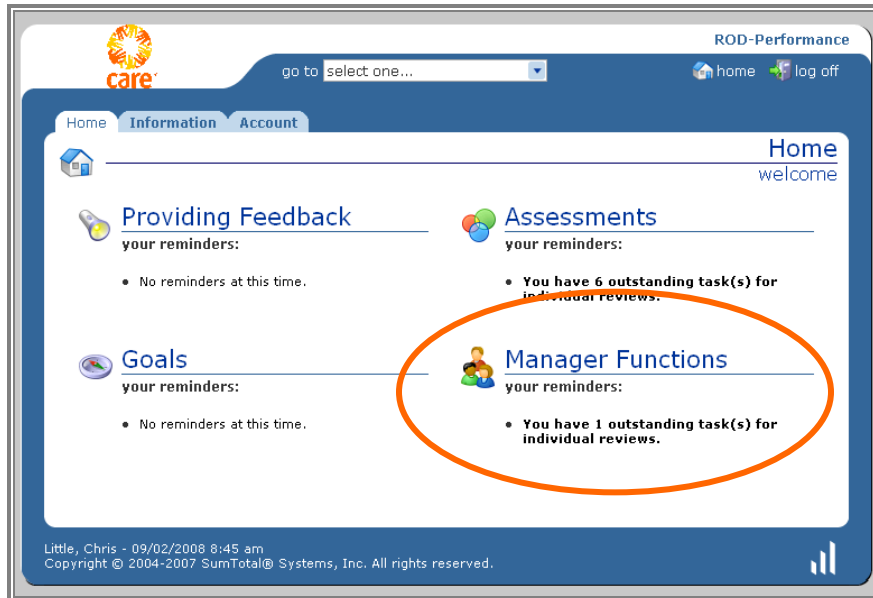




Manager's Home Page

Managers have an additional icon on their home page. It is called Manager Functions.



Select this icon to access to Manager Functions. Remember when you are in Manager Functions you are seeing the application data through the eyes of a manager and not an employee.

Manager Functions

The first tap is the Overview tab. This gives you a link to all of your current task. A status bar provides you information on the current processes and allows you to link directly to employee records.





Approving Employee Goals

When you select an employee for goal approval (or when you select goals from the employee's record) you will see the employee's goal screen just as they would see it!

You can approve goals by using the flags provided or the link at the top of the page. Flags allow you to approve goals one at a time. Use the link at the top to simultaneously approve all goals waiting for approval .

The screenshot displays the 'Manager Functions' page for 'Employees'. The selected employee is 'Tweedy, Adam' with the title 'Demo Employee'. The page includes navigation tabs for 'Overview', 'Employees', and 'Manager Tools'. A 'Manager Functions' header is present. Below this, there are sections for 'For your Performance Objectives' and 'For your Development Objectives'. An 'Approval Reminder' section is circled in orange, containing the text: 'There are 2 goal(s) awaiting approval. Click here approve them all'. Below this is a table of goals for 'Adam Tweedy'. The table has columns for 'Performance Objectives', 'rating', and 'due'. The goals listed are 'CARE', 'test goal one', and 'test goal two'. The 'test goal one' is 'On Target' and 'test goal two' is 'Borderline'. A dropdown menu is open over the 'test goal two' row, showing options: 'draft', 'waiting for approval', 'needs revision', and 'approved'. This menu is also circled in orange. At the bottom, there are 'view/print' options, a 'copy goals to direct reports' link, and 'cancel' and 'save' buttons.

Performance Objectives	rating	due
CARE	(not rated)	12/31/2008
test goal one	On Target	12/31/2008
test goal two	Borderline	12/31/2008



Requesting Goal Revisions

You can send a goal back to the employee for edits by selecting the red flag (needs revision). Note that a comment box appears for you to provide feedback.

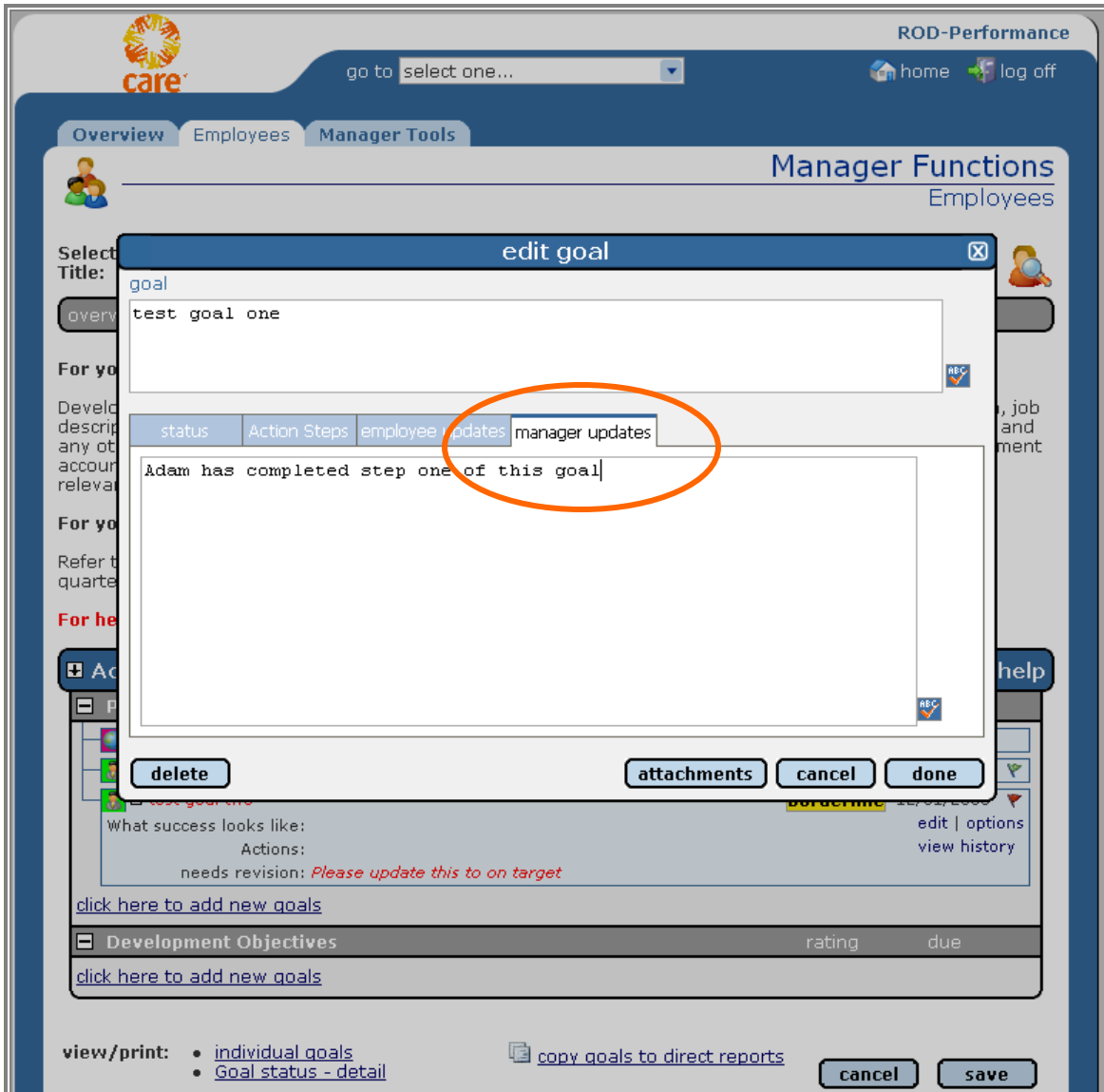
The screenshot shows the CARE Manager User Guide interface. The main content area is titled "Manager Functions" and "Employees". The selected employee is "Tweedy, Adam" with the title "Demo Employee". The "goals" tab is active, and a modal dialog box titled "comment: needs revision" is open. The dialog box contains a text input field with the text "Please update this to on target" and an "ok" button. The background shows a table of performance objectives for Adam Tweedy. The table has columns for "rating" and "due". One objective, "test goal two", is highlighted in yellow and has a red flag icon, indicating it needs revision. The table also shows "test goal one" with a green "On Target" rating and "CARE" with a "(not rated)" rating. The "due" date for all goals is "12/31/2008".

Performance Objectives	rating	due
CARE	(not rated)	12/31/2008
test goal one	On Target	12/31/2008
test goal two	Borderline	12/31/2008



Updating Employee Goals

You can update any part of the goal but the employee updates tab.



Assigning an employee goal to others

While you are in the **employee's goals** you may assign one or more of their goals to other employees on your team. Select the copy goals to direct reports.



CARE TOTAL PERFORMANCE Manager User Guide

For help, contact hrtotalperformance@care.org

Adam Tweedy: all categories of goals help

Performance Objectives		rating	due
<input type="checkbox"/> CARE		(not rated)	12/31/2008
<input type="checkbox"/> test goal one		On Target	12/31/2008 edit options
<input type="checkbox"/> test goal two		Borderline	12/31/2008 view history

What success looks like:
Actions:
needs revision: *Please update this to on target*

[click here to add new goals](#)

Development Objectives		rating	due
------------------------	--	--------	-----

[click here to add new goals](#)

view/print:

- [individual goals](#)
- [Goal status - detail](#)

[copy goals to direct reports](#) cancel save

Then select the goals to be copied and select who should receive them.

care ROD-Performance go to select one... home log off

Overview Employees **Manager Tools**

Manager Functions

Employees

Selected Employee: Tweedy, Adam
Title: Demo Employee my people

[overview](#) | [assessments](#) | [goals](#) | [performance log](#) | [previous assessments](#) | [archived goals](#)

From the right, select the goals you wish to copy. From the left, select the employees you wish to receive copies of these goals. When done, click copy goals.

employees to receive goals	goals to be copied (from Adam Tweedy)
direct report <input checked="" type="checkbox"/> Chapman, Mary Ann <input type="checkbox"/> Rogers, Andria <input type="checkbox"/> Tweedy, Adam	Performance Objectives <input checked="" type="checkbox"/> test goal one <input type="checkbox"/> test goal two

cancel copy goals

Little, Chris - 09/02/2008 9:02 am
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Assigning your goals (as Manager) to others

While you are in your own goals page you may copy one or more of your goals to any of your direct reports by following the same process as above. It is important to remember where you are in the system. Be aware of when you are in an employee's goals page or your own!

The screenshot shows the 'my goals' page in the CARE Total Performance system. The page is titled 'my goals' and has a sub-header 'edit goals'. It contains instructions for creating Performance and Development Objectives. Below the instructions is a table of goals for 'Little, Chris' under the category 'all categories of goals'. The table is divided into 'Performance Objectives' and 'Development Objectives'. The 'Performance Objectives' table has columns for 'rating' and 'due'. The 'Development Objectives' table also has columns for 'rating' and 'due'. At the bottom of the page, there are links for 'view/print' and a button for 'copy goals to direct reports' which is circled in orange.

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.

For help, contact hrtotalperformance@care.org

Little, Chris: all categories of goals [help](#)

Performance Objectives		rating	due
<input type="checkbox"/> CARE		(not rated)	12/31/2008
<input type="checkbox"/> test		(not rated)	12/31/2008
<input type="checkbox"/> this is for all my hr team		(not rated)	12/31/2008
<input type="checkbox"/> THIS IS NAN'S GOAL FOR HR - 8-25		(not rated)	12/31/2008
<input type="checkbox"/> new test 2 RWS	Completed	on going	▼
<input type="checkbox"/> new test 3 RWS	On Target	on going	▼

[click here to add new goals](#)

Development Objectives		rating	due
<input type="checkbox"/> dev test 3	On Target	on going	▼
<input type="checkbox"/> dev test two	Completed	on going	▼
<input type="checkbox"/> dev test 4	Completed	12/31/2008	▼

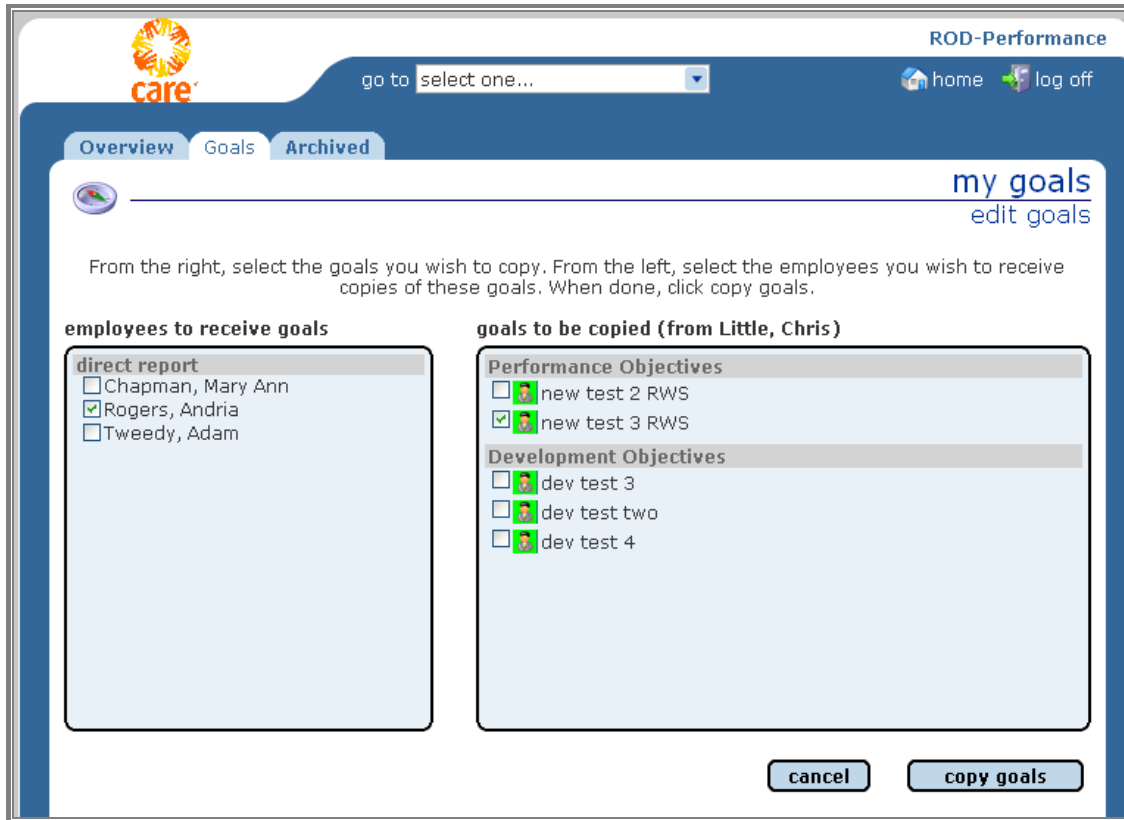
[click here to add new goals](#)

view/print: [individual goals](#)
[Goal status - detail](#)

[copy goals to direct reports](#)

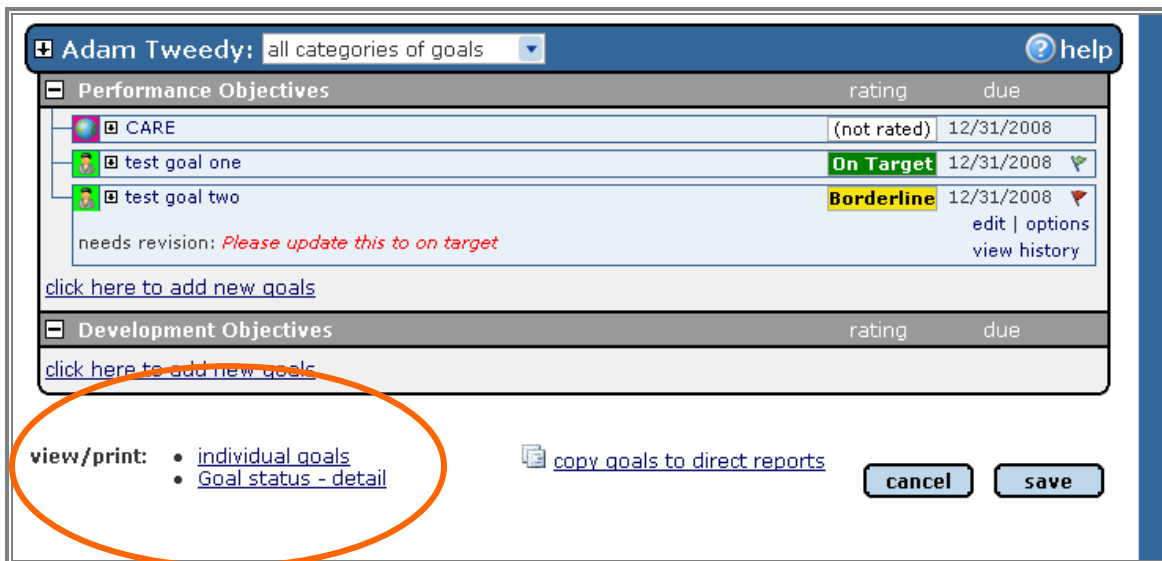


CARE TOTAL PERFORMANCE Manager User Guide



Generating reports

While in the employee's goal page you may run the available reports. These are the same reports that you may run for yourself while you are in your goals page.





CARE TOTAL PERFORMANCE Manager User Guide

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

File Edit View Favorites Tools Help

other reports customize export

All Goals

Tweedy, Adam

Performance Objectives

- Goal:** test goal one
approved status: approved
employee updates: I am on target
manager updates: Adam has completed step one of this goal
due date: 12/31/2008
rating: On Target
- Goal:** test goal two
approved status: needs revision
employee updates:
manager updates:
due date: 12/31/2008
rating: Borderline

TotalPerformance printed: 9/2/2008 9:06:16 AM

Employee Information

The next tab is the employee tab. Here you can select all relevant information regarding each employee. The manager tools tab provides some additional reporting in the future.

care ROD-Performance

go to select one... home log off

Overview Employees **Manager Tools**

Manager Functions

Employees

Selected Employee: Tweedy, Adam
Title: Demo Employee

my people

overview | assessments | goals | performance log | previous assessments | archived goals

Employee Information

name	value
HRIS Key	
Full Name	Tweedy, Adam
Title	Demo Employee
E-Mail Address	tpsupport@sumtotalsystems.com
Hire Date	
Job Code	
Building Location	
Phone	

Organizational Relationships

Little, Chris
Demo Manager

Tweedy, Adam
Demo Employee

No Subordinates Found

Available Reports

Little, Chris - 09/02/2008 9:03 am
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