



INSTRUCTIVE FOR PERFORMANCE MANAGEMENT

Pro Mujer' success depends primarily on every employee in all areas, so it is necessary that supervisors and directors achieve their chosen goals for the year to come.

Performance management is a tool to plan, monitor, evaluate and improve the effectiveness of reviewers. By setting specific goals, each employee is committed to the work they do and can develop their full abilities for a common purpose. In addition, managers can encourage employees, confront and manage problems that may arise and evaluate the performance of each.

This tutorial aims to show how the information required for the projected year run is completed. The software tool allows for an easier completion of the information than doing it by hand. This results in more effective and faster analysis of the data.



INSTRUCTIVE FOR PERFORMANCE MANAGEMENT

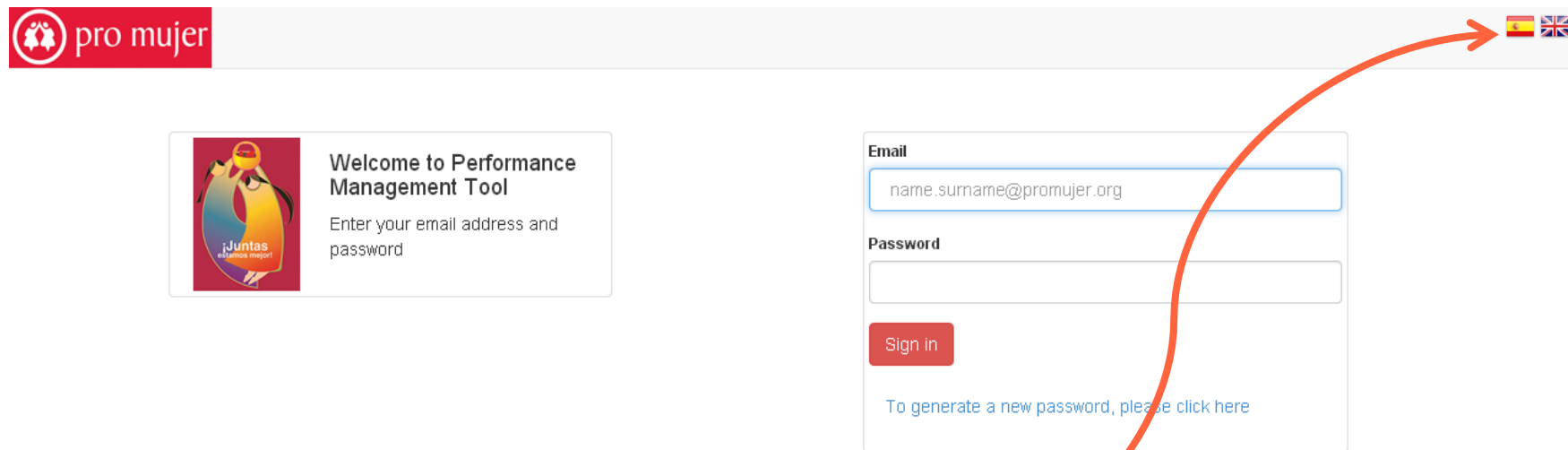
Important:

Employees who do not have an email can complete the registration of individual objectives using the printed form, but the record will be completed by the immediate supervisor.

INSTRUCTIVE FOR PERFORMANCE MANAGEMENT

HOW TO ACCESS TO THE PERFORMANCE MANAGEMENT TOOL

- On a computer with internet access click on the following link :
<http://10.0.33.19/rrhh>
- The screen displays the following :



pro mujer

Welcome to Performance Management Tool

Enter your email address and password

Email
name.surname@promujer.org

Password

Sign in

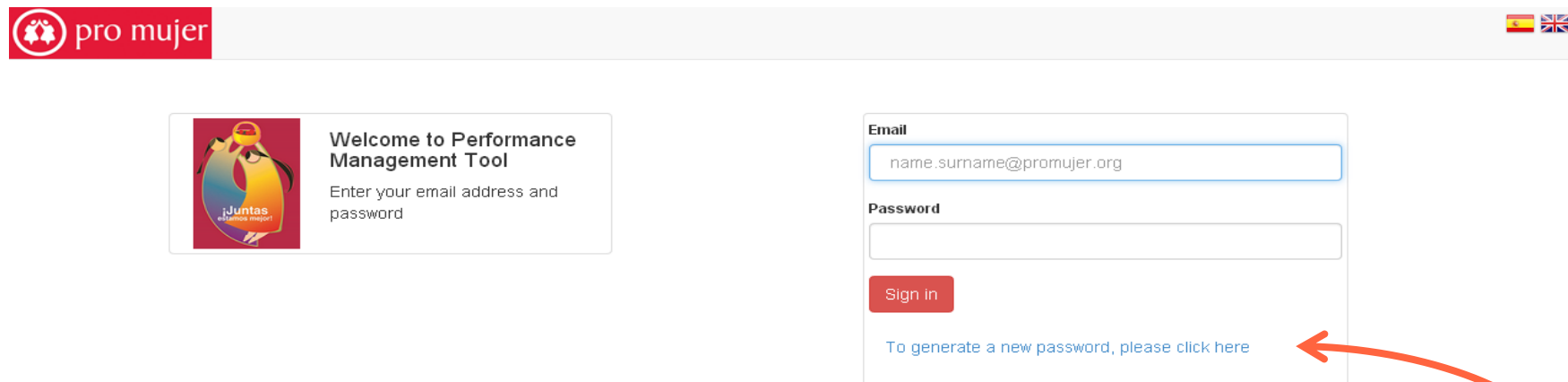
[To generate a new password, please click here](#)

1. Select your language by clicking on

INSTRUCTIVE FOR PERFORMANCE MANAGEMENT

HOW TO ACCESS TO THE PERFORMANCE MANAGEMENT TOOL

- On a computer with internet access click on the following link :
<http://10.0.33.19/rrhh>
- The screen displays the following :



The screenshot shows the login interface for the Performance Management Tool. At the top, there is a header with the 'pro mujer' logo on the left and flags for Spain and the United Kingdom on the right. Below the header, the page is divided into two main sections. On the left, there is a box with a colorful logo of a person with arms raised and the text '¡Juntas hacemos mejor!'. To the right of this logo, the text reads 'Welcome to Performance Management Tool' followed by 'Enter your email address and password'. On the right side of the page, there is a login form. It has two input fields: 'Email' with the placeholder 'name.surname@promujer.org' and 'Password'. Below these fields is a red 'Sign in' button. At the bottom of the form, there is a link that says 'To generate a new password, please click here'. A red arrow points from this link towards the bottom right of the slide.

1. The user must type her or his email address and password.
2. To generate a new password, click on:
3. A new window will be displayed.



ENTRY INTO THE APPLICATION

The screenshot shows the pro mujer login interface. A modal titled "Log in help" is open, displaying the text: "If you forgot your password or do not have it yet, please enter your email address". Below this, there is an "Email" label and a text input field containing "name.surname@promujer.org". A red "Next" button is positioned below the input field. In the background, the login form is visible with fields for "Email" and "password", a "Sign in" button, and a link that says "To generate a new password, please click here". The pro mujer logo and a "juntas estamos mejor" graphic are also visible on the page.

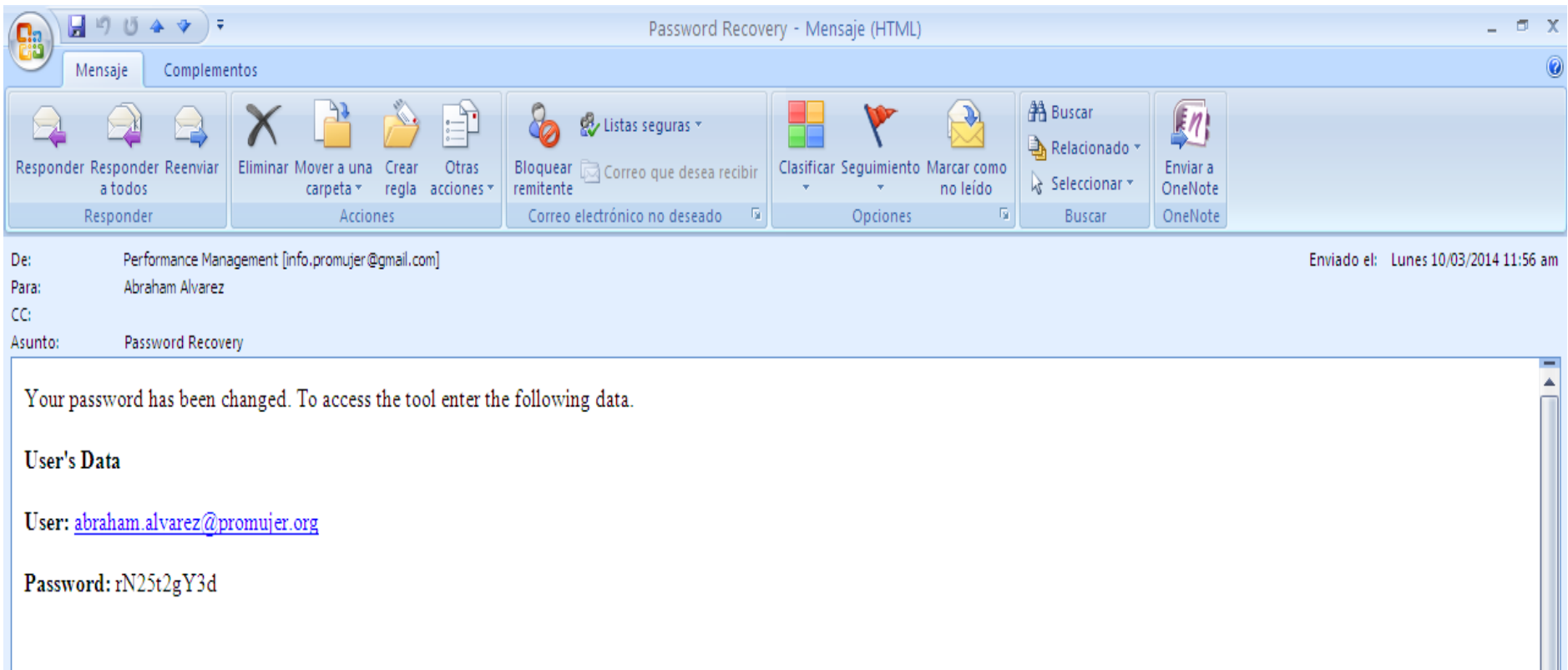
This option also allows you to recover the password:

1. Enter your email address and click "Next".
2. You will receive an email with the new password. To view it, go to your email account.



ENTRY INTO THE APPLICATION

- Open the email sent by info.promujer@gmail.com
- **Please, make sure you check your JUNK folder in case the email went automatically to JUNK due to security purposes.
- You will find your user name and a password:



ENTRY INTO THE APPLICATION



Welcome to Performance Management Tool

Enter your email address and password

Email

Password

Sign in

[To generate a new password, please click here](#)

1. Type your password in the homepage to access to the application.
2. Click on “Sign in”.



CHANGING THE PASSWORD

The screenshot shows the pro mujer web application interface. At the top left is the pro mujer logo. The navigation bar includes links for Home, Planning, Monitoring, and Evaluation. On the right, the user's name 'EDGARD ABRAHAM ALVAREZ MUÑOZ' is displayed with a dropdown menu containing 'Change password' and 'Log out'. Below the navigation bar, there are three main sections: Planning, Monitoring, and Evaluation, each with a 'Select' button. A red arrow points from the 'Change password' option in the user menu to the text in the instructions below.

pro mujer

Home Planning Monitoring Evaluation

EDGARD ABRAHAM ALVAREZ MUÑOZ

Change password

Log out

Planning
Click here to record your annual performance goals.
Select

Monitoring
Click here to track and update previously registered goals set at the beginning of the year.
Select

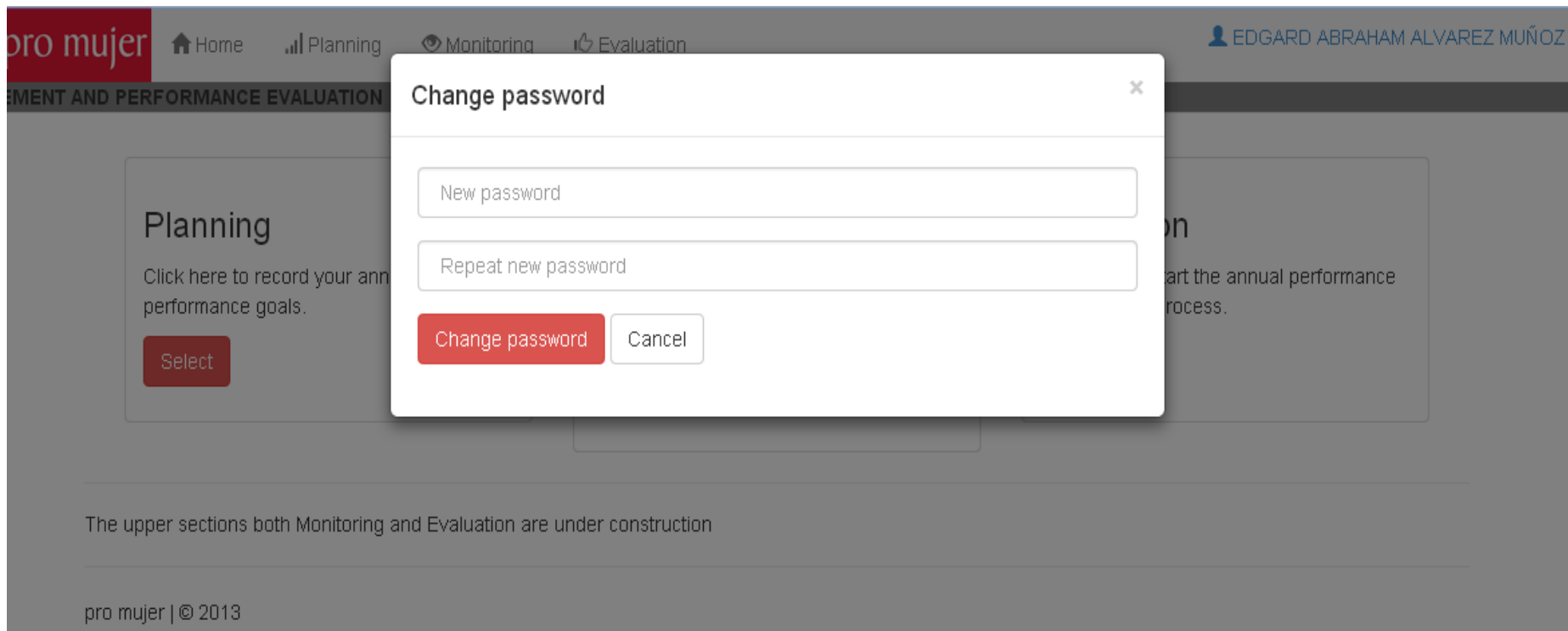
Evaluation
Click here to start the annual performance management process.
Select

The upper sections both Monitoring and Evaluation are under construction

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1. Your full name appears in the upper left side of the screen.
2. You may also change your password by clicking:

CHANGING THE PASSWORD

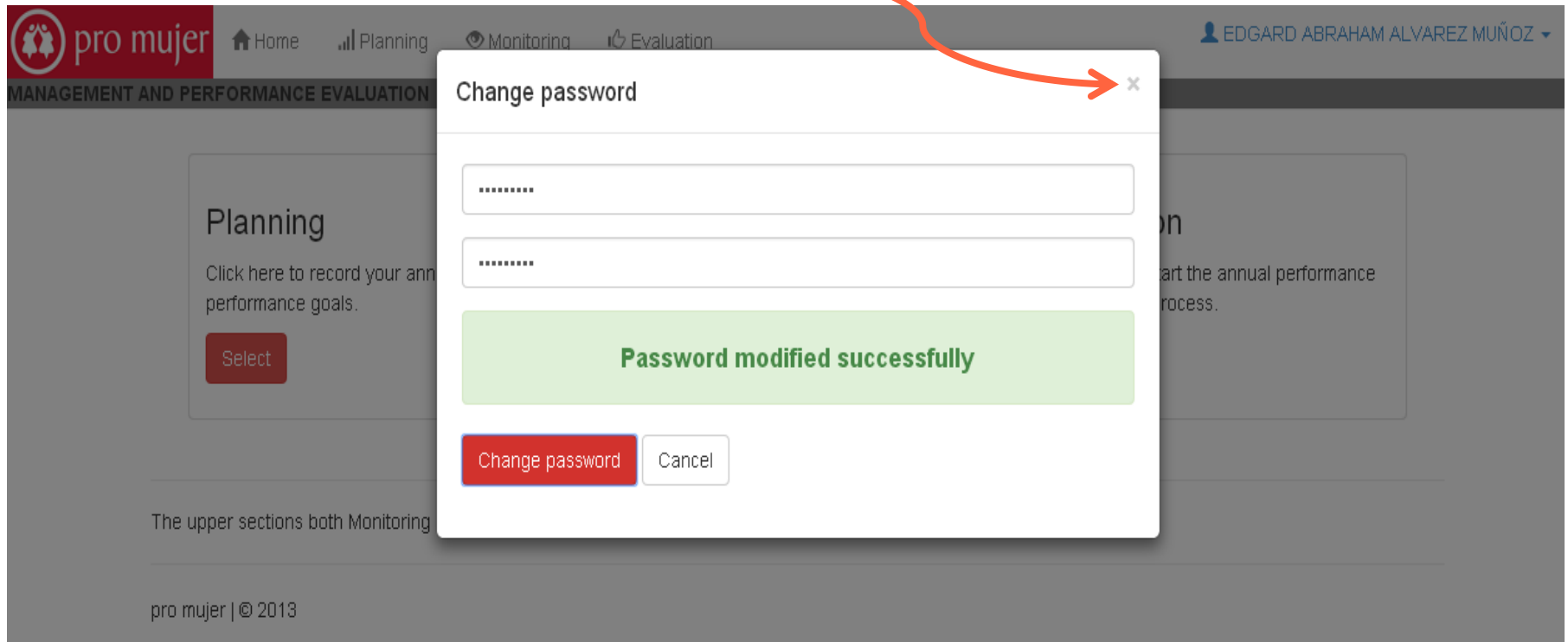


The screenshot shows the 'pro mujer' web application interface. At the top, there is a navigation bar with links for Home, Planning, Monitoring, and Evaluation. The user is logged in as EDGARD ABRAHAM ALVAREZ MUÑOZ. A modal dialog box titled 'Change password' is open in the center. It contains two input fields: 'New password' and 'Repeat new password'. Below these fields are two buttons: 'Change password' (in red) and 'Cancel'. The background of the application is dimmed, showing a 'Planning' section with a 'Select' button and a footer with the text 'pro mujer | © 2013'.

1. Type your new password.
2. Repeat your new password.
3. Click Change password or Cancel.
4. If you click “Cancel”, your password will remain the same. Otherwise, you will receive a new email from [info.promujer@gmail](mailto:info.promujer@gmail.com) with your new password.

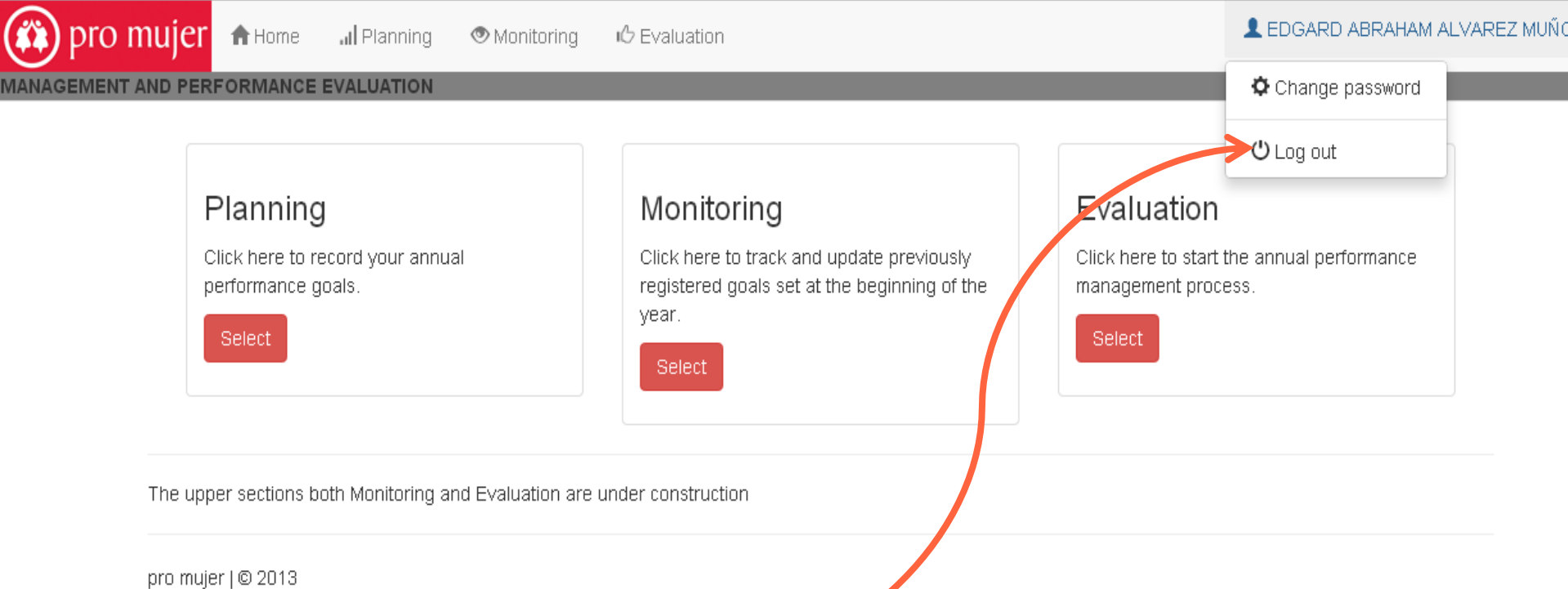
CHANGING THE PASSWORD

1. If the new password is correct, an emerging text indicates the success of the changing. To close this screen, click on



The screenshot displays the 'pro mujer' web application interface. A modal dialog titled 'Change password' is centered on the screen. It contains two password input fields, both filled with dots. Below the fields is a green banner with the text 'Password modified successfully'. At the bottom of the modal are two buttons: 'Change password' (highlighted with a red border) and 'Cancel'. An orange arrow originates from the text 'click on' in the instruction above and points to a small 'X' icon in the top right corner of the modal, indicating how to close it. The background shows the application's navigation menu with 'Home', 'Planning', 'Monitoring', and 'Evaluation' options, and a user profile for 'EDGARD ABRAHAM ALVAREZ MUÑOZ'.

CHANGING THE PASSWORD



The screenshot shows the pro mujer web application interface. The top navigation bar includes the pro mujer logo, a home icon, and links for Planning, Monitoring, and Evaluation. The user's name, EDGARD ABRAHAM ALVAREZ MUÑOZ, is displayed in the top right corner. A dropdown menu is open, showing options to Change password and Log out. The main content area features three cards: Planning, Monitoring, and Evaluation, each with a description and a Select button. A red arrow points from the 'Log out' option in the dropdown menu to the first step of the instructions below.

MANAGEMENT AND PERFORMANCE EVALUATION

EDGARD ABRAHAM ALVAREZ MUÑOZ

Change password

Log out

Planning
Click here to record your annual performance goals.
[Select](#)

Monitoring
Click here to track and update previously registered goals set at the beginning of the year.
[Select](#)

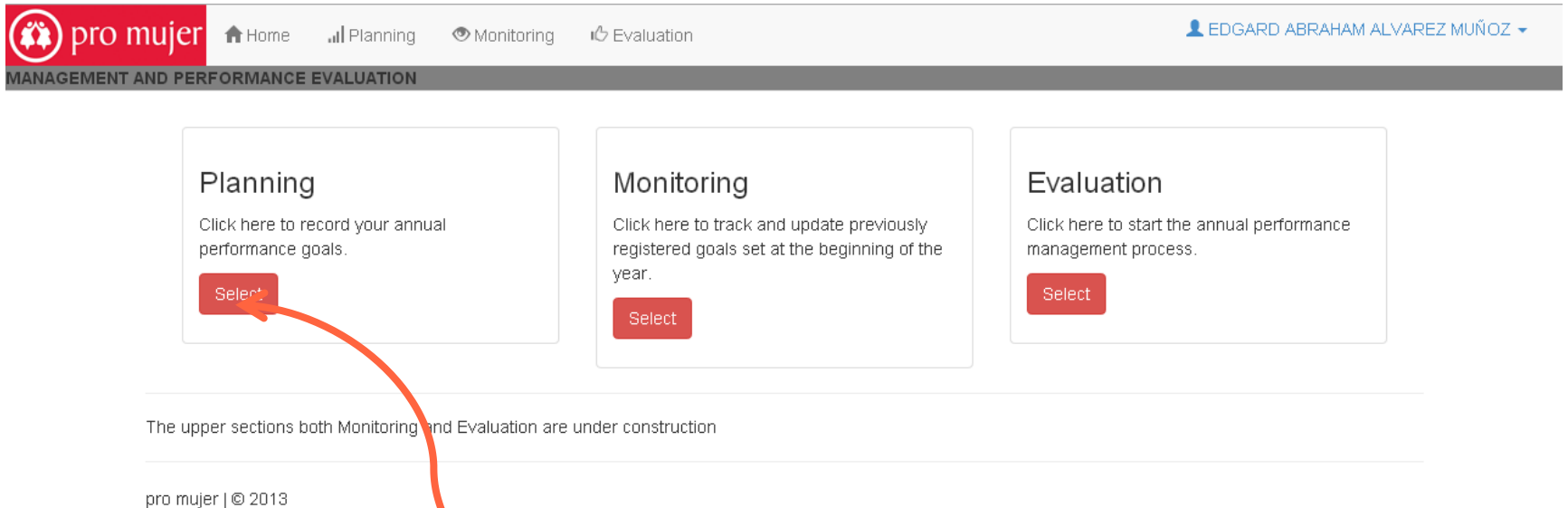
Evaluation
Click here to start the annual performance management process.
[Select](#)

The upper sections both Monitoring and Evaluation are under construction

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1. Unfold the list and click on “Log out”
2. Type your email and new password again.
3. Then, a new window displays as follows:

INPUT TO THE “PLANNING” SECTION



The screenshot shows the pro mujer web application interface. At the top, there is a navigation bar with the pro mujer logo on the left and a user profile on the right. The navigation bar includes links for Home, Planning, Monitoring, and Evaluation. Below the navigation bar, there is a section titled "MANAGEMENT AND PERFORMANCE EVALUATION". This section contains three main cards: Planning, Monitoring, and Evaluation. The Planning card has a "Select" button, which is highlighted by a red arrow. The Monitoring and Evaluation cards also have "Select" buttons. Below the cards, there is a message stating "The upper sections both Monitoring and Evaluation are under construction". At the bottom, there is a footer with the text "pro mujer | © 2013".

pro mujer

Home Planning Monitoring Evaluation

EDGARD ABRAHAM ALVAREZ MUÑOZ

MANAGEMENT AND PERFORMANCE EVALUATION

Planning
Click here to record your annual performance goals.
[Select](#)

Monitoring
Click here to track and update previously registered goals set at the beginning of the year.
[Select](#)

Evaluation
Click here to start the annual performance management process.
[Select](#)

The upper sections both Monitoring and Evaluation are under construction

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1. There are three sub-processes: Planning, Monitoring and Evaluation. For now, only the “Planning” section is available. Click on “Select”.
2. A new windows displays as follows:



PERSONAL INFORMATION

[Home](#)[Planning](#)[Monitoring](#)[Evaluation](#)[EDGARD ABRAHAM ALVAREZ MUÑOZ](#)

MANAGEMENT AND PERFORMANCE EVALUATION

[PERSONAL INFORMATION](#)[ANNUAL GOALS](#)[SKILL BUILDING INFORMATION](#)[IMPACT](#)

PERSONAL INFORMATION

Country

ARGENTINA

Employee Number

ARG-1

Position

ANALISTA DE RR HH

Surnames

ALVAREZ MUÑOZ

Names

EDGARD ABRAHAM

Area

RECURSOS HUMANOS

Office

Oficina Nacional

Seniority in the post

3.0274

Length of Service in PM

5.5781

Reports to**Direct Supervisor**

FERREYRA

Position

GERENTE DE RR.HH DE OPERACIONES

1. The screen displays your personal information.

PERSONAL INFORMATION

MANAGEMENT AND PERFORMANCE EVALUATION

Reports to

Direct Supervisor

FERREYRA

DENISE IVANA

Position

GERENTE DE RR.HH DE OPERACIONES

Indirect Supervisor

Position

Planned Period

2014

Next

1. Unfold the list to select year 2014.
2. Click on "Next".



REGISTRATION OBJECTIVES

MANAGEMENT AND PERFORMANCE EVALUATION

PERSONAL INFORMATION

ANNUAL GOALS

SKILL BUILDING INFORMATION

IMPACT

ANNUAL GOALS

Objective / Project	Main Activities	Deadline	Goal	Relative Importance	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	% <input data-bbox="1812 592 1870 649" type="button" value="+"/>
				Total (Up to 100%)	<input type="text" value="0"/> % The total must be 100%

Back

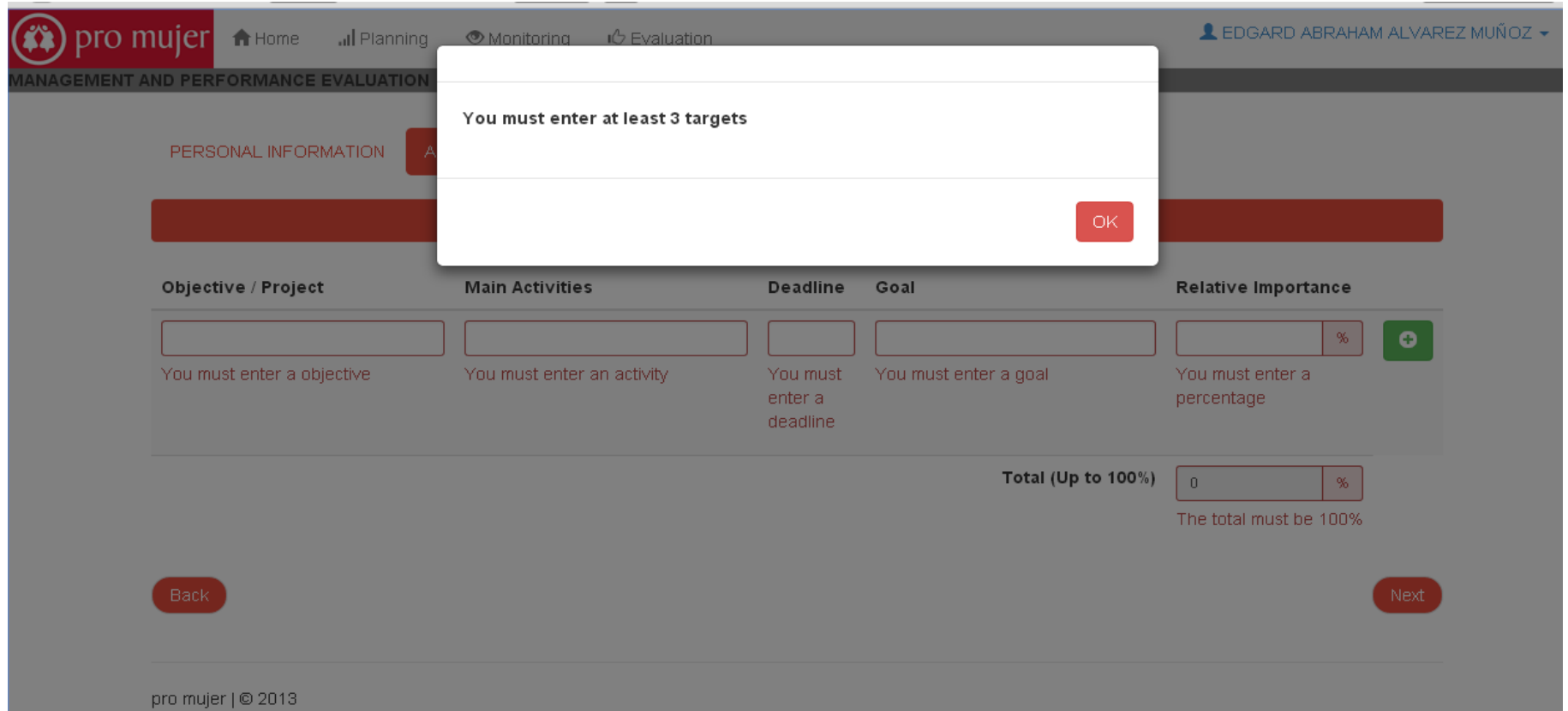
Next

To complete this section you must:

1. Type an Objective/Project expected to be achieved this year.
2. Type the main activities to achieve this.
3. Type a deadline.
4. Type a goal.
5. Establish a relative importance (this is a percentage).

*See the Instructive for objectives attachment.

REGISTRATION OBJECTIVES



pro mujer Home Planning Monitoring Evaluation EDGARD ABRAHAM ALVAREZ MUÑOZ

MANAGEMENT AND PERFORMANCE EVALUATION

PERSONAL INFORMATION

You must enter at least 3 targets OK

Objective / Project	Main Activities	Deadline	Goal	Relative Importance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %
You must enter a objective	You must enter an activity	You must enter a deadline	You must enter a goal	You must enter a percentage

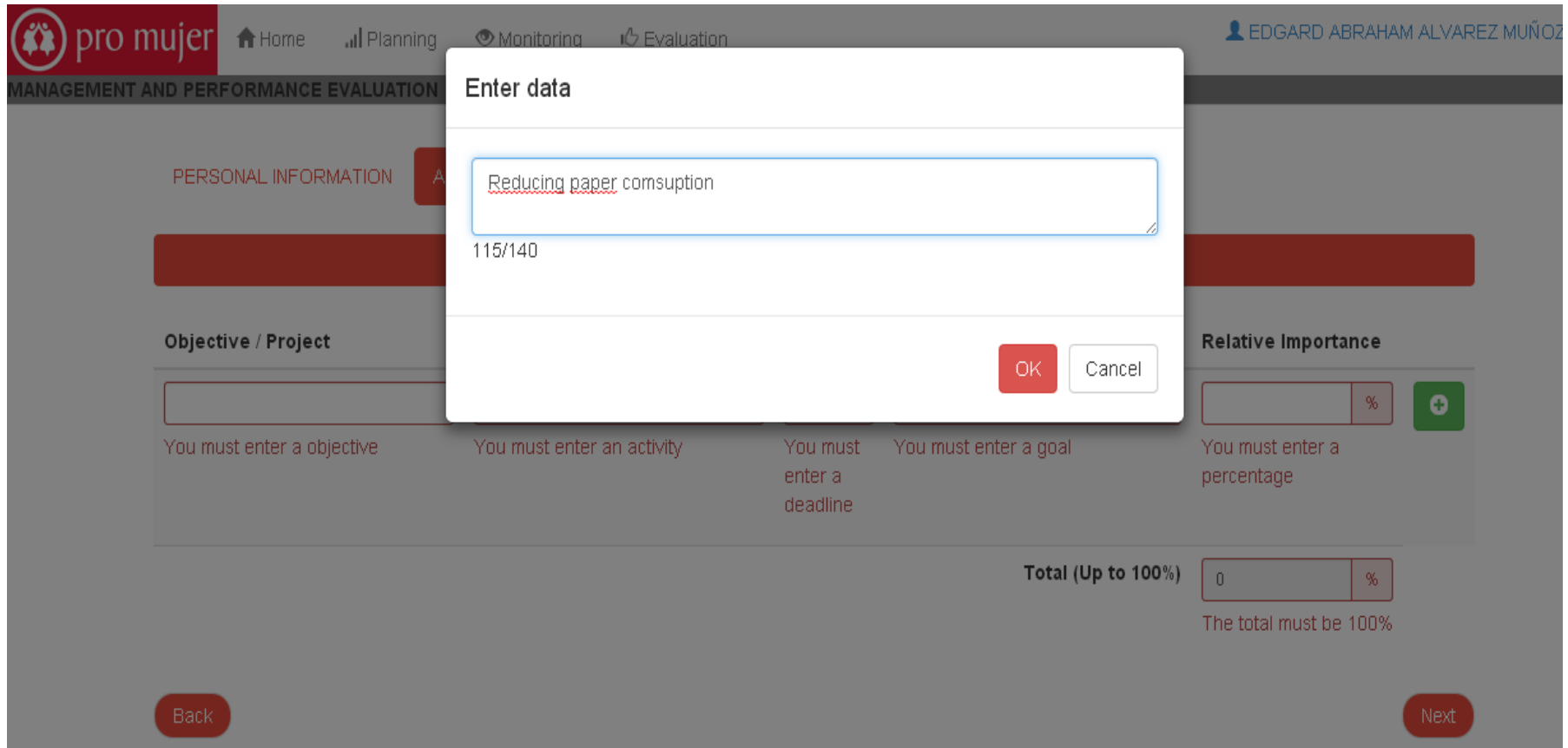
Total (Up to 100%) 0 %
The total must be 100%

Back Next

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1. If you do not write the objectives, a warning displays.
2. Type at least 3 objectives.
3. Click OK.

REGISTRATION OBJECTIVES



The screenshot displays the 'pro mujer' web application interface. A modal dialog box titled 'Enter data' is centered on the screen. Inside the dialog, there is a text input field containing the text 'Reducing paper consumption'. Below the input field, the character count '115/140' is visible. At the bottom right of the dialog, there are two buttons: 'OK' (red) and 'Cancel' (white). The background application interface is dimmed. It shows a navigation bar with 'Home', 'Planning', 'Monitoring', and 'Evaluation' tabs. The user's name 'EDGARD ABRAHAM ALVAREZ MUÑOZ' is in the top right. The main content area has a section titled 'PERSONAL INFORMATION' and another titled 'Objective / Project'. Below 'Objective / Project', there are four input fields with error messages: 'You must enter a objective', 'You must enter an activity', 'You must enter a deadline', and 'You must enter a goal'. To the right, there is a 'Relative Importance' section with a percentage input field (showing '0 %') and a green '+' button. At the bottom, there is a 'Total (Up to 100%)' section with a percentage input field (showing '0 %') and the text 'The total must be 100%'. 'Back' and 'Next' buttons are at the bottom left and right respectively.

1. To register an objective, a main activity or goal you have until 140 characters to type in.
2. Click “OK” or Cancel.

REGISTRATION OBJECTIVES

MANAGEMENT AND PERFORMANCE EVALUATION

PERSONAL INFORMATION

ANNUAL GOALS

SKILL BUILDING INFORMATION

IMPACT

ANNUAL GOALS

Objective / Project	Main Activities	Deadline	Goal	Relative Importance
Diseñar un beneficio de salud y ejerci	Extender invitaciones para que concu	31/10/20	Que todos los compañeros puedan a	15 %
Reduce the paper consumption in print	Increase the use of scanned images	04/01/20	Save and guard the goods of the area	51 %
Total (Up to 100%)				66 %

The weight should not exceed 50

The total must be 100%

Back

Next

1. Relative importance: it's the percentage estimated to the objective. It must not be above 50%.
2. The total amount must be 100%

REGISTRATION OBJECTIVES

PERSONAL INFORMATION

ANNUAL GOALS

SKILL BUILDING INFORMATION

IMPACT

ANNUAL GOALS

Objective / Project	Main Activities	Deadline	Goal	Relative Importance
Diseñar un beneficio de salud y ejerci	Extender invitaciones para que concu	31/10/20	Que todos los compañeros puedan	<input type="text" value="5"/> % The weight must not be less than 10
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % +
Total (Up to 100%)				<input type="text" value="5"/> % The total must be 100%

Back

Next

1. Can't be less than 10%
2. The total amount must be 100%

REGISTRATION OBJECTIVES

PERSONAL INFORMATION

ANNUAL GOALS

SKILL BUILDING INFORMATION

IMPACT

ANNUAL GOALS

Objective / Project	Main Activities	Deadline	Goal	Relative Importance	
Diseñar un beneficio de salud y ejerci	Extender invitaciones para que concu	31/10/20	Que todos los compañeros puedan e	15	% -
Reduce the paper consumption in print	Increase the use of scanned images	04/01/20	Save and guard the goods of the are	49	% -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	% +
You must enter a objective	You must enter an activity	You must enter a deadline	You must enter a goal	You must enter a percentage	
Total (Up to 100%)				64	%
The total must be 100%					

Fill in at least 3 objectives. If you do not fill this in, the screen displays a warning.

REGISTRATION OBJECTIVES

PERSONAL INFORMATION

ANNUAL GOALS

SKILL BUILDING INFORMATION

IMPACT

ANNUAL GOALS

Objective / Project	Main Activities	Deadline	Goal	Relative Importance		
Disminuir el gasto por el uso de pape	Controlar antes de cada impresión qu	28/03/20	El consumo de papel debe ser meno	40	%	-
Desarrollar el uso de herramientas in	Terminar mi carrera Diseño Gráfico	25/07/20	Aprobar las asignaturas pendientes	49	%	-
Diseñar un beneficio de salud y ejerci	Extender invitaciones para que concu	31/10/20	Que todos los compañeros puedan e	11	%	+
Total (Up to 100%)				100	%	

1. To eliminate an objective, click on

2. To add an objective, click on

REGISTRATION OBJECTIVES

ANNUAL GOALS

Objective / Project	Main Activities	Deadline	Goal	Relative Importance		
Disminuir el gasto por el uso de pape	Controlar antes de cada impresión qu	28/03/20	El consumo de papel debe ser meno	40	%	-
Desarrollar el uso de herramientas in	Terminar mi carrera Diseño Gráfico	25/07/20	Aprobar las asignaturas pendientes	49	%	-
Diseñar un beneficio de salud y ejerci	Extender invitaciones para que concu	31/10/20	Que todos los compañeros puedan e	11	%	+
Total (Up to 100%)				100	%	

Back

Next

1. Once completed the objectives with the percentages, click on



REGISTRATION SKILL BUILDING INFORMATION

PERSONAL INFORMATION

ANNUAL GOALS

SKILL BUILDING INFORMATION

IMPACT

SKILL BUILDING INFORMATION

Skills and aspects ought to be strengthened



Key attitudes ought to be strengthened

Others commitments for the period

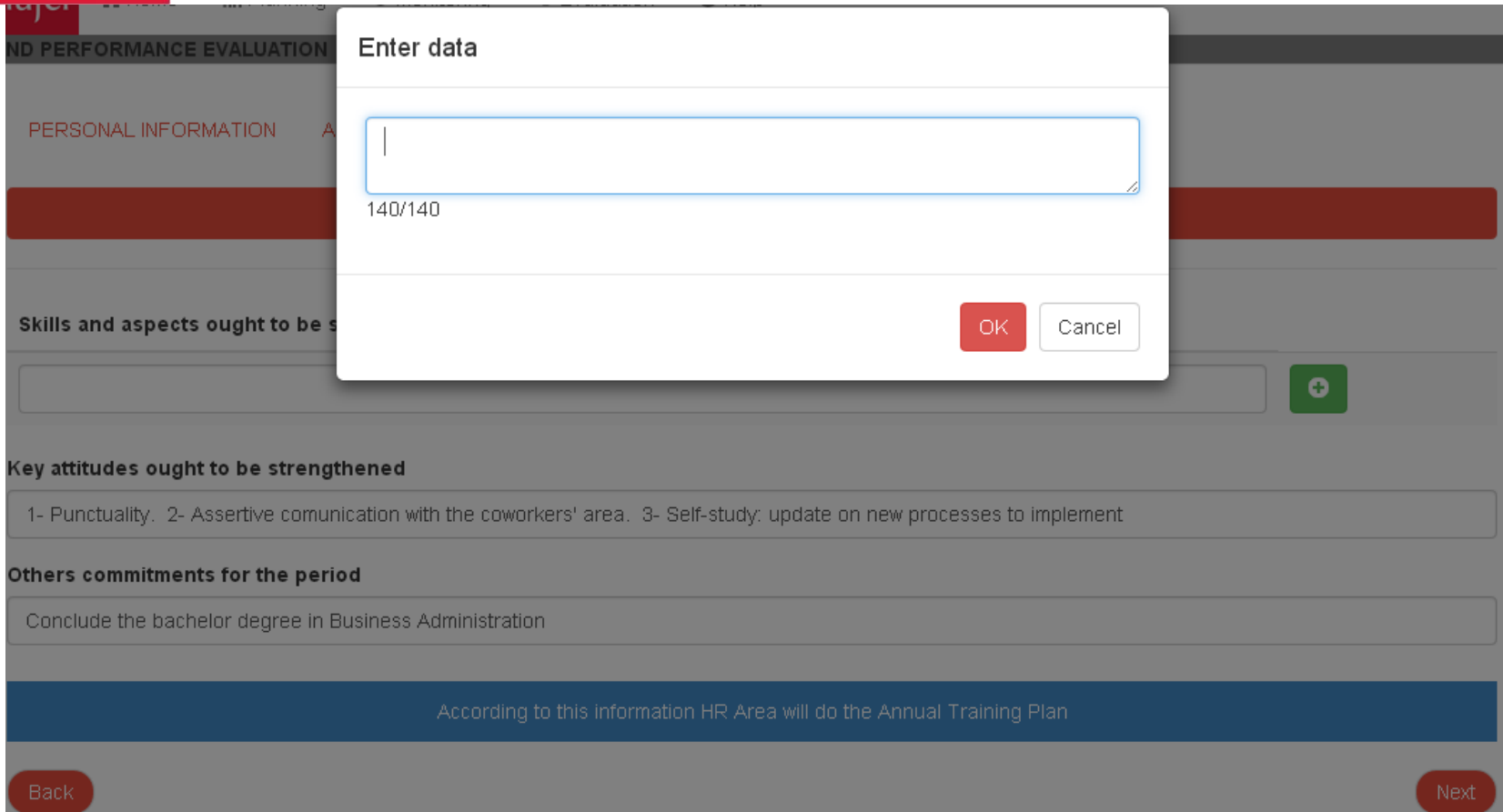
According to this information HR Area will do the Annual Training Plan

Back

Next

1. Click on the following to fill in the skills, attitudes, and others commitments.

REGISTRATION SKILL BUILDING INFORMATION



The screenshot shows a web application interface for skill building registration. A modal dialog titled "Enter data" is open, featuring a text input field with a character count of "140/140" and two buttons: "OK" (red) and "Cancel" (white). The background form is partially visible, showing sections for "PERSONAL INFORMATION", "Skills and aspects ought to be s...", "Key attitudes ought to be strengthened" (with a list: 1- Punctuality, 2- Assertive communication with the coworkers' area, 3- Self-study: update on new processes to implement), and "Others commitments for the period" (with the text: Conclude the bachelor degree in Business Administration). At the bottom, a blue bar states "According to this information HR Area will do the Annual Training Plan", and there are "Back" and "Next" buttons.

1. To fill in a commitment, please type up to 140 characters.
2. Click on “OK” or “Cancel”.

REGISTRATION SKILL BUILDING INFORMATION

PERSONAL INFORMATION

ANNUAL GOALS

SKILL BUILDING INFORMATION

IMPACT

SKILL BUILDING INFORMATION

Skills and aspects ought to be strengthened

Reduce the time spent in the development and completion of the projects.



You must enter a proposed activity

Key attitudes ought to be strengthened

Others commitments for the period

According to this information HR Area will do the Annual Training Plan

1. You must type at least two skills and describe the proposed activities.



REGISTRATION SKILL BUILDING INFORMATION

PERSONAL INFORMATION

ANNUAL GOALS

SKILL BUILDING INFORMATION

IMPACT

SKILL BUILDING INFORMATION

Skills and aspects ought to be strengthened

Reduce the time spent in the development and completion of the projects.



Improve the use of programs need in the area IT tools.



Key attitudes ought to be strengthened

Others commitments for the period

According to this information HR Area will do the Annual Training Plan

Back

Next

1. If you would like to modify the objectives before, click on “Back”.



REGISTRATION SKILL BUILDING INFORMATION

SKILL BUILDING INFORMATION

Skills and aspects ought to be strengthened

Mejorar el tiempo de entrega de los proyectos asumidos



Mayor eficiencia en el uso de herramientas informáticas



Key attitudes ought to be strengthened

1- Punctuality. 2- Assertive communication with the coworkers' area. 3- Self-study: update on new processes to implement

Others commitments for the period

Conclude the bachelor degree in Business Administration

According to this information HR Area will do the Annual Training Plan

Back

Next

The completed information is systematized in order to perform the Annual Training Plan. Click on:



EVALUATED ASPECTS INFORMATION

PERSONAL INFORMATION

ANNUAL GOALS

SKILL BUILDING INFORMATION

IMPACT

IMPACT

Evaluated Aspects

Relative Importance

Objectives for the Period

70

%

Leadership and Management

30

%


Back

Save & Send

Print

1. This section automatically displays the importance of the objectives and leadership required for your performance.
2. If you want to see a preview of your final proposal click on “Print”, and a new windows will be displayed:

EVALUATED ASPECTS INFORMATION


Date 03/11/2014

PERFORMANCE PLANNING

PERIOD 2014

PERSONAL INFORMATION

Country:	Employee Number:	Position:
ARGENTINA	ARG-1	ANALISTA DE RR HH
Surnames:	Names:	Area:
ALVAREZ MUÑOZ	EDGARD ABRAHAM	RECURSOS HUMANOS
Office:		
Oficina Nacional		
Seniority in the post:	Length of Service in PM:	
3.0301	5.5808	

OK

1. You can scroll through the document and review it completely.
2. If you want to modify any information or agree with the information displayed, click on “OK”.
3. Finally, to send to your direct supervisor click on “Save & Send”



Thank you very much for your attention to these instructions.

If you have any questions or concerns, don't hesitate to contact:

Denise Ferreyra email: denise.ferreyra@PROMUJER.org

Abraham Alvarez email: abraham.alvarez@promujer.org