

# Administrator Roles

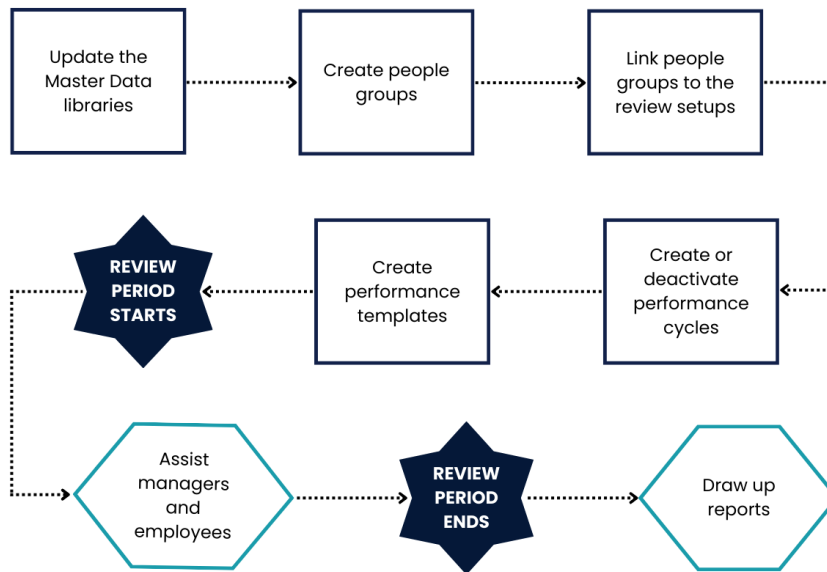


Effective administrators should **manage** and **support** performance **processes** effectively. An administrator has several responsibilities, from configuring system settings to drawing reports, thereby ensuring smooth and accurate performance management.

Several factors contribute to a successful performance management process:

- **Administrators:**
  - System accuracy and smooth operation enable an effective performance management process.
  - Primary responsibilities include:
    - Managing key data and performance cycles
    - Generating insightful reports for informed decision-making
    - Creating and maintaining agreement templates and review setups.
  - This support ensures:
    - A structured and efficient performance management system
    - Clear alignment of reviews with organisational goals
    - A seamless experience for employees and managers.

# ADMINISTRATORS



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