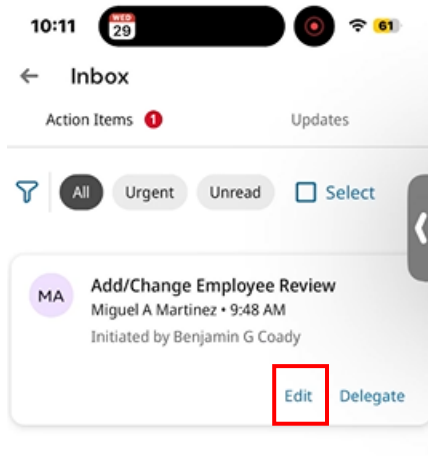


Gid Revizyon Pèfòmans Anplwaye sou Mobil UKG (Etap pa Etap)

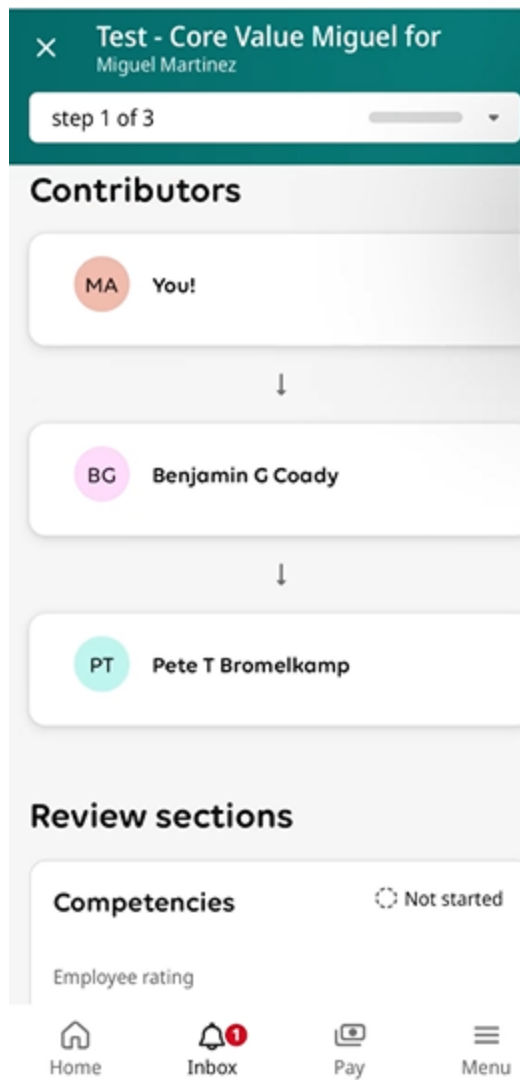
Louvri Travay ki nan Bwat Resepsyon an

- From your mobile app home screen, go to **Inbox**
- Locate the task titled Add/Change Employee Review and click on “**EDIT**”



Apèsi sou Revizyon an

- You'll see a summary screen with:
 - Contributors
 - Review details
 - Competency rating status



- Scroll down to Competencies and click **“START”**
 - *Do not start with Overall Comments*

×

Test - Core Value Miguel for Miguel Martinez

step 1 of 3

Review sections

Competencies

○ Not started

Employee rating

--

Manager rating

--

Start

Overall comments

○ Not started

Start

Final score

Employee rating

Home

Inbox 1

Pay

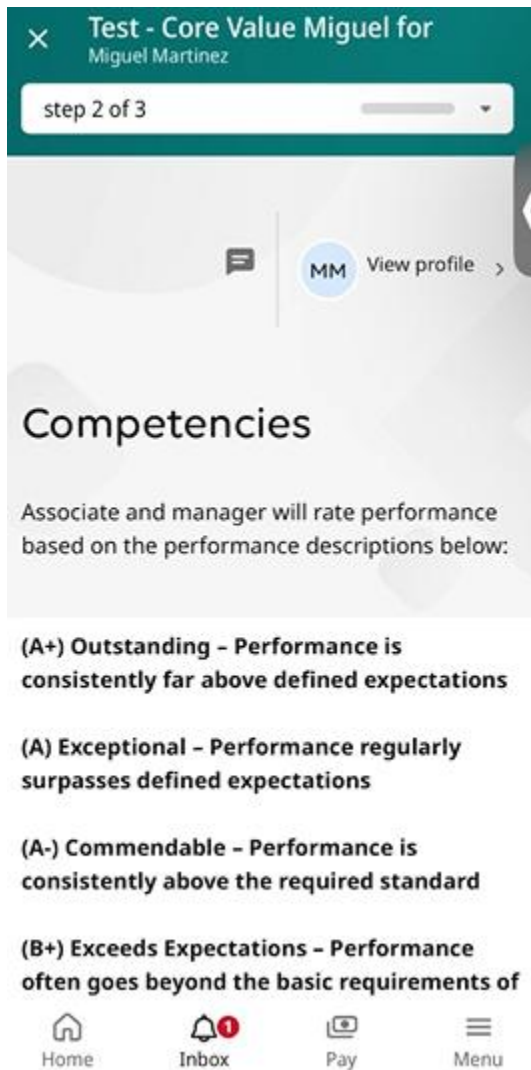
Menu

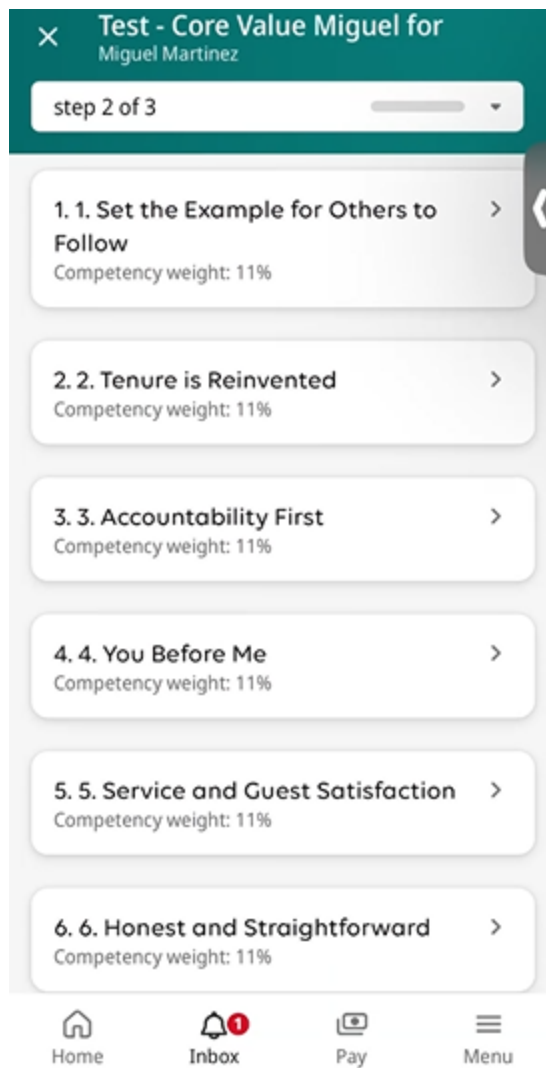
Ranpli Konpetans yo

- Select a competency (e.g., *Set the Example for Others to Follow*)
- Review the description
- Choose the appropriate rating from the dropdown:
 - Failing
 - Inconsistent
 - Meets Expectations
 - Exceeds Expectations
 - Outstanding

- Ajoute kòmantè sou fason pèfòmans ou montre valè fondamantal sa a.
- Tap **Save**

➔ Repete etap sa yo pou tout konpetans ki nan lis la.





(Klike sou yo youn apre lòt.)



1. Set the Example for Others to Follow

Save

Competency weight: 0%

1.

Leads by example. Committed to executing their role to the best of their ability. Always maintains a positive, cheerful attitude. Avoids passing assigned responsibilities on to someone else. Is not afraid to say "I don't know" or "I made a mistake". Takes pride in executing their role. Always does what they say they will do.



Competency notes



Show details

Employee comments



Paragraph



Employee comments...



Home



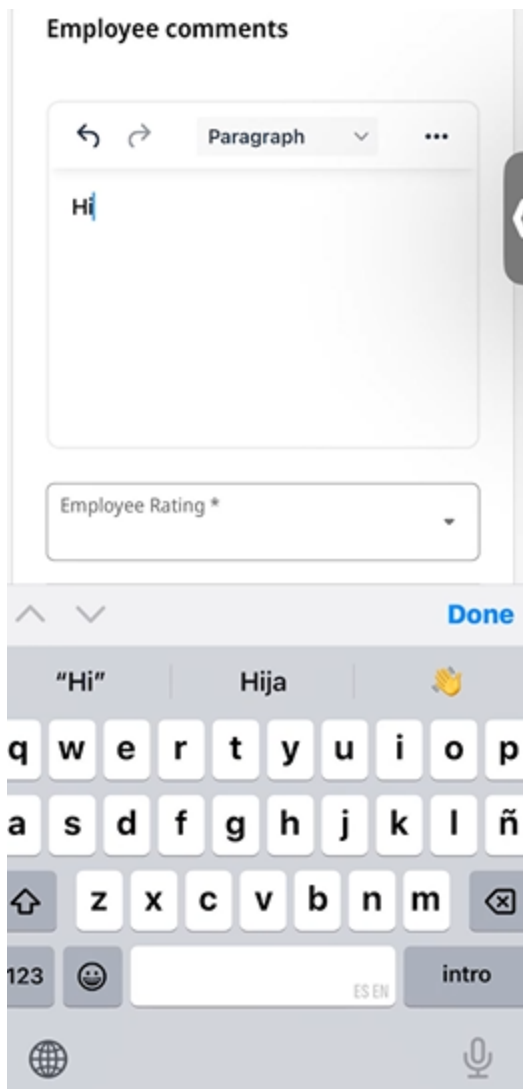
Inbox



Pay

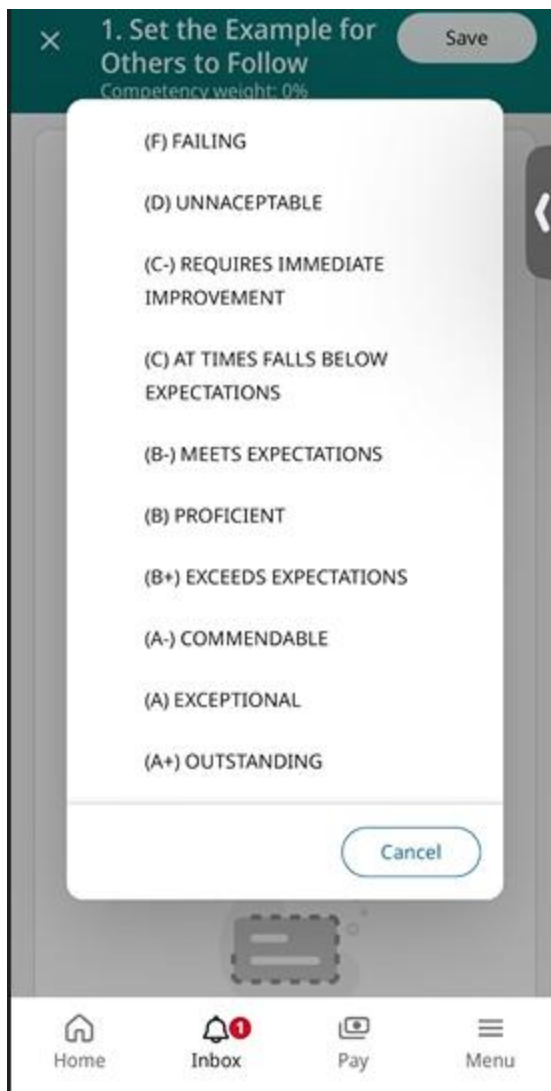


Menu



Ajoute Kòmantè Anplwaye a

- Scroll to the **Employee Comments** section
- Tap into the comment box
- Antre kòmantè ou yo avèk klavye a (pa gen limit sou kantite karaktè).
- Peze Done.



- Click on the **Employee Rating** dropdown menu
- Chwazi nòt ki pi byen reprezante pèfòmans ou kwè ou te reyalize a.



2. Tenure is Reinvented

Save

Competency weight: 0%

2.

Avoids becoming complacent and accepting average results. Challenges self to continually learn and develop skills. Challenges those around them to learn and develop their skills. Is willing to accept change with a positive outlook. Never assumes that they "know it all". Accepts and seeks out learning no matter what their tenure with TPI is.



Competency notes



Hide details

Type

Intrapersonal

Employee comments



Paragraph



Employee comments...



Home



Inbox



Pay



Menu

The screenshot shows a mobile application interface for a competency test. At the top, a teal header bar contains a close icon (X) and the text "Test - Core Value Miguel for Miguel Martinez". Below the header, a white box displays "step 2 of 3" with a progress bar. A list of competencies is shown, with the selected item "9. 9. Pacesetters Win" highlighted in a light blue box, showing a competency weight of 11%. Below this, a white box titled "Average competency ratings" displays the "Employee rating (B) PROFICIENT" and the "Manager rating" as two empty stars. At the bottom of the main content area, there are two buttons: a light blue "Go to review summary" button and a dark blue "Proceed to Overall comments" button. The bottom navigation bar includes icons for Home, Inbox (with a red notification badge), Pay, and Menu.

Test - Core Value Miguel for Miguel Martinez

step 2 of 3

Competency weight: 11%

9. 9. Pacesetters Win
Competency weight: 11%

Average competency ratings

Employee rating
(B) PROFICIENT

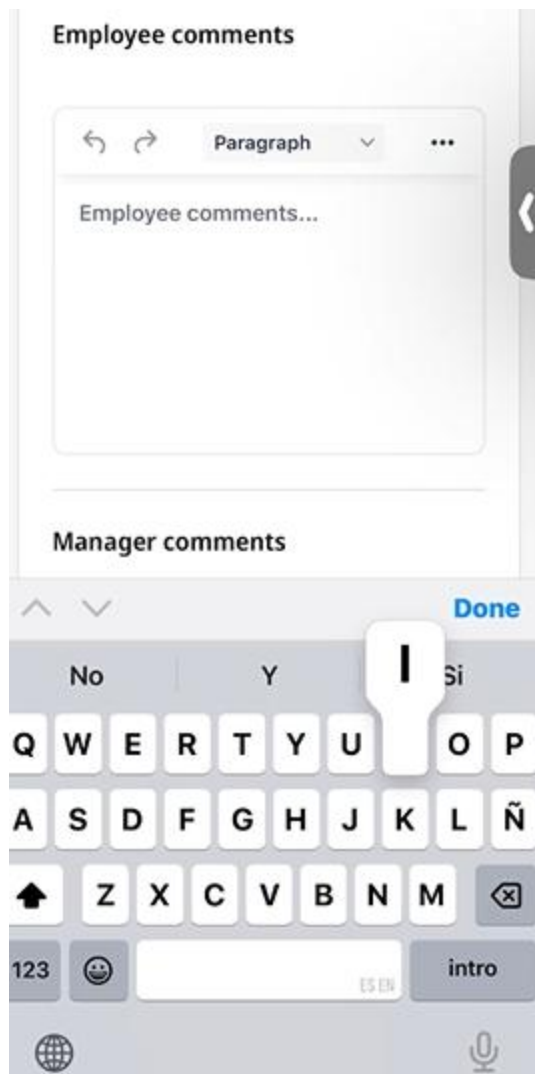
Manager rating
☆☆

Go to review summary

Proceed to Overall comments

Home Inbox Pay Menu

- Complete ratings for all 9 competencies
- Your average score will automatically be calculated and displayed in the **Employee Rating** box
- Peze “Go to Review Summary” pou wè rezilta ou yo.



- Bay nenpòt lòt enfòmasyon, reyalizasyon, oswa kontèks ou ta renmen yo konsidere kòm yon pati nan revizyon pèfòmans ou.

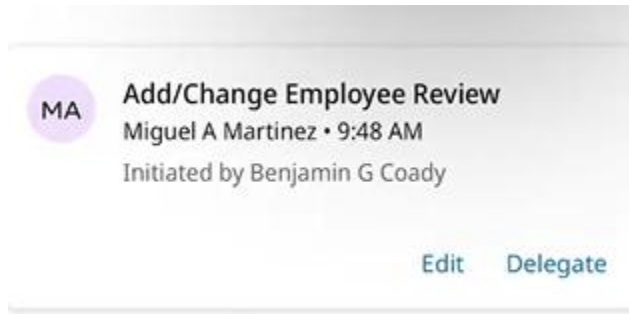
The screenshot shows a mobile application interface for submitting a review. At the top, a teal header bar contains a close icon (X) and the text "Test - Core Value Miguel for Miguel Martinez". Below the header, a white bar indicates "step 1 of 3" with a progress bar. The main content area has a light gray background. The title "Submit your review" is in bold. Below it, a paragraph explains: "Okay, if you're happy with everything, go ahead and send your review to the next contributor. You may add optional routing comments for the next reviewer before you submit." This is followed by the label "Routing comments (Optional)" and a large, empty rectangular text input box. Below the input box, a note states: "These comments will not appear in the final review, but are visible to all review contributors". At the bottom of the main area is a large blue button labeled "Submit your review". The bottom navigation bar features four icons: a house for "Home", a bell with a red notification badge for "Inbox", a wallet for "Pay", and a hamburger menu for "Menu".

Soumèt Revizyon an

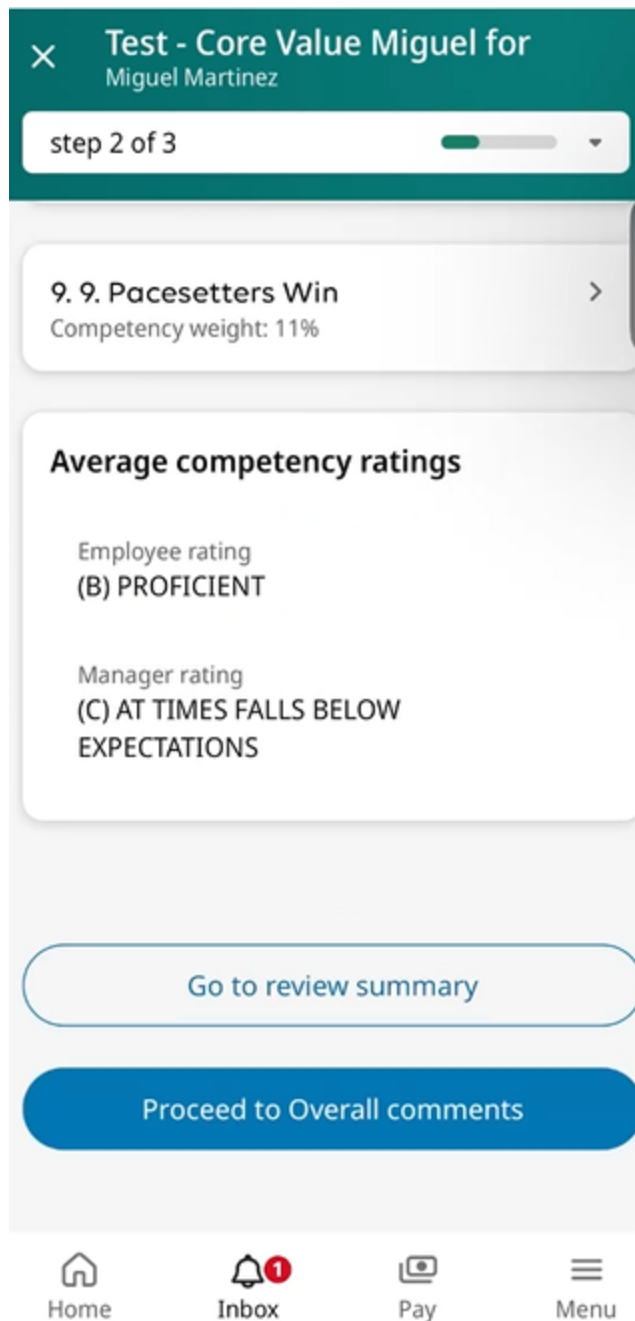
- Tap **“Proceed to submit”**
- Review the final submission screen
- Peze “Submit your review”.

This will go to your manager to review and add their comments to each section.

- Lè manadjè ou fin ranpli seksyon pa li a epi manadjè li apwouve li, y ap pwograme yon reyinyon 1:1 pou diskite sou revizyon pèfòmans anyèl ou.
- Apre tout pwèn yo fin diskite, louvri UKG, retounen nan Bwat Resepsyon ou a, epi klike sou Edit.



- Desann pou revize evalyasyon ou bay tèt ou ak evalyasyon manadjè ou bay la.
- Klike sou chak konpetans pou revize kòmantè ki nan chak seksyon.
- Lè ou fin revize tout seksyon yo, klike sou “Proceed with Overall Comments”.



- Revize kòmantè manadjè ou te ajoute nan seksyon Kòmantè Jeneral yo.
- Lè ou fini, klike sou “Go to Review Summary”.

×

Test - Core Value Miguel for
Miguel Martinez

step 3 of 3

Manager comments

Benjamin G Coady wrote:
Current rate of pay: \$10
Score - C = 2%
New Rate of pay - \$10.20

Go to review summary

Proceed to submit

- Nan seksyon sa a, tanpri verifiye ou konprann ogmantasyon salè a, epi peze Proceed to submit.