



TALENT MANAGEMENT EVOLUTION



TalentEvolution Individual Level Contributor 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 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.

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 EXPERTISE 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 objective 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 assess 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:

- 2013 Clinical Development Goals
- 2014 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

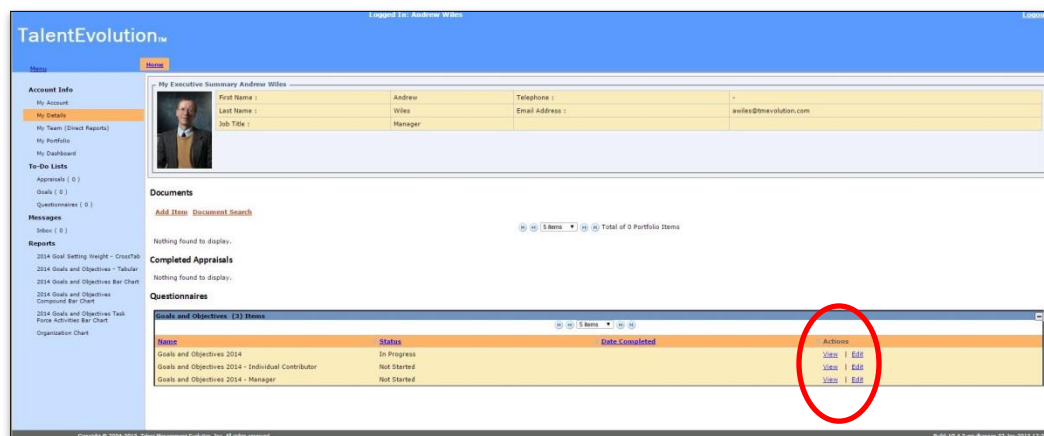
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Build: 15.6.0.0 on 04/04/2013 10:00:00

- 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.

Objective	Measurable Indicator of Success	Date to Complete	Comments

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

Measurable Indicator of Success	Date to Complete	Comments	
			Delete

- 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.

Measurable Indicator of Success	Date to Complete	Comments	
			Delete

- 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.

Section II: Goal Setting: Soft Goals

Competency

Initiative :

Characteristic

- ☐ a) Does more than what is normally required in a situation
- ☐ b) Proactively seeks out others involved in a situation to learn their perspectives, especially in other functional areas when appropriate
- ☐ c) Takes independent action to change the direction of events
- ☐ d) Takes prompt action to accomplish objectives and achieve goals beyond what is required

Characteristic

- ☒ a) Does more th
- ☐ b) Proactively s
- ☐ c) Takes indepe
- ☐ d) Takes promp

- 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.

Development Objective	Indicator of Competency Development	Timing (Q1, Q2, Q3, Q4)	Comments

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

Acknowledgement	
Member Signature :	<input checked="" type="checkbox"/> I acknowledge
Member Date :	01 Jan 2015 ...
Supervisor Signature :	<input type="checkbox"/> I acknowledge
Supervisor Date :	02 Jan 2015 ...

- 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

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"/>	
<input type="button" value="Send"/>	
<input type="button" value="Close"/>	

Send Email Notification :	<input type="checkbox"/>
Send to manager for review :	<input type="checkbox"/>
<input type="button" value="Send"/>	
Information successfully sent	
<input type="button" value="Close"/>	

- 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.

The screenshot shows a web application interface. At the top, there is a blue header with a 'Home' button. Below the header, there is a navigation bar with buttons for '<', '< 2 of 3 >', and '>|'. To the right of these buttons is a dropdown menu labeled 'Goals and Objectives 2014 - Individual Contributor'. Below the navigation bar, there are three links: 'Back', 'Edit', and 'Export PDF'. At the bottom of the interface, the title 'Questionnaire: Goals and Objectives 2014 - Individual Contributor' is displayed.

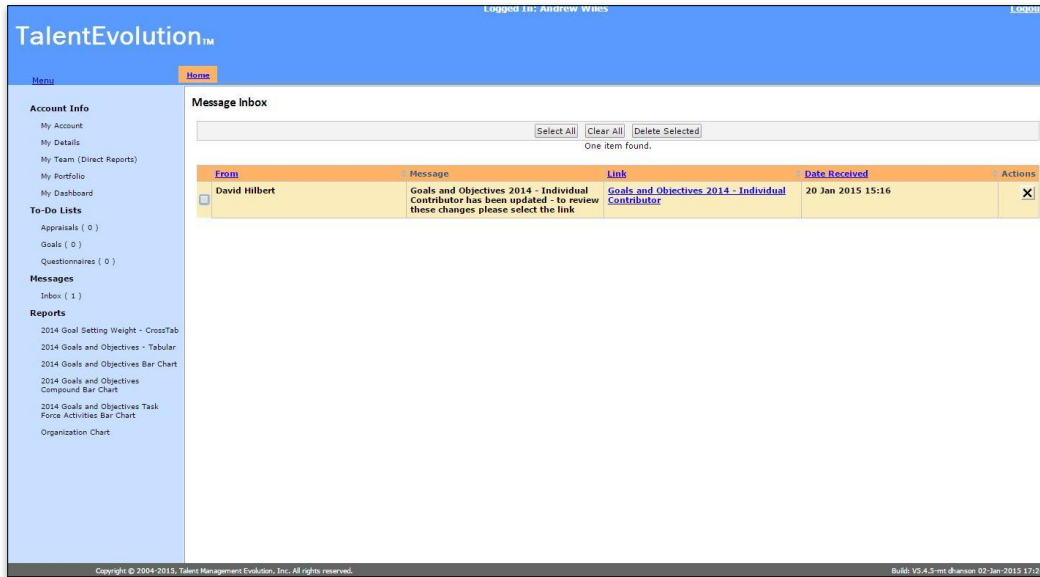
- 16) Once all questionnaires have been completed and the “Send” button has been clicked, the process is sent on to the supervisor for review.

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.

The screenshot shows a web application interface with a menu. The menu is titled 'Menu' and contains several sections: 'Account Info' with links to 'My Account', 'My Details', 'My Team (Direct Reports)', 'My Portfolio', and 'My Dashboard'; 'To-Do Lists' with links to 'Appraisals (0)', 'Goals (0)', and 'Questionnaires (0)'; 'Messages' with a link to 'Inbox (1)'; and 'Reports' with links to '2014 Goal Setting Weight - CrossTab', '2014 Goals and Objectives - Tabular', '2014 Goals and Objectives Bar Chart', '2014 Goals and Objectives Compound Bar Chart', '2014 Goals and Objectives Task Force Activities Bar Chart', and 'Organization Chart'.

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



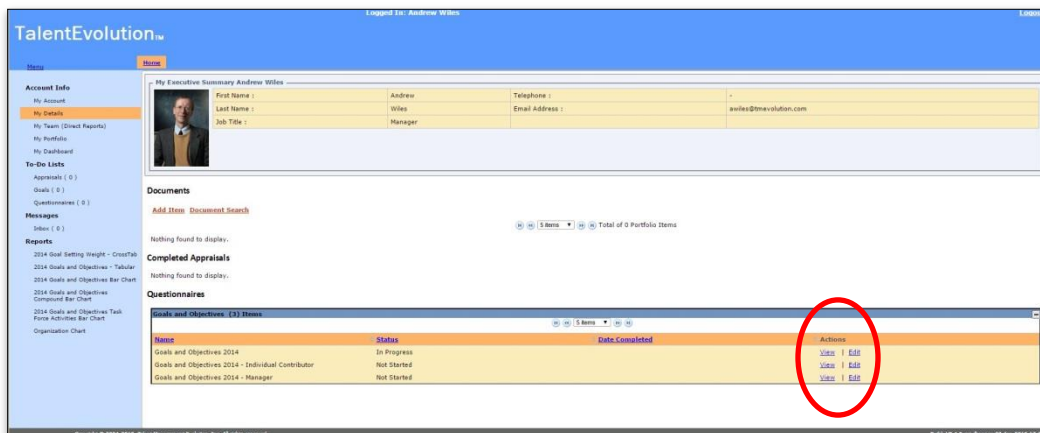
- 3) Or the individual will also receive an email notification telling him/her that the questionnaire is ready for review
 - a. A link is provided within the email to access the questionnaire as well
- 4) The individual and the manager continue sending the questionnaire back-and-forth until both parties 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.

The screenshot shows a form titled "Goals and Objectives #1". It has a table with columns: Objective, Weight, Measurable Indicator of Success, Date to Complete, and Comments. The "Add" button is circled in red.

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

The screenshot shows the same form as before, but with a new line added to the table. The "Add" button is still circled in red.

- 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

The screenshot shows a form titled "Acknowledgement". It has fields for Member Signature, Member Date, Supervisor Signature, and Supervisor Date. There are checkboxes for "I acknowledge" and "Send Email Notification". The "Send" button is circled in red.

The screenshot shows the same form as before, but with the "Send" button clicked. A yellow banner at the bottom says "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 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').