

# Administrator Roles



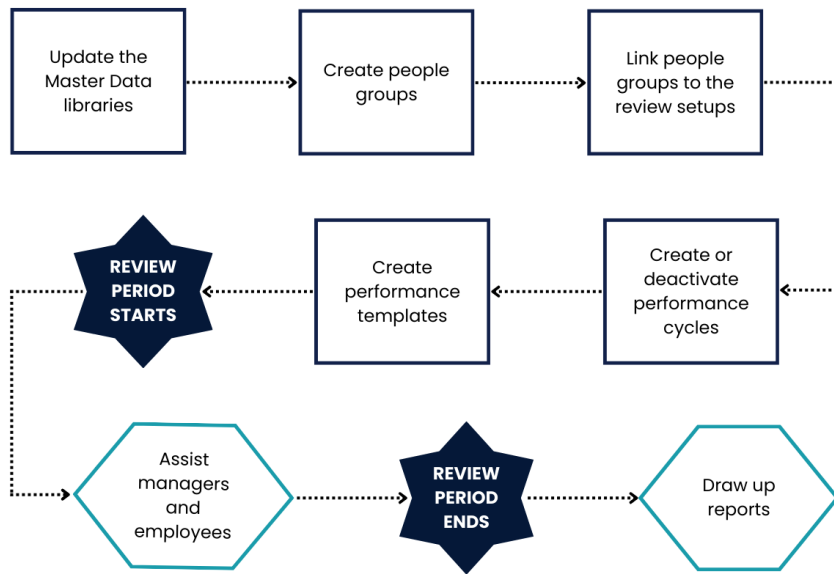
Effective administrators should **manage** and **support** performance **processes** effectively. An administrator has several responsibilities, from configuring system settings to drawing reports, thereby ensuring smooth and accurate performance management.

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



[Your feedback matters! How helpful was the support content?](#)

Revision #9

Created 2025-01-23 09:20:01 UTC by Chanan Stenden

Updated 2026-06-22 14:40:57 UTC by Carla Botha