


Hawthorne Performance System Screen Shots – May, 2016


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Employee Performance Management Status:
 2016 Goals: Supervisor Review Coaching: Started: 01/11/2016 Last Updated: ! 2015 Reviews: [Started](#)

Supervisor Performance Management Status:  [Click here for Supervisor Overview](#)

	Not Started	Started	Sent to Supv	Sent to 1-Over-1	Appr by 1-Over-1	Supv. E-Sign	Empl. E-Sign
Goals:	! J. Doe						✔ J. Allen
Reviews:							✔ J. Allen, J. Doe

Talent Development/Training Scheduled:  [Click here to edit your Talent Development](#)

- ✔ Achieve HRCI SPHR certification - Complete By: 06/30/2016 with 75% completed
- ✔ Masters degree in Business Administration - Complete By: 12/31/2016 with 85% completed

Recent Appreciation Given: [See All](#)  [Give Appreciation to Another Employee](#)

To: **Susie Bower** From: Janice Allen 01/25/2016 04:25:55 PM Likes(3) [You Liked This](#)
 Susie is a great co-worker, and has given me significant assistance with Open Enrollment and other projects. I would like to publicly thank her.

To: **Sandra Sales** From: Philip Smith 01/06/2016 03:16:58 PM Likes(4) [You Liked This](#)
 Thank you to Sandra and the entire sales department for the great sales year all of you have accomplished!

To: **Janice Allen** From: Philip Smith 12/03/2015 12:00:00 AM Likes(2) [You Liked This](#)
 I wish to personally thank Janice for the efforts she gave for open enrollment and our benefits changes this year. It's worked out great for our employees and our company.

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Effortlessly Facilitate and Record Employee Coaching Sessions:

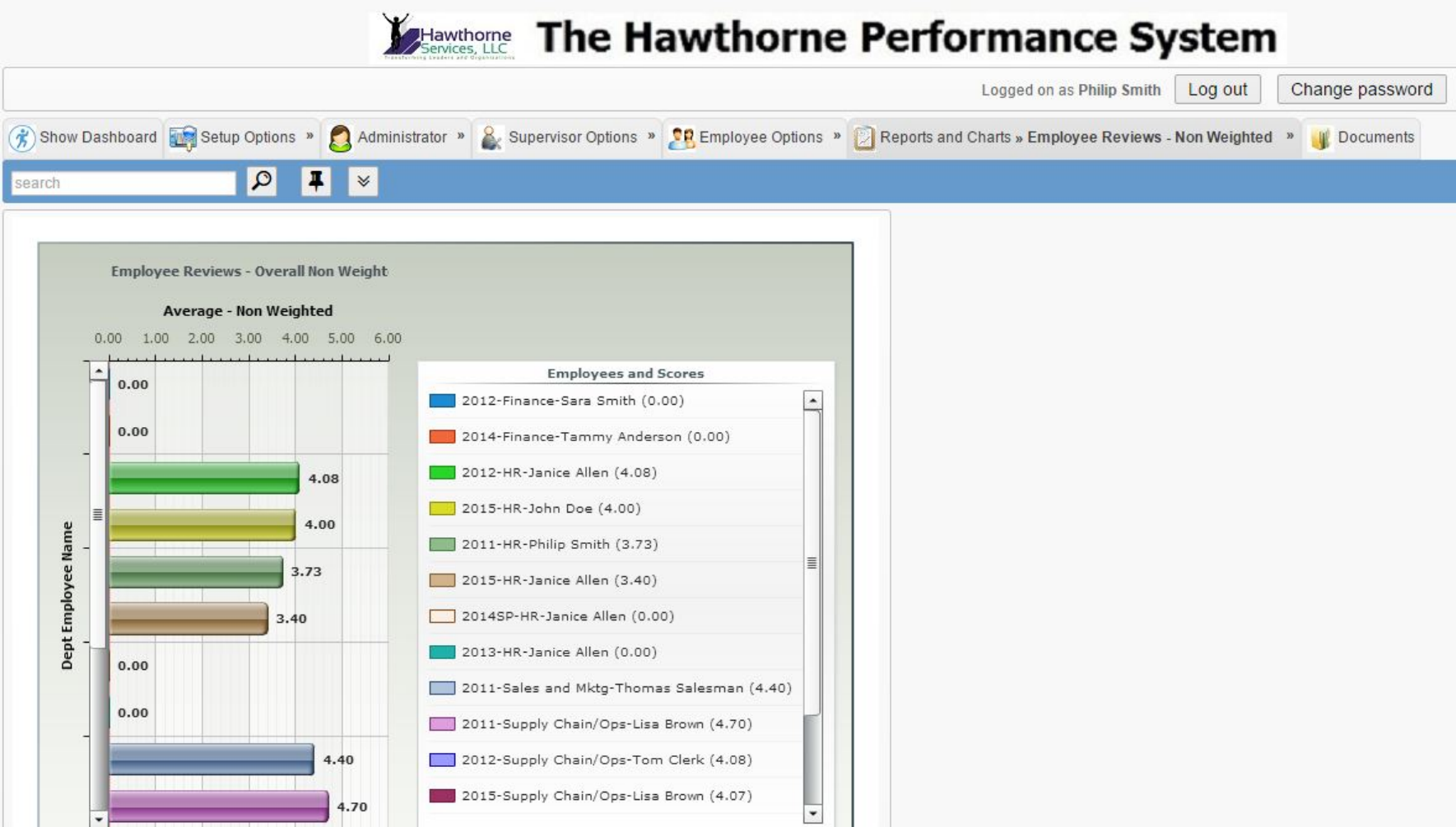
Coaching Prep Questions

Save all Coaching Prep Cancel unsaved changes

Seq#	Coaching Question	Employees Coaching Prep	Supervisors Coaching Feedback
10	Recap Your Recent Key Accomplishments	Lets discuss the lack of commitment from the management team on training records and meeting training goals.	Please maintain your efforts to achieve a full set of records for 2013 training, and wrap up 2012. As a reminder, copy me in your communication to other department heads, and follow-up all VERBAL communication with written
20	Summarize Your Upcoming Tasks	We need to discuss Christmas and opportunity for celebrations.	As we discussed, we will treat the 2012 Christmas luncheon as our opportunity to celebrate with the team, and recognize efforts for each employee for the year. I would like you to spearhead the final decisions from the
30	Describe Recent Professional Development Actions - and the Impact on Your Work	I am working on my SPHR certification and plan to sit for the exam on April 1. I believe completing my SPHR benefits the company through my increased awareness of compliance issues and ability to recommend	This is excellent news, Phil. I fully support you in achieving this important goal. Let me know if there is anything I can do to assure your success with this.
40	Describe Immediate or Other Concerns	Lets discuss upcoming leadership team changes you have shared. I have some thoughts on the changes.	I share your concerns about the upcoming leadership changes. We will be clear in communicating WHAT and WHY to the management team, then the employees.
50	Give Feedback to Supervisor re: Leadership	Lately it seems that our management team meetings have been less productive. I wonder if the addition of a weekly agenda and some meeting minutes would help us stay on track better?	You make a valid point. I will work on the development of an agenda, and let's talk about who in the group would do the best job of maintaining some meeting results in the form of minutes


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Analyze Employee Performance Summaries (Reviews):



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Track the Status of Employee Performance Summaries (Reviews):



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Show Dashboard Setup Options » Administrator » Supervisor Options » Employee Options » Reports and Charts » Reviews Tracking Current Year » Documents

Details found: 18 Page 1 of 1 Records Per Page: 20

Department	Employee	Review Type	Position/Title	Hire Date	Status	Supervisor	Entry Date	Self-Assess Submitted	Sent to 1 Over 1 for Appr	1 Over 1 Approved	Supervisor E-Signs	Employee
Exec Mgt	Charles Brown		CEO	7/13/2000	Active	Charles Brown						
Finance	Joseph Money		CFO	5/20/2011	Medical Leave	Charles Brown						
Finance	Sara Smith		IT Manager	11/4/2004	Active	Joseph Money						
Finance	Susie Bower			8/2/2011	Active	Joseph Money						
Finance	Tammy Anderson		Director of HR	7/31/2012	Active	Charles Brown						
HR	Janice Allen	Annual	HR/Coordinator Mgr	3/21/2005	Active	Philip Smith	2/15/2016	2/15/2016	2/15/2016	2/15/2016	2/15/2016	2/15/2016
HR	John Doe	Annual	HR/Coordinator Mgr		Active	Philip Smith	1/5/2015	11/16/2015	11/16/2015	11/16/2015	11/16/2015	11/16/2015
HR	Philip Smith	Annual	HR Manager	8/1/2007	Active	Tammy Anderson	10/14/2015					
Sales and Mktg	Sandra Sales		VP of Sales	11/19/1996	Active	Charles Brown						
Sales and Mktg	Thomas Salesman		Sales Mgr	12/5/2006	Active	Sandra Sales						
Supply Chain/Ops	Kathy Johnson		Warehouse Supervisor	1/3/2012	Active	Terri Supervisor						
Supply Chain/Ops	Lisa Brown	Annual	Purchasing Agent	2/1/2012	Active	Peter Jones	11/6/2015	1/20/2016	1/29/2016			
Supply Chain/Ops	Oliver Operations		COO/VP Operations	1/2/2002	Active	Charles Brown						
Supply Chain/Ops	Peter Jones	Annual	Purchasing Mgr	7/1/2015	Active	Oliver Operations	10/5/2015	12/22/2015				
Supply Chain/Ops	Rhonda Receiver		Receiver	9/15/2011	Active	Peter Jones						
Supply Chain/Ops	Ted Shipping		Shipping Clerk	6/7/2011	Active	Terri Supervisor						
Supply Chain/Ops	Terri Supervisor		Operations Manager	6/14/2011	Active	Oliver Operations						
Supply Chain/Ops	Tom Clerk		Warehouse Clerk	2/1/1997	Active	Kathy Johnson						

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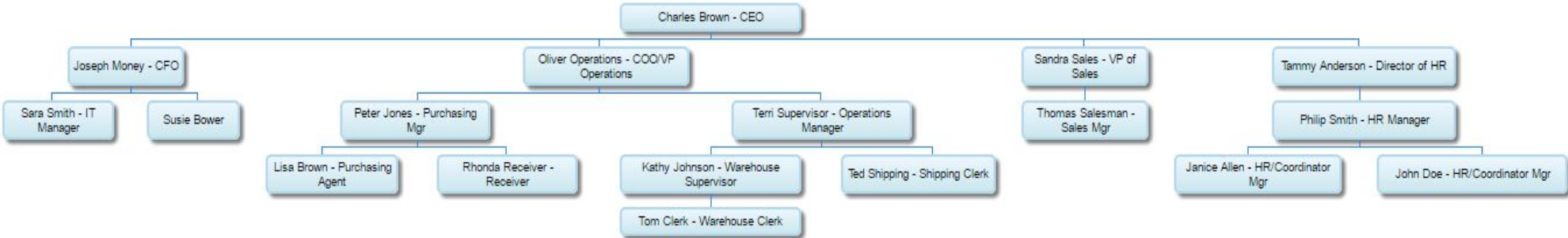
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Review Your Organizational Chart:



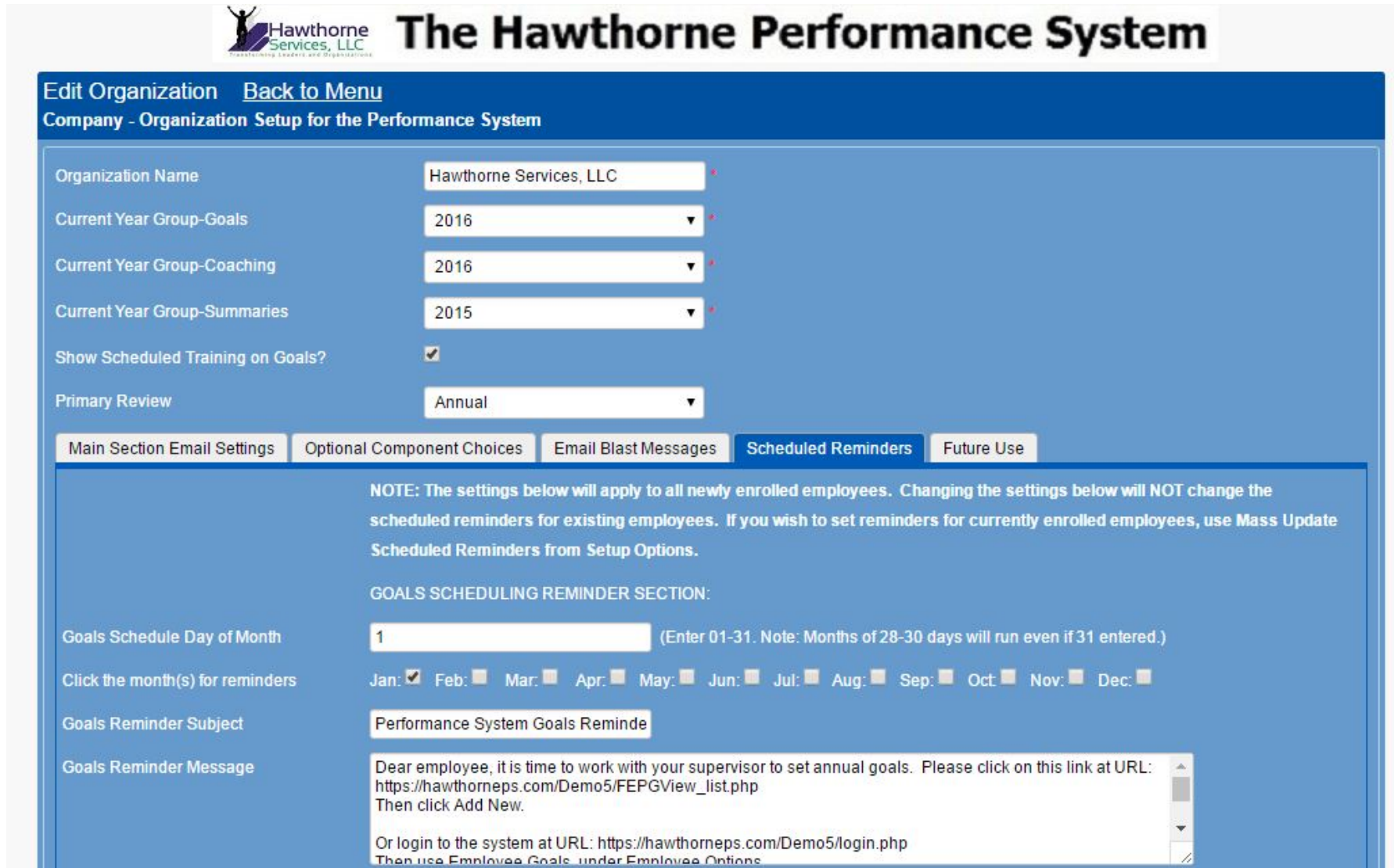
The Hawthorne Performance System

Hawthorne Services, LLC
05/03/16 4:13:24 pm



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Establish Scheduled E-Mail Reminders:



Hawthorne Services, LLC **The Hawthorne Performance System**

[Edit Organization](#) [Back to Menu](#)

Company - Organization Setup for the Performance System

Organization Name: Hawthorne Services, LLC

Current Year Group-Goals: 2016

Current Year Group-Coaching: 2016

Current Year Group-Summaries: 2015

Show Scheduled Training on Goals?

Primary Review: Annual

Main Section Email Settings | Optional Component Choices | Email Blast Messages | **Scheduled Reminders** | Future Use

NOTE: The settings below will apply to all newly enrolled employees. Changing the settings below will NOT change the scheduled reminders for existing employees. If you wish to set reminders for currently enrolled employees, use Mass Update Scheduled Reminders from Setup Options.

GOALS SCHEDULING REMINDER SECTION:

Goals Schedule Day of Month: 1 (Enter 01-31. Note: Months of 28-30 days will run even if 31 entered.)

Click the month(s) for reminders: Jan: Feb: Mar: Apr: May: Jun: Jul: Aug: Sep: Oct: Nov: Dec:

Goals Reminder Subject: Performance System Goals Reminde

Goals Reminder Message: Dear employee, it is time to work with your supervisor to set annual goals. Please click on this link at URL: https://hawthorneps.com/Demo5/FEPGView_list.php
Then click Add New.

Or login to the system at URL: <https://hawthorneps.com/Demo5/login.php>
Then use Employee Goals, under Employee Options.

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Track Employee Education and Training:

Employee Name Philip Smith User ID: phils

E-Mail address chuck@hawthorneservices.com Department: HR

Supv Name Tammy Anderson Alternate Supervisor: Charles Brown

Current Goals Year 2016 Current Summary Year: 2016

From date (Goals/Summaries) To date (Goals/Summaries):

1-over-1 Approval ID

✚ Additional Information

✚ Position Information

✚ Assessment Information

✚ Scheduled Reminders

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Employee Talent Development

Employee Name	Category	Description	Scheduled By	Scheduled On	Started	Scheduled to Complete	% Complete	Completed	Locked by HR
Philip Smith	Masters degree	Masters degree in Business Administration	Philip Smith	1/2/2013	1/22/2013	12/31/2016	85	N	
Philip Smith	Class - internal - organization led	Harassment training	Philip Smith	1/25/2013		1/25/2013	100	11/21/2014	Y
Philip Smith	Certification (CPA, SPHR, CHRP, etc.)	Achieve HRCI SPHR certification	Philip Smith	10/1/2015	10/1/2015	6/30/2016	75	N	
Philip Smith	Seminar or conference - external	Seminar on Affordable Care Act - SHRM sponsored event, Waterford Estates confere More...	Philip Smith	11/2/2015		1/8/2016	100	1/6/2016	N