

Using your Home page

Your Home page highlights everything you need to manage your own performance. Stay on top of your goals, development plans, tasks to complete, and feedback. Easily keep yourself on track by updating activities, completing tasks, preparing for performance conversations and sharing feedback - all from your personalized dashboard view.

Note: Use the Navigation Bar to go to the areas of the site. Using the browser's Back button could result in lost data.

Check the tasks area to see what you need to do. Tasks appear in order of due date and status.

- Click **All Tasks** to see a comprehensive list of tasks.
- Click the tile to open the task.
- Click the ⓘ icon to view the Task Status page and a snap-shot of the Process Status.
- If there are multiple tasks, use the navigation arrow ➤ to access additional tasks.

Share feedback, notes, articles, or links with managers and peers.

You can also send notes to yourself as reminders, or for future reference.

Click **All Feedback** to view all the feedback that you have sent or received.

Click the **Main Menu** icon to access your My Performance, Task Status, Talent View, etc.

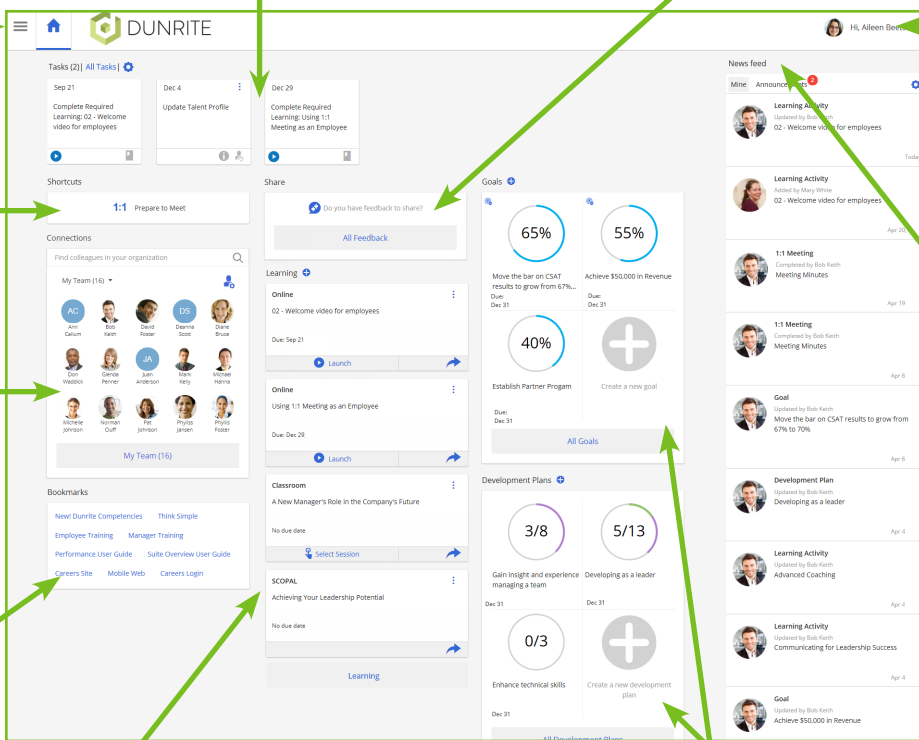
Use Shortcuts to get to key areas such as Prepare for 1:1, View Profiles, Search for Talent, etc.

Use Connections to view your team and search for colleagues.

Click ⓘ to customize your team and add the people you work with on a regular basis.

You can also access Talent View, view profiles, and send feedback.

Use Bookmarks to access helpful online resources.



Click your **Profile** picture ⓘ to view and update your profile, configure your settings, or to log out.

Keep your eye on the News feed for a continuous update of feedback, goals, announcements, etc.

Click ⓘ to configure the types of activities that will appear in your feed.

Use the Learning area for quick access to your learning activities. Activities will appear in order of due date.

- Click + to access the learning catalog and add more activities.
- Click the tile to view the complete details.
- Click ▶ **Launch** to open the course directly.
- Click ↗ to copy the link to an activity and share it with someone via email.
- Click ⓘ to view training location and schedule details.
- Click ⓘ to access resources associated with that activity.
- Click **Learning** to see a complete list of your learning activities.

Create or update goals and development plans right from the Home page.

Up to four items will be displayed (based on due date, then modified date). Click **All Goals** or **All Development Plans** to see additional items.

Working with tasks

Accessing your tasks

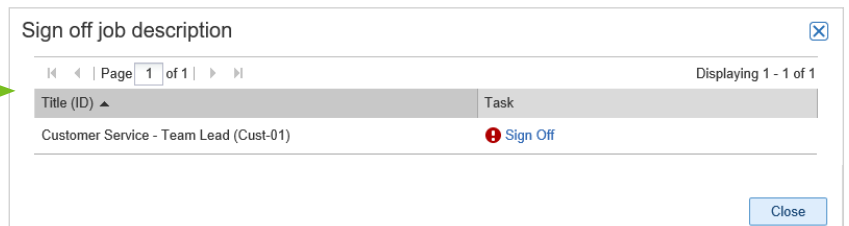
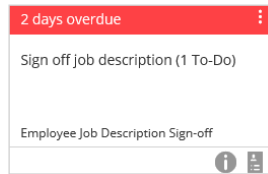
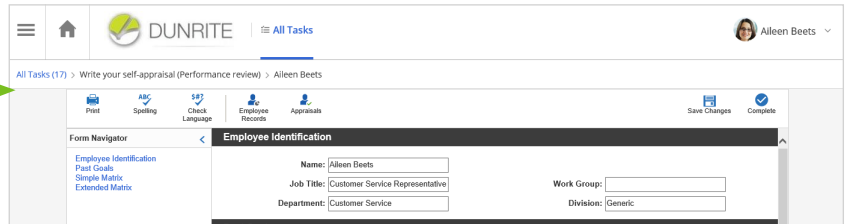
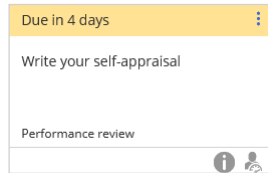
Your tasks appear at the top of the Home page in priority order. In addition, you may receive an email notification when you have a task to complete. Note: Emails could end up in your junk mail folder if you do not add permissions to your mail client. Contact your administrator if you need help.

To open a task, click the **tile**.

Either the form will open (this is task to form example)

or

the task window will open. From here, click the link under the Task column.



Once all tasks are complete, you can access your completed forms in the Past Evaluations section in My Performance.

Working with Goals and Development Plans

Working with your Goals and Development Plans

The following resources will help you with setting and managing goals and development plans. Note: Some of these resources may show screen shots for previous versions.

Goals

- [Why do goals matter video](#)
- [Writing SMART goals job aid](#)
- [Setting goals video](#)
- [Updating your goals video](#)
- [Goals vs development plans infographic](#)

Development Plans

- [Why would I want a Development Plan video](#)
- [Diagnosing development needs job aid](#)
- [Adding a development plan video](#)