NEOED | PERFORM
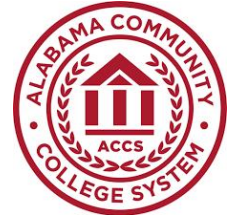
How the Alabama Community College System supports **ongoing communication and compliance** with performance software

PE

CHALLENGE ONE

Difficulty proving compliance with evaluation requirements

All 24 colleges in the Alabama Community College System (ACCS) are audited to ensure they comply with performance evaluation completion requirements. But with paper evaluations, HR only knew if supervisors completed them when they were delivered by mail or in-hand, or scanned and emailed in – making it **hard to show compliance and efficiently prepare for audits.**


OUTCOME

Instant, real-time reporting on evaluation completions for audits

In minutes, each school's HR department can **pull a report showing their completed evaluations in real-time,** along with other required information, then export or print the report for the auditor to sign. Now, HR can feel confident they always have the most up-to-date insights and can **easily prove compliance at a moment's notice.**

> "We can customize reports with the information we want and Perform builds the report for us, then we just export it as an Excel spreadsheet. **It's easy and that's what I love about it."**
>
> **Shain Wilson,** Senior Information Analyst – HR/Payroll
> Alabama Community College System

Evaluation Status

Detail Report

● On Time ● Overdue
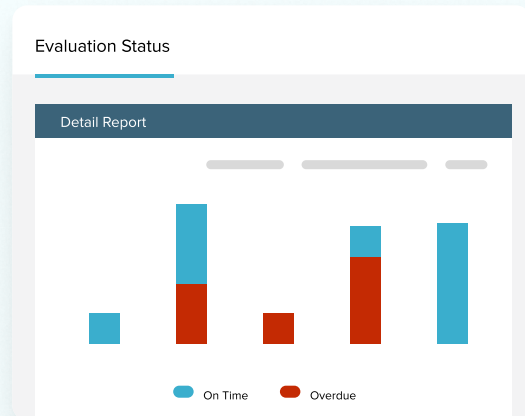
CHALLENGE TWO

No way to communicate employee expectations or achievements

Supervisors couldn't clearly communicate performance goals to employees and document their progress throughout the year. Without this, **employees lacked clarity on their expectations** and supervisors **struggled to capture the full scope of their accomplishments** on evaluations.

OUTCOME

Clear goals and year-round documentation to better evaluate employee success

In Perform, supervisors can **set performance goals for employees** so they always know what's expected of them. Supervisors and employees can also **create private or shared journal entries about employee performance** during the year, making it easy to evaluate them holistically.