TALENT MANAGEMENT EVOLUTION

AKROS
AKROS PHARMA INC.

TalentEvolution Individual Level Contributor Training Document

Talent Management Evolution

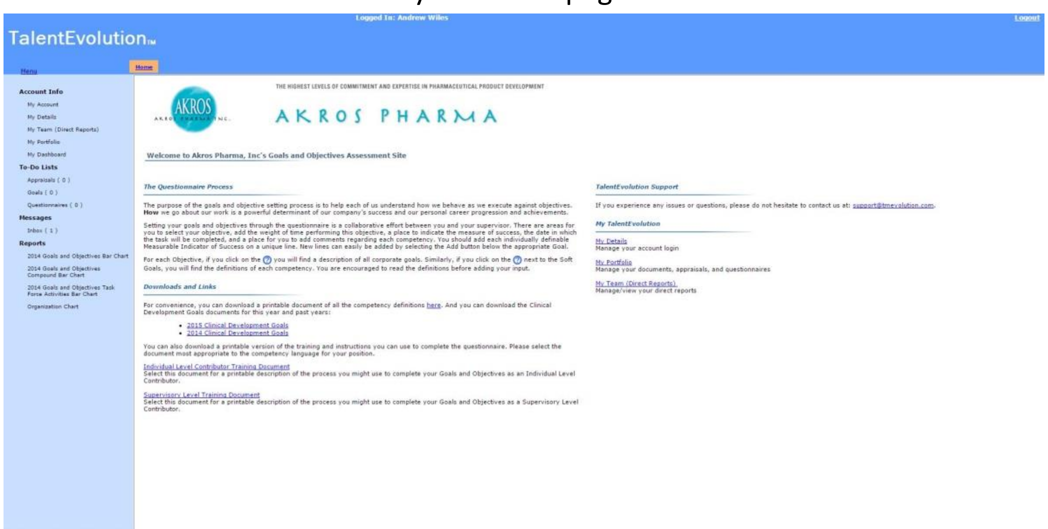
2015

The Individual Level Contributor (IC) Questionnaire Process:

Initial Answering Process:

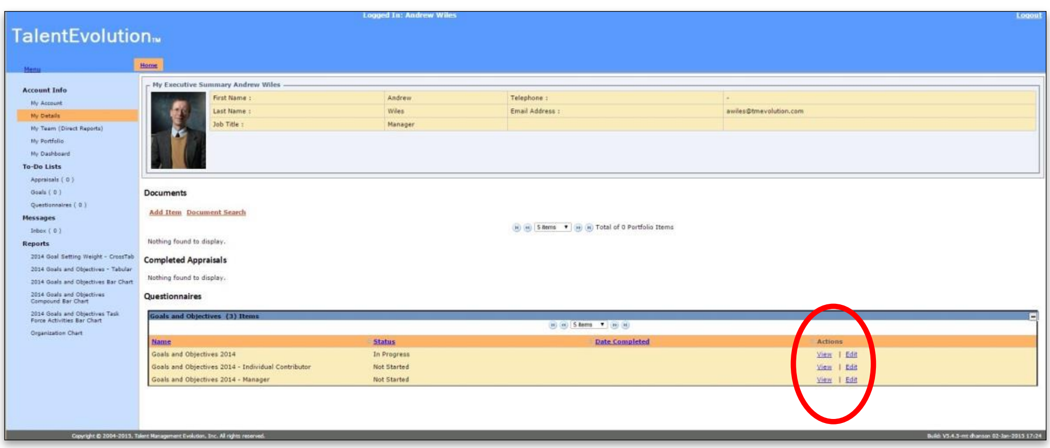
1) Login using your username and password at https://www.tmelogin.com/TME.
    a. Upon your first visit, you will be required to change your password. Please create a password that is between 8 and 25 characters. You can use numbers, letters and special characters. You will not be able to reuse the last five passwords you have used in the past.

    b. Below is a screenshot of your Home page.



2) In the navigation panel on the left, click on ‘My Portfolio’ or via the link on the ‘Home’ page upon entering the application.

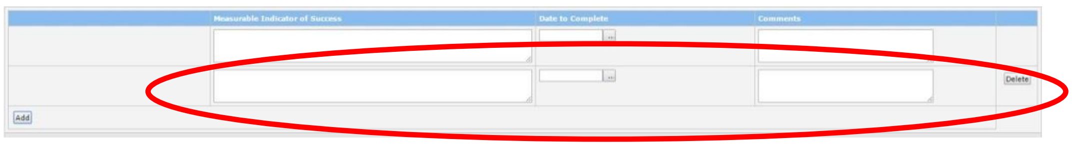
3) In the 'Questionnaires' area, a list of questionnaires to be completed are held. Click the "Edit" button of the questionnaire to be answered.



4) In the 'Goals and Objectives 1' group, click the drop-down menu and select the objective that applies and associate a corresponding weight that indicates the amount of time that will be devoted to the objective.

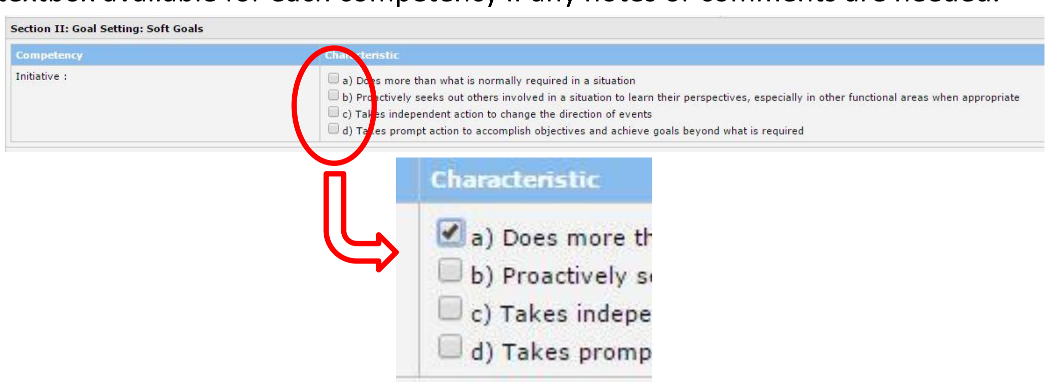
5) For each Objective, there is a ‘Measurable Indicator of Success,’ ‘Date to Complete,’ and ‘Comments’ row. If there are multiple measurable indicators, an “Add” button is located under the row. Click “Add” to add another row.

6) A new row will appear, allowing another ‘Measurable Indicator of Success,’ ‘Date to Complete,’ and ‘Comments’ areas to be entered in.



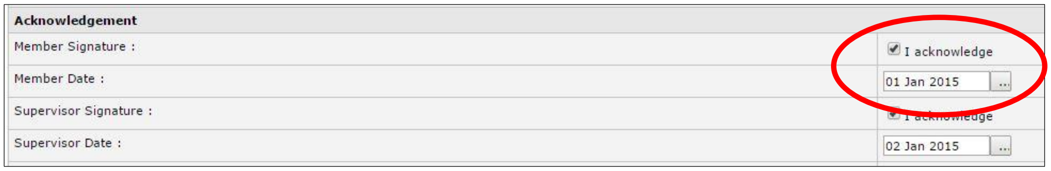
7) If an additional row was added by accident, clicking on the “Delete” button at the end of the row will delete the corresponding field row.

8) Continue this process for every goal and objective.
9) Below the ‘Goals and Objectives’ are the ‘Soft Goals.’ Grouped by competency, choose the desired goal by clicking on the corresponding checkbox. There is a ‘Comments’ textbox available for each competency if any notes or comments are needed.



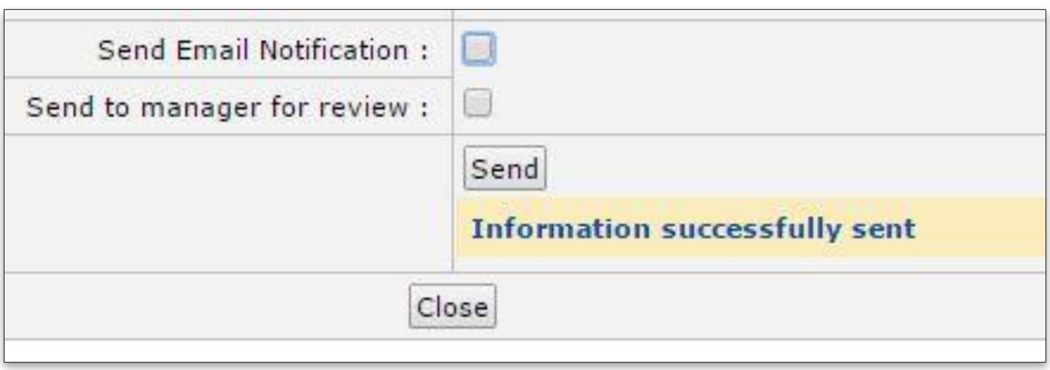
10) Continue this process for all applicable competencies.
11) Below the ‘Soft Goals’ are the ‘Professional Development’ goals. Type in the goals in the appropriate fields. Once again, there is an “Add” button at the bottom for more goals. Clicking “Add” will create a new row of fields.

12) When all desired fields are filled in, click on the member "I acknowledge" checkbox and assign the acknowledgement date.



13) Check the "Send Email Notification" and "Send to manager for review" checkboxes and click on the "Send" button to complete the form and forward it on to the supervisor.

    a. A notification verifying the email was sent will appear on the bottom of the form



    b. If the checkboxes are not checked and are not sent, the supervisor is not notified and will not know to complete the process!

14) Click the "Close" button to close the editing process of the questionnaire.

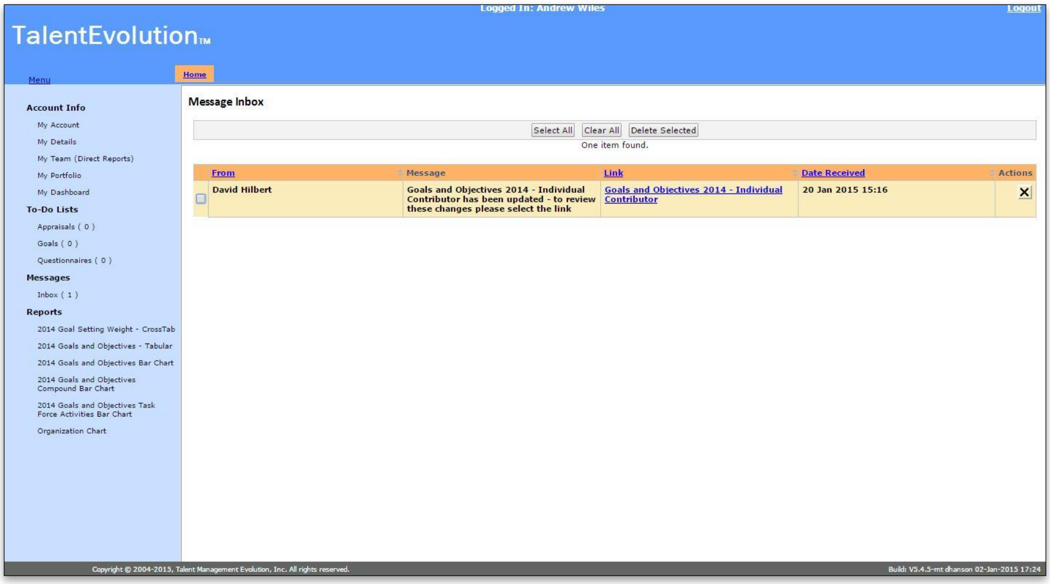
15) From here, a PDF version of the report can be downloaded by clicking on the "Export PDF" button at the top of the page. Editing can continue by clicking on the "Edit" button or pressing the "Back" button will return to the 'My Portfolio' screen. If more questionnaires are to be completed, the navigational buttons at the top or the drop-down menu will go to the next form.

16) Once all questionnaires have been completed and the "Send" button has been clicked, the process is sent on to the supervisor for review.

Follow-up Process:

1) Once the supervisor has attended to the questionnaire and the questionnaire is sent back to the individual for review, the form can be found in the individual's inbox on the 'Home' tab.

2) The individual can access the supervisor completed questionnaire by clicking on the link provided in the 'Inbox.'



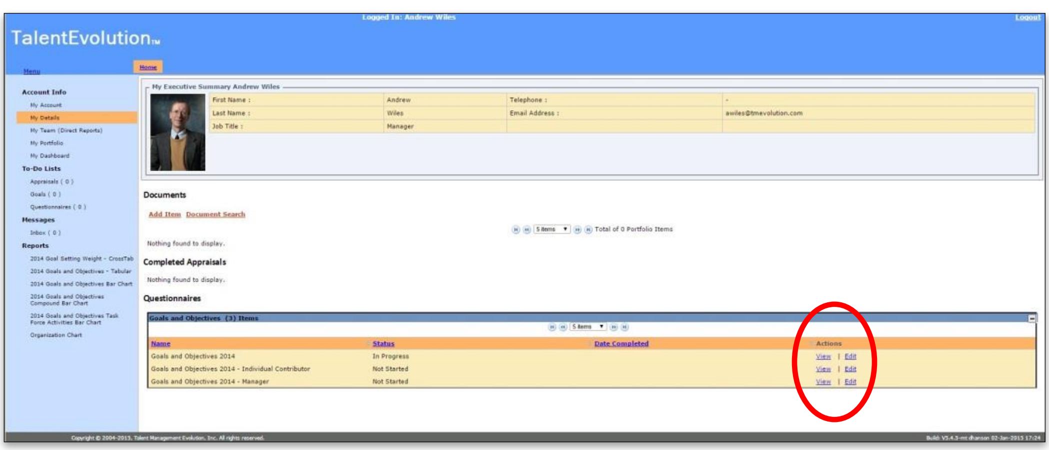
3) Or the individual will also receive an email notification telling him/her that the questionnaire is ready for review
    a. A link is provided within the email to access the questionnaire as well
4) The individual and the manger continue sending the questionnaire back-and-forth until both parties agree on the form and are satisfied with its contents.
5) The individual is then done with the process. The questionnaire will remain in 'My Portfolio' for each individual until the questionnaire has been 'Archived.'

Change Process:

Individual Initiated Change

If during the year a goal or objective needs to be updated, the individual can add an addendum to the questionnaire.

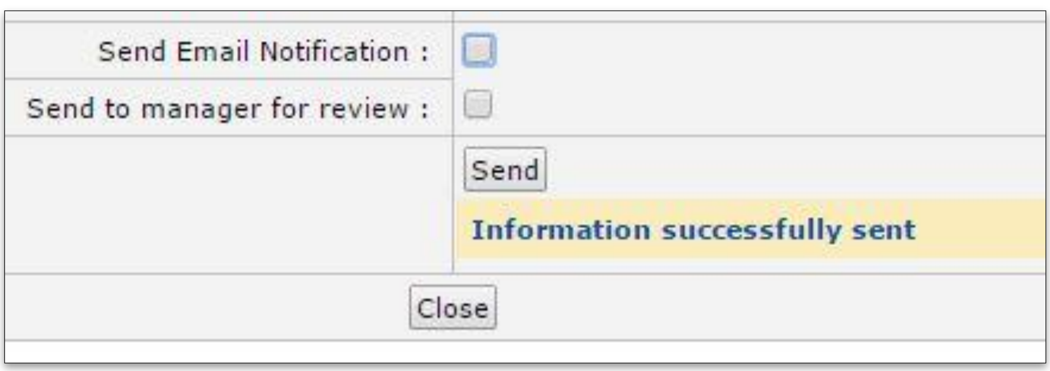
1) In 'My Portfolio,' the individual can select the questionnaire that requires updating and click on "Edit."



2) Under the goal or objective being modified, click on the “Add” button within that group.

3) A new line will appear and can be filled out, noting the reason(s) for the change in the ‘Comments’ section.

4) Check the “Send Email Notification” and “Send to manager for review” checkboxes and click on the “Send” button to complete the form and forward it on to the supervisor.
    a. A notification verifying the email was sent will appear on the bottom of the form



    b. If the checkboxes are not checked and are not sent, the supervisor is not notified and will not know to complete the process!

5) Click the “Close” button to close the editing process of the questionnaire.
6) The supervisor will be able to review the changes and approve, as in the Follow-Up Process explained previously.

Supervisor Initiated Change

The supervisor can also initiate a change / update to the questionnaire. The individual will be notified by email and a link to the questionnaire will be provided. Additionally, the individual can access the updated questionnaire via his/her ‘Inbox’ on the ‘Home’ tab (see Follow-Up Process for step-by-step instructions on how to check the ‘Inbox’).