurate view of an employee.

360-degree feedback occurs when feedback is obtained from sources all around an employee. These sources may include: management, co-workers, clients; and a self-assessment.

Our system can include feedback from all of these groups and from multiple people from each group. If you do not want to include every group in the appraisal process, our system will automatically adjust for this.

All of our performance appraisal processes are performed online which means that they can be completed from any location with internet access. All processes are self-paced and offer a range of customisations. The use of our industry-specific performance factors can benefit the set-up and results of performance appraisals.

Melbourne Office
Suites 403-407

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Phone: +61 3 9516.0100 | Facsimile: +61 3 9525.2844

Web site: <http://www.performanceappraisals.com.au/>



PERFORMANCE APPRAISALS

BY STARFARE IMAGES

(1) Set up. You go into the web-site and enter information, such as the list of people to be assessed and their appraisers. You can control other information including the factors you want people to be assessed on, the appraisal start date, the content of the invitation emails to be sent out, and the report scale and legend.

(2) Send invitations. Invitations are emailed to the appraisers. You can check the survey completion statistics at any time via the web-site. You can send reminder emails using a single click of the mouse.

(3) The reports. You gain access to a range of reports. You can have employee results emailed to them using a single click of the mouse. You are also provided with numerous management reports including graphical reports.

What are some of the benefits?

- The system is 100% online, self-paced, customisable and flexible.
- Choose from our pre-existing range of industry-specific performance criteria, you also get the ability to add, edit and delete criteria.
- Once the appraisal data has been set up, you can have the appraisal notifications sent out with a simple click of the mouse. Alternatively, you can schedule appraisal notifications to be sent out on a date of your choosing, with notifications being sent out automatically.
- You can monitor the appraisal completion statistics from the web site at any time.
- Send reminder emails with a simple click on the mouse. Our system will send out reminder notifications only to those people who have not completed all of their appraisals.
- Includes downloadable employee appraisal reports and a large selection of management specific reports.
- The ability to import and export your data can significantly improve the set up times required for subsequent uses.

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INDUSTRY-SPECIFIC CRITERIA

- Call centre and Customer service
- Financial
- Fire and Emergency services centre
- Government
- Healthcare
- Information technology
- Law enforcement and Corrections
- Manufacturing
- Teaching
- Scientific and Laboratory

SYSTEM REQUIREMENTS

The following minimum system requirements are necessary:

- Internet access
- A Web browser and
- An email address.

RECOMMENDED SETTINGS

For maximum benefit from the visual display perspective Starfare Images recommends:

- Microsoft Internet
- Explorer 6.0 or greater, or Firefox 2.0 or greater;
- 1024 x 768 or greater screen resolution.

OTHER SERVICES

Other performance appraisal related services that we offer include:

- Offline set up: you provide us with the appraisal set up data, we enter the data and set up the system for you.
- Custom report generation: you provide the format and specifications and we will add it to the reports section of the web site.
- Other customisations: we can perform various customisations.

COURSE PRICES

Price per employee:

(1-3) \$200.00

(4-10) \$150.00

(11+) \$125.00

Plus 10% GST for Australian Residents

* There is no limit on the number of appraisers you may have per employee.

** Other services charged at \$150 per hour.