

JANUS

The Comprehensive Performance Management Solution



What is Janus?

This new performance management system includes *two* distinctly useful applications:

1. A complete **resource library** (online or in binder format) of *best practice* information on all aspects of performance management
2. An easy to use **online tool** that enables individuals and teams to identify key competencies, take an assessment, and receive a comprehensive report on their strengths and development needs

RESOURCE LIBRARY INCLUDES

Training materials for:

- Setting performance objectives
- Career planning
- Giving feedback
- Action planning
- Coaching
- Conducting appraisals
- Handling unacceptable performance

30 customizable forms including:

- Goal/objective setting form
- Career planning booklet
- Action planning proficiency grid
- Individual's potential form
- Employee's development booklet
- Unacceptable performance list
- Discipline/termination checklist
- Periodic performance update

Benchmark data and sample appraisals for 45 major job categories. Detailed coaching suggestions for 36 job competencies.

The *Janus* resource library, available online or in 3-volume binder format, will *save you time* if you are designing a new performance management system and help you improve your current appraisal process.

