

System Summary

When performed effectively, annual staff reviews are a positive opportunity for an open and constructive discussion covering such things as:

- Review of the last year:
 - achievements
 - responsibilities
 - areas for improvement

- Plan for the next year:
 - work progress
 - review of your role
 - future strategy plans for your department/division
 - opportunity to set realistic, achievable goals

- Career aspirations and development

- Knowledge and skills development

However, rather than these conversations taking place just once a year, discussions should be undertaken throughout the year and Simitive's online system has been developed to support and encourage communication by enabling effective recording of goals, achievements, learning opportunities and much more.

This system helps you to build a clear picture of you and your reviewees' roles, enabling you and your manager/reviewer to assess the current situation and propose appropriate goals or development opportunities, encouraging actions to take place and actively prompting consideration, creation and sharing of information; recording everything from creation to completion.

The system archives all the information enabling you, your reviewees or your manager/reviewer to look back at any point throughout the year and have a greater picture of progression, successes and your contributions across a desired timeframe. The goals module also displays a line-of-sight, clearly demonstrating how your goals and the goals of your reviewees, department, or division and so on contribute to the strategic plan of the organisation.

When it is time for annual reviews, the system hold much of the information needed to support conversations around successes and achievements over the last year, since you and your reviewees' previous reviews. Current work projects and development plans are all in one place, simplifying the process but enriching it with all the details you need.