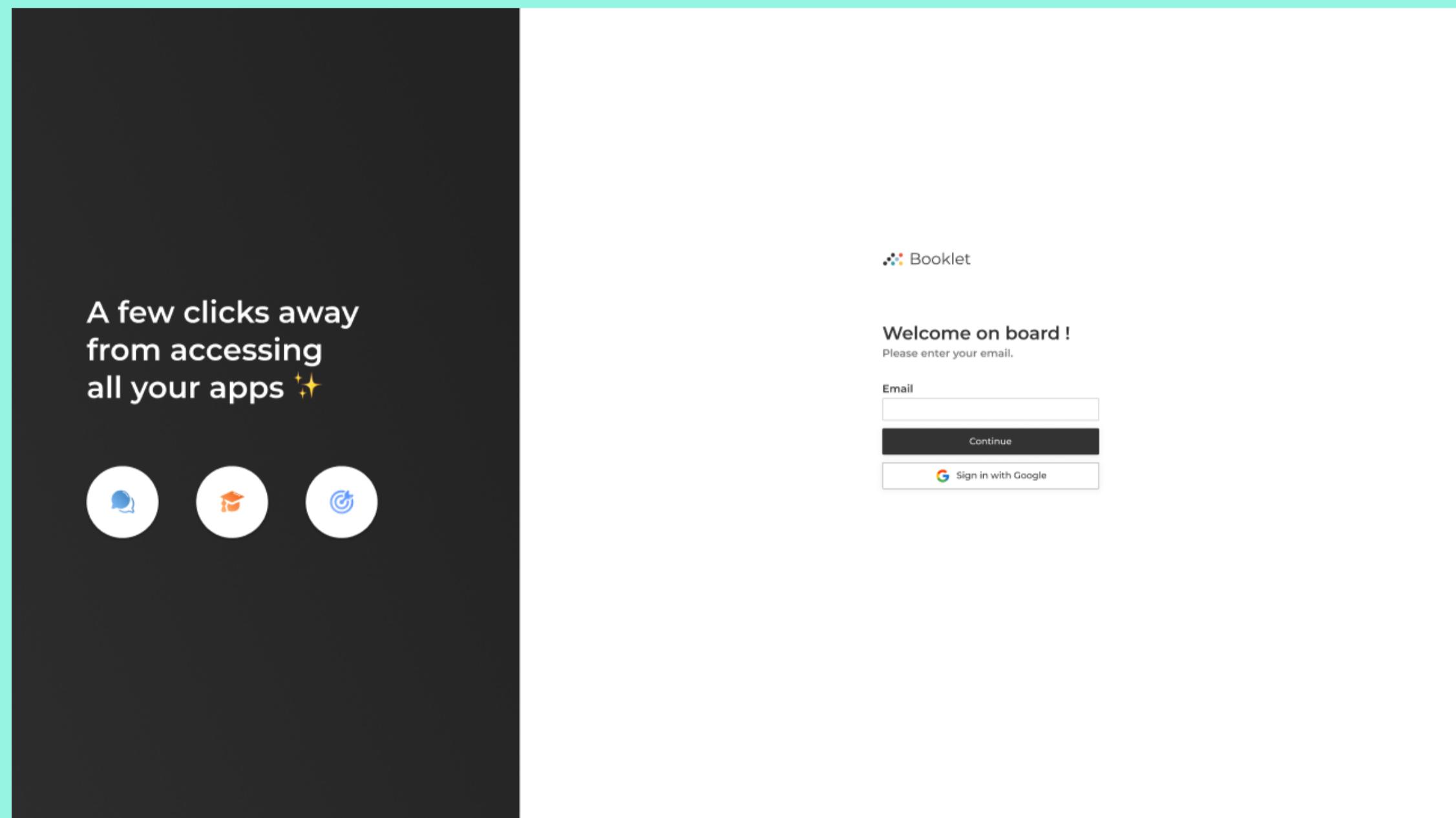


How to login on Booklet

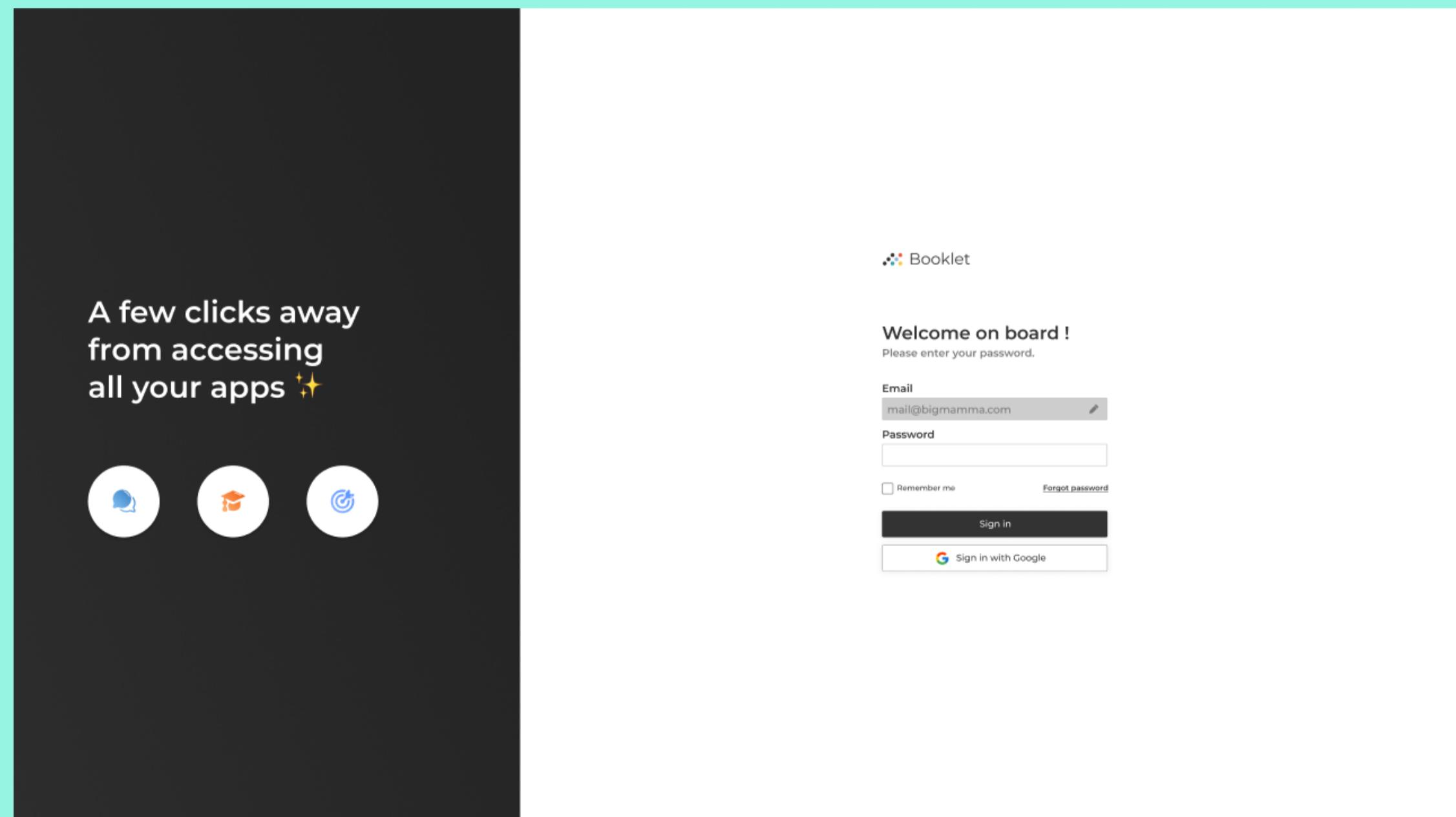
STEP I AND 2



Step 1: Connect to <https://booklet.byseven.co>

Step 2: Write your email

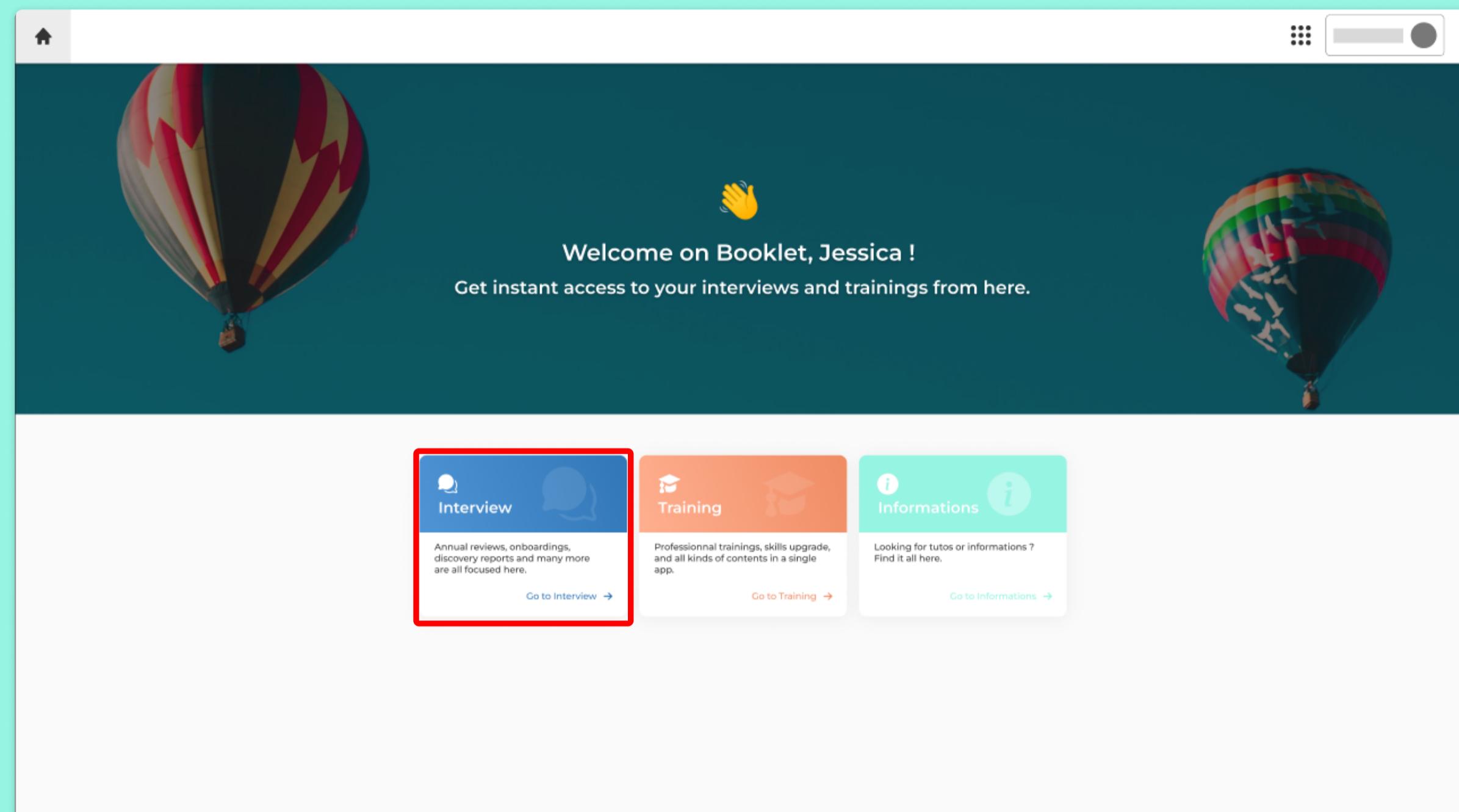
STEP 3



Step 3: Write your password. If it is your first connexion, please create your password.

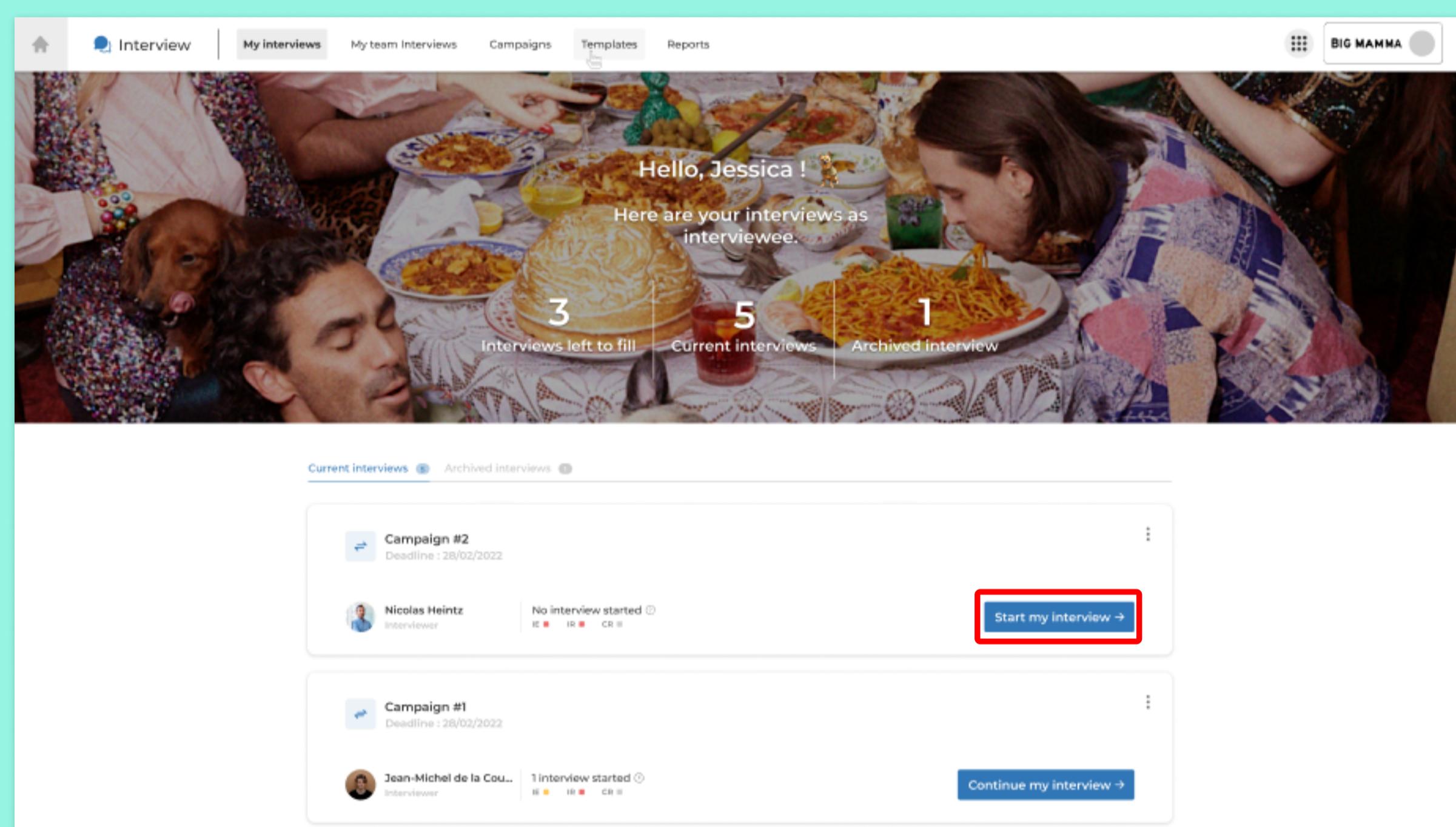
Fill in my scorecard as an employee on Booklet

STEP 1



Step 1 : After your login, Select "Interview".

STEP 2



Step 2 : Click on 'Start my Interview'

When you start your scorecard, it will be declared as 'In Progress'. To submit it, you have to answer all requiered questions (*), then click on the 'Submit' button.

What is the difference between Interviewee, Interviewer and Cross Review ?

Interviewee Interview : This is your scorecard to complete.

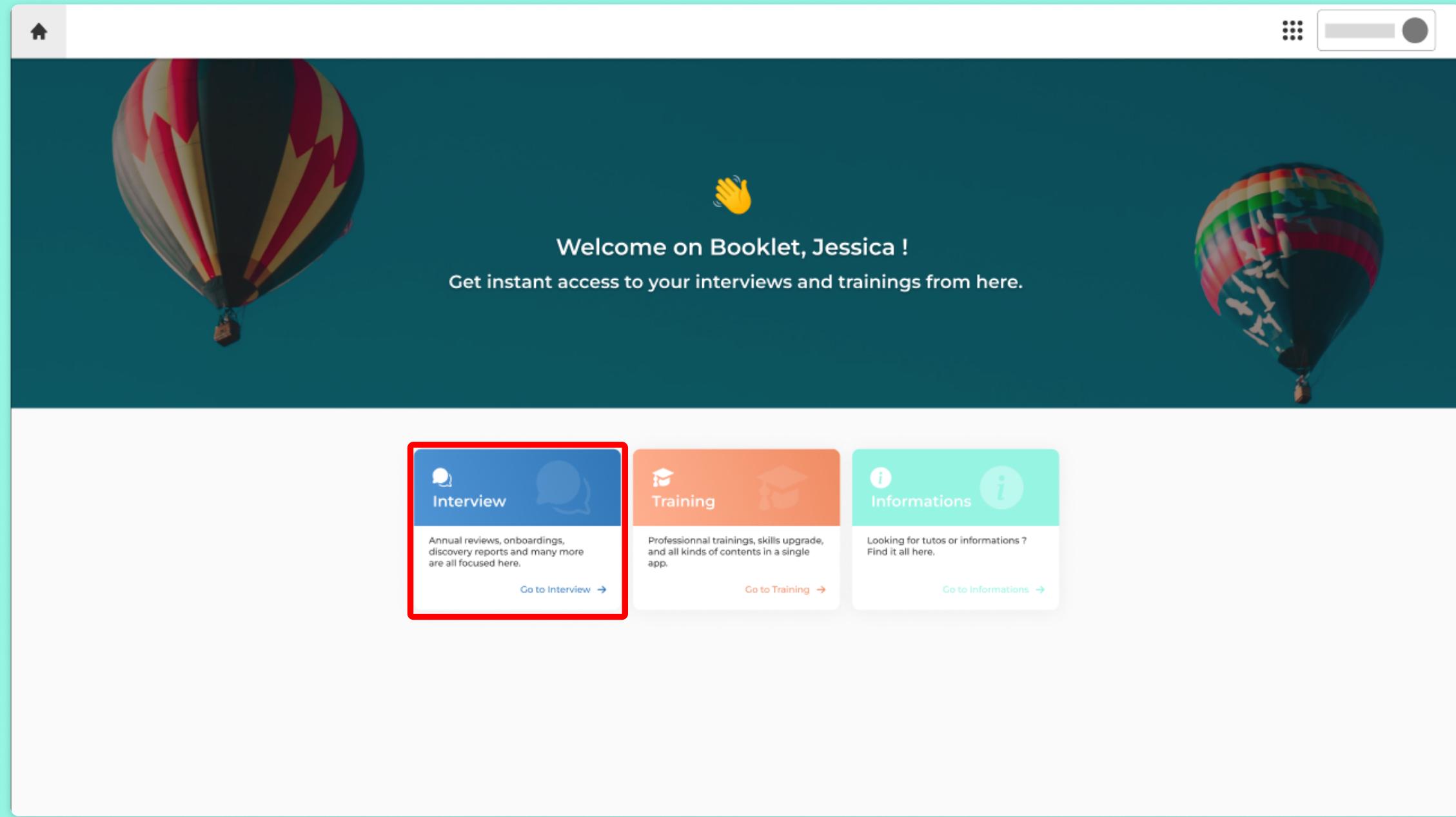
Interviewer Interview : This is your manager's scorecard to complete about you.

Cross Review : Meet your manager to complete the scorecard with both of your previous answers

Fill in my interview campaign as a manager on Booklet

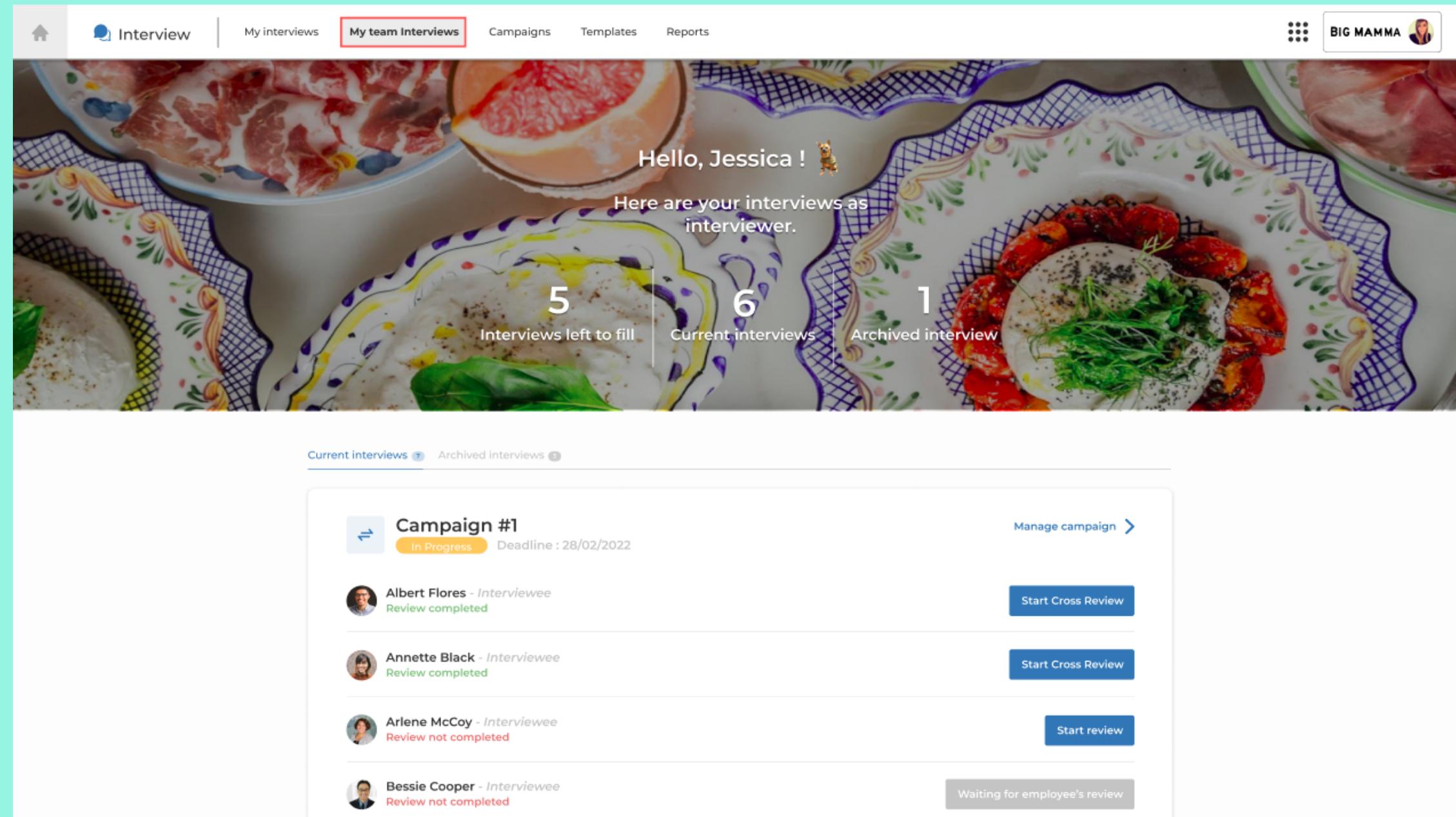
Where can I find my interview campaigns on Booklet ?

STEP 1



Step 1 : Log-in, then select the Interview app

STEP 2



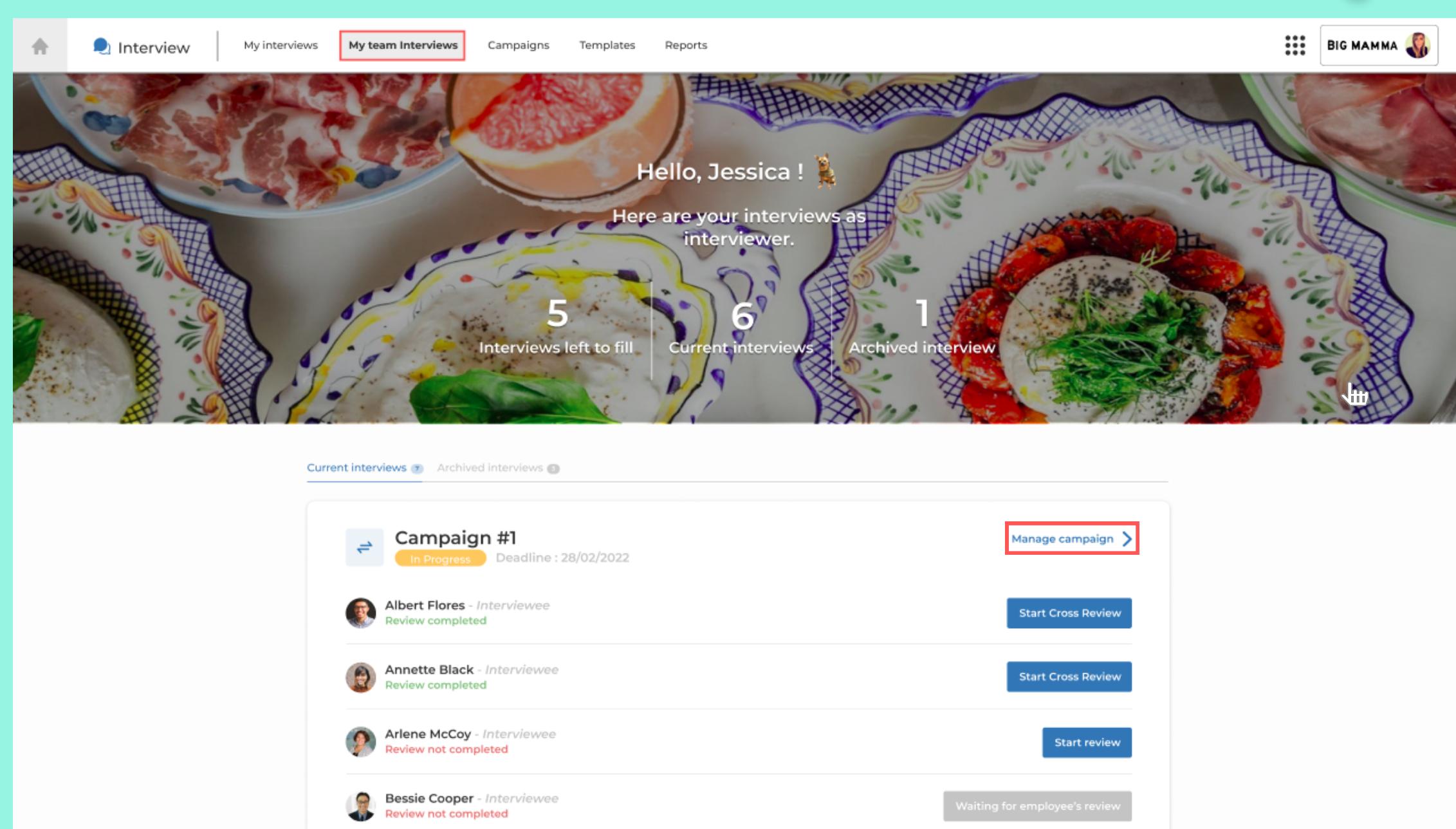
Step 2 : Click on 'My team Interviews' tab in the navbar to access your campaigns as interviewer

All of the 3 interviews (Interviewer, Interviewee and Cross Review) must be completed with every interviewees to fully fill in your campaign.

Fill in my interview campaign as a manager on Booklet

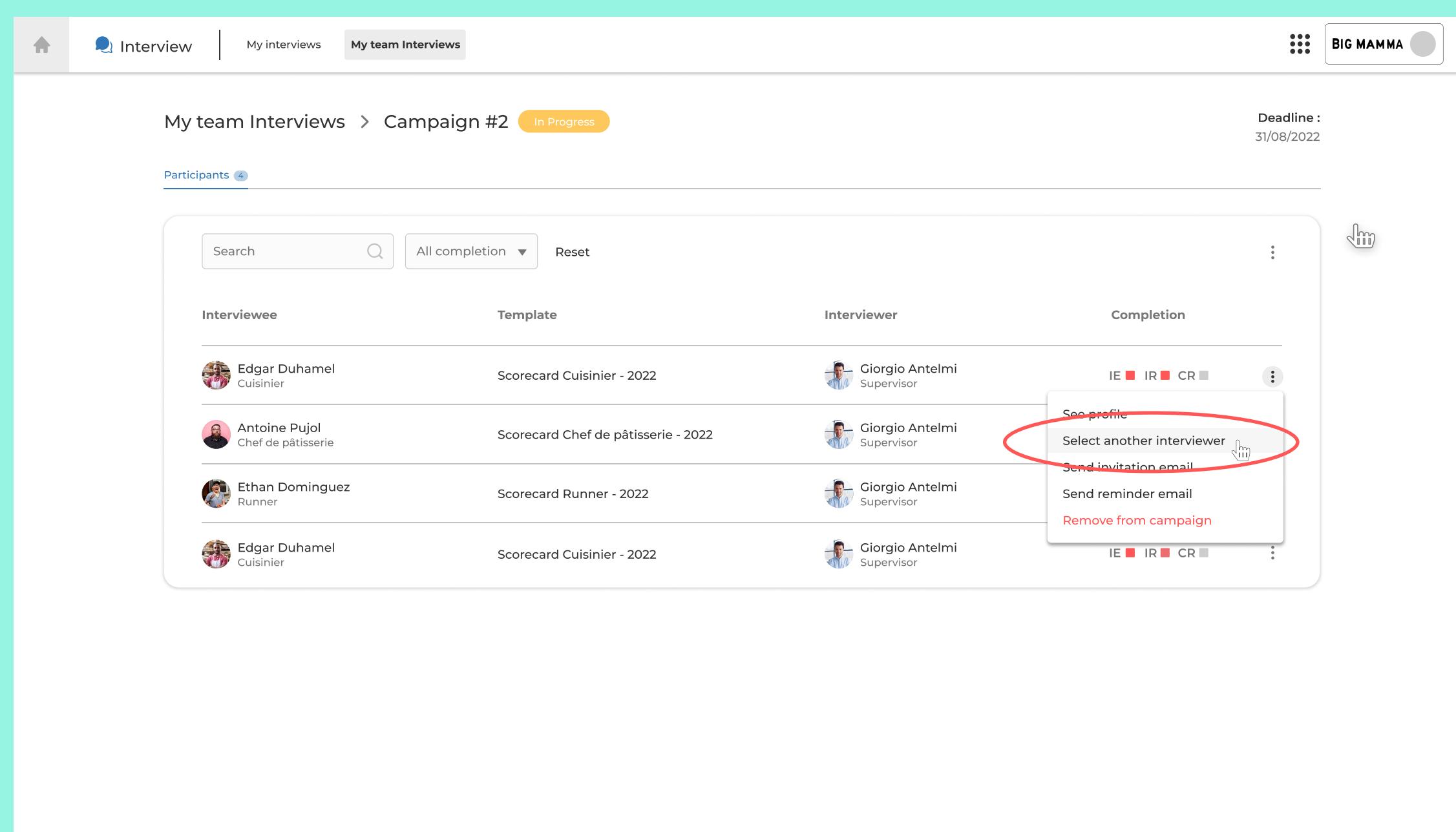
If you are not the good interviewer, you can delegate it with the button 'Select another Interviewer'

STEP 1



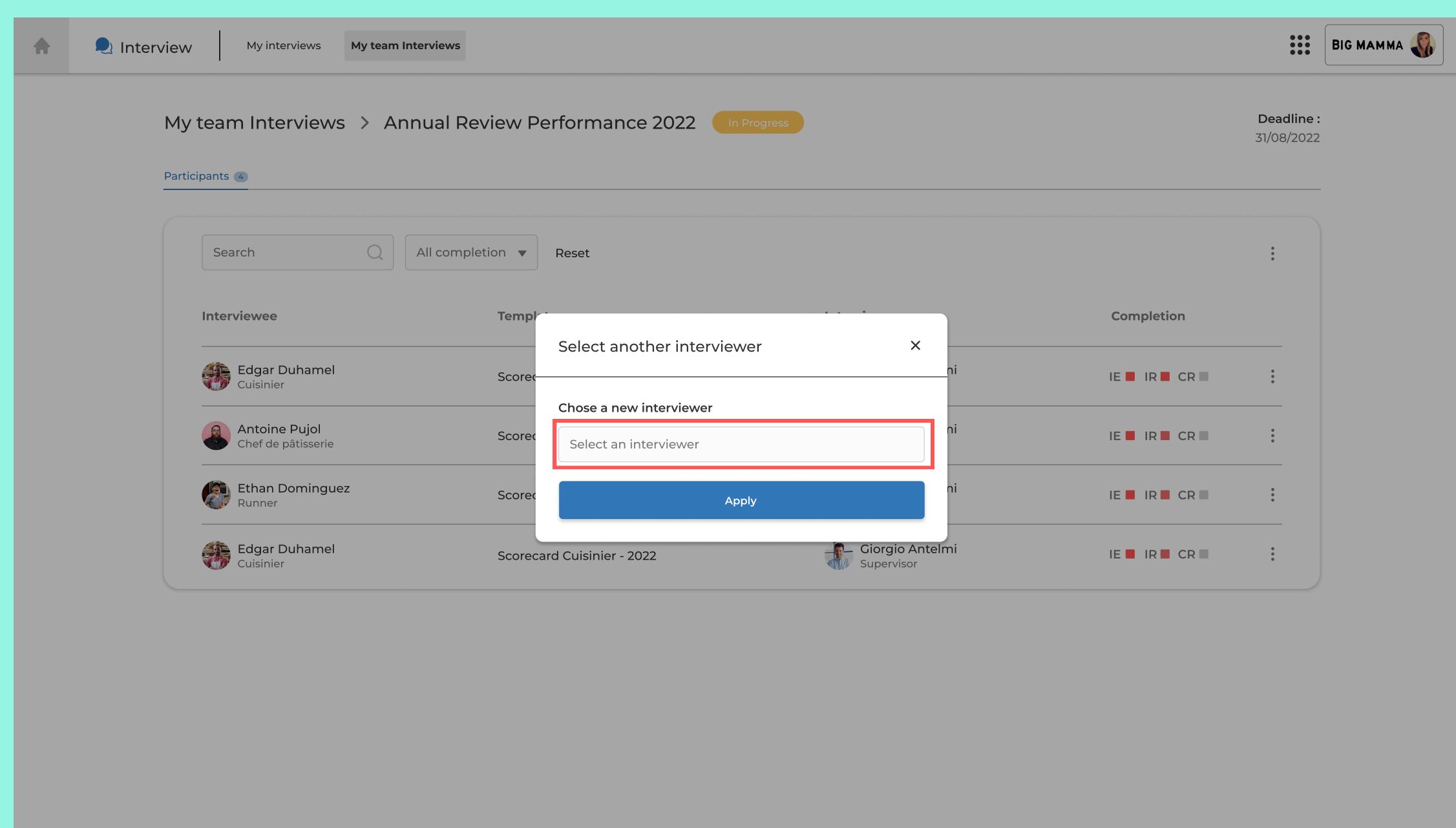
Step 1 : In 'My team Interviews', click on the button 'Manage the campaign'

STEP 2



Step 2 : Click on  on the line you want to change the interviewer and select 'Select another interviewer'

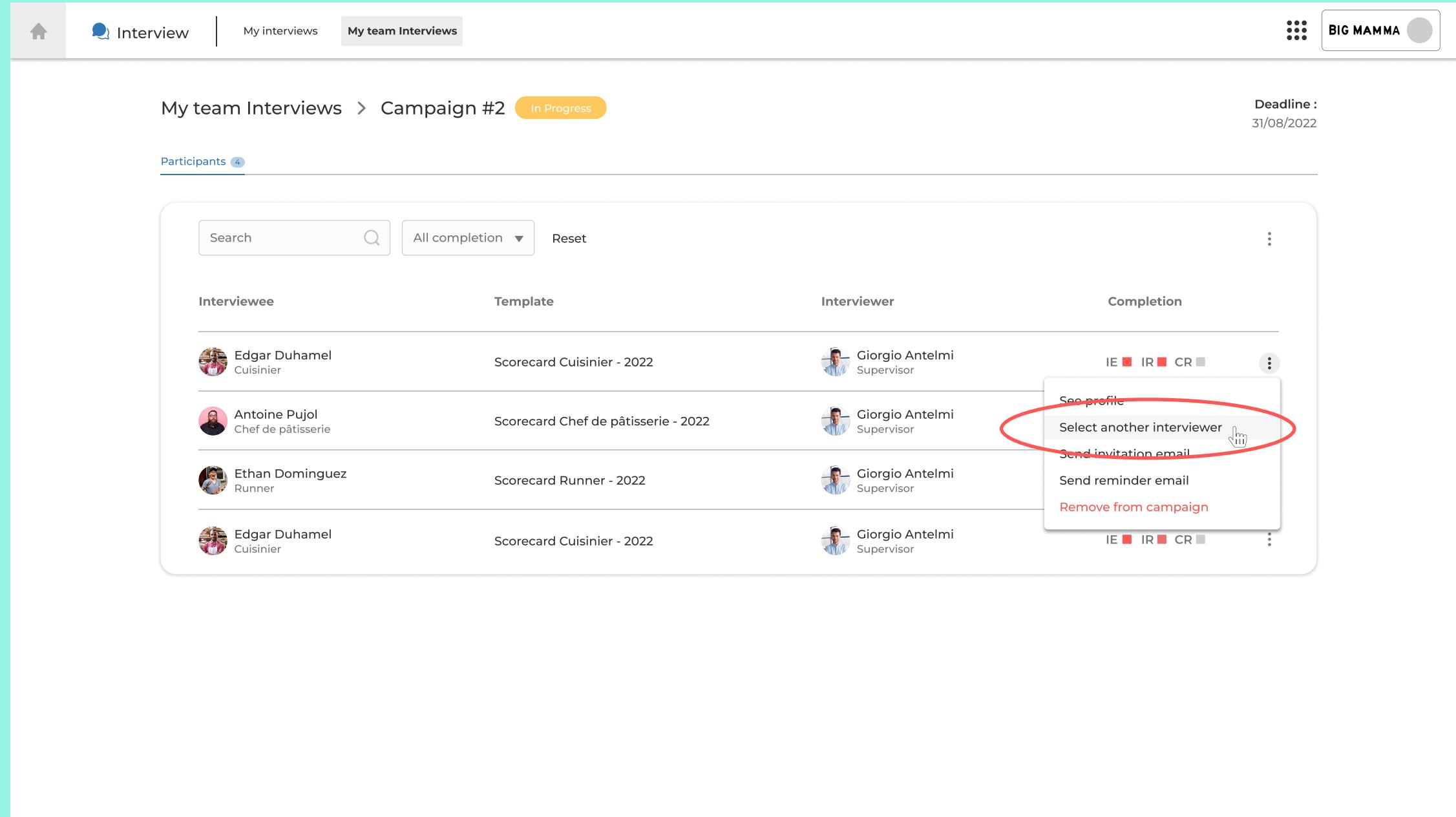
STEP 3



Step 3 : Write the name of the new interviewer

Schedule a meeting

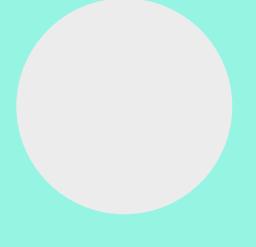
STEP 1



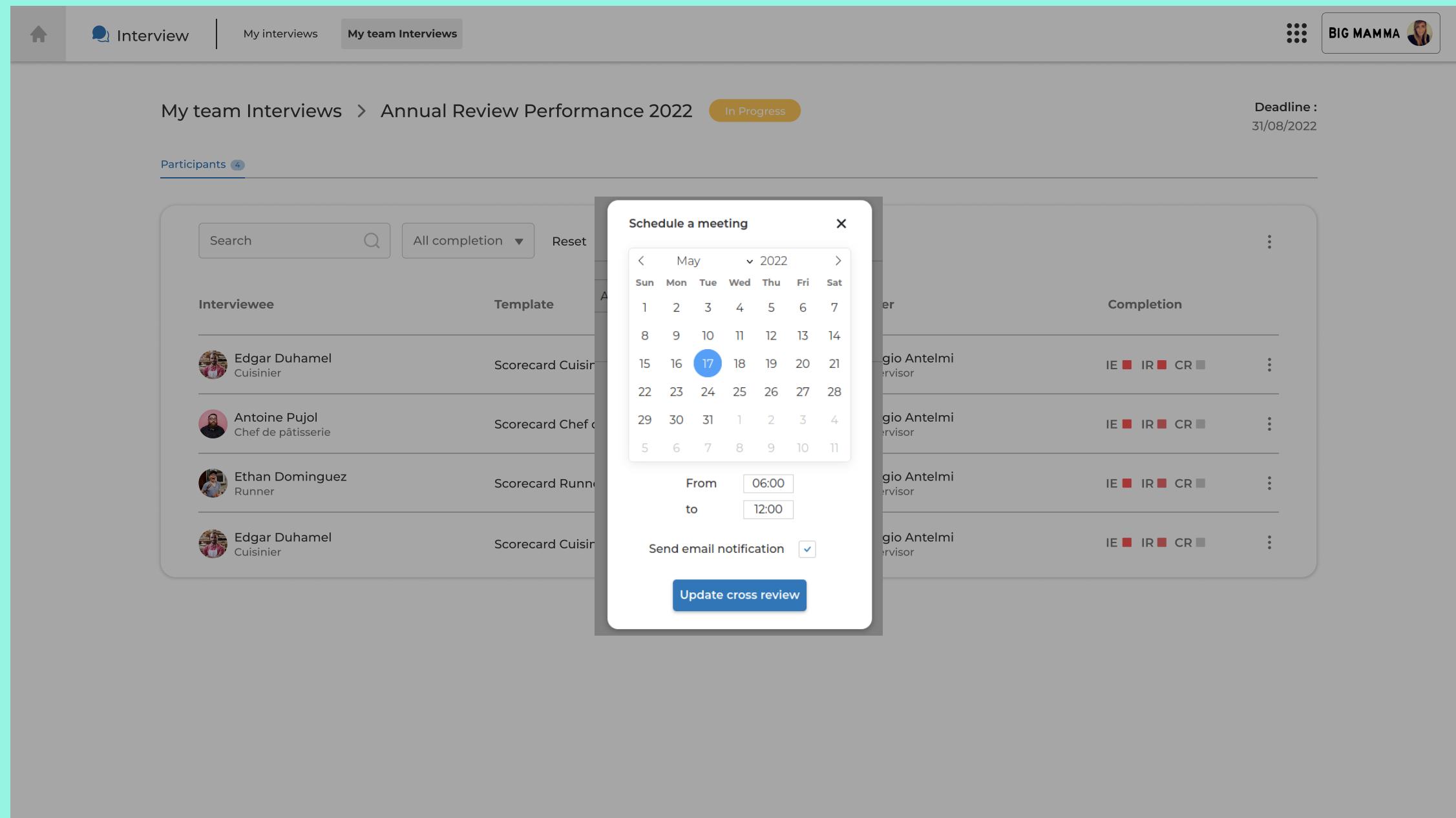
The screenshot shows a user interface for managing team interviews. At the top, there are navigation tabs: Home, Interview (selected), My interviews, and My team Interviews. Below this, a breadcrumb path reads 'My team Interviews > Campaign #2 [In Progress]'. A deadline of '31/08/2022' is displayed. The main area lists participants under 'Participants':

Interviewee	Template	Interviewer	Completion
Edgar Duhamel Cuisinier	Scorecard Cuisinier - 2022	Giorgio Antelmi Supervisor	IE ■ IR ■ CR ■
Antoine Pujol Chef de pâtisserie	Scorecard Chef de pâtisserie - 2022	Giorgio Antelmi Supervisor	IE ■ IR ■ CR ■
Ethan Dominguez Runner	Scorecard Runner - 2022	Giorgio Antelmi Supervisor	IE ■ IR ■ CR ■
Edgar Duhamel Cuisinier	Scorecard Cuisinier - 2022	Giorgio Antelmi Supervisor	IE ■ IR ■ CR ■

A context menu is open over the row for Antoine Pujol, with the 'Schedule a meeting' option circled in red.

Step 1 : In 'Manage Campaign', click on  on the line you want to schedule a meeting, and click on 'schedule a meeting'

STEP 1



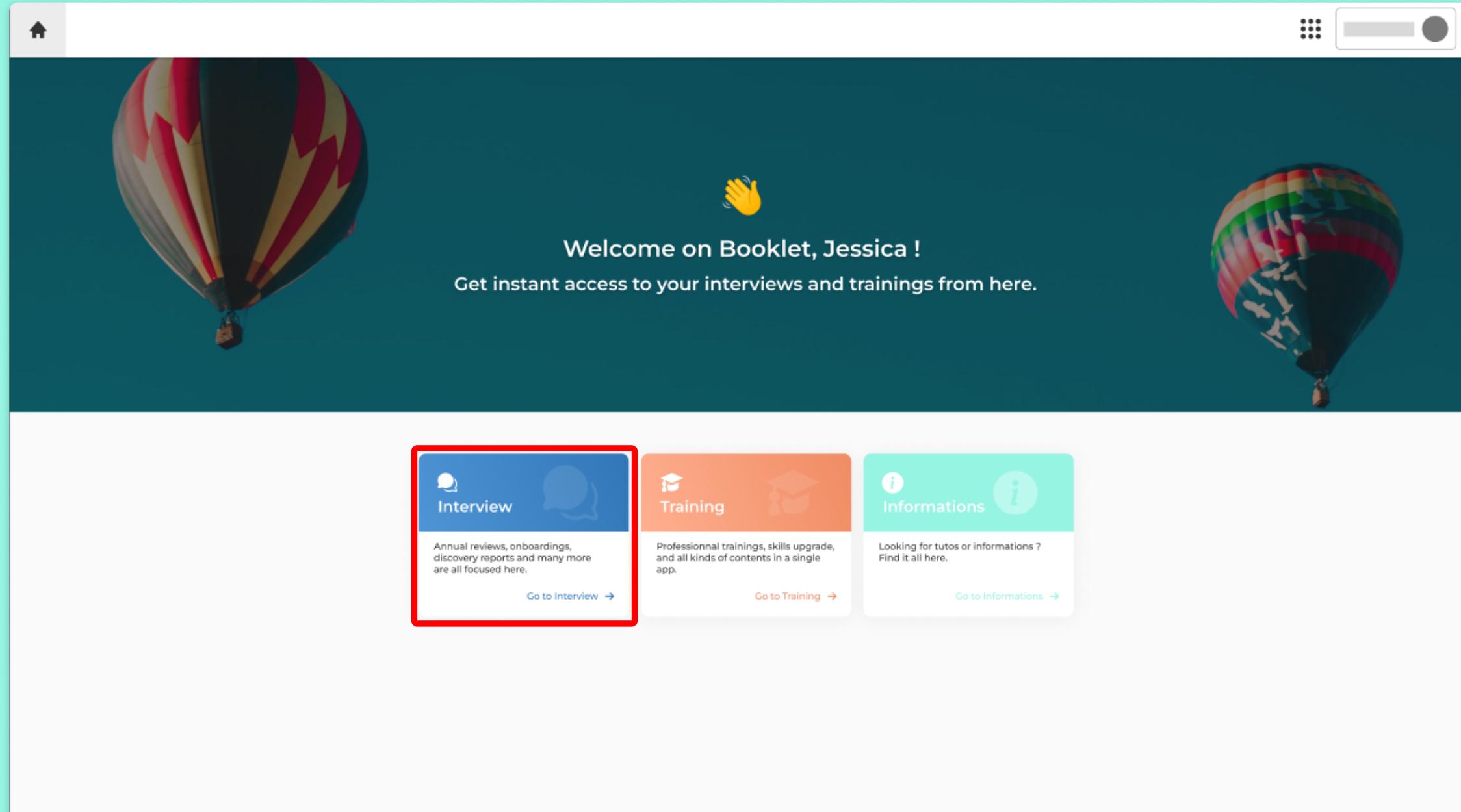
The screenshot shows the same 'My team Interviews' interface as the previous step. A 'Schedule a meeting' dialog box is overlaid on the Antoine Pujol row. The dialog includes a calendar for May 2022, a time selector from 06:00 to 12:00, and a checkbox for 'Send email notification'. The background shows the same participant list as the previous screenshot.

Step 2 : Select date and time for your meeting.

Create a Campaign on Booklet

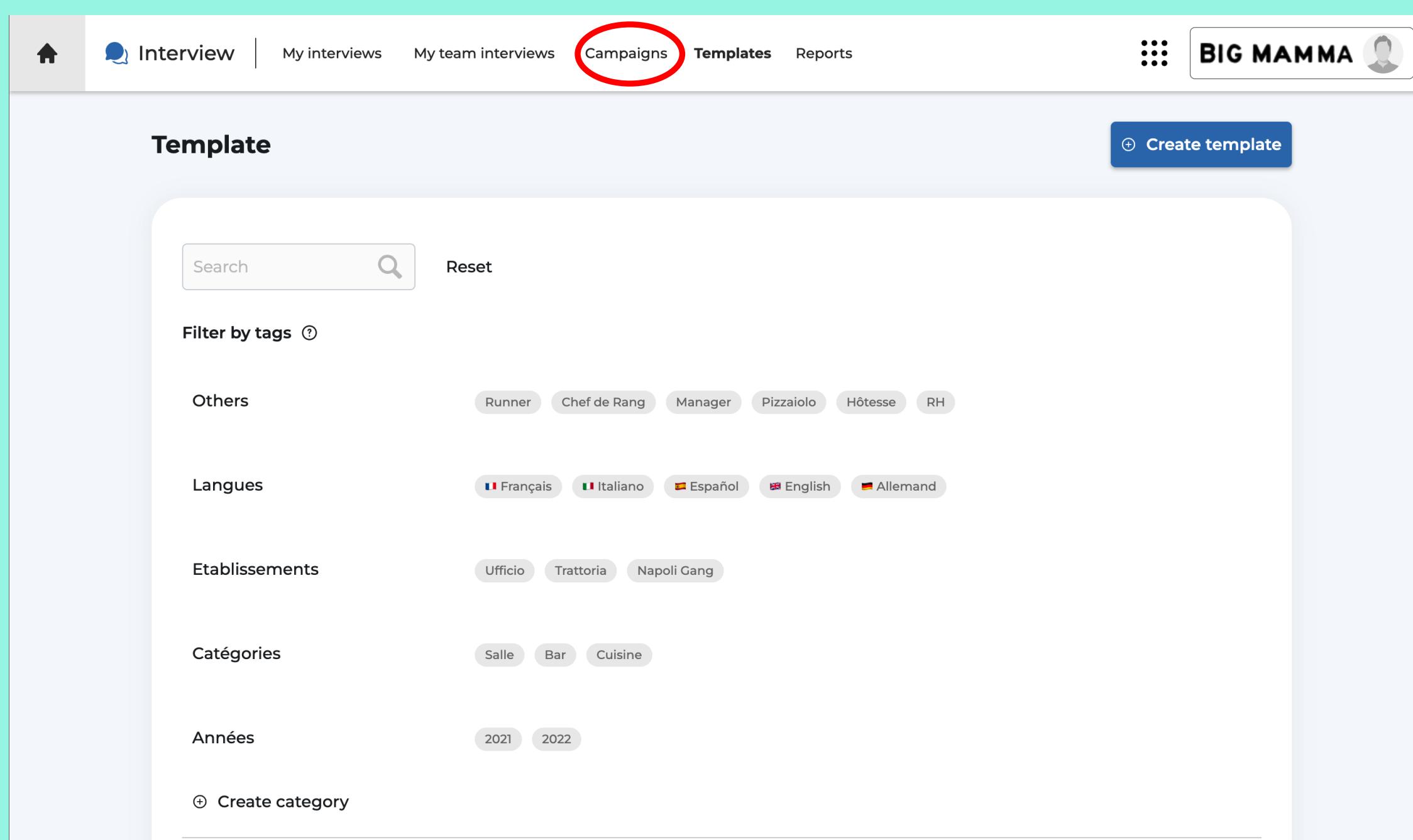
Where do I have to go ?

STEP 1



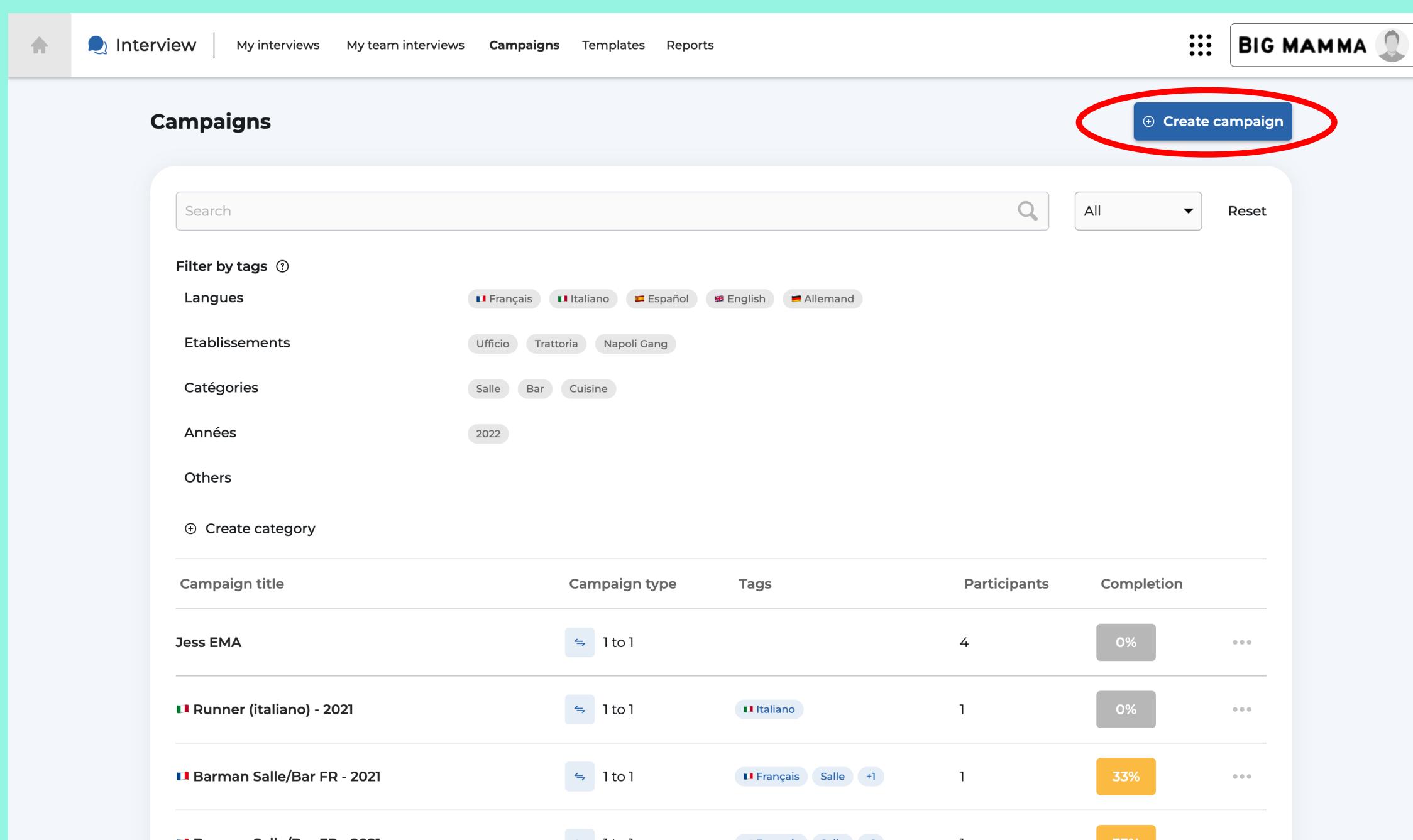
Step 1 : After your login, Select "Interview".

STEP 2



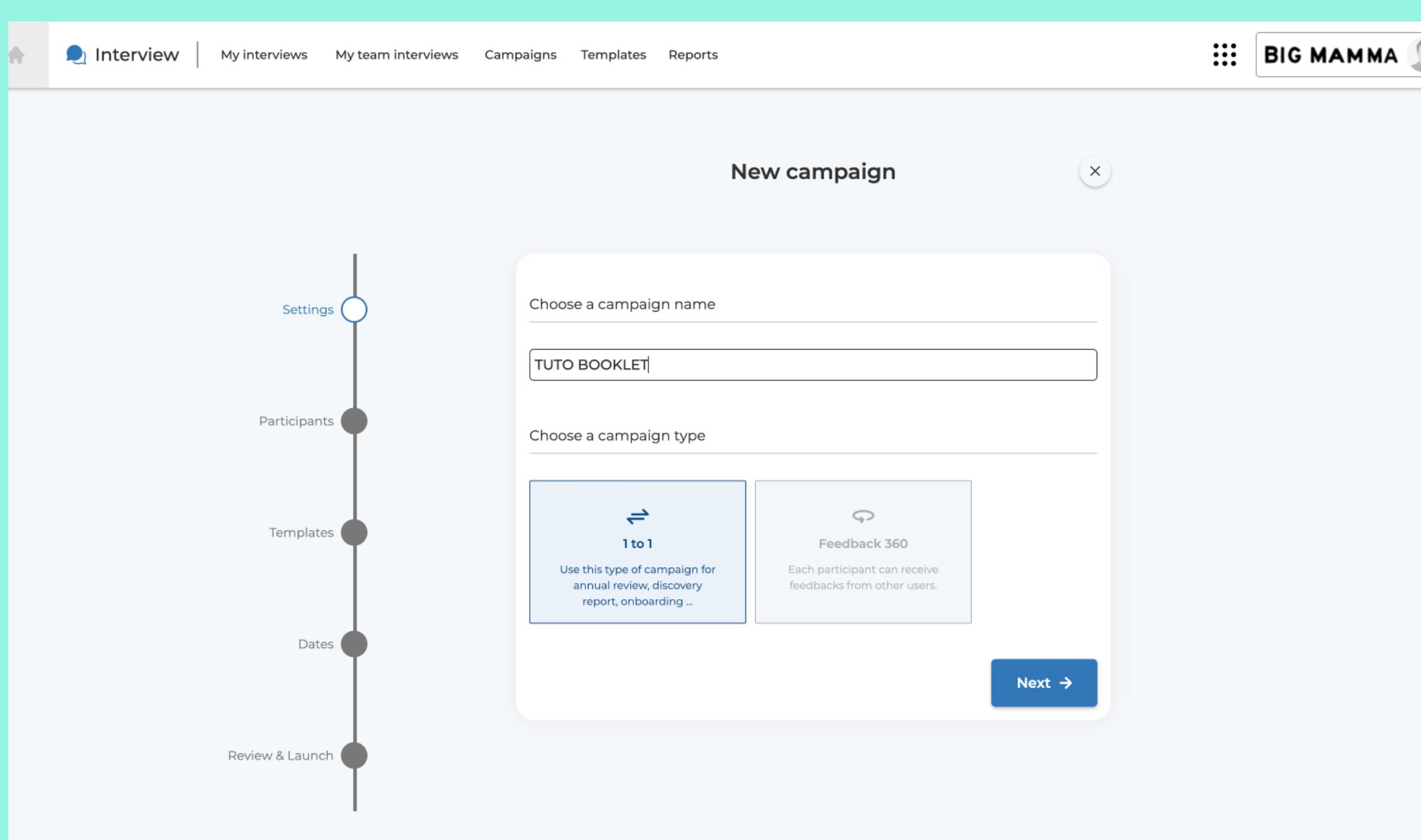
Step 2 : Click on the 'Campaigns' tab in the navbar

STEP 3



Step 3 : Click on the button 'Create campaign'

STEP 4



Step 4 : Choose a name for your campaign and a type.
Once done, click on the button 'Next'

STEP 5

The screenshot shows the 'Participants' step of the campaign setup. A sidebar on the left lists steps: Settings (selected), Participants, Templates, Dates, and Review & Launch. The main area shows a list of employees from the 'popolare' restaurant. At the top right of the list, there is a checkbox labeled 'All (41)'. Below the list, there are two options: 'Manual' (Select participants from your employee list) and 'Auto' (Add participants by their arrival date in the company). A search bar is also present.

Step 5 : Choose interviewee(s) in the list.

You can filter the list by typing the name of a person, his job title or his restaurant.

This screenshot shows the same 'Participants' step as the previous one, but with a search filter applied. The search bar contains the text 'popolare runner'. The list of employees has been filtered to show only runners from the 'popolare' restaurant. A checkbox labeled 'All (41)' is selected at the top right of the list.

You can also filter by using the restaurant name and job title. In this example we can see the 41 runners at Popolare.

You can see this number depending on the filter here.

This screenshot shows the 'Participants' step again, but with a different search filter. The search bar contains the text 'popolare host'. The list of employees has been filtered to show only hosts from the 'popolare' restaurant. A red box highlights the 'All (41)' checkbox at the top right of the list.

If you want to add every runner on the list click on this box.

For adding a specific interviewee, you can click on any of the boxes here.

This screenshot shows the 'Participants' step again, but with a different search filter. The search bar contains the text 'popolare host'. The list of employees has been filtered to show only hosts from the 'popolare' restaurant. A red box highlights the 'All (41)' checkbox at the top right of the list.

In our example we have chosen the runners and hosts at Popolare.

You can see the numbers of interviewee selected here.

STEP 6

The screenshot shows the 'Participants' step of the campaign setup. A sidebar on the left lists steps: Settings (selected), Participants, Templates, Dates, and Review & Launch. The main area shows a list of hosts from the 'popolare' restaurant. At the top right of the list, there is a checkbox labeled 'All (50)'. Below the list, there are two options: 'Direct manager' (Each participant is assigned to one interviewer) and 'Choose an interviewer' (Choose a specific user as the campaign sole interviewer). A note below the options states: 'In case of interviewees not linked to a manager in the database, please choose a default interviewer.' A dropdown menu for 'Select a default interviewer' is shown.

Step 6 : Choose an interviewer.

If you choose the interviewer with 'Direct manager' specify a default interviewer in case the database is incomplete.

STEP 7

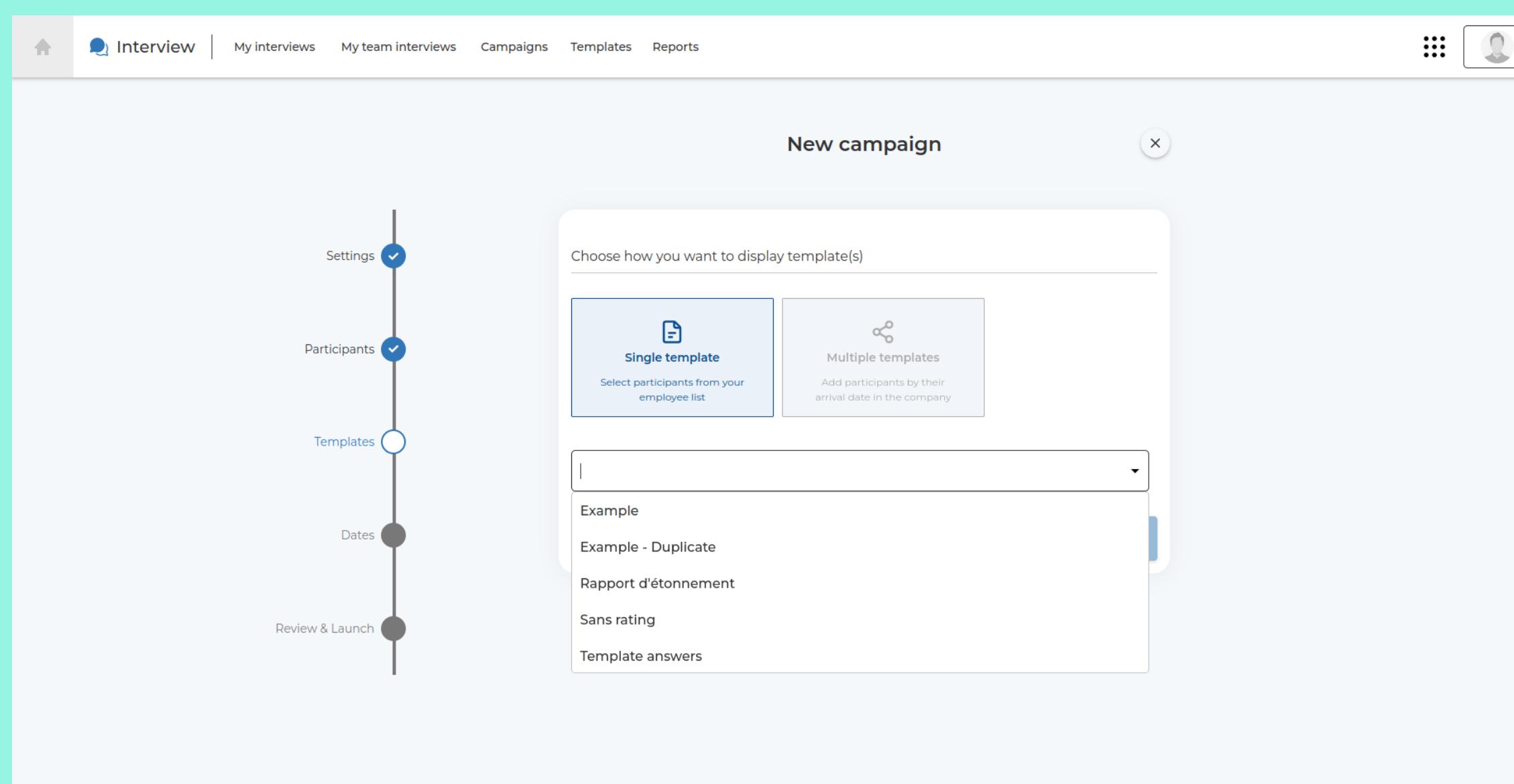
The screenshot shows the 'Templates' step of the campaign setup. A sidebar on the left lists steps: Settings (selected), Participants, Templates, Dates, and Review & Launch. The main area shows a list of interviewers from the 'popolare' restaurant. At the top right of the list, there is a checkbox labeled 'All (50)'. Below the list, there are two options: 'Single template' (Same template for all participants) and 'Multiple templates' (Multiple templates by arrival date in the company). A note below the options states: 'The interviewer will handle all interviews for selected participants.' A dropdown menu for 'Select a template' is shown.

Step 7 : Chose between 'single template' or 'multiple template'.

Single template : Only one template for the whole campaign.

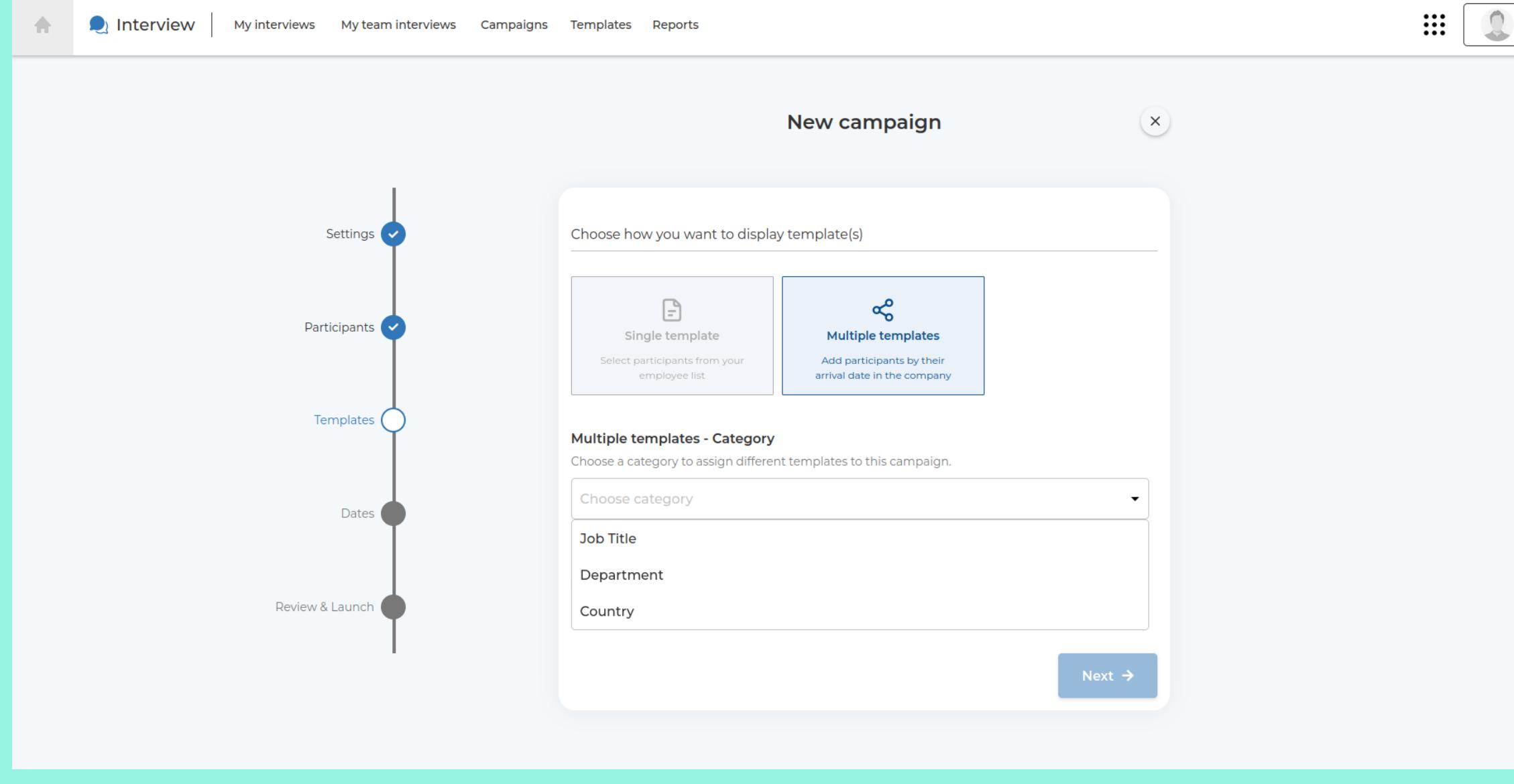
Multiple template : you can chose differents templates to assign to participants in this campaign.

STEP 8 - SINGLE TEMPLATE



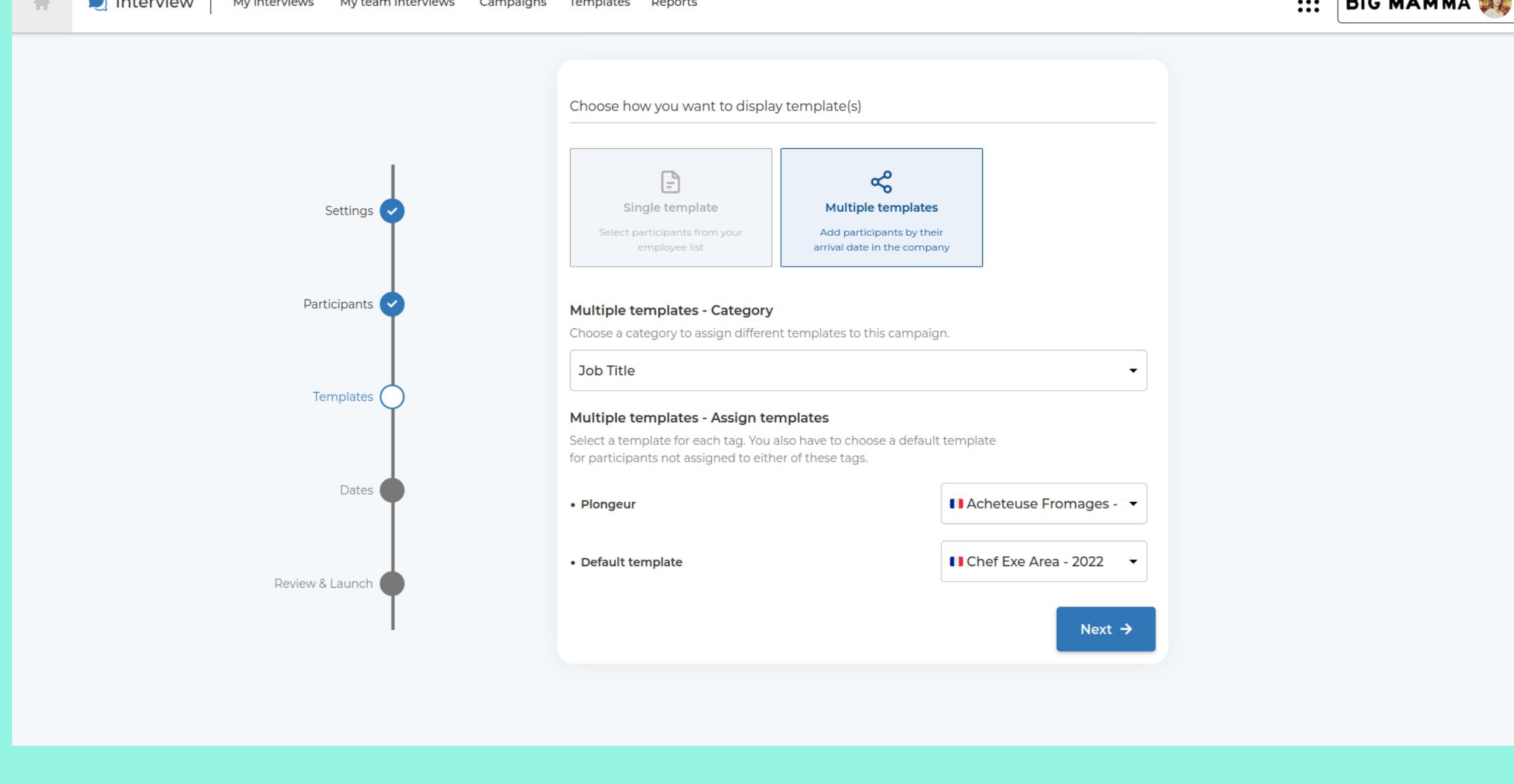
Step 8 - Single template : Write the template you want to assign for all the participant

STEP 9 - MULTIPLE TEMPLATE



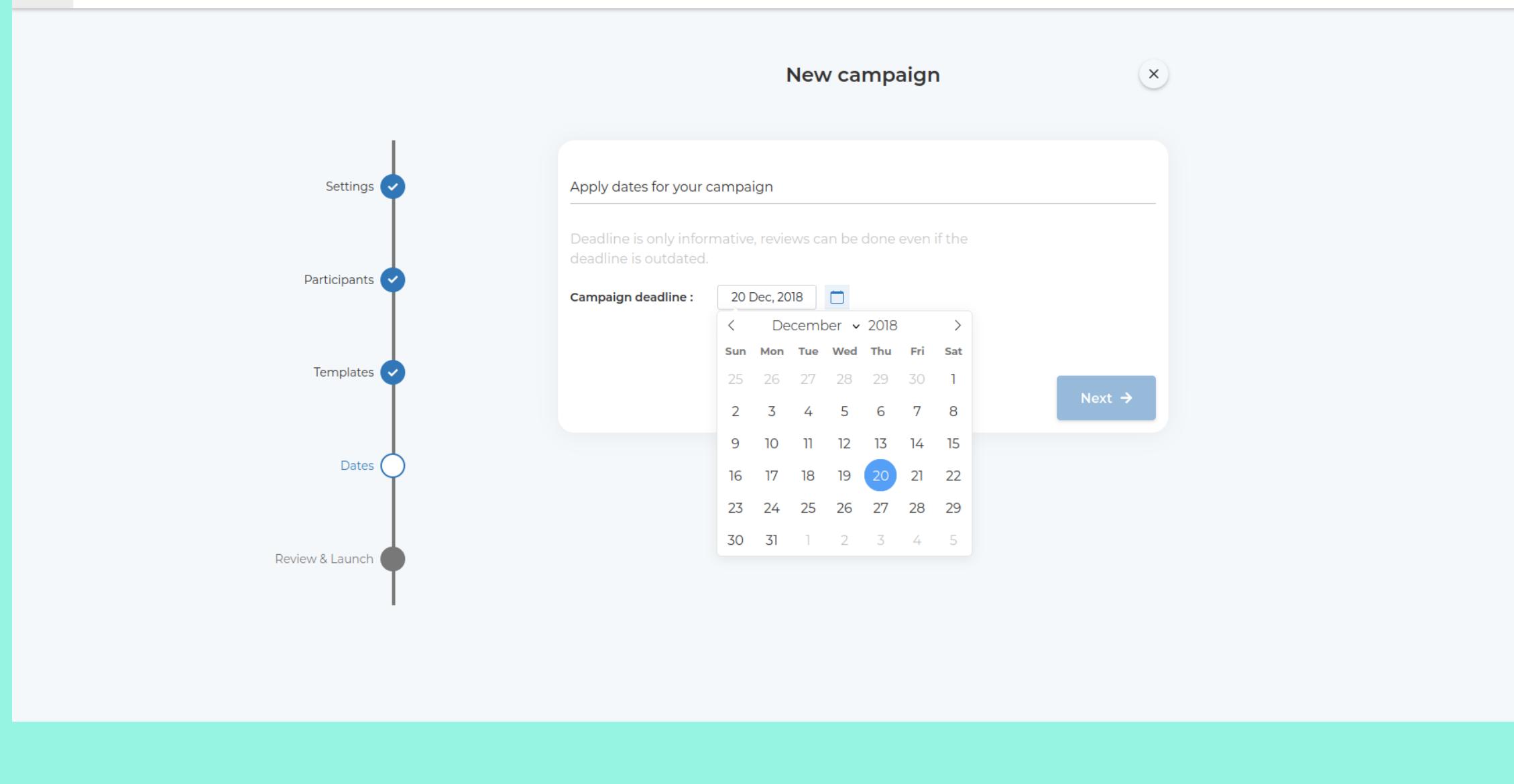
Step 9 bis - Multiple template : Select a category. This will be the category to sort different templates for the participants.

STEP 9 BIS - MULTIPLE TEMPLATE



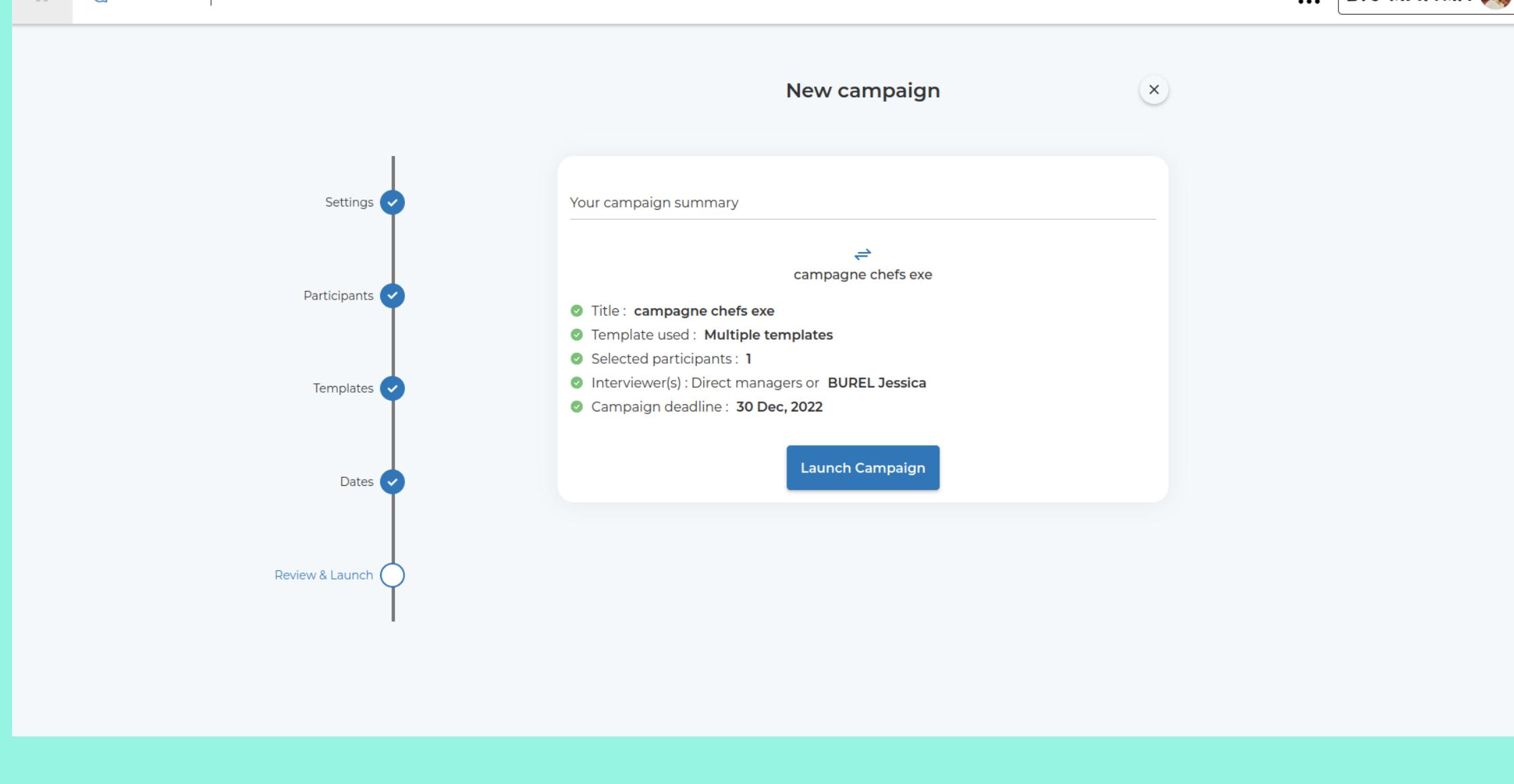
Step 9 bis - Multiple template : For each elements of the category, assign a template. Each type of participant will have a different template depending on what element he/she is linked to.

STEP 10



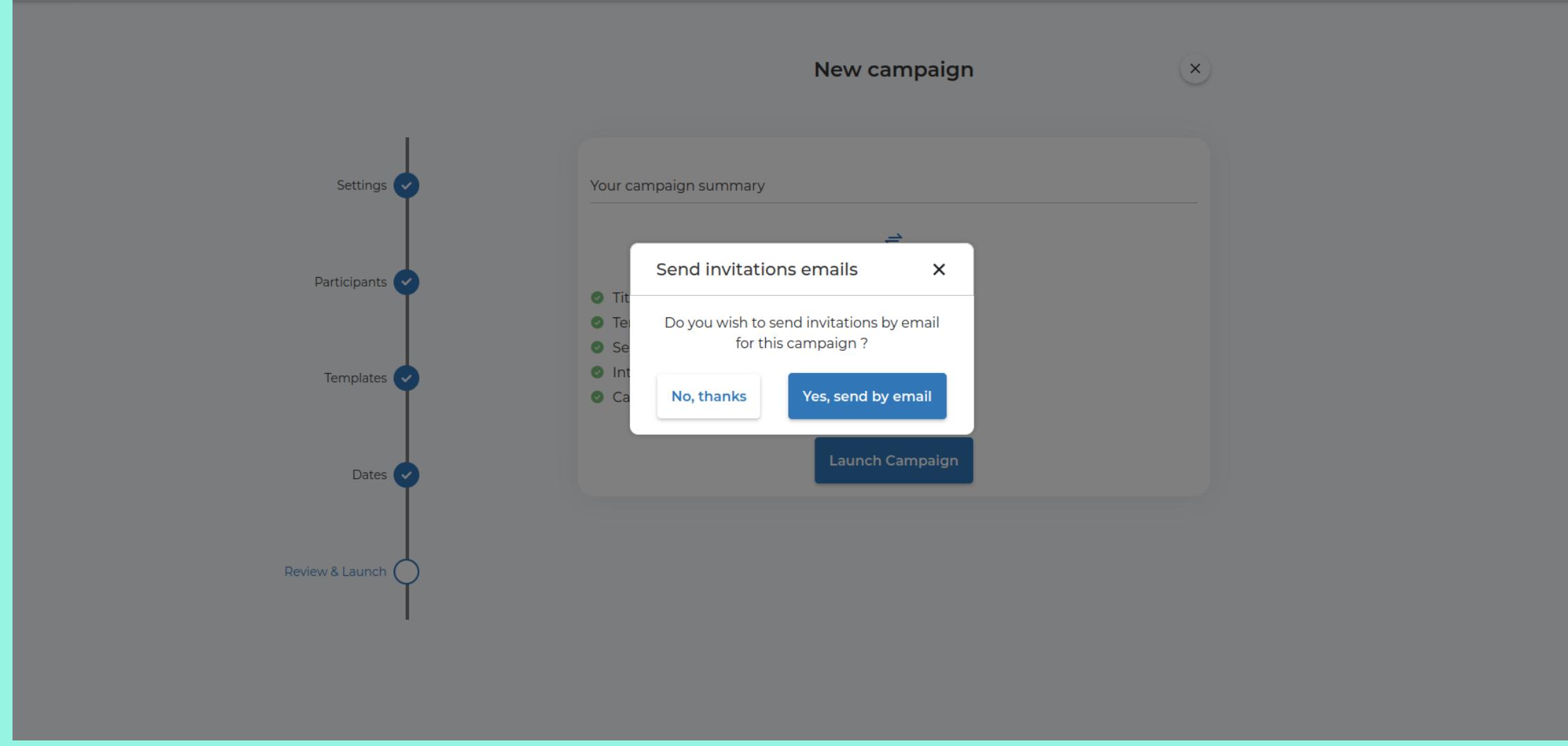
Step 10 : Select a date. The date is the deadline of the campaign, it is only informative.

STEP 11



Step 11 : Check every informations on your campaign.

STEP 12



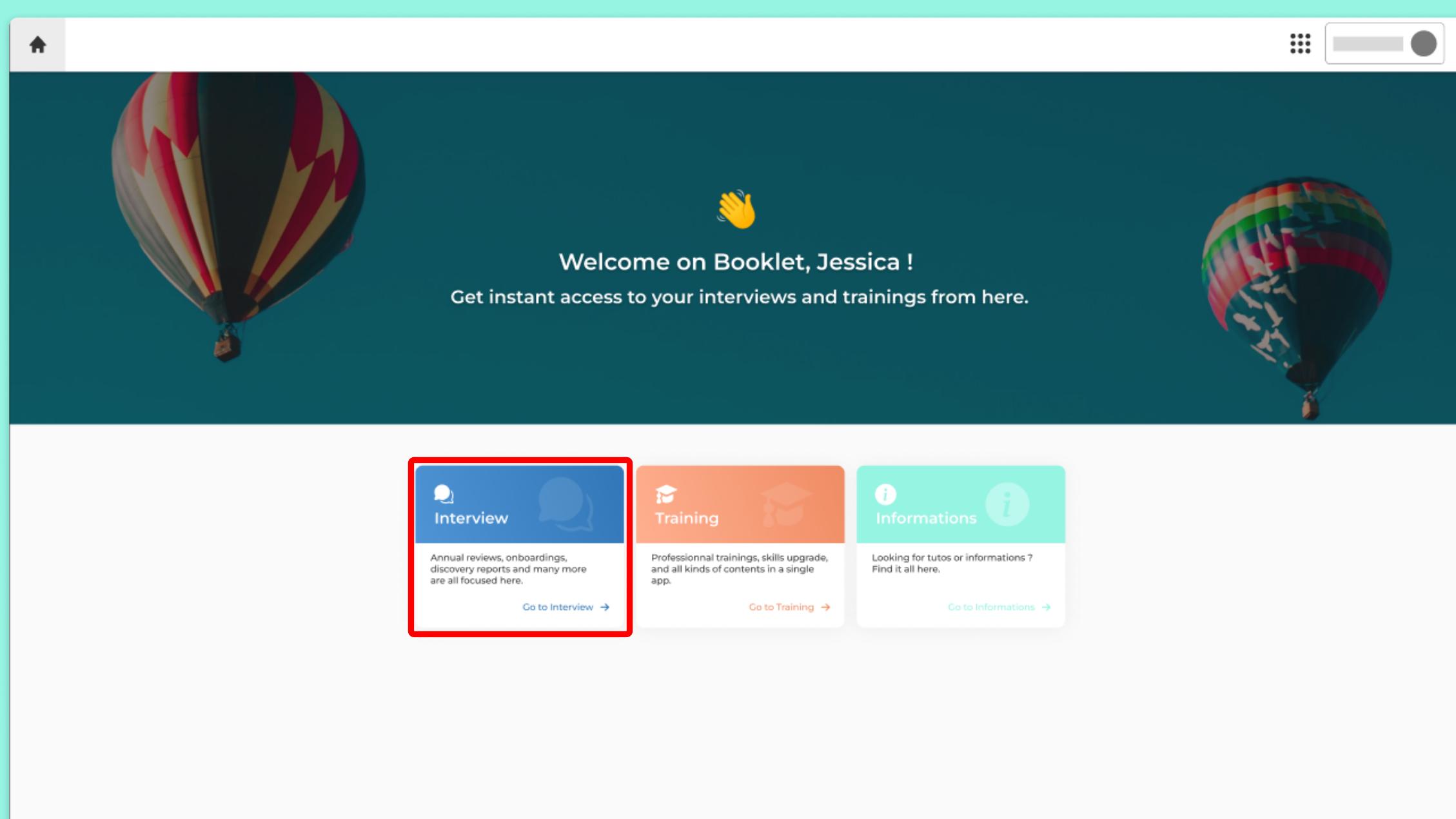
Step 12 : Launch your campaign, chose if you want to send email to all participants or not.

Create a template on Booklet

HOW TO ADD NEW SCORECARDS

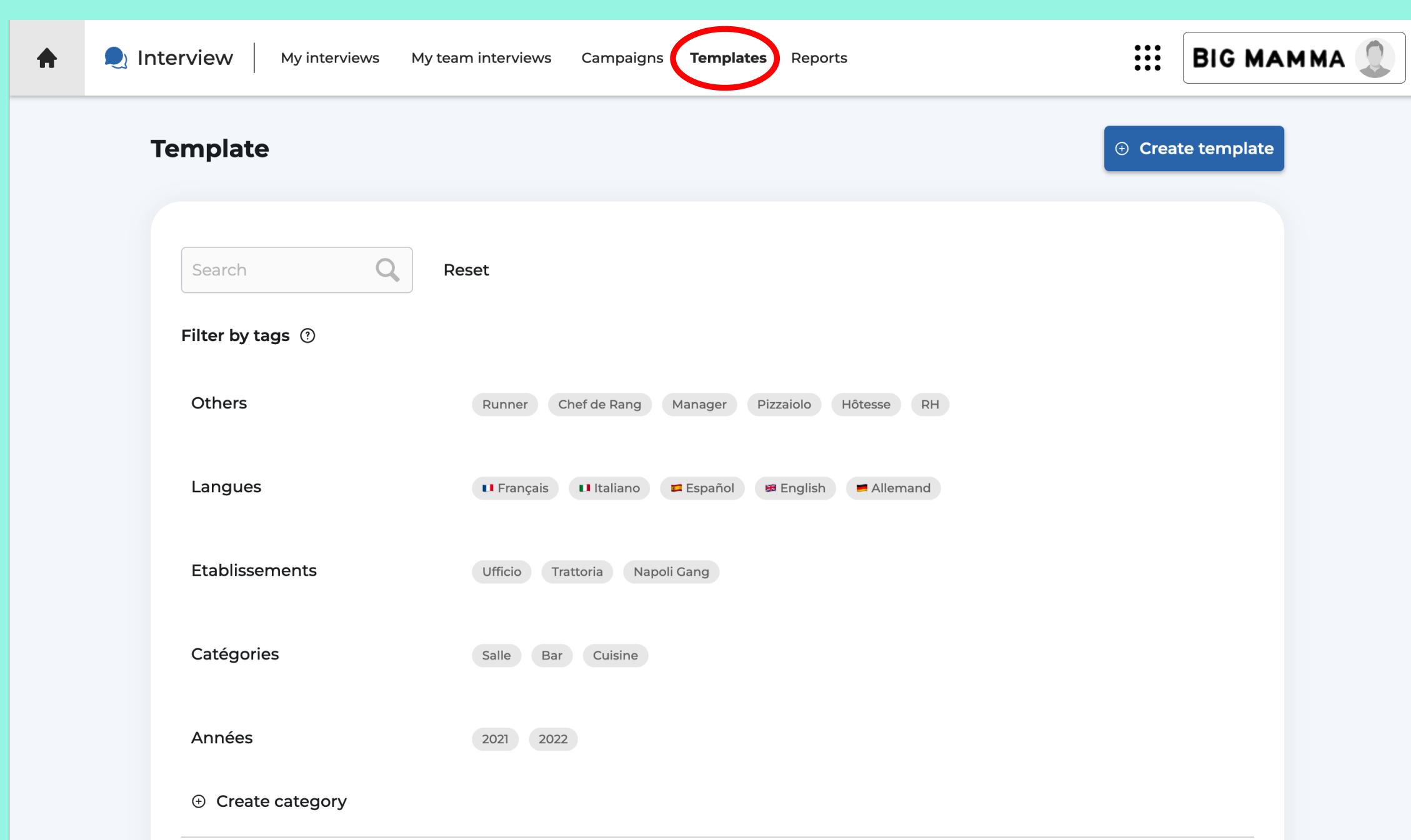
Where do I have to go ?

STEP 1



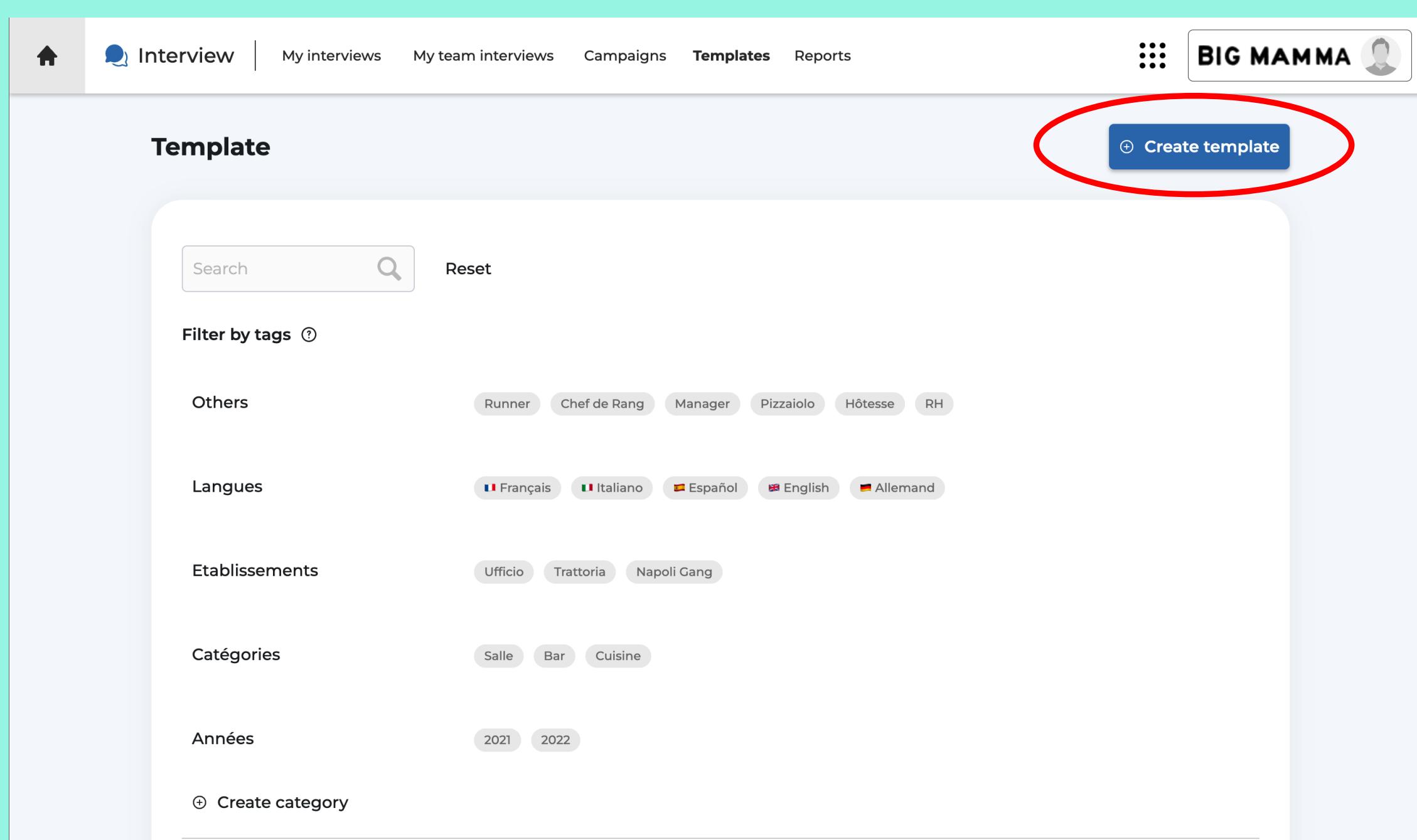
Step 1 : After your login, Select "Interview".

STEP 2



Step 2 : Click on the 'Templates' tab in the navbar

STEP 3



Step 3 : Click on the button 'Add a Template'

What question types can I create in Booklet ?

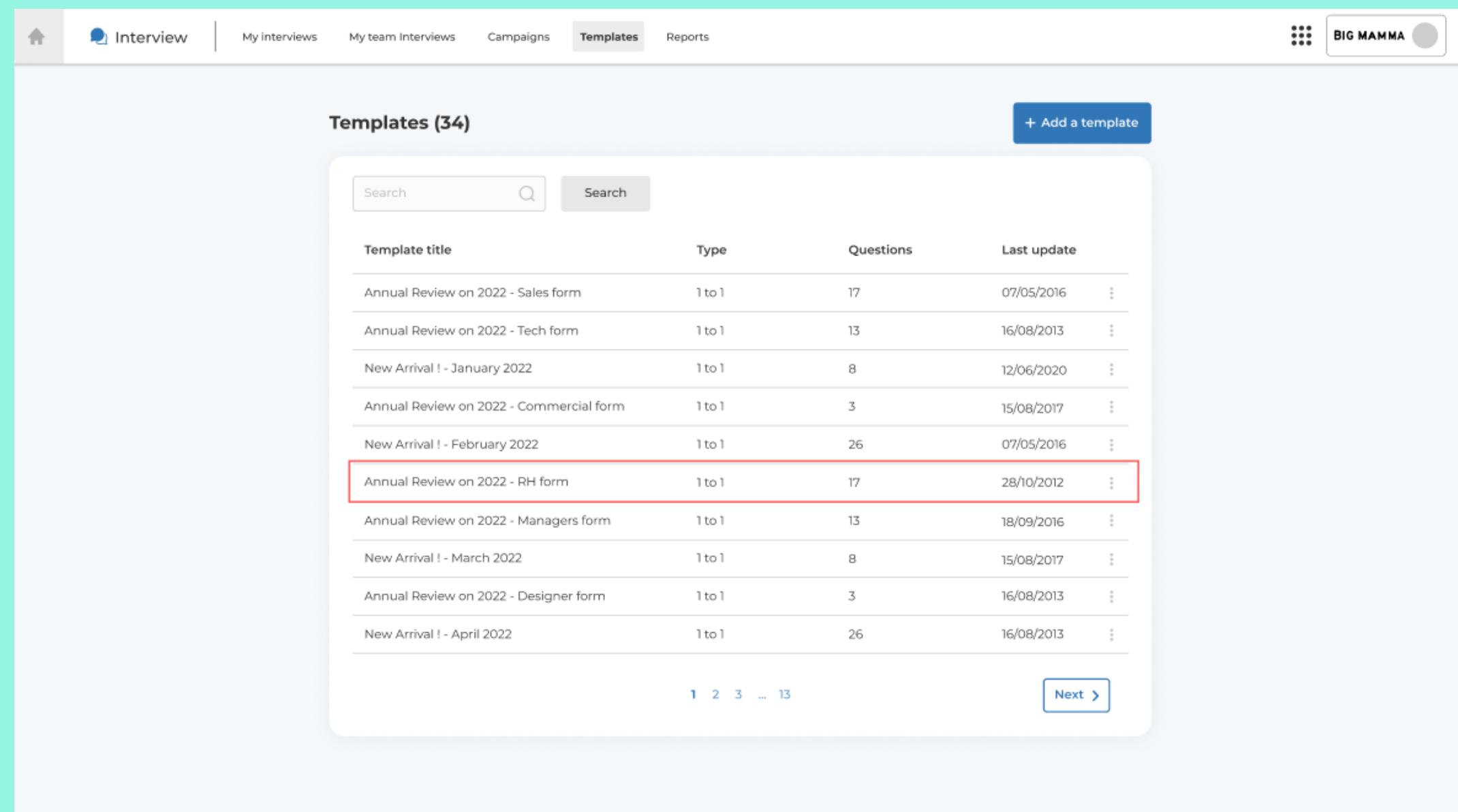
Open question : Classic question, answerable by text. **Use this type for the questionnaire**

Rating : People will chose a rating between 1 and the maximum rating you set. **Use this type for the scorecard, and always do it from with a max rating of 5 (from 1 to 5).**

Edit a template on Booklet

Create questions

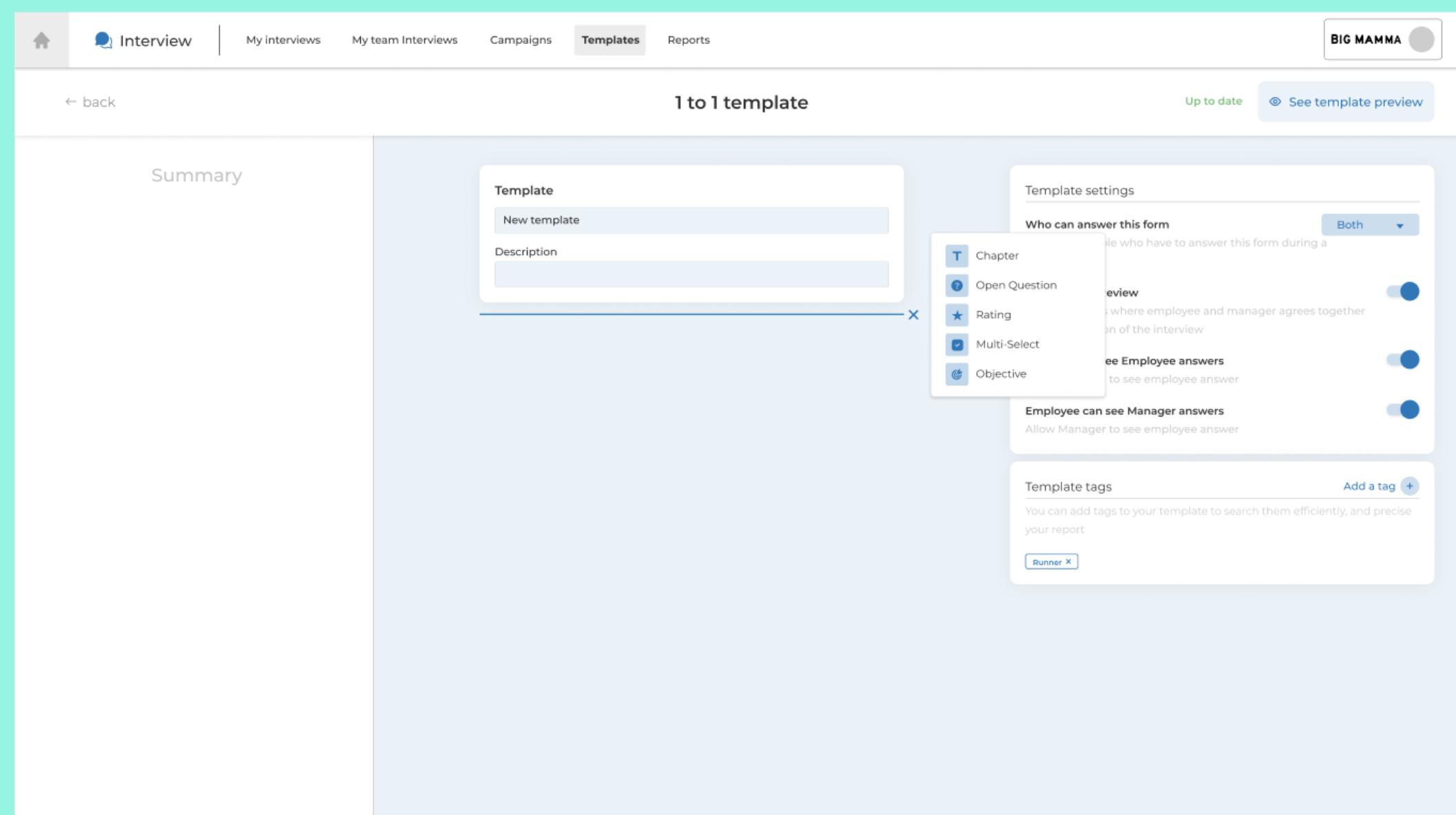
STEP 1



The screenshot shows a list of templates with columns for 'Template title', 'Type', 'Questions', and 'Last update'. The 'Annual Review on 2022 - RH form' template is selected and highlighted with a red border.

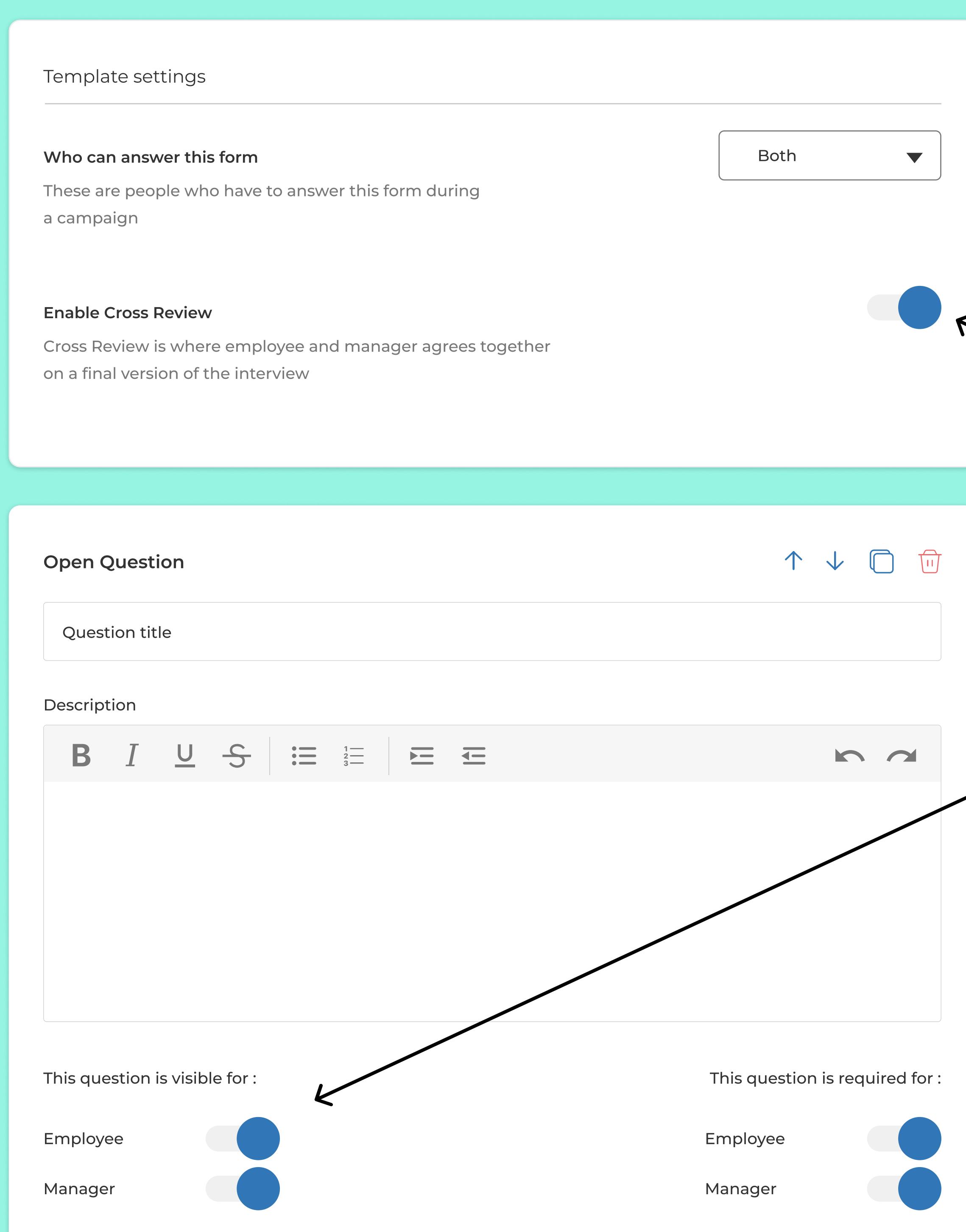
Step 1 : To go on a template, click on 'Add a template' or select the template you want to modify.

STEP 2



The screenshot shows the configuration of a '1 to 1 template'. It includes fields for 'Template title' (New template) and 'Template description'. Under 'Template settings', 'Who can answer this form' is set to 'Both'. The 'Open Question' option is selected. There are also sections for 'Template tags' and 'Employee answers'.

Step 2 : Click on "+" button and chose Rating questions for scorecard, and Open questions for questionnaire. Don't forget to add "Titles" to create separate the differents sections.



The screenshot shows the configuration of an 'Open Question'. It includes a 'Question title' field and a 'Description' field with a rich text editor. Below these, there are two toggle switches for visibility: 'This question is visible for:' (Employee and Manager both selected) and 'This question is required for:' (Employee and Manager both selected).

Don't forget to enable the Cross Review in templates settings, and enable visibility and requirement !