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myPerformance system User guidelines

March, 2019

Grant Thornton Armenia

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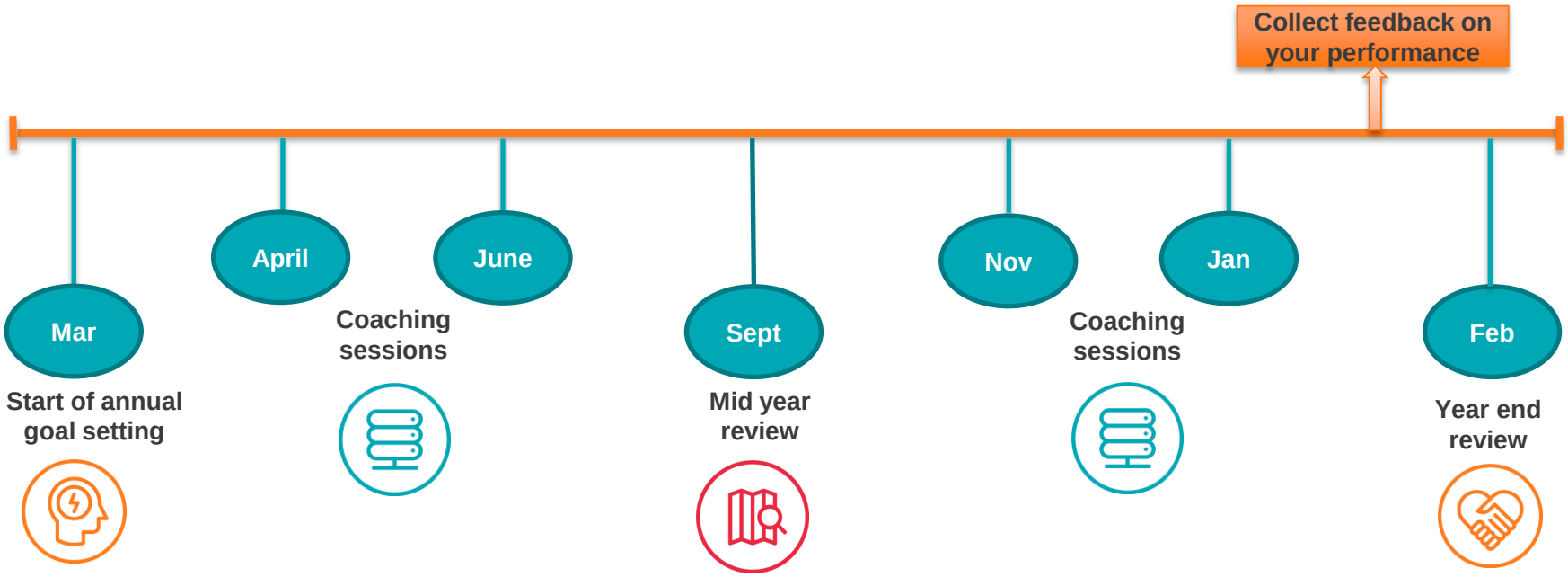
myPerformance annual cycle



REQUEST / PROVIDE FEEDBACK REGULARLY

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Roles in the myPerformance system

Employee	• responsible for setting annual goals and completing behavioral competencies, impacts and development plan, • responsible for submitting them to assigned managers and requesting feedback.
Assigned manager	• responsible for reviewing and providing comments/feedback on their team members annual goals, behavioral competencies, impacts and development plan, • responsible for scheduling coaching sessions with his/her team members individually to understand the progress of his/her employee, • responsible for giving guidance and constructive feedback.
P&C manager/admin	• responsible for providing the myPerformance system for everyone, • responsible for on-going adjustments, if any, • responsible for providing these guidelines to enable a smooth user experience.

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Overview of the myPerformance system

1.

Logging in

Log in to the myPerformance system
Manage activities using your dashboard

2.

Annual appraisal

Set annual goals, behavioral competencies, impacts & development plan; save changes and submit for requesting feedback
Review & comment on team members annual overall performance; save and submit for providing feedback
Download the results

3.

Feedback

Check feedbacks received/provided
Request feedback
Provide feedback
Download the results

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Overview of the myPerformance system

4.

Coaching session

Check coaching sessions received
Check coaching sessions provided
Download the results

5.

Historical information

View historical reports
Save historical reports

6.

Useful information

Save each field filled
Review
Submit

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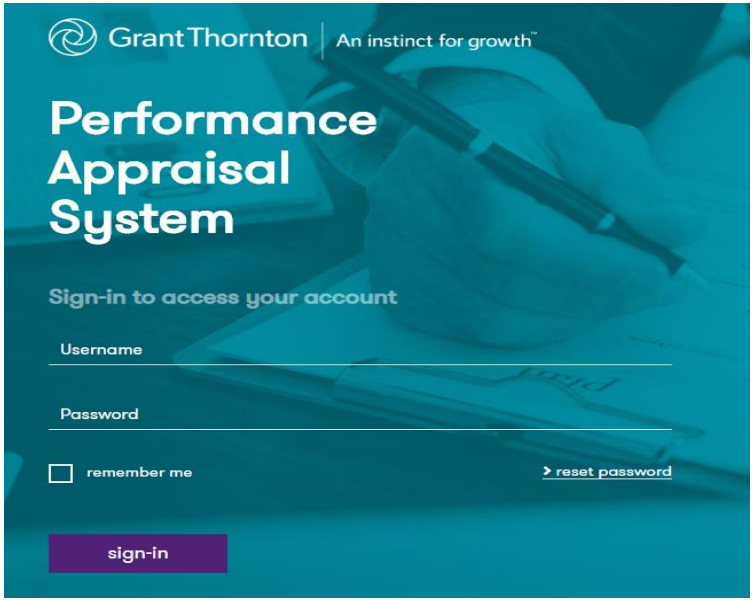
Logging in

1. First login

Log in to the myPerformance system
Manage activities using your dashboard



Login screen

- ✓ to access the myPerformance system follow the link http://myperformance.apps.am/site/login
- ✓ to sign in the myPerformance dashboard, enter your user name (firstname.lastname) and the default password shared on launch of the system

myperformance.apps.am/site/login

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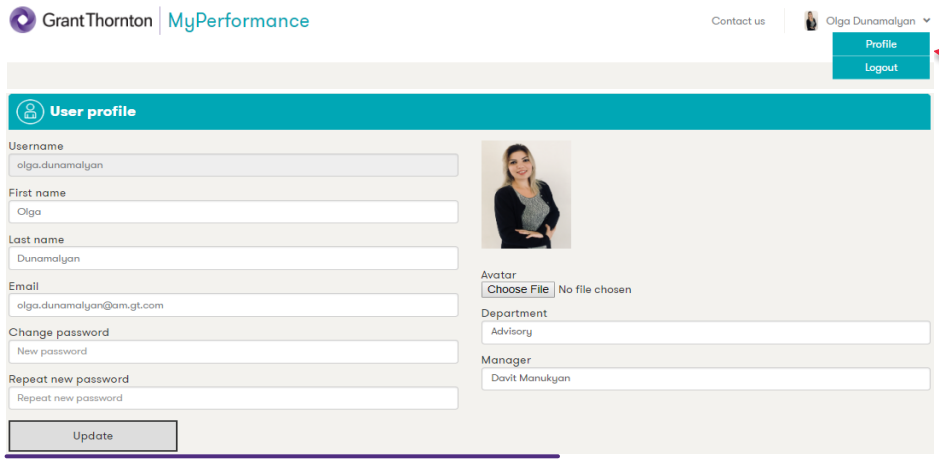
Logging in

1. Reset password

Log in to the myPerformance system
Manage activities using your dashboard



Password reset screen

- ✓ to reset the default password click on reset password, get an e-mail and set the password of your choice, or
- ✓ on the top right, you have the option of editing your profile and resetting your password.

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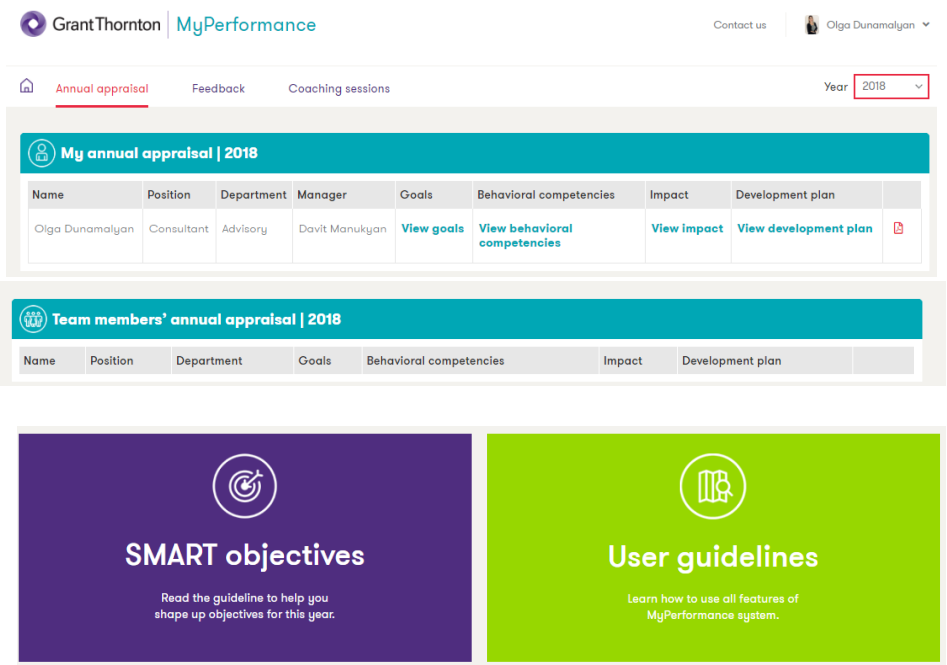
Logging in

1. Dashboard

Log in to the myPerformance system

Manage activities using your dashboard



Dashboard

Once logging in you will be able to manage

- ✓ your annual appraisal sections
- ✓ team members' annual appraisal sections.

Follow **SMART** objectives guideline every time you need help with setting your annual **GOALS**.

Follow **USER guideline** every time you need help with all the features of **MyPerformance system.**

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Annual appraisal sections

Goals/Expectations

- Set clearly defined **SMART** goals for the reporting period.

Behavioral competencies

- Identify "how" an individual should perform in order to achieve goals.

Impact/Self-assessment

- Consider “how your actions and behaviors have impacted your and others' performance.

Development plan

- Discuss the areas of development with your manager and include in plans for personal and professional development.

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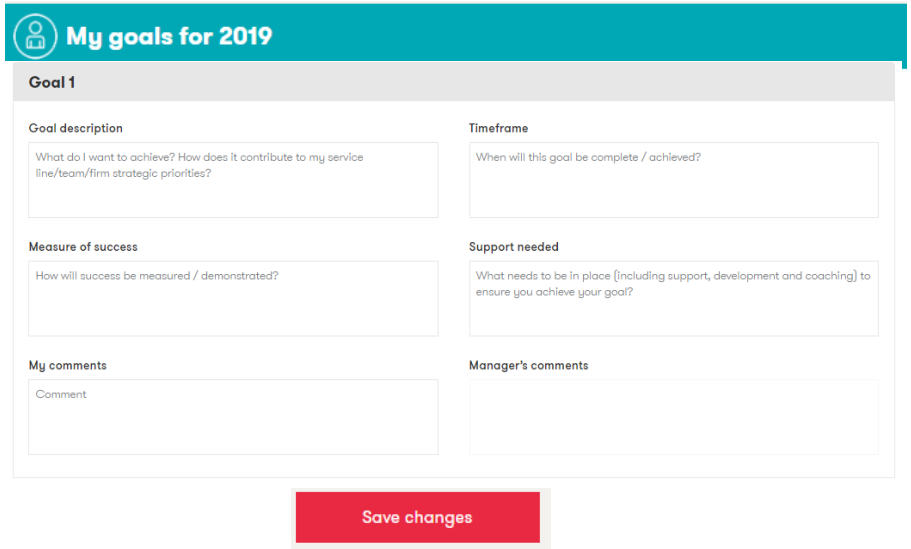
Annual appraisal

2. Goals

- Set **annual goals**, behavioral competencies, impacts & development plan; **save changes** and submit for requesting feedback
  Review & comment on team members annual overall performance; save and submit for providing feedback
  Download the results



- ✓ Set your annual goals mentioning the measure of success, timeframe and support needed for the achievement.
- ✓ Click on save changes & **+ Add new goal** option will appear. Thus, you can set as many goals as you wish.

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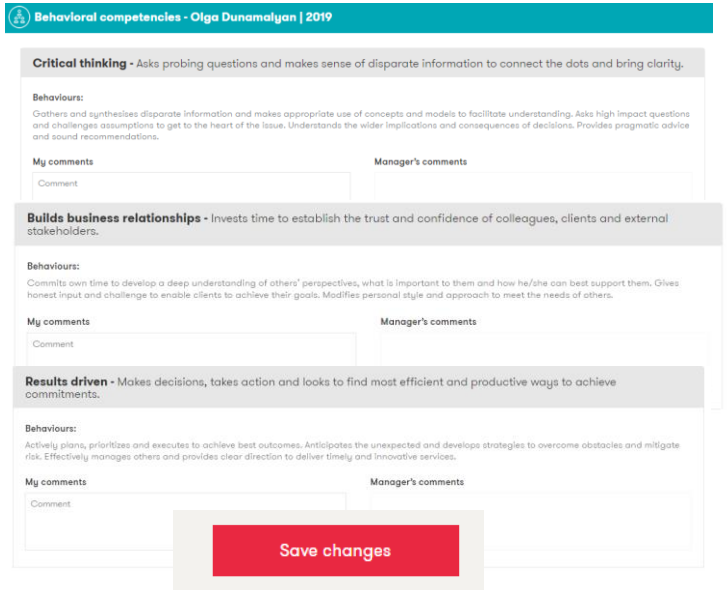
Annual appraisal

2. Behavioral competencies

- Set annual goals, **behavioral competencies**, impacts & development plan; **save changes** and submit for requesting feedback
  Review & comment on team members annual overall performance; save and submit for providing feedback
  Download the results



- ✓ Complete behavioral competencies such as
  - Critical thinking,
  - Building business relationships,
  - Results driven,

  to identify your good performance during the review period.

- ✓ Click on save changes and keep going on.

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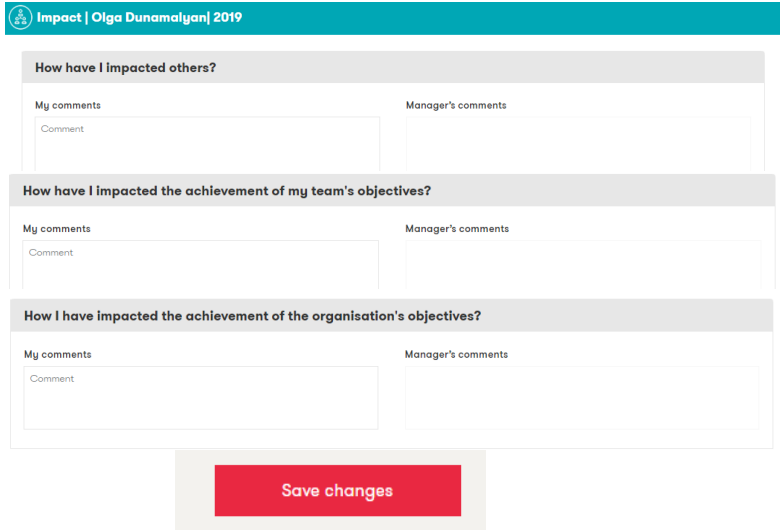
Annual appraisal

2. Impact

- Set annual goals, behavioral competencies, impacts & development plan; save changes and submit for requesting feedback
- Review & comment on team members annual overall performance; save and submit for providing feedback
- Download the results



✓ Think over "how have your actions and behaviours impacted you and others' performance in achievement of team's/organization's objectives.

✓ Click on save changes and keep going on.

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Annual appraisal

2. Development plan

- Set annual goals, behavioral competencies, impacts & **development plan**; save changes and submit for requesting feedback
- Review & comment on team members annual overall performance; save and submit for providing feedback
- Download the results.

Personal development plan | assessment - Olga Dunamalyan | 2019

Review your past performance to identify your strengths and areas for development. Think about feedback you have received regarding your performance and abilities. Consider what knowledge, skills, behaviours, and abilities you have excelled or struggled with in your career. Identifying your strengths and areas for development will help you prioritise your development interests and determine your career goals and development plan.

Strengths and interests

- What are the greatest strengths I bring to my work?
- What is most important to me professionally? (status, expertise, title, pay, work/life balance, etc)
- What type of work is most rewarding for me to do?

Write your comments here

Growth areas

- What are my development opportunities?
- What skills or competencies do I need to improve in my current role?
- What must I develop to get to the next level of performance, job level or new role?

Write your comments here

Short term (1-2 years)

- Where do I want to be in the next 1-2 years?
- Is there something I'd like to do more/less frequently in my current role?
- How can I prepare for more responsibility?

Write your comments here

- ✓ Review your past performance to identify your strengths,
- ✓ Define your growth areas,
- ✓ Think over your role in the Firm within
  - short term (1-2 years)
  - long term (3+years)

period of time.

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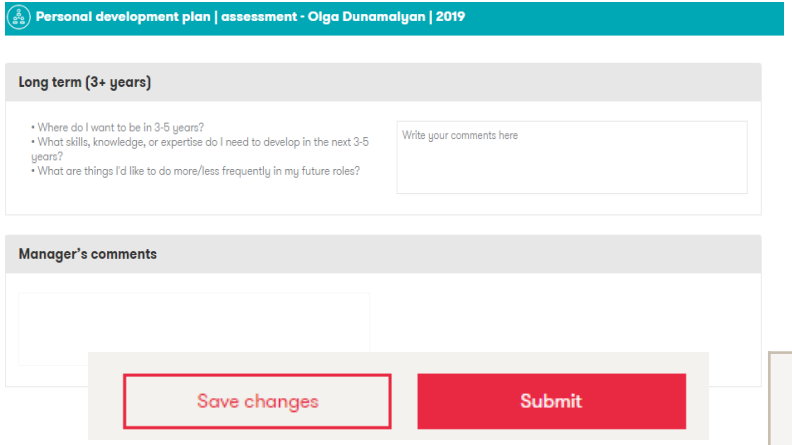
Annual appraisal

2. Development plan (cont.) Submitting & requesting feedback

- Set annual goals, behavioral competencies, impacts & **development plan; save changes and submit for requesting feedback**
- Review & comment on team members annual overall performance; save and submit for providing feedback
- Download the results



✓ Click on save changes and keep going on.

NOTE, if you are sure that you have successfully and properly completed your annual appraisal, then,

✓ Click on ***submit*** for requesting feedback from your assigned manager.

Please note, that after submitting, no edit is allowed in your records. For technical issues always refer to P&C manager or contact gtmyperformance@gmail.com.

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Annual appraisal

2. Team members' annual appraisal

Set annual goals, behavioral competencies, impacts & development plan; save changes and submit for requesting feedback

- Review & comment on team members annual overall performance; save and submit for providing feedback
- Download the results

Team members' annual appraisal | 2019

Name	Position	Department	Goals	Behavioral competencies	Impact	Development plan	
Name Surname	Consultant		View goals	View behavioral competencies	View impact	View development plan	

Save changes | Submit

Assigned manager

- ✓ reviews and thinks over his/her team members' overall performance, goal achievements, etc.,
- ✓ makes his/her own comments on each field requested, and
- ✓ clicks on save and submit, if completed.

Please note, that both employee and assigned manager are free to download & print his/her annual records at any stage of its completion in pdf format.

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Feedback

3. Feedback received/provided

- Check feedbacks received/provided
- Request feedback
- Provide feedback
- Download the results

Feedback received | 2019

Name	Department	Internal/External	Project	Date	Status

Feedback provided | 2019

Name	Department	Internal/External	Project	Date	Status

Team member's feedback | 2019

Name	Position	Department	Feedback
Name Surname	Consultant		View report

*Please note, that feedback can be requested from anyone you have worked with (**internally or externally**) and can be provided to anyone within the firm.*

- ✓ All users check the feedbacks received from colleagues and external stakeholders,
- ✓ All users check the feedbacks provided to your colleagues,
- ✓ Managers check the feedbacks provided to his/her team member/s.

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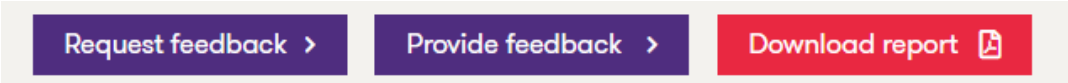
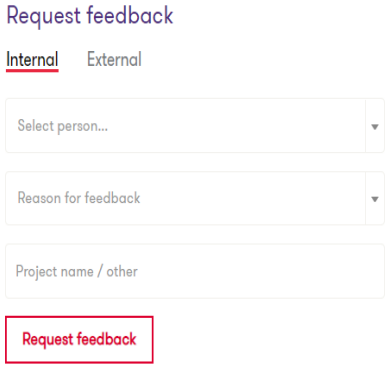
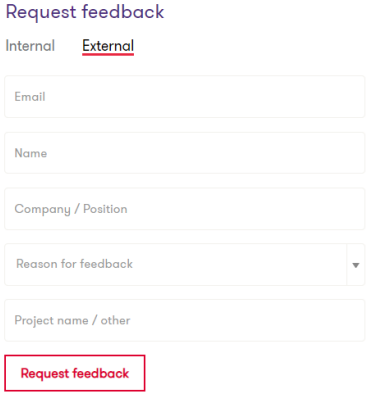
Feedback

3. Request feedback

- Check feedbacks received/provided
- » Request feedback
- Provide feedback
- Download the results







✓ Request feedback from both ***internal and external*** users by editing the requested details.

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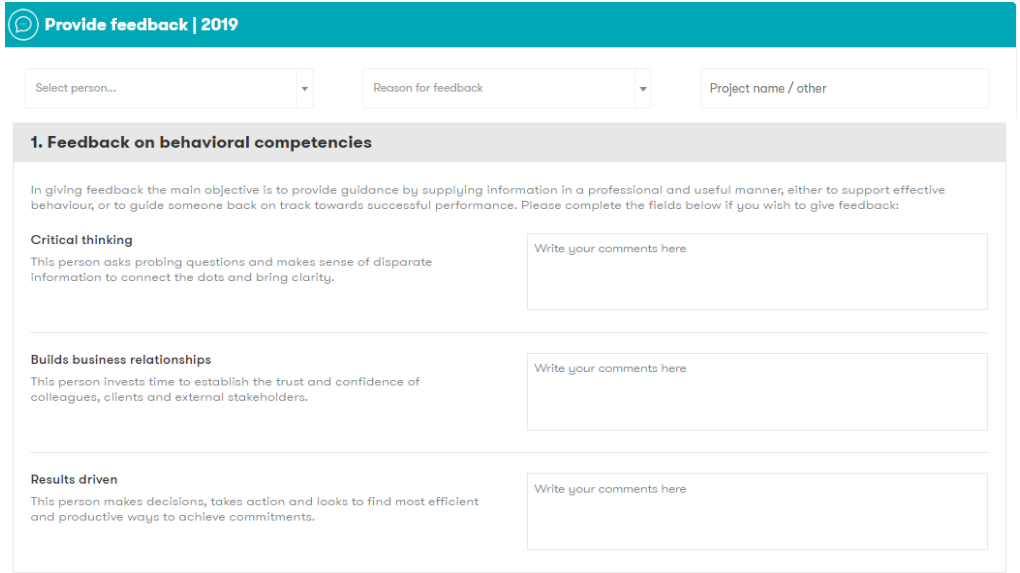
Feedback

3. Provide feedback

Check feedbacks received/provided
Request feedback
» Provide feedback
Download the results



✓ Provide feedback to any employee from the Firm on his/her behavioral competencies by mentioning employee details and reason for feedback.

Please note, that feedback can be requested and provided any time during the year.

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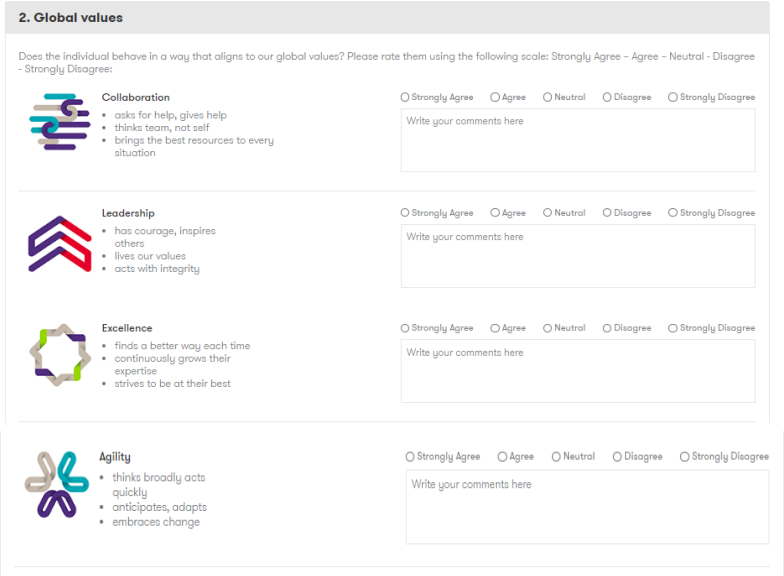
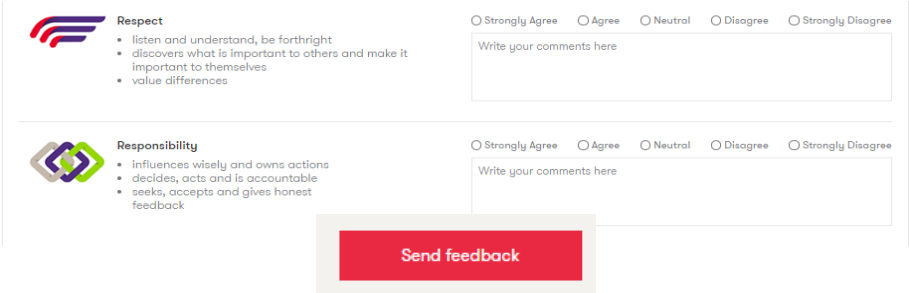
Feedback

3. Provide feedback (cont.)
Download the results

Check feedbacks received/provided
Request feedback
- Provide feedback
- Download the results





- ✓ Provide feedback, evaluating employee behavioral competencies, framework of which is linked to our CLEARR values as well,
- ✓ Send feedback,
- ✓ Download the results in pdf format

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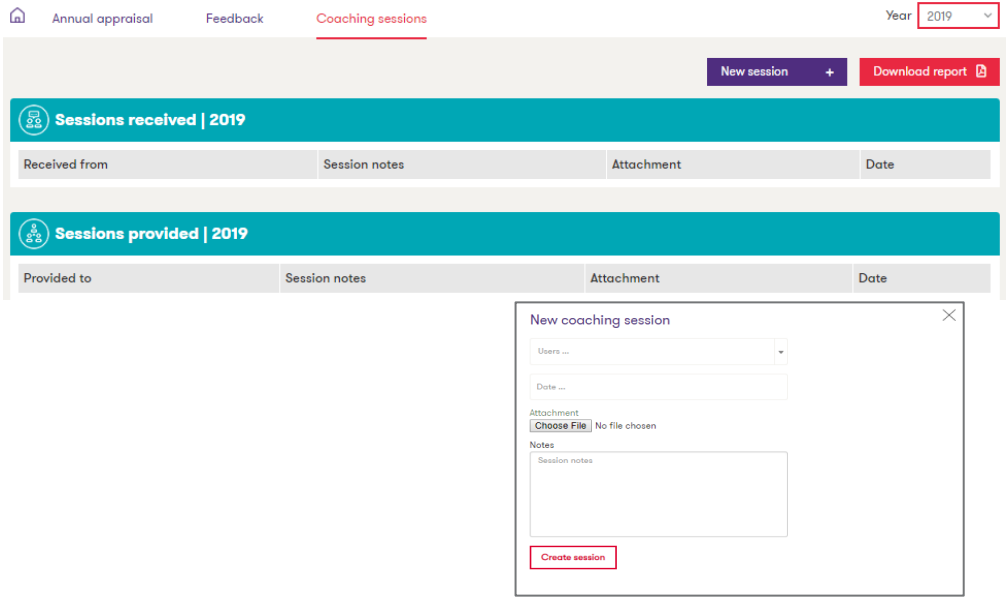
Coaching session

4. Continuous feedback and coaching

- Coaching sessions received
- Coaching sessions provided
- Download the results



- ✓ Provide team members with continuous feedback throughout the review period,
- ✓ Schedule new coaching sessions by clicking on New session + and completing requested information,
- ✓ Follow the sessions received/ provided for the review period,
- ✓ Download report if needed, after each coaching session received/provided.

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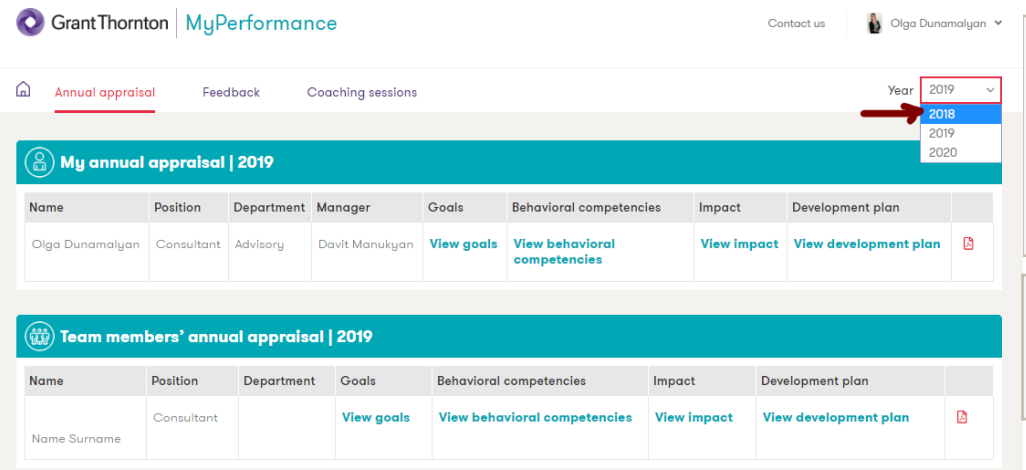
Historical information

5. Historical reports

- View historical reports
- Save/download historical reports



✓ View your historical feedback reports by selecting and then clicking on the relevant year tab (e.g. 2018) on the right of the dashboard.

✓ Save/download historical feedback reports, if needed.

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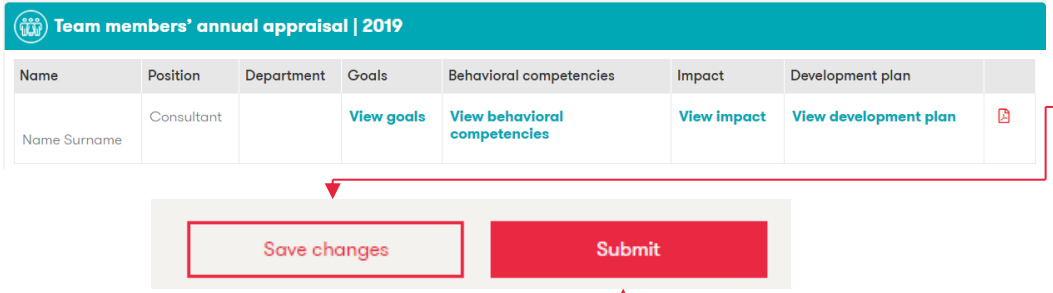
Useful information

6. User tips

- Save each field filled
- Review
- Submit



✓ *Save* each time you complete filling the requested fields!

✓ *Review*, before submitting to make sure fields are completed properly and accurately!

✓ *Submit*, after reviewing to provide/request feedback.

*Please note, that after submitting, **no edit is allowed** in your records. For technical issues always refer to P&C manager or contact gtmyperformance@gmail.com.*

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Thank you!

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