Manager's Perspective

Introduction

The manager will see the time line on the dashboard, to ensure that he knows when each conversation needs to be completed. The manager will be able to see the statistics of the employees that is reporting to him. The employees in each status can be accessed under the applicable tabs. The manager has access to quick links which allows him to easily navigate between his own career conversation and his employees' career conversations. The manager has instructions on the employee's career conversation to guide him through the process. The system enables the manager to create an employee's career conversation on behalf of them because not all employees have access to their own pc's. The action plan is created and managed upon finalisation of the career conversation.

1. Manager Dashboard

- When the manager logs in and accesses the Career Conversation, under My Quick Start, the Manager Dashboard are displayed.
- The three main sections are:
  - The instructions
  - The quick links
  - Employees section

Figure 23: Manager Dashboard

2. View My Employees

- There are two tables displayed. The first table is an overall summary and the second table is where the employees are managed.

2.1. Not Started Tab

- Includes all employees who have not started with their career conversations yet.
- The managers can create a career conversation on behalf of an employee under this tab.

2.2. Started Tab

- All employees who have started with their career conversations, but did not request a meeting yet can be found here.

2.3. Meeting Request Tab

- All employees who requested a meeting with their manager will be displayed under this tab.
- The manager has the ability to view an employee’s career conversation before they have a meeting - in order to prepare.
- This tab is the default tab that is displayed to the manager as these requests takes priority and generally this would be the starting point for the manager.

2.4. Meeting in Progress Tab

- If the employee and manager was in their meeting, but got interrupted for example, they will have to continue at a later stage and this career conversation will be displayed under this tab.

2.5. Finalised Tab

- All employee’s career conversations which has been finalised will be displayed under this tab.
- The employee’s action plans can also be accessed from this tab.

3. Meeting Request Process

- The manager receives a system notification from the employee requesting a meeting.

- The manager schedules a meeting with the employee independent of the system.
- On the day of the meeting, the manager logs into the system and navigates to the Meeting Request tab.
- On the employee, he selects Actions and then Manage Conversation.

Figure 24: Open a meeting request

- The manager now sees all of the employee’s conversations (previous and current).

Figure 25: Employee's Career Conversation

- The manager has the ability to continue the conversation or view the conversation.
- There are two tabs namely 2017 Career Conversation where all the current period’s conversations will be displayed and Historic where all the previous period’s conversations will be displayed.
- When the manager selects Continue Conversation, a confirmation message will display to confirm that the employee is sitting with him in the meeting.

Figure 26: Confirmation Message

4. Employee's Career Conversation

- Once the manager confirms that the employee is present for the career conversation, the career conversation page will open.
- This page consists of the following sections:
  - Manager Instructions
  - Quick Links
  - Progress bar of the career conversation
  - The Key Performance Areas section
  - The Competencies section

Figure 27: Employee's Career Conversation – Instructions and Quick Links
Figure 28: Employee's Career Conversation - KPA's and Competencies

5. Key Performance Areas Section

- The manager has the ability to see the employee’s outputs for each KPA and KPI.
- These KPA’s and KPI’s are marked as Continue by default.
- While in discussion, the manager changes these KPA’s and KPI’s to either another output or the same output as the employee. (Refer to Section 3 in this document)
- Only the manager’s output will be carried over to the Action Plan later on.

- When the manager changes an output, the reason for the change is mandatory. (Refer to Section 3 in this document)
- The manager also has the ability to add a new KPA and KPI. (Refer to Section 3 in this document)
- KPA’s that are imported from the job profile cannot be deleted. (Refer to Section 3 in this document)
- KPA’s that were newly added can be deleted. (Refer to Section 3 in this document)

Figure 29: Manager's Outputs for KPA’s and KPI’s

6. Competencies Section

- The manager has the ability to see the employee’s outputs for each competency.
- These competencies are marked as Continue by default.
- While in discussion, the manager changes these competencies to either another output or the same output as the employee.
- Only the manager’s output will be carried over to the Action Plan later on.
- When the manager changes an output, the reason for the change is mandatory.
- The manager also has the ability to add a new competency.
- Competencies that are imported from the job profile cannot be deleted.
- Competencies that were newly added can be deleted.

Figure 30: Manager's outputs for Competencies

7. Finalise Conversation

- When the discussion is over regarding the KPA’s, KPI’s and Competencies, the manager needs to finalise the career conversation by clicking on the Finalise Conversation button.

Figure 31: Finalise the conversation

- A confirmation message will open, which the manager needs to confirm or cancel.

Figure 32: Finalise conversation message

- Upon finalisation, the Action Plan will be created.
- The manager is taken to the employee’s Action Plan.

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