

How Utah Tech University **saves time on performance evaluations** with easy-to-use software



CHALLENGE ONE

Manually launching over 300 evaluations was time-consuming for HR

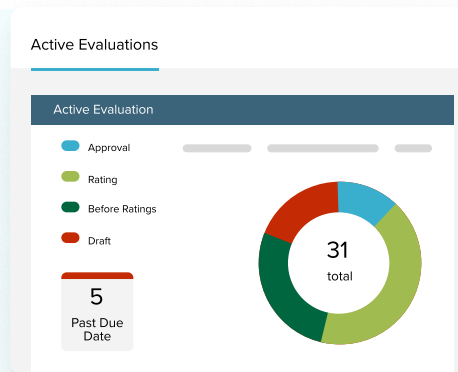
Utah Tech University spent several days **manually preparing to launch evaluations for over 300 employees**. This included building forms, putting the materials online, and sending individual email reminders to complete evaluations by the deadline – all of which **consumed several days of HR work**.

OUTCOME

Efficiently launch all evaluations at once and send auto-reminders

Now, it takes HR **less than a day to launch all 300 evaluations**. The click of a button launches all their evaluations at once and the system sends auto-reminders to employees when they're due. Utah Tech has not only **reduced manual work for HR** but also seen **more evaluations completed on time**.

With Perform,
Utah Tech University
**reduced late
evaluation submissions
by 50%**



CHALLENGE TWO

Adding feedback to evaluations by hand wasted supervisors' time

Supervisors at Utah Tech **couldn't efficiently find and incorporate performance feedback into employee evaluations**. When employees shared their self-evaluations, supervisors had to download and sift through each individual form for relevant feedback, which was **tedious and overly manual**.

OUTCOME

Centralized performance feedback speeds up evaluation completions

In Perform, supervisors can **record feedback year-round and find feedback from their employees and other reviewers in one place**. Having a centralized system has enabled supervisors to easily incorporate important comments and **finish evaluations in less time – without sacrificing quality**.

*“The amount of time it takes supervisors to do evaluations has improved significantly. Automating the process makes it easy, so **they're getting completed faster and better.**”*

Travis Rosenberg, Executive Director of Human Resources, Utah Tech University