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.

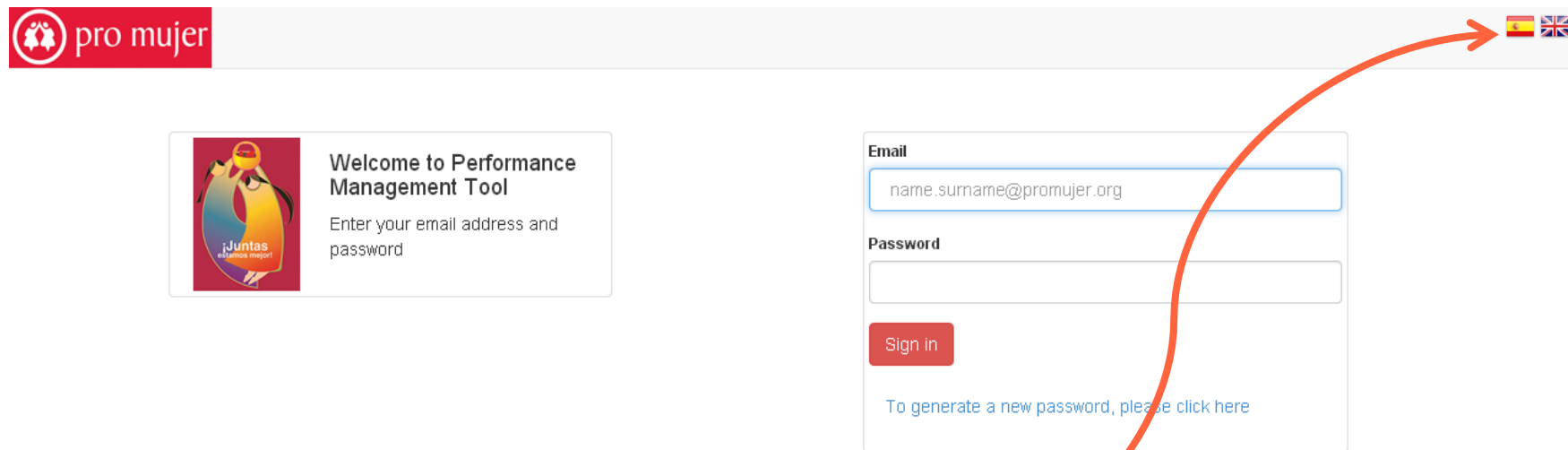# INSTRUCTIVE FOR PERFORMANCE MANAGEMENT

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 :

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 :

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.
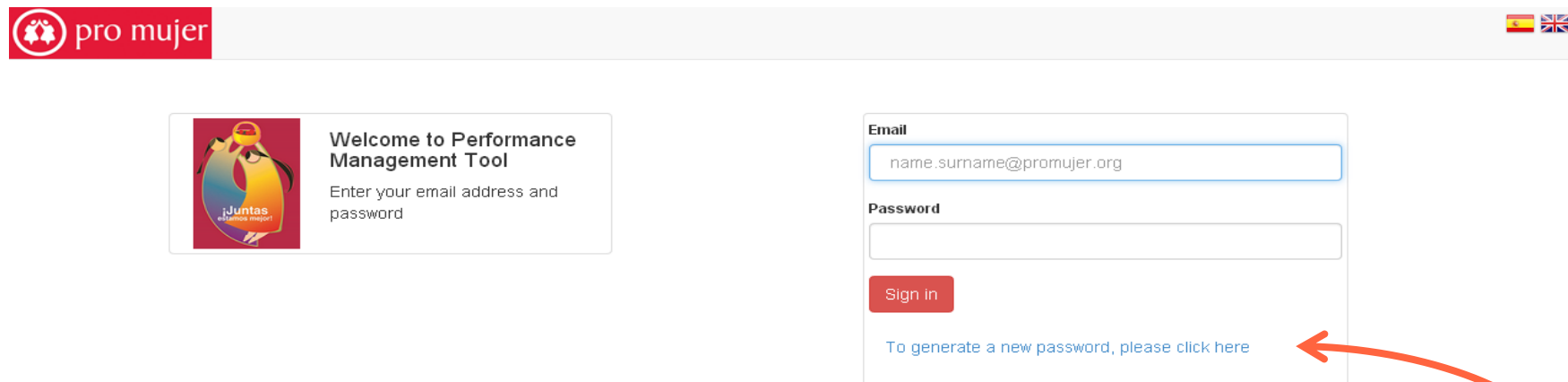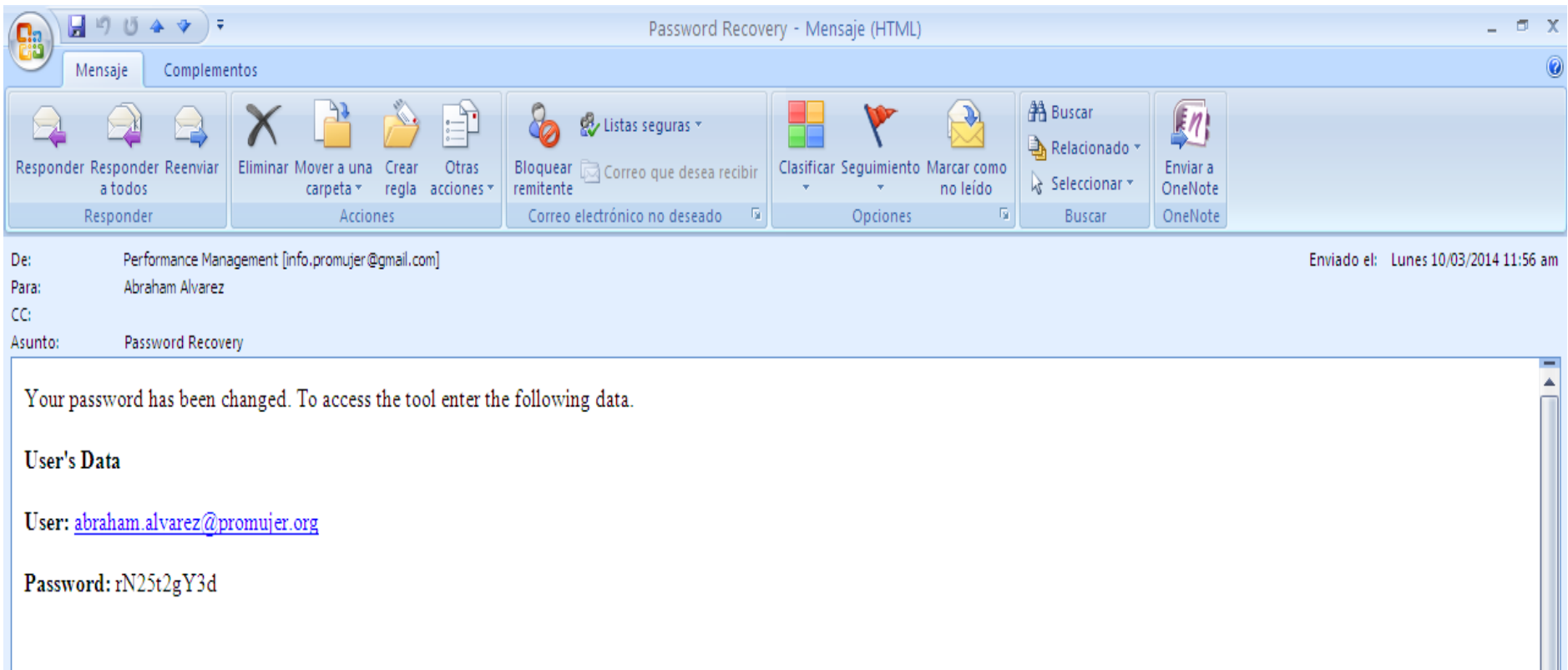
ENTRY INTO THE APPLICATION

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:

Your password has been changed. To access the tool enter the following data.

User's Data

User: abraham.alvarez@promujer.org

Password: rN25t2gY3d

1. Type your password in the homepage to access to the application.

2. Click on "Sign in".

CHANGING THE PASSWORD

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

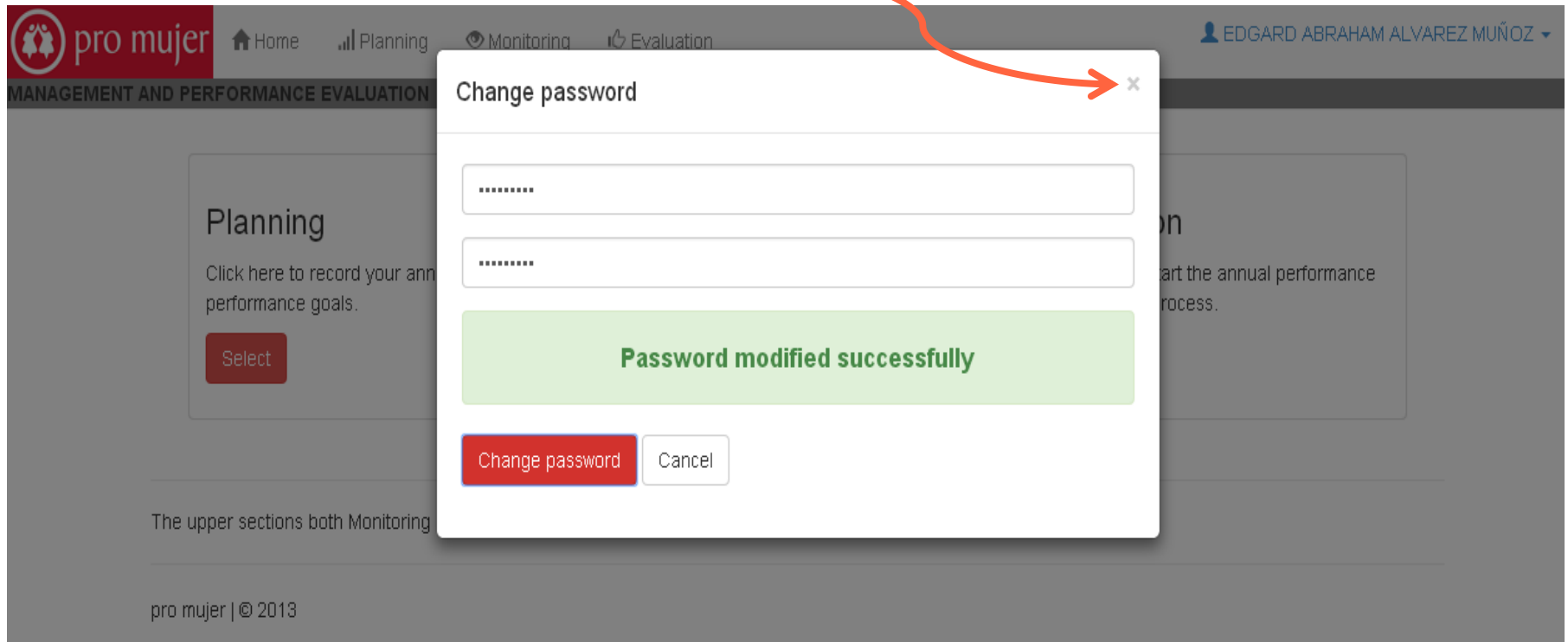1. Type your new password.
2. Repeat your new password.
3. Click Change password or Cancel.
4. If you click "Cancel", your password will remain the same. Otherwise, you will receive a new email from info.promujer@gmail with your new password.
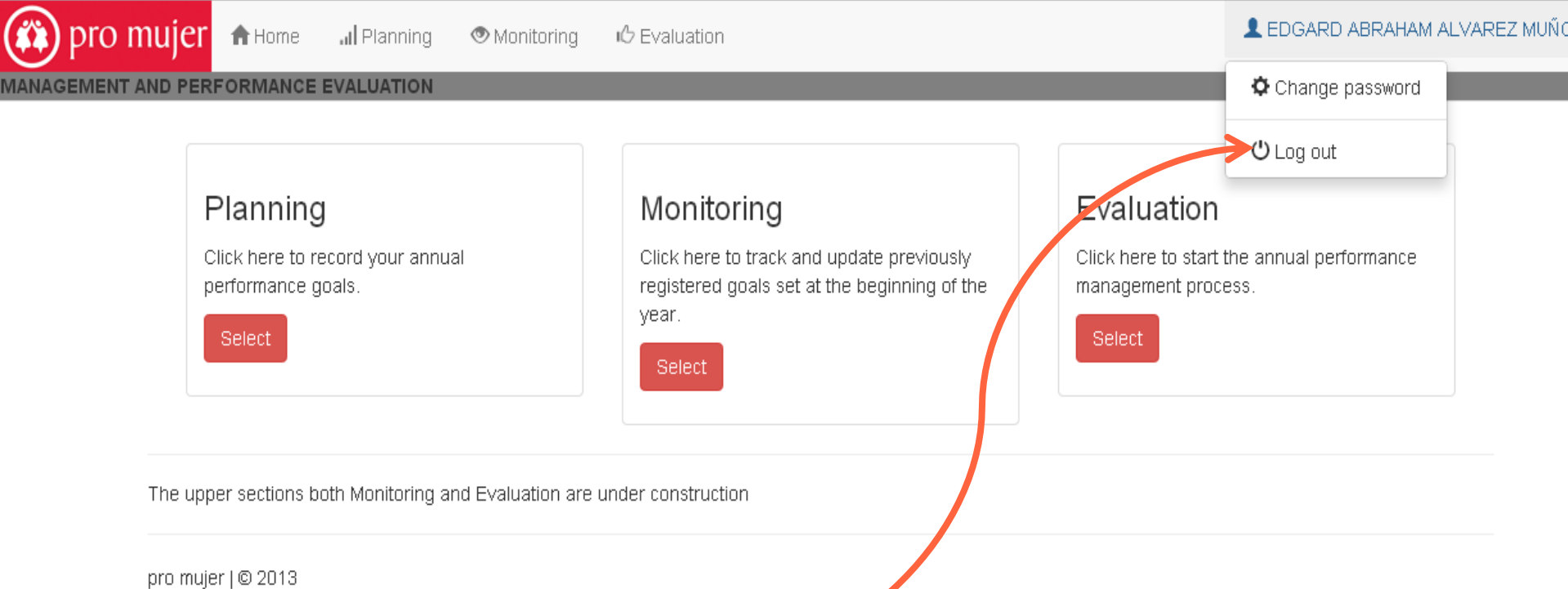
CHANGING THE PASSWORD

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

CHANGING THE PASSWORD

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:

IMPUT TO THE "PLANNING" SECTION

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

1. The screen displays your personal information.

PERSONAL INFORMATION

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

REGISTRATION OBJECTIVES

PERSONAL INFORMATION   ANNUAL GOALS   SKILL BUILDING INFORMATION   IMPACT

ANNUAL GOALS

Objective / Project	Main Activities	Deadline	Goal	Relative Importance
				%

Total (Up to 100%)   0   %

The total must be 100%
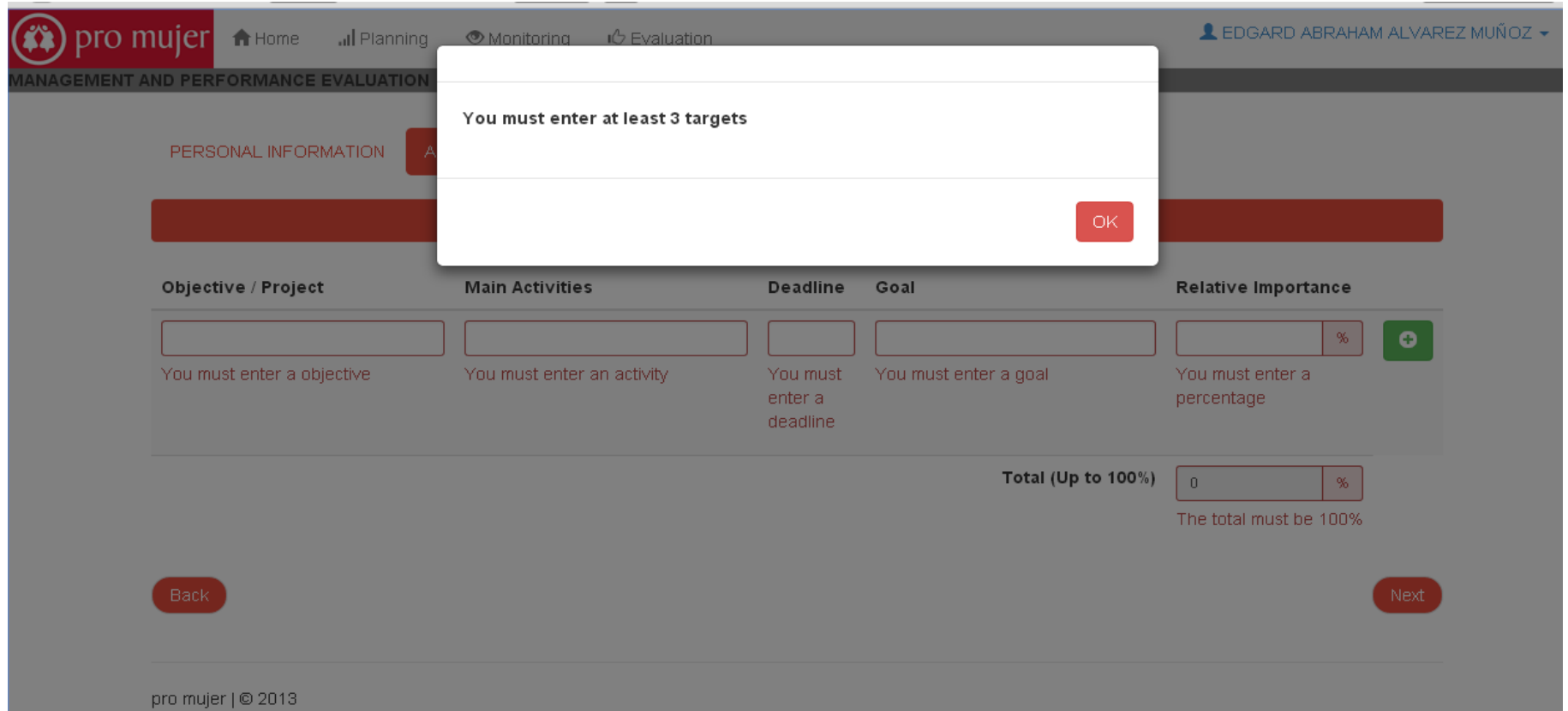
Back   Next

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

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

REGISTRATION OBJECTIVES

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

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 comsuption in print	Increase the use of scanned images	04/01/20	Save and guard the goods of the area	51 %	⊖
				The weight should not exceed 50	
				%	⊕

Total (Up to 100%)   66 %

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	5 %	⊖
				The weight must not be less than 10	
				%	⊕

Total (Up to 100%)   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

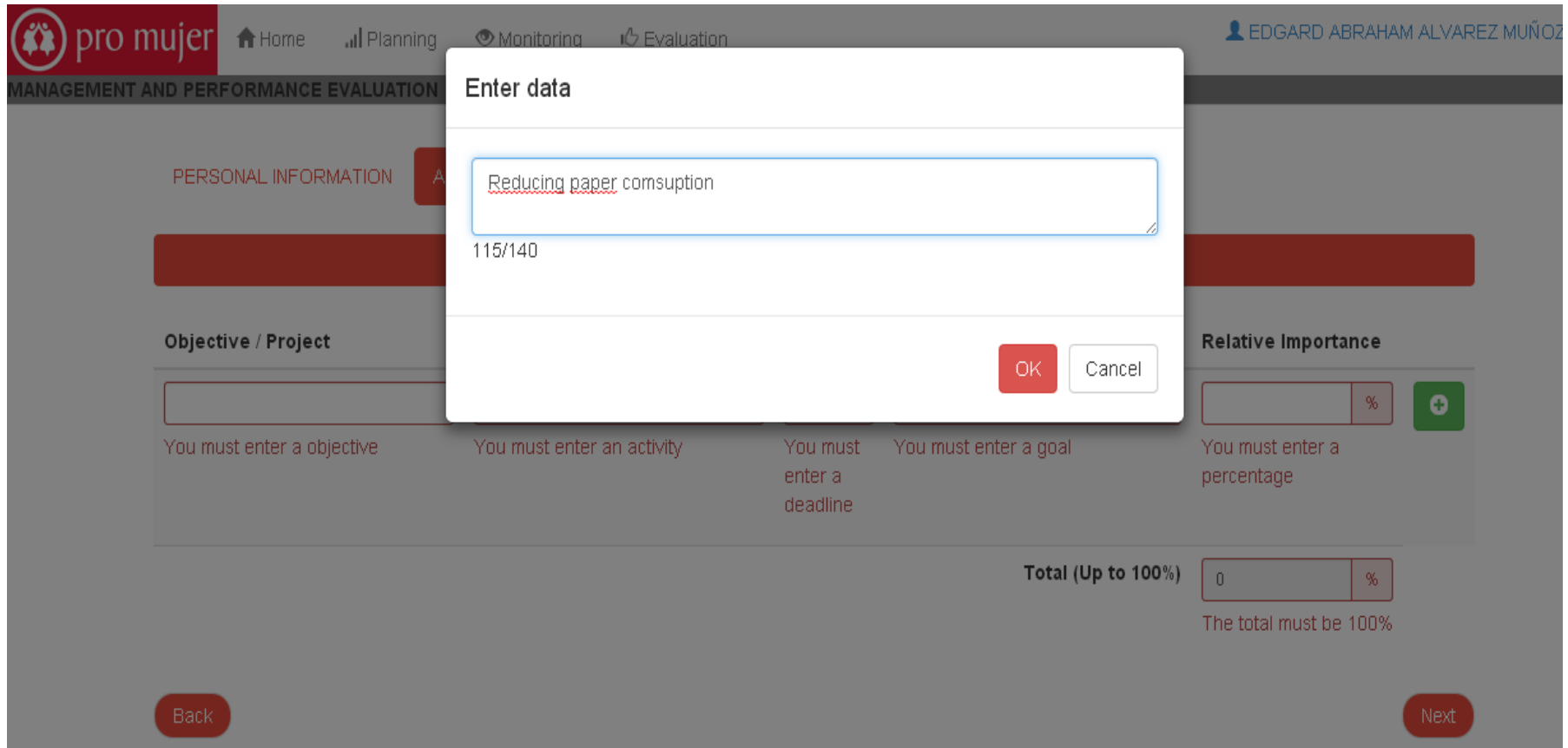| Objective / Project	Main Activities	Deadline	Goal	Relative Importance	
Diseñar un beneficio de salud y ejerci	Extender invitaciones para que concu	31/10/20	Que todos los compañeros puedan a	15 %	⊖
Reduce the paper comsuption in print	Increase the use of scanned images	04/01/20	Save and guard the goods of the area	49 %	⊖
				%	⊕
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 a	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 a	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
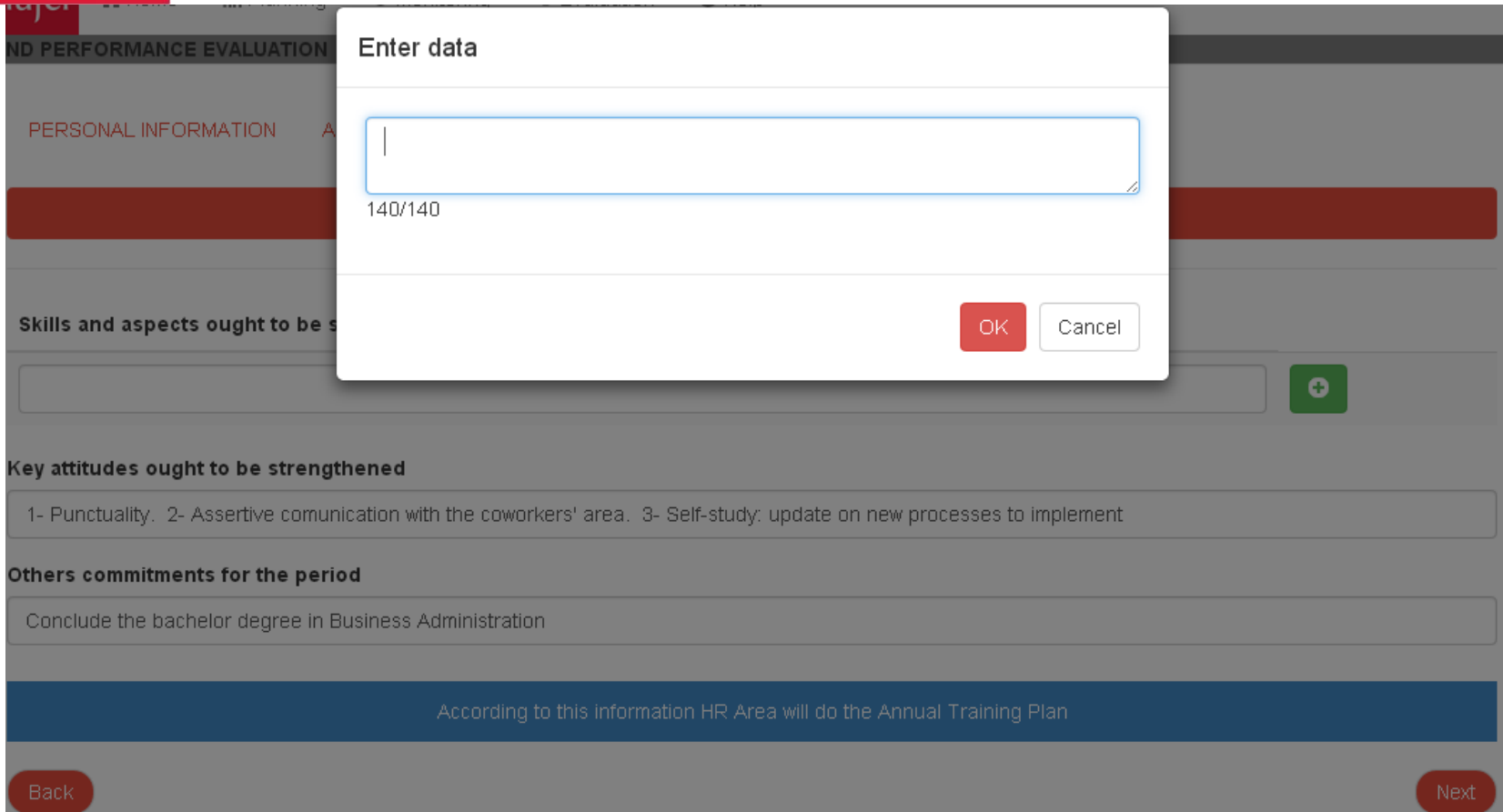
According to this information HR Area will do the Annual Training Plan

Back   Next

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

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

REGISTRATION SKILL BUILDING INFORMATION

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

REGISTRATION SKILL BUILDING INFORMATION

pro mujer
Donde Tu Palabra Vale

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 comunication 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

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

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