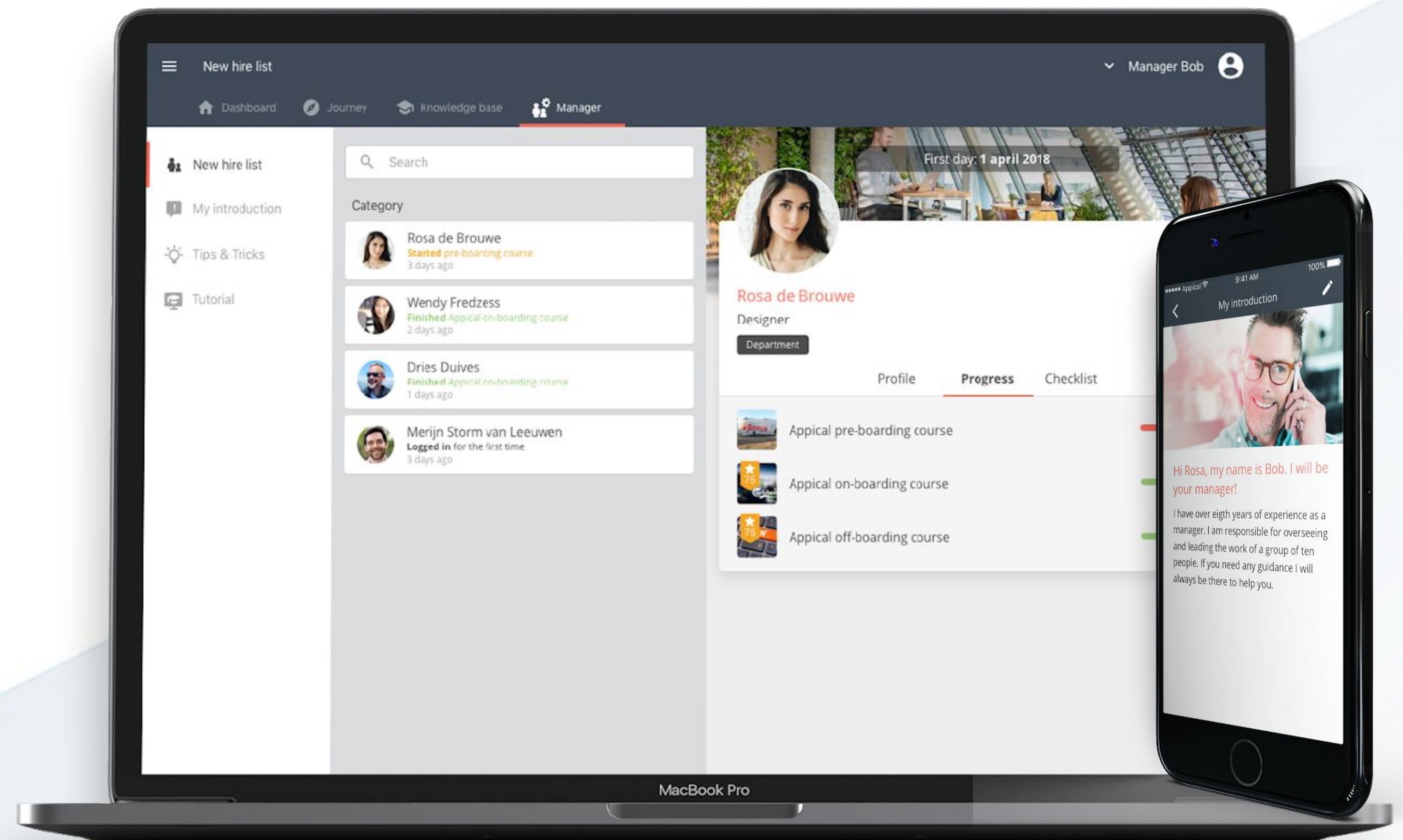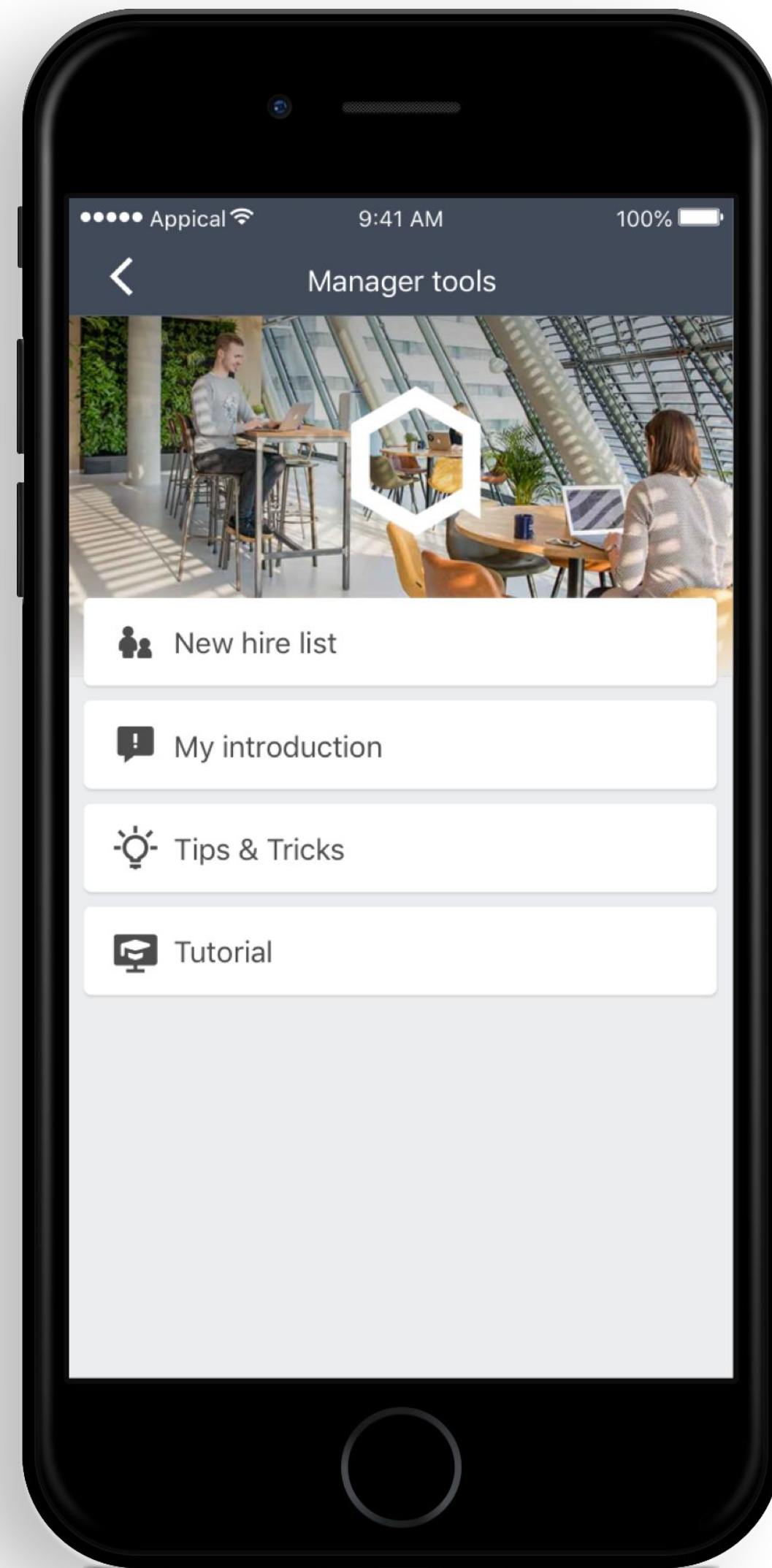# Our app just got better.

The manager app is now fully integrated in AppicalNow
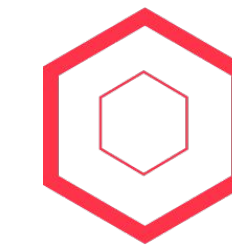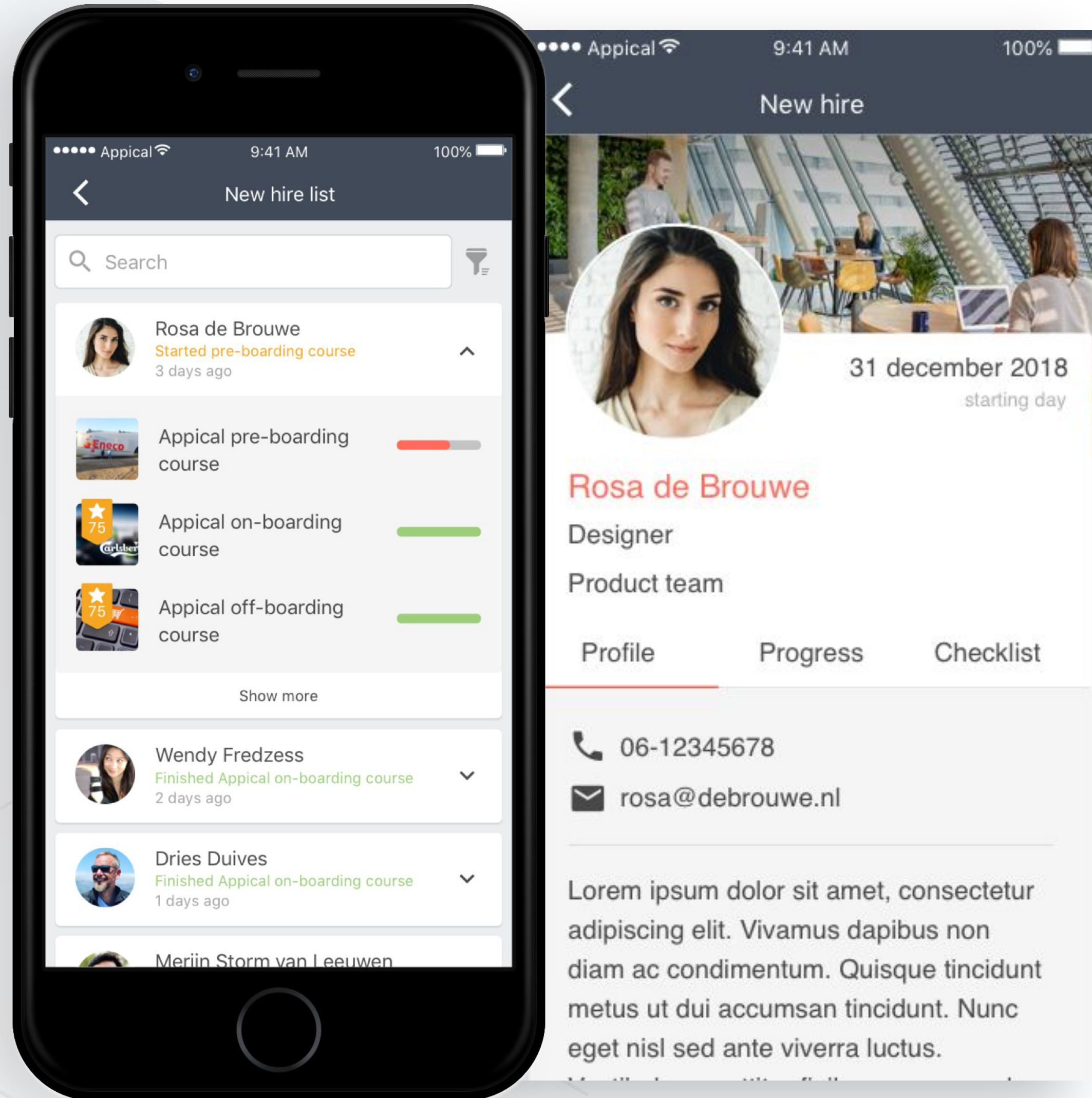
Why use the Manager Toolkit?

- Review - check progress and view your new hires performance directly
- Focus - see which employee requires more attention with specific topics
- Connect - touch base and engage with your new hires immediately upon starting their onboarding

What is new for managers ?

1. New hire list

2. My introduction
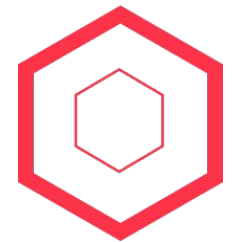
3. Tips and tricks

4. Tutorial

1. New hires list

- List view of new hires

- List view of courses and progress

- Search bar

Detailed profile view with:

- New hire personal details

- Progress of new hires per course
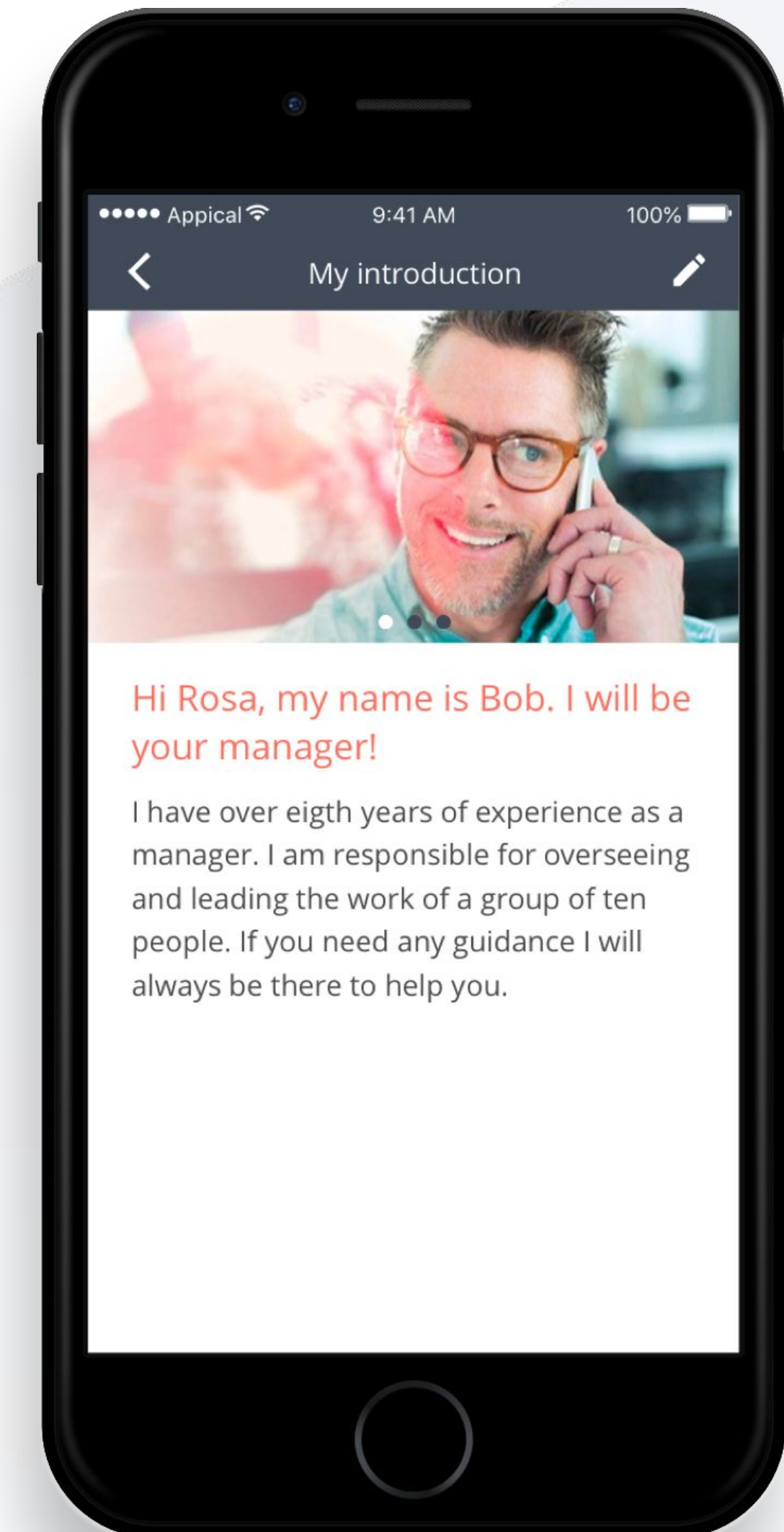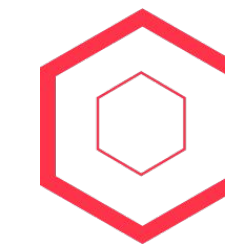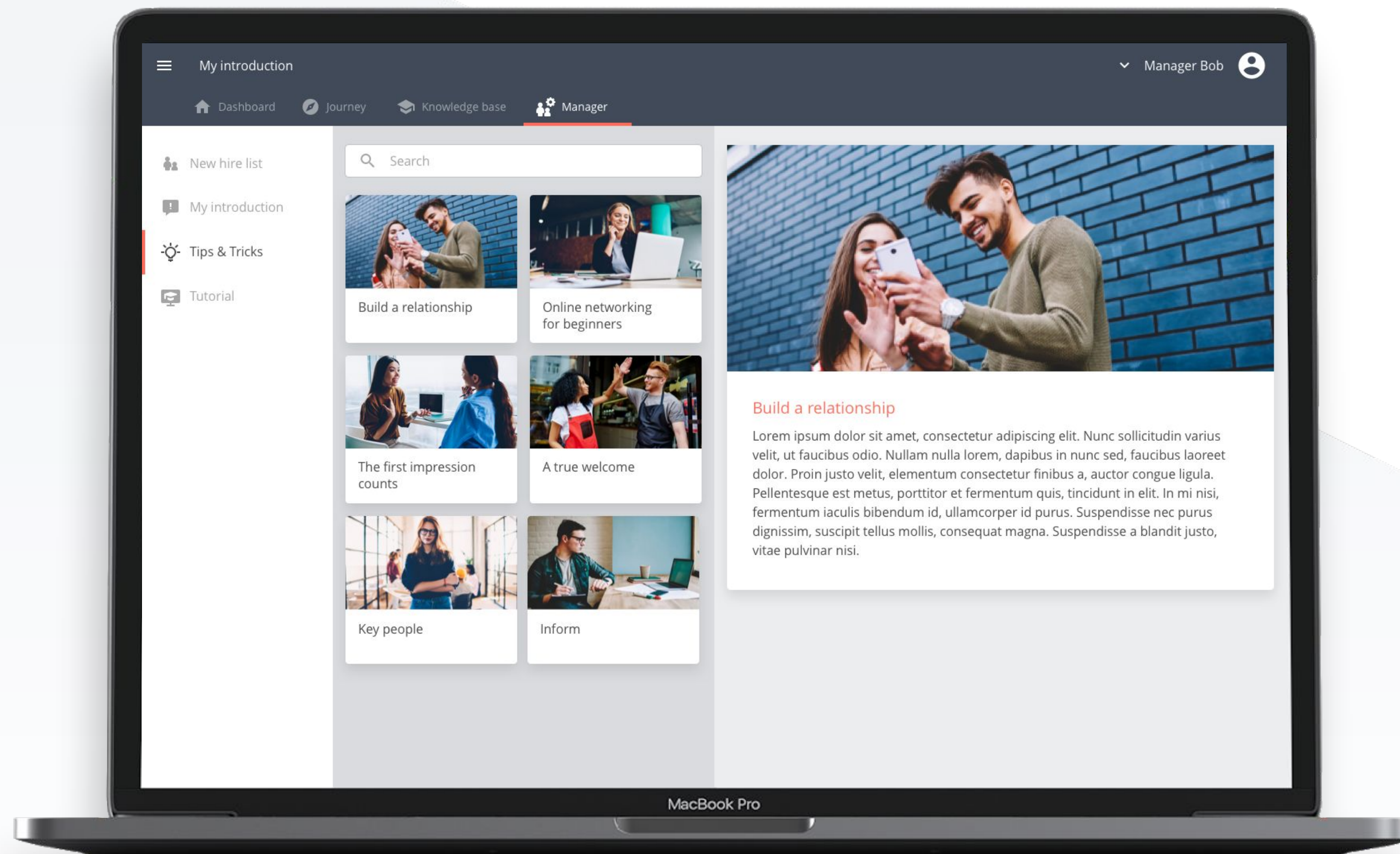
- Checklist of new hires per course

2. My introduction

- **Create an introduction message:**

Upload text or/and image.

As a manager, this is your digital introduction. Give your online profile a personal touch with an intro photo. The goal is to make the new employee feel warmly welcomed along with (or instead of) the traditional "handshaking round" at the office.

Hi Rosa, my name is Bob. I will be your manager!

I have over eigth years of experience as a manager. I am responsible for overseeing and leading the work of a group of ten people. If you need any guidance I will always be there to help you.
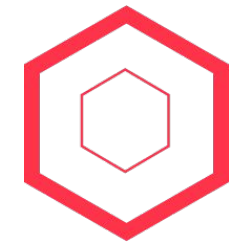
3. Tips and tricks

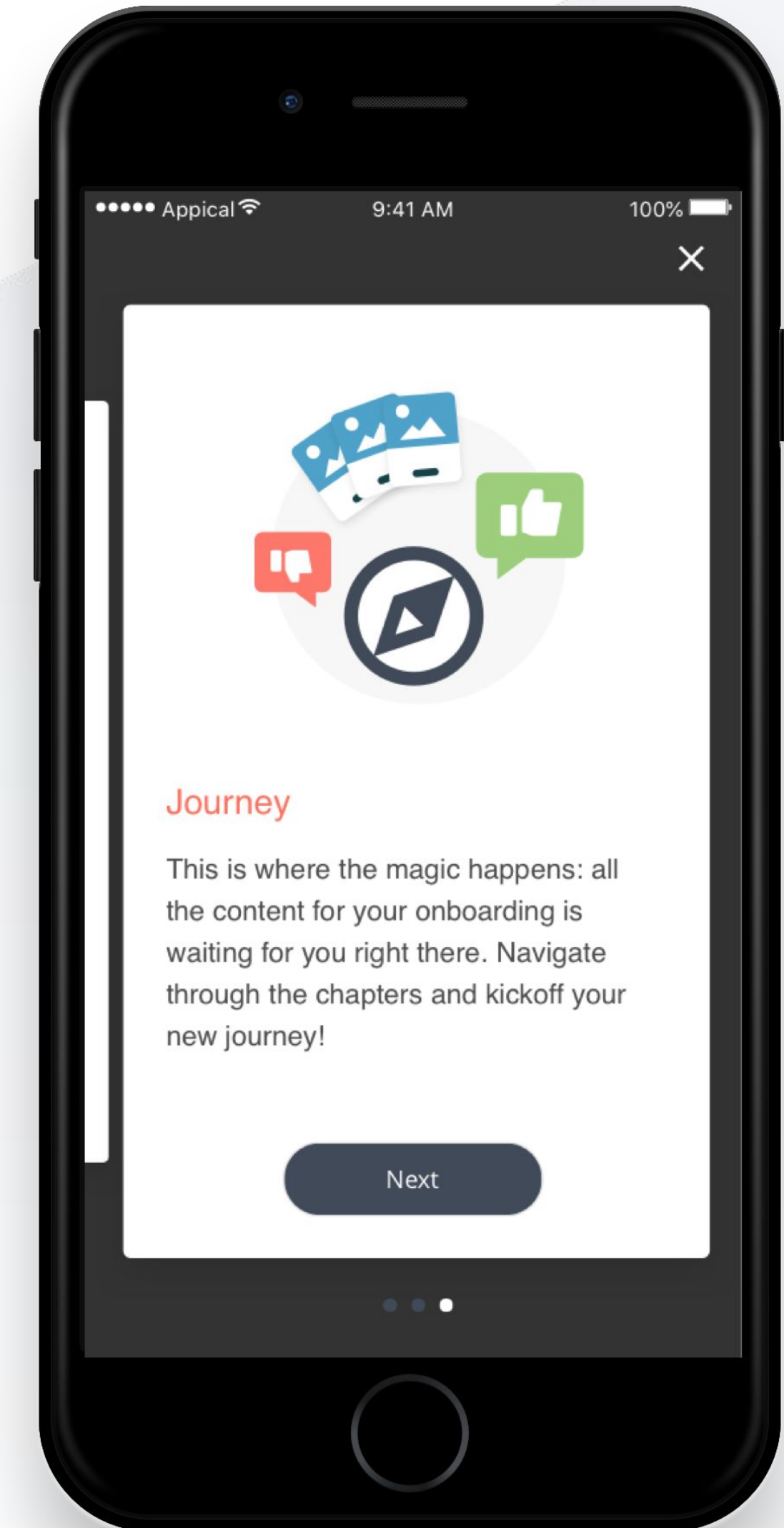A small library with practical tips and tricks on how to make new hires feel welcome. Version 1 will only include Appical's tips & tricks. Custom articles will follow in the future.

4. Tutorial

- A tour through the various functions of the manager

  toolkit to make sure managers use and understand

  all our functionalities.

- Managers can access the tutorial whenever

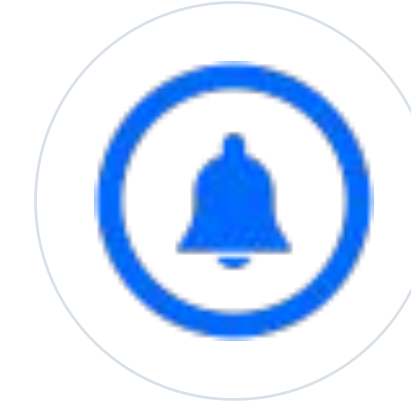 necessary by clicking on the menu item.

Search bar: Course name, department and job title
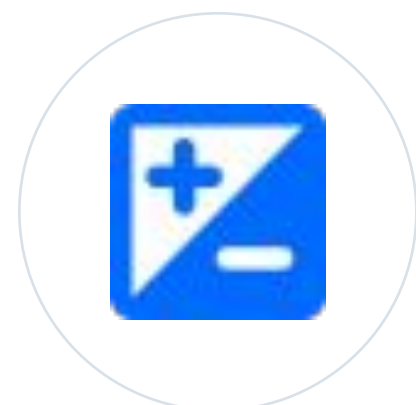
Push notifications: Valuable information for manager (e.g.: new hire finished a course)
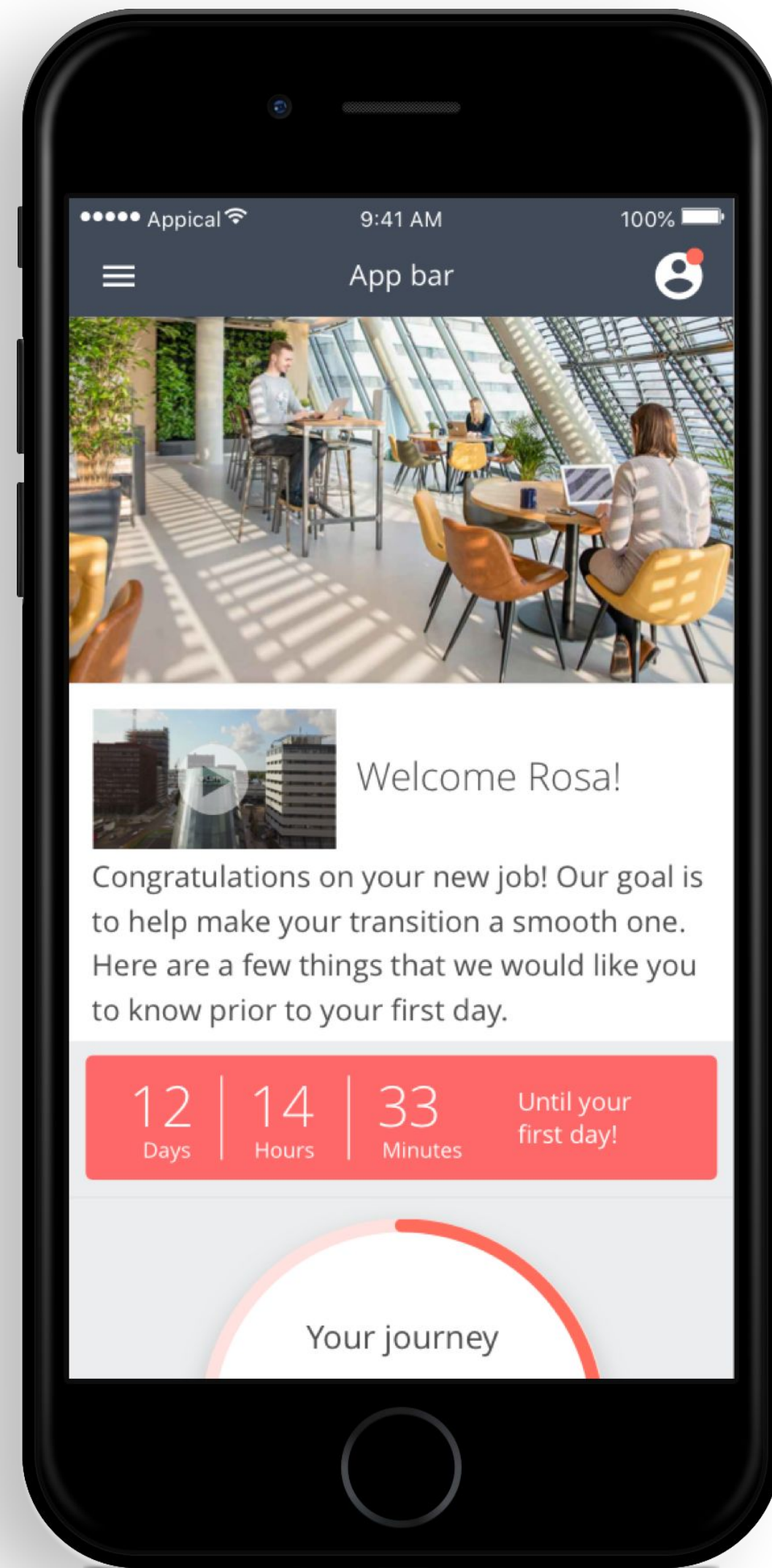
Check list for managers

See essay responses per new hire
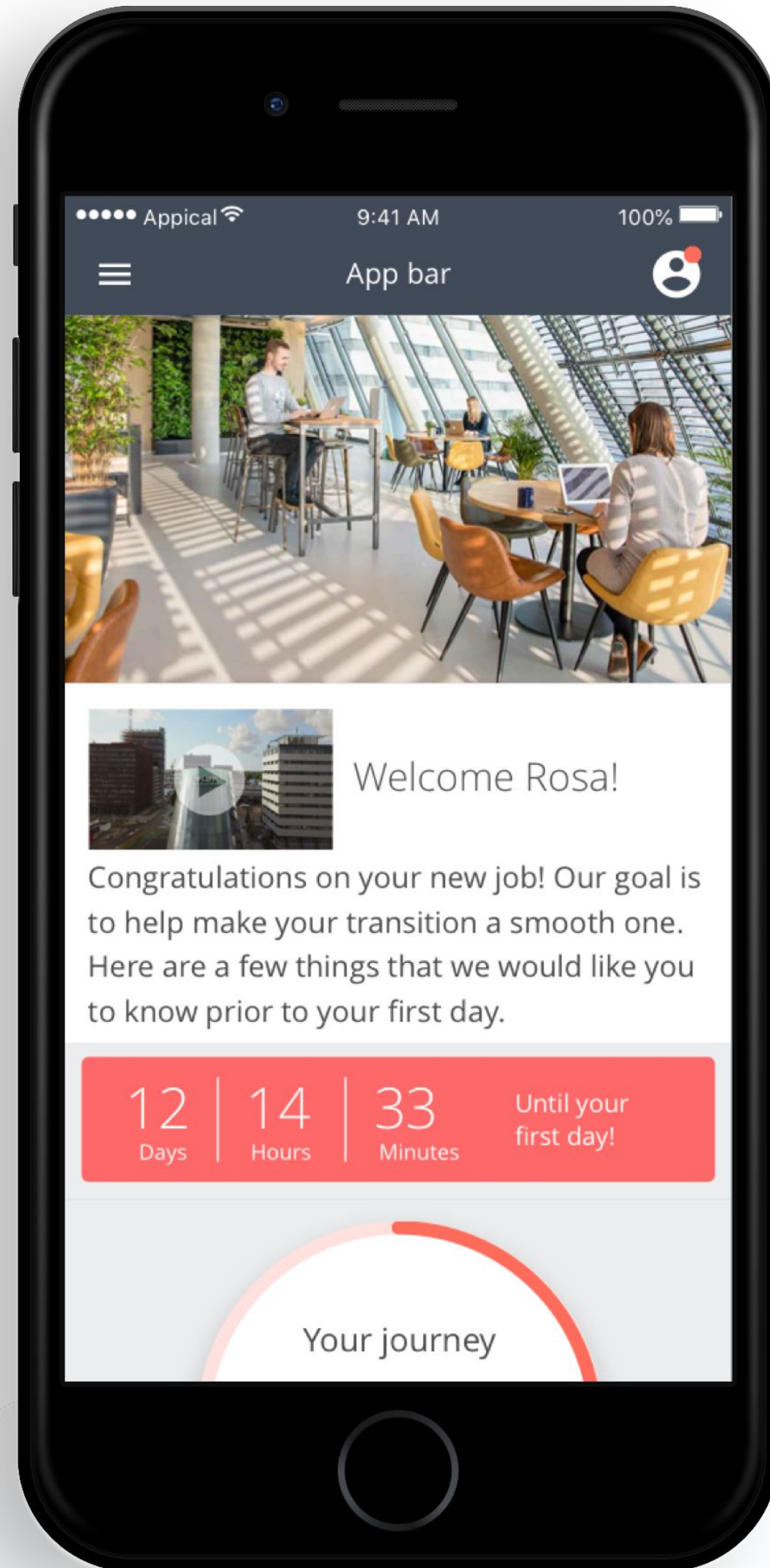
Managers can add and remove new hires

Filter: sort by performance, high-low/low-high and course status

What is new for new hires

1. Introduction message
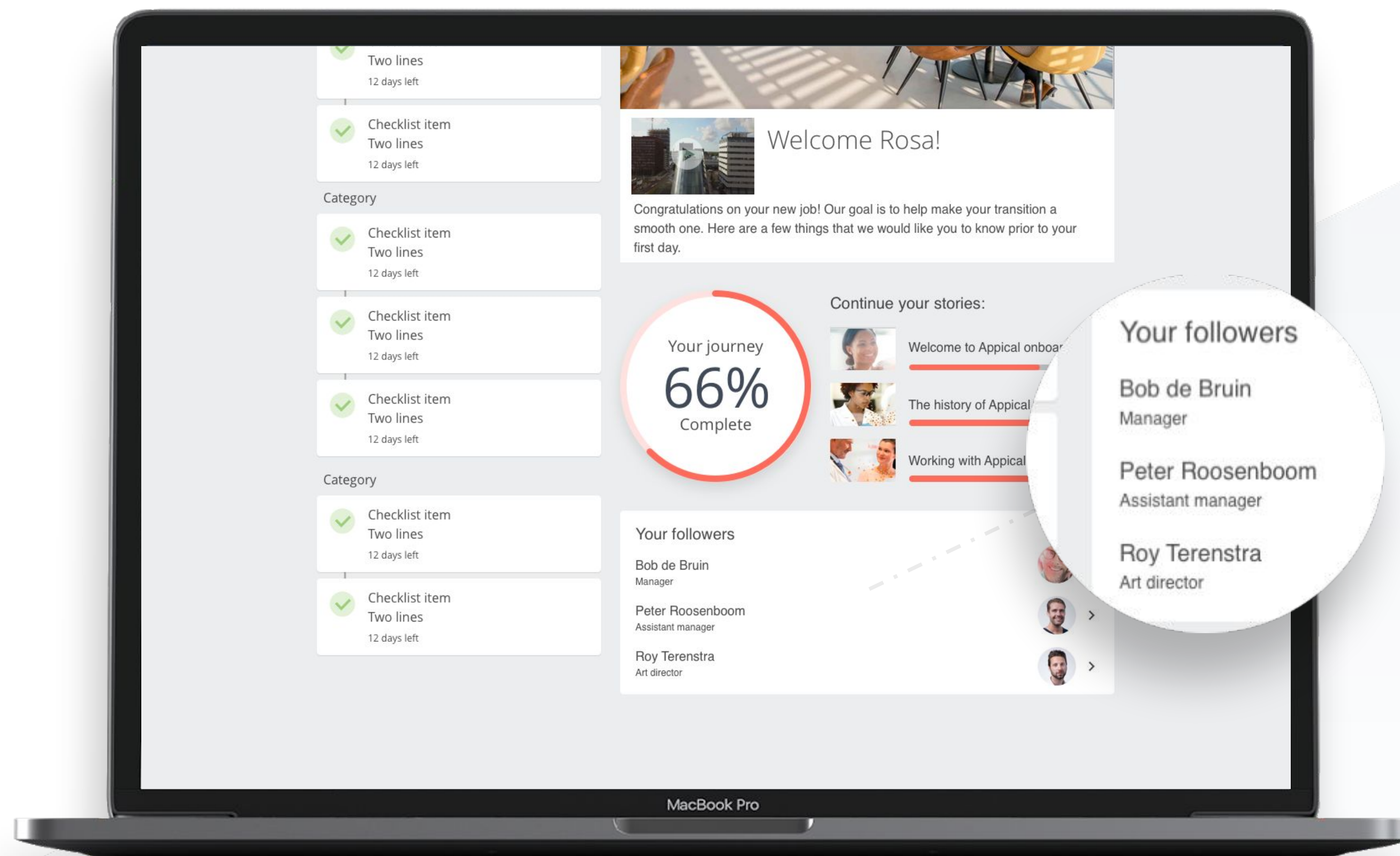
2. View followers

3. Notifications

1. Introduction message

- **Read the introduction message from your manager**: text, image or/and video New hires will receive the welcome message from their manager. This is a personalised message to make the new employee feel welcomed.
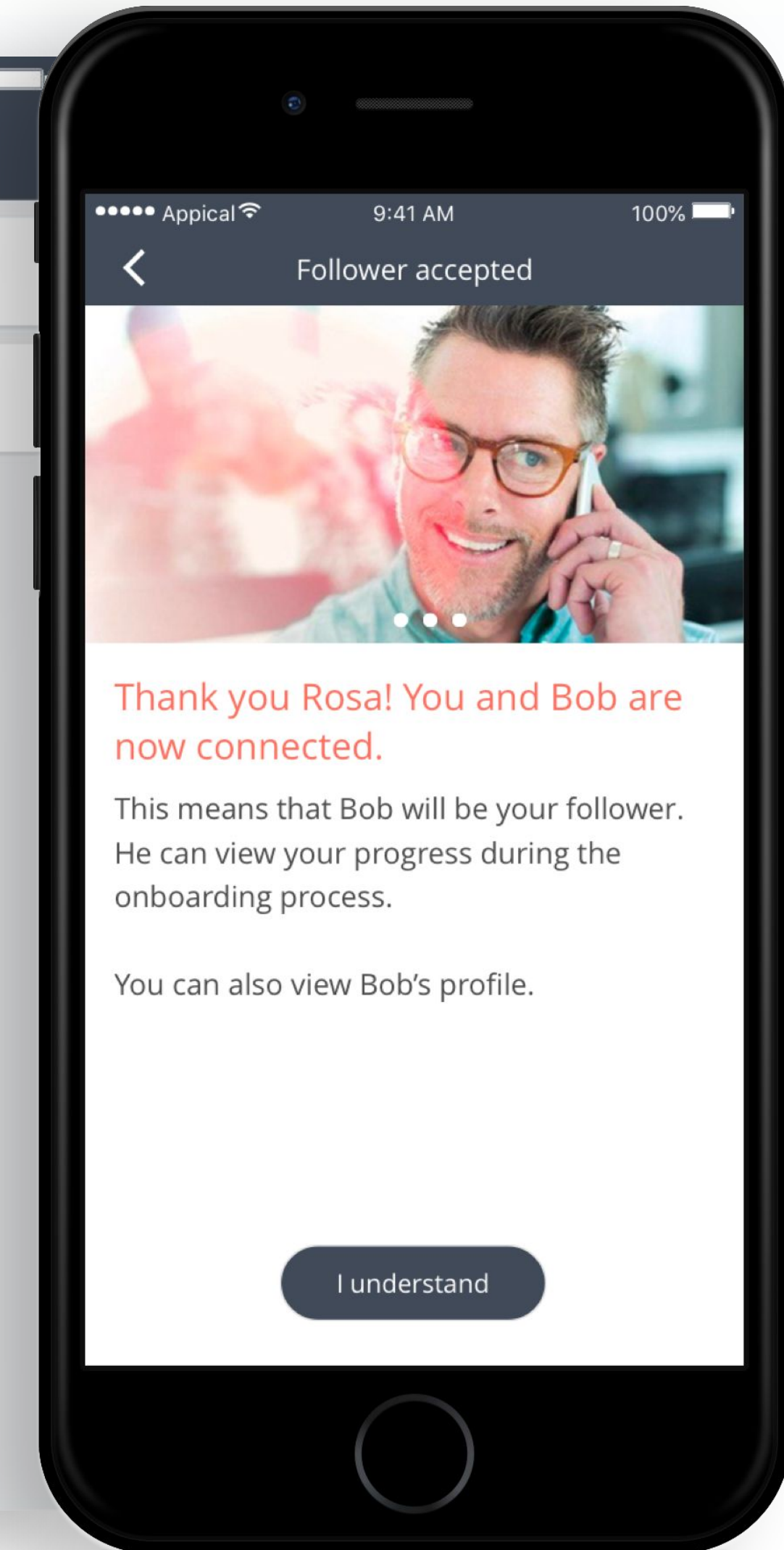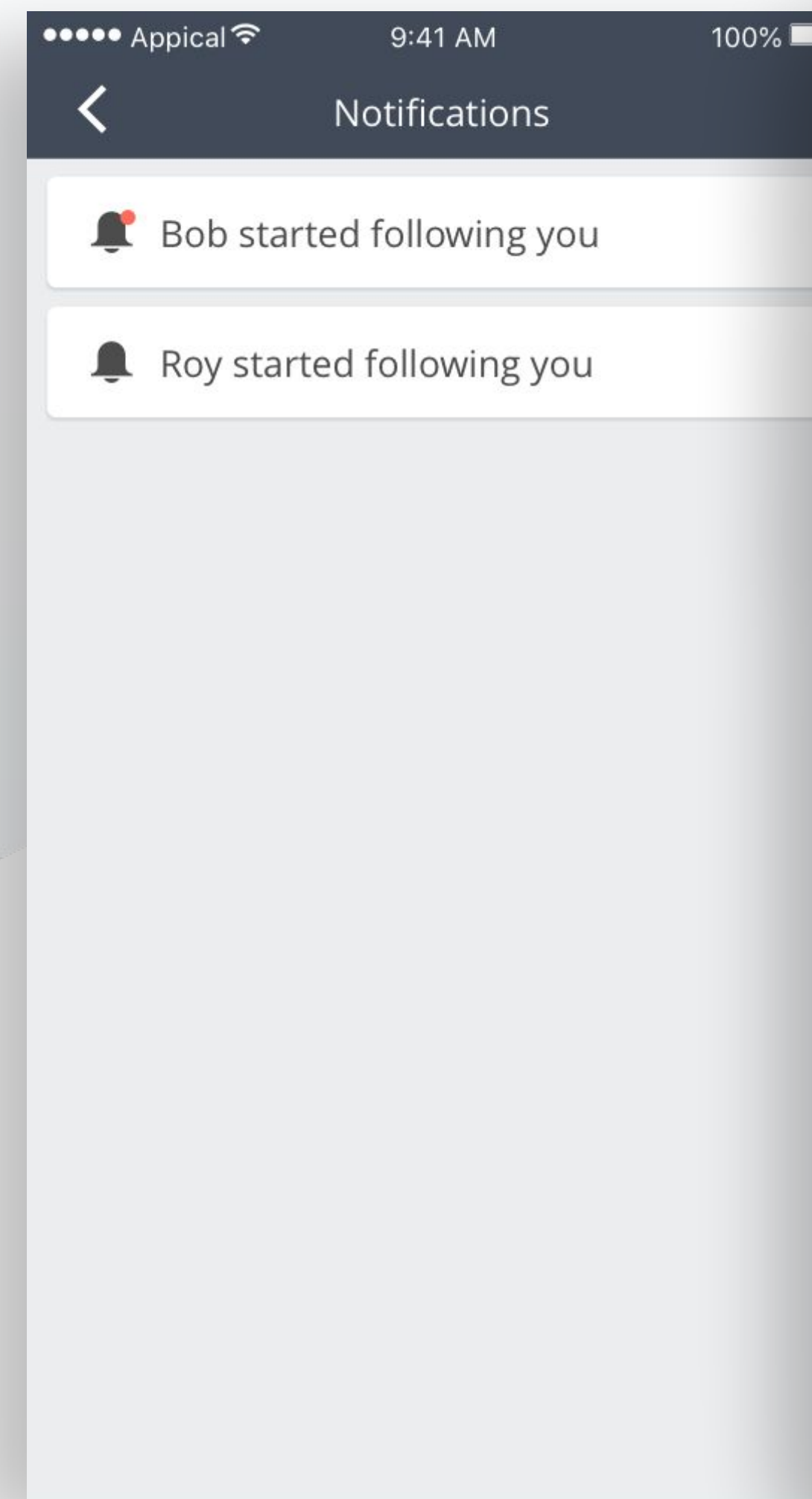
2. View followers

Transparency is important!
New hires can always see
who is following their progress
and results.

3. Notifications

- Receive notifications from new followers (managers)

- Managers will receive a message that new hires checked in.

- The goal is to keep new hires and managers updated on the process and create transparency.

Appical