

# myPerformance system

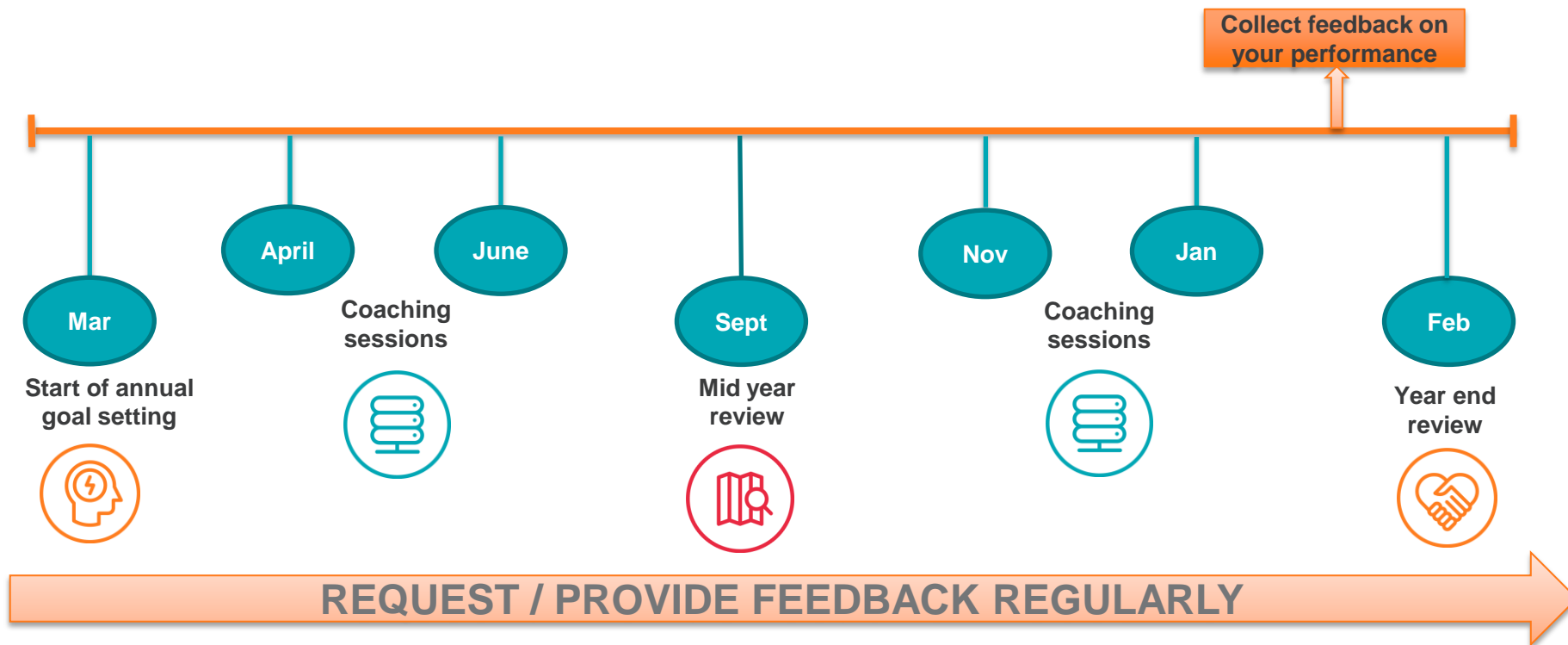
## User guidelines

**March, 2019**

Grant Thornton Armenia



# myPerformance annual cycle



# 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.



# 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

# 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.



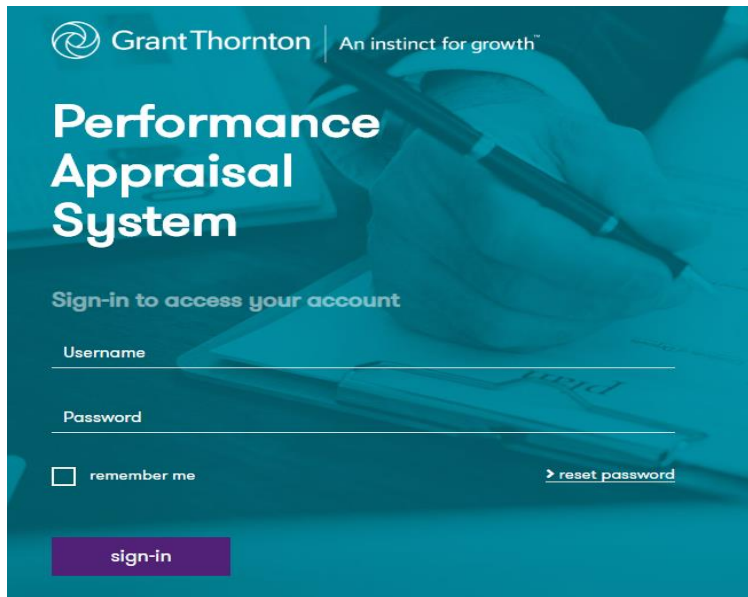
## Useful information

Save each field filled  
Review  
Submit

# Logging in

## 1. First login

- » Log in to the myPerformance system  
Manage activities using your dashboard



The screenshot shows the login interface for the Grant Thornton Performance Appraisal System. At the top, the Grant Thornton logo and tagline 'An instinct for growth™' are displayed. Below this, the title 'Performance Appraisal System' is prominently shown. A subtitle 'Sign-in to access your account' is positioned above the login fields. There are two input fields: 'Username' and 'Password'. Below the 'Username' field is a 'remember me' checkbox. To the right of the 'Password' field is a link that says '> reset password'. At the bottom left, there is a purple 'sign-in' button. The background of the login form features a teal overlay with a faint image of a hand holding a pen over a document.

### Login screen

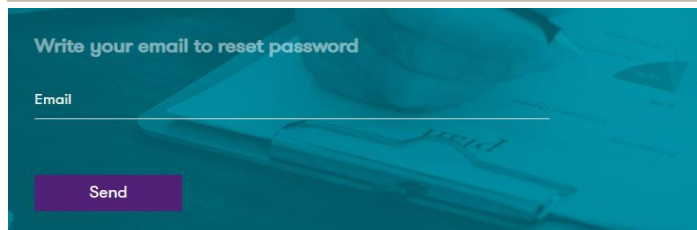
- ✓ to access the myPerformance system follow the link  
<http://myperformance.apps.am/site/login>
- ✓ to sign in the myPerformance dashboard, enter your user name (firstname.lastname) and the default password shared on launch of the system

[myperformance.apps.am/site/login](http://myperformance.apps.am/site/login)

# Logging in

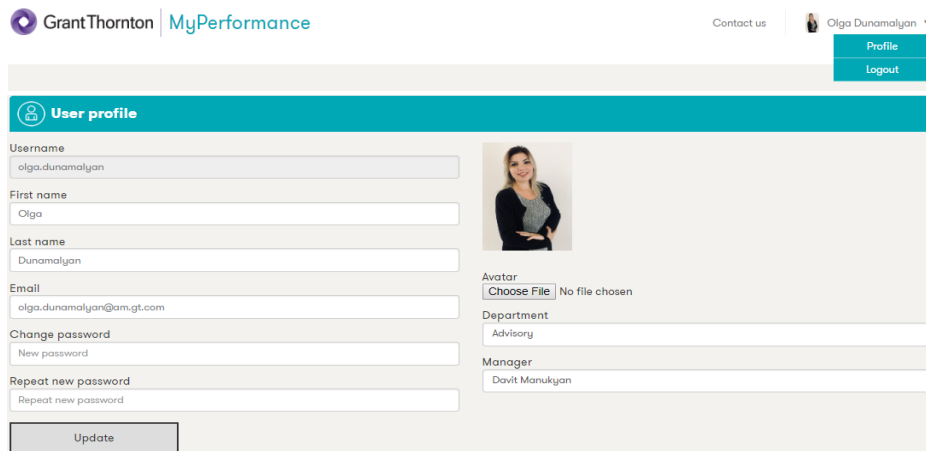
## 1. Reset password

- » Log in to the myPerformance system  
Manage activities using your dashboard



Write your email to reset password

Email



GrantThornton | MyPerformance

Contact us | Olga Dunamalyan ▾

**User profile**

Username  
olga.dunamalyan

First name  
Olga

Last name  
Dunamalyan

Email  
olga.dunamalyan@am.gt.com

Change password  
New password

Repeat new password  
Repeat new password

Avatar  
 No file chosen

Department  
Advisory

Manager  
Davit Manukyan

### 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.

# Logging in

## 1. Dashboard

Log in to the myPerformance system  
➤ Manage activities using your dashboard

The screenshot shows the MyPerformance dashboard for Grant Thornton. At the top, there's a header with the company logo, name, and a user profile for Olga Dunamalyan. Below the header, there are navigation tabs: 'Annual appraisal' (selected), 'Feedback', and 'Coaching sessions'. A 'Year' dropdown is set to '2018'. The main content area is divided into two sections: 'My annual appraisal | 2018' and 'Team members' annual appraisal | 2018'. The first section contains a table with columns for Name, Position, Department, Manager, Goals, Behavioral competencies, Impact, and Development plan. The second section contains a similar table but with fewer columns. At the bottom, there are two large buttons: 'SMART objectives' (purple) and 'User guidelines' (green).

Name	Position	Department	Manager	Goals	Behavioral competencies	Impact	Development plan
Olga Dunamalyan	Consultant	Advisory	Davit Manukyan	<a href="#">View goals</a>	<a href="#">View behavioral competencies</a>	<a href="#">View impact</a>	<a href="#">View development plan</a>

Name	Position	Department	Goals	Behavioral competencies	Impact	Development plan
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### SMART objectives

Read the guideline to help you shape up objectives for this year.

### User guidelines

Learn how to use all features of MyPerformance system.

### 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**.





# 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.


# 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

 **My goals for 2019**

**Goal 1**

**Goal description**  
What do I want to achieve? How does it contribute to my service line/team/firm strategic priorities?

**Timeframe**  
When will this goal be complete / achieved?

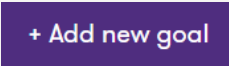
**Measure of success**  
How will success be measured / demonstrated?

**Support needed**  
What needs to be in place (including support, development and coaching) to ensure you achieve your goal?

**My comments**  
Comment

**Manager's comments**

**Save changes**

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

# 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

**Behavioral competencies - Olga Dunamalyan | 2019**

**Critical thinking** - Asks probing questions and makes sense of disparate information to connect the dots and bring clarity.

**Behaviours:**  
Gathers and synthesises disparate information and makes appropriate use of concepts and models to facilitate understanding. Asks high impact questions and challenges assumptions to get to the heart of the issue. Understands the wider implications and consequences of decisions. Provides pragmatic advice and sound recommendations.

**My comments** **Manager's comments**

Comment

**Builds business relationships** - Invests time to establish the trust and confidence of colleagues, clients and external stakeholders.

**Behaviours:**  
Commits own time to develop a deep understanding of others' perspectives, what is important to them and how he/she can best support them. Gives honest input and challenge to enable clients to achieve their goals. Modifies personal style and approach to meet the needs of others.

**My comments** **Manager's comments**

Comment

**Results driven** - Makes decisions, takes action and looks to find most efficient and productive ways to achieve commitments.

**Behaviours:**  
Actively plans, prioritizes and executes to achieve best outcomes. Anticipates the unexpected and develops strategies to overcome obstacles and mitigate risk. Effectively manages others and provides clear direction to deliver timely and innovative services.

**My comments** **Manager's comments**

Comment

**Save changes**

✓ 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.




# 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

 Impact | Olga Dunamalyan | 2019

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How have I impacted others?

My comments	Manager's comments
<input type="text"/>	<input type="text"/>

How have I impacted the achievement of my team's objectives?

My comments	Manager's comments
<input type="text"/>	<input type="text"/>

How I have impacted the achievement of the organisation's objectives?

My comments	Manager's comments
<input type="text"/>	<input type="text"/>

[Save changes](#)

✓ 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.

# 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.



# 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

Personal development plan | assessment - Olga Dunamalyan | 2019

Long term (3+ years)

- Where do I want to be in 3-5 years?
- What skills, knowledge, or expertise do I need to develop in the next 3-5 years?
- What are things I'd like to do more/less frequently in my future roles?

Write your comments here

Manager's comments

Save changes Submit

✓ 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](mailto:gtmyperformance@gmail.com).*


# 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		<a href="#">View goals</a>	<a href="#">View behavioral competencies</a>	<a href="#">View impact</a>	<a href="#">View development plan</a>	

Save changes

Submit

*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.*



### 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.



# 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		<a href="#">View report</a> 

- ✓ 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.

*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.*




# Feedback

## 3. Request feedback

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

Request feedback >

Provide feedback >

Download report 

### Request feedback

Internal External

Select person...

Reason for feedback

Project name / other

Request feedback

### Request feedback

Internal External

Email

Name

Company / Position

Reason for feedback

Project name / other

Request feedback

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



# Feedback


## 3. Provide feedback

Check feedbacks received/provided

Request feedback

➤ Provide feedback

Download the results

 Provide feedback | 2019

Select person...

Reason for feedback

Project name / other

### 1. Feedback on behavioral competencies

In giving feedback the main objective is to provide guidance by supplying information in a professional and useful manner, either to support effective behaviour, or to guide someone back on track towards successful performance. Please complete the fields below if you wish to give feedback:

**Critical thinking**  
This person asks probing questions and makes sense of disparate information to connect the dots and bring clarity.

Write your comments here

**Builds business relationships**  
This person invests time to establish the trust and confidence of colleagues, clients and external stakeholders.

Write your comments here

**Results driven**  
This person makes decisions, takes action and looks to find most efficient and productive ways to achieve commitments.

Write your comments here

✓ 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.*



# Feedback

## 3. Provide feedback (cont.) Download the results

Check feedbacks received/provided

Request feedback

- » Provide feedback
- » Download the results

**2. Global values**

Does the individual behave in a way that aligns to our global values? Please rate them using the following scale: Strongly Agree - Agree - Neutral - Disagree - Strongly Disagree

**Collaboration**

- asks for help, gives help
- thinks team, not self
- brings the best resources to every situation

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

Write your comments here

**Leadership**

- has courage, inspires others
- lives our values
- acts with integrity

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

Write your comments here

**Excellence**

- finds a better way each time
- continuously grows their expertise
- strives to be at their best

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

Write your comments here

**Agility**

- thinks broadly acts quickly
- anticipates, adapts
- embraces change

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

Write your comments here

**Respect**

- listen and understand, be forthright
- discovers what is important to others and make it important to themselves
- value differences

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

Write your comments here


**Responsibility**

- influences wisely and owns actions
- decides, acts and is accountable
- seeks, accepts and gives honest feedback

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

Write your comments here

**Send feedback**

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

# Coaching session

## 4. Continuous feedback and coaching

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

The screenshot displays a web application interface for managing coaching sessions. At the top, there are navigation tabs: 'Annual appraisal', 'Feedback', and 'Coaching sessions' (which is active). A 'Year' dropdown menu is set to '2019'. Below the tabs, there are two main sections: 'Sessions received | 2019' and 'Sessions provided | 2019'. Each section has a table with columns: 'Received from' / 'Provided to', 'Session notes', 'Attachment', and 'Date'. Above the 'Sessions received' table, there are buttons for 'New session +' and 'Download report'. A modal window titled 'New coaching session' is open in the foreground, containing fields for 'Users ...', 'Date ...', an 'Attachment' section with a 'Choose File' button and 'No file chosen' text, a 'Notes' text area, and a 'Create session' button at the bottom.

- ✓ 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.

# Historical information

## 5. Historical reports

- View historical reports
- Save/download historical reports

Grant Thornton | MyPerformance

Contact us | Olga Dunamalyan

Annual appraisal | Feedback | Coaching sessions

Year: 2019 (dropdown menu with options 2018, 2019, 2020)

### My annual appraisal | 2019

Name	Position	Department	Manager	Goals	Behavioral competencies	Impact	Development plan
Olga Dunamalyan	Consultant	Advisory	Davit Manukyan	<a href="#">View goals</a>	<a href="#">View behavioral competencies</a>	<a href="#">View impact</a>	<a href="#">View development plan</a>

### Team members' annual appraisal | 2019

Name	Position	Department	Goals	Behavioral competencies	Impact	Development plan
Name Surname	Consultant		<a href="#">View goals</a>	<a href="#">View behavioral competencies</a>	<a href="#">View impact</a>	<a href="#">View development plan</a>


✓ 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.

# Useful information

## 6. User tips

- Save each field filled
- Review
- Submit

Team members' annual appraisal   2019							
Name	Position	Department	Goals	Behavioral competencies	Impact	Development plan	
Name Surname	Consultant		<a href="#">View goals</a>	<a href="#">View behavioral competencies</a>	<a href="#">View impact</a>	<a href="#">View development plan</a>	

[Save changes](#) [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 [gtnmyperformance@gmail.com](mailto:gtnmyperformance@gmail.com).

# Thank you!

Please contact at [gtmyperformance@gmail.com](mailto:gtmyperformance@gmail.com) for any queries.

