



## KRO – HR Storyboard

June 6, 2018

# EMPLOYEE PERFORMANCE REVIEW DASHBOARD

## Meeting Agenda

WORKING AS ONE

ABC COMPANY

In Progress

search

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f t in

gears

Home

Calendar 5

Meeting

dev plan

Tools

R. Oshagan  
Mgr. Manufacturing

Logout

Sartaj Singh  
Shipping Manager  
Job Description

My Development Dashboard

Start New

PERFORMANCE REVIEW

STRENGTH ASSESSMENT REVIEW

DEVELOPMENT PLAN REVIEW

Current Development Plan Action Steps

Development Action Steps	Completion Date
Increase skills to further assist with shipping activities especially when very busy.	Dec. 15, 2017
Learn to handle various minor HR conflicts within the team	Jan. 1, 2018

History of Assessments and Reviews

Strength Assessment  
June 29, 2015

View

Strength Assessment Review  
December 12, 2015

View

Performance Review  
December 12, 2015

View

Employee Development Plan  
February 11, 2016

Notes

Successes

List of successes that have employee in them.

Browse







Show only Active steps.  
Style as per meetings


Add successes  
from meetings

Need a view of previous  
assessments, reviews, etc.


# STRENGTH ASSESSMENT - INTRO


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AS ONE







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Mgr. Manufacturing  
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ABC  
COMPANY






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## EMPLOYEE STRENGTH ASSESSMENT


**Sartaj Singh**

Position	Shipping Manager
Department	Shipping
Employee #	12145
Position start date	Jul 2, 2014
Period From	Nov 12, 2016
Period To	Nov 12, 2017

**Requests are entered from Admin**  
**Period From** is the last review's **Period To**  
+ 1 day or Join date if no last review.  
**Period To** date is today's date.

**Introduction**

This Employee Strength Assessment tool is to better align the strengths of employees with ABC. This assessment tool will be given to both the employee and manager. It will ask a series of general questions that will prompt a response. Employee and manager responses will be compared for identifying strengths and aligning variances. The purpose is for employees to align with ABC values. The tool brings about awareness, prompts dialogue and builds team rapport.

**How to perform the assessment**

Compare your actions and behaviours to ABC values by circling the number which you feel most accurately reflects your score. There are sub-headers that clarify ABC's core values. Your manager will use the same assessment to evaluate your performance. Variances will be clarified in a follow up meeting.







[BEGIN ASSESSMENT](#)


Assessment will display questions from each Value then go to Skill, Knowledge, Passion and Wisdom.

Value questions can be randomized so it appears different each time.


## STRENGTH ASSESSMENT - QUESTION


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 Sartaj Singh  
Shipping Manager

EMPLOYEE STRENGTH ASSESSMENT

Question 4 of 9

I respect the input of others and treat people like I want to be treated

1

2

3

4

5

6

7

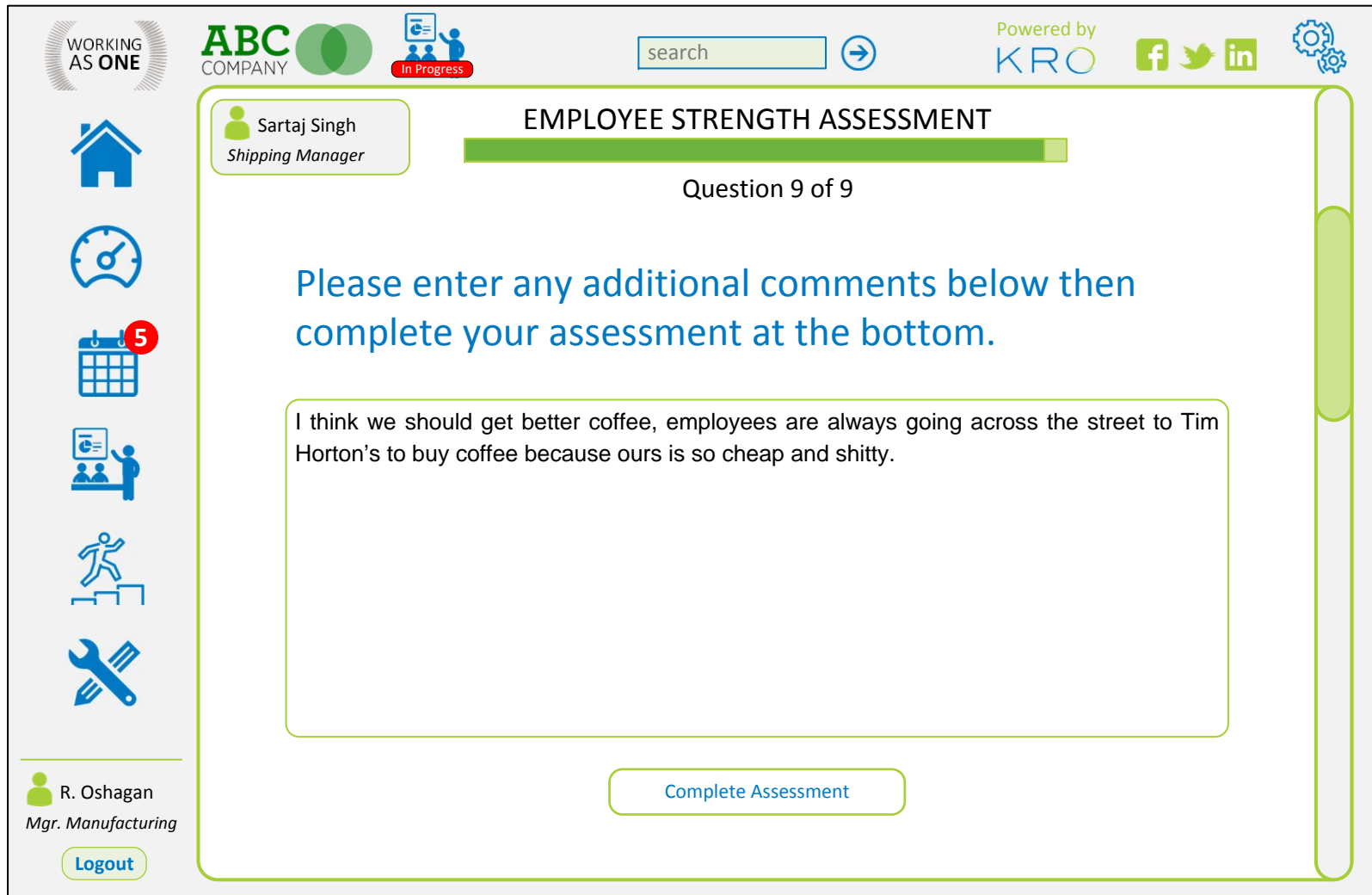
8

9

If we are going to indicate values, then should we also display each value section header (Financial, Team and Brand)? **NO**







Should we let the person go back and change an answer or are answers final? **YES**







Assessment will display questions from each Value then go to Skill, Knowledge, Passion and Wisdom.

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## EMPLOYEE STRENGTH ASSESSMENT REVIEW

**Sartaj Singh**

Position	Shipping Manager
Department	Shipping
Employee #	12145
Position start date	July 2, 2014

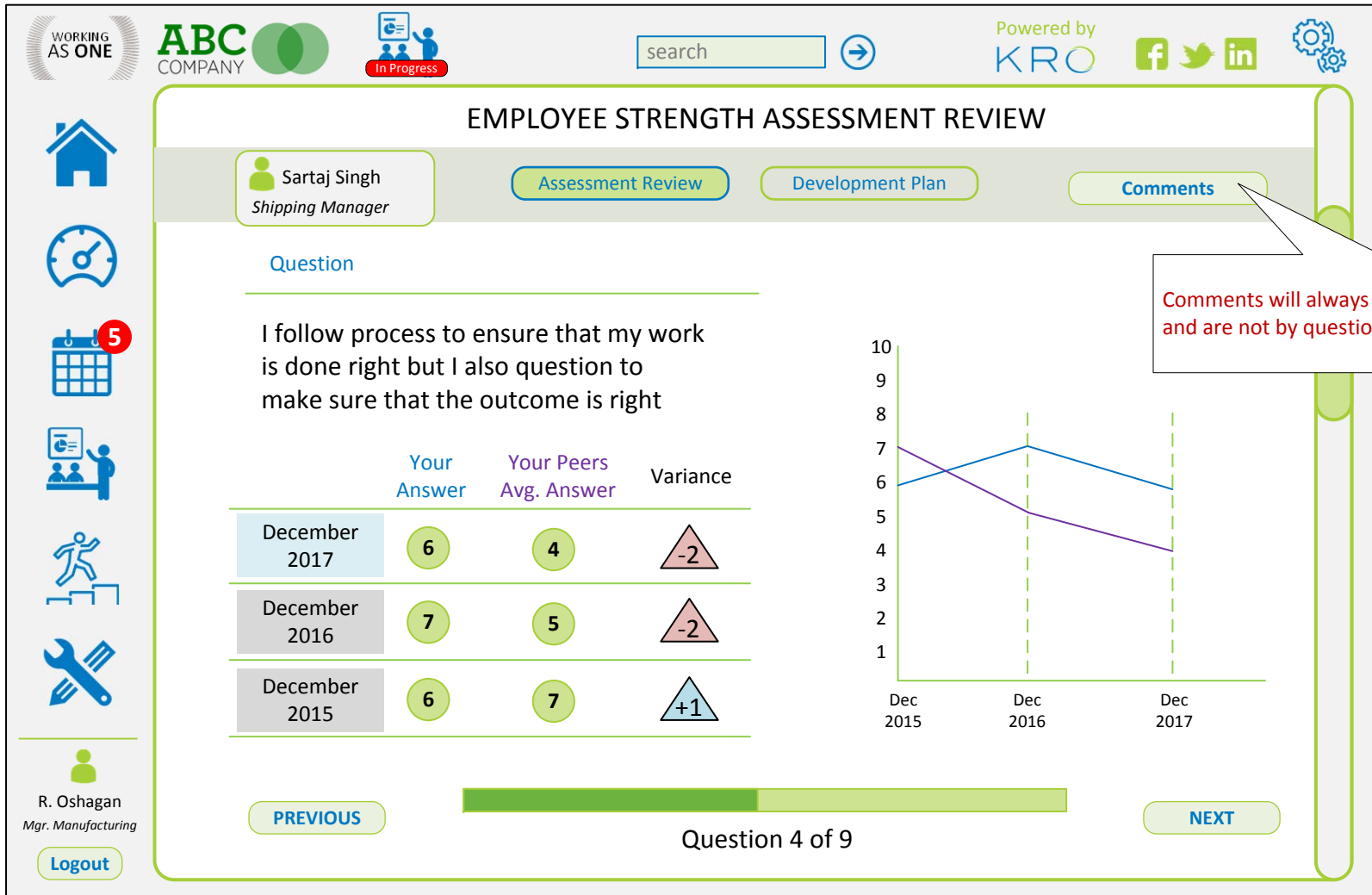
**Reviewed By**

Position	Production Manager
Employee #	13234
Review Date	November 2, 2017

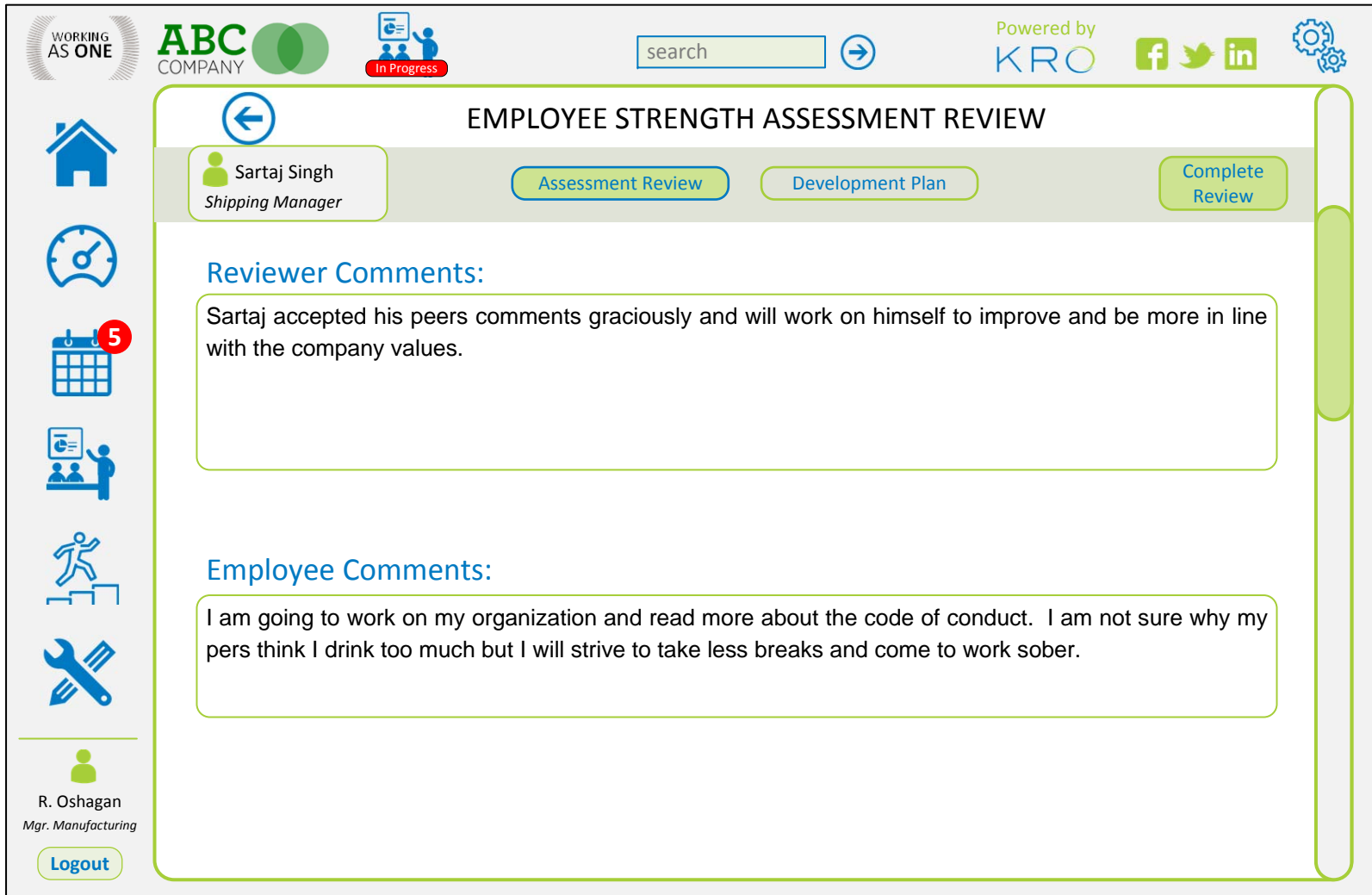
**Introduction**

This is an "open end" meeting. The meeting compares manager and employee results and discusses strengths and variances. The objective is to facilitate dialogue so both parties come away with a better understanding of employee strengths, company expectations and employee development plan.

[BEGIN REVIEW](#)







Assessment will display questions from each Value then go to Skill, Knowledge, Passion and Wisdom.


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EMPLOYEE PERFORMANCE REVIEW

Dashboard

Review

**Sartaj Singh**

Position

Shipping Manager

Department

Shipping

Employee #

12145

Position start date

July 2, 2014

Period From

Nov 12, 2016

Period To

Nov 12, 2017

**Reviewed By**

Name

Raffi Oshagan

Employee #

13234

Review Date

November 2, 2017


**Introduction**


This is a performance review that will conclude the Employee Strength Assessment process. This review captures the development goals that both the employee and manager agree to and sign off on.

Begin Review



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EMPLOYEE PERFORMANCE REVIEW

Sartaj Singh  
Shipping Manager

Performance Review

Development Plan

Complete Review

Overall Performance:

Raffi continues to improve on his accident record

Strengths:

Areas for Further Development:

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Client Application Storyboard & Design  
January 19, 2018

Should we include the supporting instructions that appear in the printed performance review?

The image shows a web application interface for an 'Employee Performance Review'. The header includes the 'WORKING AS ONE' logo, 'ABC COMPANY', a search bar, and social media icons. A sidebar on the left contains navigation icons for home, dashboard, calendar (with a red '5' badge), performance review, progress, and settings. The main content area is titled 'EMPLOYEE PERFORMANCE REVIEW' and features a header for 'Sartaj Singh, Shipping Manager' with buttons for 'Performance Review', 'Development Plan', and 'Complete Review'. Below this are two large text input fields labeled 'Challenges:' and 'Employee's Comments:'. At the bottom left, there is a user profile for 'R. Oshagan, Mgr. Manufacturing' with a 'Logout' button. A vertical scrollbar is on the right side of the main content area.

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ABC COMPANY

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EMPLOYEE PERFORMANCE REVIEW

Sartaj Singh  
Shipping Manager

Performance Review

Development Plan

Complete Review

Challenges:

Employee's Comments:

R. Oshagan  
Mgr. Manufacturing

Logout

Discuss signature options. Usually the Employee enters their name and birth date in person.

Should we include the supporting instructions that appear in the printed performance review?

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search

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Home

Gauge

Calendar 5

Shipping Manager

HR

Manufacturing

Tools

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EMPLOYEE PERFORMANCE REVIEW

Sartaj Singh  
Shipping Manager

Performance Review

Development Plan

Complete Review

Show Steps Active Completed

New Action Step

Development Action Steps	Measures of Success	Completion Date	Edit
Increase skills to further assist with shipping activities especially when very busy.	Fork lift certification training. Learn how to track orders with other carriers.	Dec. 15, 2017	→
Learn to handle various minor HR conflicts within the team	Not sure but HR has a say in it.	Jan. 1, 2018	→

Want to be able to bring up an employee and update their development plan without going through a formal performance review. Do this in the employee profile, have a development plan tab just like here.

Discuss signature options. Usually the Employee enters their name and birth date in person.

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Logout

## EMPLOYEE DEVELOPMENT PLAN REVIEW

Sartaj Singh

Position	Shipping Manager
Department	Shipping
Employee #	12145
Position start date	July 2, 2014
Period From	Nov 12, 2016
Period To	Nov 12, 2017

Manager

Position	Production Manager
Employee #	13234
Review Date	November 2, 2017

Period From is the last review's Period To + 1 day or Join date if no last review.

Period To date is today's date.

Introduction

Completing your Development Plan involves both you and your manager. You are responsible for creating and implementing your Development Plan and for setting up a meeting(s) with your manager to discuss your developmental needs and for identifying what support and resources you may need. Be sure to share with your manager your thoughts and suggestions about areas for improvement, goals and career paths – for your current job and your future opportunities at ABC. This will ensure both you and your manager have a common understanding of your thoughts and ideas regarding your development. Although draft plans may be used to support your discussion meetings, you and your manager must mutually agree on the final Development Plan.

Begin Development Plan Review

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Sartaj Singh  
 Shipping Manager

Job-Specific

Future Opportunities

Complete Review

Job-Specific Development Needs:

Show Steps
 

Active








Completed





New Action Step

Development Action Steps	Measures of Success	Completion Date	Edit
Increase skills to further assist with shipping activities especially when very busy.	Fork lift certification training. Learn how to track orders with other carriers.	Dec. 15, 2017	
Learn to handle various minor HR conflicts within the team	Not sure but HR has a say in it.	Jan. 1, 2018	

Should we include the supporting instructions that appear in the printed development plan? **Info icon that shows the help.**

## MEETING ATTENDANCE – SELECT BY COMPANY DIRECTORY


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Sartaj Singh  
Shipping ManagerJob-SpecificFuture OpportunitiesComplete Review

### Future Opportunities Development Needs:

Show Steps ☒ Active ☐ Completed New Action Step

Development Action Steps	Measures of Success	Completion Date	Edit
Increase skills to further assist with shipping activities especially when very busy.	Fork lift certification training. Learn how to track orders with other carriers.	Dec. 15, 2017	
Learn to handle various minor HR conflicts within the team	Not sure but HR has a say in it.	Jan. 1, 2018	

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Mgr. ManufacturingLogout



## MEETING ATTENDANCE – SELECT BY COMPANY DIRECTORY

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search

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f t in

Home

Gauge

Calendar 5

Chart

Person

Run

Wrench

Person

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Development Action Step

Action Step

Increase skills to further assist with shipping activities especially when very busy.

?

Growth Class

Future Opportunities

V

Measures of Success

Fork lift certification training.  
Learn how to track orders with other carriers.

?

Assigned Team

- Berj Oshagan
- A1 Paving
- Megan Foote

Assign Team

Save

Cancel

Development Plan Action Step Status

Completion Date

October 6, 2017

Status

Active

History

Update

Actual Budget

\$6,000