



SonicPerform

The Easy-to-Use System to Align, Evaluate and Engage Your Workforce

Introducing Your Last Performance Management System

Studies have shown that a typical performance management system gets scrapped every three years. Cytiva understands that the best performance management system is the one that is used. That's why SonicPerform is so intuitive and easy to administer. We've designed it to be the last performance management system you'll ever need.

The Performance Console

With SonicPerform, managers and employees share a common portal with all their goals, performance notes and development plans in one place. You replace the dreaded once a year report card with simple tools that turn performance management into a year round practice. In the Performance Console, employees can:

- ▶ Initiate, track and collaborate on goals
- ▶ Complete reviews
- ▶ Give feedback to their employees
- ▶ Keep notes on their personal performance and the performance of subordinates

Set and Track Goals The SMART Way

With SonicPerform, it's easy to set goals and keep track of progress. Managers and employees can collaborate on goals to ensure they are aligned around key organizational objectives. SonicPerform's SMART goal entry process helps ensure all goals are Specific, Measurable, Attainable, Relevant and Timely. Goals can be linked to job competencies or other goals. And throughout the year, employees can easily keep progress notes and track the percentage completed.

Track Performance Year Round

In addition to goal progress notes, SonicPerform provides employees with intuitive tools for keeping track of key accomplishments and issues throughout the year. These notes can be quickly linked to competencies and goals. With SonicPerform's Performance Notes, feedback is now a year-round process. And when it comes time for evaluations, rest assured that the performance documentation reflects the entire review period, not just recent memory.

Gather Valuable Feedback

SonicPerform makes it easy for employees to make performance notes on themselves as well as on colleagues. With "line of site" and matrix reporting relationship views, employees can quickly recognize and note the performance of teammates and others in the organization that can be incorporated into evaluations. Plus, SonicPerform supports your existing review process by making it easy for employees to create self reviews. When it comes time for evaluation, SonicPerform helps give employees a well rounded view of their contributions.

Effective Review Forms

Flexible, reusable review forms allow your organization to model competencies to job families, ensuring that each employee's review is specific to the competencies required for their job. You can use SonicPerform's built-in library of competencies and customize them, or create your own. Review forms can include sections for goals and competencies, development plans, summaries, digital signatures and more. Choose numerical ratings, text ratings, both, or no ratings at all. Set relative weights for review sections, individual competencies and goals and choose whether the manager can adjust them or not. No matter what forms you use currently, chances are that SonicPerform can match them.

High Quality Reviews Completed On Time

Managers start by choosing an employee and selecting the review form associated with that employee. Each review form contains the essential competencies for that employee along with any goals due during the review period as well as other sections the organization has associated with the form.

Managers can then step through each section of the review by navigating through SonicPerform's step-by-step process.

Instead of staring a blank page, SonicPerform lets managers rate performance on a high/low scale. Based on the rating, SonicPerform's Jump Start Text generates clear, concise review text that forms the

basis of a professional review. Reviewers simply add examples of performance to back up the rating text. The result is a high quality, air tight evaluation that provides employees with clear insight into their performance.

SonicPerform's Jump Start Text also ensures reviews are consistent from manager to manager.

Performance notes will be close at hand and provide a simple cut and paste method for providing performance examples to back the managers' ratings. The result is a fast, thorough, professional evaluation that can document performance and get employees focused.

Create Effective Development Plans

SonicPerform's spider graphs recap the employee's performance ratings making areas that may need development apparent. Managers can set SMART development goals to focus employees on areas of improvement and track the employee's progress as they complete them.

Analyze Results

Simple reports and visual analytics give you key insights into areas of strength and weakness. With the push of a button you can identify who your top performers are by competency, by goal achievement or both. Track performance against competencies by individual, department, team or company-wide. SonicPerform's built-in reporting can provide key strategic data you can analyze to drive important initiatives like training, succession planning and more.

Performance Management on Auto-Pilot

SonicPerform provides your organization with a complete tool for administering a highly flexible, yet consistent performance management process throughout the organization. Email reminders alert managers when

reviews are due. Quick reports identify which reviews have been completed and which managers need to be reminded. No more policing the review process, SonicPerform helps ensure that you meet your goals and deadlines.

Performance On-Demand

SonicPerform is hosted in Cytiva's state of the art data centers. This on-demand delivery model lets you get up and running quickly and more affordably, conserving your valuable internal technology resources and lowering your up front costs. Our implementation experts guide you through the implementation process and ensure your system works the way you do.



The Cytiva Advantage

Unlike other vendors that put the implementation burden on you, Cytiva is known for its flexible software and unparalleled customer service. Your service team is comprised of performance management software professionals, skilled at requirements gathering, system configuration, change management and industry best practices. They work with you to adapt both the product and processes to ensure that SonicPerform surpasses your expectations.

Cytiva maintains an extraordinary system uptime of 99.99% and our support team is accessible by toll free telephone, email, Internet and pager to assist with both technical and/or procedural issues.

For over 12 years, Cytiva's SonicRecruit has helped hundreds of organizations streamline their hiring processes, reduce costs and increase the quality of the employees they hire. Cytiva brings this same commitment and expertise to ensure SonicPerform is the last performance management system you implement.

The World Class Performance Management Solution from Cytiva

Develop, Align and Track Goals

- ▶ SMART goal entry process ensures effective goal setting
- ▶ Easy goal sharing and collaboration ensures goals are aligned within departments and across the company
- ▶ Percent completed tracker provides quick visual goal status
- ▶ Performance Notes track accomplishments, issues and progress throughout the year
- ▶ Easily link any relevant document to goals and progress notes

Track Performance Year 'Round

- ▶ Performance Notes help all employees track accomplishments and issues throughout the review period
- ▶ Quickly link Performance Notes to goals and competencies for easy access during the review process
- ▶ Performance Notes encourage employee discussions resulting in more frequent feedback

Develop Relevant Review Forms

- ▶ Start with built in competencies and customize to your organization
- ▶ Assign specific competencies to different employee groups or departments
- ▶ Pick and choose which sections will be available to which employee groups
- ▶ Choose numerical ratings, text ratings or no ratings at all
- ▶ Assign weights to goals, competencies and sections

Easily Write High Quality Performance Reviews

- ▶ Step-by-step method walks reviewer through the process and ensures consistency throughout the organization
- ▶ Performance Brief lets reviewee contribute key insights prior to evaluation
- ▶ Easily gather feedback from peers and subordinates
- ▶ Quickly access relevant Performance Notes for faster, more accurate reviews

Create Effective Development Plans

- ▶ Performance recap points out strengths and weaknesses
- ▶ Easily set SMART development goals and link them to competencies
- ▶ Track development goals year 'round with Progress Notes
- ▶ Evaluate development goals as part of your regular review process

Automatically Manage the Review Process

- ▶ Automated reminders alert employees to complete reviews
- ▶ Easy reports show which employees have completed reviews and which haven't
- ▶ Robust permission profiles allow for complete control and central administration

Analyze Performance Within Your Organization

- ▶ Use standard reporting to refine performance across your organization
- ▶ Track competencies by department, division, employee and more
- ▶ Identify top performers for development and succession planning
- ▶ Pinpoint employees with key skills for project or workforce planning

Integrate With Your Existing Systems

- ▶ Quickly import employee data from any ERP/HRIS/Payroll system

On-Demand Access

- ▶ Superior connectivity from Tier 1 providers
- ▶ Telco-quality "4 nines" reliability (99.99% uptime) for managed services which equals less than an hour of downtime per year!
- ▶ 24x7 Secure Entry (palm and card access, manned security)
- ▶ Centers located in U.S. and Canada
- ▶ Data-Grade HVAC
- ▶ Advanced Fire Suppression System
- ▶ Redundant UPS and DC Power

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