

# TALENTGATE

## Employee Feedback

January 21, 2020

# Employee Feedback

## How to Access

Managers / Admins



Employees



Users can access the Feedback page from the top navigation.

# Employee Feedback

## Message Bubble Specs

Recipient Message Bubble

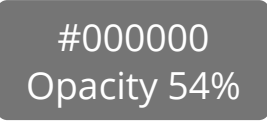


Sender Message Bubble



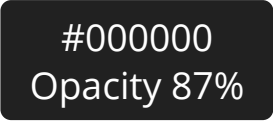
Secondary Text

12 px Regular



Message Text

14 px Regular

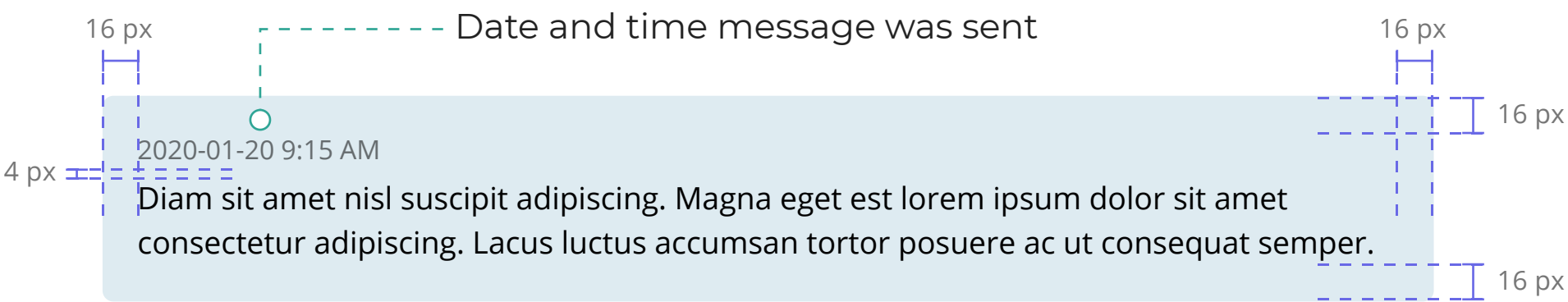


Date Format

International Format (defined by ISO):  
yyyy-mm-dd

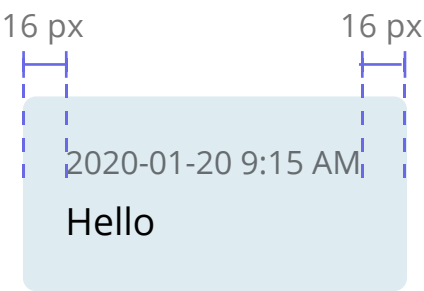
Sending Message Bubble (Sent by user)

**Note:** Width is determined by page width. Will explain in later part.



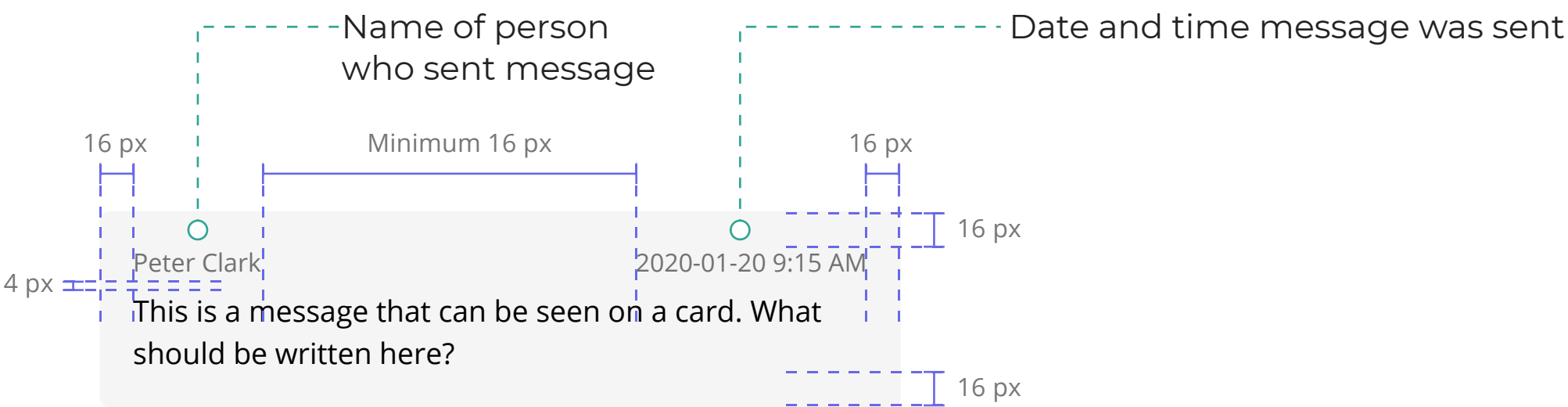
**Minimum Width**

Determined by length of date and time. As long as there is still a padding of 16px on either side.



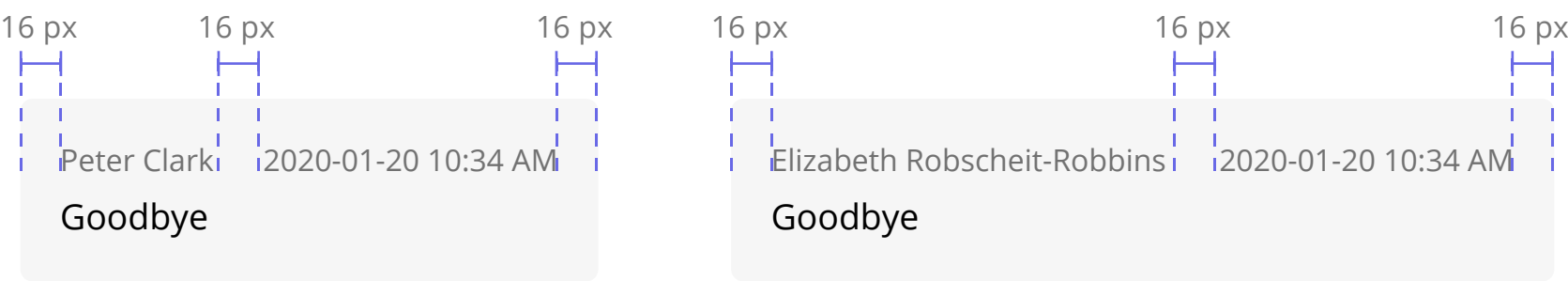
Recipient Message Bubble (Received by user)

**Note:** Width is determined by page width. Will explain in later part.



**Minimum Width**

Determined by length of name as well as date and time.  
As long as there is a minimum 16 px space between the name and date/time and a padding of 16px on either side.



# Employee Feedback

## Message Section Specs

This will basically be the same for all roles.  
Aiming for a responsive approach.

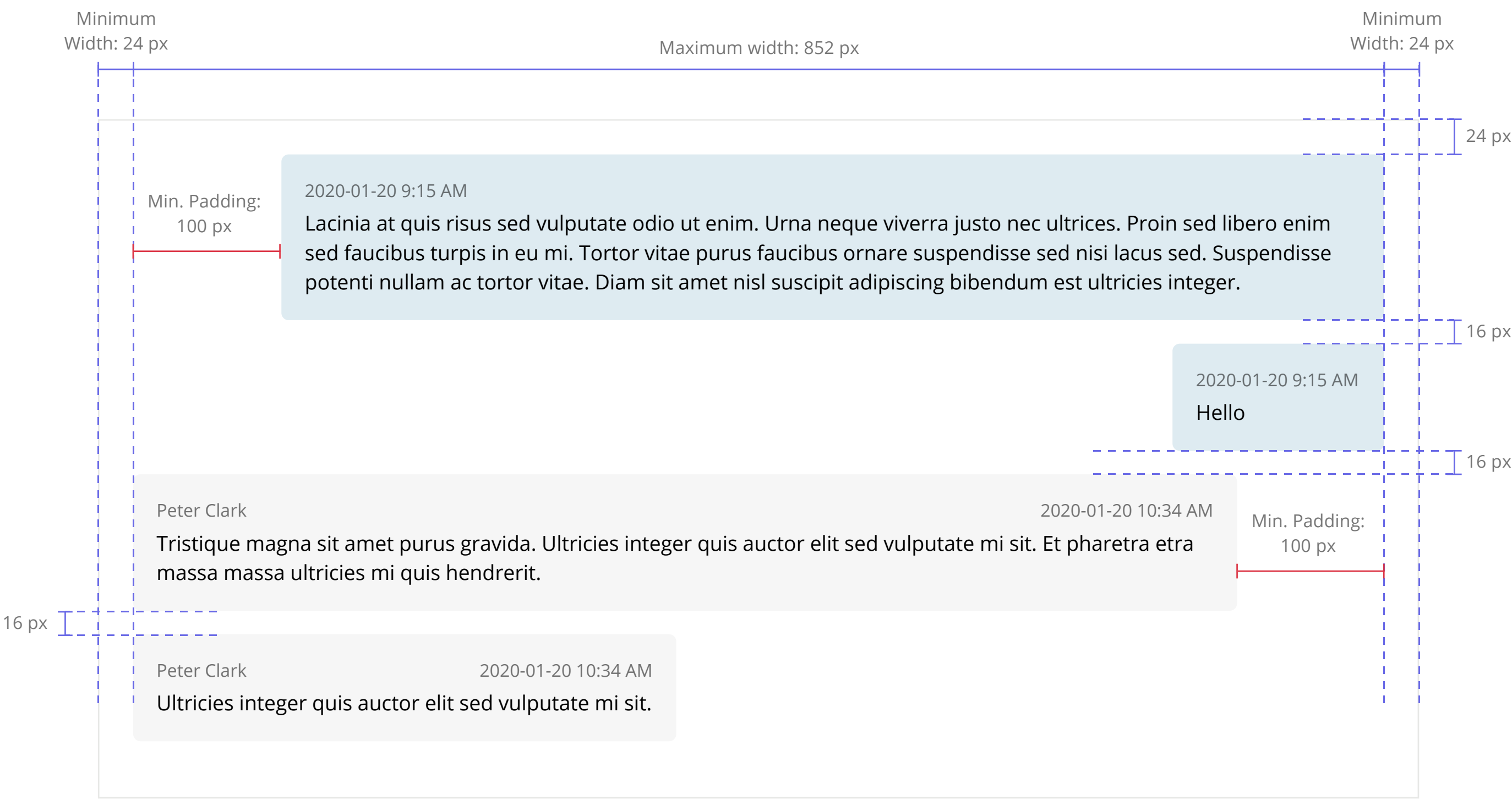
The centre section will have a maximum width of 852 px, which will be seen on wider screens. Once the screen is smaller in width, that section should adjust its width to fit, as long as there is a minimum of 24 px padding on the left and right.

Below are some examples of how it will look placed in areas with different widths.

**Note:** Larger message bubbles will have a minimum padding of 100 px on one side, this is to keep the visual that messages are either placed on the left or right.

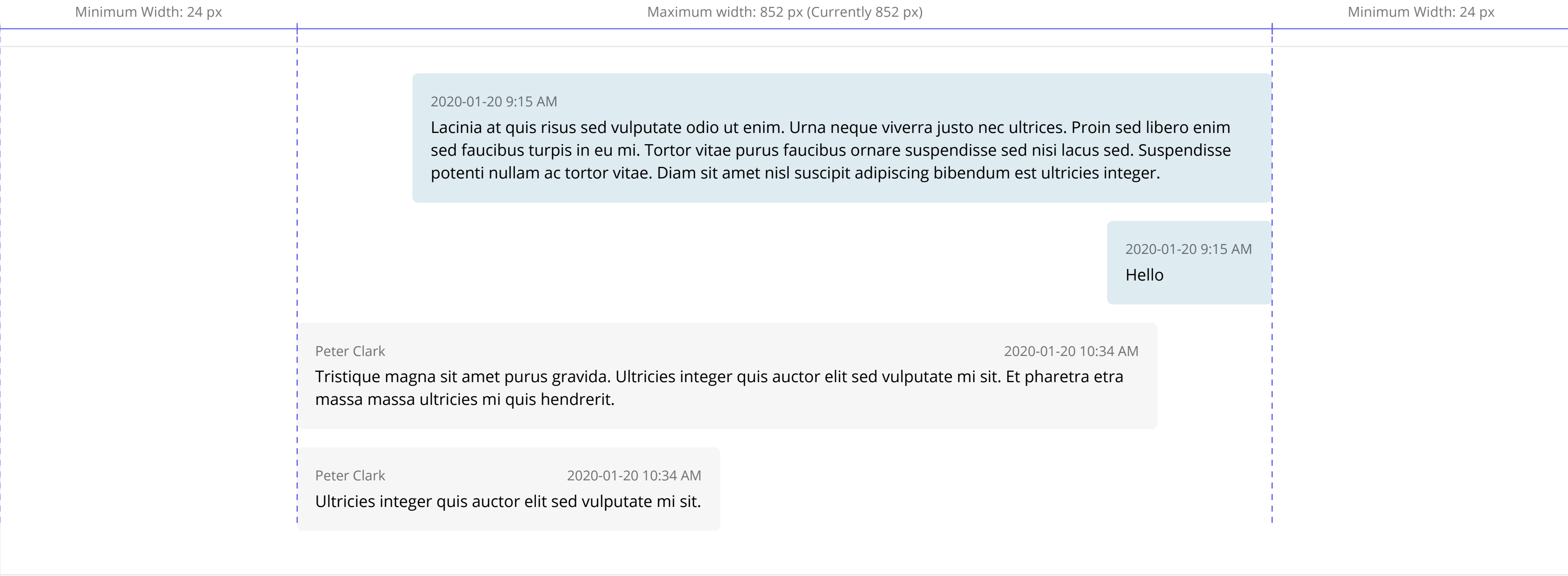
### Placement of Messages

Messages sent by the sender (user) is on the right and messages received are on the left.



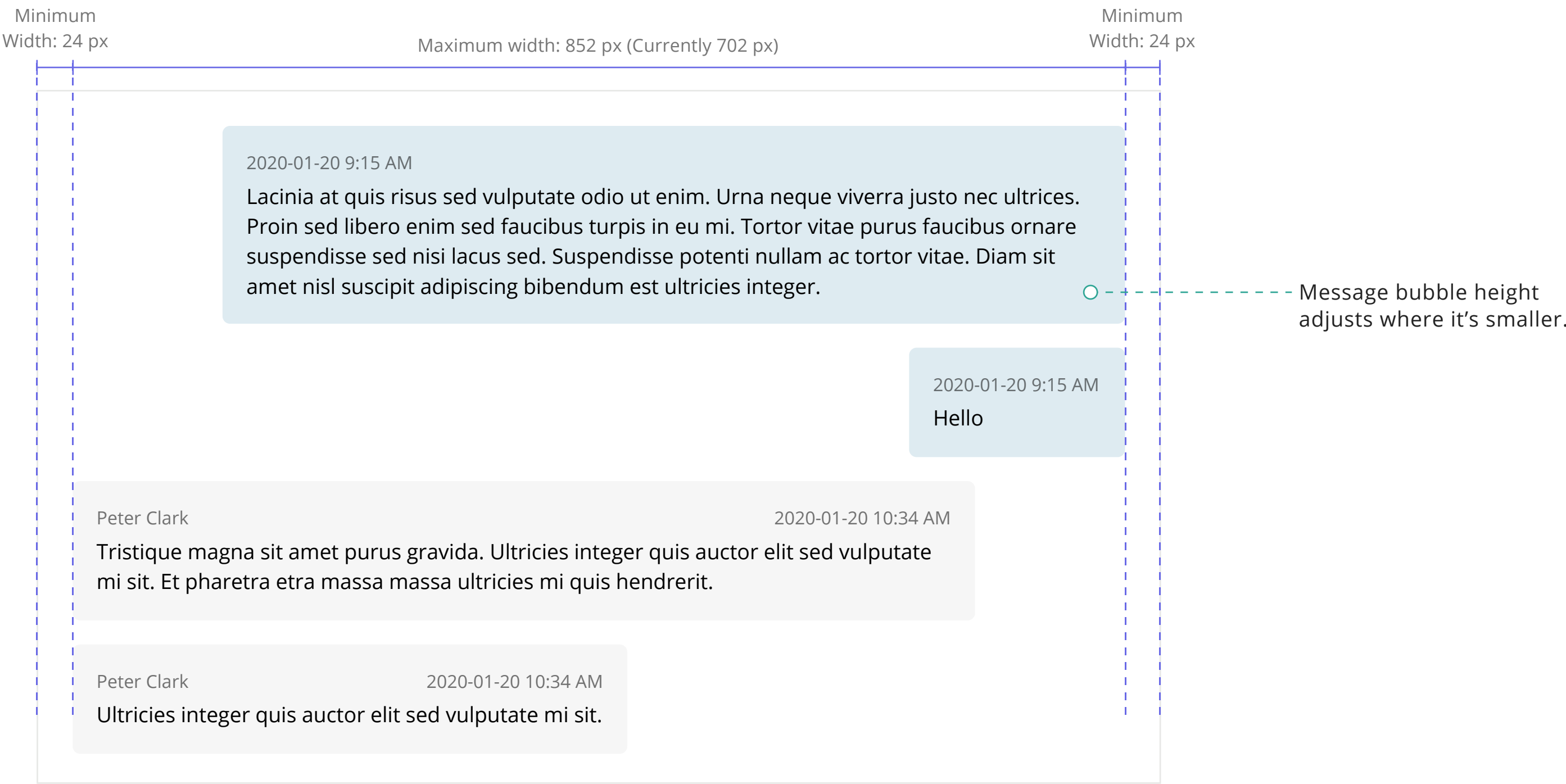
### Wider Sections

Sections containing the messages is still 852 px. Space on either side is larger to fit the space.



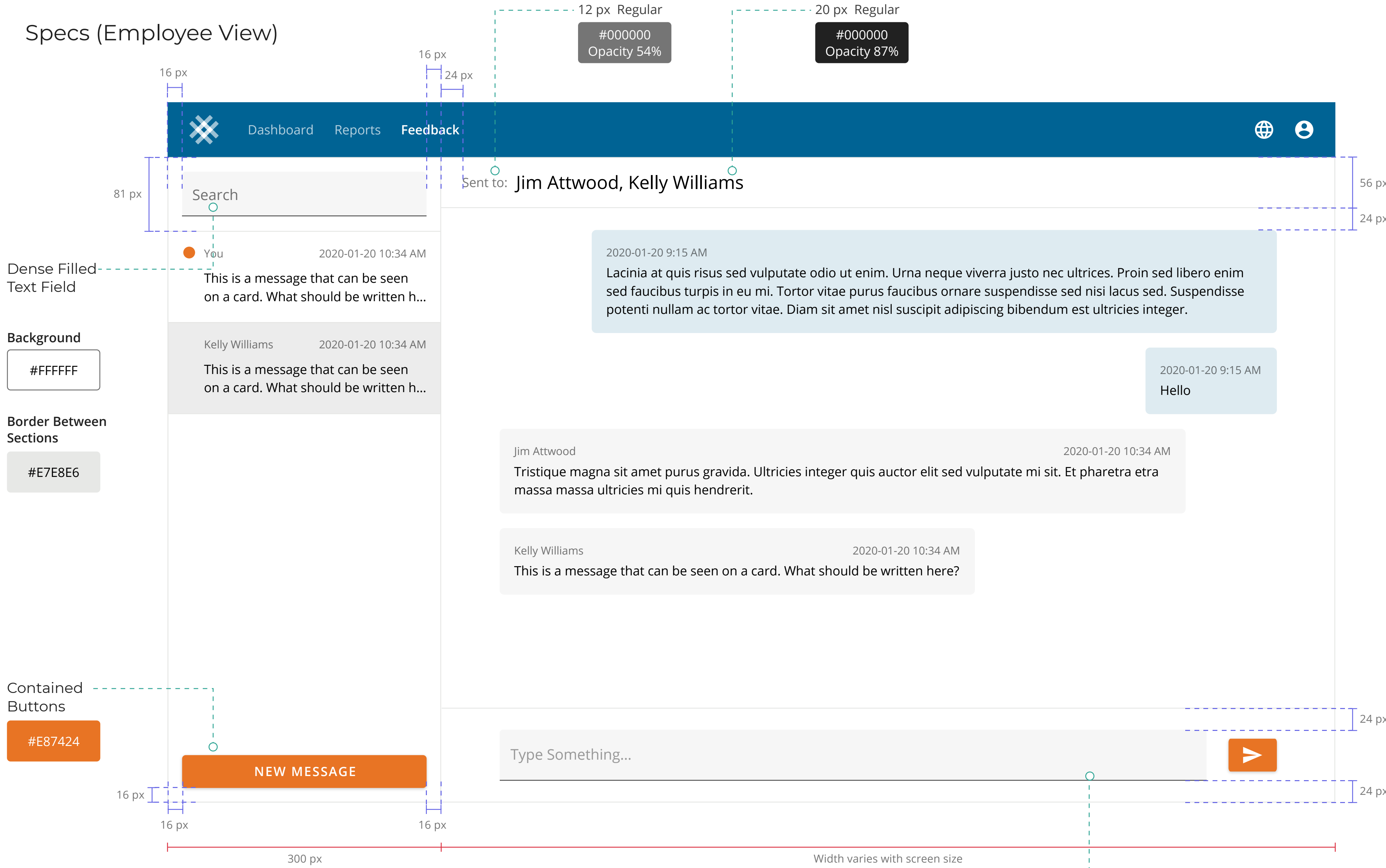
### Smaller Sections

Sections containing the messages is still 852 px. Space on either side is larger to fit the space.



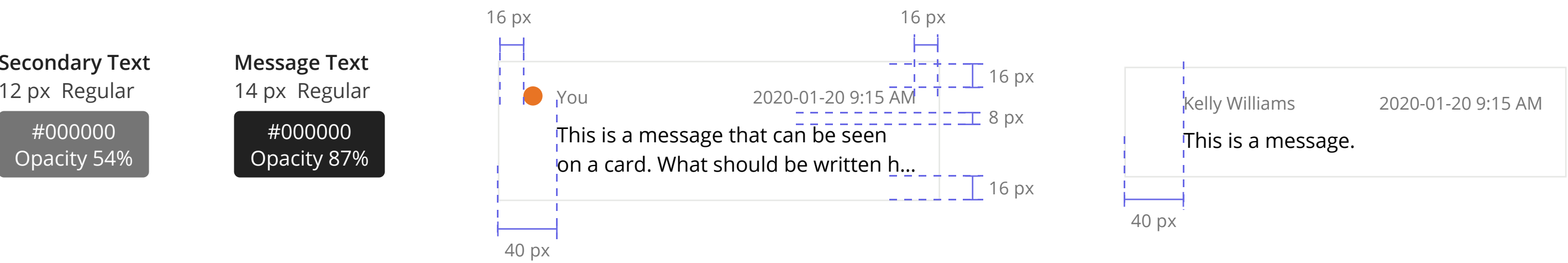
# Employee Feedback

## Specs (Employee View)



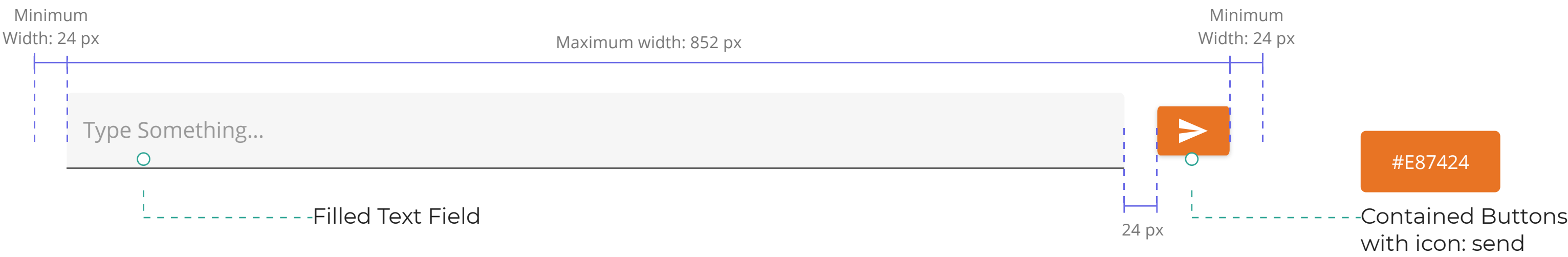
### Message Cards

Unread messages are marked with an orange circle (13 px)  
Read messages won't show the circle  
Card will show up to 2 (two) lines of text. After this it should be truncated and display an ellipses (...)



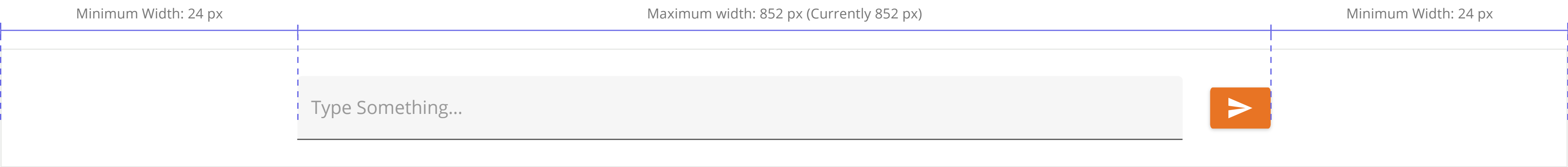
### Add Message Section

The width of this works exactly the same way as the messages, where it will have a max width when on larger screens and a minimum padding of 24 px on the left and right.



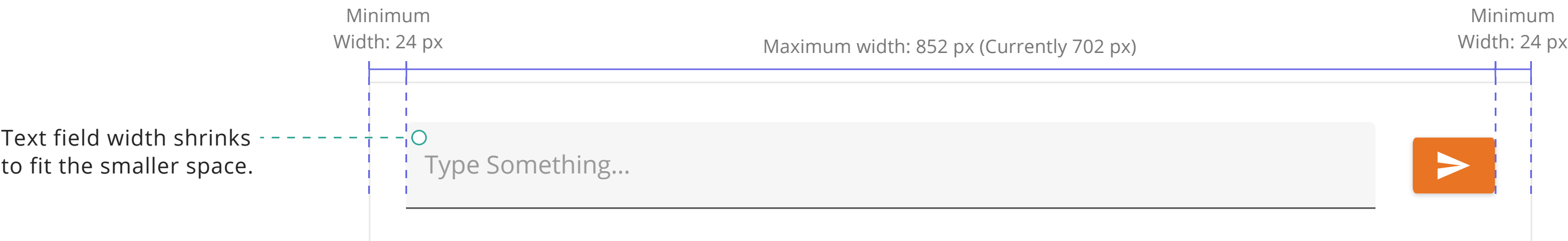
### Wider Sections

Sections containing the messages is still 852 px. Space on either side is larger to fit the space.



### Smaller Sections

Sections containing the messages is still 852 px. Space on either side is larger to fit the space.



# Employee Feedback

## Specs (Manager/Admin View)

Dashboard

Reports

Feedback

Action Planning

Employee Feedback

My Feedback

Search

Filter by Tag

Anonymous

2020-01-20 10:34 AM

This is a message that can be seen on a card. What should be written h...

Important

Idea

Anonymous

2020-01-20 10:34 AM

A short message

Follow Up

Kelly Williams

2020-01-20 10:34 AM

This is a message that can be seen on a card. What should be written h...

Follow Up

ADD TAG

Type Something...

Anonymous

2020-01-20 10:34 AM

This is a message that can be seen on a card. What should be written here?

2020-01-20 9:15 AM

Yet another long message that can be written here. What I can do to help you?

Anonymous

2020-01-20 10:34 AM

A short message.

224 px

300 px

Width varies with screen size

Text Button

#E87424

Left Section Background

#FAFAFA

Background

#FFFFFF

Border Between Sections

#E7E8E6

Selected Item

#000000

Opacity 8%

Dense Filled Text Field and Dropdown

8 px

16 px

12 px

16 px

24 px

48 px

### Displaying many tags

If there are a lot of tags used where it cannot fit on one line expand the height of the space and create a second line of tags.

Follow Up

Important

Idea

Another Tag

This is a Tag

ADD TAG

Plus One More

### Message Cards with Tags

Along with the other message card design, where we have tags, we need to displays tags that have been added to a message.  
We should show all tags on a card (expand the width of the card to show all tags. At this time I am expecting most users will use 1 or 2 tags, but we'll see how it's used.)

Anonymous

2020-01-20 9:15 AM

A short message

Follow Up

Anonymous

2020-01-20 9:15 AM

This is a message that can be seen on a card. What should be written h...

Important

Idea

8 px

16 px


8 px

8 px

# Employee Feedback

## Specs (Top of Hierarchy/Has No Manager)



For Admins who may be at the top of the hierarchy (there’s no person above them to leave feedback), when they open feedback they will just see the Employee Feedback.



Dashboard

Reports

Feedback



Search

Filter by Tag

Anonymous

2020-01-20 10:34 AM

This is a message that can be seen on a card. What should be written h...

Important

Idea

Anonymous

2020-01-20 10:34 AM

A short message

Follow Up

Kelly Williams

2020-01-20 10:34 AM

This is a message that can be seen on a card. What should be written h...

2020-01-20 9:15 AM

Lacinia at quis risus sed vulputate odio ut enim. Urna neque viverra justo nec ultrices. Proin sed libero enim sed faucibus turpis in eu mi. Tortor vitae purus faucibus ornare suspendisse sed nisi lacus sed. Suspendisse potenti nullam ac tortor vitae. Diam sit amet nisl suscipit adipiscing bibendum est ultricies integer.

2020-01-20 9:15 AM

Hello

Jim Attwood

2020-01-20 10:34 AM

Tristique magna sit amet purus gravida. Ultricies integer quis auctor elit sed vulputate mi sit. Et pharetra etra massa massa ultricies mi quis hendrerit.

Kelly Williams

2020-01-20 10:34 AM

A short message

Follow Up

ADD TAG

Type Something...

300 px

Width varies with screen size



# Employee Feedback

## Employee View - Opening Feedback

### For the First Time

When the employee first opens feedback they will see empty state message where the message cards and messages are displayed.

Empty State Text  
14 px Regular

#000000  
Opacity 54%

Dashboard

Reports

Feedback

Search

You have no messages

NEW MESSAGE

To start and anonymous message to your manager, click the “New Message” button found on the bottom left of the screen.

### Every Other Time

User can click a message on the left to view.

Dashboard

Reports

Feedback

Search

Kelly Williams

2020-01-21 9:30 AM

This is a message that can be seen on a card. What should be written h...

Kelly Williams

2020-01-20 5:15 PM

This is a message that can be seen on a card. What should be written h...

Jim Attwood

2020-01-20 10:34 AM

This is a message that can be seen on a card. What should be written h...

You

2020-01-15 10:34 AM

This is a message that can be seen on a card. What should be written h...

NEW MESSAGE


Click a message to view





# Employee Feedback

## Employee View - New Message

What is displayed when the user clicks the “New Message” button.



Dashboard   Reports   **Feedback**



Search

Anonymous

New Message


Kelly Williams   2020-01-20 10:34 AM

This is a message that can be seen on a card. What should be written h...

Sent to: Jim Attwood, Kelly Williams

Start typing below to start your new anonymous feedback message.

Type Something...



- Message is created and displayed at the top of the list. Where there is no message yet it will display an empty state “New Message”. Once a message has been created (by pressing send or hitting Enter), the message preview will be displayed here.
- At the top displayed the name of the manager(s) the message will be sent to. This is give the employee an idea of who will see it.
- Empty state before creating a message. Just letting the user know to start typing to create message. Also enforce the idea that this is anonymous.
- The input field should already be in focus. This is so the user can start typing their message right after they click the “New Message” button. To send the message they can either press “Enter” or click the “Send” icon.

# Employee Feedback

## Employee View - More Info

Dashboard

Reports

Feedback

Search

Kelly Williams

2020-01-21 9:30 AM

This is a message that can be seen on a card. What should be written h...

Kelly Williams

2020-01-20 5:15 PM

This is a message that can be seen on a card. What should be written h...

Jim Attwood

2020-01-20 10:34 AM

This is a message that can be seen on a card. What should be written h...

You

2020-01-15 10:34 AM

This is a message that can be seen on a card. What should be written h...

NEW MESSAGE

Sent to: Jim Attwood, Kelly Williams

2020-01-20 9:15 AM

Lacinia at quis risus sed vulputate odio ut enim. Urna neque viverra justo nec ultrices. Proin sed libero enim sed faucibus turpis in eu mi. Tortor vitae purus faucibus ornare suspendisse sed nisi lacus sed. Suspendisse potenti nullam ac tortor vitae. Diam sit amet nisl suscipit adipiscing bibendum est ultricies integer.

2020-01-20 9:15 AM

Hello

Jim Attwood

2020-01-20 10:34 AM

Tristique magna sit amet purus gravida. Ultricies integer quis auctor elit sed vulputate mi sit. Et pharetra etra massa massa ultricies mi quis hendrerit.

Kelly Williams

2020-01-20 10:34 AM

This is a message that can be seen on a card. What should be written here?

Type Something...

Newest message is displayed at the top. This is determined by the reply date and time of the last reply to a message.

Currently selected messages are highlighted.

Unread messages are indicated by an orange dot.


Messages written by the employee will use "You" if they are the last person to write a reply to a message (or for new messages).

# Employee Feedback

## Employee View - Search Function

The search function will allow the ability to search for text within messages.

As the user starts typing in the input it should automatically start filtering and displaying only messages that match the search.

DashboardReportsFeedback

Search

Kelly Williams

2020-01-21 9:30 AM

This is a message that can be seen on a card. What should be written h...

Kelly Williams

2020-01-20 5:15 PM

This is a message that can be seen on a card. What should be written h...

Jim Attwood

2020-01-20 10:34 AM


This is a message that can be seen on a card. What should be written h...

You

2020-01-15 10:34 AM

This is a message that can be seen on a card. What should be written h...

NEW MESSAGE

DashboardReportsFeedback

Tristique magna

Kelly Williams

2020-01-20 5:15 PM

This is a message that can be seen on a card. What should be written h...

You

2020-01-15 10:34 AM

This is a message that can be seen on a card. What should be written h...


NEW MESSAGE

# Employee Feedback

## Managers View

Managers opening “Feedback” will have a different view. They will have a list on the side with the follow:

- **Employee Feedback:** Place to view, reply, and tag anonymous feedback.
- **My Feedback:** Place to send anonymous feedback. Many Managers will have managers themselves, so this is where they can send their anonymous feedback. This section works exactly how it does for employees.





Dashboard

Reports

Feedback

Action Planning



Employee Feedback

My Feedback

Search

Filter by Tag

Anonymous

Yesterday

A short message

Follow Up

Anonymous

Yesterday

This is a message that can be seen on a card. What should be written h...

ImportantIdea

Kelly Williams

Yesterday

This is a message that can be seen on a card. What should be written h...

Anonymous

2020-01-20 10:34 AM

This is a message that can be seen on a card. What should be written here?

2020-01-20 9:15 AM

Yet another long message that can be written here. What I can do to help you?

Anonymous

2020-01-20 10:34 AM

A short message.

Follow Up

ADD TAG

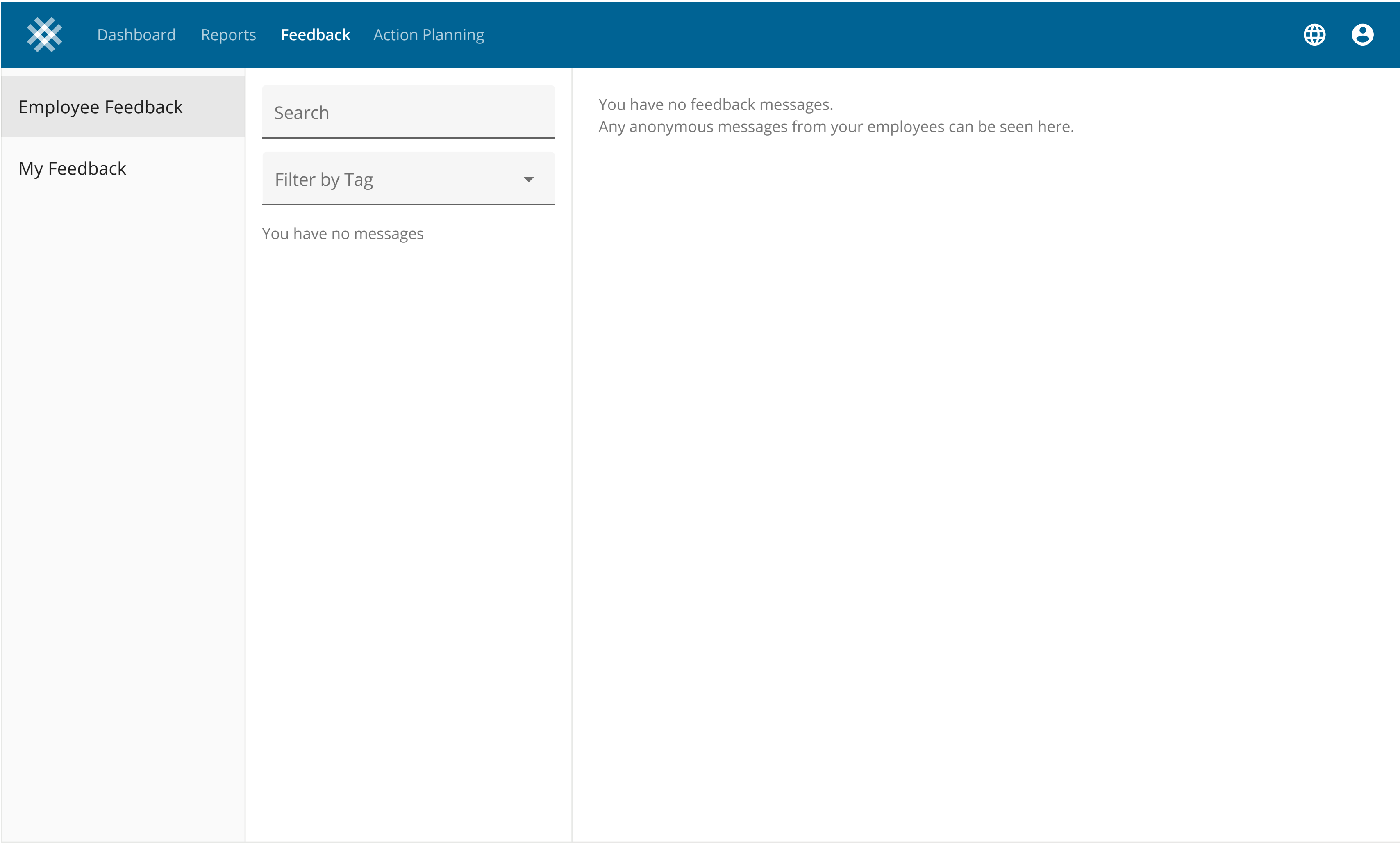
Type Something...

# Employee Feedback

## Managers View - Opening “Employee Feedback”

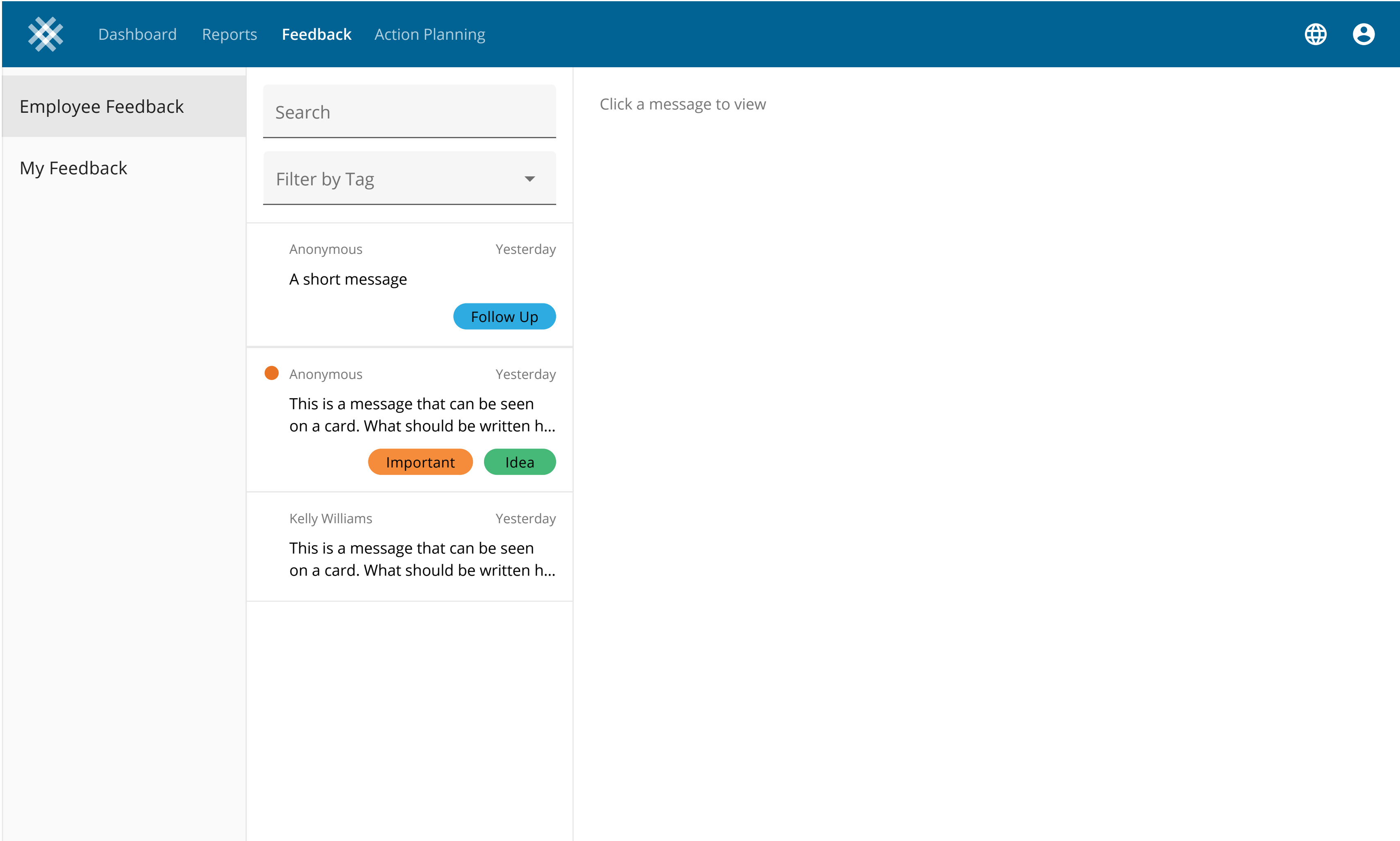
### With No Feedback Messages

If there are no messages when opening “Employee Feedback” empty states should be placed where the messages cards and messages are displayed. The message can include information about receiving and replying to anonymous feedback back from their employees. Also that their messages will not be anonymous (employees will know who is sending the message.)



### With Feedback Messages

User can click a message on the left to view.



# Employee Feedback

## Managers View - Viewing and Replying to Employee Messages

Clicking a message will allow manager to view it. They can then either send a reply or tag the message.

Similar to how feedback is seen by employees, messages are displayed with the newest at the top, highlighted message is the currently viewed message and new, unread messages are indicated with an orange circle.

Dashboard

Reports

Feedback

Action Planning

Employee Feedback

My Feedback

Search

Filter by Tag

Anonymous

Yesterday

A short message

Follow Up

●

Anonymous

Yesterday

This is a message that can be seen on a card. What should be written h...

Important

Idea

Kelly Williams

Yesterday

This is a message that can be seen on a card. What should be written h...

Anonymous

2020-01-20 10:34 AM

This is a message that can be seen on a card. What should be written here?

2020-01-20 9:15 AM

Yet another long message that can be written here. What I can do to help you?

Anonymous

2020-01-20 10:34 AM

A short message.

Follow Up

ADD TAG

Type Something...

# Employee Feedback


## Managers View - Searching and Filter by Tag

The search input will work exactly how it will work for employees, as the user types a word it will automatically search, displaying only the messages that match in the list.

Managers, where they use tags (more on this on the next page), they can also filter the list by tags.

This is done from the “Filter by Tag” dropdown. When the user selects a tag from the list, the message list should only display messages that have that tag.

User can filter by more than one tag if they wish.

DashboardReportsFeedbackAction Planning

Employee Feedback

My Feedback

Search

Important

Idea

Follow Up

Alert

This is a message that can be seen on a card. What should be written h...


Important

Idea

Kelly Williams

Yesterday

This is a message that can be seen on a card. What should be written h...

DashboardReportsFeedbackAction Planning

Employee Feedback

My Feedback

Search

Important

Anonymous

Yesterday

This is a message that can be seen on a card. What should be written h...

Important

Idea



# Employee Feedback

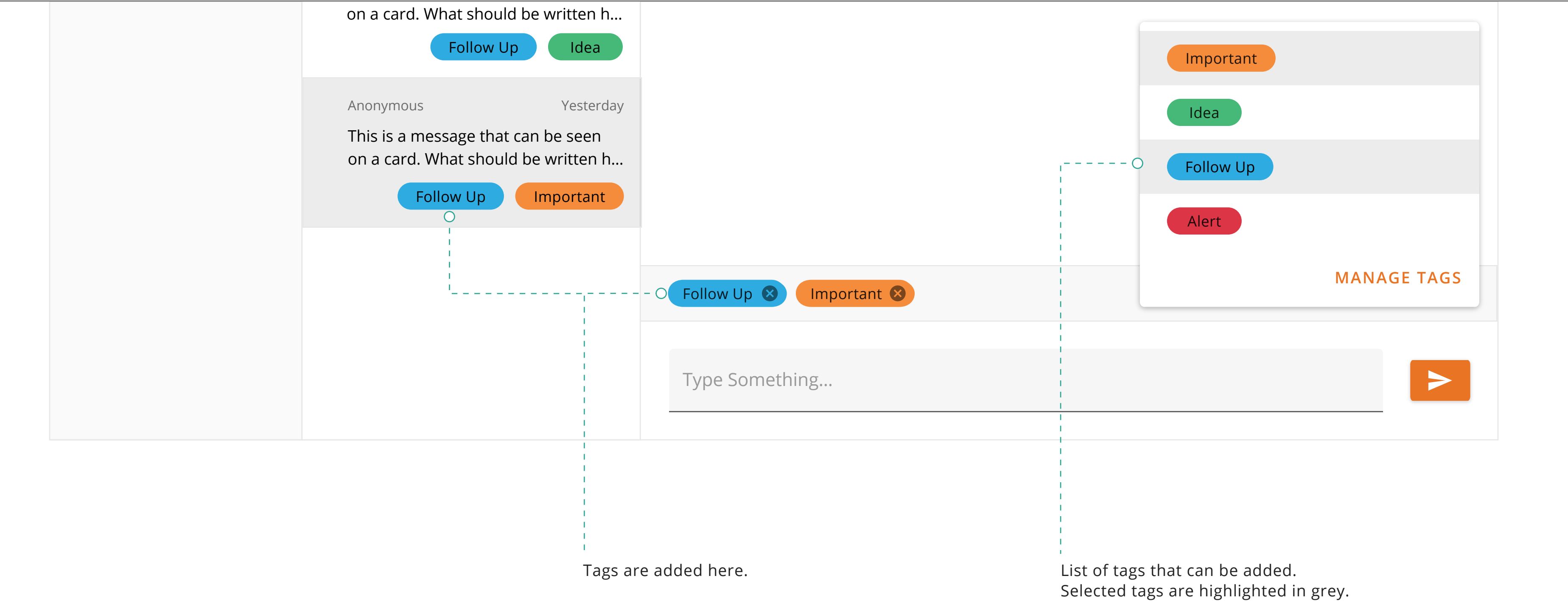
## Managers View - Tagging a Message

Managers/Admins will have the ability to tag messages. Tags can be used to indicate messages that are important or may need attention.

Tags can only be seen by the Managers/Admins, Employees **cannot** see tags.

To add a tag click the “Add Tag” text button. A dropdown will appear with a list of tags that can be attached. Clicking a tag in the list will automatically add a tag, displaying it both in the grey area to the left of the “Add Tag” button and on the message card.  
User can add as many tags as they wish.

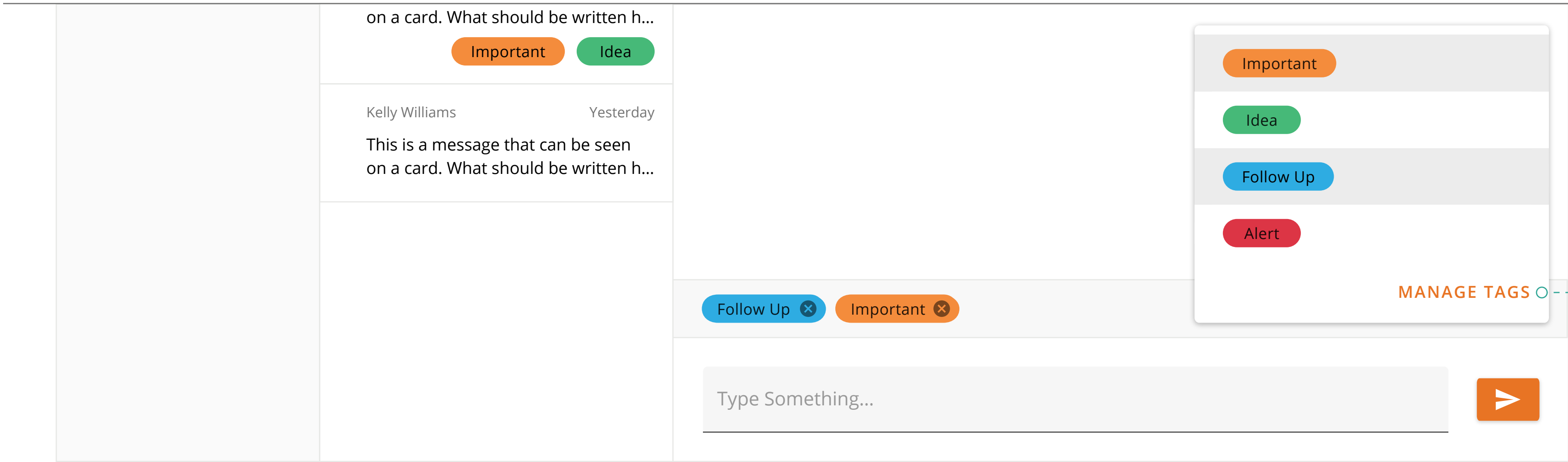
To remove a tag the user can either deselect them from the dropdown list or click the “x” on the tag within the message.



# Employee Feedback

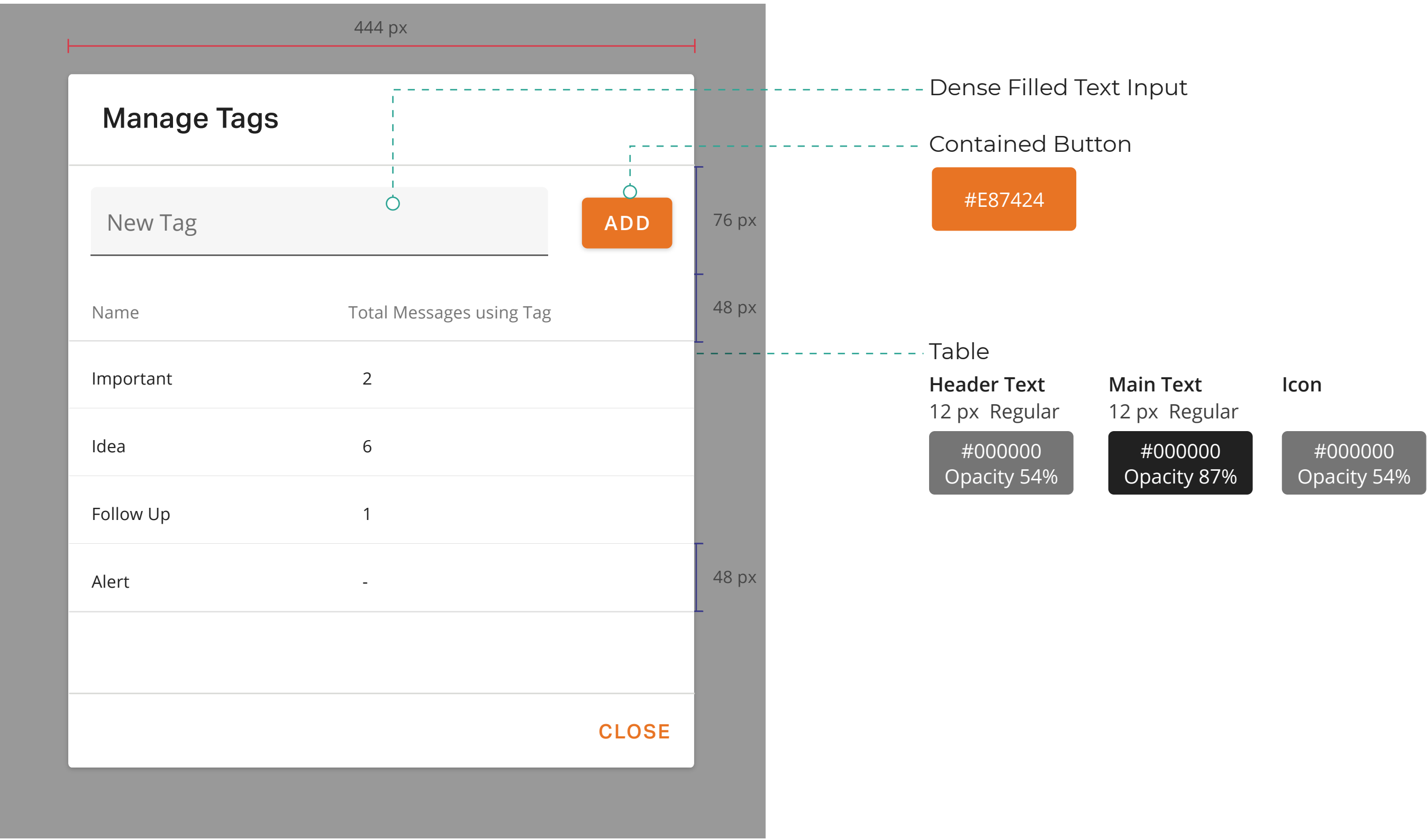
## Managers View - Managing Tags

The ability to add a new tag can be found by clicking the “Manage Tags” button in the Tags dropdown.



## Managers - Manage Tags

At the top is a text field where the user can create a new tag. Simply type in the text box and press “Add”. Once “Add” is pressed the new tags should be displayed in the table (clearing the text input). The table displays the list of tags created. This also includes a column stating the number of messages using that tag. Managers do not have the ability to delete tags.



## Admins - Manage Tags

For admins, the “Manage Tag” dialog is pretty much the same, the only difference is they have the ability to delete tags. This is where displaying how many messages are using a tag is important. When removing a tag that is being used by messages, a popper should appear asking if the user is sure and that the tags will be removed from the messages. If the tag being removed is not being used by an organization then no popper is needed.

