



Delt Employee Mini Guide

Employee Talent Review Cycle

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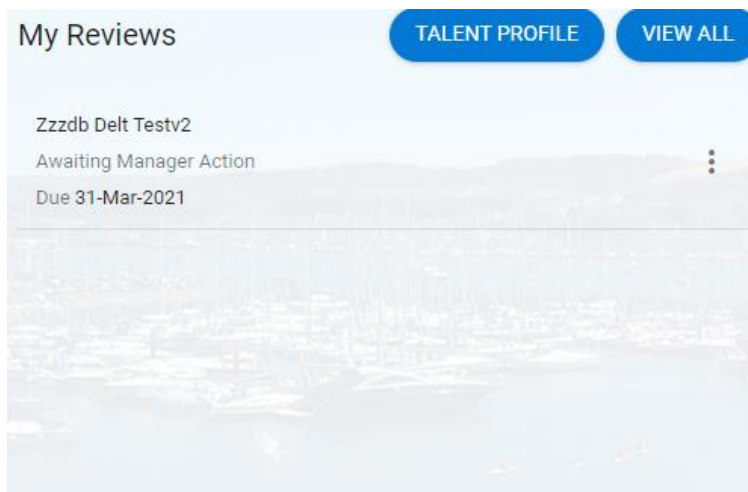
Employee Talent

The Review Tab on the Employee Dashboard contains widgets that allow a user to view and manager their Talent Profile, Reviews, and Objectives.

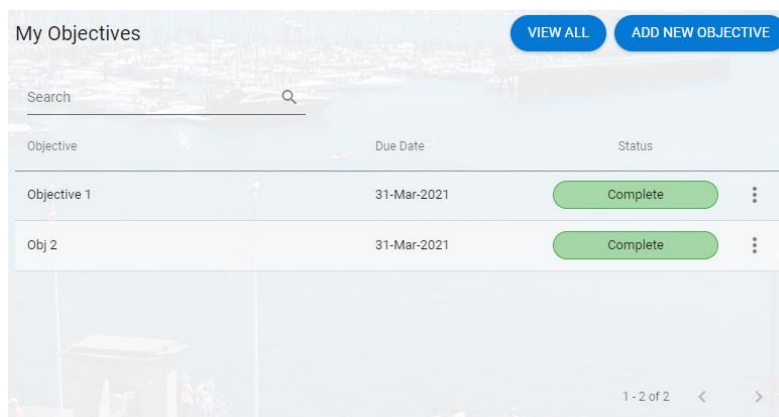
Review Tab

Review Widgets – What do they do?

The My Reviews widget is found on the Review Tab of the Employee Dashboard and shows a list of your active review cycles. This list will show the name of the cycle, what action is required, and when the cycle is due to be completed. This widget can also be used to access the Talent Profile.



The My Objectives widget is found on the Review Tab, and can also be seen on the Objectives Tab. This widget shows a list of your objectives, stating the objective name, due date, and current status. This widget can also be used to add a new objective to a review cycle.

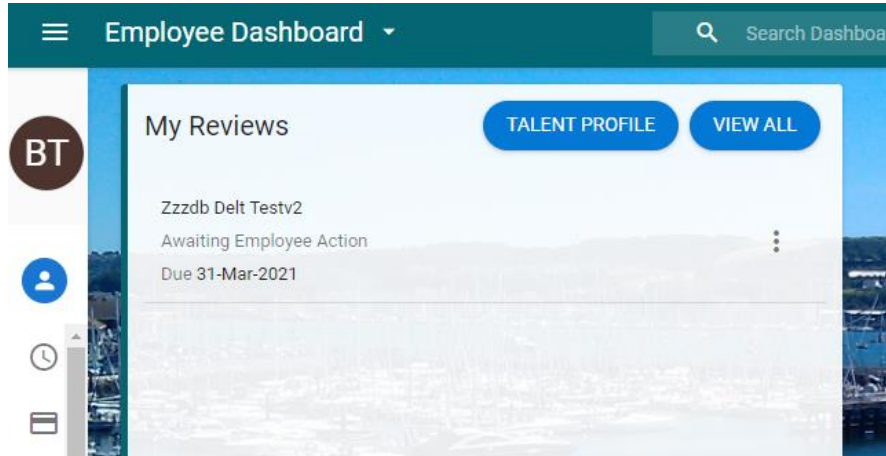


My Review Cycles

How to access and complete the Review Cycle

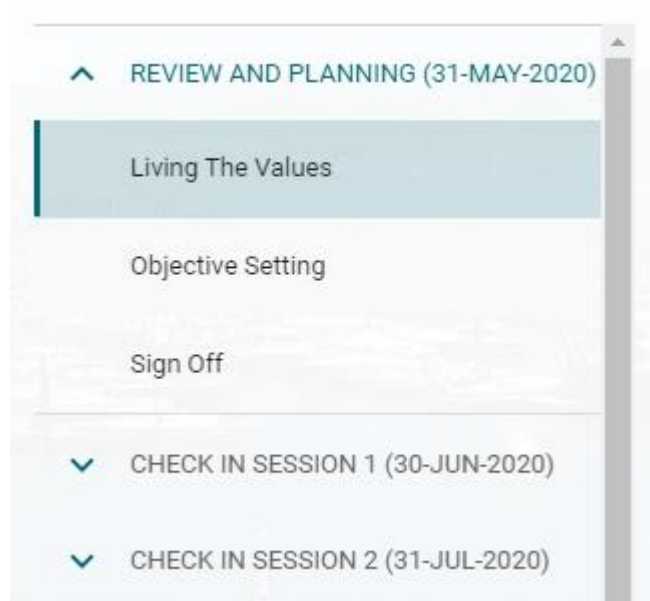
Review cycles can be accessed from the My Reviews widget.

1. To open an active review, click on the ellipses and select "Launch".



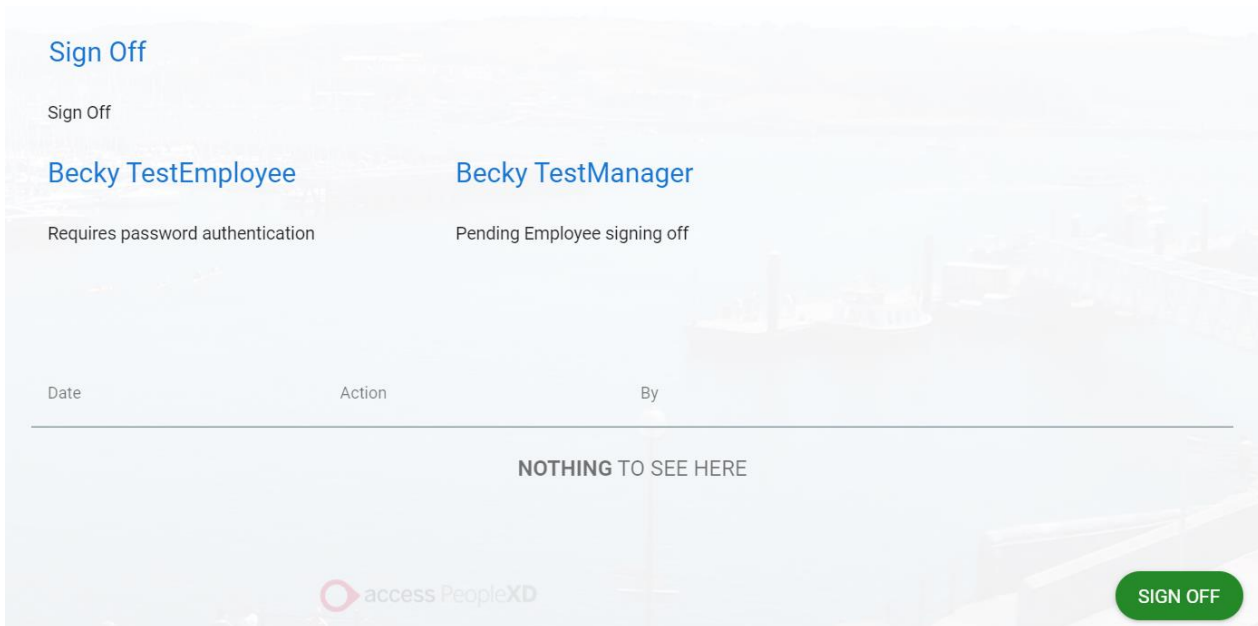
2. When you enter a Review Cycle the stages can be seen on the left side of the screen. You can navigate to any of these stages by clicking on the name and selecting the appropriate section of the stage that you would like to view.

Please note, while you can navigate to any stage at any time, subsequent stages cannot be submitted until the previous stage has been completed and signed off by both the Employee and the Manager.



3. Review and Planning is the first stage in the Review Cycle, and this is tied to Performance Management Review. Within the review cycle this stage is split into two sections, Living the Values and Objective Setting.

- In the Living the Values section there are areas for Employee comment on what behaviours they will Stop, Start and Continue. There is also an area for Manager comments, this cannot be edited by the employee. Once the employee sections are complete press the save button on the bottom right.
- In the Objective Setting section, you can add or edit objectives in the performance management review cycle. More information on creating objectives is included on Page 6.
- Once you have completed the Living the Values section and created objectives the stage can be signed off. To do this select the green 'SIGN OFF' button on the bottom right. You will then be prompted to enter your password. Once the cycle has been signed off by the employee, it will be sent to the manager who can also add comments before signing off.



4. The Review Cycle also contains stages for monthly Check In Sessions (or 1:1's).

- The Monthly Review section contains areas for the employee to comment and areas for manager comments. Once the detail has been added press SAVE on the bottom left and navigate to the next section.
- Each Check In Session must be signed off in the same way as the Review and Planning stage. You will be unable to sign off subsequent sections until all previous Sessions have been signed off by both Employee and Manager.

5. The final stage of the Review Cycle is the End Performance Review. This is again tied to Performance Management Review and contains two sections, End of Year Review and Values.

- In the End of Year Review section there are areas for the employee to comment on their overall performance for the year and to list their key accomplishments. Once the detail has been added press SAVE on the bottom left and navigate to the next section.
- The Values section is intended to be used to review the Delt values and how they have been applied to the role. To enter information against each value you can click the ellipsis and select 'open'. Here you can add the rating you believe you have achieved during the year from the Employee Rating drop down on the left. There is also an area for the manager to enter their rating. The relevance of the value must also be selected. Once the detail is complete, select 'SAVE' on the bottom right. This should be done for each of the values.

Values

Review the DELT values and how you applied them to your role

Competency	Desired Level	Employee Rating	Manager Rating	Gap to Desired level	Attribute
We believe in partne... Core Competency	Leading/Teaching	Living			Desirable
We develop and em... Core Competency	Leading/Teaching				Desirable
We have Integrity an... Core Competency	Leading/Teaching				Desirable
We strive to be the b... Core Competency	Leading/Teaching				Desirable
We value innovation ... Core Competency	Leading/Teaching				Desirable

- Once each section is complete the employee can sign off the Review Cycle. On the sign off section you must enter the final rating. Once this has been completed select the green 'SIGN OFF' button on the bottom right. You will then be prompted to enter your password. Once the cycle has been signed off by the employee, it will be sent to the manager who can also add comments before signing off.

Objective Setting

How to add/edit Objectives

Objectives can be added/edited from the Review or Objectives Tabs using the My Objectives widget, or from within the Review Cycle on the Objective Setting Tab.

To **add** an objective:

1. Select 'ADD NEW OBJECTIVE'
2. Enter Objective Title. The Objective Cycle, Objective Type, Start Date and End Date will auto-populate based on the Review Cycle. The date fields can be edited if relevant.
3. Once the appropriate fields have been completed, select 'SAVE' on the bottom right.

Please Note: This creates a draft objective; this must then be edited to add detail and create a 'Work in Progress' objective.

Create new Objective

Employee Dashboard > Zzzdb Delt Testv2 (Becky TestEmployee - 300218-... > Create new Objective

Objective title *	Objective cycle *	Objective type *
Objective 1	zzzDELT Objectivesv2 (01-Apr-2020 - ...	Annual Objective 20/21
Enter the title of this objective	What cycle should this be in	What type of objective is this
Appointment *	Start Date *	End Date *
IT Technician (300218-19)	01-Apr-2020	31-Mar-2021
What appointment should this be under	When will this objective start	When will this objective end

To **Edit** an Objective:

1. Navigate to either the My Objectives widget, or the Objective Setting section of the Review Cycle.
2. Click the ellipses next to the objective you would like to edit and select either 'View Objective' or 'Edit Objective'. This will open a new screen with 4 tabs.
 - **Objective Information** – This is where a description can be added to the objective, and the objective priority should be set. You can also edit the Title, Start Date, and End Date here. There is also an option to set the Objective Current Status, though this does not update the overall status of the objective.
 - **SMART Objective** – These fields are not mandatory to complete; this tab can be ignored.
 - **Comments** – Comments against the objective can be added, viewed, and edited here. To do this select 'VIEW/ADD' on the top right. This will now list the comments with ellipses that can be used to edit or delete an existing comment. Select 'ADD COMMENT' on the top right to add a new comment to this objective.

- **Milestones** – Milestones can be used to break down the main objective into smaller sections. These can have different due dates, and the status of the individual milestones can be tracked. To add a milestone select 'ADD' on the top right. Here you can enter the Title, Due Date, Completion Date, and Status. The milestones can be edited or deleted by clicking the ellipses.
3. Once all of the appropriate detail has been added to an objective select 'SAVE' on the bottom right. This objective can then be added to, commented on, and edited by both the employee and manager throughout the cycle.
 4. Once an objective has been completed select 'SUBMIT FOR FINAL APPROVAL' on the bottom right. This will send the objective to the manager to be signed off as complete.
 5. If an objective has been submitted to the manager for approval a button will appear to 'NUDGE YOUR MANAGER'. Clicking this will send a notification to your manager that attention is required on an objective.
 6. If an objective is marked as complete by your manager, the status will be updated, and no further work is required against this objective. If an objective is sent back by your manager, the status will be updated to 'Final Approval Denied' and you can view any comments by editing the objective as detailed above. The objective can be resubmitted in the same way once further work has been completed.

