

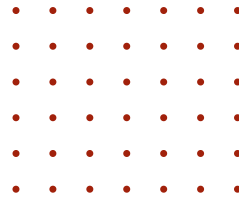


SIMITIVE LIVING REVIEW

SERVICE DEFINITION DOCUMENT

G-CLOUD 15

Simitive Living Review Service Description



Simitive's Living Review Product is a cloud-based platform designed to support the creation, management and completion of appraisal processes. It enables organisations to conduct structured evaluations, track performance, collate training needs and generate insights that support decision making and career progression.

The Simitive approach ensures successful deployment on the Living Review product through proven methodologies encompassing, implementation, deployment and support services. The account management and client success teams work with you to develop insights to support informed decision-making and organisational resilience.



Living Review Benefits

- ✓ Promotes consistent approach to conducting appraisals across the organisation.
- ✓ Supports customisable appraisal templates (annual reviews, probation, mid-year check-in, promotions).
- ✓ Reduces administrative burden through automated workflow processes.
- ✓ Provides automated reminders.
- ✓ Real-time dashboards for managers and administrators.
- ✓ Role-based access controls based on organisational hierarchy.
- ✓ Integration with organisational systems.



Living Review Features

- ✓ Customisable templates with rating scales and competencies.
- ✓ Custom branding.
- ✓ Multiple reviewer permissions.
- ✓ Upload supporting documents.
- ✓ Supports a living process.
- ✓ Role based access and audit trails.
- ✓ Automated reminders.
- ✓ Dashboards and analytics to assess engagement.

The Simitive Approach

Simitive has a proven track record in successfully implementing the Living Review Product which demonstrates our industry experience and expertise.

Our proven approach consists of 5 workstreams:

01 Understanding of process and requirements.

02 Configuration of forms and import of users.

03 User Acceptance Testing.

04 Sign Off, Training and Deployment

05 Support Services

This proven methodology supports governance and consistent practices by:

- ✓ Understanding engagement levels with the process.
- ✓ Identifying any bottlenecks.
- ✓ Collating training, career progression and themes to support the employee journey.



Data Discovery & Model Specification

Understanding your processes is crucial to support your objectives effectively. The Simitive team works with you to understand the appraisal and HR processes. During the implementation plan, we will:

- Be mindful of your processes and sign off approvals.
- Send data templates to collect the agreed data sets.
- Review the data quality and work with you to resolve any issues.



Configuration of Activities and Data Sets

Simitive implementation experts will configure Simitive Living Review. During the implementation phase we will:

- Brief senior leaders on Living Review concepts and the value that can be derived from the product.
- Configure the agreed forms and templates with your objectives and workflow processes.
- Set-up roles and permissions to ensure data integrity.
- Test the functionality with a core group of users and implement required changes.
- Conduct role specific training sessions on functionality and how to interpret analytics.
- Provision to account management teams, client success and support teams for deployment to end users.

