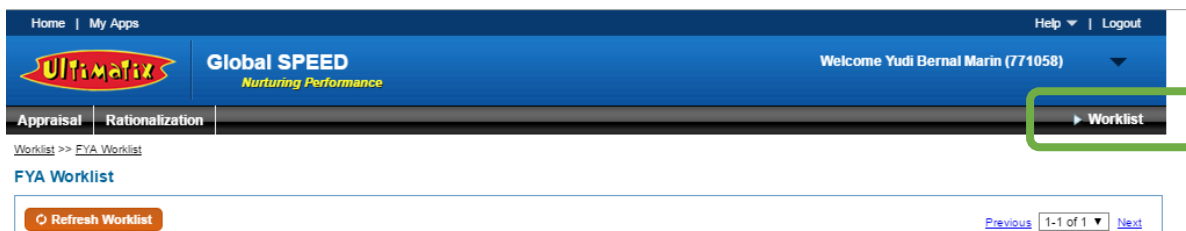


En Global SPEED, deben:

1. Ingresar en la opción “**Worklist**”.



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Global SPEED
Nurturing Performance

Welcome Yudi Bernal Marin (771058)

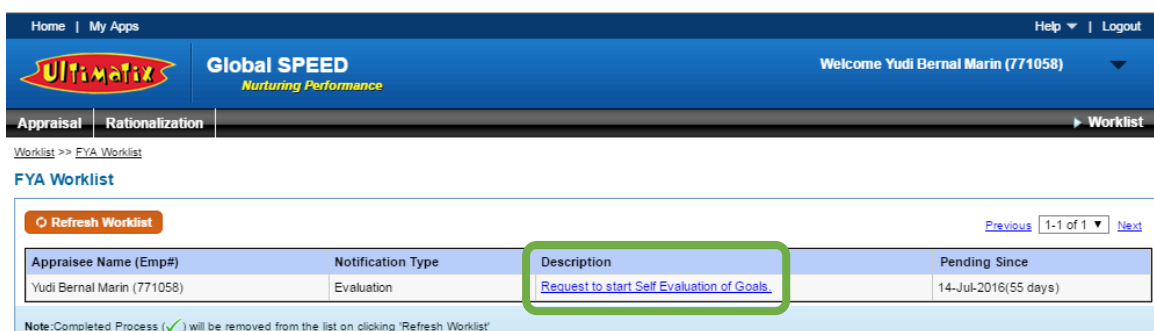
Appraisal Rationalization **Worklist**

Worklist >> FYA Worklist

FYA Worklist

Refresh Worklist Previous 1-1 of 1 Next

2. Seleccionar la opción “**Request to start Self Evaluation of Goals**”.



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Welcome Yudi Bernal Marin (771058)

Appraisal Rationalization Worklist

Worklist >> FYA Worklist

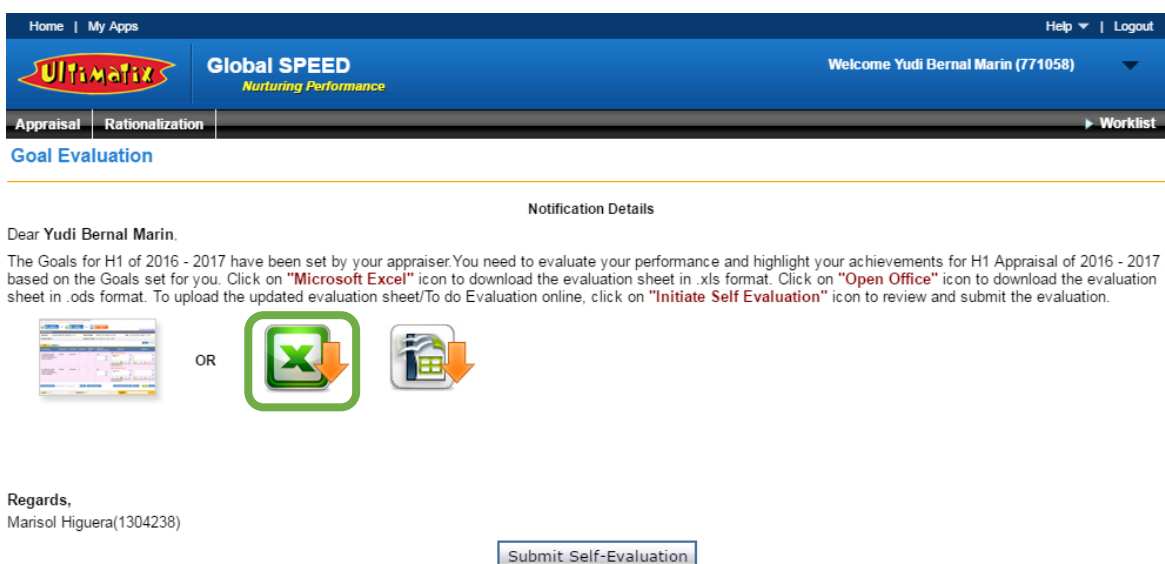
FYA Worklist

Refresh Worklist Previous 1-1 of 1 Next

Appraisee Name (Emp#)	Notification Type	Description	Pending Since
Yudi Bernal Marin (771058)	Evaluation	Request to start Self Evaluation of Goals.	14-Jul-2016(55 days)

Note: Completed Process (✓) will be removed from the list on clicking 'Refresh Worklist'

3. Seleccionar el icono de Excel que dice “**Download Goal Sheet in .xls format**”



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Welcome Yudi Bernal Marin (771058)

Appraisal Rationalization Worklist



Goal Evaluation

Notification Details

Dear Yudi Bernal Marin,

The Goals for H1 of 2016 - 2017 have been set by your appraiser. You need to evaluate your performance and highlight your achievements for H1 Appraisal of 2016 - 2017 , based on the Goals set for you. Click on “**Microsoft Excel**” icon to download the evaluation sheet in .xls format. Click on “**Open Office**” icon to download the evaluation sheet in .ods format. To upload the updated evaluation sheet/To do Evaluation online, click on “**Initiate Self Evaluation**” icon to review and submit the evaluation.

OR

Regards,
Marisol Higuera(1304238)

[Submit Self-Evaluation.](#)

4. Generará la opción de descargar un archivo, allí dar clic en “Enable Content”:

The screenshot shows the Microsoft Excel interface with a security warning bar at the top stating "SECURITY WARNING: Macros have been disabled." and a button to "Enable Content". Below the warning, a worksheet titled "Read Me before you upload" contains a list of instructions for enabling macros in Excel 2003, 2007, and 2010/2013. The instructions are numbered 1 through 15.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1		Read the following instructions carefully :																	
2																			
3	1	Welcome to Self Evaluation using excel upload (.xls format) feature !																	
4	2	Save the downloaded excel in .xls format only and upload the file in the same format.																	
5	3	Fill in the evaluation comments (Column 'Enter Appraiser Comments') in the adjacent Goal Sheet and Attribute Sheet.																	
6	4	Character range for comments : Minimum 25 characters to Maximum 1500. This would include Appraiser comments entered, saved and submitted to the Appraiser.																	
7	5	You should fill comments for all the goals/ attributes before you upload.																	
8	6	Review the evaluation comments thoroughly before you upload this excel on SPEED.																	
9	7	Validate Goals' and 'Validate Attributes' Buttons would be enabled only if Macro is enabled on the Machine.																	
10	8	Instructions to enable a macro in Excel 2003: Go to Tools-->Macro-->Security-->Select 'Low'-->OK After enabling the macro, close the excel sheet and re-open it, then you can use the 'Validate Goals' and 'Validate Attributes' Functionality																	
11	9	Instructions to enable a macro in Excel 2007: Go to Office Button-->Excel Options-->Trust Center-->Trust Center Settings-->Macro Settings-->Enable all Macros-->OK After enabling the macro, close the excel sheet and re-open it, then you can use the 'Validate Goals' and 'Validate Attributes' Functionality																	
12	10	Instructions to enable macro in Excel 2010 / 2013: Go to File--> Options-->Trust Center-->Trust Center Settings-->Macro Settings-->Enable all Macros-->OK If the excel is opened in "Protected View" enable editing as: Go to File-->Info-->Click on "Edit Anyway" After that close the excel sheet and re-open it, then you can use the 'Validate Goals' and 'Validate Attributes' Functionality																	
13	11	Please click on Generate XML button on the Goal Sheet to generate an XML																	
14	12	XML would be generated at the path where the Goal sheet is saved.																	
15	13	Every time you update your Goal Sheet and click on Generate XML button the previous XML gets overwritten with new one.																	
16	14	Browse and upload the XML file to proceed																	
17	15	Please note that XML is an additional functionality.You can choose not to use it and proceed with uploading Microsoft Excel.																	

- En la hoja “Goal Sheet” se debe diligenciar por cada Goal Measure, la columna “Enter Appraiser Comments” indicando como tal el resultado de su autoevaluación, así también, en la hoja “Attribute Sheet” para cada Attribute.

Nota: Tener en cuenta que todos los ítems deben quedar diligenciados.

6. Repetir los pasos 1 y 2, seleccionar el primer icono opción “Click here to Initiate Self Evaluation”.

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Ultimate **Global SPEED** Welcome Yudi Bernal Marin (771058)
Nurturing Performance


Appraisal Rationalization ▶ Worklist

Goal Evaluation



Notification Details

Dear Yudi Bernal Marin,

The Goals for H1 of 2016 - 2017 have been set by your appraiser. You need to evaluate your performance and highlight your achievements for H1 Appraisal of 2016 - 2017 , based on the Goals set for you. Click on “**Microsoft Excel**” icon to download the evaluation sheet in .xls format. Click on “**Open Office**” icon to download the evaluation sheet in .ods format. To upload the updated evaluation sheet/To do Evaluation online, click on “**Initiate Self Evaluation**” icon to review and submit the evaluation.



OR



Regards,
Marisol Higuera(1304238)

[Submit Self-Evaluation](#)

7. Seleccionar la opción “**Choose File**”, seleccionar el archivo descargado en el punto 4.

Nurturing Performance

Appraisal Rationalization ▶ Worklist

Goal Eval Appraiser **View Form for Half Yearly Appraisal**

Click on Steps 1 to 3 below in sequence to complete the evaluation

1 Evaluate Goal Measures

➡



2 Evaluate Attributes

➡

3 Preview and Validate


Appraisal Details

You can share the Evaluation Comments with your Appraiser by clicking on “Share Evaluation Comments” button anytime after Goal Buy-In Self Evaluation is submitted. Maximum of 1500 characters can be added as Appraiser Comments. This includes your comments entered, saved and submitted to the Appraiser.



Choose File

No file chosen



Share Evaluation Comments

Save

Exit

[Role Based Goal Definition](#)

8. Dar clic en la opción “**Upload Goal Sheet/XML**” (Flecha Azul hacia arriba) para que sean cargadas los comentarios registrados, del Excel a la pantalla.

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Appraisal Rationalization ▶ Worklist

Goal Eval Appraiser **View Form for Half Yearly Appraisal**

Click on Steps 1 to 3 below in sequence to complete the evaluation

1 Evaluate Goal Measures

➡



2 Evaluate Attributes

➡

3 Preview and Validate


Appraisal Details

You can share the Evaluation Comments with your Appraiser by clicking on “Share Evaluation Comments” button anytime after Goal Buy-In Self Evaluation is submitted. Maximum of 1500 characters can be added as Appraiser Comments. This includes your comments entered, saved and submitted to the Appraiser.



Choose File

No file chosen



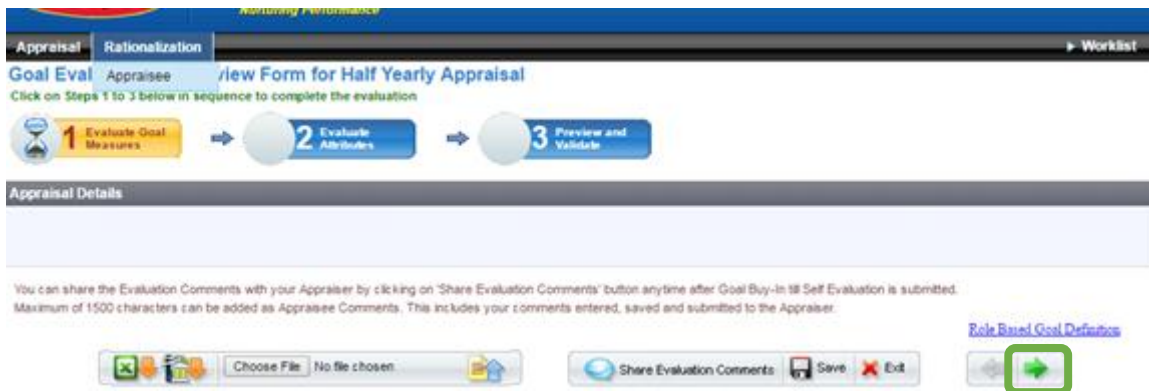
Share Evaluation Comments

Save

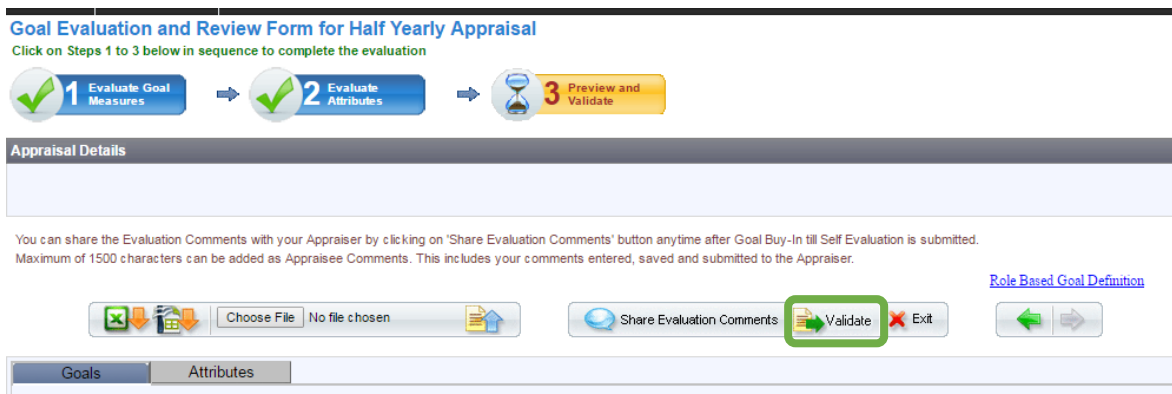
Exit

[Role Based Goal Definition](#)

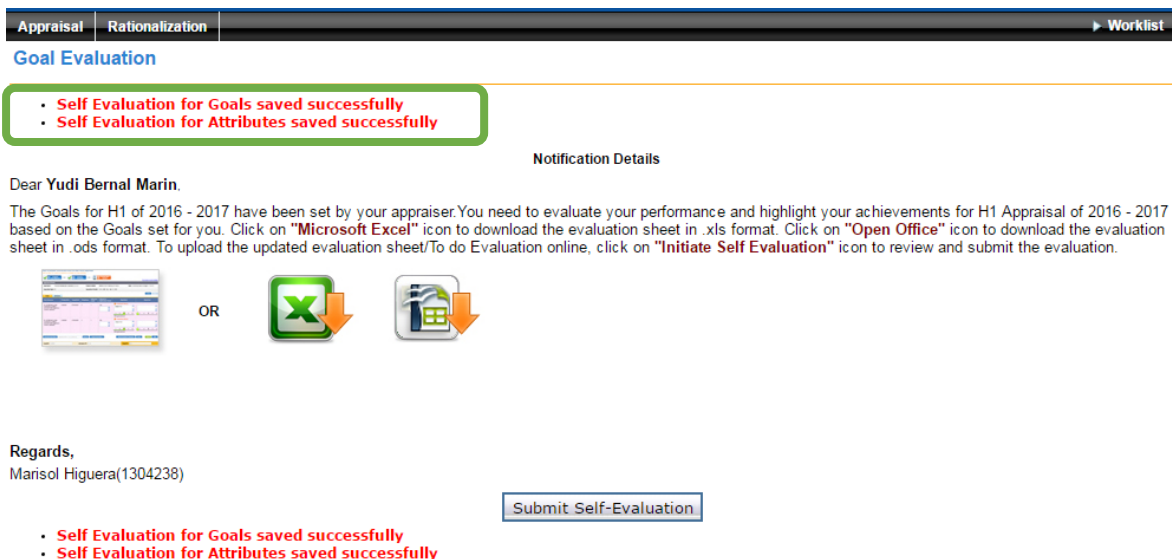
9. Seleccionar la opción “Next” (Flecha Verde).



10. Seleccionar la opción “Validate”.



11. El proceso finalizó correctamente si aparece el mensaje “Self Evaluation for Goals saved successfully” y “Self Evaluation for Attributes saved successfully”, posteriormente dar clic en “Submit Self-Evaluation”.



12. En la siguiente tabla, la columna “**Description**” debe estar deshabilitado el link que se visualizó en el punto 2, dar clic en “**Refresh Worklist**”.

Worklist >> FYA Worklist

FYA Worklist

[Refresh Worklist](#) [Previous](#) 1-1 of 1 [Next](#)

Appraisee Name (Emp#)	Notification Type	Description	Pending Since
Yudi Bernal Marin (771058)	Evaluation	✓ Request to start Self Evaluation of Goals.	14-Jul-2016(56 days)

Note: Completed Process (✓) will be removed from the list on clicking 'Refresh Worklist'

13. Desaparecerá la tabla así:

Worklist >> FYA Worklist

No records found.

FYA Worklist

[Refresh Worklist](#) [Previous](#) No records found [Next](#)

Appraisee Name (Emp#)	Notification Type	Description	Pending Since
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Note: Completed Process (✓) will be removed from the list on clicking 'Refresh Worklist'

14. Dar clic en “**Home**”, el carro inicialmente debía estar en etapa “**Goal Setting**” y debe quedar en “**Self Evaluation**”.

Appraisal Rationalization Worklist

My Appraisal Status Half Yearly 1

Start Data Validation Goal Setting Self Evaluation Appraiser Evaluation Reviewer Evaluation Process Ends

Message

Based on your feedback, and towards our effort to simplify the appraisal process, we have made small but significant changes in SPEED.

Goals and Attributes will continue to be the basis of assessment, however the manager has the choice to limit them to one each. In addition some of the fields which were not being used effectively (Perspective/Weightage/Difficulty Level), have been done away with. The self-appraisal will need

Ultimate Global SPEED Nurturing Performance

Welcome Yudi Bernal Marin (771058)

Appraisal Rationalization Worklist

My Appraisal Status Half Yearly 1

Start Data Validation Goal Setting Self Evaluation Appraiser Evaluation Reviewer Evaluation Process Ends

Message

Based on your feedback, and towards our effort to simplify the appraisal process, we have made small but significant changes in SPEED.

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