

EMPLOYEE TRAINING

EVALUATE. DEVELOP. PERFORM.

What is Truvelop?

Talent evaluation and development App that's efficient and effective with the power to transform workplace performance and experience. 1) P 2) L 2) L



Introduction

1) Purpose of Truvelop

2) Using Truvelop

3) Next Steps

Purpose of Truvelop

- Move away from industry standard annual reviews
- Adopt continuous performance management & development strategy
- Provide **real-time feedback** to team members in the moment when it counts
- Increase communication between managers and employees
- Focus on developmental objectives for all employees
- Create a **culture of transparency** across the organization





Continuous Performance Development

Quarterly

Managers sit down with Team Members to heck in on goals. Understand your shifting talent landscape and start to analyze performance trends.

Weekly

Evaluate your team, share recognition, coach and guide your Team towards their performance goals.

Daily

Support development & retention with ongoing, real-time feedback on strengths & growth opportunities.

Initial Talent Assessment

Establish a <u>baseline</u> of our talent landscape & identify talent gaps.

Year End Reflection

Celebrate achievements and identify growth opportunities & areas to focus on in the year ahead!



Monthly

Celebrate growth from the previous month, check-in on development progress, and identify focus areas for the upcoming period.



- Managers evaluate their team members on a quarterly basis
- Sets a baseline for where team members stand today
- Identify what's going well and what's worth improving
- Track & trend team member's progress over time



- Scoring insights are delivered to team • Spark allows for frequent, on-going members with each Evaluation feedback conversations between managers and team members
- Follow the **developmental** opportunities identified with each scoring summary
- Follow-up with a **Spark**
- Explore self learning resources & tools in Knowledge Center.

The more touch points the better to increase engagement and build trust.

Perform

- Document real-time feedback to ensure efficient growth
- Company-wide recognition & praise available through the **Recognition** Wall

Evaluate

Develop

Perform



17:19	내 중 🗩 EVALUATE TEAM MEMBER				
Bran	don DeCaro 🔍				
Perform	mance #2 of 5				
QU	ality of team member's work or production:				
A	Not Acceptable				
В	B Needs Improvement				
с	C Meets Expectations				
D	D Exceeds Expectations				
E	E Exceptional				
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93% of employees in a recent LinkedIn report stated that they would stay at a company longer if it invested in their career.



- Managers evaluate their staff **quarterly**
- Evaluation scoring helps identify a current baseline for where each employee stands today
- Each employee will get an Evaluation summary, giving them insight into where they are currently performing and what they can be doing to grow and develop
- Be sure to circle back with your Manager to review goals for the upcoming performance period

Evaluation - 15 Questions

Performance 1. Team Member's achievement of Key Performance Indicators (KPIs) or Assigned Goals: ?								
Not Acceptable	Exceeds Expectations	Exceptional						
2. Quality of team member	's work or production:			_				
Not Acceptable	O Needs Improvement	O Meets Expectations	O Exceeds Expectations	Exceptional				
3. Efficiency of team member's work:								
Not Acceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Exceptional				
4. Demonstration of poten	tial:							
O Not Acceptable	O Needs Improvement	O Meets Expectations	Exceeds Expectations	Exceptional				
5. Team member's impact on value of the business:								
O Not Acceptable	Needs Improvement	O Meets Expectations	Exceeds Expectations	Exceptional				



Evaluation - 15 Questions

Attitude

1. Open to feedback:			
Not Acceptable	Needs Improvement	O Meets Expectations	
2. Attitude toward co-workers:			
Not Acceptable	Needs Improvement	O Meets Expectations	
3. Resilience during challengin	g times:		
Not Acceptable	Needs Improvement	O Meets Expectations	
4. Takes initiative to solve prob	lems:		
Never	Rarely	Occasionally	C Free
5. Engagement/Passion toward	d their work:		
Not Acceptable	Needs Improvement	Meets Expectations	Exce





Evaluation - 15 Questions

Maintenance 1. Experience in current role:							
O New to Role	Still Learning	Competent	Advanced	Expert			
2. Compensation for their po	sition (relative to others in organiza	ation):					
O Bottom 10%	Below Average O Average	Above Average	e 🔿 Top 10%	O Don't Know			
3. Requires additional attent	on:						
Never	Rarely	Occasionally	Frequently	Consistently			
4. Impact on Company Brand	1:						
Extremely Positive	O Positive	Neutral	Negative	Extremely Negative			
5. Team Member is #1 Point of Frustration: 🥐							
O Never	Rarely	Occasionally	Frequently	O Consistently			



Evaluation Insights for Employees

Exceptional Contributor	You are a valued, exceptional contributor to this organization engage, lead by example, be creative and seek out opportuni
	Your engagement and continued growth are a priority for our
Leading Contributor	You are a leading contributor to the success of this organization being noticed. Your strong performance and positive attitude engagement and continued growth are a priority for our organization of the success of t
Core Contributor	You are a core contributor to the success of this organizatio problems is developing you into a leading contributor. Contin your contributions. Your engagement and continued growth
Rising Performer	You are viewed as a rising performer within the organization come to work ready to perform and make a positive impact. engage with your manager(s) to identify development oppor improve.
Steady Performer	You are a steady performer and contributor to our organizate within the organization. To further your development, review work to identify where you may have growth potential. Seek should focus.
Improvement Performer	Your performance and overall contribution are currently belo you to improve. Review areas of your day to day performance develop your potential, seek feedback from your manager(s) activities.
Lagging Performer	Your overall performance is lagging behind your peers. Spe facing. Improving your performance begins with openness to
Low Performer	Your overall performance is significantly lagging behind you you are facing. Taking small steps immediately to act on fee
Under Performing	Your overall performance is significantly below expectation right away to understand where you are falling short of expe
Not Performing	Your overall performance is significantly below acceptable manager right away to understand where you are falling sho demonstrate improvement.



on's success and one of our top team members. Continue to nities to sustain and expand your contributions and development. ar organization.

zation. Keep doing what you are doing. Your efforts matter and are de are having an impact. You make us a better organization. Your ganization.

ion. Your continued focus and passion to solve day to day tinue on the path you are on and look for opportunities to expand h are a priority for our organization.

on. Keep up the good work and positive attitude. You consistently t. You are on the right track! If you are motivated to improve then ortunities and educate yourself on where you can continue to

ation. Self-reflect on where you could expand your impact or role w your day to day performance and your attitude towards your ek feedback from your manager(s) and co-workers on where you

elow the average of your peers, but we see the opportunity for nce and your attitude that may be holding you back. To further (s) and co-workers on where you should focus your attention and

beak with your manager about any current challenges you are to coaching and willingness to take feedback.

our peers. Speak with your manager about any current challenges edback you are receiving can create positive change.

ons. Immediate improvement is needed. Speak with your manager pectations.

le standards. Immediate improvement is needed. Speak with your nort of expectations and what steps you need to take to

Evaluate

Develop

Perform



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Add New Sp	bark
Performance	
Coaching	-
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	SUBMIT
Sparks	
Current Week	Current Month History
Current week	Current Month History
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- Use your Dashboards to **track and** measure your performance over time
- Establish and follow-up on **goals** and share updates as they occur
- Document real-time feedback with Spark
- Stay connected and engaged with your team

Organizations that have made a strategic investment in employee development report 11% greater profitability and are twice as likely to retain their employees. (Gallup)

Team Member Dashboard Summary Reporting

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My Dashboard

Summary Reporting

Employee Guidance

Summary : Core Contributor

You are a core contributor to the success of this organization. Your continued focus and passion to solve day to day problems is developing you into a leading contributor. Continue on the path you are on and look for opportunities to expand your contributions. Your engagement and continued growth are a priority for our organization.

Evaluation Insight

No current evaluation status for the Day.

Trend Status

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No current evaluation status for the Day.



Team Member Dashboard Detailed Reporting



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Team Member Dashboard Contextual Reporting

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Evaluate Develop

Perform



Email Preview	Ţ)
Hi Brandon,	
	ation score. Meryl Goeke owing evaluation score and
Evaluation Date:	Wednesday, March 10, 2021
Summary:	Core Contributor
Details:	You are a core contributor to the success of this organization. Your continued focus and passion to solve day to day problems is developing you into a leading contributor. Continue on the path you are on and look for opportunities to expand your contributions. Your engagement and continued growth are a priority for our organization.
Manager Feedback:	Brandon continues to arrive early and seek insights from colleagues. He is making the



- Use Spark to deliver frequent, real-time feedback and recognition to team members via email or text.
- Spark is your direct tie to your team. Use
 Spark to memorialize one on ones, tracking
 new Goals, sharing praise, etc.
- Don't forget to share your updates with your Manager!
- **Spark** as much as possible (twice a week).
- The more touch points the better to

increase engagement and build trust.

Employees who believe that their company has a higher purpose over just making a profit are 27% more likely to stay at their current organization. (TinyPulse)

Team Member Sparks Ability to Spark and Post to Recognition Wall

How to Spark

			Step 1					Ste	ep 2
Truvelop-				Ne MG	ryl Goeke 🔻	Sparl	k		?
Dashboard	Team Members				0	Add	d New Spark		
💄 Team Member	Search Team Memb	oers		۹ [Y	G	ieneral		01/19/2021 10:21:45 AM Thanks for being such a great mentor!
	NAME 🖨	MANAGER	DEPARTMENT RATING COMPLETED AVERAGE SCORE	TOTAL SPARKS \$	ACTION	P	Praise		
	Anjali Tandel	Demo Admin	Production		ନ୍	Ø	2		Send Spark
	Test Two	Anjali Tandel	Human Resources		4				RESET SUBMIT
	Test One	Anjali Tandel	Human Resources		\mathcal{D}^{-}				
	SSO User	Demo Admin	QA		R				
	Non Fifty	PL Ten	Technology		≈ R				
	Gerry Jackson	Calvin Dcostra	Admin HR		√ €				
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Recognition Wall



Don't forget to use the Knowledge Center!



WHY SET GOALS?

Before we even dive into the different types of goals, it's important to understand why we should be setting goals in the first place.

Goals have been shown to boost productivity and motivation, fostering positive employee wellbeing. According to an article by Gallup, *"Employees who strongly agree that their managers helped them set performance goals are 69% more engaged compared to employees who did not have managers help them."*



WHAT TO DO AS A PERFORMER: EN

focus

Rising Performer

Steady Performer

You are viewed as a **rising performer** within the organization. Keep up the good work and positive attitude. You consistently come to work ready to perform and make a positive impact. You are on the right track! If you are motivated to improve then engage with your manager(s) to identify development opportunities and educate yourself on where you can continue to improve.

You are a **steady performer** and contributor to our organization. Selfreflect on where you could expand your impact or role within the organization. To further your development, review your day to day performance and your attitude towards your work to identify where you may have growth potential. Seek feedback from your manager(s) and

co-workers on where you should

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Improvement Performer

Your performance and overall contribution are currently **below the average of your peers**, but we see the opportunity for you to improve. Review areas of your day to day performance and your attitude that may be holding you back. To further develop your potential, seek feedback from your manager(s) and co-workers on where you should focus your attention and activities.



NAVIGATING THE TRUVELOP APP

What is Spark All About? (Mobile)



Recognition Through the Recognition Wall





Getting Started: Download the Truvelop App

Step 1: Download the Truvelop App from the Apple App Store (iPhone) or Google Play (Android)

Step 2: Enter your User Name and Password. Your login credentials were emailed to you from noreply@truvelop.com. Check your spam folder if you don't see it in your inbox.

Step 3: Edit Your Profile to include a picture

- Step 4: Enable your SMS Notifications
- **Step 5:** You are all set! Start exploring the App.







Next Steps

- 1. Look for system invitation 2. Login to Truvelop 3. Familiarize yourself with the layout 4. Watch the 'How To' videos in the Knowledge Center
- 5. Spark away!

Questions/comments? Contact Juliana Withers juliana.withers@truvelop.com

LIVE DEMO



