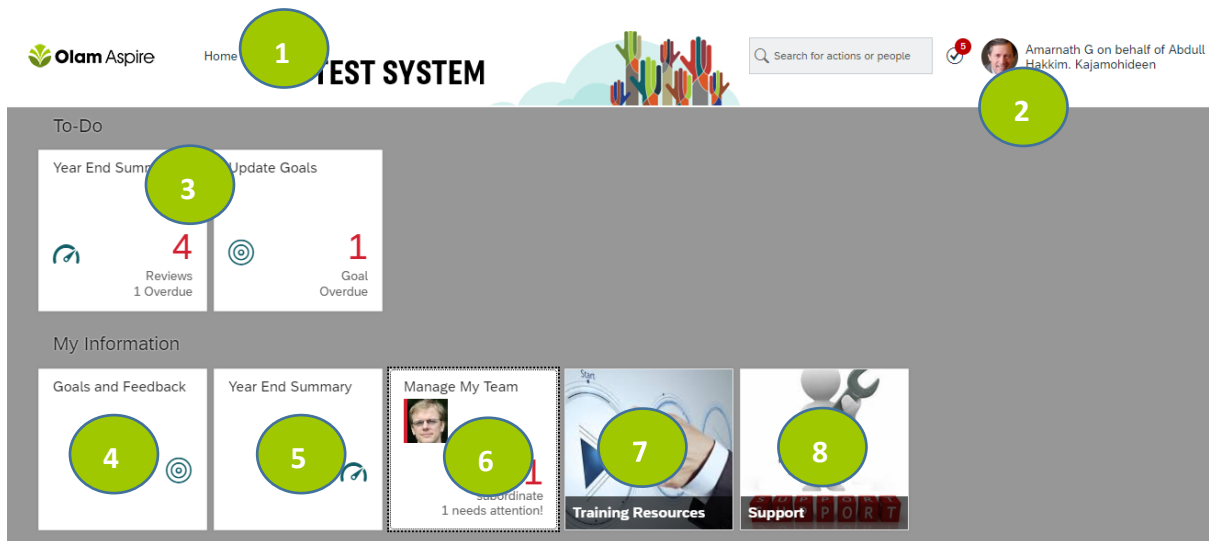


Year End Summary User Manual- English

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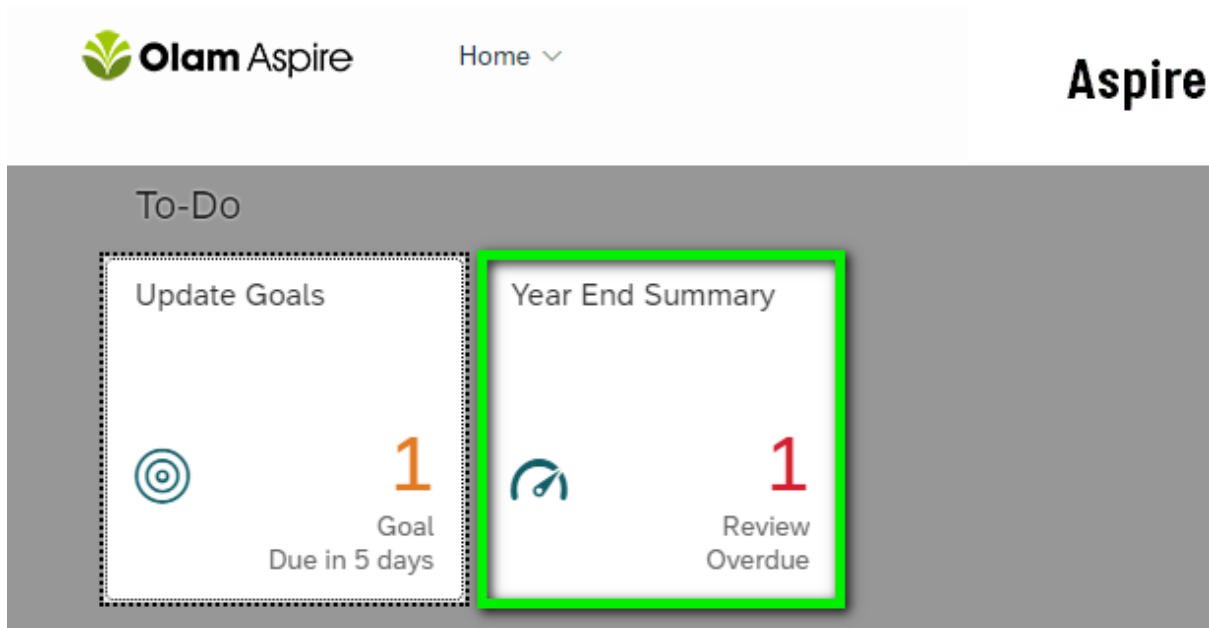
Step-1: Home Page of Logged in User



1. **Home page:** visible after log-in, this screen provides access to all the activities and processes in the system.
2. **Search:** enter a name to view a Public Profile.
3. **To-Do Performance tile:** shows activities which are pending for action.
4. **Goals and Feedback tile:** provides direct access to own Goals and Feedback tab.
5. **Year End Summary tile:** provides direct access to relevant Year End Summary forms.
6. **Manage My Team:** gives direct access to profile, goals, and forms for the team.
7. **Training Resources tile:** gives access to videos, or guides to use the system.
8. **Support tile:** gives access to the correct email ID to reach the support team.

Step-2: Access to Year End Summary Form

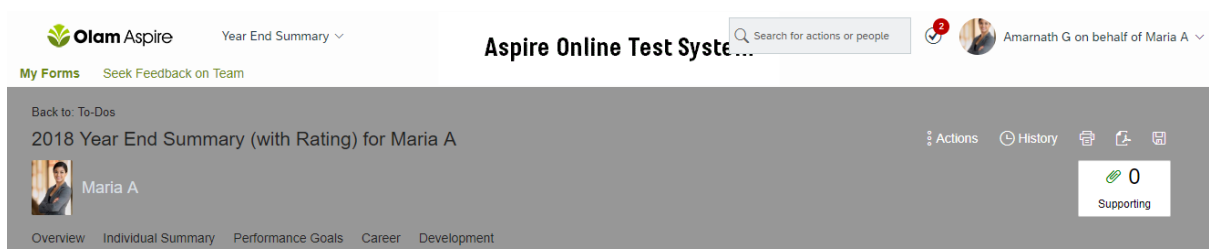
1. Click on **Year End Summary** tile from Home page To Do list.



2. Once user click on Year End Summary Tile, the screen will appear as shown below. Click on **Individual Summary** option, to view the Performance Form.



3. Year End Summary form has the following sections,
 - i. Overview
 - ii. Individual Summary
 - iii. Performance Goals
 - iv. Career
 - v. Development



i. Overview

In Overview section, user can view the Route Map, Introduction Section and User Information.

Route Map: -

The flow of the Route map is Individual Summary, Manager Summary and HR[Display Access]



Introduction Section: -

Employee can view the Introduction of Year End Summary Form.

The Reflection and Summary process includes reflection, a rich conversation and written feedback to help the individual develop and to strengthen their future performance.

To attach a document click on the paperclip in the top right of the screen. Contact your HR Partner for any further clarification.

User Information: -

Employee can view his user information details.

Manager	Benjamin AK	Region HR Partner	
Additional Manager/Reviewer	Mathew K, William B	Business/Function (Primary) HR Partner	Ramesh Kumar D
Primary Business/Function	N/A	Entity	Olam Information Services Ltd
Related Business/Function		Country	India

ii. Individual Summary

Employee has to update his Key Reflections under Individual Summary section.

Individual Summary

My Role and Performance

Reflect on your key achievements / contributions this year and your development. What went well, where did you fall short and what were your key learnings? Consider which skills you developed and what you need to further develop in the future.

Less

* Key reflections

B I U | | | | | | | | | |

Individual Summary Comments

Activate Windows

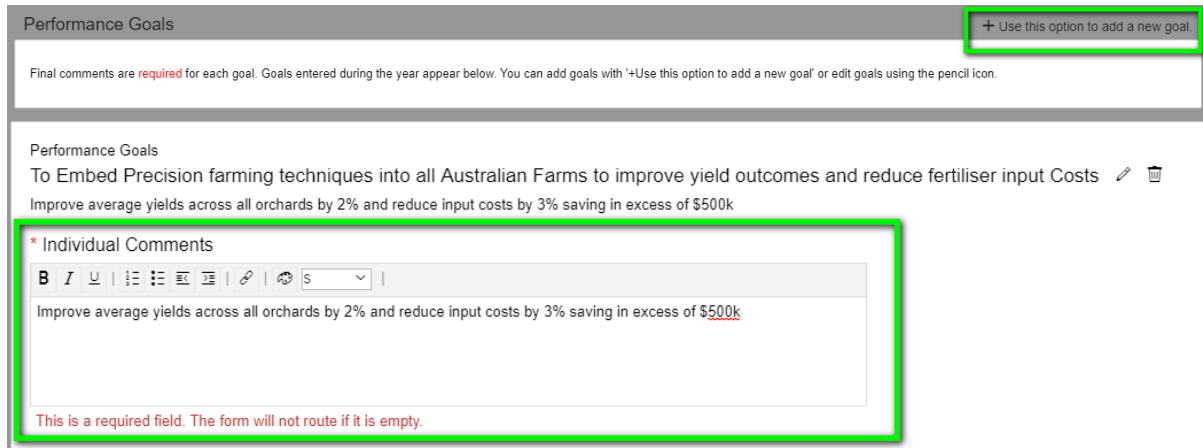
iii. Performance Goals

In the Performance Goal section, Employee can view the Goals which has been added during start of the year under Goals and Feedback tab.

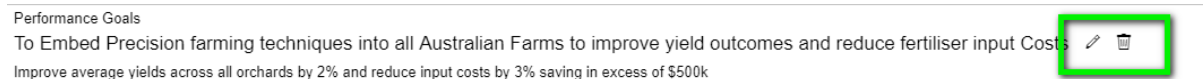
If required user can add goal by using ‘+ use this option to add a new goal’.

In Performance Goal Section comment box is mandatory field against each goal.

User can add up to eight Goals. If user enters more than 8 Goals, system will throw an error while submitting the form to next step.



Use pencil icon to edit the goal and use delete icon to delete the goal.

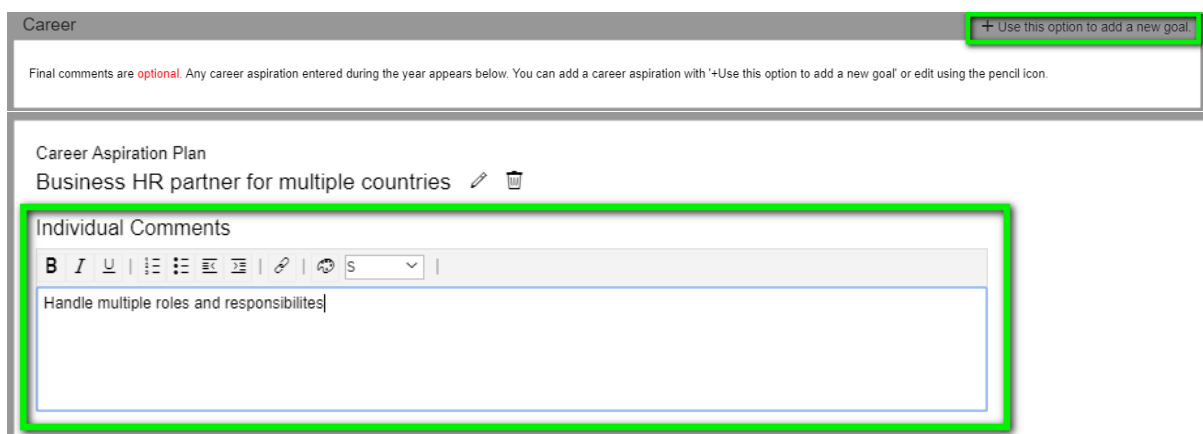


iv. Career

In the Career section, Employee can view the Goals which has been added during start of the year.

If required user can add goal by using ‘+ use this option to add a new goal’.

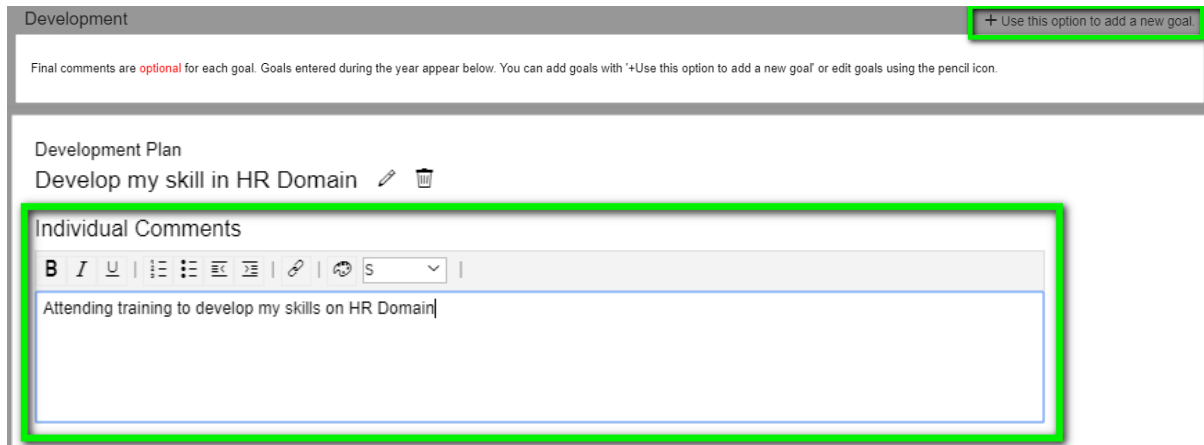
In Career section comment box is non-mandatory field against each goal.



v. Development

In the Development section Employee can view the Goals which has been added during start of the year.

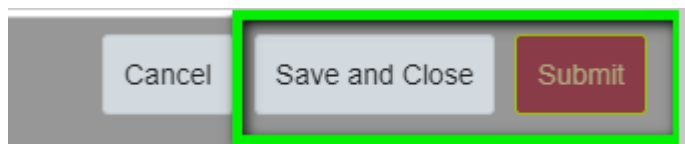
If required user can add goal by using ‘+ use this option to add a new goal’.
In Development section comment box is non-mandatory field against each goal.



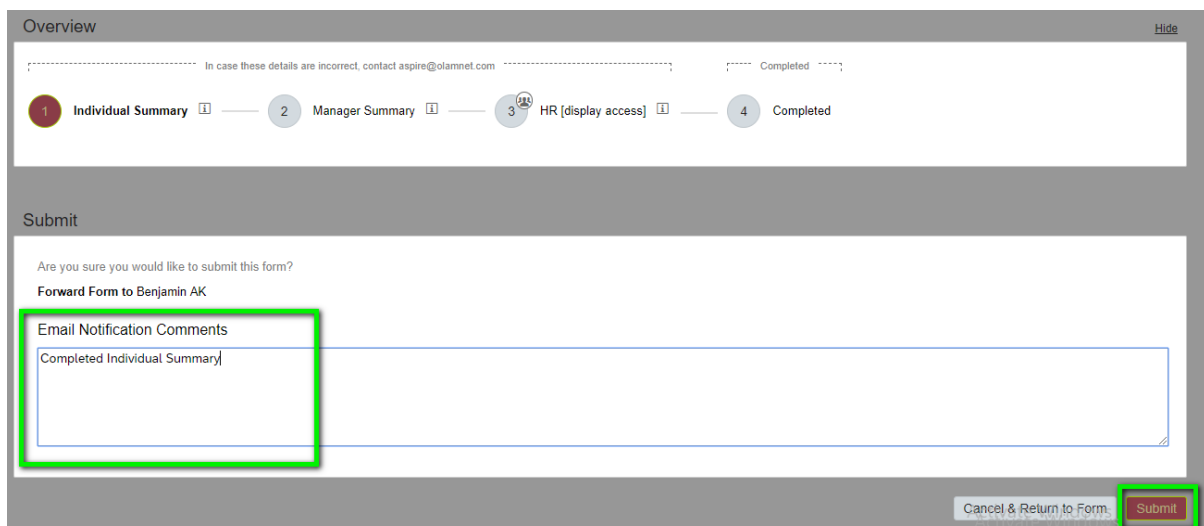
vi. Final Submission

Click on **Save and Close** to save the form in Draft Status.

Click on **Submit** to send the form to Manager Summary.



Once user clicks on Submit button, the screen will appear as shown below. If required Employee can enter the comments, the comments entered by the Employee will be visible in Manager Mail box.





Once Employee submits the form, the form will be under En-Route folder and the Employee can only view the form.

To access En-Route Folder, Click on Year End Summary Tile from Home page, then click on En Route Folder.

Year End Summary ▾

Aspire Online Test System

Amarnath G on behalf of Maria A ▾

My Forms

Seek Feedback on Team

My Forms

All Forms

In Progress

Inbox

En Route

Completed

Form Status

Items per page: 10 ▾

« < Page 1 of 1 > »

Showing 1-1 of 1

Display Options ▾

☒ Form Title ☒ Employee ☒ Step ☒ Currently With ☒ Step Due Date ☒ Form Start Date ☒ Form End Date ☒ Form Due Date ☒ Last Modified

Form Title	Employee	Step	Currently With	Step Due Date	Form Start Date	Form End Date	Form Due Date ↑	Last Modified	Action
2018 Year End Summary (with Rating) for Maria A	Maria A	Manager Summary	Benjamin AK		28/08/2018	27/09/2018	27/09/2018	29/08/2018	

