



## PerformancePAM

## 10 Step Implementation Methodology

PerformancePAM's 10 step implementation services have your company up and running on your talent management system in no time. These steps include installation of the software, setup of system preferences, and training on how to use the software to ensure that you have a system that immediately serves the needs of your company.

### SOFTWARE INSTALLATION

- 1 Remote installation of PerformancePAM will get you up and running quickly. An IT or HR representative may be needed to grant access to your server.

### SET IMPLEMENTATION TIMELINE

- 2 We will identify and discuss implementation steps and set a timeline. Deadlines and responsibility will be assigned for each benchmark on the timeline to ensure a timely and complete deployment.

### DISCUSS FULL PICTURE OF PERFORMANCE APPRAISAL PROCESS

- 3 An in-depth discussion of the way your performance appraisal process works now and any changes you wish to see in your new system will allow us to tailor PerformancePAM to perfectly manage your appraisals.

### TAILOR PERFORMANCEPAM TO MEET YOUR PROCESS

- 4 PerformancePAM has numerous capabilities available to streamline your performance appraisal process and customize your needs and preferences. We will identify which functions need to be tailored.

### UNDERSTAND COMPANY CULTURE AND TERMINOLOGY

- 5 We will identify the terminology you would like to use in your system's custom fields and get a copy of your logo if you would like the system branded to your company.

### SYSTEM CONFIGURATION

- 6 Your PerformancePAM system will be configured based on your company's specifications outlined in steps three through five.

### REVIEW & ADJUST SYSTEM CONFIGURATION

- 7 We will review together the system configuration that has been created. We will make adjustments as necessary to achieve a personalized fit for your company.

### PILOT

- 8 PerformancePAM will be released to a small population in your company to ensure proper configuration and a smooth complete deployment.

### TRAIN THE TRAINER

- 9 Train the trainer education will enable your HR staff to train managers and employees on how to use PerformancePAM to complete reviews and track performance ongoing.

### GO LIVE

- 10 On the go live date, all deliverables are complete, and PerformancePAM will be available for release to your company's general population.