

Performance Reviews Integrated with LMS

New Add-on Module Connects Training with Assessments

Talent development does not stop with training, so neither should your LMS. DiscoverLink Talent now offers a comprehensive Performance Review tool that integrates with learning management to optimize development of both employees and managers. It can help you:

- Identify star performers to ensure their retention, and develop bench strength to support expansion
- Improve employee engagement with frequent feedback, optional self-reviews, and the ability to enter comments for each question and/or the review as a whole
- Automate talent assessment and performance tracking, eliminating paper-based processes
- Ensure compliance with the performance process at the unit level, while equipping franchisees with a process they can customize

This powerful feature can be added to your DiscoverLink subscription for an additional fee.

Integrated with Training Platform

The DiscoverLink Talent performance review solution is fully integrated into the learning management platform:

- All employees are already set up in the system so there's no additional user administration required
- Managers can view status and access reviews from the Manager's Dashboard
- Learners' self-reviews appear on the To-Do List like learning program assignments
- Built-in reporting provides an overview of adoption and store-level employee ratings
- Development opportunities identified during the review process can be easily addressed by assigning new training or reassigning past content for remediation

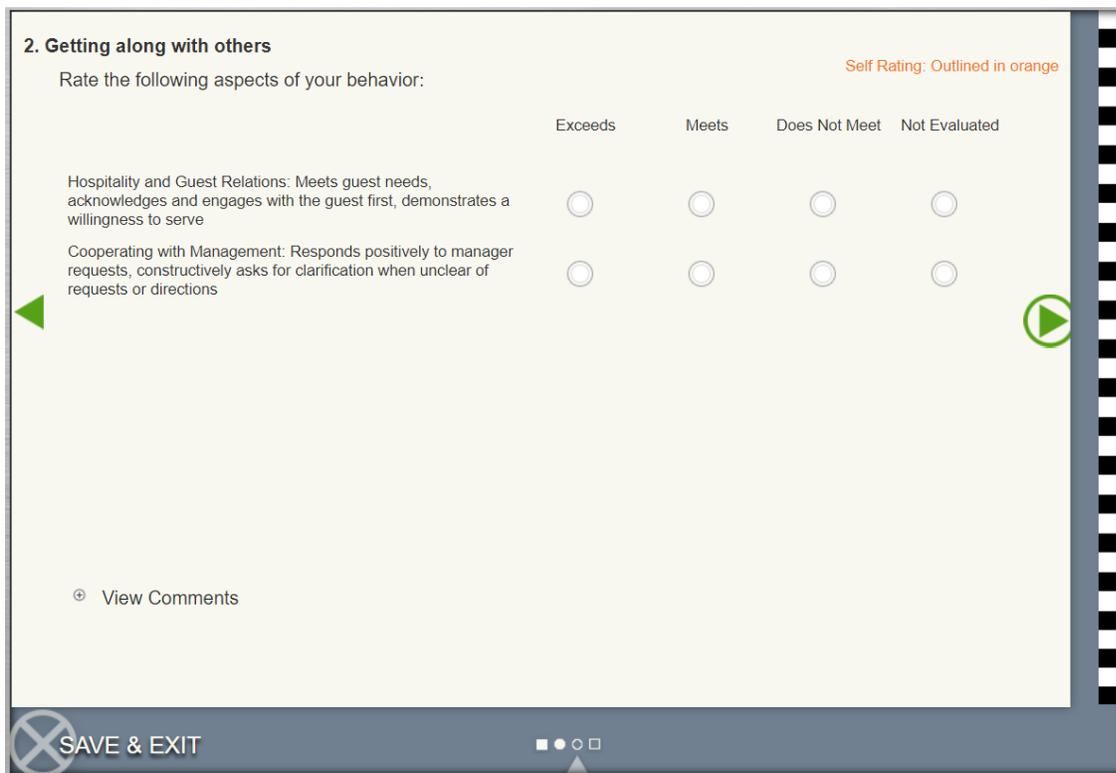
▼ ⊕ All Employees ▲	Performance Reviews	Orientation	Personal Development	Employee Safety Comp...	OSHA Compliance	Manager Menu Complia...
Alice Abernathy	●	●	●	●	●	A
Andrew Adams	👤	●	⚠	○	●	
Alison Alison	👤	⚠	○	●	●	A
Anabelle Asbury	👤	●	●	●	●	●
Alfie Aston	👤	●	●	●	●	○

Flexible Franchise Model Option

Flexible local editing options are ideal for giving franchisees the ability to opt into the corporate program and still customize their own reviews. Administrators can create campus-wide templates and make them available for use in all locations. Location-level editing permits optional rollout to franchisees, including customization options for settings and templates.

Multiple Review Templates, Multiple Question Types, Multiple Languages

Separate performance review templates can be created by Role or Skill Position, and additionally segmented by Store Type. Three question types are available — Standard, Matrix, and Open Ended — and they can be created in English or Spanish. The correct version is automatically assigned based on the learner’s language preference. And, Performance Reviews use the same familiar format as Exams and Surveys, so learners are comfortable with the process.



2. Getting along with others

Rate the following aspects of your behavior: Self Rating: Outlined in orange

	Exceeds	Meets	Does Not Meet	Not Evaluated
Hospitality and Guest Relations: Meets guest needs, acknowledges and engages with the guest first, demonstrates a willingness to serve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperating with Management: Responds positively to manager requests, constructively asks for clarification when unclear of requests or directions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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SAVE & EXIT

Frequency Options

Frequency and base date options provide timing flexibility. You can choose from three review cycles — Annual, Biannual or Quarterly — and decide if you want to schedule reviews based on hire date or a date you specify. An optional Probationary Review with flexible date settings lets you assign a one-time review for new hires.

Performance Review
CANCEL
APPLY

Campus Settings
Performance Review Templates

Location Type	Job Role	Modified By	Date	Status
Company	Level 1	Molly West	11/13/2017	Live - Campus
Company	Level 2	Molly West	11/13/2017	Live - Campus
Company	Level 3	Molly West	11/13/2017	Live - Campus
Franchisee	Level 1	Molly West	11/13/2017	Live - Campus
Franchisee	Level 2	Molly West	11/13/2017	Live - Campus
⊕ Add				

Campus Setting

Store Type Franchisee Review Status Live

Role Level 3

Assignment Base Date Hire Date Set Date mm/dd/yyyy

Frequency Annual Biannual Quarterly

Self-Review On Off Optional

Probationary Review On Off 90 Days After Hire Date

30 Days Before Due Date

Location Level Editing

Save

To see how Performance Reviews can help your organization, register for our webinar:

Performance Review Overview

Thursday, December 7, 2017

1:00 p.m. CT

[Register now](#)

If you have any questions or would like to schedule one-on-one training on Performance Reviews, please contact your [Client Services Manager](#) at discoverlink@zohosupport.com.

If you would like to add Performance Reviews to your current DiscoverLink Talent subscription, please contact your [Account Manager](#).