



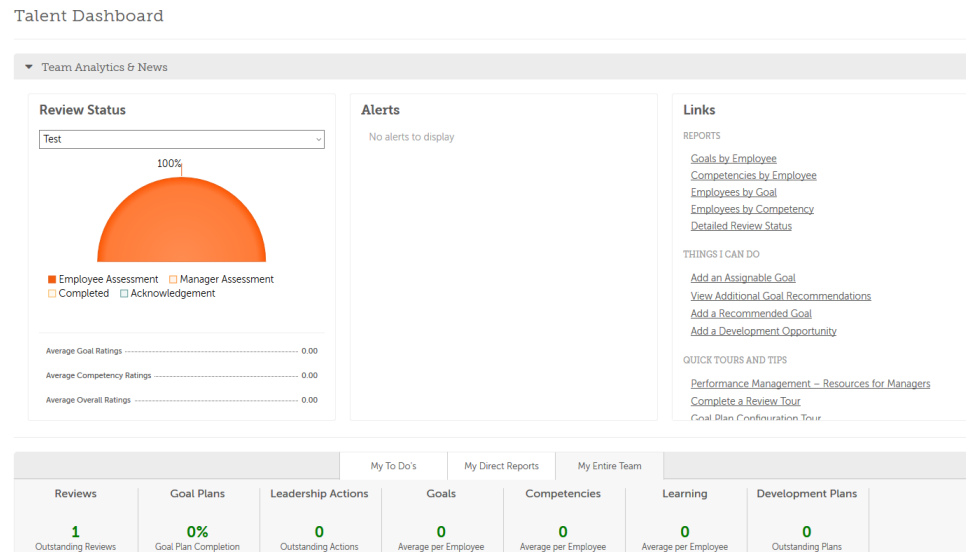
ULTIPRO GUIDE FOR TALENT MANAGEMENT

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 (Managers)

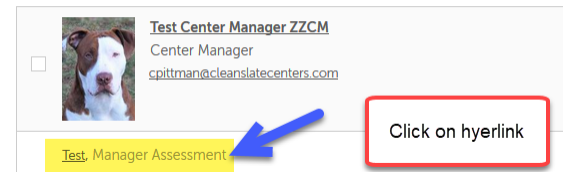
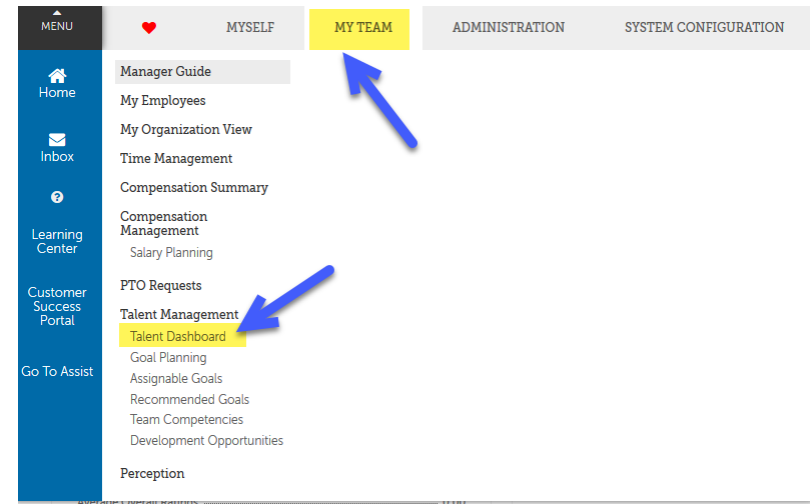
Employees can start their self reviews by going to:

“My Team” > Talent Dashboard

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

There are several ways for a manager to access the employee’s review:

- To do’s
- Outstanding Reviews
- Scroll on list and click link under Employees name



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	—	—	 <input type="button" value="Start"/>
Developmental Comments	N/A	N/A	<input type="button" value="Start"/>
Overall Comments	N/A	N/A	<input type="button" value="Start"/>
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 your employee(s) self-assessment and any comments and then rate and comment your employee(s) accordingly. Continue until all assigned competencies and tasks are completed and then click the **“Save”** icon (located in upper right hand corner).

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 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. (L) 1: Active Listening Competency Weight: 10%

Carefully and respectfully paying attention to what others have to say. Expressing interest using appropriate verbal and nonverbal responses. Filtering out distractions, withholding judgment and verifying understanding.

[Show details...](#)

[Notes](#)

Test Center Manager ZZCM, Employee Successful (Four Point)	Test	This section has the employees rating and comments
Christine Sutton, Manager Successful (Four Point)		Manager testing comments

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 need schedule time to discuss the review with your employee(s). Then it can be forwarded for signature and acceptance or if changes need to be made by employee, you can send back for changes.

Click: "send forward" and click the "green" send button"

Contributors

Test Center Manager ZZCM → Christine Sutton

Review sections

	Employee Rating	Manager Rating	
✓ Competencies Completed	Successful (Four Point)	Successful (Four Point)	<input type="button" value="Edit"/>
Developmental Comments	N/A	N/A	<input type="button" value="Start"/>
Overall Comments	N/A	N/A	<input type="button" value="Start"/>
Final Score	Successful (Four Point)	Successful (Four Point)	

Send

Send to the next contributor.

Send **forward** to Test Center Manager ZZCM to Sign & Complete

Send **back** to Test Center Manager ZZCM for changes

Check the development and overall area; employees may have entered comments there.