

Complete Reporting for World-Class Decision-Making

Included in emPerform is powerful reporting functionality so that you can track and analyze trends in your company's performance and talent data.

✓ Manager Dashboards	✓ Employee Dashboards	✓ Executive Dashboards
✓ 100 Out-of-the-Box Reports	✓ Ad-hoc Reporting in Excel	✓ Report Scheduling
✓ Report Drill-Down	✓ Report Export to Excel, PDF & Word	



Analyze key talent metrics for better decision making



Identify skills and training gaps



Reveal rating inconsistencies before they skew metrics



Compare performance across departments and over time



Monitor the status of appraisals to ensure on-time completion



Ensure you have the right skills and competency mix where you need them the most



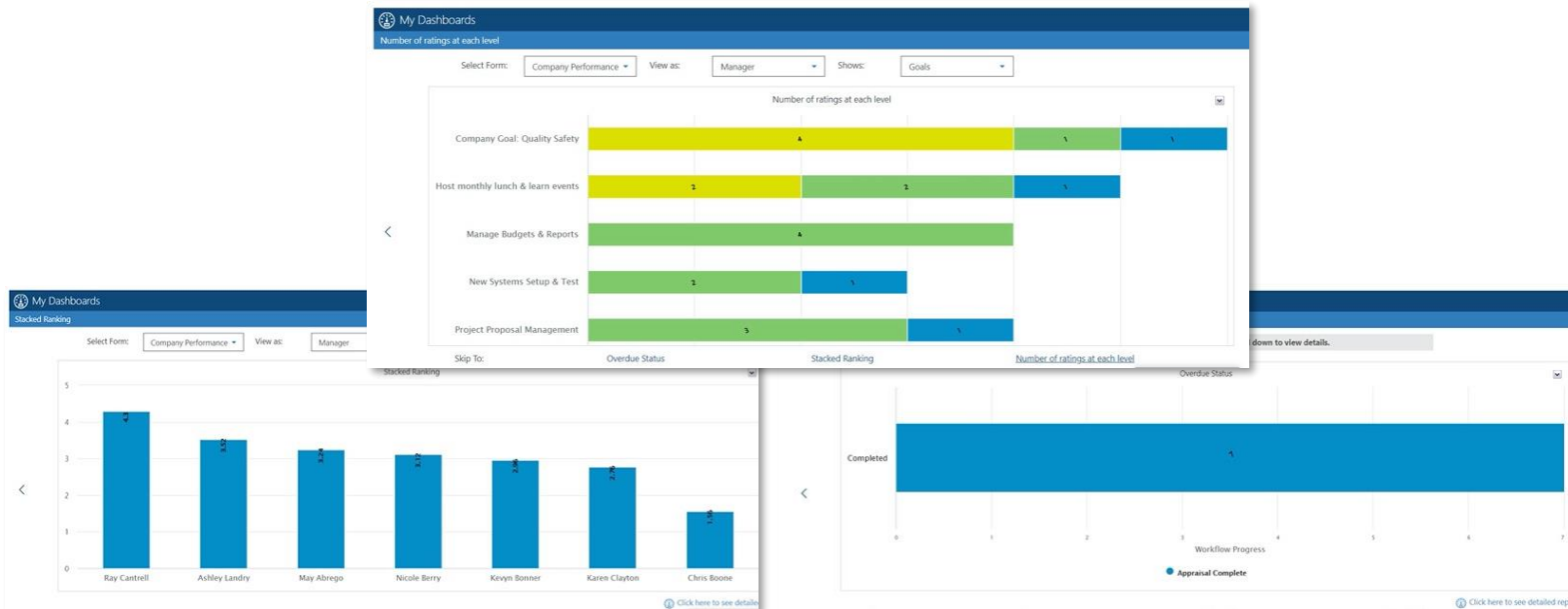
Understand the talent landscape of your entire organization



Plan effective organizational development initiatives



Track the progress of company goals in real-time



Out-of-the-Box Administrator Reports

Below is a list of some commonly used out-of-the-box Reports in emPerform. emPerform comes standard with almost 100 canned Administrator reports and offers limitless ad-hoc reporting capabilities. emPerform also contains insightful end-user dashboards. Reports contain drill-down and visuals, as well as the ability to 'subscribe' to reports – so they are automatically run and delivered to you.

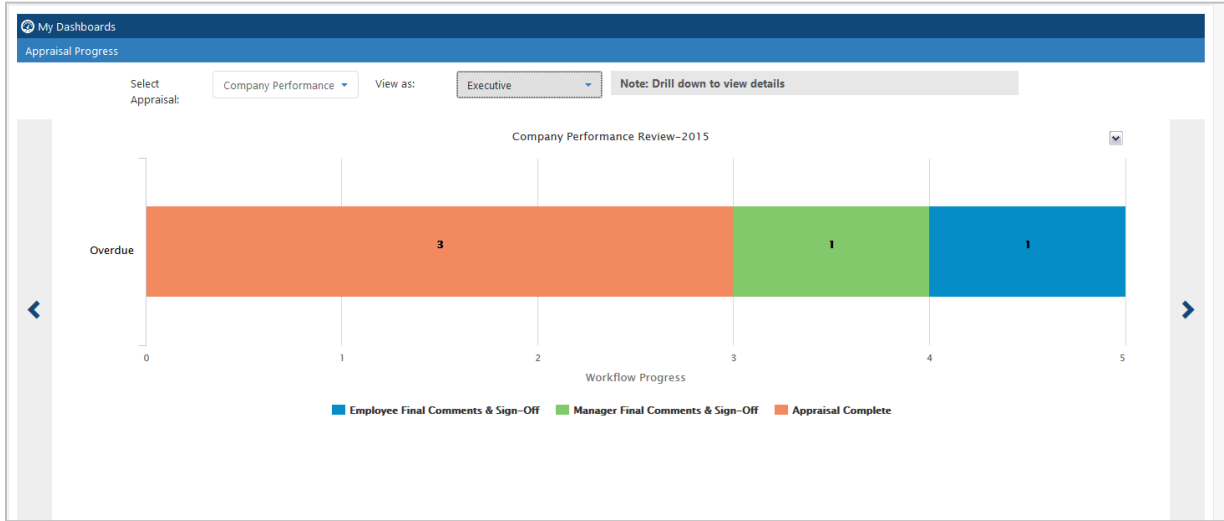
Name	Description
Compare Content Items to Company Average	This report compares the average rating by page and library element for a given organization level to the overall company average
Compare Employee to Elements	This report compares the average rating by page and library element for a given organization level to the overall company average
Compare Overall Rating Between 2 Organization Levels	Shows a comparison of the average weighted rating by page for two selected organization levels
Detailed Overall Rating Between 2 Organization Levels	Shows a comparison of the average weighted rating by item, by page for two selected organization levels
Employee Ratings by Evaluation Area	This report allows the administrator to review ratings by evaluation area (individually or inclusive of all). The report can include item-level detail or can be run in a summary fashion. Charts are provided but can also be turned off using a report prompt.
Employee Score Grid by Manager	This report returns a grid by manager displaying the manager's employees and the ratings given by evaluation area and library item
Goal Breakdown Employee	This reports shows goals by employee including who assigned it, the % weight (if applicable) and the final rating
Goals by Organization Level	This report allows the user to select an Organization Level and view the corresponding assigned Goals including the number of Users with the Goal; Average Weight and Average Rating
Manager Average Rating Comparison	This report shows the average rating given by manager. It can be used to benchmark consistency between manager ratings
Overall Rating by Evaluation Area	This report allows the user to select an Organization Level and view the overall rating average by evaluation area
Overall Rating by Library Item	This report allows the users to select an Organization Level and view the overall rating for all items assigned in appraisals
Overall Rating by Manager	This report allows the user to select a manager and view the respective employee ratings he or she has given
Overall Ratings by Employee	This report allows the users to select an Organization Level and view the corresponding employee names in that level and the final rating given to each
Results Grid by Library	This report shows rating results by Library area and Library item telling the user the % of employees by rating
Score Distribution by Level Element	This report compares the distribution % of ratings across selected organization level elements
Score Distribution by Manager	This report compares the distribution % of ratings across selected managers
Review Role Assignments by Employee	Shows employees and who has been assigned in each role for the employee
Review Role Assignments by Reviewer	Shows reviewers and the employees that are assigned to them in each role
Employee Evaluation Report	Report to view Employee Evaluation
Content Libraries	This list report shows libraries and library elements set-up in emPerform
Employee Details	This list report shows employees set-up in emPerform
Employee List All Fields	This report produces a list of all employees in emPerform with all fields required for importing data
Languages	This is a list report list report that shows languages set-up in emPerform
Organization Structure	This list report shows organization levels and level elements set-up in emPerform
Sign-Off Questions	Lists all sign-off questions set-up in emPerform
Workflow	This report presents the details of the workflow set-up in emPerform.
Audit Trail	Report shows list of transitions with a time and date stamp and summarizes number of daily transactions
Employees in Workflow State	This report lists all employees that are currently in the selected workflow state for status tracking
Overall Appraisal Progress	This report shows the overall appraisal progress with user selections to focus on one or many areas of the organization
Overall Appraisal Progress by Reviewer	This report shows the overall appraisal progress for a Reviewer in a specified role

emPerform Dashboards for End-Users

End-users in emPerform also have access to dashboards. Dashboards can also be configured to allow for line-of-sight visualization of entire departments.

Overall Appraisal Status

This dashboard allows managers and/or executives to track the appraisal progress of their teams. Drill down reveals the employees who are in each state.



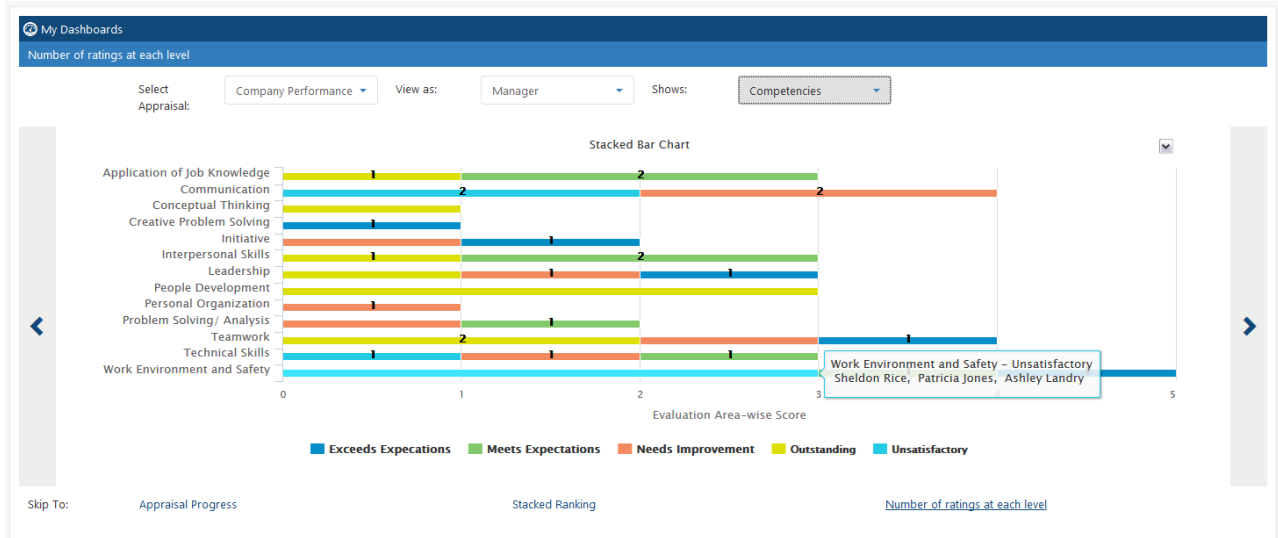
Stacked ranking

This dashboard allows managers and/or executives to see a relative comparison of employee performance scores. Hovering over each name further defines the scores.

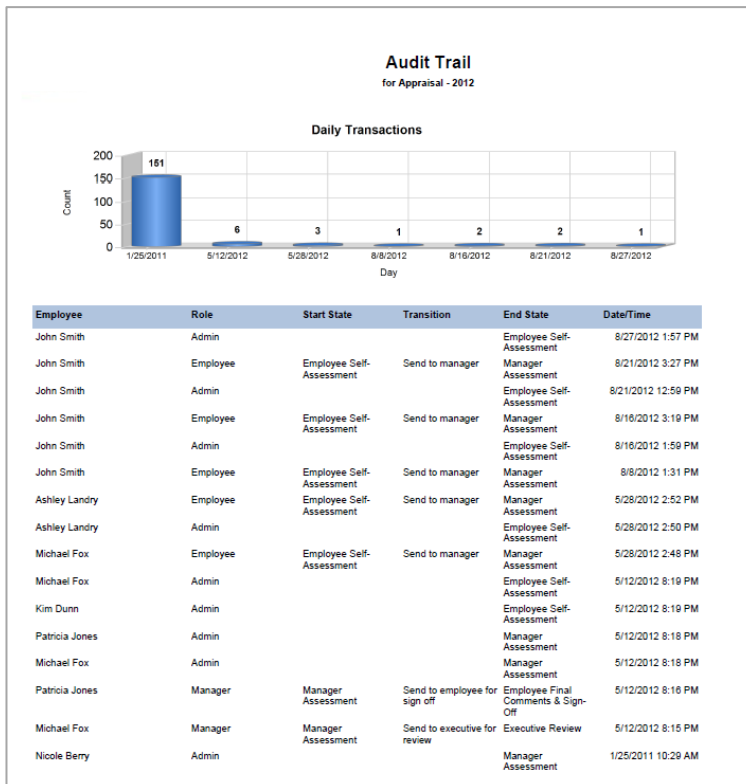


Overall Scores

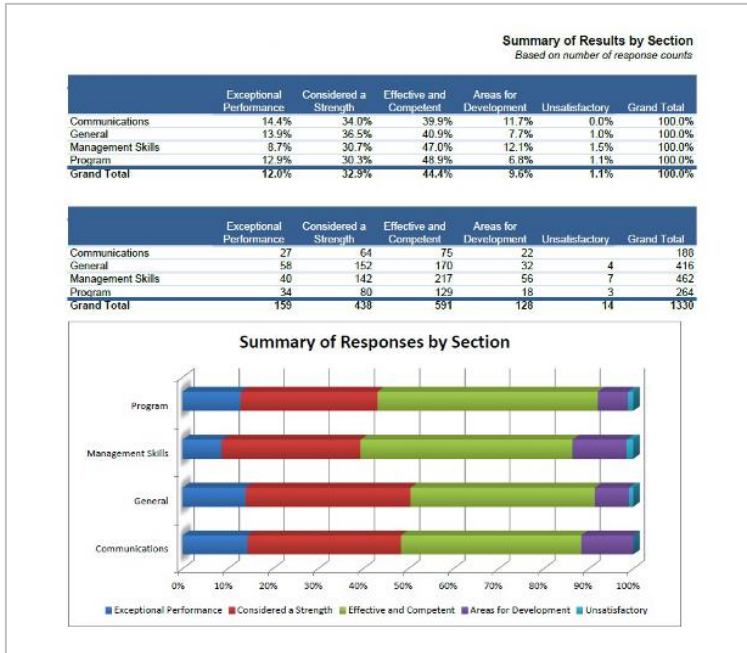
This dashboard allows user to analyze the individual performance results by evaluation criteria like goals and competencies. Upon hover, users can see the overall rating of the different elements by employee.



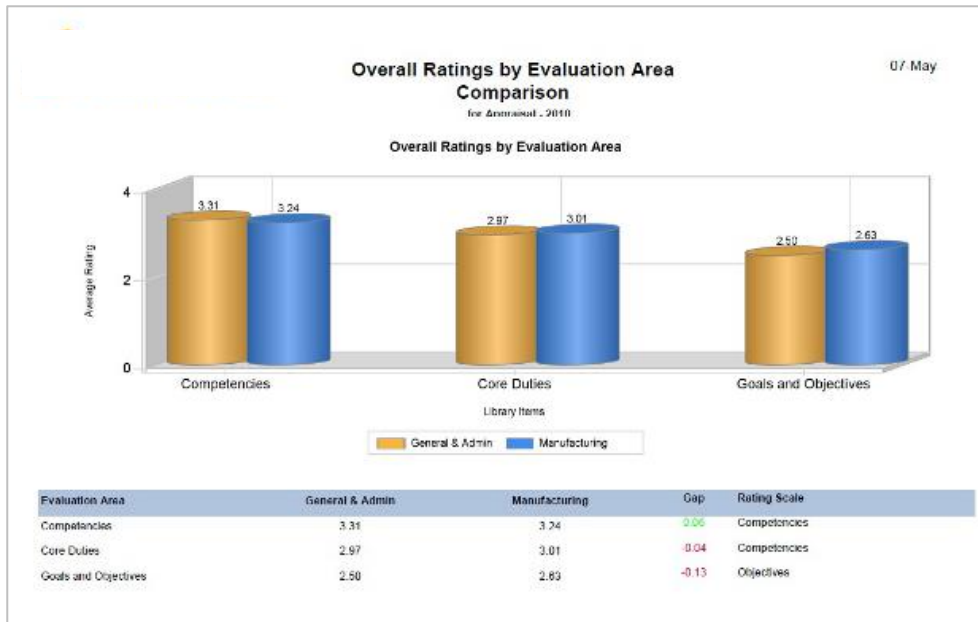
Sample Report – Workflow Audit Report



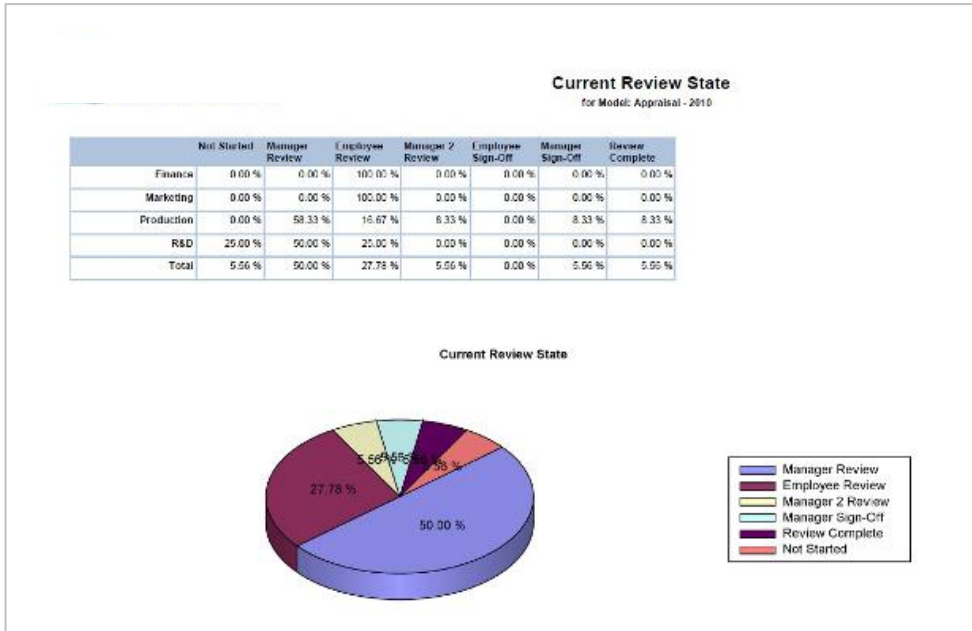
Sample Report – Summary of Results by Appraisal Section



Sample Report – Gap Analysis



Sample Report – Status Report



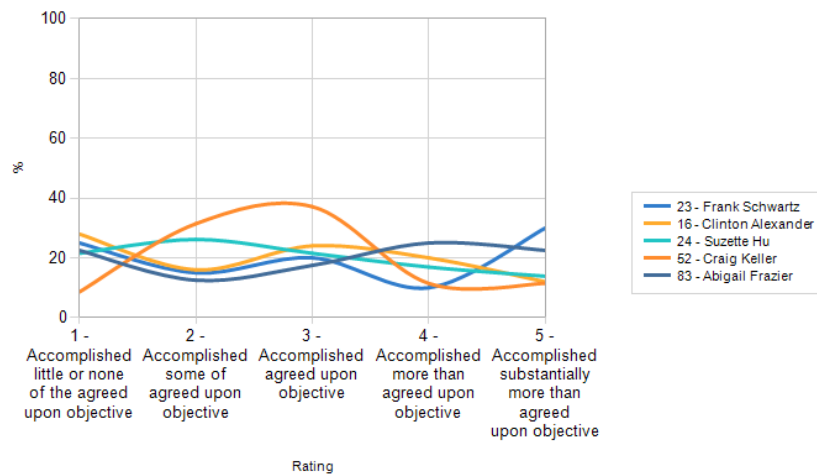
Sample Report: Score Distribution by Manager

Score Distribution by Manager

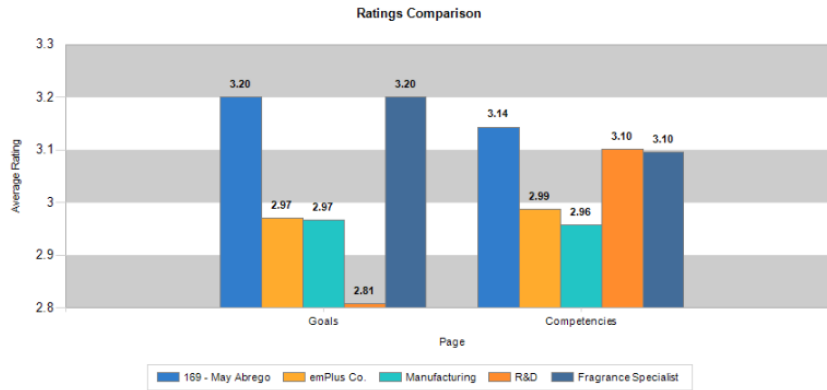
Report Printed: 04-Aug-2017

Goal Rating

Rating Distribution



Ratings Comparison – Compare EE Evaluations Results against other EE’s or Averages

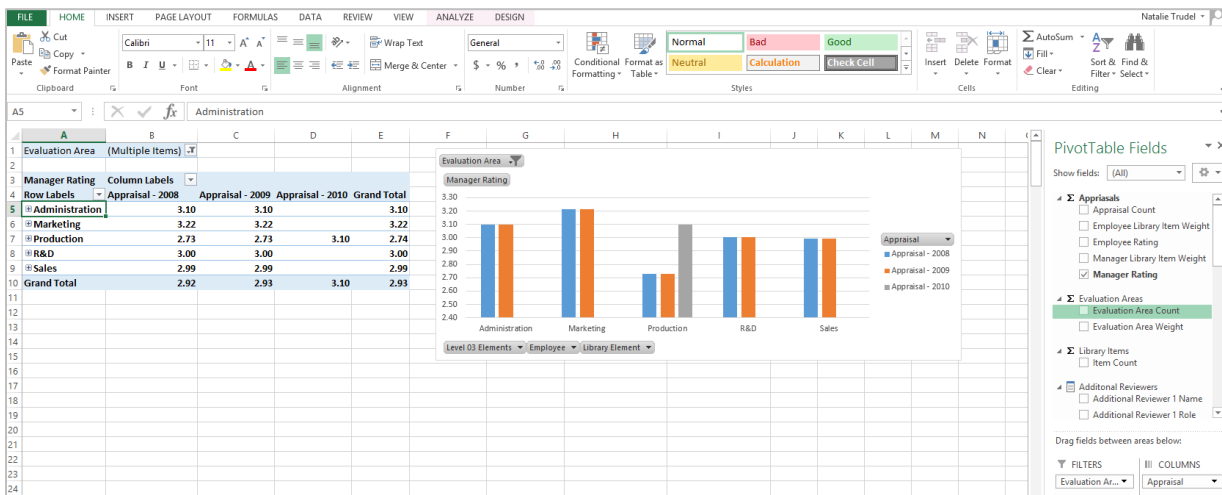


Library Element		169 - May Abrego	emPlus Co.	Manufacturing	R&D	Fragrance Specialist
Goals	Competitive Analysis	5.00	2.84	2.82	2.96	3.87
	Decrease Waste	1.00	3.01	2.96	2.89	3.33
	Evaluate Infrastructure	5.00	2.92	2.88	2.35	3.87
	Increase Uptime	3.00	3.08	3.05	2.89	2.00
	Review Vendors	2.00	2.99	3.13	3.35	3.33
Competencies	Customer Focus	3.00	3.24	3.50	3.50	3.33
	Communication	3.00	3.06	2.94	3.00	2.87
	Teamwork	3.00	2.79	2.89	2.90	2.87
	Creative Problem Solving	3.00	3.19	3.40	3.50	3.33
	Self Development	4.00	3.24	3.27	3.87	3.87

Ad-Hoc reporting using emPerform

emPerform also allows for ad-hoc reporting using Excel. All emPerform data is fed through to insightful pivot reports where data can be dragged and dropped for analysis.

Sample Reporting Cube using emPerform Ad-Hoc reporting:



Getting Started:

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