



TALENT MANAGEMENT EVOLUTION



TalentEvolution Supervisor Level Training Document

Talent Management Evolution

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 one of the blocks.

2015

The Supervisor Level Goal Setting Worksheet Process:

Editing / Reviewing an IC's Goal Setting Worksheet 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.

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"/>
Forgotten Password?	

- b. Below is a screenshot of your Home page.

TalentEvolution™

Logged In: Andrew Wilson

Home

Account Info

- My Account
- My Details
- My Team (Direct Reports)
- My Portfolio
- My Dashboard

To-Do Lists

- Appraisals (0)
- Goals (0)
- Questionnaires (0)

Messages

- Others (0)

Reports

- 2014 Goals and Objectives Bar Chart
- 2014 Goals and Objectives Comparison Bar Chart
- 2014 Goals and Objectives Task Force Initiative Bar Chart
- Organization Chart

THE HIGHEST LEVELS OF COMMITMENT AND EXCELLENCE IN PHARMACEUTICAL PRODUCT DEVELOPMENT

AKROS PHARMA

Welcome to Akros Pharma, Inc's Goals and Objectives Assessment Site

The Questionnaire Process

The purpose of the goals and objectives setting process is to help each of us understand how we behave as we execute against objectives. Here we go about our work is a powerful determinant of our company's success and our personal career progression and achievements.

Setting your goals and objectives through the questionnaire is a collaborative effort between you and your supervisor. There are areas for you to select your objectives, add the weight of time performing the objective, a grade to indicate the measure of success, the date in which the task will be completed, and a place for you to add comments regarding each competency. You should add each individually definable measurable indicator of success on a unique line. New lines can easily be added by selecting the Add button below the appropriate goal.

For each Objective, if you click on the you will find a description of all corporate goals. Similarly, if you click on the next to the Staff Goals, you will find the definitions of each competency. You are encouraged to read the definitions before adding your input.

Downloads and Links

For convenience, you can download a printable document of all the competency definitions [here](#). And you can download the Clinical Development Goals documents for this year and past years:

- 2014 Clinical Development Goals
- 2013 Clinical Development Goals

You can also download a printable version of the training and instructions you can use to complete the questionnaire. Please select the document most appropriate to the competency language for your position.

[Individual Level Contributor Training Document](#)

Select this document for a printable description of the process you might use to complete your Goals and Objectives as an Individual Level Contributor.

[Supervisory Level Training Document](#)

Select this document for a printable description of the process you might use to complete your Goals and Objectives as a Supervisory Level Contributor.

TalentEvolution Support

If you experience any issues or questions, please do not hesitate to contact us at: support@talentevolution.com

My TalentEvolution

- My Details
- Manage your account login
- My Portfolio
- Manage your documents, appraisals, and questionnaires
- My Team (Direct Reports)
- Manage view your direct reports

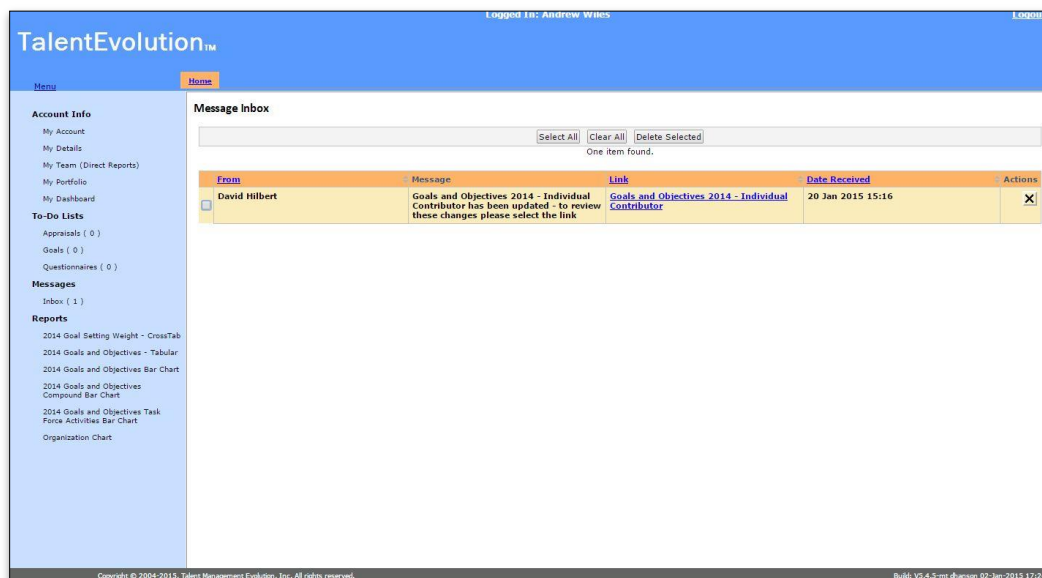
Copyright © 2004-2013, Talent Management Evolution, Inc. All rights reserved.

Build: 15.6.0.0 on 04/04/2013 10:00:00

- 2) When the Goal Setting Worksheet is completed by the individual contributor (IC) and sent to the supervisor for review, the supervisor can find the form in his/her inbox. The 'Inbox' is located on the 'Home' tab, in the navigational panel on the left-hand side of the screen.



- 3) The supervisor will also receive an email notification telling him/her that the Goal Setting Worksheet is ready for review.
 - a. A link is provided within the email to access the Goal Setting Worksheet as well
- 4) The supervisor can access the IC completed Goal Setting Worksheet by clicking on the link provided in the 'Inbox.'



- 5) The supervisor can then edit and add his/her own content to the Goal Setting Worksheet either by modifying the IC's content or by adding a new 'Measurable Indicator of Success' row. Add a new row by clicking on the "Add" button in the corresponding 'Goals and Objectives' group.

- 6) If there is a section that the supervisor does not want the IC to manipulate, a "Select to Enable/Disable Row" checkbox at the end of the row is available. Once clicked, that row of questions becomes read-only to the IC. Every row and competency has the ability to be enabled/disabled.

- a. The IC does not see this option when filling out his/her form

- 7) Once the supervisor has gone through all the 'Goals and Objectives,' the 'Soft Goals,' 'Professional Development,' and enabled/disabled all desired rows and/or competencies, the supervisor can check the "I acknowledge" checkbox and assign the date of the acknowledgement.

- 8) Checking the "Send Email Notification" and "Send to individual for review" checkboxes and clicking "Send" will send the Goal Setting Worksheet back to the IC for review

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

Send to individual for review :	<input type="checkbox"/>
	<input type="button" value="Send"/>
Information successfully sent	

- b. If the checkboxes are not checked and are not sent, the IC is not notified and will not know to complete the process!
- 9) Click the “Close” button to close the editing process of the Goal Setting Worksheet.
- 10) 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 Goal Setting Worksheets are to be completed, the navigational buttons at the top or the drop-down menu will go to the next form.

Home	
<input type="button" value=" <"/> <input type="button" value="<"/> 2 of 3 <input type="button" value=">"/> <input type="button" value="> "/>	Goals and Objectives 2014 - Individual Contributor ▼
Back Edit Export PDF	
Questionnaire: Goals and Objectives 2014 - Individual Contributor	

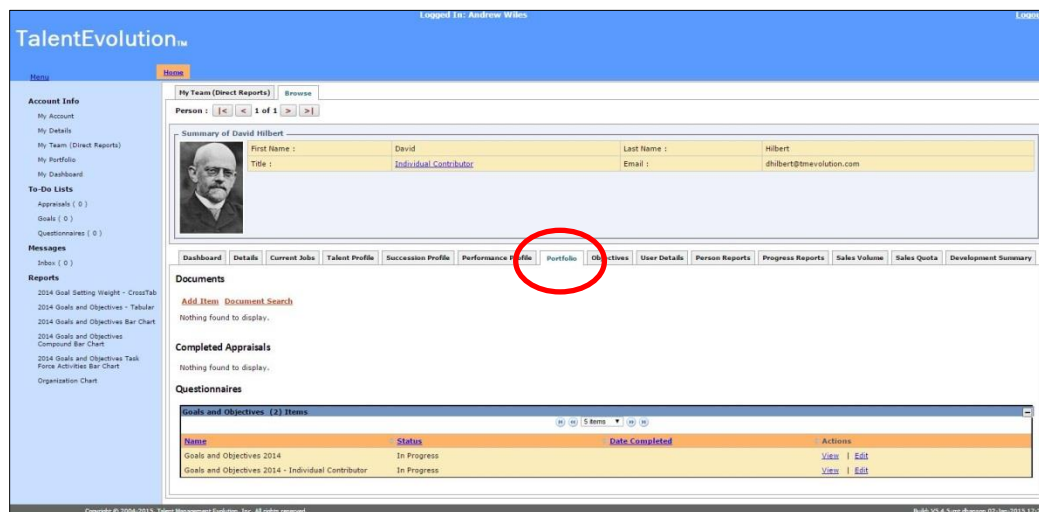
- 11) The individual and the manager continue sending the Goal Setting Worksheet back-and-forth in this manner until both parties agree on the form and are satisfied with its contents.

Viewing an IC's Goal Setting Worksheet:

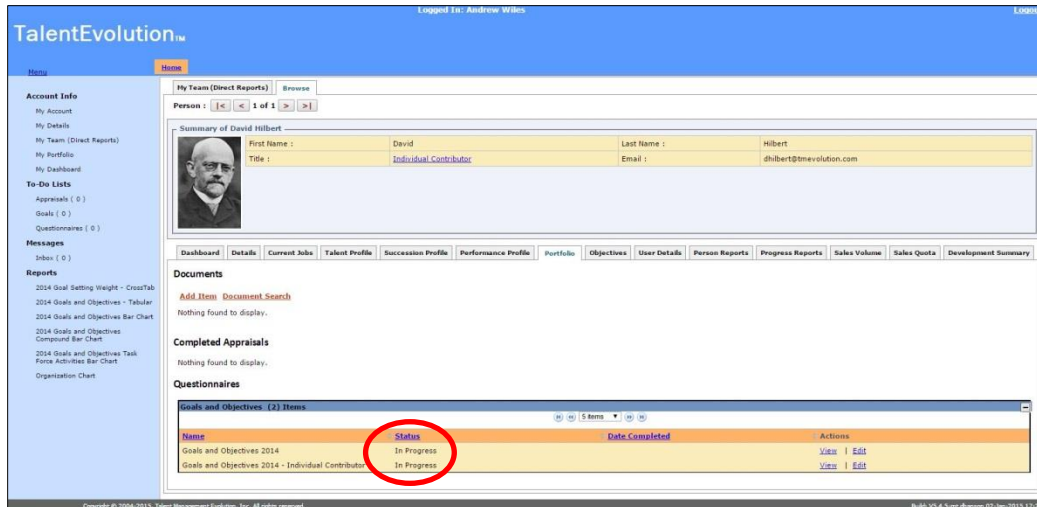
- 12) At any time, the Supervisor can view his/her team member's Goal Setting Worksheet by clicking on ‘My Team (Direct Reports)’ in the navigational panel on the left-hand side of the ‘Home’ tab.



13) In the 'My Team' screen, click on the team member you wish to view and click on his/her 'Portfolio' tab



14) The Goal Setting Worksheets as well as each worksheet's status can be found here.



Completion Process:

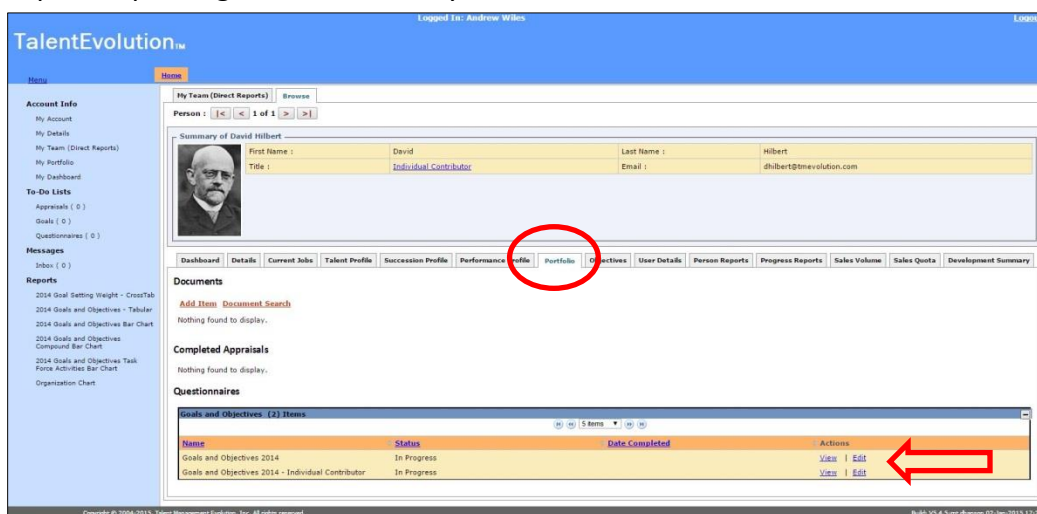
Once all the supervisors and IC's have finished the Goal Setting Worksheets, send an email to support@tmevolution.com or the TalentEvolution administrator for Akros Pharma, Inc. informing him/her to complete the process. The administrator will then complete the process as explained above ([Completion Process](#)).

Change Process:

Supervisor Initiated Change

If during the year a goal or objective needs to be updated, the supervisor can add an addendum to the Goal Setting Worksheet.

- 1) In 'My Team (Direct Reports),' the supervisor can select the Goal Setting Worksheet that requires updating from the IC's 'My Portfolio' tab and click on "Edit."



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

Objectives	Weight *
Measurable Indicator of Success	Date to Complete
Comments	

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

Objectives	Weight *
Measurable Indicator of Success	Date to Complete
Comments	

- 4) Check the "Send Email Notification" and "Send to individual for review" checkboxes and click on the "Send" button to complete the form and forward it on to the IC.
- a. A notification verifying the email was sent will appear on the bottom of the form

Acknowledgement	
Member Signature :	<input checked="" type="checkbox"/> I acknowledge
Member Date :	01 Jan 2015
Supervisor Signature :	<input type="checkbox"/> I acknowledge
Supervisor Date :	
Send Email Notification : <input checked="" type="checkbox"/>	
Send to manager for review : <input type="checkbox"/>	
Send	
Close	

Send to individual for review :	<input type="checkbox"/>
Send	
Information successfully sent	

- 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 Goal Setting Worksheet.
- 6) The individual will be able to review the changes and approve, as in the [Editing / Reviewing an IC's Goal Setting Worksheet Process](#) explained previously.

Individual Initiated Change

An IC can also initiate a change / update to the Goal Setting Worksheet. The supervisor will be notified by email and a link to the Goal Setting Worksheet will be provided. Additionally, the supervisor can access the updated Goal Setting Worksheet via his/her 'Inbox' on the 'Home' tab (see [Editing / Reviewing an IC's Goal Setting Worksheet Process](#) for step-by-step instructions on how to check the 'Inbox').