

Improve Organizational Alignment While Reducing Costs

SumTotal Performance Management automates, standardizes, and optimizes global performance processes and aligns employee goals to organizational objectives and strategies.

47%

Percentage of companies that cannot easily identify their top performers

*Source: SumTotal, *State of Global People Management* survey, 2010

The solution is used to set and evaluate performance expectations between managers and employees. The results from this process help organizations to ascertain how employees are performing both individually and as a whole and what competencies require further development.

SumTotal Performance Management enables companies to plan employee efforts in support of organizational goals and strategic initiatives and to evaluate outcomes, performance, and core competencies. Organizations can push goals to workers and empower workers to create their own goals and align them to company-wide objectives.

The performance management process typically covers a time period that consists of several phases, such as planning, goal setting, and quarterly, mid-cycle, or year-end reviews. Managers and employees work collaboratively online to complete the different sections of a performance management form. Information is presented to managers and employees in an easy-to-read and easy-to-edit format. All of the relevant information is stored in SumTotal where it can be leveraged for in-depth reporting and analysis.

Specific goals, competencies, and development activities are recorded, reviewed, and rated as the performance management process progresses toward completion. Goals are fully integrated into the solution, and changes to goals made as part of the performance process are automatically updated within SumTotal. Managers and employees can record comments and ratings for objectives, competencies, and performance at different times throughout the process.

The performance management process integrates seamlessly with a ratings distribution management (RDM) process, also known as ratings calibration. RDM ensures that employees are rated consistently and fairly across the entire organization, and as a result, incentive and reward initiatives can be applied more appropriately.

Key Benefits

- Identify top performing employees and craft strategies to engage and retain them
- Standardize performance practices across the entire organization and establish clear performance expectations for the workforce
- Align and cascade employee goals to the strategies and objectives of the organization and ensure that goals are being consistently met
- Leverage industry-standard S.M.A.R.T. goal methodology for establishing goals
- Ensure that employees are rated consistently and fairly across the entire organization via advanced calibration
- Support project-based reviews for services or project-based organizations (e.g., professional services, business services, construction and engineering)
- Support pay-for-performance initiatives (when linked with compensation)
- Enable objective, company-wide workforce measurement, reporting, and analysis, including regulatory compliance reporting and auditing



Easily Configure To Suit Your Business Needs

The elements of the performance management process can be fully configured within SumTotal to suit each company's needs. The sections of a performance management form, such as goals, competencies, and development activities, as well as the number of steps in the process (workflow), are selected by the organization. Configuration includes which actions can be performed at each step of the process, security controls over who can read or edit the form, and the text of the automatic e-mail notification messages. Configuration is achieved via SumTotal's easy-to-use, non-technical end-user configuration toolset.

Cross-Functional Benefits

SumTotal uniquely provides native integrations from Performance Management to other core talent processes in order to support a holistic, end-to-end talent management strategy.

- **360 Feedback:** Competency reviews by peers can be used as part of the performance evaluation
- **Career Development:** Development goals can be added to an employee's plan for achievement during the review period
- **Compensation Management:** Performance ratings can be leveraged to establish pay-for-performance plans and reward good performance
- **Learning Management:** Learning activities and courses can be assigned as a component of goal completion
- **Recruiting & Hiring:** Performance goals for new hires can be established and aligned to organizational goals
- **Succession Planning:** High performing employees can be nominated as successors

"Thanks to SumTotal's performance management system, Brunswick's employees now understand not only their goals, but also how they relate to the direction of the company."

Homer Stewart, Director of Executive Development, Brunswick Corporation

About SumTotal

SumTotal Systems, Inc. is the global leader in complete talent management software that enables organizations to more effectively drive business strategy. Recognized by industry analysts as the most comprehensive talent management solution, SumTotal provides full employee lifecycle management, including a core system of record, from a single provider for improved business intelligence. The company offers customers of all sizes and in all industries the most flexibility and choice with multiple purchase, configuration, and deployment options. We have increased the performance of the world's largest organizations including Sony Electronics (NYSE: SNE), AstraZeneca (NYSE: AZN [ADR]; London: AZN), and Amway (KUL:AMWAY).

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