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

- 1. Autoavaliação (Tarefa Realizada pelo funcionário)
- 2. Avaliação do Gerente dos Trabalhadores (Tarefa Realizada pelo gestor)
- 3. Compartilhar documento de desempenho (tarefa realizada pelo gestor)
- 4. Fornecer feedback final (tarefa realizada pelo funcionário)

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

Adicionar Objetivos : Adicionar objetivo no documento de desempenho do meio do ano

1. Eu -> Carreira e Desempenho

Me My Client Groups Too	ols Others			
QUICK ACTIONS	APPS			
Personal Details	**	≜	1	
Document Records	Onboarding	Career and Performance	Personal	
Identification Info				
🔀 Contact Info	×	4		
Ramily and Emergency Contacts	Taleo Carreras /			

2. Selecione Performance



3. Clique em Mid-Year Review LATAM – 2022

Mid Year Review LATAM - 2022	MANAGER R1	
Current Task	S. 11. 0. 1011	
	Task Completion	
Self-Evaluation	Task Completion	

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

Samsonite Goal Plan 2022 - LATAM	Evalua
0 of 2 rated 0 of 2 commented	Luna
Employee Calculated Rating	
5/2 5/2 5/2 5/2	

5. Clique em +Adicionar e preencha os detalhes necessários para o objetivo, ou dentro do objetivo em editar para atualizar status

A	ctions	Sort By	Display Sequence
	Decrease expenses by XX by taking the following actions XX in QX		
	Status		
	Status In progress		
	Status In progress Achieve XX through XX in the next quarter		
	Status In progress Achieve XX through XX in the next quarter Status		

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

Select a value ~ *Goal Name Description Basic Info *Start Date 1/1/21		Library Goal				
*Goal Name Description *Start Date 1/1/21		Select a value		~]	
Basic Info Basic Info		*Goal Name	 		1	
Basic Info *Start Date 1/1/21		Description			-	
*Start Date 1/1/21	Basic Info					
1/1/21		*Start Date		/		
		1/1/21		Ċô	J	

1/1/21	Ċċ
Target Completion Date	
12/31/21	Ē
Category	
Select a value	~
Status	
Not started	~
Completion Percentage	
0	
Level	

7. Selecione Salvar e Fechar.



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Mid - Year Estapas para os funcionários

- 1. Auto-avaliação
- 2. Fornecer feedback final

Autoavaliação

- 1. Eu -> Carreira e Desempenho
- 2. Selecione "Performance"
- 3. Clique no Mid-Year Review LATAM 2022

Mid Year Review LATAM - 2022	MANAGER R1	***
Current Task	Task Completion	
Self-Evaluation	0.14	
Manager Evaluation of Workers	0/4	
All Tasks		
Self-Evaluation		
Manager Evaluation of Workers		
O Share Performance Document		
O Provide Final Feedback		
		~

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

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Samsonite Goal Plan 2022 - LATAM	
0 of 2 rated 0 of 2 commented	Evaluate
Employee Calculated Rating	
* * * *	
Employee Comments	
Employee comments	
iatus	
Natus n progress	
tatus n progress mployee Rating	
tatus n progress imployee Rating	
tatus n progress mployee Rating mployee Comments Tahoma - 2 - a z ty E ⊞ @	
tatus n progress imployee Rating mployee Comments Tahoma - 2 - 8 J 12 ∏ ∏ ⊞ @ ♥ 5 € ♥ 1 have been able to accomplish 25% of this goal through the following actions:	
In progress imployee Rating → ★ ☆ ☆ ↓ Meets Expectations imployee Comments Tanoma - 2 - 8 I U IE IE @ 🐄 🍤 C 🍖 1 have been able to accomplish 25% of this goal through the following actions: Example 1	

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5. Click no botão Calcular na seção de resumo

mmary	Calcul
mployee Calculated Rating	
🚖 🚖 📩 │ Meets Expectations (3.00)	
mployee Comments	
Tahoma • 2 • B I U 🗄 🗄 🛞 🛠 🏷 🤣	
I have acheived my target	
	Paragraphs: 1, Words: 5, Characters (with HTML): 25

6. Selecione Salvar e Fechar

			Û EM Y
EM Evaluate Employee R1	Topic Samsonite Goal Plan 2022 - LATAM	Save and Close	Cancel
	Rate and Comment Evaluate the included performance goals.		
	Sort By Display Sequence	~	

7. Digite sua classificação geral de resumo selecionando Editar

GREGOR

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Samsonite TLIM

★ ★ ★ ☆ Meets Expectations (2.83)	

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8. Digite classificação e comentários, selecione Salvar

oloyee Rating	Employee Calculated Rating	
★ ★ ☆ ✔ Meets Expectations	🚖 🊖 🚖 🏫 Meets Expectations (2.83)	
oloyee Comments		
atoma - 2 - 8 / 9 🗄 🗄 🐁 🖘 🕁 🀓		

9. Selecione Enviar

			C	Ĵ Ĉ	EM 🗸
C EM Emp	f-Evaluation: Mid Year Review LATAM - 2022 _{Jloyee R1}		Print	Sut	emit
	Review and evaluate the contents of each section of the evaluation. Click submit when you're done.				
	Document Details	~			

Fornecer feedback final

1. Clique no Mid-Year Review LATAM - 2022

Mid Year Review LATA	M - 2022	****	By MANAGER R1			
Current Task Provide Final Feedbac	k	Task Com	pletion	3/4		
All Tasks Self-Evaluation Manager Evaluatio Share Performance Provide Final Feed	n of Workers Document back	Uma vez que o funcionário entr	gerente conclu ra na tarefa fin	ia estas tare al de fornec	fas, o er feedback	^
e em Continuar						
~		4.				
	Mid Year Review LATA Current Task Provide Final Feedback All Tasks Self-Evaluation Share Performance Provide Final Feedl e em Continuar	Mid Year Review LATAM - 2022 Current Task Provide Final Feedback All Tasks Self-Evaluation Manager Evaluation of Workers Share Performance Document Provide Final Feedback e em Continuar	Mid Year Review LATAM - 2022	Mid Year Review LATAM - 2022	Mid Year Review LATAM - 2022	Mid Year Review LATAM - 2022 **** By MANAGER R1 Current Task Task Completion Provide Final Feedback 3/4 All Tasks Self-Evaluation Share Performance Document Provide Final Feedback Uma vez que o gerente conclua estas tarefas, o funcionário entra na tarefa final de fornecer feedback e em Continuar

<	EM	Provide Final Feedback: Mid Year Review LATAM - 2022 Employee R1	Print
		Information Review the performance document and continue to provide any final feedback comments on your evaluation.	

3. Adicione Comentários e clique em enviar.

EM Provide Employee	e Final Feedback R1	Save and Close	Sub <u>m</u> it Cancel
	Comments Employee Comments Takema • 2 • B I U (= 1:= @ 🛠 5 e 🍖 Thanks for your support and encouragement.)		

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