

Employee's Perspective

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The employee will see the time line on the dashboard, to ensure that he knows when each conversation needs to be completed. It is expected of the employee to create his own Career Conversation. The employee will have instructions that will guide him through the process. The employee will have the opportunity to change any of the KPI's output to a Start, Stop, Not Applicable or Continue. The employee will be able to add any additional KPA's, KPI's and Competencies to the conversation, but are restricted from deleting the original KPA's, KPI's and Competencies originating from the job profile. When the employee is ready to have his discussion with the manager, he will select the Let's Meet button and then the system will inform the manager by means of a system notification. The manager then arranges a meeting with the employee independent of the system.

1. Employee Dashboard

- The Career Conversation Module is located under *the My Quick Start* items.

Figure 1: Career Conversation Menu Item

- When selecting this, the employee will be able to see his dashboard.
- The dashboard consists of the time line, the quick links and the section where he can create his conversations.

Figure 2: Employee Dashboard

2. Create New Career Conversation

- The employee creates his own career conversation.

Figure 3: Creating a new conversation

- When selecting this, a confirmation screen with the following information will display:
 - Position
 - Manager

Figure 4: Confirmation Message

- Upon selecting *No*, another message will display instructing the employee to contact his Human Resources Business Partner.

Figure 5: Contact information

- Upon selecting *Yes*, the career conversation will be created and the employee will be taken to the created career conversation page.

- This page consists of the following sections:
 - Instructions to the employee
 - Quick link to the role profile and action plan
 - Progress bar
 - Yellow: In progress
 - Green: Completed
 - Key Performance Areas section
 - Competencies section

Figure 6: My Career Conversation page

3. Key Performance Area Section

- The employee can only view the *KPA's* and *KPI's* that was imported from the job profile.

Figure 7: Cannot delete original KPA's and KPI's

- Each KPA and KPI is defaulted to *Continue*.
- The employee has the ability to change these outputs to *Start*, *Stop* or *Not Applicable*. When changing the output, it is necessary to specify a reason for this change.

Figure 8: Changing outputs

Figure 9: Outputs changed

- The employee has the ability to add new key performance areas.
- By selecting the *Add New Key Performance Area* button, a screen will open allowing to specify the KPA and KPI.

Figure 10: Add new KPA

Figure 11: Adding of new KPA's

- These added KPA's can be deleted or edited.

Figure 12: Deletion of added KPA's

4. Competencies Section

- The employee can only view the competencies that was imported from the job profile.

Figure 13: View competencies

- Each competency is defaulted to *Continue*.
- The employee has the ability to change these outputs to *Start*. When changing the output, it is necessary to specify a reason for this change.

Figure 14: Changing the output

Figure 15: Changed output

- The employee has the ability to add competencies.
- By selecting the *Add New Competency* button, a screen will open allowing the employee to specify the competency title and description.

Figure 16: Add new competency

- These added competencies can be deleted or edited.

Figure 17: Edit/Delete newly added competencies

5. Let's Meet

- Once the employee is satisfied with the *Key Performance Area and Competencies* sections, he clicks on the *Let's Meet* button.

Figure 18: Let's Meet

- When clicking on this button, a confirmation message will display.

Figure 19: Let's meet confirmation message

- By selecting *Let's Meet*, a system notification will be sent to the employee's manager.
- The manager must arrange the meeting with the employee independent of the system.
- An example of the email looks as follow:

Figure 20: Example of the Let's Meet Notification

6. Employee Dashboard

- The employee's dashboard will be updated with the career conversation added.
- The employee will have the ability to view the conversation, but cannot change the contents of the conversation.

Figure 21: Employee Dashboard

Figure 22: View Conversation