TUROSI

FOOD SOLUTIONS GROUP

Performance Appraisal System

A Resource Guide for Manager

Version 1.0

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The Performance Management Framework

Phases of the Performance Management Process

Step 1 - Performance Planning

At the beginning of the appraisal period, the manager and employee review the principal responsibilities of the job, identify Company objectives and team objectives, decide upon projects and discuss standards of performance.

After reviewing Company and team objectives for the coming year, the manager and employee work together to define performance expectations that align with team and Company objectives. Based on the performance expectations, the employee and manager create S.M.A.R.T objectives to address the employee's personal and professional development. They then create a detailed plan with interim milestones to help monitor the employee's progress toward achieving their objectives.

Step 2 - Mid-Year Performance Review

At approximately June each year, the manager completes a ***Mid-Year Performance Review*** of the employee's performance related to the documented performance expectations and objectives. The mid-year discussion is a more formal opportunity for the manager and employee to discuss progress against objectives, discuss demonstration of particular competencies and identify any changes in general/timelines or obstacles if any that need to be made to the objectives. The manager, based on the employee's performance year to date, will provide a mid-year rating for the employee as well as comment on the employee's performance. The employee will also comment on their mid-year performance.

Step 3 – Annual Performance Review

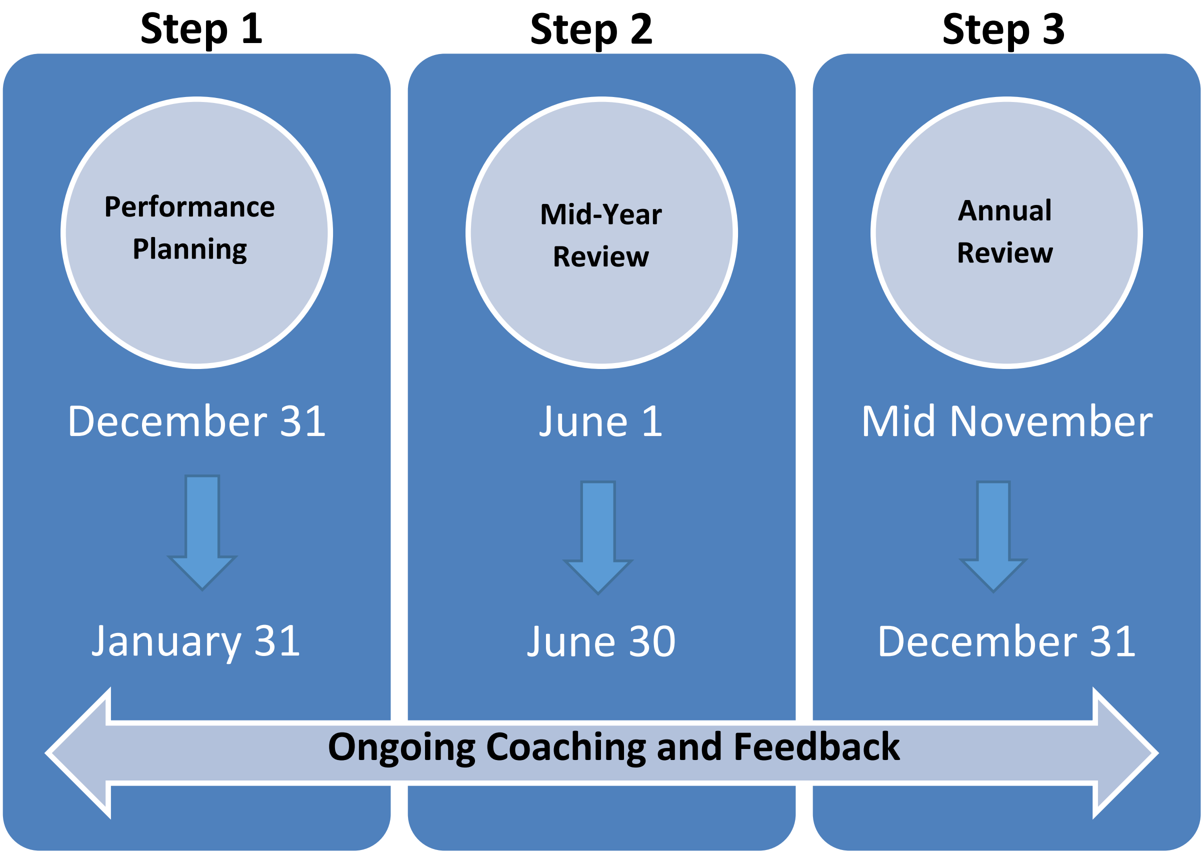
At the end of the performance year (December), the manager completes the Annual Performance Review. The annual performance review is an assessment of the employee's performance against the years' objectives, assessing their performance against each competency and then determining an overall rating for the year. The employee will also have the opportunity to comment on the overall rating. The review and subsequent discussion is conducted in conjunction with the employee.

On-Going Coaching and Feedback

Throughout the year, the manager provides ongoing feedback on the employee's performance and the employee proactively solicits feedback to ensure that performance is in line with expectations. Both the employee and manager provide objective information to identify areas of strength and areas for improvement throughout the year. Effective coaching and feedback stems from open, ongoing communication between the manager and employee based on honesty, objectivity and continuous improvement.

Performance Management Timeline

All Managers are required to follow the following timeline with regard to the ***Performance Management Process***:



What is the Manager's Role in the Performance Process?

The Manager's role in the Performance Management Process includes:

- Using the Performance Management Process to give ongoing feedback to employees and to assess performance
- Working with employees to set objectives for continuous improvement and to monitor performance against those objectives
- Reinforcing good performance with appropriate reward and recognition and dealing appropriately with poor performance
- Training, coaching and developing employees

To carry out this role successfully, Manager's need to:

- Communicate the big picture of the departments and Company's goals to employees and show the relationship between their job and the Company's success
- Let employees know what is expected from them and why
- Help employees to establish challenging but realistic objectives and work with employees to help them achieve their objectives
- Identify competency levels needed for achieving high quality results
- As a minimum, conduct at least one Mid-Year discussion with each employee to monitor progress and to modify objectives and plans as needed
- Conduct an Annual Performance Review discussion with each employee
- Identify employee development needs and implement specific development strategies based on those needs.

What is the Employee's Role in the Performance Process?

The employee must take an active role to achieve performance excellence. The employee's role includes:

- Initiating challenging but realistic objectives that support the Turosi strategy and department goals
- Taking responsibility for their own continuous performance improvement and development
- Creating action plans and following through to achieve objectives
- Informing their manager when they need information, help or advice to meet their objectives
- Monitoring their own performance by actively soliciting feedback from others
- Asking their manager for regular feedback on performance throughout the year and initiating suggestions for improvement
- Keeping their manager informed about progress toward accomplishing their objectives and demonstrating competence
- Keeping their manager informed of any problems or potential problems which may impact their ability to perform up to expectations.

Performance Appraisal System

Introduction

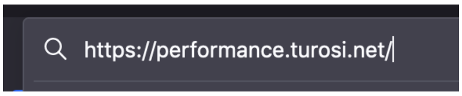
The following guide is designed to help with the implementation and use of the Performance Appraisal System at performance.turosi.net. This document outlines the process for entering rating competencies, collecting performance information objectives for Employee Performance Plans, and recording development and training for Employees Performance Reviews.

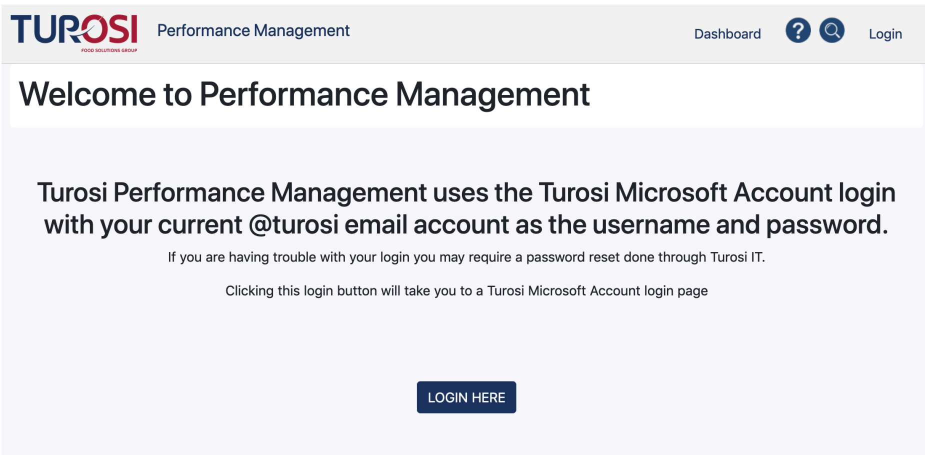
PART 1 : How do I access the Performance Appraisal System for the first time

Login

Access to the Performance Appraisal System requires a Turosi Microsoft Account. This login is an employee's Turosi email and Microsoft password.

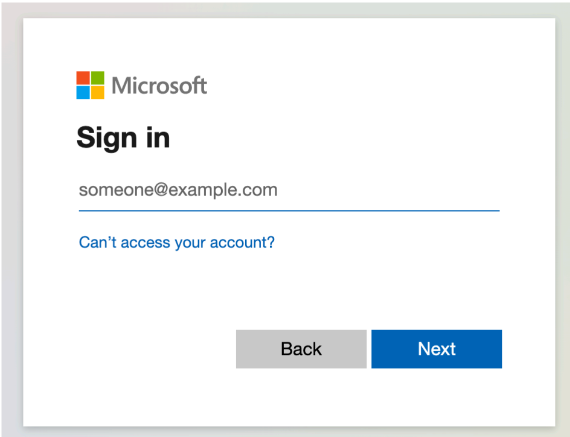
Website: performance.turosi.net (put this in your internet browser)





Accessing the Performance website will display the above screen with the button 'LOGIN HERE'. Clicking this button takes the user to a Microsoft login page.

Microsoft Login:

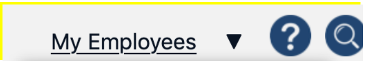


If an employee has trouble logging in, they may require a password reset which can be done through Turosi IT.

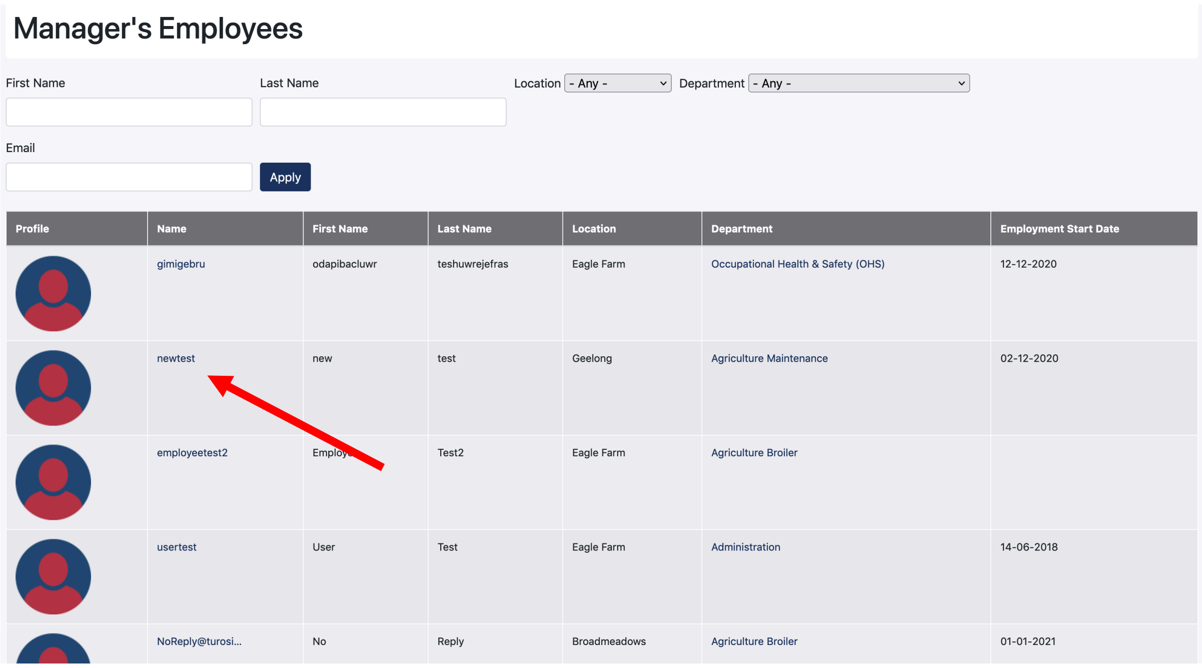
Part 2 : How do I set up an Employee's Performance Appraisal at the beginning of the year?

Find Employee

Managers have access to all their employees, which can be viewed by clicking on the top menu option **'My Employees'.**

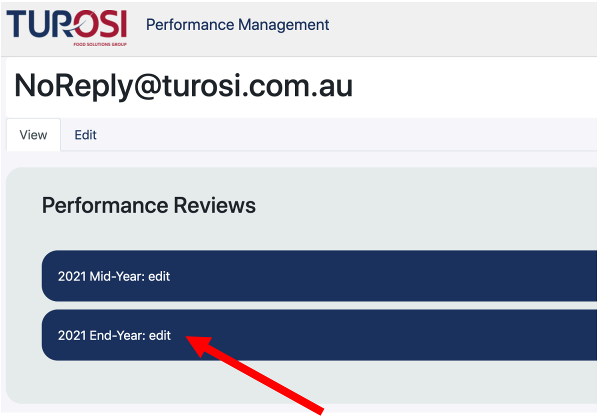


A table displays a list of employees including Name, Location, Department and Start Date. Individual employee profiles are accessed by clicking on the employee's name.



Performance Review Access

At the top of the Employee's profile page is the Performance Review Block which lists the reviews. In the example below, the Mid-Year and End-Year are now available to view by clicking in the relevant **edit** link.

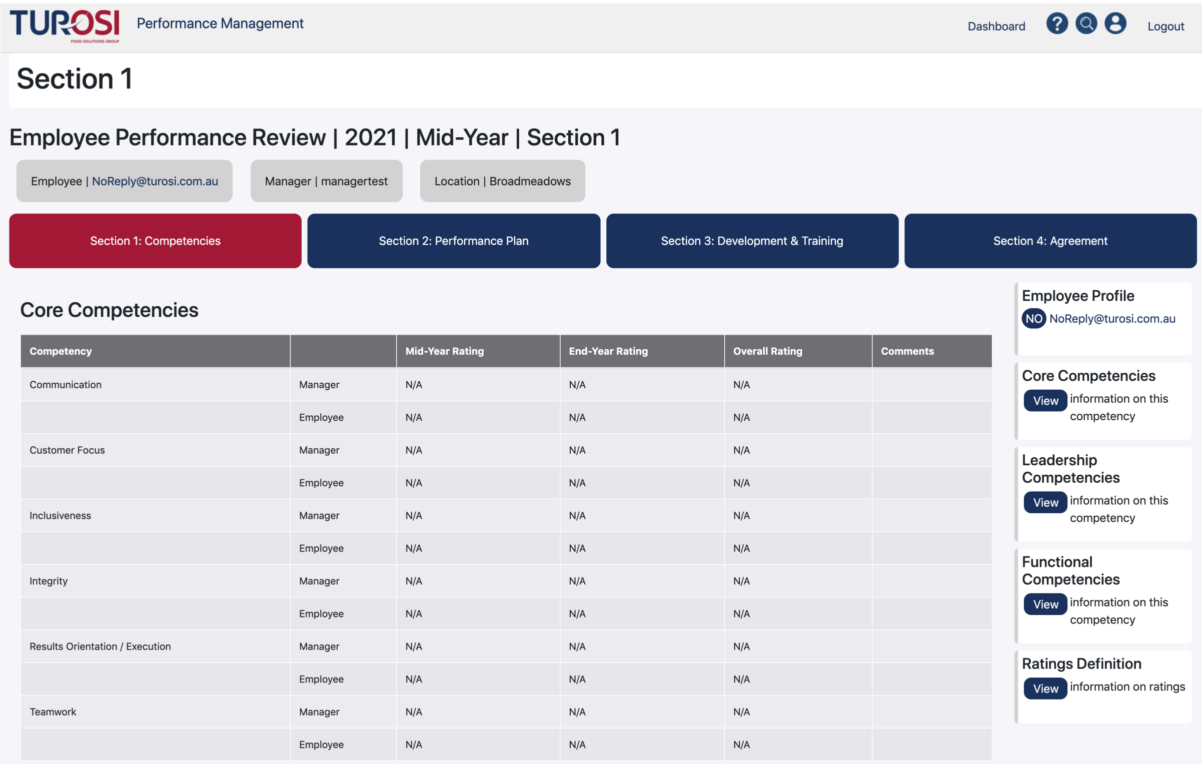


Performance Review Setup

The Performance Review page lists the employee’s name, location and manager’s name.

There are four tabs that link to the different sections of the Performance Review:

1: Competencies
2: Performance Plan
3: Development & Training
4: Agreement

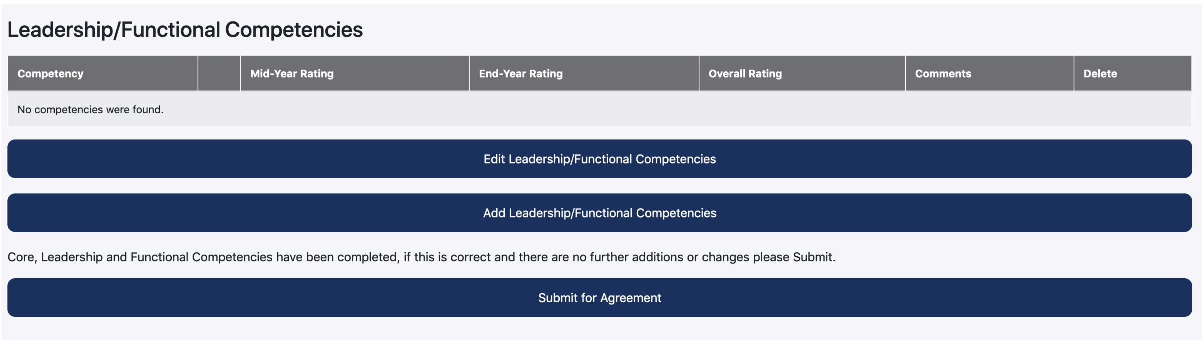


Section 1: Competencies

Competencies are separated into two parts:

- Core Competencies – are already automatically setup and can't be changed
- Leadership & Functional Competencies – requires the Employee to add the required competencies for their role
- The Manager can then review the Leadership & Functional Competencies and agree with the Employee the final list

Below the Core Competencies is the Leadership/Functional Competencies. The example below shows there are no competencies in this table. The Employee manually enters the relevant Leadership/Functional Competencies for their role.



Leadership and Functional Competencies are entered by clicking on the *'Add Leadership and Functional Competencies'* button.

The Employee will select the relevant competencies from a displayed list by clicking on the checkbox.

Leadership Competencies

- ☐ Business Acumen
- ☐ Change Management
- ☐ Coaching /Developing Others
- ☐ Decision Making
- ☐ Driving Performance
- ☐ Influence
- ☐ Interpersonal Relationships and Skills
- ☐ Judgement and Accountability
- ☐ Leadership
- ☐ Motivating and Inspiring
- ☐ Strategic Planning
- ☐ Strategic Thinking

Functional Competencies

- ☐ Adaptability / Flexibility
- ☐ Analytical Thinking
- ☐ Attentional to Detail
- ☐ Collaboration
- ☐ Conflict Management
- ☐ Creativity / Innovation
- ☐ Financial Acumen
- ☐ Initiative
- ☐ Job Mastery and Continuous Learning
- ☐ Management and Supervision
- ☐ Negotiation
- ☐ Presentation Skills
- ☐ Project Management
- ☐ Quality Improvement
- ☐ Reliability and Commitment
- ☐ Safety and Risk Management
- ☐ Stress Management
- ☐ Technical / Professional Knowledge
- ☐ Time Management / Organisation

Add Competencies

To save the selected competencies, the Employee needs to click the '***Add Competencies***' button.

In the example below, they have selected:

- **Leadership** - Coaching/Developing Other and Influence
- **Functional** - Quality Improvement and Collaboration

Leadership/Functional Competencies

Competency		Mid-Year Rating	End-Year Rating	Overall Rating	Comments
Leadership					
Coaching /Developing Others	Manager	4	4	4	Manager's Comments (manager midyear)
	Employee	5	N/A	N/A	Employee comments (employee midyear)
Influence	Manager	6	4	4	Manager's Comments (manager midyear)
	Employee	4	N/A	N/A	Employee comments (employee midyear)
Functional					
Quality Improvement	Manager	1	4	4	Manager's Comments (manager midyear)
	Employee	5	N/A	N/A	Employee comments (employee midyear)
Collaboration	Manager	3	4	4	Manager's Comments (manager midyear)
	Employee	1	N/A	N/A	Employee comments (employee midyear)

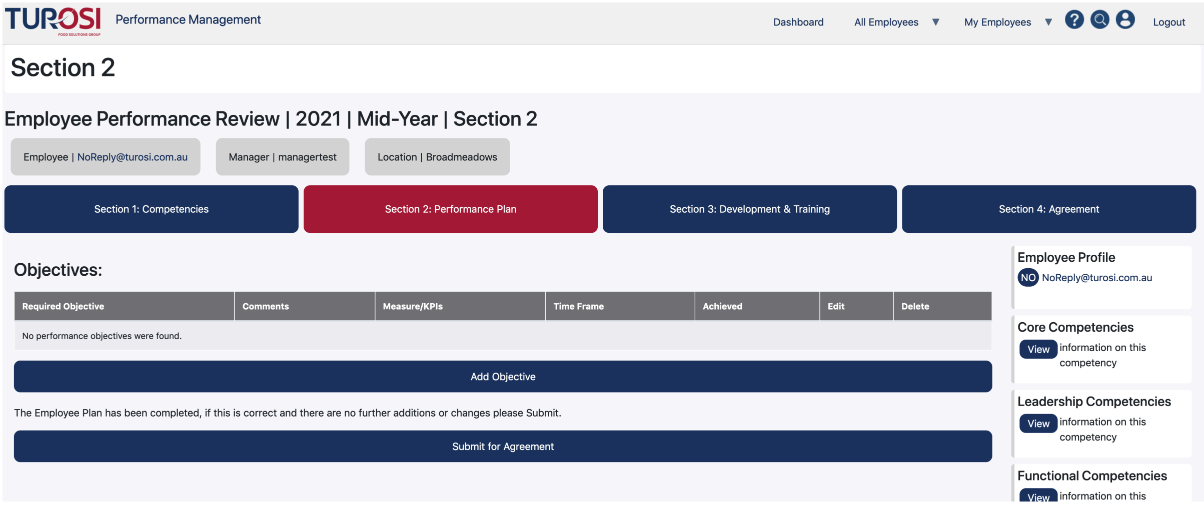
Edit Leadership/Functional Competencies

A competency can be deleted by the Manager if it is no longer relevant to that Employee. Employees cannot delete Leadership and Functional Competencies.

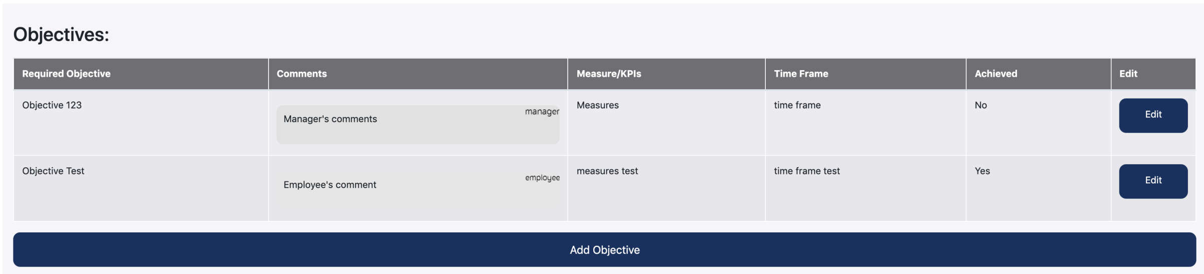
Section 2: Performance Plan

Performance Plan is to be completed by the Employee. Once completed the Manager will review the objectives. The **'Add Objective'** button creates an objective for the Performance Plan with the following fields:

- Required objective
- Measures
- Time frame
- Achieved
- Action plan
- Manager's comments
- Employee's comments



Objectives will be displayed in a table, as shown in the image below:



Objectives can be changed by clicking the **'Edit'** button.

The **'Delete'** button will remove the objective from the Performance Plan.

The Employee is able to add and edit objectives however only the Manager can delete an objective.

When Section 2 is complete, the Manager or Employee clicks the **'Submit for Agreement'** button, located at the end of the page.

Section 3: Development & Training

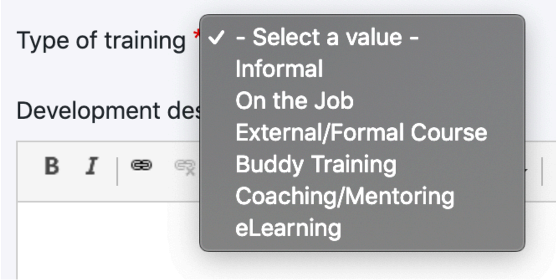
Development & Training is to be completed by the Employee. The Manager will review prior to finalising.

The **'Add Objective'** button creates an objective for the Performance Plan with the following fields:

- Required objective
- Type of Training
- Development description
- Time frame
- Achieved

Type of Training is a dropdown menu and includes the values:

- Informal
- On the Job
- External/Formal Course
- Buddy Training
- Coaching/Mentoring
- eLearning



The objectives will be displayed in a table.

Objectives can be changed by clicking the **'Edit'** button.

The **'Delete'** button will remove the objective from the Performance Plan.

The Employee and Manager are able to add, edit and delete objectives.

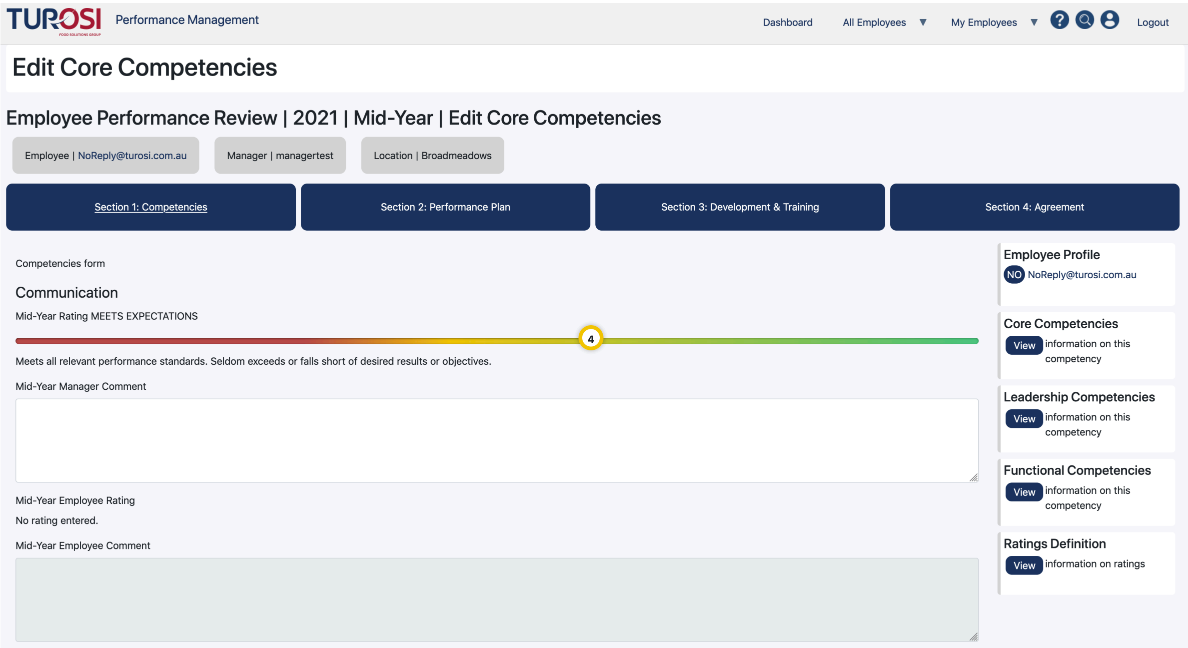
Part 3 : How do I complete my Employee's Mid-Year Review?

Section 1: Core Competencies

The Employee needs to enter a rating for both the the Core competencies and Leadership/Functional competencies. Comments can also be include. The ratings display the number value given and the colour that corresponds to that value.

The Manager and Employee have a button at the end of the Core Competencies table labelled *'Edit Core Competencies'.*

Click this button to access the following screen:



Each competency is listed, followed by a rating slider and comment field. The slider can be moved from 1-6 to show the assigned rating for each competency.

The Employee enters their rating for each competency and any comments. Each Core Competency will be listed, showing your rating and comment. There is also an opportunity for the Employee's Manager to rate and comment on each Core competency – where possible the Employee and Manager should agree on the rating. The Manager's rating and comments cannot be modified by the Employee.

Employees can complete all competencies and ratings at once or save their progress and make changes and edits at a later date.

Changes are saved by clicking on the **Save** button, located at the end of the page.

Save

In the example below, the Manager has completed all the Core Competency ratings and comments. The ratings display the number value given and the colour that corresponds to that value. This table will be populated during the End-Year Review which will complete the table.

Core Competencies

Competency		Mid-Year Rating	End-Year Rating	Overall Rating	Comments
Communication	Manager	5	N/A	N/A	Comment by the manager manager midyear
	Employee	N/A	N/A	N/A	
Customer Focus	Manager	2	N/A	N/A	Comment by the manager manager midyear
	Employee	N/A	N/A	N/A	
Inclusiveness	Manager	1	N/A	N/A	Comment by the manager manager midyear
	Employee	N/A	N/A	N/A	
Integrity	Manager	6	N/A	N/A	Comment by the manager manager midyear
	Employee	N/A	N/A	N/A	
Results Orientation / Execution	Manager	4	N/A	N/A	Comment by the manager manager midyear
	Employee	N/A	N/A	N/A	
Teamwork	Manager	2	N/A	N/A	Comment by the manager manager midyear
	Employee	N/A	N/A	N/A	

Section 1: Leadership & Functional Competencies

The Employee will now scroll to the Leadership/Functional Competencies table and click the 'Edit Leadership/Functional Competencies'. This will take them to a similar page for ratings as Core Competencies which can be complete.

Leadership/Functional Competencies

Competency		Mid-Year Rating	End-Year Rating	Overall Rating	Comments	Delete
Leadership						
Coaching /Developing Others	Manager	4	N/A	N/A	Manager's Comments manager midyear	Delete
	Employee	N/A	N/A	N/A		Delete
Influence	Manager	6	N/A	N/A	Manager's Comments manager midyear	Delete
	Employee	N/A	N/A	N/A		Delete
Functional						
Quality Improvement	Manager	1	N/A	N/A	Manager's Comments manager midyear	Delete
	Employee	N/A	N/A	N/A		Delete
Collaboration	Manager	3	N/A	N/A	Manager's Comments manager midyear	Delete
	Employee	N/A	N/A	N/A		Delete

The Employee enters their rating for each competency and any comments. Each Competency will be listed, showing your rating and comment. There is also an opportunity for the Employee's Manager to rate and comment on each competency – where possible the Employee and Manager should agree on the rating. The Manager's rating and comments cannot be modified by the Employee.

Users can complete all competencies and ratings at once or save their progress and make changes and edits at a later date.

Changes are saved by clicking on the '**Save'** button, located at the end of the page.

The Competency Table will now show the completed leadership/functional competencies with the colour coded ratings and comments from both the Manager and Employee.

Leadership/Functional Competencies

Competency		Mid-Year Rating	End-Year Rating	Overall Rating	Comments	Delete
Leadership						
Coaching /Developing Others	Manager	4	N/A	N/A	Manager's Comments manager midyear	Delete
	Employee	5	N/A	N/A	Employee comments employee midyear	Delete
Influence	Manager	6	N/A	N/A	Manager's Comments manager midyear	Delete
	Employee	4	N/A	N/A	Employee comments employee midyear	Delete
Functional						
Quality Improvement	Manager	1	N/A	N/A	Manager's Comments manager midyear	Delete
	Employee	5	N/A	N/A	Employee comments employee midyear	Delete
Collaboration	Manager	3	N/A	N/A	Manager's Comments manager midyear	Delete
	Employee	1	N/A	N/A	Employee comments employee midyear	Delete

When Section 1 is finalised and agreed, the Manager clicks the **'Submit for Agreement'** button, located at the end of the page.

Core, Leadership and Functional Competencies have been completed, if this is correct and there are no further additions or changes please Submit.

Submit for Agreement

Once clicking this button the Manger will be displayed the same message with the **'Submit for Agreement'** button just to ensure this is the action the Manager wishes to take.

Changes can be made to a section that has been submitted for agreement by clicking on the **'Unlock Section'** button, located at the end of the screen. This can only be done by the Manager.

		6			Manager's Comments midyear
	Employee	4	N/A	N/A	Employee comments employee midyear
Functional					
Quality Improvement	Manager	1	N/A	N/A	Manager's Comments manager midyear
Quality Improvement	Employee	5	N/A	N/A	Employee comments employee midyear
Collaboration	Manager	3	N/A	N/A	Manager's Comments manager midyear
Collaboration	Employee	1	N/A	N/A	Employee comments employee midyear

Core, Leadership and Functional Competencies have been marked as completed. To unlock this section to allow further additions or changes please Submit.

Unlock Section

Section 2: Performance Plan

The Employee should review his/her perception of progress on each objective set at the beginning of the year. Specifically the Employee and Manager should:

- Share your perception of progress
- Discuss similarities and differences in perception
- Provide recognition for on or above target performance results
- If any performance results are below target, develop specific steps for improving performance.

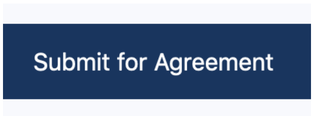
The Employee and Manager should determine if any objectives should be modified:

- Discuss any potential changes
- Agree on the changes
- Document any changes

Where objectives need to be altered, they can be changed by clicking the **'Edit'** button.

The Employee is able to add and edit objectives however only the Manager can delete an objective.

When Section 2 is complete, the Employee clicks the **'Submit for Agreement'** button, located at the end of the page.

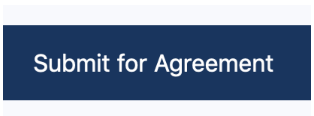


Section 3: Development & Training

The Employee should review his/her Development and Training plan to ensure that it is on track to be completed. This must be reviewed by the Manager.

Where Development or Training needs to be altered, they can be changed by clicking the **'Edit'** button.

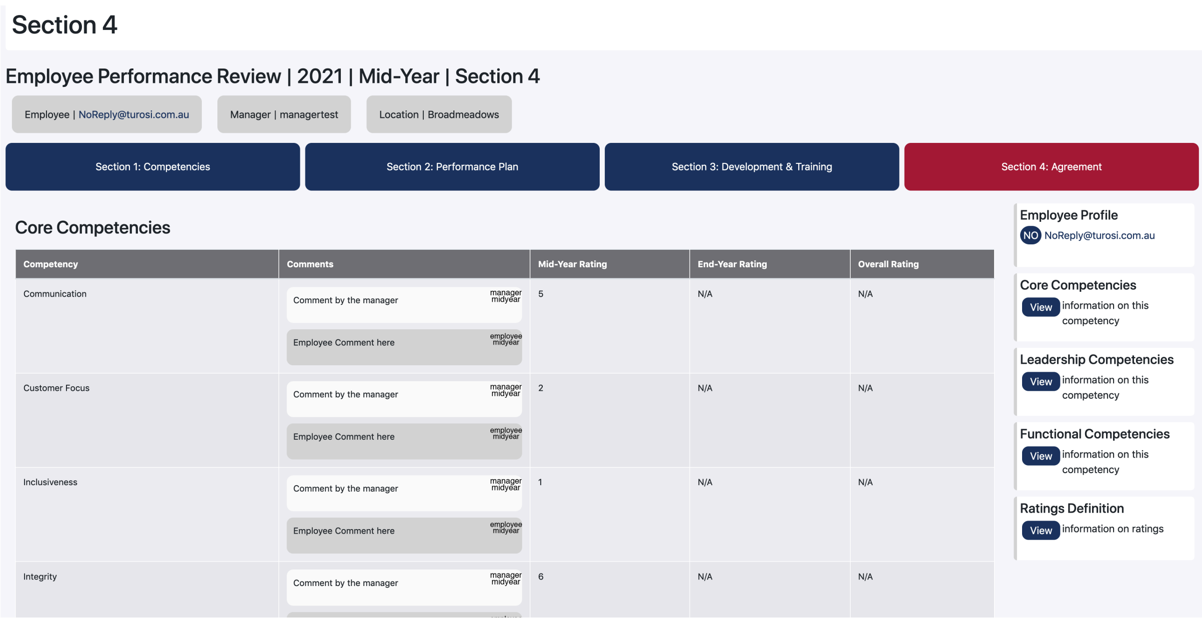
When Section 3 is complete, the Employee clicks the **'Submit for Agreement'** button, located at the end of the page.



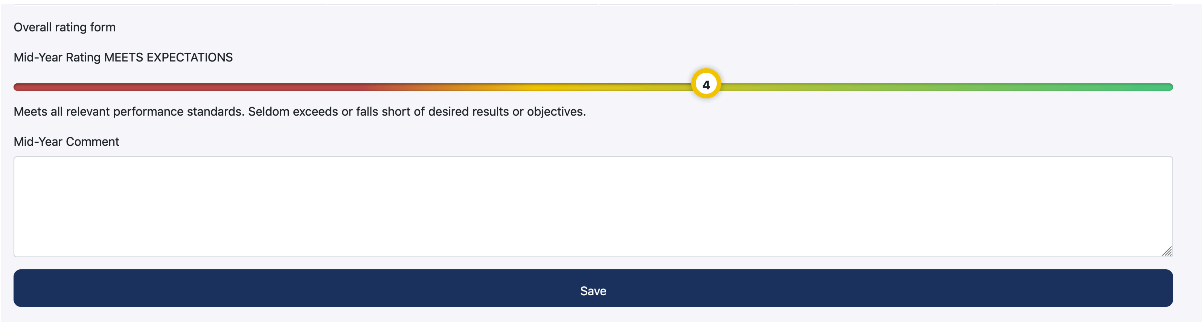
Section 4: Agreement

Agreement is the final section of the Performance Review. **It can only be completed once Sections 1 to 3 have been submitted for agreement.**

The Employee's Competencies will be displayed in a table, as shown in the image below:



Below the table is the Mid-Year overall rating and comment field.



When the rating and comment have been entered by the Employee, the **'Save'** button is clicked to complete the review. An email is sent to notify the Manager, as shown in the image below:

Turosi Performance Management Notification

NoReply@turosi.com.au has completed Section 4 of the Performance Review,
please click here to view their response and make any final comments, please click the link below.

https://performance.turosi.net/user/184/turosi_performance_review/2021/mid/section4

Regards,
The Turosi Team

By clicking on the link in the email, the Manager can then review the Employee's Mid-Year overall rating and comments and can then make a final comment.

When the rating and comment have been entered by the Manager, the **'Save'** button is clicked to complete the review. An email is sent to notify the Employee, as shown in the image below:

Turosi Performance Management Notification

All Sections of the Mid-Year Review have been completed for NoReply@turosi.com.au,

please click this link to proceed to Section 4:Agreement.

https://performance.turosi.net/user/184/turosi_performance_review/2021/mid/section4

Regards,
The Turosi Team

The email will contain a link that takes the Employee to Section 4: Agreement. The Employee has the option to 'Agree' or 'Disagree' with the Performance Review. There is an optional field for the Employee to enter a comment.

Employee comments

Mid-Year Rating EXCEEDS EXPECTATIONS

5

Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.

Mid-year comment

manager midyear

Comment here from the manager.

- I agree with this evaluation
- I do not agree with this evaluation

Mid-Year Employee Comment

Submit

Once completed, the Employee clicks the **'Save'** button. An email is sent to notify the Manager, as shown in the image below:

TUROSI
FOOD SOLUTIONS GROUP

Turosi Performance Management Notification

NoReply@turosi.com.au has completed Section 4 of the Performance Review,
please click here to view their response and make any final comments, please click the link below.

https://performance.turosi.net/user/184/turosi_performance_review/2021/mid/section4

Regards,
The Turosi Team

The Manager then clicks **'Submit'** finalises the Performance Review, and it is now considered complete.

Mid-Year Rating EXCEEDS EXPECTATIONS

5

Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.

Mid-year comment

manager midyear

Comment here from the manager.

- I agree with this evaluation
- I do not agree with this evaluation

Mid-year employee comment

Employee's comment

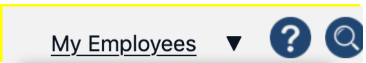
Mid-Year Comment

Submit

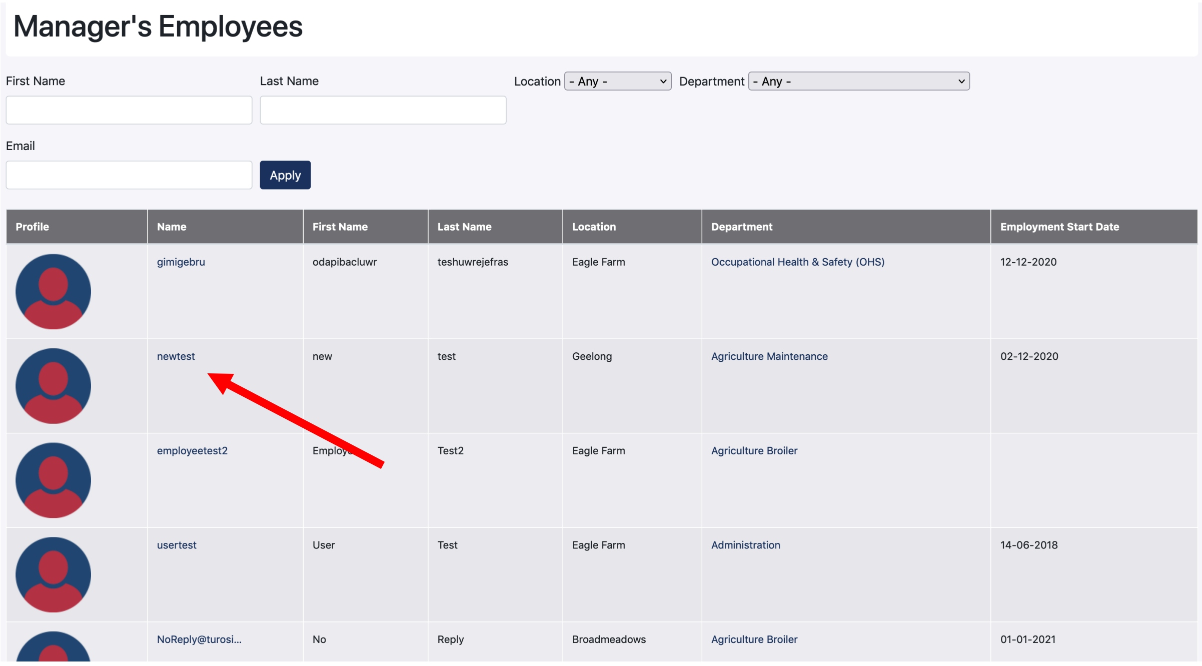
Part 4 – How do I complete my Employee's End-Year Review?

Find Employee

Managers have access to all their employees, which can be viewed by clicking on the top menu option **'My Employees'.**



A table displays a list of employees including Name, Location, Department and Start Date. Individual employee profiles are accessed by clicking on the employee's name.



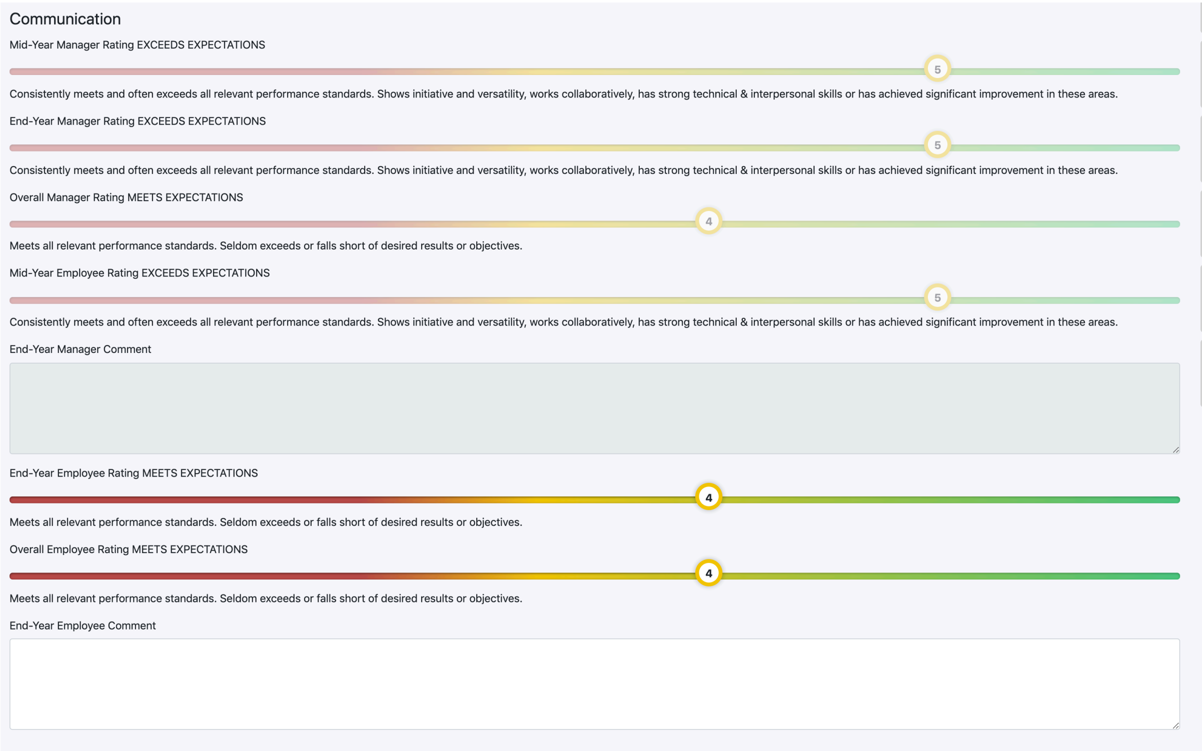
Profile	Name	First Name	Last Name	Location	Department	Employment Start Date
	gimigebru	odapibacluwr	teshuwrejefras	Eagle Farm	Occupational Health & Safety (OHS)	12-12-2020
	newtest	new	test	Geelong	Agriculture Maintenance	02-12-2020
	employeetest2	Employ	Test2	Eagle Farm	Agriculture Broiler	
	usertest	User	Test	Eagle Farm	Administration	14-06-2018
	NoReply@turosi...	No	Reply	Broadmeadows	Agriculture Broiler	01-01-2021

To access the Employee's End-Year Review, click the 'End-Year: edit' button.

Section 1: Competencies

The Employee can now complete the End-Year Review in the same way as the Mid-Year Review. Clicking the 'Edit Core Competencies' button will now display the ratings and comments for Mid-Year from both Manager and Employee.

The Manager also has the extra rating slider for 'Overall Rating'.

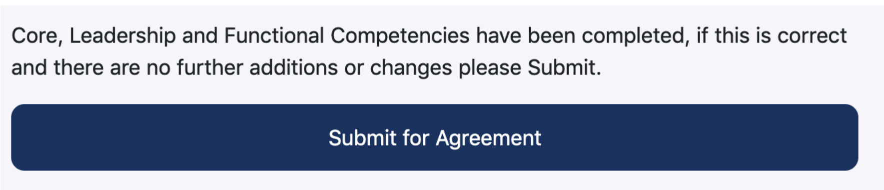


Changes are saved by clicking on the **Save** button, located at the end of the page.

Section 2, 3 and 4

These sections will be completed in the same way as the Mid-Year Review (see Part 3 for details).

Once all sections have been agreed and/or finalised by the Manager and Employee, the Manager will need to click the **'Submit for Agreement'** button, located at the end of the page.

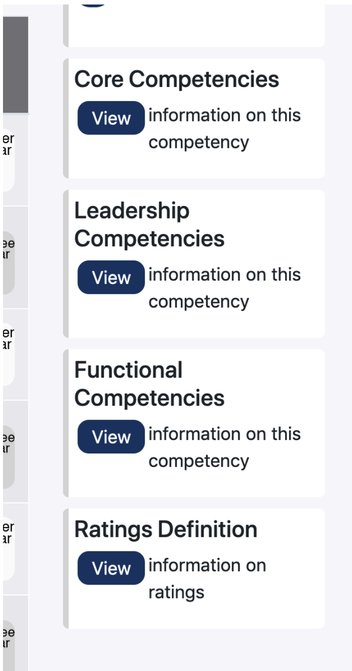


Once clicking this button the Manger will be displayed the same message with the **'Submit for Agreement'** button just to ensure this is the action the Manager wishes to take.

Changes can be made to a section that has been submitted for agreement by clicking on the **'Unlock Section'** button, located at the end of the screen. This can only be done by the Manager.

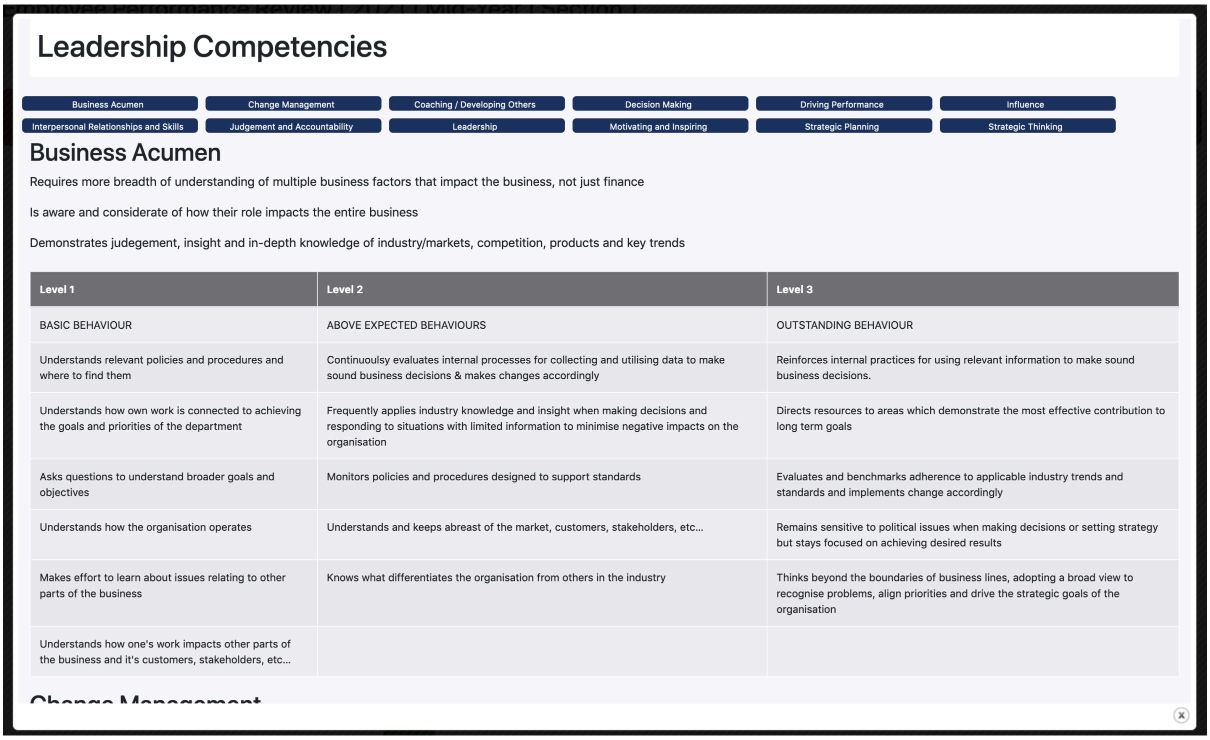
Additional Features

Detailed information about the Competencies and Rating Definitions can be viewed by clicking on the relevant **'View'** button in the menu on the right side of the screen.



Additional Features - Competencies

When the 'View' button for Competencies is clicked, a popup window appears, showing the corresponding Competency information.



Leadership Competencies

Business Acumen | Change Management | Coaching / Developing Others | Decision Making | Driving Performance | Influence | Interpersonal Relationships and Skills | Judgement and Accountability | Leadership | Motivating and Inspiring | Strategic Planning | Strategic Thinking

Business Acumen

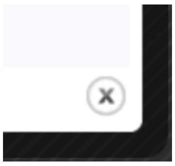
Requires more breadth of understanding of multiple business factors that impact the business, not just finance

Is aware and considerate of how their role impacts the entire business

Demonstrates judgement, insight and in-depth knowledge of industry/markets, competition, products and key trends

Level 1	Level 2	Level 3
BASIC BEHAVIOUR	ABOVE EXPECTED BEHAVIOURS	OUTSTANDING BEHAVIOUR
Understands relevant policies and procedures and where to find them	Continuoulsy evaluates internal processes for collecting and utilising data to make sound business decisions & makes changes accordingly	Reinforces internal practices for using relevant information to make sound business decisions.
Understands how own work is connected to achieving the goals and priorities of the department	Frequently applies industry knowledge and insight when making decisions and responding to situations with limited information to minimise negative impacts on the organisation	Directs resources to areas which demonstrate the most effective contribution to long term goals
Asks questions to understand broader goals and objectives	Monitors policies and procedures designed to support standards	Evaluates and benchmarks adherence to applicable industry trends and standards and implements change accordingly
Understands how the organisation operates	Understands and keeps abreast of the market, customers, stakeholders, etc...	Remains sensitive to political issues when making decisions or setting strategy but stays focused on achieving desired results
Makes effort to learn about issues relating to other parts of the business	Knows what differentiates the organisation from others in the industry	Thinks beyond the boundaries of business lines, adopting a broad view to recognise problems, align priorities and drive the strategic goals of the organisation
Understands how one's work impacts other parts of the business and it's customers, stakeholders, etc...		

The popup window is closed by clicking on the **'x'** in the right bottom corner of the popup.

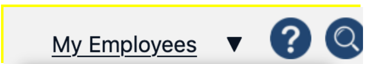


Additional Features – Ratings Definitions

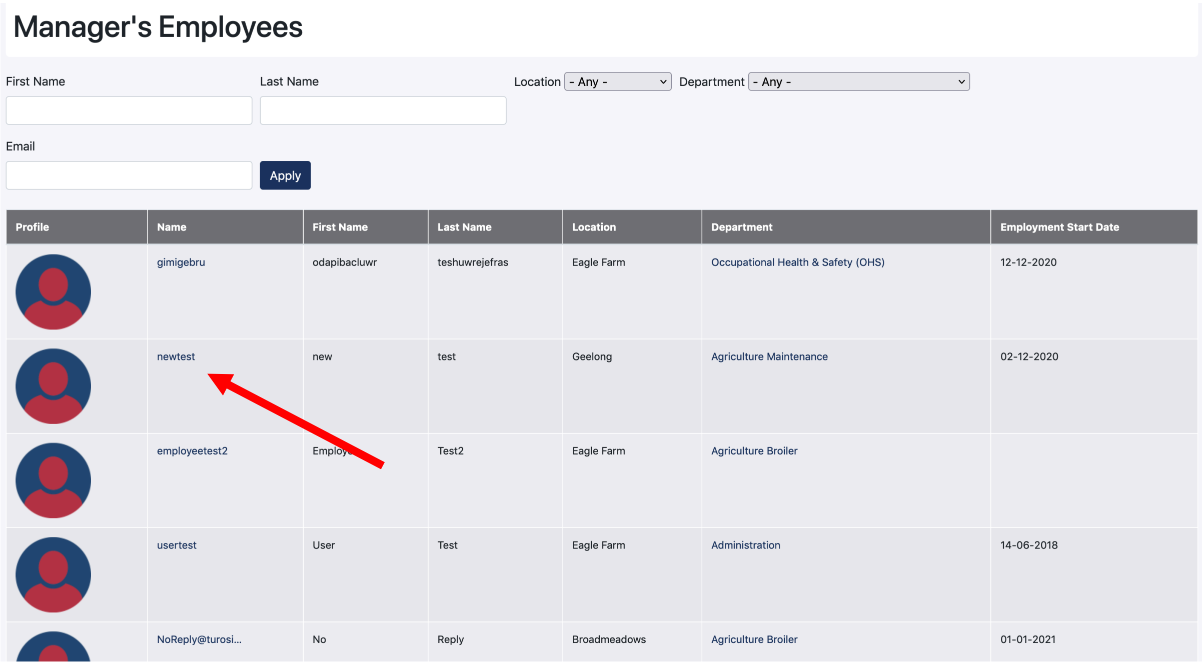
When the 'View' button for Ratings Definitions is clicked, a popup window appears, showing the information.

Manager Features

Managers have access to all their employees, which can be viewed by clicking on the top menu option **'My Employees'.**

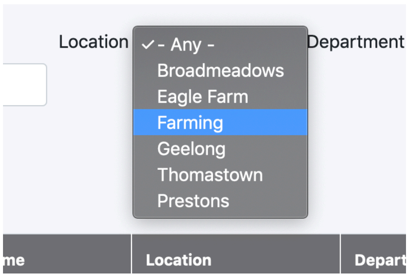


A table displays a list of employees including Name, Location, Department and Start Date. Individual employee profiles are accessed by clicking on the employee's name.



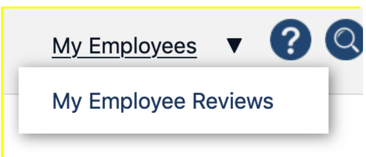
Employees can be filtered by using the fields at the top of the listing.

The example below shows the dropdown menu for the **Location** field.

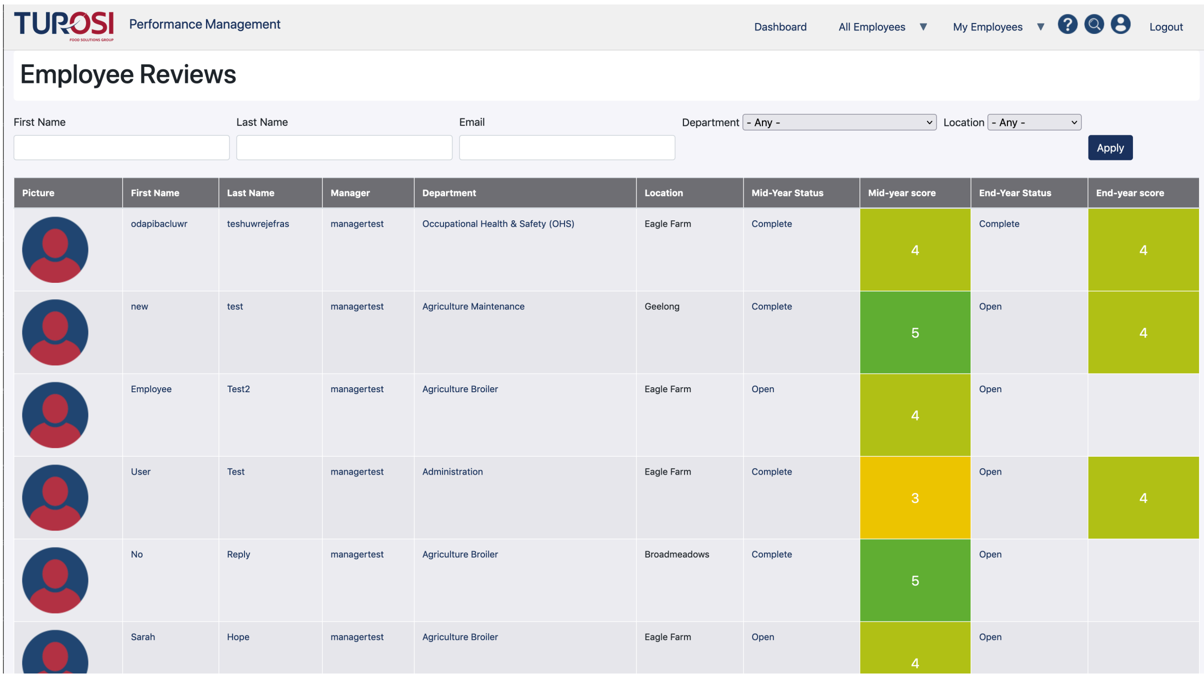


Click the **'Apply'** button to filter by the selected fields.

Managers have access to all their Employees' Performance Reviews, which can be viewed by selecting **'My Employee Reviews'** from the dropdown menu.

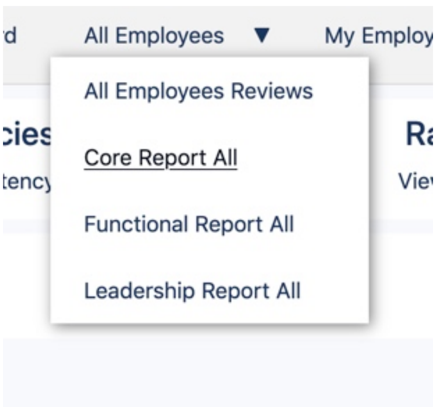


This table includes mid-year and end-year ratings and review status.

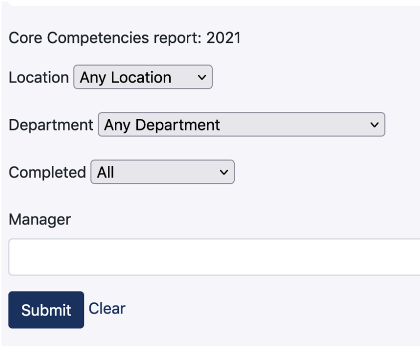


Reports

Reports are separated by competencies - Core, Functional and Leadership – and are accessed via the **'All Employees'** menu option.



Reports can be filtered by location, department, completed and Manager, as shown in the image below:



Reports are colour coded in the same way as Employee Performance Reviews, as shown in the image below:

Core Competencies Report

Core Competencies report: 2021

Location Any Location

Department Any Department

Completed All

Manager

Submit Clear

	Communication			Customer Focus			Inclusiveness			Integrity			Results Orientation / Execution			Teamwork		
Employee ▼	Mid	End	Overall	Mid	End	Overall	Mid	End	Overall	Mid	End	Overall	Mid	End	Overall	Mid	End	Overall
admin257turosi	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
admintest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ben.thomas	5	4	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
cudrusheth	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
employeetest2	3	-	-	5	-	-	3	-	-	4	-	-	4	-	-	5	-	-
EmployeeTest3	5	-	-	5	-	-	1	-	-	5	-	-	6	-	-	3	-	-
employeetest4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
gimigebru	4	-	-	4	-	-	4	-	-	4	-	-	4	-	-	4	-	-
john.smith	6	-	-	4	-	-	4	-	-	4	-	-	4	-	-	4	-	-

The following images shows a Functional Competencies report, filtered by Manager:

Functional Competencies Report

Functional Competencies report: 2021

Location Any Location

Department Any Department

Completed All

Manager

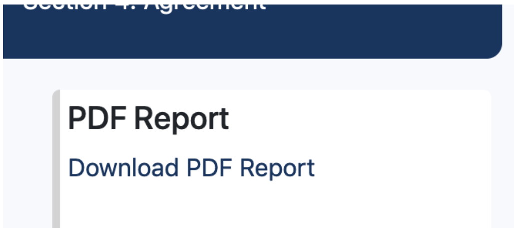
managertest (134)

Submit Clear

	Adaptability / Flexibility			Analytical Thinking			Attentional to Detail			Collaboration			Conflict Management			Creativity / Innovation			Financial Acumen			Initiative			Job Mastery and Continuous Learning			Mana Super
Employee ▼	Mid	End	Overall	Mid	End	Overall	Mid	End	Overall	Mid	End	Overall	Mid	End	Overall	Mid	End	Overall	Mid	End	Overall	Mid	End	Overall	Mid	End	Overall	Mid
employeetest2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EmployeeTest3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
gimigebru	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	4	-	-	4
newtest	4	5	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	5	3	-	-	-	4	2	3	4
NoReply@turosi.com.au	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
usertest	2	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	4	-	-	-

PDF Review

At any point during a Performance Review a Manager can create a PDF download of the Employee's Review.



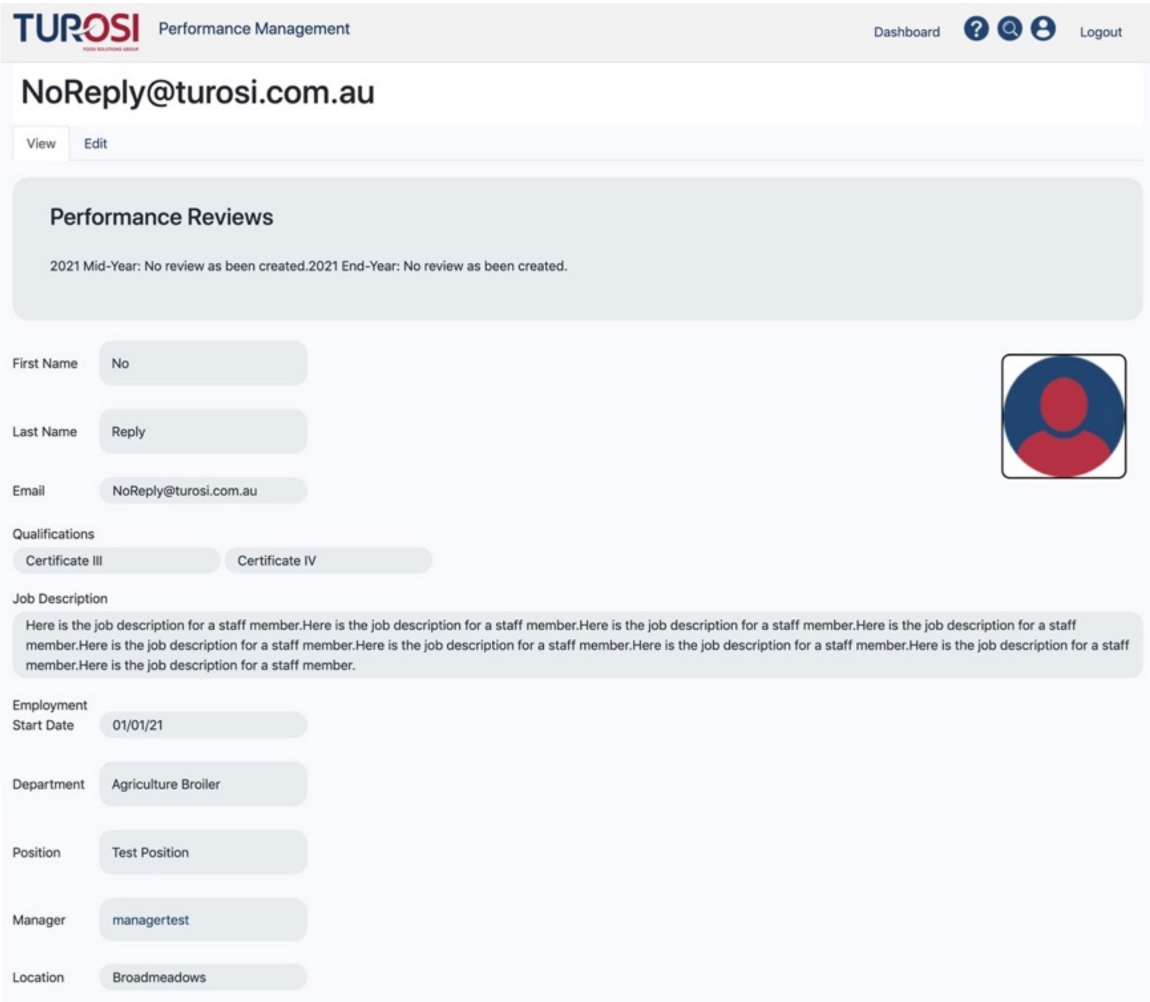
On the right hand side of the Performance Review page is the button 'Download PDF Report', click this to download the PDF document.

User Profile

Viewing a User Profile

Once logged in, employees will be able to view their User Profile by clicking on the user icon in the top right hand corner.

This will display the individual's User Profile. The User Profile contains the user's details including name, qualifications, department and manager – *see example below.*



Editing a User Profile

An employee can edit their profile by clicking on the **Edit** tab located above the first name field.

Changes are saved by clicking on the **Save** button, located at the end of the page.