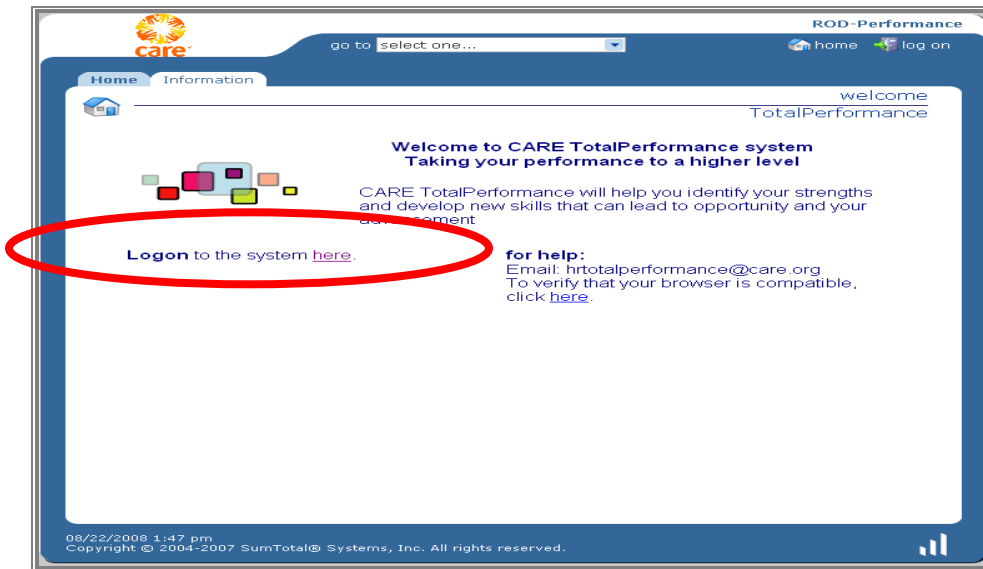




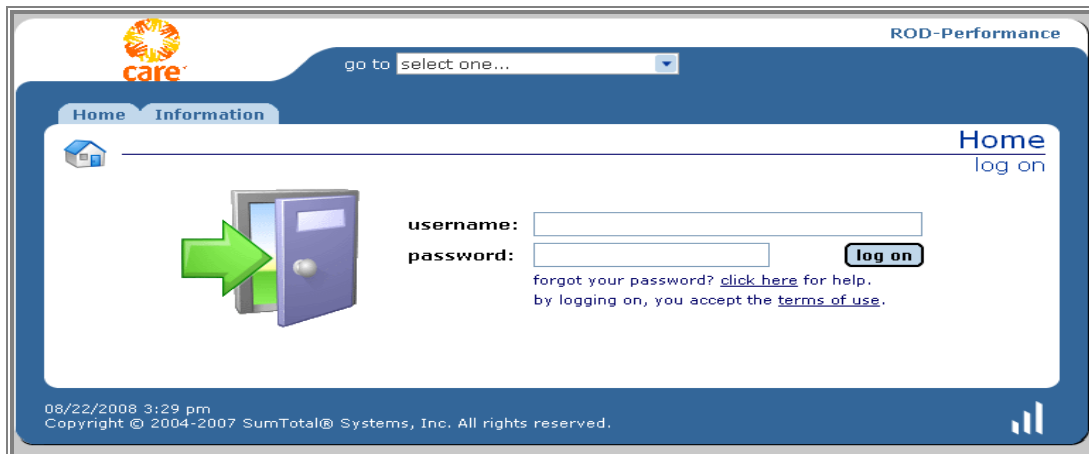
CARE TOTAL PERFORMANCE Employee User Guide

User Access

When you first access the web site the following page will display. Click on “Logon to the system [here](#)” to log into the system



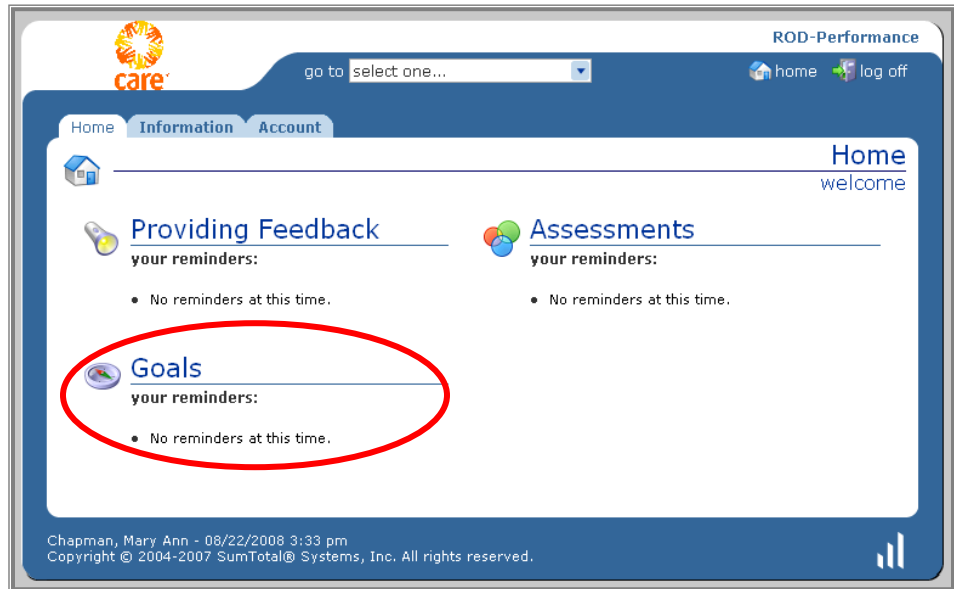
Enter your username and password. Your default password will be care. The first time you log into the system you will be required to enter a unique password. If you forget your password, you can have a temporary one emailed to you by selecting the “Forgot password? [Click here](#)” option.





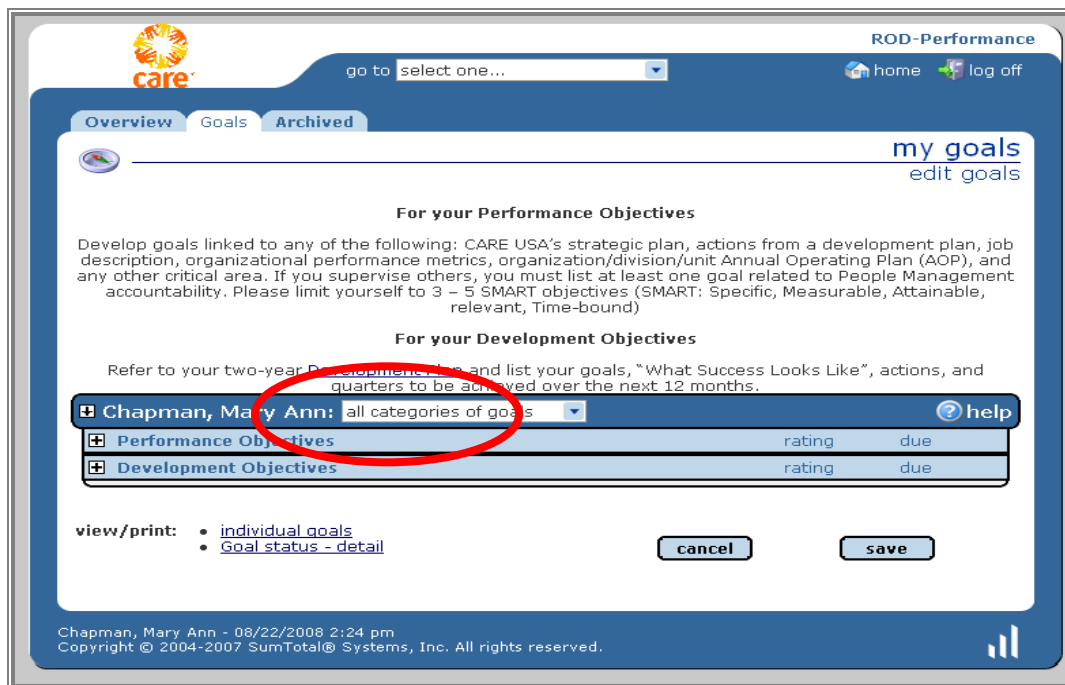
Objective Setting and Management

After logging into the system, you will come to your home page. Go to the My Goals icon. This will allow you so set your performance and development objectives for the year.



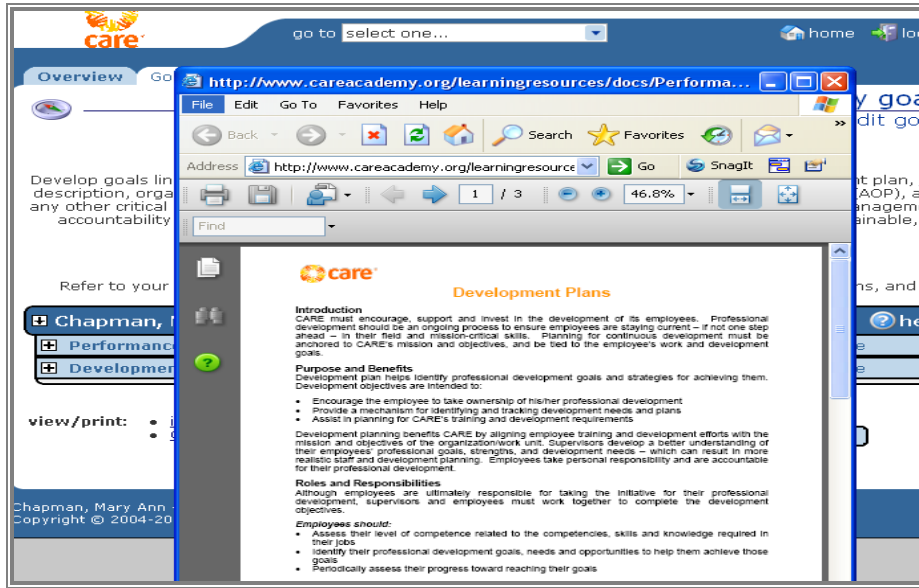
Objective Instructions

Instructions are provided at the top of the Objectives page. Notice that there is a link to the CARE development plan.



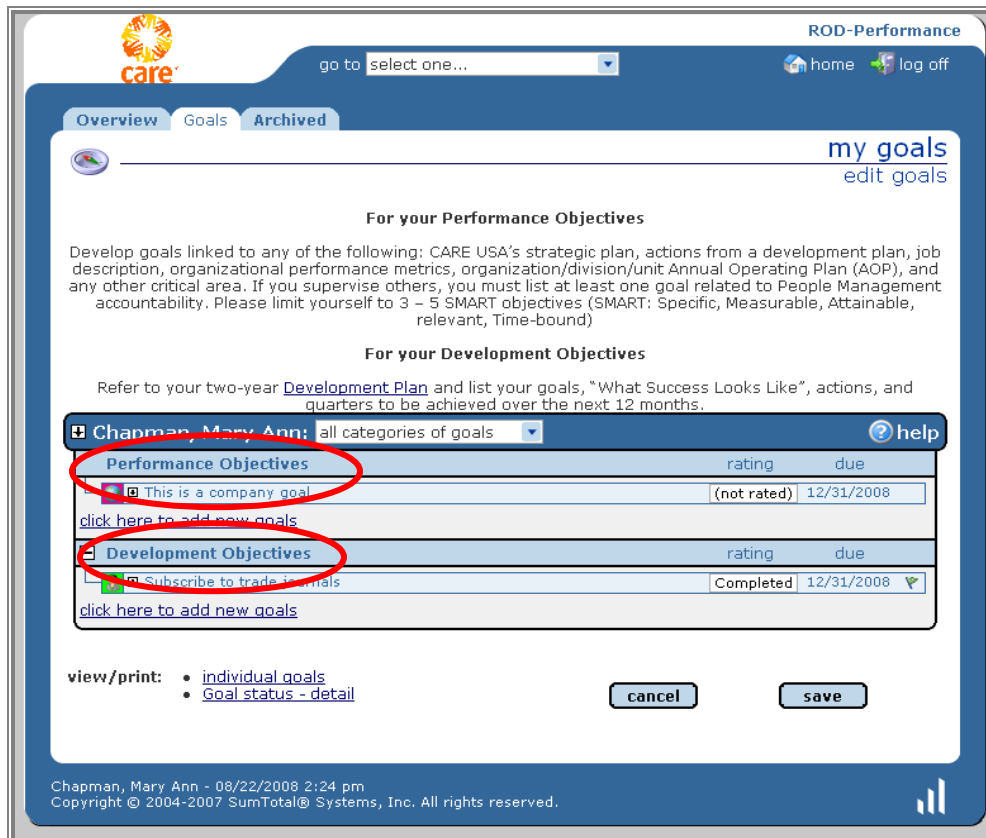


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Objective Categories

You will see two objective categories. The first category is Performance Objectives and the second category is Development Objectives.





Adding an Objective

To add a new objective, select the “[click here to add a new goal](#)” link. You can add a single goal or several at a time.

ROD-Performance

go to

home log off

Overview Goals Archived

my goals
edit goals

For your Performance Objectives

Develop goals linked to any of the following: CARE USA’s strategic plan, actions from a development plan, job description, organizational performance metrics, organization/division/unit Annual Operating Plan (AOP), and any other critical area. If you supervise others, you must list at least one goal related to People Management accountability. Please limit yourself to 3 – 5 SMART objectives (SMART: Specific, Measurable, Attainable, relevant, Time-bound)

For your Development Objectives

Refer to your two-year [Development Plan](#) and list your goals, “What Success Looks Like”, actions, and quarters to be achieved over the next 12 months.

Chapman, Mary Ann: help

Performance Objectives	rating	due
click here to add new goals This is a company goal	(not rated)	12/31/2008
click here to add new goals Dev		
click here to add new goals Subscribe to trade journal	Completed	12/31/2008

[click here to add new goals](#)

view/print:

- individual goals
- Goal status - detail

cancel save

Chapman, Mary Ann - 08/22/2008 2:24 pm
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Adding Objective Content

Describe the objective in the first box provided. You can set the start and due date for the objective. You also have an “actions steps” tab to help provide structure to your objective.



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The screenshot shows a 'new goal' dialog box with the following fields and options:

- Goal description: "Help the team reduce cost" (circled in red)
- status: tabs for "status", "Action Steps", "employee updates", "manager updates"
- rating: dropdown menu showing "(not rated)" (circled in red)
- start date: empty text box with calendar icon (circled in red)
- due date: "12/31/2008" with calendar icon (circled in red)
- Options: cancelled, has deadline, on going
- Buttons: delete, attachments, cancel, done

The screenshot shows the 'new goal' dialog box with the 'Action Steps' tab selected:

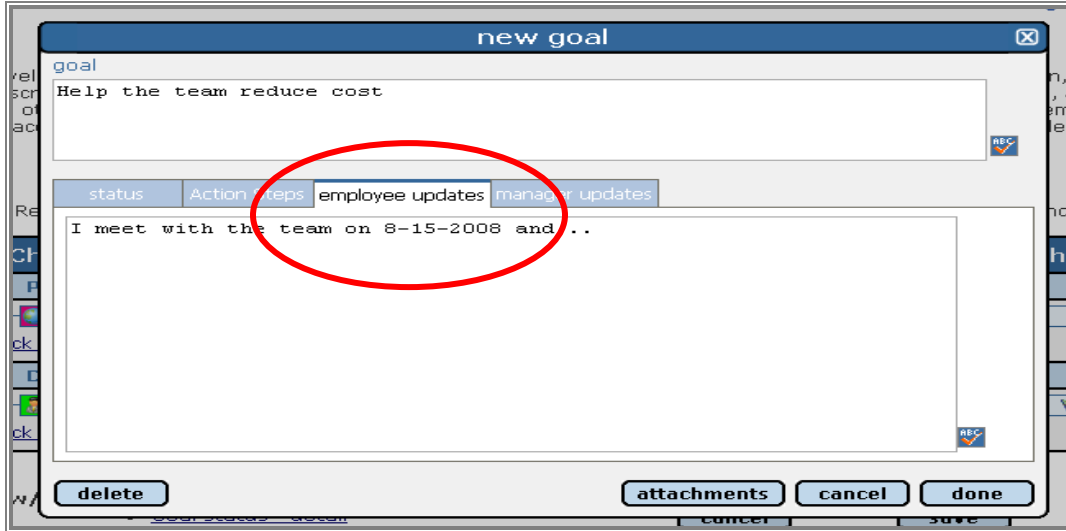
- Goal description: "Help the team reduce cost"
- status: tabs for "status", "Action Steps", "employee updates", "manager updates" (the "employee updates" tab is circled in red)
- Content: "What success looks like" and "Actions" sections with text input areas and "REC" icons
- Buttons: delete, attachments, cancel, done

Adding Updates to your Objectives



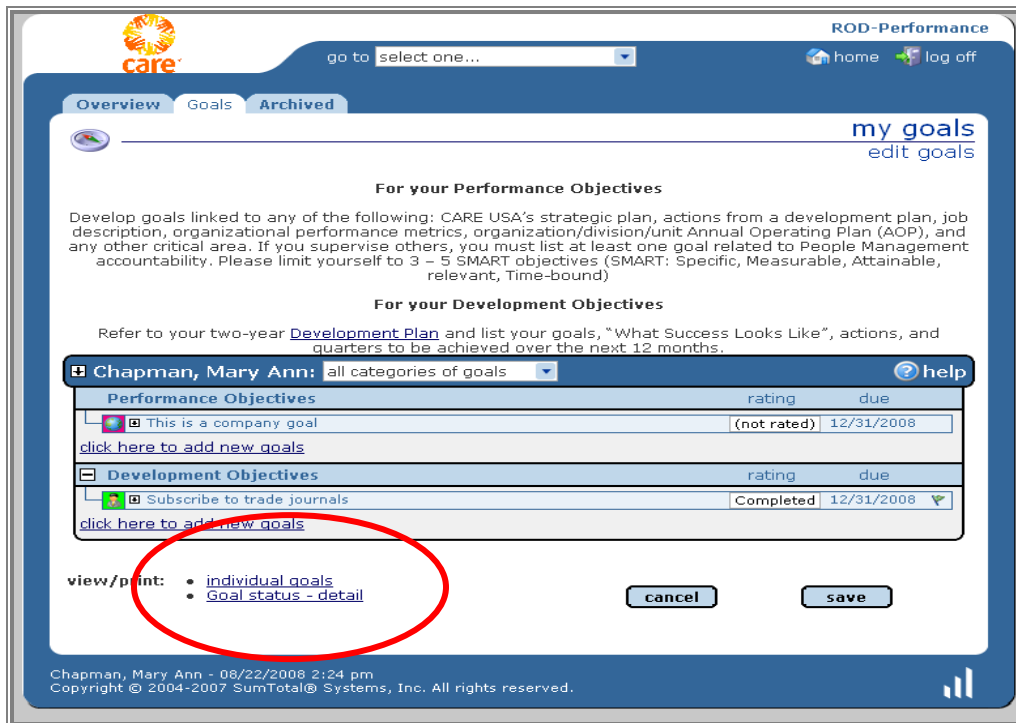
CARE TOTAL PERFORMANCE Employee User Guide

The employee updates tab allows you space to update to your progress throughout the year. Only you can access this tab.



Running a Report

You can run a report to list your Objectives and/or see their status.





CARE TOTAL PERFORMANCE Employee User Guide

Here is an Individual Objectives report that list this person's objectives.

http://dev.care.mvfeedback.com - ROD-Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help SnagIt

other reports customize export

All Goals

Chapman, Mary Ann

Performance Objectives

Goal: Obey all orders from above.

approved status: needs revision
employee updates:
manager updates:
due date: 12/31/2008

Development Objectives

Goal: Subscribe to trade journals

approved status: approved
employee updates:
manager updates:
due date: 12/31/2008
rating: Completed

TotalPerformance printed: 8/22/2008 2:34:07 PM

Sending a goal to your Manager for Approval

When you add a goal, it starts out in draft mode. You should forward your objective to your manager by selecting the link right above the Performance Objective category.

ROD-Performance

go to select one... home log off

Overview Goals Archived

my goals

edit goals

For your Performance Objectives

Develop goals linked to any of the following: CARE USA's strategic plan, actions from a development plan, job description, organizational performance metrics, organization/division/unit Annual Operating Plan (AOP), and any other critical area. If you supervise others, you must list at least one goal related to People Management accountability. Please limit yourself to 3 - 5 SMART objectives (SMART: Specific, Measurable, Attainable, relevant, Time-bound)

For your Development Objectives

Refer to your two-year [Development Plan](#) and list your goals, "What Success Looks Like" actions, and quarters to be achieved over the next 12 months.

Approval Reminders:

- You have 1 draft goal(s) that need to be submitted for approval. [Click here to submit them to your manager for approval.](#)
- You have 1 goal(s) that need to be revised. After revising the goals, [click here to submit them all to your manager for approval.](#)

Tweedy, Adam all categories of goals help

	rating	due
Performance Objectives		
<input type="checkbox"/> This is a company goal	(not rated)	12/31/2008
<input type="checkbox"/> test chirs goal 2	Completed	04/29/2008
<input type="checkbox"/> this is a test	On Target	10/30/2008
<input type="checkbox"/> Obey all orders from above.	Off Target	12/31/2008
needs revision: you need to add a bit more words		edit options view history
<input type="checkbox"/> Reduce turnover	On Target	12/31/2008
click here to add new goals		
Development Objectives		
<input type="checkbox"/> Subscribe to trade journals	Completed	12/31/2008
click here to add new goals		



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The different color flags tell you what mode the objective is in

- Blue is draft.
- Yellow is waiting for approval.
- Red means that your manager has asked you to revise your objective.
- Green means the objective has been approved.

The screenshot shows the 'ROD-Performance' interface. At the top, there is a 'go to' dropdown menu and 'home' and 'log off' links. Below this are tabs for 'Overview', 'Goals', and 'Archived'. The main content area is titled 'my goals' and includes instructions for 'Performance Objectives' and 'Development Objectives'. There are also 'Approval Reminders' with two items: 'You have 1 draft goal(s) that need to be submitted for approval...' and 'You have 1 goal(s) that need to be revised...'. Below this is a table of goals for 'Tweedy, Adam' with columns for 'rating' and 'due'. The table lists several goals with status flags: '(not rated)', 'Completed', 'On Target', and 'Off Target'. A red circle highlights the 'help' icon in the top right corner of the table.

	rating	due	
Performance Objectives			
This is a company goal	(not rated)	12/31/2008	
test chirs goal 2	Completed	04/29/2008	
this is a test	On Target	10/30/2008	
Obey all orders from above.	Off Target	12/31/2008	
needs revision: you need to add a bit more words			
Reduce turnover	On Target	12/31/2008	
click here to add new goals			
Development Objectives			
Subscribe to trade journals	Completed	12/31/2008	
click here to add new goals			