

We support a buildup of personnel evaluation system which leads to employee development for small to big enterprises.

Our approach

Supporting clients to design a performance appraisal system that can **further contribute to skill development of their human resource** and easy to operate, even with a small-medium enterprises.

If your company is facing below problems, thinking of our service before they become more serious :

- ✓ Evaluation categories and criteria are so vague that a lot of employees feel unsatisfied or are in doubt about the result.
- ✓ The current appraisal system does not work effectively.
- ✓ The key potential staffs keep leaving the company.
- ✓ The employees don't work actively, always feel that "I am forced to do the job" → unable to improve their performance or upgrade their skills.

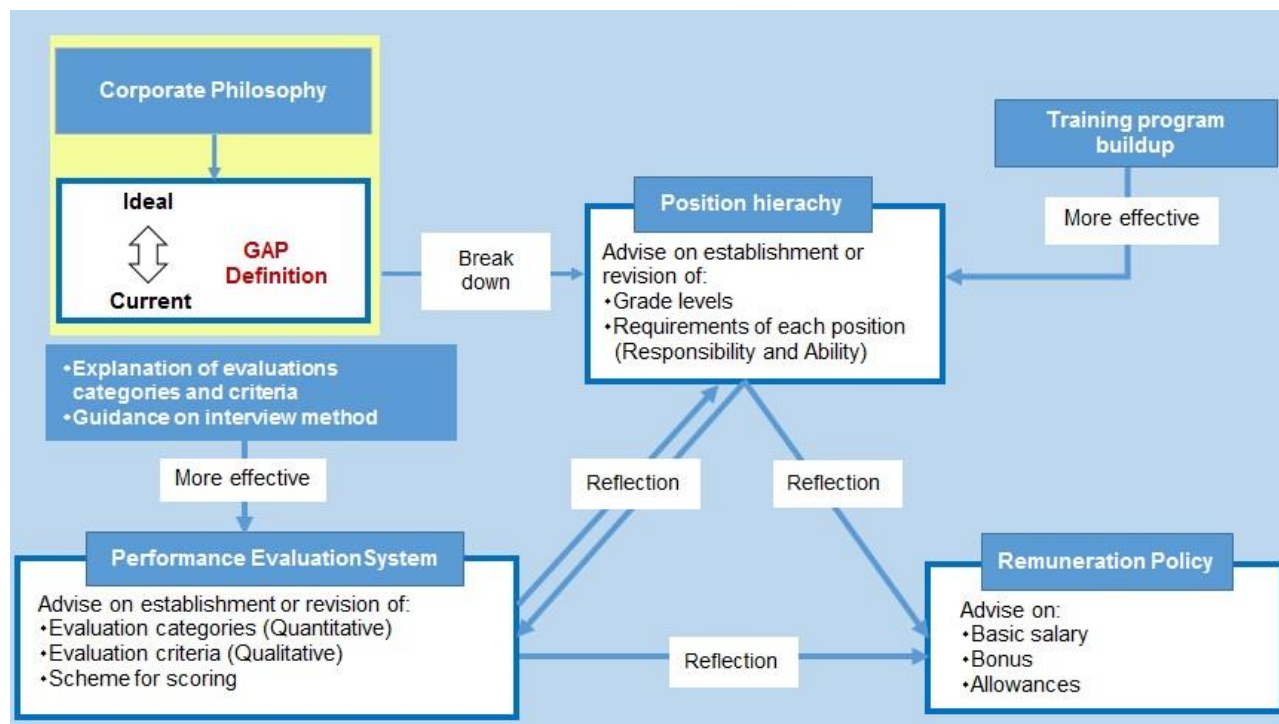
To solve these problems, we support in:

- ✓ Building up an effective evaluation system which is easily applied, even with small-medium enterprises.
- ✓ Creating evaluation categories and criteria that is easy to understand for all employees
- ✓ Motivating and increasing employee engagement.
- ✓ Helping employees to understand management's expectation, realizing their weakness, then striving to improve themselves.

Overall

We are strongly confident of building up and revising performance evaluation system.

* We also give our support in consulting for buildup and revision of performance evaluation system.



Features

1. Evaluation categories based on purpose of developing employees' skills

With extensive experience in training for more than 8,000 people from over 400 companies and studying your Corporate philosophy, vision, mission and personnel policy, we can understand your human resource orientation, then build up or revise the performance evaluation system to make it work effectively.

2. Clear and highly convincing evaluation criteria

In Japanese companies, that evaluation criteria are often ambiguous is one of the reasons for Vietnamese staffs' dissatisfaction and turnover. By establishing five clear criterias (definitions) for each evaluation category, we not only make appraisee feel more satisfied with the result but also help appraisers evaluate easier.

3. Evaluation standards regards to Vietnamese viewpoint

Even if applying the Japanese performance evaluation system, it may not work properly in Vietnam. Therefore, we also stand in Vietnamese employee's shoes and build up a system whose evaluation criteria are easy for Vietnamese employees to understand.

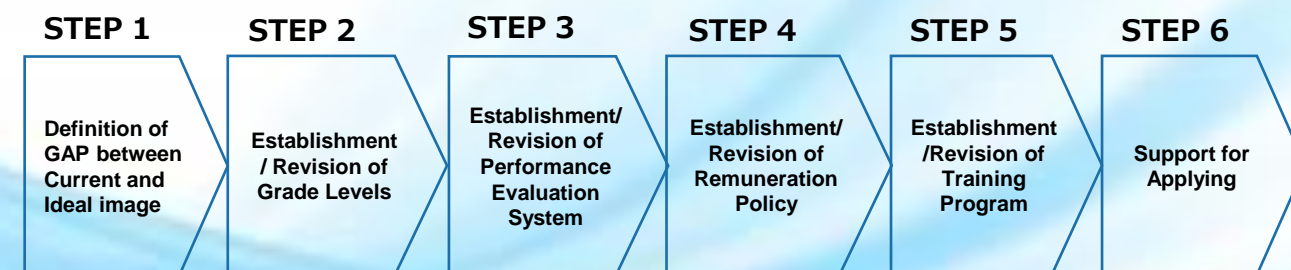
4. Increasing effectiveness of evaluation system through operation support

Only designing clear evaluation categories and criteria is not enough. The most important thing is putting this system into practice smoothly and effectively. By running it well, the company can reduce the different results in evaluation, improve employee's engagement and motivation, and develop their skills.

Consulting Process

Our consulting service takes about 3 to 6 months.

* Based on your request, the duration and consulting program could be adjusted.



To run the evaluation system effectively, merely clarifying the evaluation categories and criteria is not enough. We hold training to help appraisers have the same understanding, which decreases the differences in evaluation.

Buildup of evaluation criteria

★The merits of clear evaluation criteria ★



Not only easy for appraiser to **evaluate and feedback**, but also useful for appraisee to **understand their scope of growth in carree path, then enhance their self-awareness.**

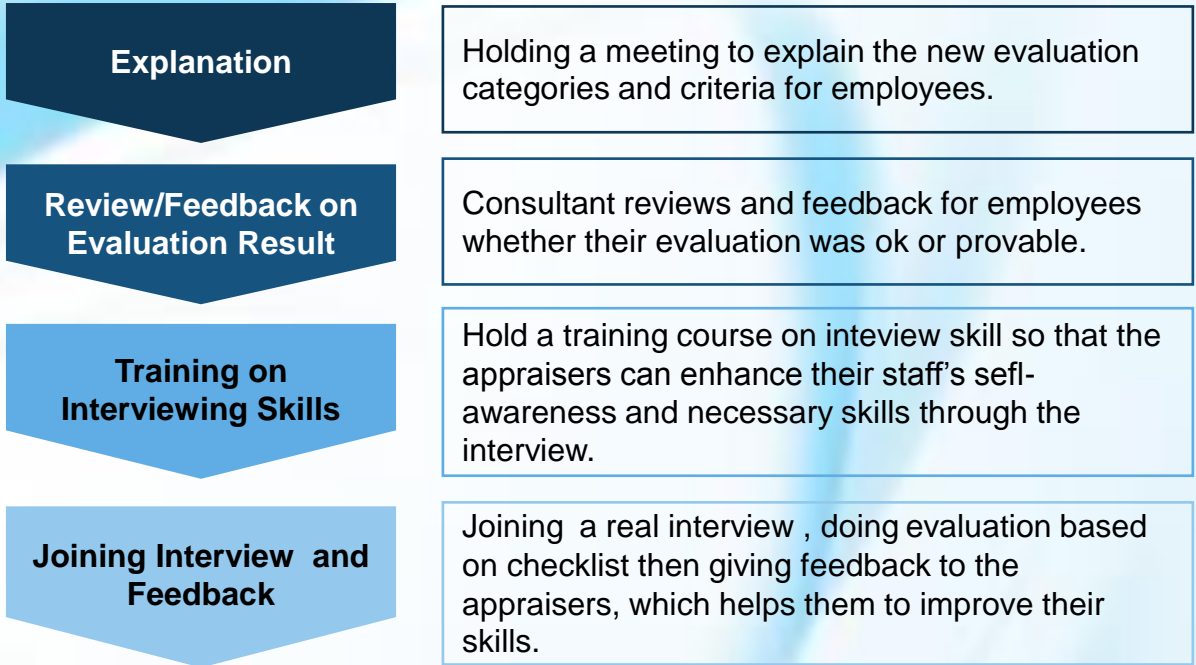


Understanding thoroughly employee's strength and weakness company **could conduct productive resource allocation and do training program for staff development in the future.**

<Sample of evaluation criteria>

Items	Criteria	Score	
Manner	Follow company's rules and regulation, eargerly accept assignment from supervisor.	1	3
	Not just waiting for assignment, actively think and work by oneself.	0	
	Regularly follow the project process with colleagues or supervisor, so that they won't forget or could remind them in time.	1	
	Have a strong aware of problem solving, actively think of solution and propose to supervisor.	0	
	Not deal with the work with passive attitude and have the bad effect on others. Always work with possitive attitude, which motives other staffs also.	1	
Effective-ness	Have enough necessary technical knowledge not to affect the productivity at work.		
	Acknowledge the work's purpose, content correctly and your mission, responsibilities, etc.		
	...		
Hou-ren-sou	Immediately report to superviosor when there's a problem.		
	Send periodic report and result report by the deadline, or usally report on progress before being asked.		
	...		
QCD Managem-ent	Before outputting, check carefully if there're any mistakes to ensure the quality's requirements.		
	To keep deadline, think of time using for each work, then proceed and complete without any rush.		
	...		
Staff develop-ment	After making a detailed plan for staff's development, conduct the training and do evaluation.		
	Based on staff's ability, assigning a proper workload which helps them develop and be able to deal with more difficult job.		
	...		
...	...		

Support for applying



* Supporting just only one part of above service is also applicable

Examples

Business field	Manufacturing industrial chemical products
Number of employees	Apx 70 people
Current problems	<ul style="list-style-type: none"> • Evaluation criteria were vague, most of the results were «3». • The appraisers interpret the criteria differently, then the evaluation results were various. • Appraiser are unable to process proper interview, which leded to appraisee's dissatisfaction.
Our resolution	<ul style="list-style-type: none"> • Evaluation criteria are clear → 5 criteria for one category. • Hold a meeting to explain evaluation categories and criteria for whole company, review and feedback on evaluation result. • Join the interview and feedback.
The result	<ul style="list-style-type: none"> • Almost employees have understood evaluation standards. • Employees have the same understanding on evaluation criteria and appaisers are able to give an evaluation with clear clues and make staffs satisfied. • Know-how to process an effective interview, which improves appraisee's awareness and motivates them.



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