



TALENT MANAGEMENT EVOLUTION



# TalentEvolution Training Document

**Talent Management Evolution, Inc.**

A large, 3D geometric graphic composed of several overlapping, translucent blue and grey rectangular blocks arranged in a complex, angular shape. The year "2015" is printed in black on the rightmost block.

2015

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# The Administrator Performance Review Process\*

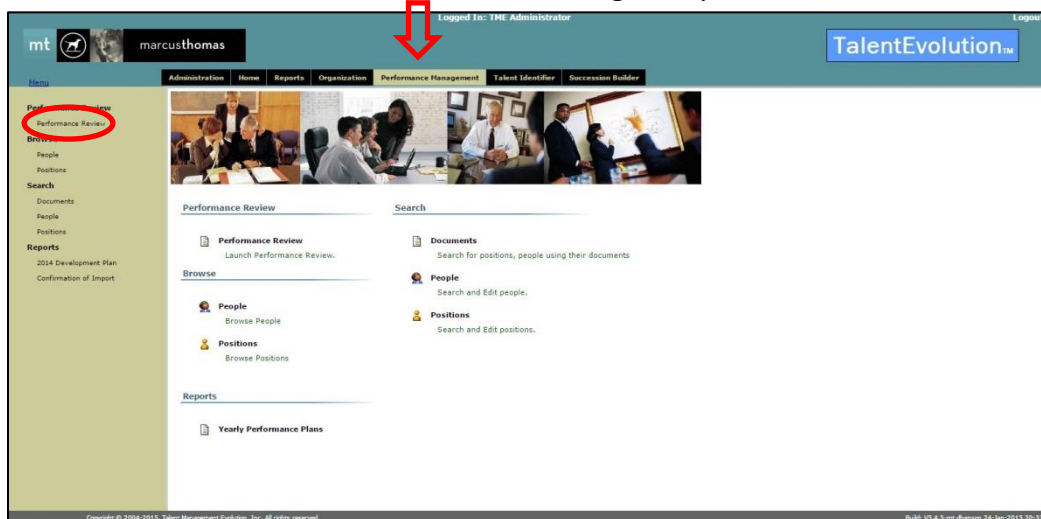
## Setup Process

- 1) Login as the administrator at <https://www.tmelogin.com/marcusthomas>.

By logging on I agree that I have read and understood the above.

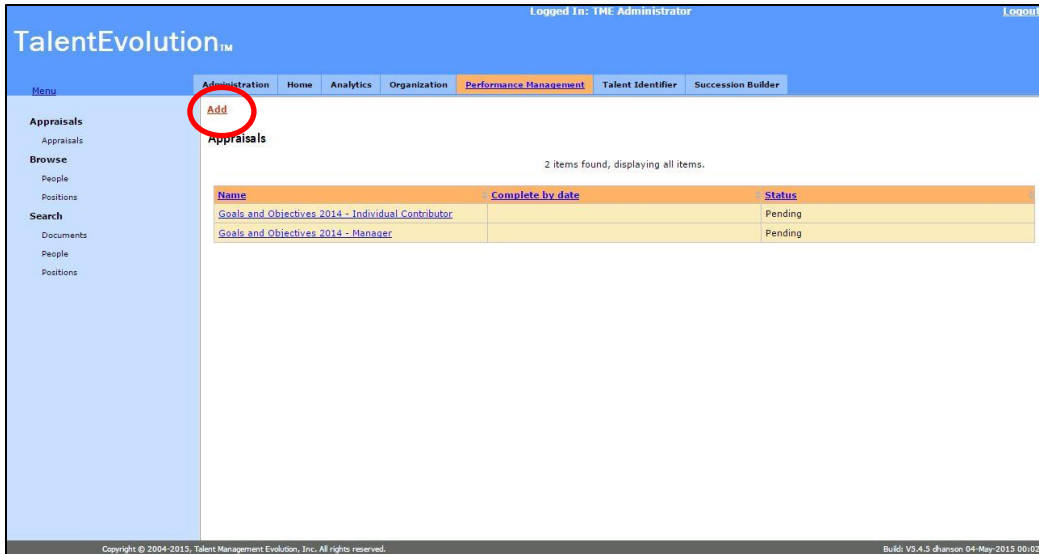
Username :	<input type="text"/>
Password :	<input type="password"/>
	<input type="button" value="Login"/>
<a href="#">Forgotten Password?</a>	

- 2) Click on the 'Performance Management' tab on the top menu bar and select the 'Performance Review' link on the left-side navigation panel.



- 3) Click the "Add" button at the top of the screen to create a new Performance Review form.
  - a. When selecting the "I will manage this performance process" checkbox, this will send all forms to the current user's To-Do List to assign roles and initiate the performance review process.
  - b. By not selecting the "I will manager this performance process," each manager will be required to "Assign Roles" and "Start Process" (as explained below). The process is the same, regardless who actually manages it.

\* Note: The screenshots used within the training manual may look different because of specific client environment layouts. The content and processes will be consistent with your platform.



- 4) Fill in the 'Start Appraisal' form and click "Save."

The screenshot shows the "Start Appraisal" form in the TalentEvolution™ interface. The form has the following fields: "Label : \*" (text input), "Complete by date :" (date picker), "I will manage this performance process :" (checkbox), "Send Email Notification :" (checkbox), "Manager Evaluation : \*" (dropdown menu with "Please Select"), "General Evaluation : \*" (dropdown menu with "Please Select"), and "Population : \*" (dropdown menu with "All"). The "Save" button is circled in red.

- 5) Click on the 'Home' tab on the top menu bar. The To-Do List "Performance Review" will now contain the forms that need to be managed. For each form, click on the "Assign Roles" link on the right-hand side of each row.

Logged In: TME Administrator

# TalentEvolution™

Menu: Administration Home Analytics Organization Performance Management Talent Identifier Succession Builder

**Account Info**  
My Account  
**To-Do List**  
Appraisals ( 2 )  
Goals ( 0 )  
Questionnaires ( 0 )

## Performance & Talent Management

The Talent Management system provides a global process that ensures we are assessing and identifying top talent across the organisation. Performance and Talent Management (P&TM) continues to be a priority for our business as we move from transformation to growth.

Within the organisation this enables us to:


- Differentiate people based on their performance and their potential tracked over time
- Identify talent earlier in careers enabling us to develop a diverse talent pool
- Obtain a common benchmark across the organisation to identify talent leading to more opportunities
- Provide tailored and actionable development plans to meet the organisation's criteria for optimal performance

Talent management is a core part of the business cycle

Whilst we clearly acknowledge that the fundamental aspect of P&TM is about having conversations with individuals, discussing their performance and formulating their development plans - this on-line system enhances this process, providing us with:

- A clear understanding of talent challenges and actions needed to address them
- Visibility on key managers outside their own department - get to know the best managers
- Well informed management planning decisions - right person in right position - with confidence
- Calibrated list of high potentials and special initiatives to develop them
- Divisional level reporting, providing you with the ability to access updated information on your key leadership community.
- The ability to review progress on the quality of our information

If you have any questions or thoughts on how this application could be improved please let us know



Regards  
George Walters  
Chief Executive

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Appraisals

Appraisals

2 items found, displaying all items.

Name	Appraisal Role	Evaluate	Due Date	Action
Appraisal	Administrator	Andrew Wiles		<a href="#">Assign Roles</a>
Appraisal	Administrator	Arthur Jaffe		<a href="#">Assign Roles</a>

- 6) Fill out the form as desired and click “Save” when finished.
- If the review is to be done by only the employee and his/her manager, delete the empty row given by clicking on the “Delete” button next to the row and select the checkbox next to the manager’s name in the box provided below.

Appraisals Appraisal Roles

Close

**Appraisal Roles**

Appraisal : Appraisal

Appraisee : Andrew Wiles

Please Select ... Delete

Add

Allow Self Appraisal : ☐

Please select the manager (Optional) :

Arthur Jaffe ( CEO ) : ☐

Clear All

Save

- 7) Once the roles have been assigned, the roles can either be edited by selecting the “Edit Roles” link or the review process can begin by clicking “Start Process.”
- Once the process has been started, that particular form will be removed from the To-Do List and sent to the To-Do Lists of the employee and his/her manager (and any other evaluator chosen in the “Assign Roles” area).

Appraisals

Appraisal Roles

Appraisals

2 items found, displaying all items.

Name	Appraisal Role	Evaluatee	Due Date	Actions
Appraisal	Administrator	Andrew Wiles		<a href="#">Start Process</a> <a href="#">Edit Roles</a>
Appraisal	Administrator	Arthur Jaffe		<a href="#">Assign Roles</a>

8) Continue this process for all the forms to be completed.

## Completion Process

- 1) Each manager will be required to complete the Performance Review Process when he/she is ready to share the information with the employee.

## The Administrator Development Plan / MAM Statement of Intent Process

### Completion Process

Once the company has decided that there are no more additions or changes that need to be done, the administrator can 'Complete' the Development Plan / Make a Mark Statement of Intent processes. At this time, only TME support members can 'Complete' these forms. Please email [support@tmevolution.com](mailto:support@tmevolution.com) or your direct contact once the forms are ready for completion.