

Ask Athena Performance Management Mid - Year Guia rápido Gestores

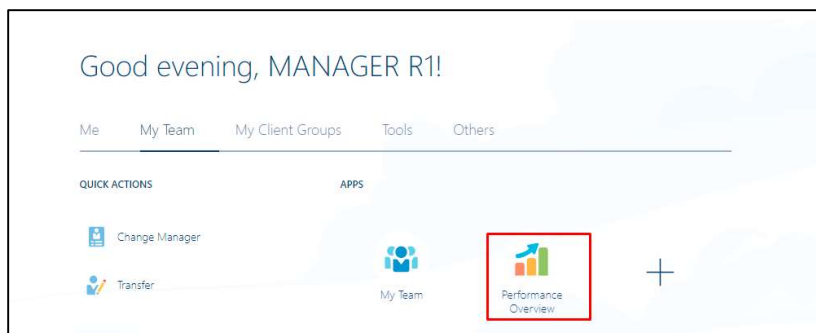
Fluxo de processos para a revisão do meio do ano LATAM - 2022:

1. Autoavaliação do funcionário (tarefa realizada pelo empregado)
2. Avaliação do gestor (tarefa realizada pelo gestor)
3. Compartilhar documento de desempenho (tarefa realizada pelo gestor)
4. Fornecer feedback final (tarefa realizada pelo empregado)

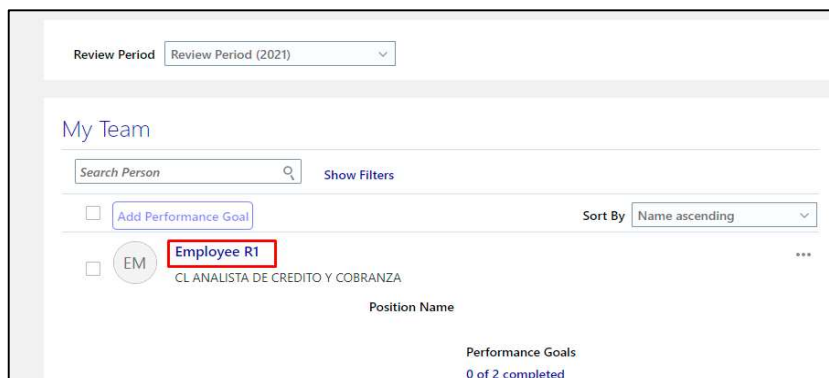
NOTA: O fluxo de processos permanece o mesmo para os funcionários do escritório, CD e Retail.

Adicionar metas : Adicionar meta no documento de desempenho do meio do ano

1. Visão geral de desempenho da equipe: Eu → Minha Equipe → Visão geral do desempenho

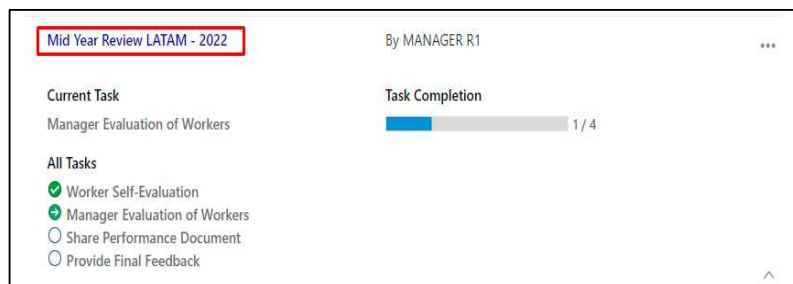


2. Selecione o funcionário



3. Clique no Mid – Year Review LATAM - 2022

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Mid Year Review LATAM - 2022 By MANAGER R1

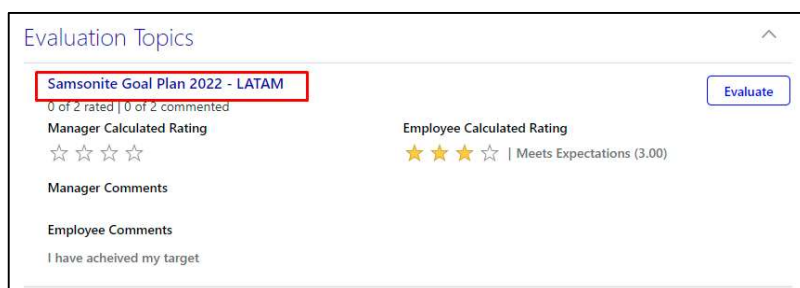
Current Task: Manager Evaluation of Workers

Task Completion: 1 / 4

All Tasks:

- ☒ Worker Self-Evaluation
- ☒ Manager Evaluation of Workers
- ☐ Share Performance Document
- ☐ Provide Final Feedback

4. Clique em **Samsonite Goal Plan 2022 - LATAM** como destacado



Evaluation Topics

Samsonite Goal Plan 2022 - LATAM Evaluate

0 of 2 rated | 0 of 2 commented

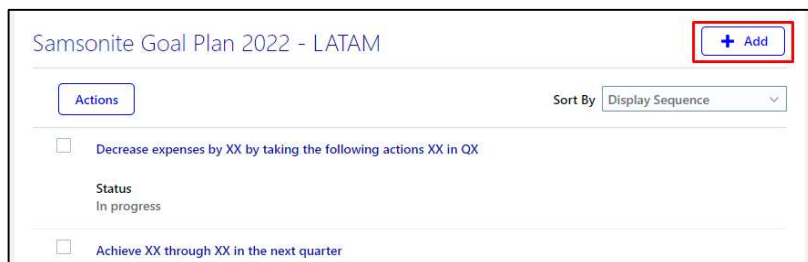
Manager Calculated Rating: ☆☆☆

Employee Calculated Rating: ☆☆☆ | Meets Expectations (3.00)

Manager Comments

Employee Comments: I have achieved my target

5. Clique em **Adicionar** e preencha os detalhes necessários para o objetivo



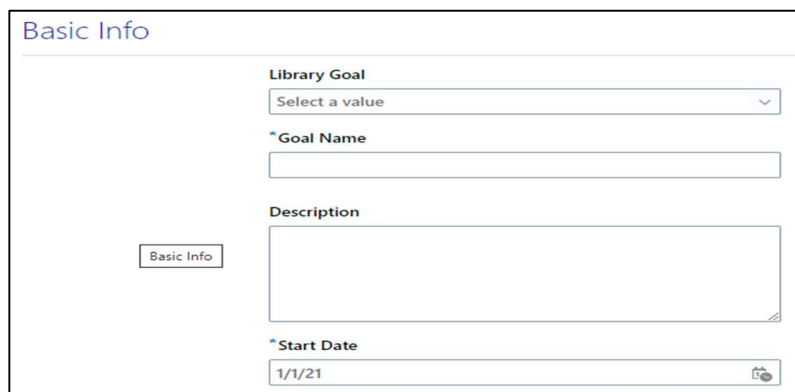
Samsonite Goal Plan 2022 - LATAM + Add

Actions: Decrease expenses by XX by taking the following actions XX in QX

Status: In progress

Achieve XX through XX in the next quarter

6. Atualize seu Status, porcentagem de conclusão e quaisquer outras atualizações



Basic Info

Library Goal: Select a value

*Goal Name

Description

*Start Date: 1/1/21

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*Start Date
1/1/21

Target Completion Date
12/31/21

Category
Select a value

Status
Not started

Completion Percentage
0

Level
Select a value

7. Selecione Salvar e Fechar

ASK ATHENA

EM Add Goal

Save and Close Cancel

Basic Info

Library Goal
Select a value

Etapas de revisão do meio do ano para gestores

1. Manager Evaluation of workers
2. Share Performance Document

Gestor - avaliação dos funcionários

1. Eu → Minha Equipe → Visão geral do desempenho
2. Selecione funcionário
3. Clique em **Mid Year Review LATAM - 2022**

Mid Year Review LATAM - 2022 By MANAGER R1

Current Task
Manager Evaluation of Workers

Task Completion
1 / 4

All Tasks

- ✓ Worker Self-Evaluation
- ✓ Manager Evaluation of Workers
- Share Performance Document
- Provide Final Feedback

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4. Selecione **Avaliar** e comece a inserir classificações e comentários.

Evaluation Topics

Samsonite Goal Plan 2022 - LATAM

0 of 2 rated | 0 of 2 commented

Manager Calculated Rating

☆☆☆☆

Employee Calculated Rating

☆☆☆☆ | Meets Expectations (3.00)

Manager Comments

Employee Comments

5. Calcular classificações

Summary

Manager Rating

☆☆☆☆ | Meets Expectations

Employee Rating

☆☆☆☆ | Meets Expectations

Manager Comments

Ok good job, Keep it up

Calculate

Paragraphs: 1, Words: 6, Characters (with HTML): 23

Employee Comments

I have achieved my target

5. Selecione Salvar e Fechar

EM Evaluate Topic Samsonite Goal Plan 2022 - LATAM

Employee R1

Save and Close Cancel

Rate and Comment

Evaluate the included performance goals.

Sort By Display Sequence

6. Digite sua classificação geral de resumo selecionando **Edit**

Overall Summary

Manager Rating

☆☆☆☆

Employee Rating

☆☆☆☆ | Meets Expectations

Manager Comments

I have achieved my goal

Employee Comments

Show Additional Info

Edit

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7. Digite classificação e comentários, selecione Salvar.

Overall Summary

Manager Rating
★★★★☆ | Meets Expectations

Employee Rating
★★★★☆ | Meets Expectations

Manager Calculated Rating
★★★★☆ | Meets Expectations (3.00)

Employee Calculated Rating
★★★★☆ | Meets Expectations (3.00)

Manager Comments
Tahoma 2 B I U ...
Good job

Save Cancel

8. Selecione Enviar

Manager Evaluation of Workers: Mid Year Review LATAM - 2022
Employee R1

Print Submit

Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details

Overall Summary Edit

Documento de desempenho de compartilhamento

1. Selecione Mid Year Review LATAM - 2022

Mid Year Review LATAM - 2022

★★★★☆ | By MANAGER R1

Current Task
Share Performance Document

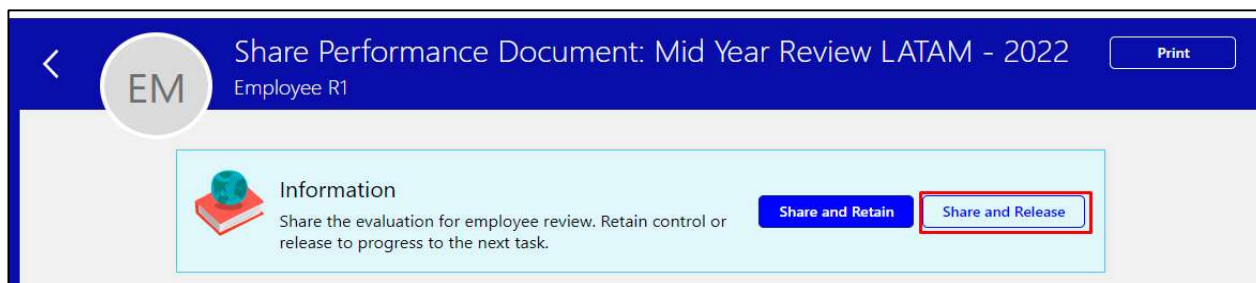
Task Completion
2 / 4

All Tasks

- ✓ Worker Self-Evaluation
- ✓ Manager Evaluation of Workers
- ➔ Share Performance Document
- Provide Final Feedback

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2. Selecione **Compartilhar e Reter** para manter o controle da avaliação (apenas manter alterações salvas) ou selecione **Compartilhar e Liberar** para seguir para a próxima tarefa.



3. Adicionar comentários → Enviar

