

# data sheet

## Saba Performance Reviews

### Benefits:

- Reduce the risks and cost associated with a manual review process
- Increase employee engagement through relevant performance feedback
- Support pay-for-performance initiatives with consistent, metrics-based performance measurement

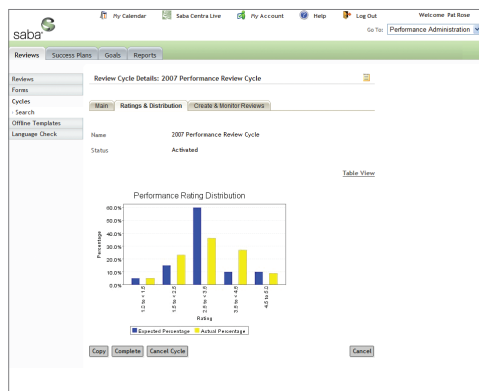
### Features:

- Multirater review support with complex rating and approval workflows
- Access to writing assistance, spell checking, and language checking
- Interactive offline review capabilities, including bulk download of reviews
- Flexible review layouts with numeric or non-numeric review rating scales
- Bulk assignment of personalized reviews to teams and organizations
- Automated reminder notifications to ensure reviews are submitted on time
- Support for review calibration processes
- Ability for HR professionals to perform extensible 9-box grid analyses

Today's distributed organizations are challenged to accurately measure and understand the talent across their enterprise. The ability to make and support personnel decisions can be severely hampered by the lack of consistent, automated performance measurement processes. While traditional employee review processes attempt to address this need, other challenges emerge that diminish the success of the process:

- Employees view traditional review processes as cumbersome and of low value in guiding their ongoing work
- Achievement is not based on relevant measures of execution and proficiency
- Feedback is gathered from only one source, providing an incomplete view of performance

Saba® Performance Reviews can help your organization establish a more strategic, relevant process. Multiple raters can provide feedback on personalized goals and competencies. Managers and employees can regularly track goal achievement and make performance journal entries throughout the year so that there is a clear record of ongoing performance information available at review time. Additionally, Saba provides flexible review design options so that review processes and layout reflect your desired process. This includes options such as the ability to vary rating scales by section, add/remove comment boxes or make reviews available offline.



HR and OD professionals monitor the distribution of performance review ratings

### Consistent Review Processes Reduce Risk and Cost

By establishing a more strategic, relevant and defensible performance process, organizations can ensure consistent measurement and accurate identification of top performers. This reduces corporate risk by documenting and clearly articulating performance expectations and results, and can reduce the prevalence of disputes and help defend against wrongful termination and other legal actions with employees. Reviews with full audit trails are stored electronically, and can also be printed to PDF. In addition, Saba also includes review calibration support to ensure scores are consistent across teams. This includes the ability to view in-progress scores to compare individuals, override section and overall scores, and, if Saba Talent Suite is also enabled, visually model team placement on an extensible 9-box grid using drag and drop.

### Saba Advantage

#### *Focus on Customer Success*

Saba provides comprehensive services to ensure customer success: strategic consulting to develop governance, content, and competency models; complete implementation services; initial and ongoing education services; and world-class customer support. We focus on all aspects of the project lifecycle, driving success in meeting business objectives.

#### *Global Capability*

With 17 offices located on five continents, 23 product languages, and support centers in five different time zones from San Francisco to Tokyo, Saba is committed to global business. Our capabilities are extended by a partner ecosystem of leading global technology and services providers, such as IBM, Deloitte, and HP; local partners in more than 30 countries; and hundreds of learning and competency vendors around the world.

#### *Industry-Leading Experience*

With more than 10 years of industry experience, Saba has more strategic people management expertise than anyone else in the marketplace. From the first enterprise Learning Management System in 1997, to the first unified learning and performance management system in 2001, to the first enterprise people management platform with real-time collaboration in 2006, Saba's solutions have continuously drawn on this expertise to become the world's most advanced platform for managing formal and informal people processes.

#### *Flexible Delivery and Deployment*

Saba offers a full range of deployment models, from on-premise and hosted to a fully OnDemand solution. Saba OnDemand solutions provide customers with the same world-class capabilities offered in a highly economical software-as-a-service model. Regardless of how they are deployed, Saba's solutions cost-effectively address your unique business needs and provide best practices captured from the most admired organizations in the world.

Automated processes can reduce other costs as well. Delays in the completion of reviews can hold up compensation decisions and result in expensive retroactive pay for thousands of employees. Monitoring this process to ensure the timely completion of reviews can be a painful and time-consuming job for human resources (HR) and organizational development (OD) professionals. Saba Performance Reviews can help get reviews in on-time, without constant intervention by HR, via automated notification and thorough process reporting and monitoring.

#### **Relevant Performance Review Feedback Increases Engagement**

While the traditional, once-a-year, backward-looking review process is generally regarded as tedious for both employees and management, a proactive and ongoing review process can improve employee engagement and retention. With Saba Performance Reviews, your review can be based directly on the performance expectations outlined in Saba's "My Success Plan", so that performance measurement is always based on mutually understood expectations.

In addition, Saba provides a number of tools to improve the quality of feedback, such as writing assistance for managers and the ability to include feedback from multiple raters, such as peers or direct reports. While manager tools for writing assistance is one of the most useful features of automated performance review solutions, the fastest way to disillusion an employee with the performance review process is to provide them generic or irrelevant feedback on their performance review. Therefore, Saba focuses our manager tools on providing relevant, personalized feedback through access to helpful information.

This includes:

- Access to previous review comments on the same goal or competency
- Access to detailed competency behavioral descriptors for each proficiency level
- Access to detailed goal progress logs
- Access to performance journal entries made throughout the review period
- Language and spell checking, to ensure manager and rater comments are appropriate and professional

Saba Performance Reviews is the ideal environment to capture consistent, relevant performance feedback, while also supporting HR and OD professionals with robust process configuration and monitoring tools. Through improved performance management and measurement processes, your organization can increase employee engagement, retention, and proactively improve performance.