



Performance Management Tools

Feedback is important. Constructive feedback is critical. Give your employees the constructive feedback they need with performance management tools found in Epicor Human Capital Management (HCM).

On Your Mark...Get Set...Goal!

Before you evaluate how an employee is doing, it is helpful to let employees know what they need to be doing. With tools to help set and track goals, it is easy to communicate to employees what your expectations are for them. Employees can set goals for themselves, or managers can set goals with their employees. Using cascading goals, an organization can set company-wide goals then assign subgoals to specific departments and employees. When an employee completes all or part of his or her specific goal, that progress is reflected organization-wide, letting employees see how their efforts are directly linked to the strategic objectives of the company.

Take Note(s)

Everyone working in human resources knows the importance of clear documentation. Give HR and managers the ability to document employee performance with Epicor HCM journaling tools. Track how an employee is doing at his or her job on a monthly, weekly, or even daily basis. Providing both positive and negative information about an employee throughout the year leads to more accurate performance reviews. Employees can also track their own activities in the journaling tool.

Performance Reviews

Performance reviews are vital for a workforce to meet its full potential. This feedback does more than determine an employee's annual raise—it communicates to your employees what is expected of them, how well they are meeting those expectations, and where they have room to improve. With Epicor HCM performance reviews, create a set of questions that are required for every position in the company, then add additional customized questions for each location, department, or position. Managers can then access and complete each employee's performance review in Epicor HCM. To more accurately complete the performance review, managers can reference their journaling notes and goal statuses already stored in Epicor HCM.

Does your HR System Offer:

- Cascading goal tracking?
- Journaling capabilities?
- Completely paperless reviews?
- Customizable performance reviews?
- Alerts when reviews are approaching?
- 360° performance reviews?

Learn how Epicor HCM can do all this and more by contacting an Epicor representative today.

Performance Reviews All Around

In addition to manager-driven performance reviews, you can also create 360° performance reviews involving the manager, the employee, and coworkers. With 360° performance reviews, you get the most comprehensive picture of an employee. All those party to a comprehensive review can complete their section within Epicor HCM, saving HR from additional data entry. HR can decide who can view certain information to keep data secure. When a review has been completed, Epicor HCM can route it to the appropriate people for approval or notification.

Alerts

Whether you do performance reviews on a quarterly, bi-annual, or annual basis, set alerts in Epicor HCM so you do not overlook the due date of performance reviews. Set these alerts on a schedule (i.e., every year on a certain date) or from an event (i.e., 90 days after a hire date). Set reminder alerts so performance reviews aren't pushed aside.



About Epicor

Epicor Software Corporation is a global leader delivering business software solutions to the manufacturing, distribution, retail, and services industries. With more than 40 years of experience, Epicor has more than 20,000 customers in over 150 countries. Epicor solutions enable companies to drive increased efficiency and improve profitability. With a history of innovation, industry expertise, and passion for excellence, Epicor inspires customers to build lasting competitive advantage. Epicor provides the single point of accountability that local, regional, and global businesses demand. For more information, visit www.epicor.com.



Contact us for more information on Epicor Products and Services

☎ +1.800.999.6995 ✉ info@epicor.com 🌐 www.epicor.com

Worldwide Headquarters
San Francisco Bay Area
4120 Dublin Boulevard, Suite 300
Dublin, CA 94568 USA
Toll Free: +1.888.448.2636
Direct: +1.925.361.9900
Fax: +1.925.361.9999

Latin America and Caribbean
Blvd. Antonio L. Rodriguez #1882 Int. 104
Plaza Central, Col. Santa Maria
Monterrey, Nuevo Leon, CP 64650
Mexico
Phone: +52.81.1551.7100
Fax: +52.81.1551.7117

Europe, Middle East and Africa
No. 1 The Arena
Downshire Way
Bracknell, Berkshire RG12 1PU
United Kingdom
Phone: +44.1344.468468
Fax: +44.1344.468010

Asia
238A Thomson Road #23-06
Novena Square Tower A
Singapore 307684
Singapore
Phone: +65.6333.8121
Fax: +65.6333.8131

Australia and New Zealand
Level 34
101 Miller Street
North Sydney NSW 2060
Australia
Phone: +61.2.9927.6200
Fax: +61.2.9927.6298

The contents of this document are for informational purposes only and are subject to change without notice. Epicor Software Corporation makes no guarantee, representations or warranties with regard to the enclosed information and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality or reasonable skill and care. This document and its contents, including the viewpoints, dates and functional content expressed herein are believed to be accurate as of its date of publication, December, 2012. The usage of any Epicor software shall be pursuant to the applicable end user license agreement and the performance of any consulting services by Epicor personnel shall be pursuant to applicable standard services terms and conditions. Usage of the solution(s) described in this document with other Epicor software or third party products may require the purchase of licenses for such other products. Epicor, Business Inspired and the Epicor logo are trademarks or registered trademarks of Epicor Software Corporation in the United States, certain other countries and/or the EU. All other trademarks mentioned are the property of their respective owners. Copyright © 2012 Epicor Software Corporation. All rights reserved. Job #1,438