

# Altamira

| Altamira HRM |

| Human Resource Management |

# A selection of our Clients



# Main Features of Altamira HRM

- Web Based Platform
- Accessible to all employees
- 4 applications:
  - Altamira Employees
    - Altamira Performance
    - Altamira Learning Management
    - Altamira Budgeting
- Communicates with other platform including payroll

# | Altamira Performance |

# Performance Management Process

## Accessing a PMP

- Each employee can access and manage their personal PMP (i.e. the evaluation process with their line manager)
- If the employee is a line manager they can access the PMP's of their direct reports

**My PMP - Brutus Marcus**  
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**My PMP** | **Direct Reports**

**Request a new PMP**  
Request the creation of a new PMP  
You can request a new PMP by clicking on the button "Request a new PMP". If you have more than one manager you must repeat the operation for each one of them:

Capulet Juliet | Account Manager |

**PMP processes running**

Year	Manager	Process Stage	Date opened	
<a href="#">2010</a>	Capulet Juliet	Goal Setting	10/28/2009	<a href="#">Cancel</a>
<a href="#">2009</a>	Capulet Juliet	Year end Evaluation	10/28/2009	<a href="#">Cancel</a>

**PMP completed**  
No PMP found

# Performance Management Process

## Goal Setting

- The goal setting phase is agreed upon by the employee and their manager. This is the first phase of the evaluation process

Brutus Marcus / Software developer: 2009 Year end Evaluation

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Job Description Goal setting Performance Skills evaluation

Highlights Summary

Manager: Capulet Juliet / Account Manager

**Close Goal Setting**

Once the goals have been defined to mutual agreement request Capulet Juliet to close the goal setting phase by pressing on "Request Close goal Settings"

Request Close Goal Setting

**Goal definition** ?

Goal types\*:

Weight (%)\*:

Description\*:

Delete New Save

	Goal types	Description	Weight (%)	Posted By	Date
	Business Results	Improve Detailed Design - for most projects, there is a detailed design work to clarify exactly how the system should work. This initial step of the process must involve the Sales Dept.	40%	Capulet Juliet	10/28/2009 4:35:40 PM
	Organizational Change	If the labor cost of the maintenance phase exceeds 25% of the prior-phases' labor cost, then it is likely that the overall quality, of at least one prior phase, is poor. Maintenance should not exceed 20% of the prior labor phases	20%	Capulet Juliet	10/28/2009 4:27:42 PM
	People Leadership	The situational leadership model proposed by Hersey and Blanchard suggests four leadership-styles and four levels of follower-development. Based on that model, objective is to reach the delegating style	30%	Capulet Juliet	10/28/2009 4:37:06 PM
	Self Development	Improve self awareness and self confidence as a way to improving team work	10%	Capulet Juliet	10/28/2009 4:34:48 PM

# Performance Management Process

## Performance Evaluation

- At the end of the monitoring upon period, the previously agreed upon goals are evaluated
- The line manager indicates their evaluation on the right side column
- The employee indicates their (self) evaluation on the left side column

Brutus Marcus / Software developer: 2009 Year end Evaluation

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Job Description Goal setting Performance Skills evaluation

Highlights Summary

Manager: Capulet Juliet / Account Manager

Please remember that once you have completed the Performance Evaluation and the Skills evaluation you must close the PMP process in the Highlights section by clicking on the Close PMP button.

**Performance Evaluation: Business Results**

40% - Improve Detailed Design - for most projects, there is a detailed design work to clarify exactly how the system should work. This initial step of the process must involve the Sales Dept.

Brutus Marcus	Capulet Juliet
110 %	110 %
	Marcus did an excellent job. The design phase for most projects has improved substantially in both detail level and clarity. Sales Dept. has always been correctly involved and provided an excellent feedback. The overall result has been to speed the other development phases.

Remember to save by clicking on the Save button at the end of the page  
Remember that you must click on the Publish button at the bottom of the page to make your comments visible

**Performance Evaluation: Organizational Change**

20% - If the labor cost of the maintenance phase exceeds 25% of the prior-phases' labor cost, then it is likely that the overall quality, of at least one prior phase, is poor. Maintenance should not exceed 20% of the prior labor phases

Brutus Marcus	Capulet Juliet
110 %	120 %
	Outstanding! Thanks to Marcus improvement in the project design phase, labor cost of the maintenance phase has reached an excellent 15% ratio.

Remember to save by clicking on the Save button at the end of the page  
Remember that you must click on the Publish button at the bottom of the page to make your comments visible

# Performance Management Process

## Competence Evaluation

- In addition to performance evaluations, the platform also manages competence evaluations
- Line managers indicate their evaluation on the right side column
- Employee indicate their (self) evaluation on the left side column

Brutus Marcus / Software developer: 2009 Year end Evaluation

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Job Description Goal setting Performance Skills evaluation

Highlights Summary

Manager: Capulet Juliet / Account Manager

Please remember that once you have completed the Performance Evaluation and the Skills evaluation you must close the PMP process in the Highlights section by clicking on the Close PMP button.

**Skills evaluation** ?

	Brutus Marcus	Capulet Juliet
<b>English</b> English Knowledge <i>Current level: Working knowledge</i>	Good	Good No problem with English
<b>C#</b> <i>Current level: No skill levels found</i>	Proficient	Proficient Good knowledge
<b>SQL</b> <i>Current level: Basic</i>	Expert	Expert Excellent
<b>Visual Basic.NET</b> <i>Current level: Proficient</i>	Proficient	Proficient Ok, however the position requires an Expert level

# Performance Management Process

## Summary

- A summary view shows a summary of all the evaluations
- The summary provides a single number that indicates in what percentage/value all the objectives have been achieved

Brutus Marcus / Software developer: 2009 Year end Evaluation

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Job Description Goal setting Performance Skills evaluation

Highlights Summary

Manager: Capulet Juliet / Account Manager

**Evaluation Summary**

Performance Evaluation % of goals completion:	<b>103%</b>
Total skill level change with respect to the current situation:	<b>317%</b>
Final PMP evaluation:	<b>Very good</b>

Performance Evaluation	Goals completion	Goals evaluation	Performance Evaluation	Goals completion	Goals evaluation
Business Results (40%) <i>Improve Detailed Design - for most projects, there is a detailed design work to clarify exactly how the system should work. This initial step of the process must involve the Sales Dept.</i>	110%	44%	Business Results (40%) <i>Improve Detailed Design - for most projects, there is a detailed design work to clarify exactly how the system should work. This initial step of the process must involve the Sales Dept.</i>	110%	44%
Organizational Change (20%) <i>If the labor cost of the maintenance phase exceeds 25% of the prior-phases' labor cost, then it is likely that the overall quality, of at least one prior phase, is poor. Maintenance should not exceed 20% of the prior labor phases</i>	110%	22%	Organizational Change (20%) <i>If the labor cost of the maintenance phase exceeds 25% of the prior-phases' labor cost, then it is likely that the overall quality, of at least one prior phase, is poor. Maintenance should not exceed 20% of the prior labor phases</i>	120%	24%
People Leadership (30%) <i>The situational leadership model proposed by Hersey and Blanchard suggests four leadership-styles and four levels of follower-development. Based on that model.</i>	80%	24%	People Leadership (30%) <i>The situational leadership model proposed by Hersey and Blanchard suggests four leadership-styles and four levels of follower-development. Based on that model.</i>	85%	26%


# Altamira Employees

## Required applications

- Altamira Performance requires Altamira Employees where all employee data and relationships are managed

### Vespucci Simonetta - Summary

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Personal Data	
Photo	
Surname or name	Vespucci Simonetta
Business Email	simonetta.vespucci@altamira.it
Business telephone	3333333333
Extension no°	2222
Corporate mobile no°	2222222222

Position	
Role	Admin & Finance
Manager	Capulet Juliet

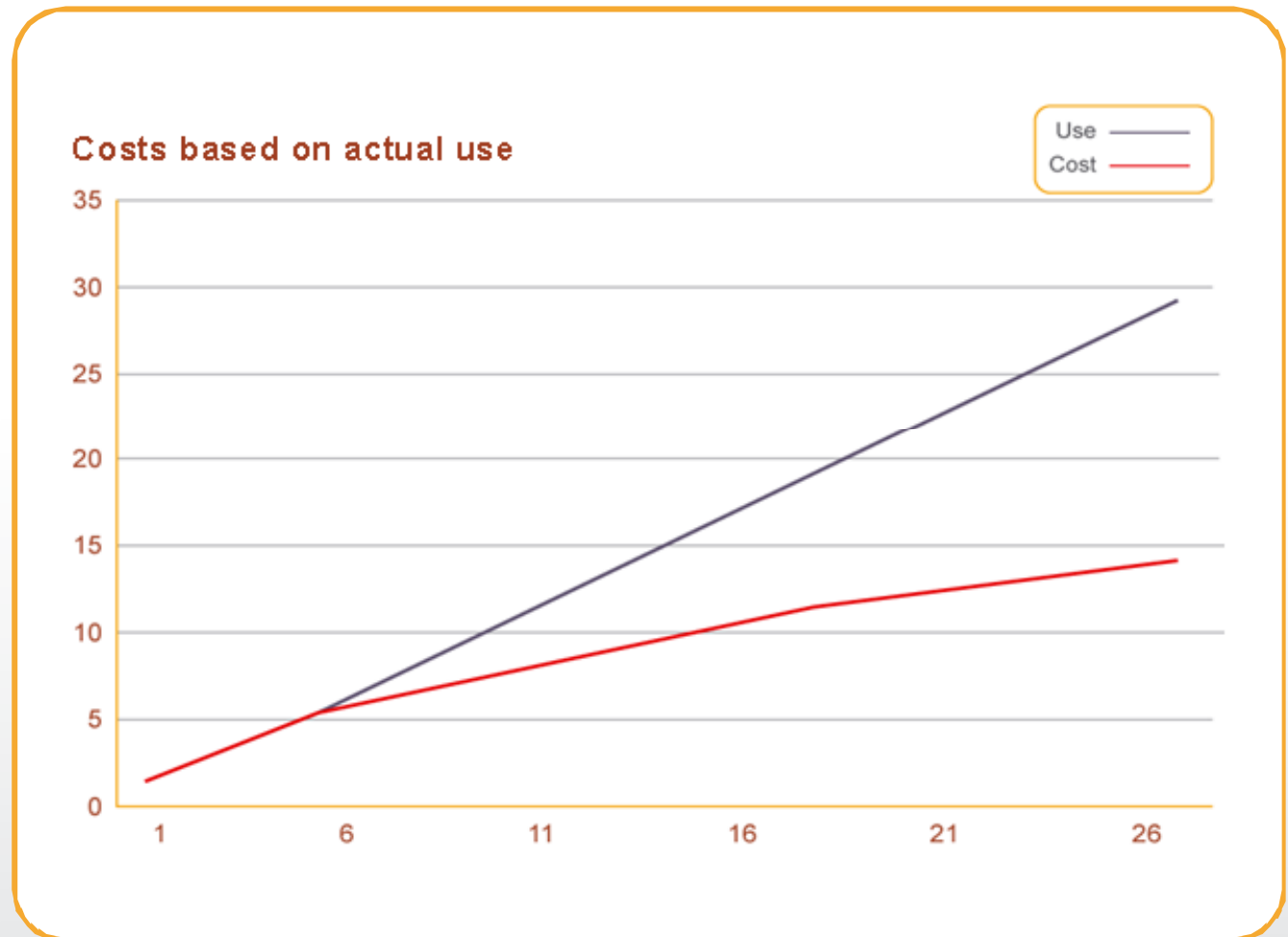
Current compensation	
Start date	1/1/2008
End date	
Contract / job level	Level 04

| Altamira HRM Economics |

# Conclusion

## Cost

- Cost is based on an annual fee which is determined by the number of employees managed by the platform
- Cost may vary depending on the modules acquired



# Contacts



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