

PERFORMANCE APPRAISAL SYSTEM QUESTIONNAIRE

IMPORTANT QUESTIONS	Brand X	Brand Y	PEP 2002
1. Can you set up a job using up to 24 performance factors adding new factors not listed if you choose?	(unlikely)	YES	YES
2. Can you add a specific performance factor, delete a factor, or rearrange the order of the factors, and do all this at any time without renaming the job category?	YES ?	YES	YES
3. Can you use the score to tie PAY to PERFORMANCE ?	YES	?	YES
4. Can you relative weight performance factors visually and does the program convert to a percentage of job? Note: If answer is NO, any performance score would be incorrect.	NO Percent	NO	YES Visually
5. Do employees receive a copy of the job values and job standards at the time of employment?	Standard	NO	YES
6. Can the factors be modified and tailored specifically for each job category?	NO	NO	YES
7. Does your system encourage employee involvement in the set up process?	Some	NO	YES
8. Can you get a ranking report to help identify and eliminate rater bias?	Partial	NO	YES
9. Can the initial evaluation be done manually with a special form or template form? (without a computer)	NO	NO	YES
10. Can the evaluation be done on a network computer terminal?	YES	YES	YES
11. Can the evaluation process utilize both manual entry and online for the same job?	NO	NO	YES
12. Do the employees evaluate themselves using the BARS (Behaviorally Anchored Rates Scales)?	YES	NO	YES
13. Do you get a report with scores specifically designed for employee/manager interaction?	Some	NO	YES
14. Is there a comparison of evaluator and employee ratings?	YES	NO	YES
15. Does the employee receive a written BLUE PRINT for success and excellent performance?	NO	NO	YES
16. Are the employee's unfulfilled needs addressed?	NO	NO	YES
17. Does the employee and evaluator sign off on the results of the evaluation?	YES	?	YES
18. Can you redo an evaluation after the read back?	?	?	YES
19. Can you quantify factors and use quantitative data from other sources to make the program more objective? Example; Safety surveys, 360's, job knowledge tests, and attendance records.	NO	NO	YES
20. Does the program allow for SIR's (Significant Incidents Records), to be issued on a printed page generated by the program and signed by the evaluator and the employee?	NO	NO	YES
21. Can you set performance objectives and tie them to future performance ratings? (PEP ties goals to factors)	YES	YES	YES
22. Do the supervisors have a special evaluator binder to file all pertinent evaluation data?	NO	NO	YES
23. Does your system track all of the data for printout and review during the actual evaluation?	NO	NO	YES
24. Can quantitative data, SIR data, and SPO data be observed on line during the evaluation process to help make the process very fair and objective?	NO	NO	YES
25. Does the system tie all objectives, incidents, and quantity data to specific performance factors?	NO	NO	YES
26. Does the program allow selection of a level between the standard five levels of performance if the factor was quantified? Example; 1.1 to 4.9 - PEP has an option that allows selection of intermediate levels providing there is an explanation provided.	0.5	YES ?	YES
27. Can you control the whole evaluation process from the HR (Super User) level?	NO	NO	YES
28. Can a Super User control who evaluates who, when they evaluate, and allow complete visual control over the entire process?	NO	NO	YES
29. Can employees work in more than one job category and have different evaluators?	NO	NO	YES
30. Can employees be evaluated by multiple evaluators?	NO	NO	YES
31. Can the status of the SPO (Specific Performance Objective) be entered and observed by the employee & evaluator visually using the computer program?	Separate goals	Separate goals	YES
32. If you make changes to the Standards data will past evaluations print correctly?	NO	NA	YES
33. Can you receive recorded web training for both managers and employees?	NO	NO	YES
34. Do you have the option of reviewing the employee historical data on a factor during the on-line evaluation?	(last)	NO	YES
35. Do you have the option of seeing the evaluation score as you proceed though the input process?	NO	NO	YES
36. Does your program utilize a SQL Client/Server option for more quick, secure and stable performance?	NO	NO	YES