Performance Management Moderation: Getting Started

What is Performance Management Moderation?

The **Performance Management Moderation** process reviews the spread of performance ratings on individuals or groups of employees and looks for apparent abnormalities or inconsistencies in weights, scores and ratings. When abnormalities are identified, a justification for such ratings should be found or an adjustment can be made. Managers, directors and moderating committees are normally the role players that can engage in the moderating process to ensure that consistency of standards is maintained.

The purpose of PM Moderation is to ensure that:

- there is a consistent way of evaluating performance by supervisors;
- everybody understands the standards required at each level of the rating scale;
- the integrity of the PM process is protected.

The PM Moderation module can only be accessed by System Administrators.

How did I get here?

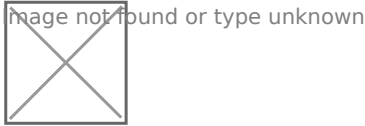- *From the portal, click - System Administration*

What can I expect in this section?

- How to view the performance ratings.
- How to modify the performance ratings.

What should be in place before the moderation process can commence?

- The performance contracts for the agreement year should be complete and finalised.

Accessing the Moderation Module

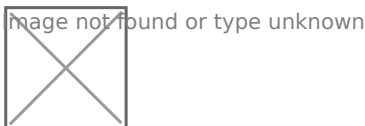

Follow the links as illustrated above.

How to Select a Performance Agreement to be Moderated

To display a list of applicable performance agreement contracts, enter the selection criteria e.g. Employee Number and click on **Search.**

A list of performance contracts is shown and, for each contract, all the contract's KPA's and KPI's are listed.
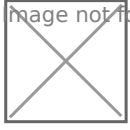
How to Preview a Performance Agreement

Click on the **Preview Agreement** hyperlink to view or print a summary of an employee's performance agreement.

How to Moderate a Performance Agreement

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Enter the new performance ratings and moderation reason and click on the **Save and Recalculate** button.