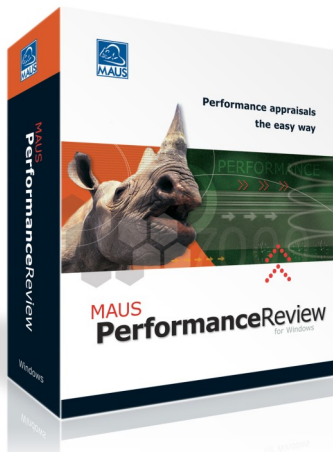


# MAUS

## Performance Review

The smartest, easiest way to create employee reviews!



*"Supplies a foundation for implementing a comprehensive performance management system that aligns individuals, teams, business unit and organisational goals"*

**Peter Scougall**  
Service improvement  
Suppliers Manager, Telstra

In today's business environment motivated and productive employees are an extremely valuable asset. The effective management of your staff's performance is therefore critical to the success of your business.

MAUS Performance Review makes it easier than ever before to achieve a productive, motivated workplace. Utilising the revolutionary Intelli-Text technology, MAUS Performance Review will actually create personalised, grammatically correct text based on the rankings you attribute to each performance element.

This text is fully customisable to suit the requirements of your business, making the final review meaningful to your employees.

The software allows you to rate staff over an extensive range of performance competencies that can be chosen to meet your expectations.

You can even create goals for your staff members, providing clear, attainable objectives that can be documented and monitored within the program!

Expert Human Resource advice and coaching ideas are provided at each stage of the review, ensuring that your reviews will meet HR best practice. The software also includes an on-going performance log that gives you the power to record the week-to-week performance of your staff.

Clear, concise reviews play a vital role in maintaining employee relationships and monitoring employee performance. MAUS Performance Review provides managers, business owners and human resource professionals with the simple yet practical tools to Develop professional reviews instantly!

### At a click of a button, MAUS Performance Review provides you with:

- An extensive range of performance competencies;
- A simple to use numerical rating scale for each performance element;
- Concise, grammatically correct text through the exclusive Intelli-Text Technology;
- Customisation features;
- An easy to read review report containing the key information created in the review process.

### Key Benefits:

- Write accurate, personalised reviews in minutes.
- Protect your business from the devastating effects of unfair dismissal claims.
- Record day-to-day incidents as they occur.
- Expert HR advice and coaching ideas every step of the way.
- Save time at every stage of the review process.
- Provides ongoing performance management of your staff.



# Write Meaningful & Effective Performance Reviews

**Automatic Text Generation**  
Utilising exclusive Intelli-Text technology, the software actually writes personalised text for you based on the ranking you attribute to each competency element.

**Expert HR Advice and Coaching**  
Coaching ideas and development plans are available every step of the way helping you to motivate and guide the future performance of employees.

**Goal Setting and Review**  
Set, track and measure individual goals and targets to maintain employee motivation and focus. Assign weightings to the goals depending on relevance and importance.

**Customisable Review Structure**  
Create a review process that uses language, terminology and rating elements that are familiar and relevant to your organisation.

## Who should use MAUS Performance Review?

MAUS Performance Review is an essential tool for anyone who is responsible for the performance of their staff. Whether you have two or two hundred employees, this powerful yet easy to use software will ensure you have a driven and motivated workforce while protecting your business from any potential litigation that may arise relating to staff performance.

The software is currently used by thousands of business owners and managers such as:

- |                          |                     |
|--------------------------|---------------------|
| Managing Directors       | Team Leaders        |
| Senior Managers          | Divisional Managers |
| Human Resources Managers | Supervisors         |
| Sales Managers           | Marketing Managers  |

## Key Reasons why you should use MAUS Performance Review

- Write employee reviews in minutes.
- Save 50-90% of the time to write employee reviews.
- Record ongoing achievements.
- Accurate, personalised reviews.

## What does the software cover?

A comprehensive list of performance elements such as Job Knowledge, Judgment, Co-operation, Communication, Attendance and much more. The ability to rate employee performance in each area on a simple five-point scale. Clear, effective text to reinforce the employee's strong points and address areas that need improvement.

## Other products to use with MAUS Performance Review

**MAUS Job Description** contains over 3,800 built-in job descriptions that can be customised to suit your requirements. Create your own library of descriptions that can be used again and again. Use the hiring module to create instant employment ads and interview questions direct from your description.

**MAUS Policies & Procedures Manual** is designed to help companies develop a complete operations handbook incorporating procedures, workflow documents and business forms into one comprehensive reference manual. Includes 90 sample policies ready to use for your business.

## Summary of Features

Performance appraisals, automatic text generation, goal setting & measurement, coaching Ideas, critical incident Reporting, attach supporting documentation, View Past Reviews, adaptable review templates flexible Rating Scale, customisable language, fully networkable, password and encryption protected security, definable permission settings.

## The step by step process >>

1. Import your employee information.
2. Customise your review process.
3. Set goals and log critical incidents as they happen.
4. Appraise the performance of your employees in minutes.
5. Give the review document to your employees, or report on the outcomes using MAUS KPI Scorecard.

Published by MAUS Business Systems - [www.maus.com.au](http://www.maus.com.au)

Corprat Pty Ltd T/A MAUS Business Systems ABN: 55 084 644 208. Minimum System requirements - a Pentium PC or higher machine 256Mb + RAM.

MAUS software compatible with Windows XP, Vista & Windows 7 (32 & 64 bit). A hard disk with least 100mb of free space is required.

Address: Suite 209, 117 Old Pittwater Rd Brookvale NSW Australia 2100 Tel: 1300 300 586 Fax: (02) 9939 5993 Email: [sbsales@maus.com.au](mailto:sbsales@maus.com.au)