



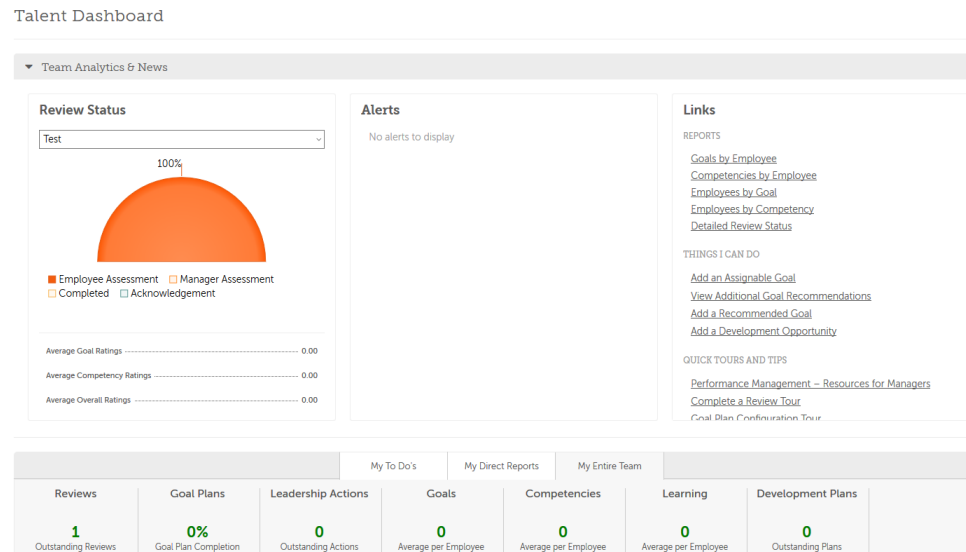
ULTIPRO GUIDE FOR TALENT MANAGEMENT

Accessing Employee Competencies (By Talent Dashboard)

Managers access and manage all review-related data and tasks using the **Talent Dashboard**.

The **Talent Dashboard** includes several sections: Review Status, Reports, My Employees, Things I Can Do, and Quick Tours.

Employees: will access by going to myself > jobs > reviews

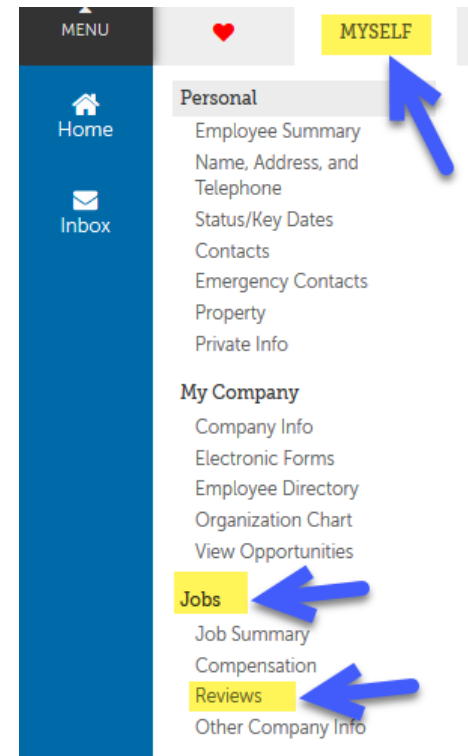


Accessing Employee Competencies (By Talent Dashboard)

Employees can start their self reviews by going to:

“Myself” > “Jobs” > “Reviews” > Click on the Review link

Below are for illustration purposes only. Actual event may be different



Reviews

In Progress				
Effective ^	Review Name	Type	Job	Status
03/06/2019	Test	Annual Review	Center Manager	Employee Assessment

Completing Employee Competencies

Click **“Start”** next to **“Competencies”**

Review Summary



Test

Test Center Manager ZZCM , Center Manager [Employee Notes](#)

Effective Date 03/06/2019

Brief Instructions: This is a multi-purpose performance feedback tool. It is designed to plan for performance, coach for enhanced performance, provide team members opportunity to participate in their own development and assess results against mutually agreed to goals for purposes of determining merit and variable pay. The key to the effective use of this tool is the amount of pre-planning that is performed by the manager.

For purposes of providing performance coaching and feedback this instrument consists of two aspects of performance: Management by Objectives(MBOs/Goals) or “the accomplishment of mutually defined goals and objectives”, and Competencies or “the skills and behaviors” while displaying company values, as defined by the job duties and responsibilities and organization values, or “how to” of the job.





Contributors

Test Center Manager ZZCM



Christine Sutton

Review sections

	Employee Rating	Manager Rating	
Competencies	—	—	 
Developmental Comments	N/A	N/A	
Overall Comments	N/A	N/A	
Final Score	—	—	

Send

Send to the next contributor.



Completing Employee Competencies

The following screen will appear:

The assigned **“Competencies and Tasks”** will be here. Please read them and rate yourself accordingly. Continue until all assigned competencies and tasks are completed and then click the **“Save”** icon (located in upper right hand corner).

Test
Test Center Manager ZZCM - Competencies

Rating Scale:

4: Exceeds Expectations - The employee frequently exceeded performance expectations, and the quality of work overall was outstanding.
3: Successful - The employee overall achieved and at times exceeded job expectations and the quality of the work overall was of high quality.
2: In Development / needs Improvement - Employee is still developing competency or did not consistently achieve expectations, some improvement is needed.
1: Unsatisfactory - Employee performance was consistently below expectations; immediate corrective action is necessary.

Rating Scale Four Point

1. **1. Job Results** Competency Weight: 100%
Performs job effectively and efficiently with the job-specific knowledge that is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner.

[Show details...](#)
[Notes](#)

Test Center Manager ZZCM, Employee
Successful (Four Point)

Add your comments

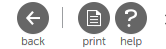
Add any comments here

Completing Employee Competencies

When you have finished the tasks and clicked save. The system will take you back to the main screen, at this point you will be able to send to you manager.

Click: **"send to next contributor"** and click the **"green send button"**

Review Summary



Test

Test Center Manager ZZCM , Center Manager Employee Notes
Effective Date 03/06/2019

Brief Instructions: This is a multi-purpose performance feedback tool. It is designed to plan for performance, coach for enhanced performance, provide team members opportunity to participate in their own development and assess results against mutually agreed to goals for purposes of determining merit and variable pay. The key to the effective use of this tool is the amount of pre-planning that is performed by the manager.

For purposes of providing performance coaching and feedback this instrument consists of two aspects of performance: Management by Objectives(MBOs/Goals) or "the accomplishment of mutually defined goals and objectives", and Competencies or "the skills and behaviors" while displaying company values, as defined by the job duties and responsibilities and organization values, or "how to" of the job.

Contributors

Test Center Manager ZZCM → Christine Sutton

Review sections

	Employee Rating	Manager Rating	
✔ Competencies Completed	Successful (Four Point)	—	<div data-bbox="1051 908 1408 1036" style="border: 2px solid red; padding: 5px; display: inline-block;">If need to make edits to review, simply click "edit"</div> <input type="button" value="Edit"/>
Developmental Comments	N/A	N/A	<input type="button" value="Edit"/>
Overall Comments	N/A	N/A	<input type="button" value="Edit"/>
Final Score	Successful (Four Point)	—	

Send

Send to the next contributor.

