HRA Performance Management

Answers to your most Frequently Asked Questions (FAQs)

HRA's Performance Management module allows you to track manager and employee reviews, quickly set team and employee goals, and solicit employee feedback. Through performance management, you get the data you need to see who your high performers are, and which employees need help to improve.

Can employees self-evaluate?

Yes. Employees can score items and/or provide ongoing feedback on their own performance.

Can multiple managers evaluate an employee?

Yes. More than one Supervisor can be assigned to review and employee and provide feedback.

Can we do 360º evaluations?

Yes, the system has a 360º evaluation option that enables multiple internal evaluators to review or provide feedback on an employee.

Can peer names be confidential on peer reviews?

Yes. Any evaluator can be marked as confidential on a review.

Can supervisors request feedback from others?

Yes. When feedback is enabled, Supervisors can request feedback on competencies or goals from other Supervisors in the system.

Can peers or coworkers provide feedback for an employee?

Yes. When unsolicited feedback is enabled, any employee can provide feedback on another.

Can we create different types of appraisals?

Yes. The system allows organizations to create an unlimited number of appraisals and performance forms.

Can other corrective action or professional development documents be automated?

Yes. Any type of performance form and workflow can be created in the system and sent out to Supervisors and/or Employees.

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Can professional development and organizational goals be tracked?

Yes. Organizational strategies can be entered and aligned with individual goals.

What if we have unique competencies for some or all of our positions?

Competencies can be added to the main evaluation library and assigned to individual positions.

How can we align our organizational goals with employees' professional goals?

Goals can be added and appraisal recipients can select them from a drop down list on each goal added by a manager or employee user.

What types of Performance Management reports can we run?

Appraisal/goal, status, score reports, activity logs and other miscellaneous reports are available.

Do we have access to completed appraisals?

Yes. Supervisors have access to all assigned employee historical reviews. Employees can be provided access to their completed reviews as well.

Can we limit access to users?

Yes. There are three user roles: Admin, Supervisor and Employee. The user status syncs from HRA's Technology Solution.

Do the data points flow back into HRA's Technology Solution?

Yes. Data points are located in the performance section of the EE record Pay tab and includes the last appraisal date, score, and description.

How do users access Performance Management?

Users can access Performance Management through the HRA Technology Solution dashboard or through the Employee Portal (via links and widgets).

Can we create surveys with Performance Management?

Surveys are on the performance management roadmap! We are excited to include a new Survey feature in 2022.

Can we track KPI's?

Yes. KPI's may be added to the Main Evaluation library under a category and assigned to the appraisal section of choice.

If a new division, location, department, or position is added to the HRA Technology platform, do the new additions and changes sync to Performance Management?

Yes. Company, job, and employee information flows into the Performance Management system from the HRA Technology core module.

If an employee is promoted to supervisor or manager in the HRA Technology platform, does their role in Performance Management change?

Yes. If an employee becomes a Supervisor in the core module, the individual will be a Supervisor in Performance Management and they will review the employees assigned to them.

Will all appraisal and performance documents upload into the Document Management Center in the HRA Technology platform?

All Performance Management documents uploaded into the system along with completed appraisals will be moved into the Document Management Center in 2022. We are excited to include this on our roadmap!

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