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Staff Assessment System

amascicreative Ltd

Staff Assessment System

Get to know your staff and help them perform better with our staff self assessment system.



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To Plan where Your Business is Going, You Need to Evaluate where it is Now

It is important to be able to assess the performance of your staff regularly to ensure you are getting the best out of them, provide training where necessary and to give you enough information to decide if anyone deserves a pay rise. As a business you rely on your staff for a large proportion of the daily running of the company, so it is important that you know they are continuing to work hard for you.



Assessment is a Two Way Street

We believe contented staff members work harder, so we've designed our staff assessment system to also enable them to give you feedback. Assessments work both ways, and providing your staff with a portal for their views and opinions on the company is a great way of keeping them happy. Our staff assessment system allows you to effortlessly view your staff assessments and feedback, and even allows them to create their own self assessments providing you with valuable feedback.

Staff Assessments Shouldn't Take Up All Your Time

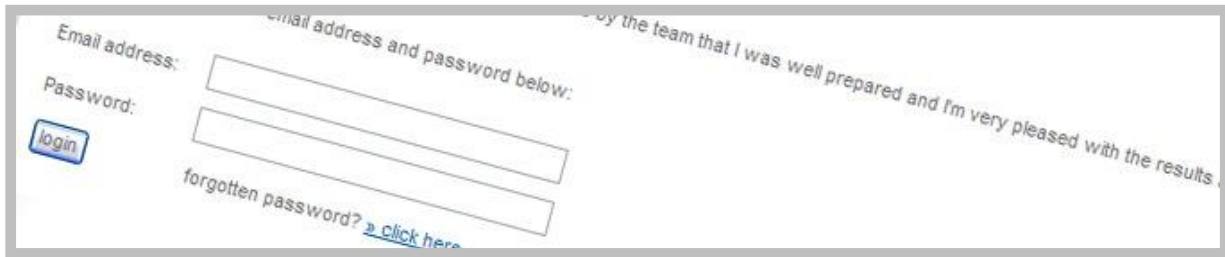
We understand that you don't make your money carrying out staff assessments! So our Staff Assessment System allows you to manage your staff efficiently. This way you can spend more time focussing on the more important things. Once an assessment has been completed emails are automatically sent out to the line manager and staff member, making updates easy to track and acknowledge.



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Easy For Your Staff to Use



Unique Login and Easy to Use Staff Portal

The staff assessment system’s front end is easy to use and each member of staff is able to create their own password to log-in to the system. Once logged in they can easily update their password as frequently as they require. The portal will allow them access to all elements of the system, from submitting new assessments to viewing their archive.

Customised Assessment Forms

Once a staff member is logged into the system they will be able to create and submit new assessments with the click of a button. The self assessment form will be customised to your company’s specific requirements ensuring you are capturing all the information you require.

Results page: 1

Team	Email	Team Mgr?	Line Manager	Sum.			
ZZ-A		n	Line Manager	n	y	E	V
entertainment		n	Line Manager	n	y	E	V
		n	Line Manager	n	y	E	V
		n	Line Manager	n	y	E	V

Company Hierarchy

The system is aimed to provide an easy to implement hierarchy based on your company structure. This will allow a staff member, depending on their level within the company, to view the assessments for the staff in any teams or units they manage. Alternatively each member of staff can be assigned a specific ‘line-manager’ whom will also be able to view assessments from the members of staff they are responsible for.

Email Alerts

Staff and Managers can be automatically alerted to a newly submitted assessment via email. This information can be customised to include or exclude specific information as per your requirements.



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Easy For You to Use



Administration Panel

The administration panel allows you to change the settings and make numerous changes to the staff details and privileges.

Edit Staff Details

Easily view and edit all the details of your members of staff. Staff members come and go so we've made it as simple as possible to add and remove them, and change their details, such as their name, job title, email addresses and their position in the company.



Edit Groupings

You can create teams, units and groups and then assign staff and leaders to them. The leaders can then see the details and assessments of the staff in their team.

Assign Staff

Staff members can be assigned to different groups very quickly, so any changes in job position are very easy to update on the system.





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Set Privileges

The line managers, team managers and unit managers in your company need to be able to manage and assess the staff beneath them. This is easy to achieve by setting their privileges in the administration panel.

Set Special Privileges

If you need to allow certain members of staff to view specific people, or to restrict who they can see, you can edit their special privileges as well.



Downloadable Assessments

Once the assessments have been completed, you'll probably want to be able to manipulate the information to see if there are any trends. To make this easier, all the staff assessments can be downloaded in CSV format.

Tailored to Fit Your Business

Our Staff Assessment System can be designed around you. Just ask, and we'll tell you how we can easily tailor it to your business and staff needs. For example, although we initially designed the system for companies with 10 or more members of staff, it can also be tailored to suit smaller businesses.

Contact us now for a FREE Quotation

For more details about Staff Assessment System, or if you'd like us to give you a quote, please call our Milton Keynes office on **01908 612 500**, email creative@amasci.co.uk or **contact us** through our website.