

Employee - Manager Review System

The Employee - Manager Review System (EMRS) is a software application that facilitates employee skill tracking and assessment. It was developed for the management consulting firm Western Management Consulting (WMC) as part of their Round Table Staffing Process. The first implementation of this application was in the central role of the staff rationalization for the entire workforce of Terasen Inc.

Project Summary

This entirely new Internet/Intranet web based application was created from scratch, with a design inspired by an older paper-based legacy process. The design, construction and implementation of this application were conducted on an extremely tight and inflexible schedule, with great success.

- Two sides to the application were created – one for employees to enter their qualifications and experience, and one for managers to review and evaluate the employees.
- Intuitive and flexible page tabs and dynamic menus were used. It was critical that the application be intuitive and useable without any employee training.
- For maximum flexibility and re-use on other projects, page content and controls were dynamically created. This enables WMC to quickly and cheaply reconfigure the site for other clients.
- To facilitate quick and efficient data analysis the export processes was automated.

Technology Synopsis

Programming	ASP.NET, VB.NET, MS Visual Studio .NETHTML, ASP/VBScript, JavaScript, Java, IIS 6.0, MS Internet Explorer 6.0
Database	SQL Server 2000, .NET DataReader, DTS, MS Access
Networking & Protocols	HTTP, TCP/IP, SMTP
Graphics	JPG, GIF, Corel Draw / Photo Paint 10
Operating Systems	Windows 2000 Server, Windows 2003 Server

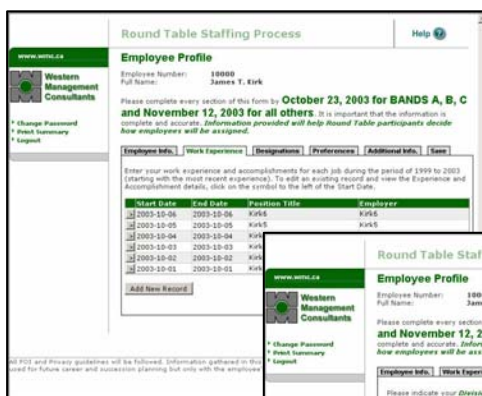
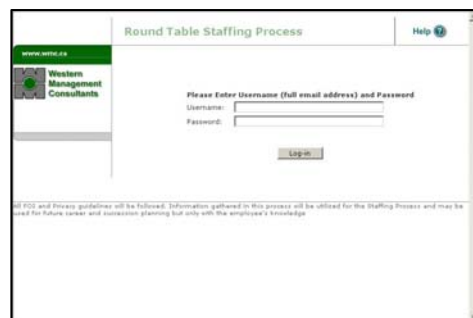
The Challenge

Western Management Consulting (WMC) approached us to assess the viability of a complete redesign of their paper-based Round Table Staffing Process based on a web-based interface. WMC's very important client, Terasen Inc., was due to start a major staff rationalization process (with nearly 400 employees province-wide) on a near and unchangeable fixed date. Also, this project would inevitably attract careful scrutiny of cost by the senior partners of the firm. Due to these critical project constraints, our client voiced legitimate concerns about making a commitment to Terasen about the date of delivery of this application. We, therefore, had no flexibility whatsoever on delivery date, and very little on price. We had to get it right the first time.

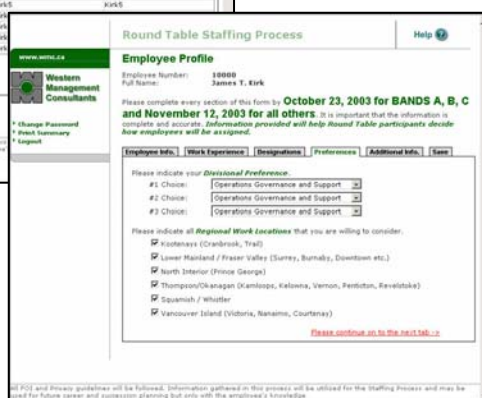
The Solution

With such tight constraints, we put our senior System Architect and developers on the job, and worked with one of the senior WMC partners to design a custom application that would meet their needs. Not only would this system have to be operational for the Terasen Round Table Staffing Process, but the application should be sufficiently flexible to be reused for any future WMC Round Table clients.

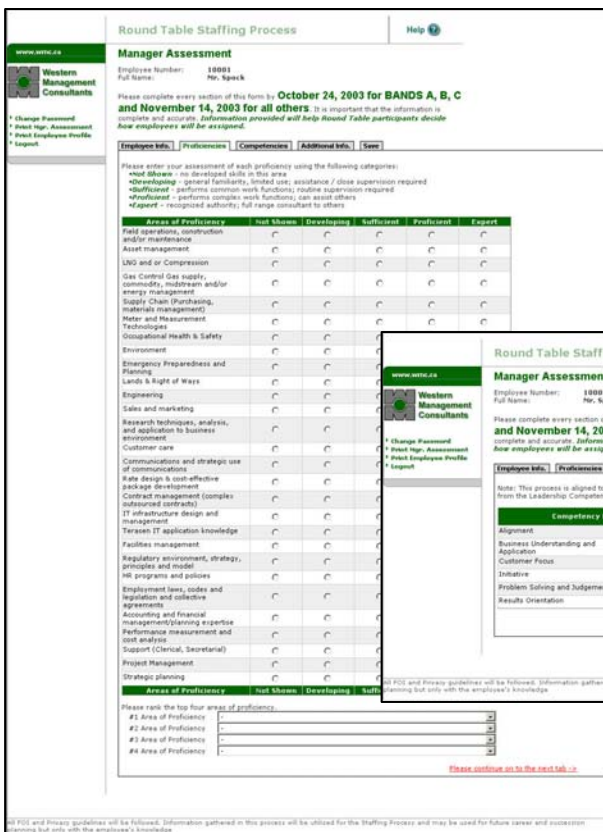
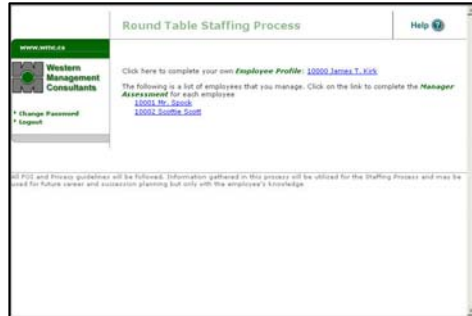
Basic Employee information such as name, position and manager was entered into the database, and a unique ID and password was sent to each of the nearly 400 employees. For security, facilities were provided within the application to change that password.



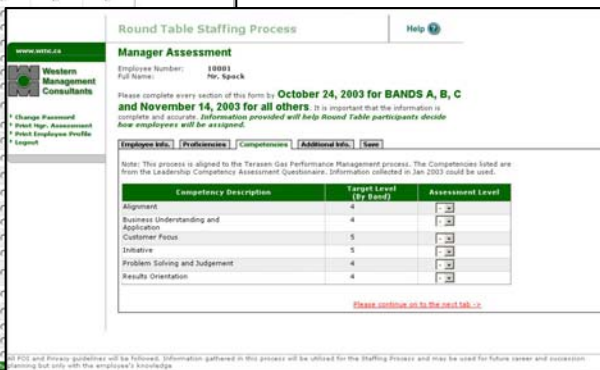
The application was based around the information that the employees would enter about themselves. We created an Employee Profile form with different tabs for Work Experience, Designations, Preferences, and any additional information they felt relevant.



Once the Employee entered their information into the system, it was up to their managers to perform their assessment. Since managers are also employees with managers of their own, we created an organizational structure for the company and entered it into the system. This traversed the company from CEO on down to line staff, and all would access the system. For each employee to track their location in this structure, we created a selection page which lists all their subordinates (if any).

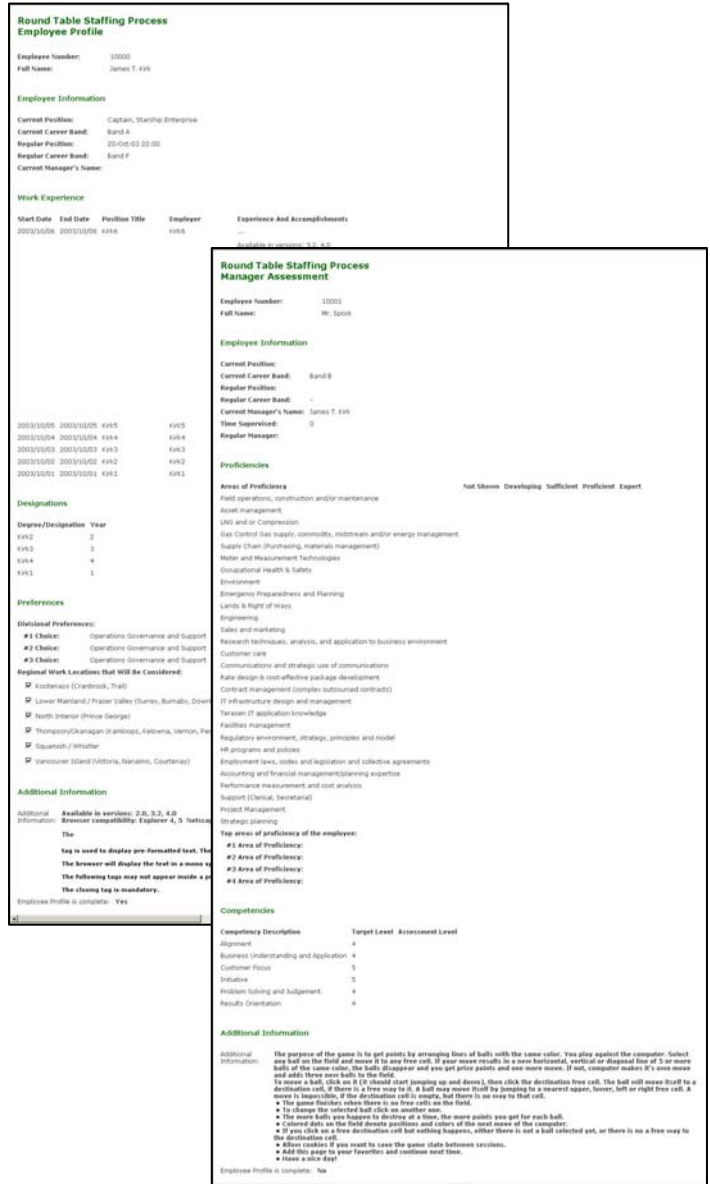


The managers then had a tab-based Manager Assessment page to rate the employees Proficiencies, Competencies, and any other relevant additional information.



The main goal of the system is to enter all of the relevant information about employees and their manager's assessments into a database, which can then be used for analysis and reporting. To provide the individual employees and their managers with their own copy of the material they entered for their own records, a printer-friendly copy of each was created.

Because of a complicated structure of Employee classifications, each with their own deadline for completion of Employee Profiles and Manager Assessments, we implemented a series of bulk emailings on set dates. These reminder communications and activity summary reports were invaluable tools for WMC staff and Terasen Executives while the Round Table Staffing Process was being conducted.



Round Table Staffing Process Employee Profile

Employee Number: 10000
Full Name: James T. Kiv

Employee Information

Current Position: Captain, StarShip Enterprise
Current Career Band: Band B
Regular Career Band: 30 Oct 03 22 00
Regular Career Band: Band F
Current Manager's Name:

Work Experience

Start Date	End Date	Position Title	Employer	Experience And Accomplishments
2003/10/04	2003/10/04	KIV6	KIV6	Available to version: 3.1.2.0
2003/10/05	2003/10/05	KIV5	KIV5	
2003/10/04	2003/10/04	KIV4	KIV4	
2003/10/03	2003/10/03	KIV3	KIV3	
2003/10/02	2003/10/02	KIV2	KIV2	
2003/10/01	2003/10/01	KIV1	KIV1	

Designations

Degree/Designation	Year
KIV2	2
KIV3	3
KIV4	4
KIV1	1

Regional Work Locations that will be Considered:

- Kuchino (Chardinsk, Trail)
- Lower Mainland / Fraser Valley (Clusner, Burnaby, Doves)
- North Interior (Hesse, Geoghe)
- Thompson/Kanagan (Kamloops, Kelowna, Vernon, Penticton)
- Squamish / Whistler
- Vancouver Island (Victoria, Nanaimo, Courtenay)

Additional Information

Available in versions: 2.0, 3.2, 4.0
Browser compatibility: Explorer 4, 5
Internet

The user is used to display you formatted text. The browser will display the text in a more readable format. The following tags may not appear inside a table. The closing tag is mandatory.

Employee Profile is complete: Yes

Round Table Staffing Process Manager Assessment

Employee Number: 10001
Full Name: M. Spool

Employee Information

Current Position: Band B
Current Career Band: Band B
Regular Career Band: -
Regular Career Band: -
Current Manager's Name: James T. Kiv
Team Supervisor: 0
Regular Manager:

Proficiencies

Areas of Proficiency: Not Shown Developing Sufficient Proficient Expert

Field operations, construction and/or maintenance
Asset management
LNG and/or Compression
Gas Control (as facility, commodity, midstream and/or energy management)
Supply Chain (Procurement, materials management)
Meter and Measurement Technologies
Occupational Health & Safety
Environment
Emergency Preparedness and Planning
Lands & Right of Way
Engineering
Sales and marketing
Research techniques, analysis, and application to business environment
Customer care
Communications and strategic use of communications
Rate design & cost-effective package development
Contract management (complex industrial contracts)
IT infrastructure design and management
Terasen IT application knowledge
Facilities management
Regulatory environment, strategy, principles and model
HR programs and policies
Employment laws, codes and legislation and collective agreements
Accounting and financial management/accounting expertise
Performance measurement and cost analysis
Support (Technical, Secretarial)
Project Management
Strategic planning
Top areas of proficiency of the employee:

#1 Area of Proficiency:
#2 Area of Proficiency:
#3 Area of Proficiency:
#4 Area of Proficiency:

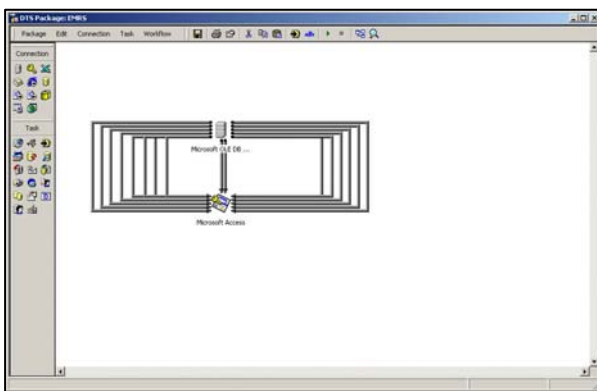
Competencies

Competency Description	Target Level	Assessment Level
Alignment	4	
Business Understanding and Application	4	
Customer Focus	5	
Initiative	5	
Problem Solving and Judgement	4	
Results Orientation	4	

Additional Information

The purpose of the game is to get points by arranging lines of balls with the same color. You play against the computer. Select any ball on the field and move it to any free cell. If your move results in a new horizontal, vertical or diagonal line of 5 or more balls of the same color, the balls disappear and you get prize points and one more move. If not, computer makes 5's one move and also three more balls to the field.
To move a ball, click on it (it should start jumping up and down), then click the destination free cell. The ball will move itself to a new cell. If you click on a free destination cell it empty, but there is no way to that cell.
The game finishes when there is no free cells on the field.
To change the selected ball click on another one.
The more balls you happen to destroy at a time, the more points you get for each ball.
Colored dots on the field denote positions and colors of the next move of the computer.
If you click on a free destination cell for nothing happens, either there is not a ball selected yet, or there is no a free way to the destination cell.
Allow cookies if you want to save the game state between sessions.
Add this page to your favorites and continue next time.
Have a nice day!

Employee Profile is complete: No



Once the data was entered into the system, it was necessary to analyze it and work with the results. The WMC management consultants had a series of tools already developed in MS Access for this purpose, so it became necessary to export that data regularly. To accomplish this we created a Data Transformation Service package which automated the complex mapping.