

User Guide for Supervisor

Key tasks:

1	View My Employees' Dialogue
2	View My Employees' History of Submitted Trainings
3	View Employee Dialogue History of My Employee's
4	Approve Employee Dialogue
5	Reject Employee Dialogue
6	Request to Reopen Employee Dialogue
7	Approve Employee Dialogue after CAP

1. View My Employees' Dialogue

Home	My Employees
My Employee Dialogue	
My Employees	
Qualification Catalogue	
History Records	

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
Wan, Fang2	906002	Active Local	Commerce	P1	T2+/104.0%	h/v	Approved and Submitted to HR
Wan, Fang1	906001	Active Local	Commerce	P2+	T2/81.0%	r/h	Approved and Submitted to HR
Wan, Fang4	906004	Active Local	Commerce	P1	T1/0.0%	r/h	Approved and Submitted to HR
Wan, Fang3	906003	Active Local	Commerce	P2+	T2+/0.0%	r/v	Approved and Submitted to HR

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Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
Wan, Fang2	906002	Active Local	Commerce	P2+	T2+/104.0%	h/v	Submitted after CAP by HR
Wan, Fang1	906001	Active Local	Commerce	P2+	T2/81.0%	r/h	Submitted after CAP by HR
Wan, Fang3	906003	Active Local	Commerce	P2+	T2+/0.0%	r/v	Opened after CAP by HR

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Click "My employees", all your employees' dialogues are listed in the table, including the records after CAP.

2. View My Employees' History of Submitted Trainings

Home	Qualification Catalogue	Submitted training
My Employee Dialogue	My submitted training	
My Employees		
Qualification Catalogue		
History Records		

Name	Staff Code	Training Code	Training Name	Training Price (RMB)	Submitted to HR on
No items.					

Name	Staff Code	Training Code	Training Name	Training Price (RMB)	Submitted to HR on
Haentsch, Arvid1	907001	C3.224	Essential Project Management (English)	4500.00	2014-10-15
Haentsch, Arvid1	907001	C3.224	Essential Project Management (English)	4500.00	2014-10-15
Haentsch, Arvid1	907001	C3.224	Essential Project Management (English)	4500.00	2014-10-15

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Go to "Qualification Catalogue", click "Submitted Training" tab, your employees' history of submitted trainings will be listed.

3. View My Employee's Employee Dialogue History

Click “History Records”, both your employee dialogue history and your employees’ dialogue histories are listed, including the records after CAP.

Please note history data will be available from next year.

4. Approve Employee Dialogue

1. Go to “My Employees”, all your employees’ dialogues for this year will be listed.
2. Click the Review icon , the corresponding employee dialogue will open for review
3. On “Finish Dialogue” page, click “ Approve and Submit to HR”
4. After you press “Yes” to confirm, the system will pop up a message to indicates the operation is successful

5. Reject Employee Dialogue

EDS

My Employees

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
Feng, Dan4	910004	Active Local	Commerce		/0.0%	/	Open
Feng, Dan3	910003	Active Local	Commerce		/0.0%	/	Open
Feng, Dan2	910002	Active Local	Commerce		/0.0%	/	Open
Feng, Dan1	910001	Active Local	Commerce	P2	T2-125.0%	u/h	To be Approved

My Employees after CAP

EDS

MBO Review Performance Evaluation Development Plan New MBO Finish Dialogue


Status To be Approved

Previous Page Print All Save All as PDF Approve and Submit to HR Reject

Confirm

Are you sure you want to reject the employee dialogue?

Yes No

1. Go to “My Employees”, all your employees’ dialogues for this year will be listed.
2. Click the Review icon , the corresponding employee dialogue will open for review
3. On “Finish Dialogue” page, Click “Reject”
4. After you press “Yes” to confirm, the system will pop up a message to indicates the operation is successful

6. Request to Reopen Employee Dialogue

EDS

My Employees

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
Feng, Dan4	910004	Active Local	Commerce		/0.0%	/	Open
Feng, Dan3	910003	Active Local	Commerce		/0.0%	/	Open
Feng, Dan2	910002	Active Local	Commerce		/0.0%	/	Open
Feng, Dan1	910001	Active Local	Commerce	P2	T2-125.0%	u/h	To be Approved

My Employees after CAP

EDS

MBO Review Performance Evaluation Development Plan New MBO Finish Dialogue


Status Approved and Submitted to HR

Previous Page Print All Save All as PDF Request to Reopen

Confirm

Are you sure you want to send a request to reopen the employee dialogue?

Yes No

1. Go to “My Employees”, all your employees’ dialogues for this year will be listed.
2. Find the employee’s name in the table of “My Employee”, click the Review icon , the corresponding employee dialogue will be opened for review
3. On “Finish Dialogue” page, Click “Request to Reopen”
4. After you press “Yes” to confirm, the system will pop up a message to indicates the operation is successful

7. Approve Employee Dialogue after CAP

Home

My Employee Dialogue

My Employees

Qualification Catalogue

History Records

My Employees

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My Employees after CAP

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Home

My Employee Dialogue

My Employees

Qualification Catalogue

History Records

MBO Review

Performance Evaluation

Development Plan

New MBO

Finish Dialogue

Status


Submitted after CAP by HR

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Save All as PDF

Notify Employee after CAP Revision

1. Go to My Employees, all your employees' dialogues for this year will be listed, including the records after CAP.
2. Find the employee's name in the table of "My Employee after CAP", click the Review icon , the corresponding employee dialogue will be opened for review
3. On "Finish Dialogue" page, Click "Notify Employee after CAP Revision"
4. After you press "Yes" to confirm, the system will pop up a message to indicates the operation is successful