

As human beings, we like to have order and a structure in our lives, we like to know what we are doing, how and why – and how well we are doing it.

The same in business – structure and order is a business plan, goals, objectives and Management accounts to know how well the business is doing. We capture details of our products and services to know which are most beneficial to the bottom line and where those are not so beneficial, we would review, modify or stop delivering them.

Why do we not do something similar with your employees? Your employees are the engine to deliver the business goals and they need to know what these goals are and have the skills to achieve them.

They need to know how well they are doing, how their role fits in and why.

Having an appraisal process provides a communication forum to both the employee and their manager for continual feedback and discussion to address any development concerns, make changes to processes as the business evolves and moves forward – everyone is kept aligned.

Consider the appraisal (not as a talking at platform!) as a way to take time out to think about the tasks an employee is carrying out, are they still relevant for the business process. What can be done to make them more efficient – the employee may well have some good ideas and should be listened to – after all they are doing the tasks.

An appraisal is a forum for continuous discussion and feedback between employee and their manager.

The outcomes are always positive even if they are not what you want to hear – both ways. They provide the detail for an action plan with targets.

The outcomes (benefits) are:

- Improved relationship between employee and manager
- Plan for corrective action where processes may not be as robust as originally thought
- A development plan for the employee as required
- A more engaged and valued employee
- Pathway to increased productivity
- A better skilled workforce

Just like the book of accounts where you have a start and end position to show an increase in revenue and bottom line profit.

Why have an Appraisal Online?

Traditionally appraisals have been written documents using online solutions like a word processor – MS Word or MS Excel spring to mind. So, in a way you are already using technology to capture information which in the first place was handwritten onto a proforma template.

These types of documents are excellent for what they do, but they are isolated free standing records that have to be maintained and stored online, with paper copies stored in HR's personnel file for the employee and copies held by a manager and the employee. Already a recipe for inconsistent information!

An online solution provides a single source for storage, it is easily retrievable at any time and is always current as only **one** copy exists. It can be easily and quickly updated at the right time (when an event occurs that needs to be captured) by those who have access. This eliminates that situation where things can get forgotten.

Information stored in a single source can be easily analysed with progress being regularly reported.

Just like the figures in an accounting system that produce management accounts to show the health of a business, so can an online appraisal system show the "health" of your employees.

Yes – it is sometimes more practical to have a printed copy of an appraisal to review, discuss and manually make notes in somewhere quiet and private, so that the system can subsequently be updated.

This is no different to having a set of management accounts to review with the outcomes updated in the system.

Why Dinamiks?

Dinamiks, an online performance appraisal solution, was born out of the pain experienced by the creators of Dinamiks when they personally conducted and received appraisals in corporate life. The appraisals were usually on pre-printed forms that were completed by hand and circulated to the various line and sign off managers – all in all a time-consuming process, not really liked by anyone, and usually only done twice a year.

There had to be a better way to conduct appraisals!!

Dinamiks started life as an all singing, all dancing solution that held every aspect of a person's working career – all the content forming a very comprehensive CV, and was destined for the very large companies like the creators worked for.

This proved to be too overwhelming for the SME market and a simple solution was developed that retained the look and feel of a paper appraisal that was online and available 24/7.

With technology enhancements, a more technically aware user base and changing attitudes towards Annual appraisals, Dinamiks had to evolve and is now entering its 3rd generation yet retaining the same values of *keep it simple* and *easy to use* - and it is more representative of today's working practices and attitudes towards appraisals.

Benefits of using Dinamiks

- Improved communication to help create a culture that promotes personal success
- Helps employees see how their jobs and expected contributions support the business plan to ensure success
- Provides clarity for the employee's goals and expected outcomes
- Create a person development plan for the employee
- Employee feels more engaged and valued
- Record to demonstrate non-discriminatory employee performance evaluations
- Business decisions become easier having detailed information of employee's performance