9½ QUESTIONS TO ASK

When Looking for a Performance Management Application

APPLICATION

1 Does the application have prebuilt content?
Whether you want to match your current review process or create a brand new one, prebuilt content will be a valuable time saver down the road.

2 Can you customize as your company grows and changes?
Look for an application that meets your immediate and long-term needs.

3 What data will bring insights to other members of your team?
Real-time data can help your company throughout the year -- not just during year-end appraisals. What data will your managers need to drive results?

4 Do you need integration with your HRIS or payroll software?
If you don't right now, you might need it as your company grows. Ask if your preferred vendor has experience with integration.

SUPPORT

5 Will you have access to performance management consultants?
Even with your HR expertise, it helps to get ideas and best practices from people specialized in implementing performance management and driving results.

6 What training is available as you implement the application?
See if the vendor you pick will train unlimited administrative users. They might even train your managers and employees.

7 Will you have responsive support after the sale?
Ask about the type of support you'll get post-sale. Will you have an individual support rep? Try a test call to see how they respond.

COMPANY

8 Will the vendor evolve as your company grows and changes?
What improvements and upgrades does your vendor have planned? Make sure they are consistent with your organization's vision.

9 Is the vendor passionate about performance management?
If they're not focused on and excited about helping you drive results, then keep shopping.

9½ Building a business case to get leadership buy-in is important when you implement a performance management application. Talk with our team about how we can help.

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