

LIGHTWORK PERFORMANCE MANAGEMENT

LightWork Performance provides a powerful and flexible platform that allows companies to facilitate an effective performance management process. Its configurable workflow and intuitive interface contains easily modified appraisals to help you provide valuable feedback to your employees in a thoughtful and efficient way. With LightWork, it's easy to identify strengths and areas for improvement in your workforce.

FEATURE HIGHLIGHTS

REVIEWER FLEXIBILITY

LightWork enables you to define a multitude of ways to designate who should be involved in the appraisal process.

- Manager-Only
- Employee + Manager
- Employee Only Survey
- Peer-Review
- 360-Degree Feedback
- 360-Degree Extended
- Custom Review

DASHBOARD INSIGHTS

LightWork provides quick visual access to the information contained in the system. You can view appraisals in the system by workflow step, appraisal manager and a host of other filters.

The LightWork dashboard provides easy access to:

- Goals
- Journals
- Team members
- Appraisals that are coming due or are past due
- Company Messages

BUILT-IN EMAIL NOTIFICATIONS

- Notify Managers of reviews awaiting their feedback
- Notify Managers of reviews final approval status
- Notify Managers when an Employee has acknowledged a review
- Notify Managers when the approval of a review has been rejected
- Remind Managers of reviews awaiting their feedback

GOAL MANAGEMENT

Managers and employees alike can define individual and companywide goals of a professional or personal nature for a holistic personal development plan.

Goal Details:

- Priority
- Status
- Type
- Due date

How can goal setting help your employees?

- Provides focus and accountability
- Promotes commitment and productivity
- Demonstrates investment in your employees

FEATURE HIGHLIGHTS (Continued)

JOURNALS

Employee journals allow employees and supervisors to record notes on goals and performance between appraisal cycles throughout the year.

- Provides insight into an employee's efforts throughout the year
- Supports on-going coaching and mentoring
- Recognize and document employee efforts year around

MY MESSAGES

Administrators can send company-wide messages from within the LightWork platform.

Include information such as:

- Attachments
- Employee Handbook
- Wellness Initiatives
- Links to resources
- Announcement of upcoming company events

ADDITIONAL WAYS TO USE LIGHTWORK PERFORMANCE

NEW HIRE SURVEYS

- Provides on-going open communication after on-boarding
- Gives employees the ability to provide genuine feedback

STAY INTERVIEWS

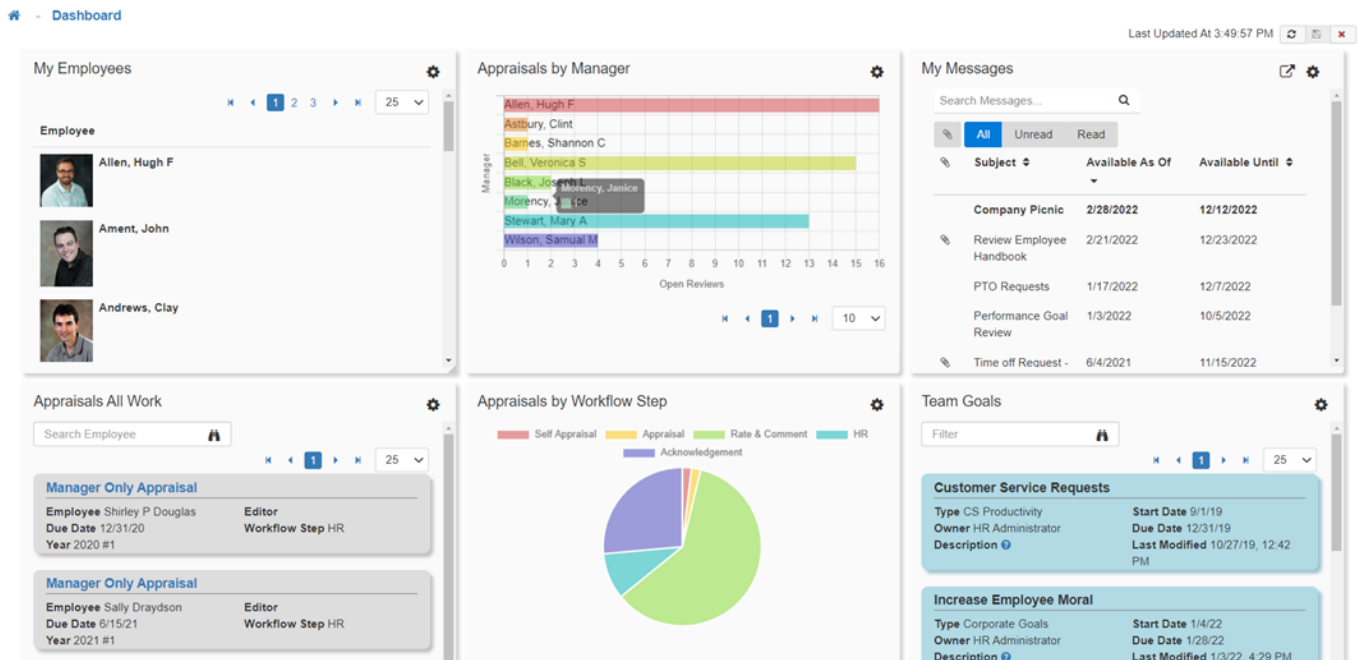
- Show workforce their insight is valuable
- Show investment in employees experience
- Insight on how you can foster a positive work environment
- Learn what you and the organization can do to enable your employees to succeed

DEPLOYMENTS

WE'RE FLEXIBLE FOR YOU

Because your IT requirements are as diverse as your employees, we offer two deployment models. LightWork can be hosted on your server, procured as a subscription to be housed wherever your organization wishes, or leased through our software as a service (SaaS) model.

LIGHTWORK PERFORMANCE MANAGEMENT DASHBOARD



LIGHTWORK SOFTWARE | MISSION DELIVERED

LightWork Software, has been serving clients since 1993 in the United States, Canada, and the Caribbean. **Our focus is on the people. Companies are not successful, people are.** We look to ease the daily workload with our technology, increasing the quality of life for people in the workplace and providing a more direct path to achievement.

From developing innovative solutions to providing award-winning customer support, LightWork is dedicated to surpassing expectations in all aspects of our business. For more information about LightWork, contact us.