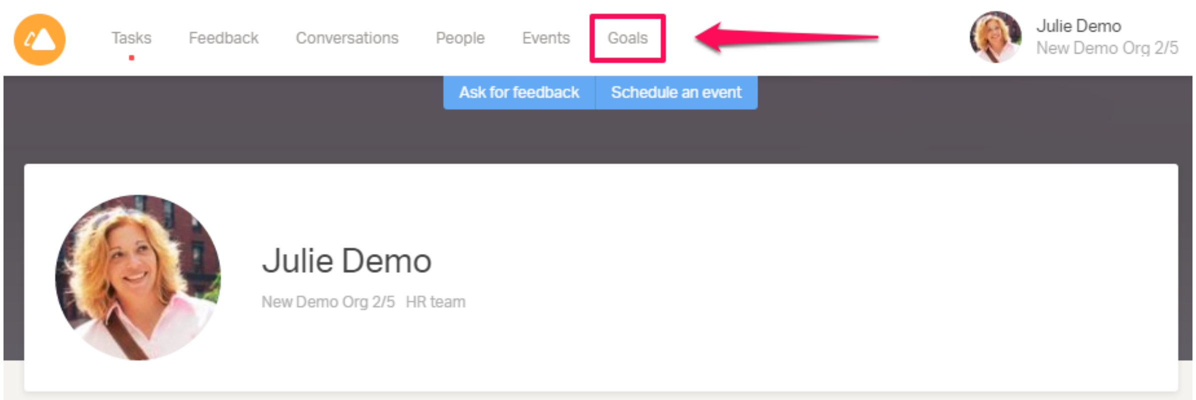
1. Setting Goals

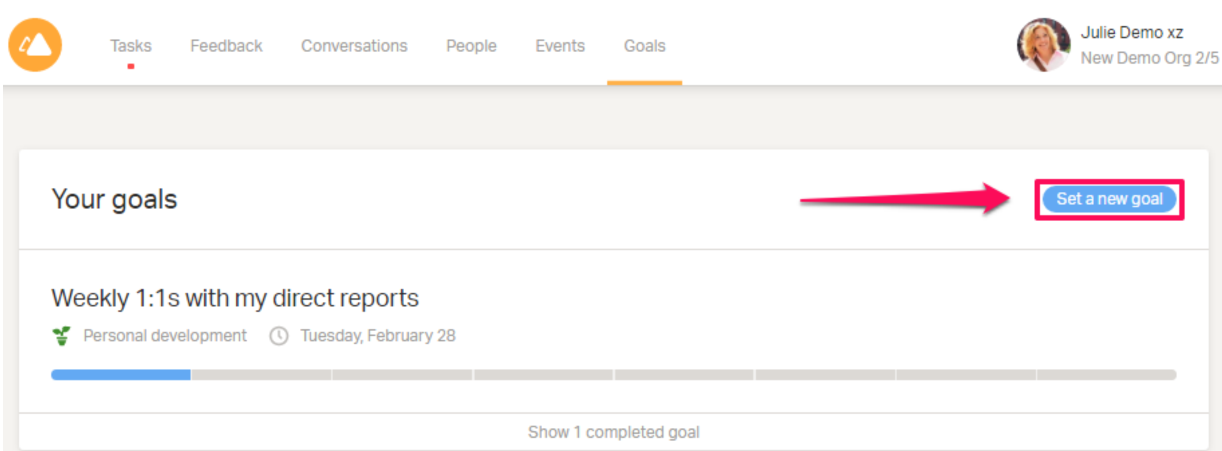
1.1 Overview

The "Goals" functionality allows you to set up personal or work goals and track their progress. Your goals can be visible to your leader and co-workers, however you are able to determine this. As a minimum your goals should be visible to your leader (Manager). You can visit your "Goals" page by clicking on the tab in the top header of your home screen:

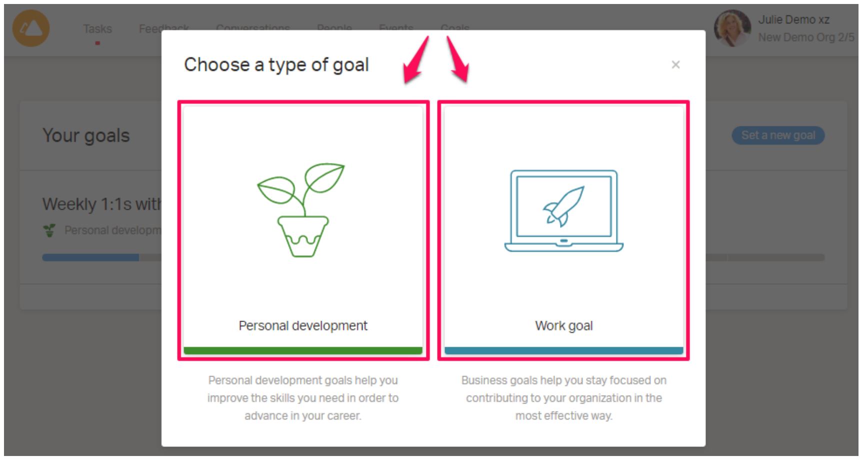


1.2 Setting up

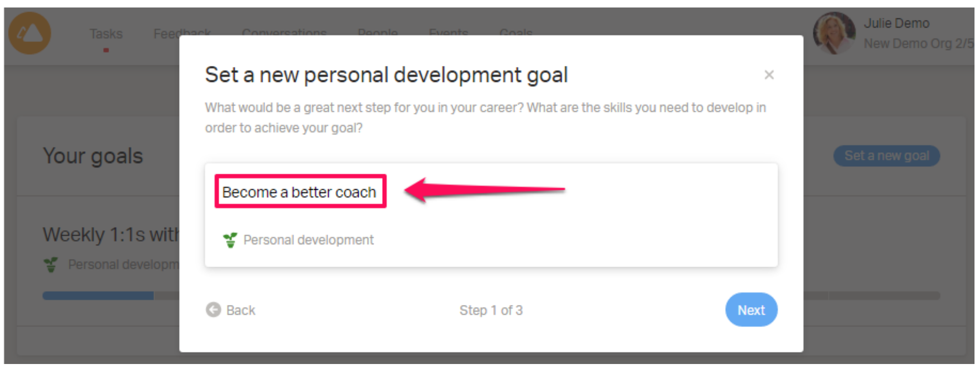
Start by clicking on "Set a new goal" or, if this is your first time, on "Set your first goal":



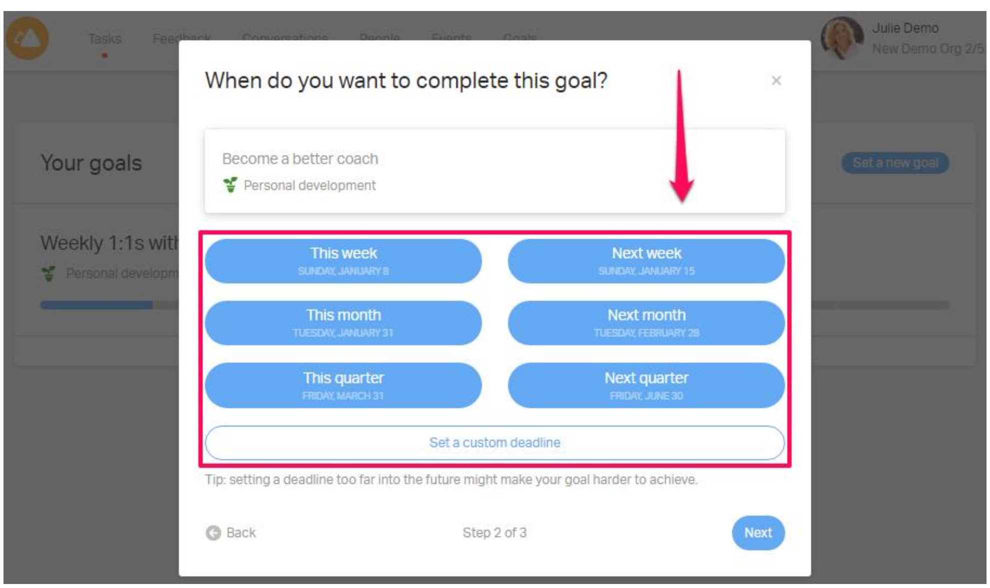
Choose what type of goal it is:



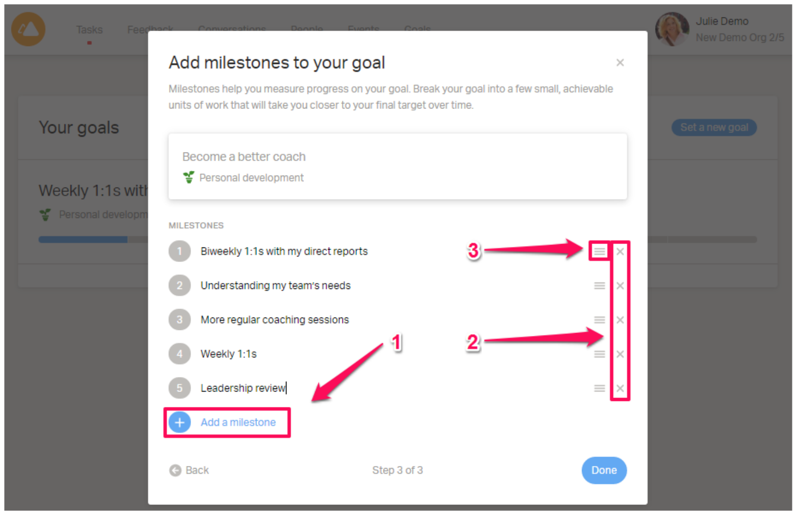
Pick a title for your goal:



Pick a deadline for your goal:

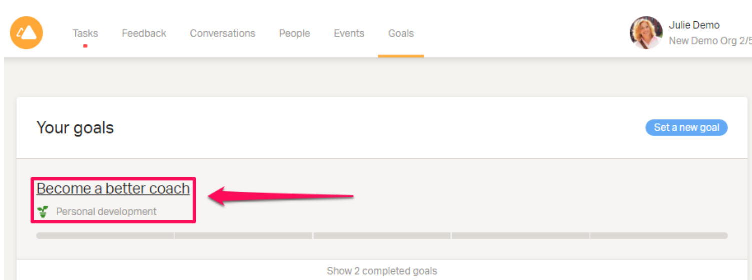


Add milestones to your goal. Milestones are remarks, intended to visualise the progress of your goals. You can add as many milestones you need (1), or remove them by pressing the 'x' if you need (2). You can also move and re-arrange them in a proper order by dragging the three lines button (3):

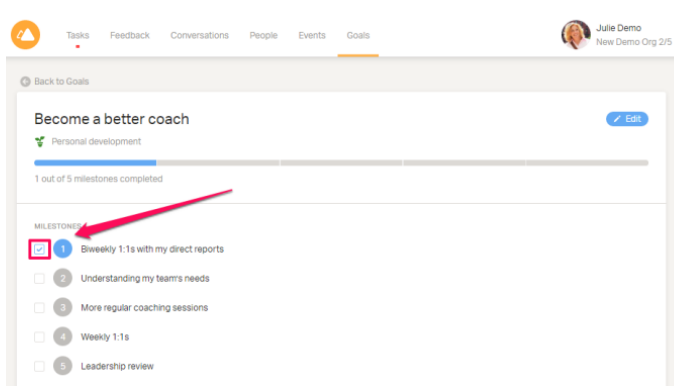


Clicking on "Done" completes the set-up and brings you back to the goals page.

You can click on each goal to see its details:

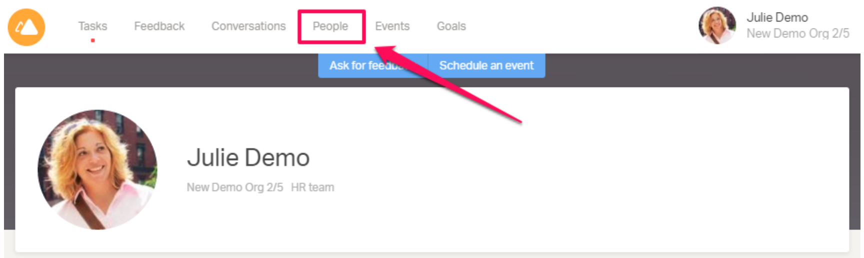


Mark the completion of the individual milestones by ticking the box to the left:

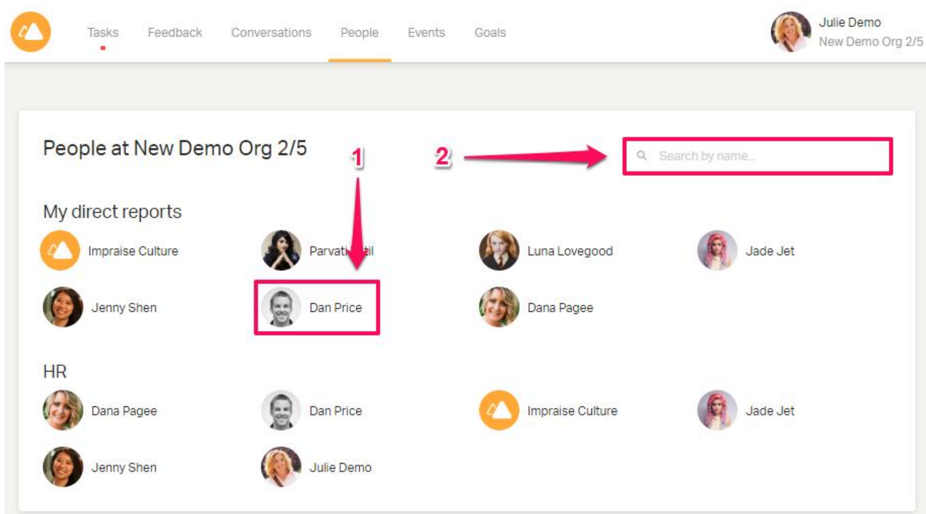


2. Give feedback

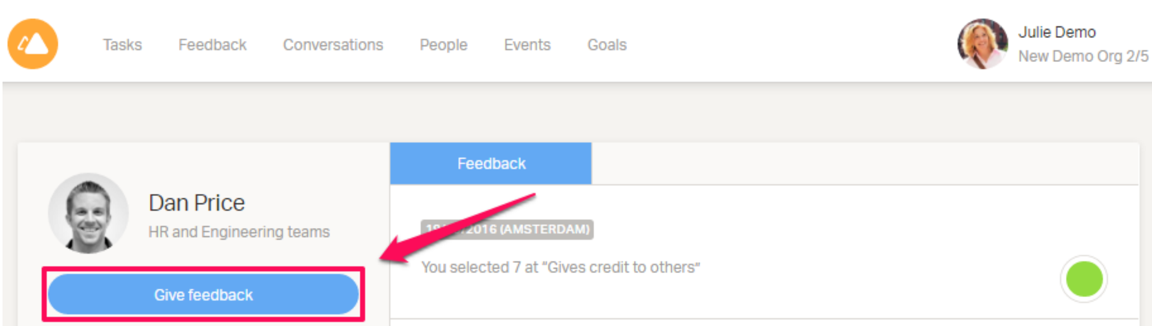
Click the 'People' tab on your homepage to get an overview of your peers:



Look for your peers and click on their profile (1) or search for them by name in the search bar (2):

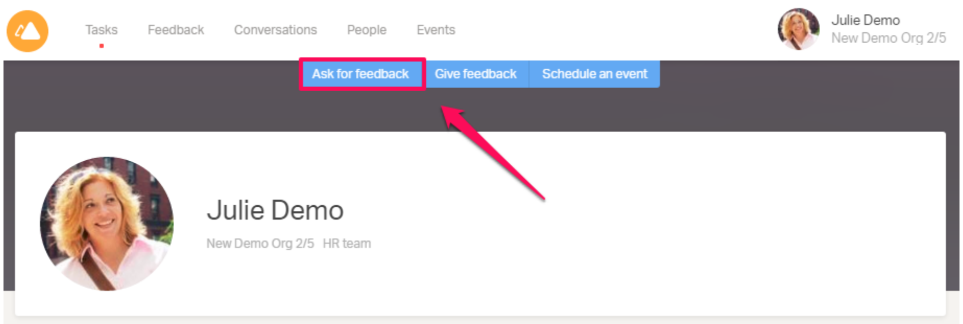


Once you go to your colleague's profile page, click "Give feedback":



3. How to ask for real-time feedback

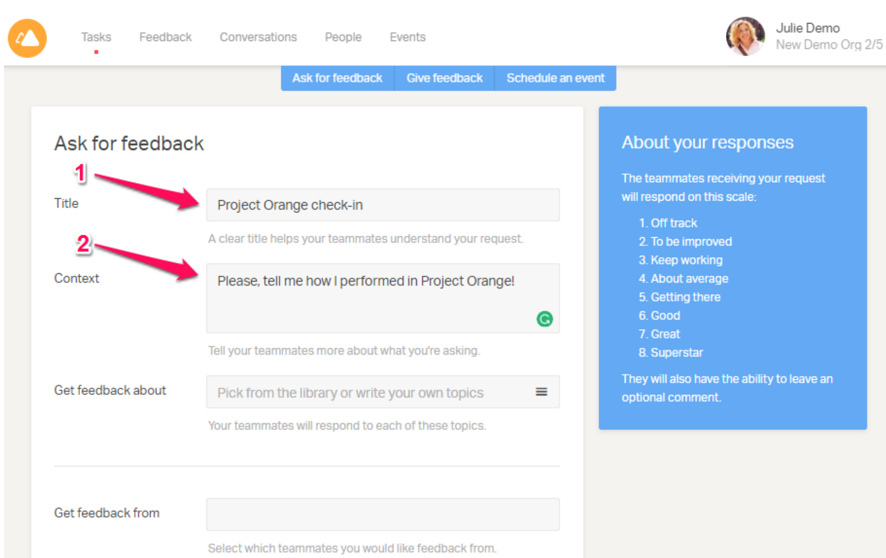
Go to your MyGPS home page and click on the blue 'Ask for feedback' tab under the header:



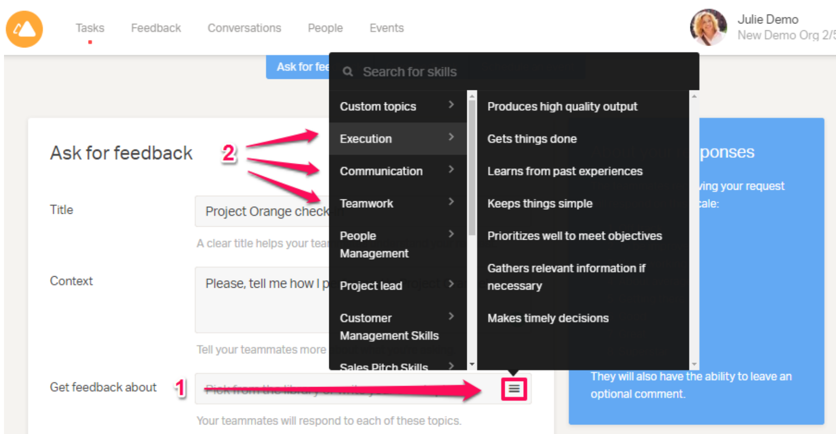
Give your feedback request a title (1) and provide some context for your colleagues (2) in the two boxes seen below. Pick a title that would let your colleagues know what you are asking for. For example, you can include a name of a project or a subject of a meeting you just had, like *'Project Orange check-in'*.

The context section allows you to ask your colleagues what you would like to get feedback on. It should include the following:

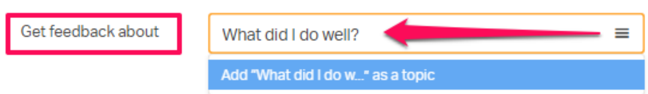
- what you hope to get out of this feedback request *(e.g. 'I am hoping to get some feedback on my recent presentation'),*
- how this feedback will help you in the future *(e.g. 'I would like to hear your thoughts in order to improve my presentations in the future'),*
- if and how you will follow up on the feedback received *(e.g. I will use this feedback to inform my manager in the 1-on-1 meeting this month).*



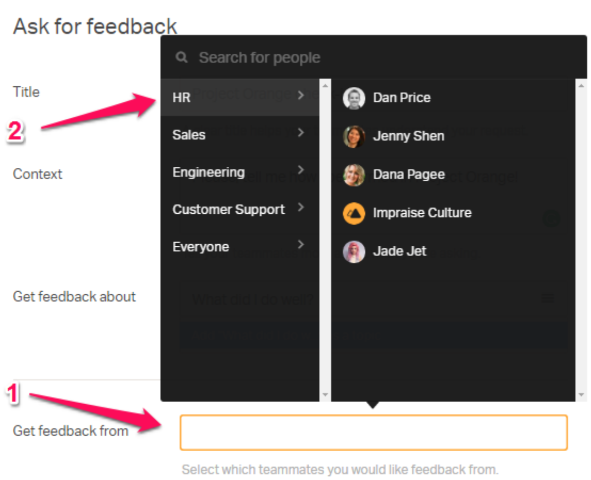
Choose the skills and competencies you want to get feedback on by clicking on the right-hand side of the 'Get feedback about' box (1) to make your selection (2). Real-time feedback requests are meant to be short check-ins done frequently, so we suggest choosing three to four skills at most: **These are set to our Organisational Values & Behaviours.**



Optional: By clicking in the 'Get feedback about' box, you can type in a question of your personal preference open-ended question like the one seen below:



To choose whom you would like to get feedback, click on the 'Get feedback from' box (1) and select your colleagues from the black box that pops up (2). Remember to select people you have been working with closely so they would give you meaningful feedback.

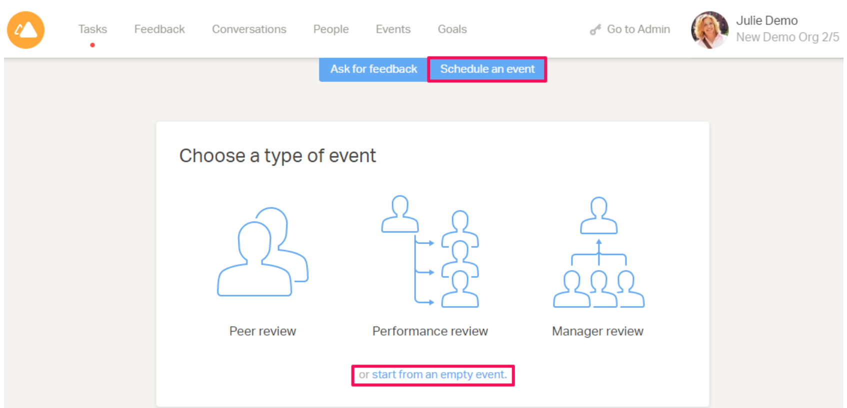


Once you have chosen your colleagues, you can scroll to the bottom of the page and click on 'Ask for feedback' to complete your request. Notifications about the request will be automatically sent to you colleagues!

4. Leaders – Set up an event

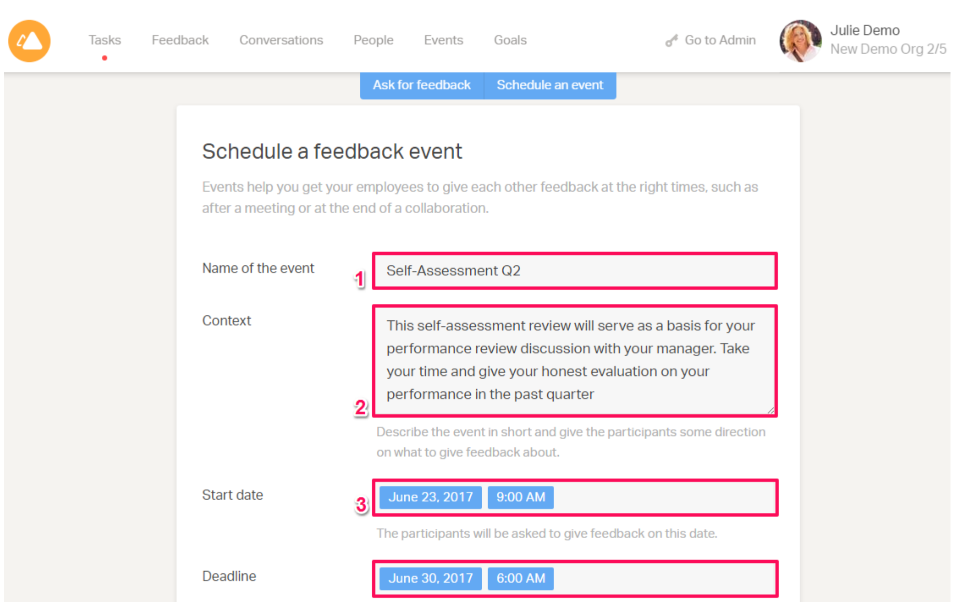
4.1 Pick the template

Start by clicking on "Schedule event". Then, choose **"Start from an empty event"** **(Always choose this option).**



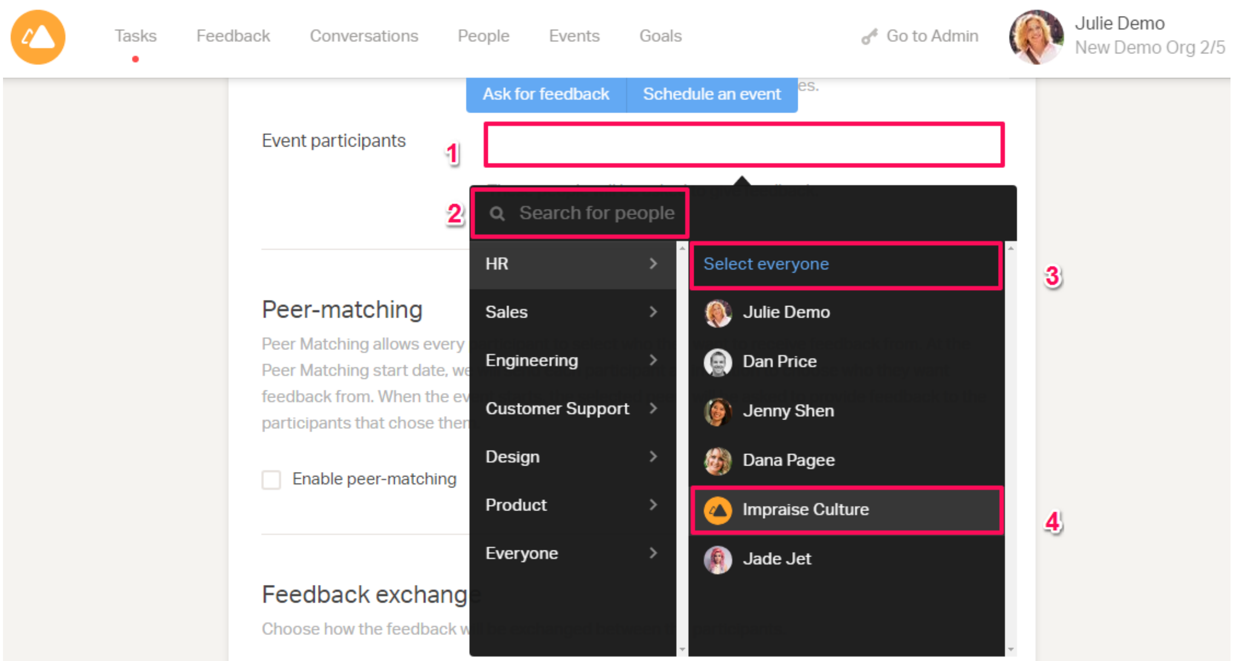
4.2 Title, Context, Start & End dates

1) Fill in the title of the review (name of event);
2) Provide instructions for the participants in the "Context" field. Explain the 'Why-What-How' of your review;
3) Choose the start date and the deadline. On the start date, an invitation will be sent to all participants. By default, MyGPS will send reminders to the event participants who haven't completed their tasks. They will be sent 48, 24 and 4 hours before the deadline.



4.3 Participants

Clicking on the "Event participants" field (1) will pop-up a window where you can select who will participate in the review. You can search for people by name (2) or select/deselect entire teams (3). Don't forget to include the **People and Culture Admin option (4).**

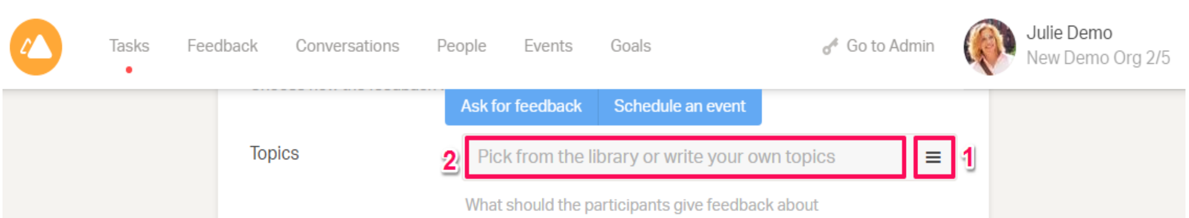


You can perform reviews for 1 staff member. Select the staff member's name and your name.

Or you can perform reviews for multiple staff, for example your team. Just select the names of the people you would like to send the event to.

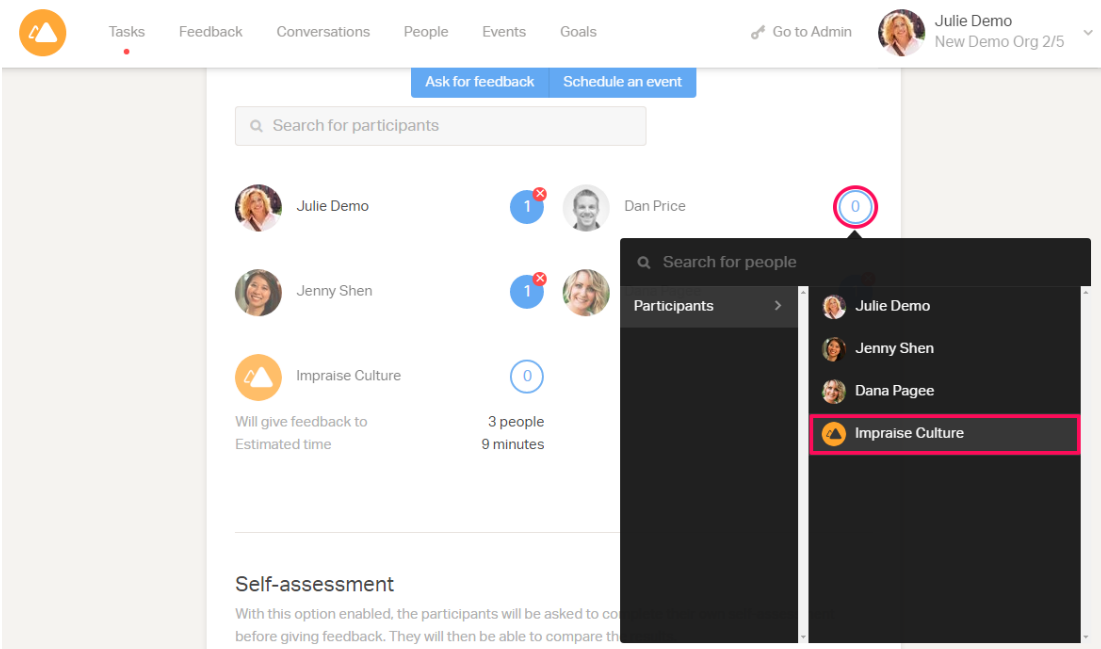
4.4 Topics/Questions

In this section, you can choose what topics the participants are going to give feedback about - either choose a topic from your company's competency library (1) (Organisational Values and Behaviours) or write your own, custom questions or topics (2). You can also set the way they would be answered (Scale 1 to 5; Choose a drop down or open ended answer).



4.5 Feedback Flow

The next step of the setup is configuring the feedback flow (this is only relevant if you are setting up this event for more than 1 person) - set **each** participant to **receive** feedback from the Generic/Survey/P&C account as shown in the screenshot below. The self-assessment can only be activated when someone receives feedback. Therefore, by simulating the survey-account to give feedback to the participants, the self-assessment will be enabled for them.

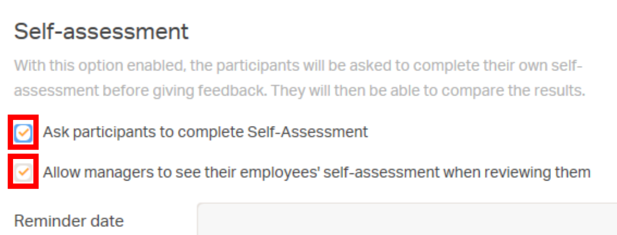


4.6 Enabling Self-Assessment

Enable self-assessment by ticking the box. You also have the option of setting a reminder for completing the self-assessment. It will be sent out on a date and time of your choosing:

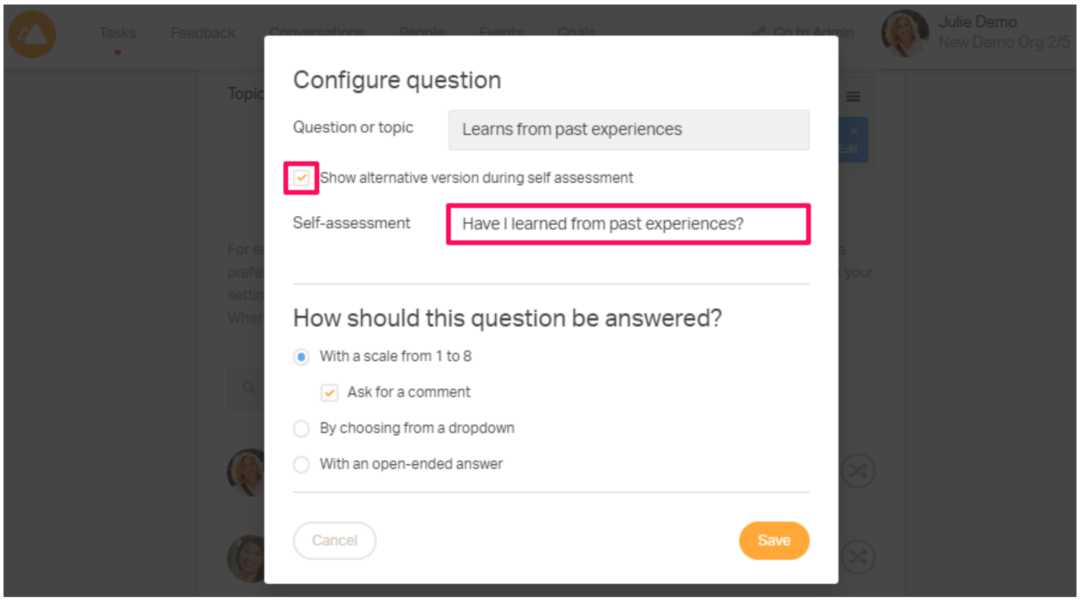
Once you enable the self-assessment, you will have the possibility to create alternative question for the self-assessment. Example:

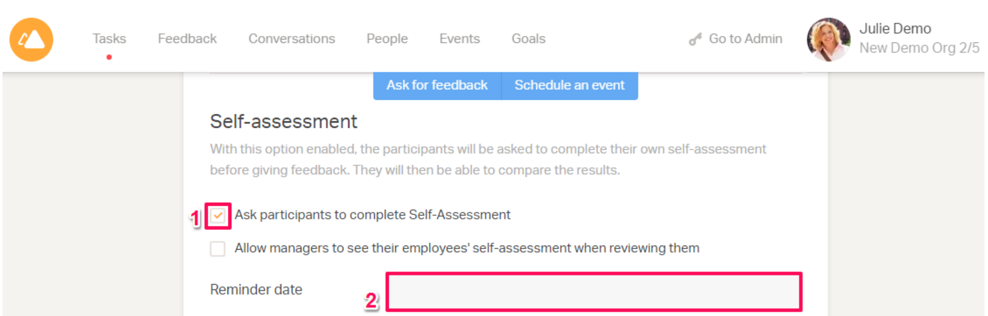
- Original version: What has your colleague done well?
- Self-assessment version: What have I done well?



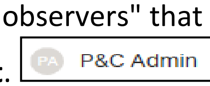
4.7 Adapting questions for Self-Assessment (optional): Go back up to the question to enable

Including a Self-Assessment will let you set alternative versions of the questions/topics you add to the review:



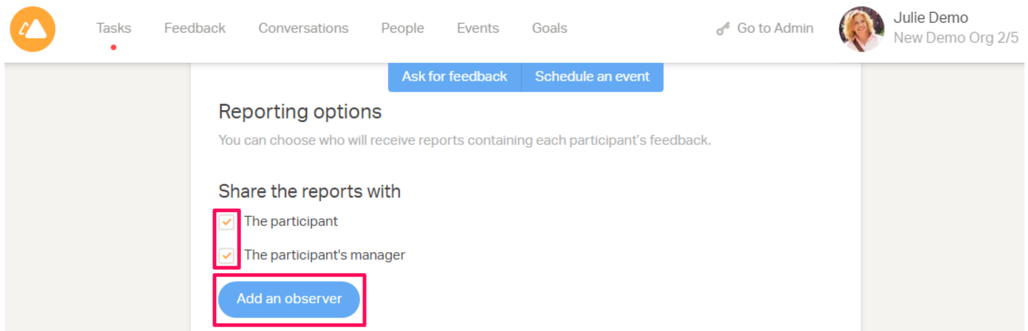


4.8 Report Sharing

In this section, you can choose who will receive the reports once the review ends. Besides the participants and their managers, you can add "observers" that will receive all reports. **You must also include our company P&C Admin account**. 

When participants fill in their reviews, they will be notified who will have access to their reports after the review.

Important: It is ***mandatory*** to share the reports with somebody. If you don't set report sharing, the system will not create reports and all data from the review **will be lost!**



4.9 Additional Settings

In the last step of the setup, you can allow participants to skip questions or decline giving feedback altogether. When you are done, click "Schedule event" and you will be taken to the Event Summary page, where the course of the event is displayed on a timeline and all setup details are listed.