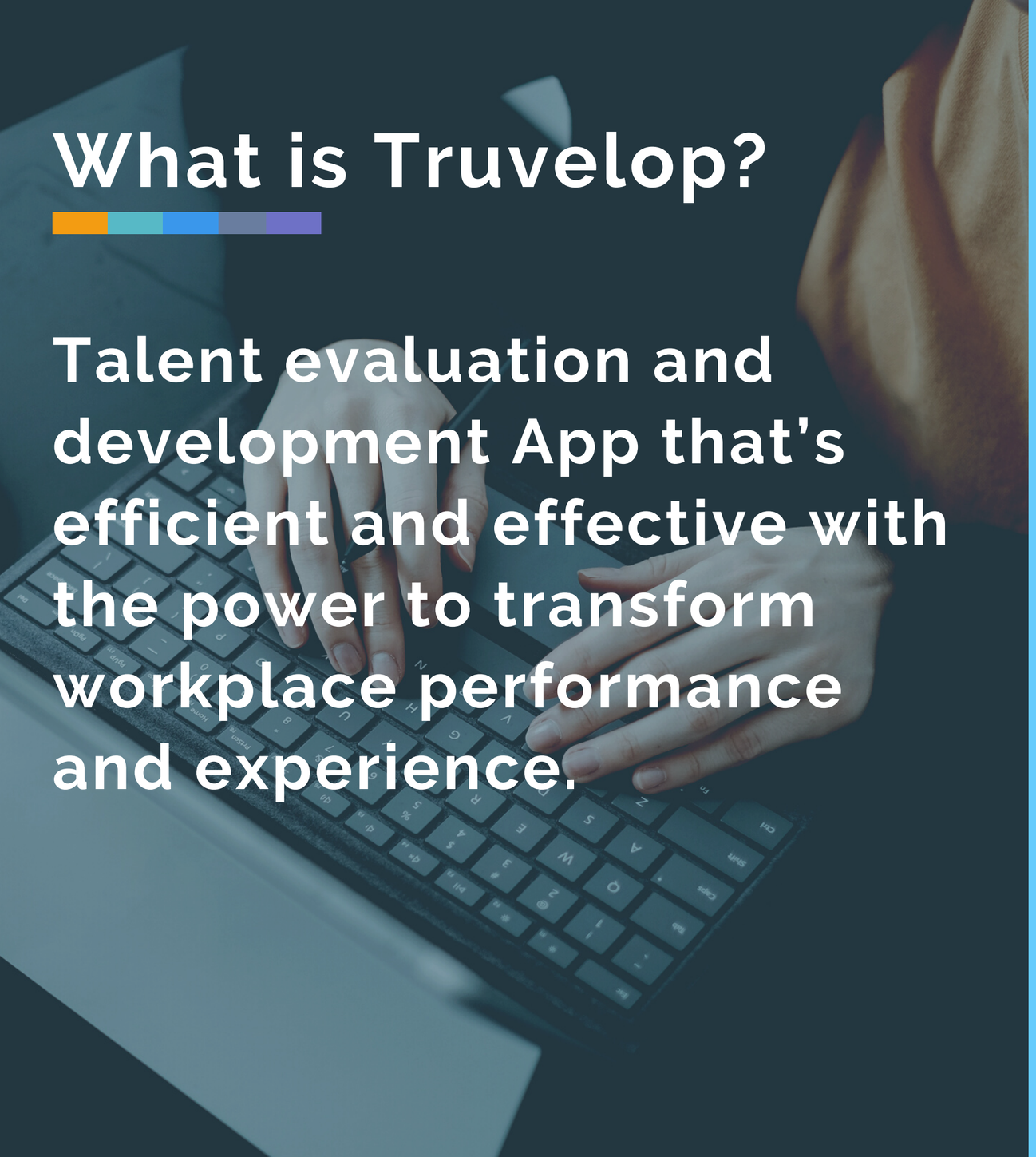
Truvelop™

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.

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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

Year End Reflection

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

Quarterly

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

Monthly

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

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

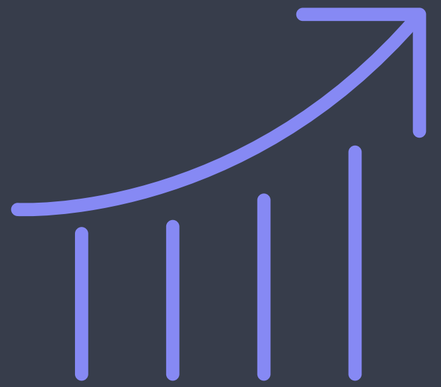
Establish a baseline of our talent landscape & identify talent gaps.

Evaluate

- 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

Develop

- Scoring insights are delivered to team members with **each Evaluation**
- Follow the **developmental opportunities** identified with each scoring summary
- Follow-up with a **Spark**
- Explore self learning resources & tools in **Knowledge Center.**



Perform

- **Spark** allows for frequent, on-going feedback conversations between managers and team members
- Document **real-time feedback** to ensure efficient growth
- Company-wide recognition & praise available through the **Recognition Wall**

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

Evaluate

Develop

Perform

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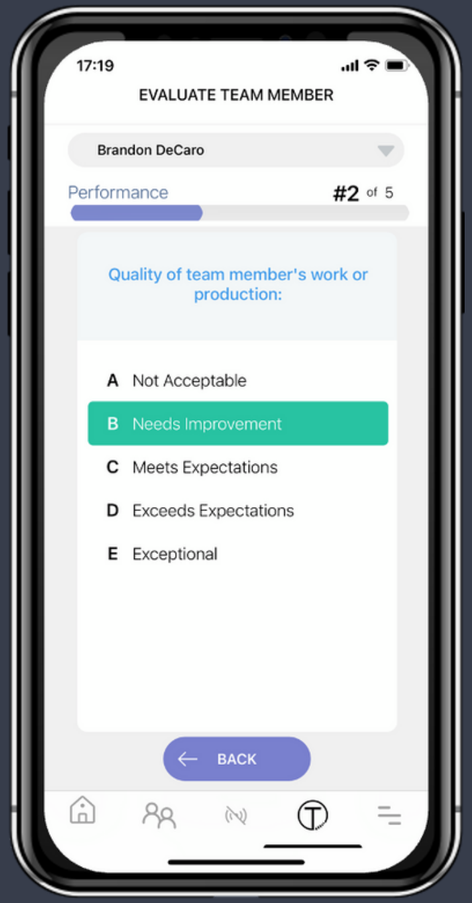

- Managers evaluate their staff **quarterly**
- **Evaluation scoring** helps identify a current baseline for where each employee stands today
- Each employee will get an **Evaluation summary**, giving them insight into where they are currently performing and what they can be doing to grow and develop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

93% of employees in a recent LinkedIn report stated that they would stay at a company longer if it invested in their career.

Evaluation - 15 Questions

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Performance

1. Team Member's achievement of Key Performance Indicators (KPIs) or Assigned Goals:

○ Not Acceptable ○ Needs Improvement ○ Meets Expectations ○ Exceeds Expectations ○ Exceptional

2. Quality of team member's work or production:

○ Not Acceptable ○ Needs Improvement ○ Meets Expectations ○ Exceeds Expectations ○ Exceptional

3. Efficiency of team member's work:

○ Not Acceptable ○ Needs Improvement ○ Meets Expectations ○ Exceeds Expectations ○ Exceptional

4. Demonstration of potential:

○ Not Acceptable ○ Needs Improvement ○ Meets Expectations ○ Exceeds Expectations ○ Exceptional

5. Team member's impact on value of the business:

○ Not Acceptable ○ Needs Improvement ○ Meets Expectations ○ Exceeds Expectations ○ Exceptional

Evaluation - 15 Questions

Attitude

1. Open to feedback:

○ Not Acceptable ○ Needs Improvement ○ Meets Expectations ○ Exceeds Expectations ○ Exceptional

2. Attitude toward co-workers:

○ Not Acceptable ○ Needs Improvement ○ Meets Expectations ○ Exceeds Expectations ○ Exceptional

3. Resilience during challenging times:

○ Not Acceptable ○ Needs Improvement ○ Meets Expectations ○ Exceeds Expectations ○ Exceptional

4. Takes initiative to solve problems:

○ Never ○ Rarely ○ Occasionally ○ Frequently ○ Consistently

5. Engagement/Passion toward their work:

○ Not Acceptable ○ Needs Improvement ○ Meets Expectations ○ Exceeds Expectations ○ Exceptional

Evaluation - 15 Questions

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Maintenance

1. Experience in current role:

- ○ New to Role
- ○ Still Learning
- ○ Competent
- ○ Advanced
- ○ Expert

2. Compensation for their position (relative to others in organization):

- ○ Bottom 10%
- ○ Below Average
- ○ Average
- ○ Above Average
- ○ Top 10%
- ○ Don't Know

3. Requires additional attention:

- ○ Never
- ○ Rarely
- ○ Occasionally
- ○ Frequently
- ○ Consistently

4. Impact on Company Brand:

- ○ Extremely Positive
- ○ Positive
- ○ Neutral
- ○ Negative
- ○ Extremely Negative

5. Team Member is #1 Point of Frustration: ?

- ○ Never
- ○ Rarely
- ○ Occasionally
- ○ Frequently
- ○ Consistently

Evaluation Insights for Employees

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Exceptional Contributor	You are a valued, **exceptional contributor** to this organization's success and one of our top team members. Continue to engage, lead by example, be creative and seek out opportunities to sustain and expand your contributions and development. Your engagement and continued growth are a priority for our organization.
Leading Contributor	You are a **leading contributor** to the success of this organization. Keep doing what you are doing. Your efforts matter and are being noticed. Your strong performance and positive attitude are having an impact. You make us a better organization. Your engagement and continued growth are a priority for our organization.
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.
Rising 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.
Steady Performer	You are a **steady performer** and contributor to our organization. Self-reflect 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 focus.
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.
Lagging Performer	Your overall performance is **lagging behind** your peers. Speak with your manager about any current challenges you are facing. Improving your performance begins with openness to coaching and willingness to take feedback.
Low Performer	Your overall performance is significantly **lagging behind** your peers. Speak with your manager about any current challenges you are facing. Taking small steps immediately to act on feedback you are receiving can create positive change.
Under Performing	Your overall performance is **significantly below expectations**. Immediate improvement is needed. Speak with your manager right away to understand where you are falling short of expectations.
Not Performing	Your overall **performance is significantly below** acceptable standards. Immediate improvement is needed. Speak with your manager right away to understand where you are falling short of expectations and what steps you need to take to demonstrate improvement.

Evaluate

Develop

Perform

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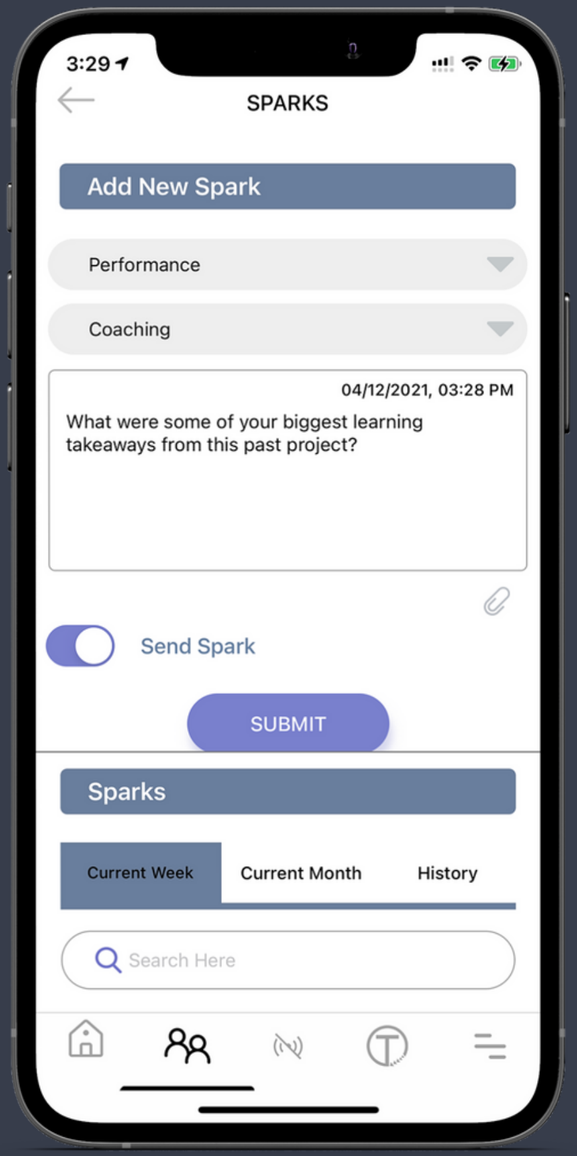
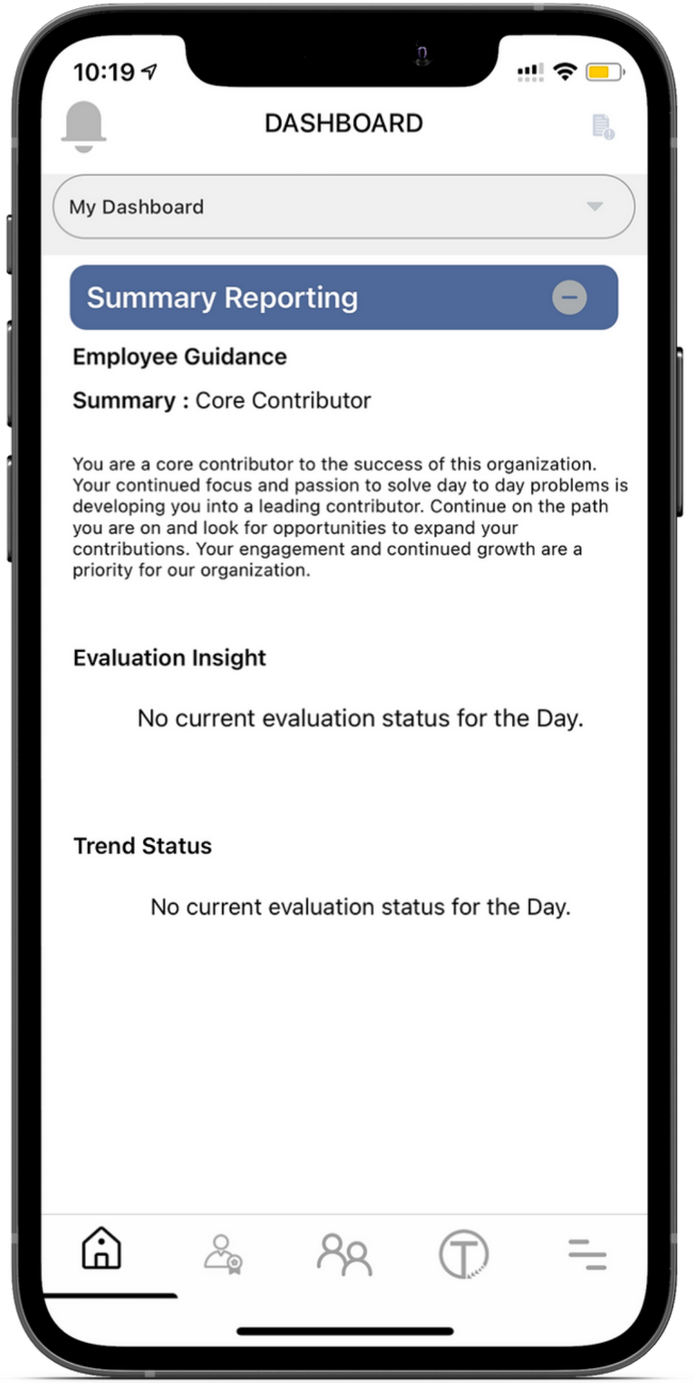


- Use your Dashboards to **track and measure** your performance over time
- Establish and follow-up on **goals** and **share updates** as they occur
- Document **real-time feedback** with Spark
- Stay **connected and engaged** with your team

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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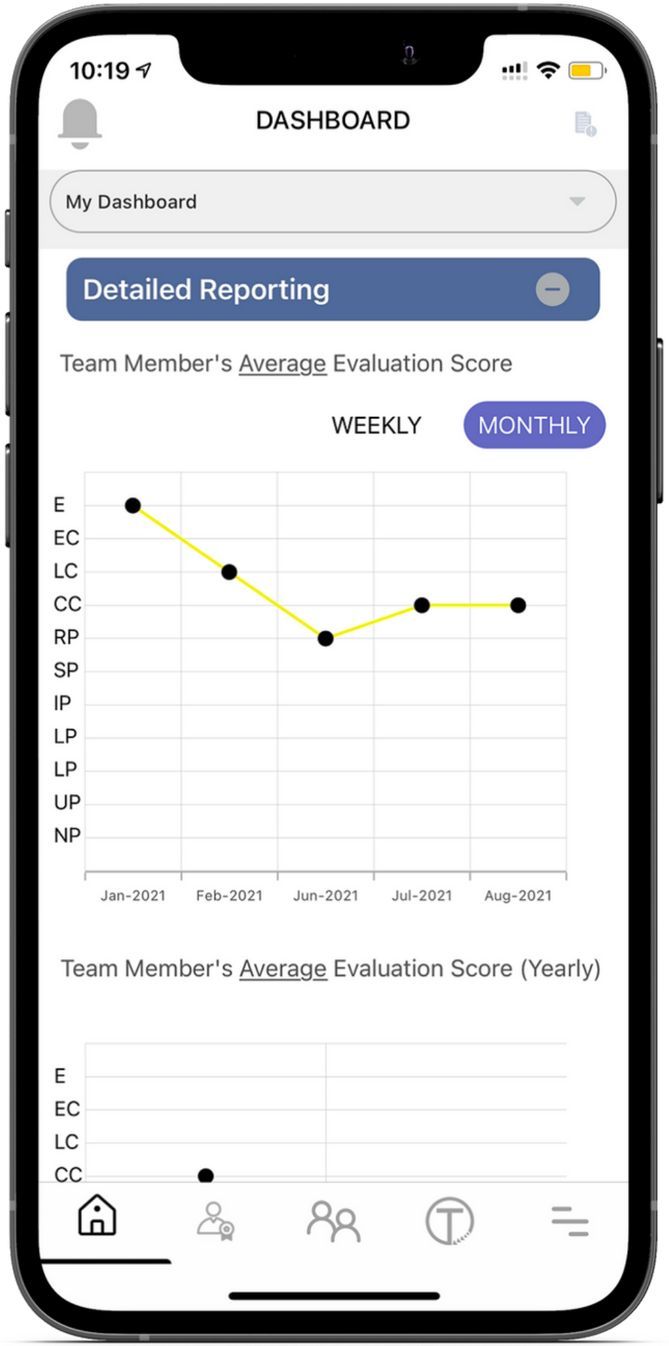
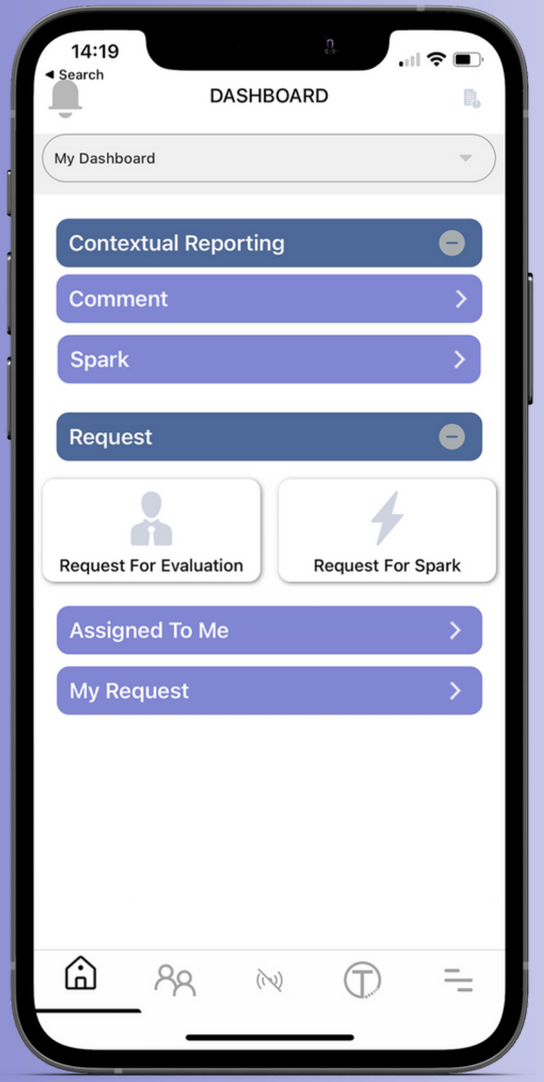
Team Member Dashboard

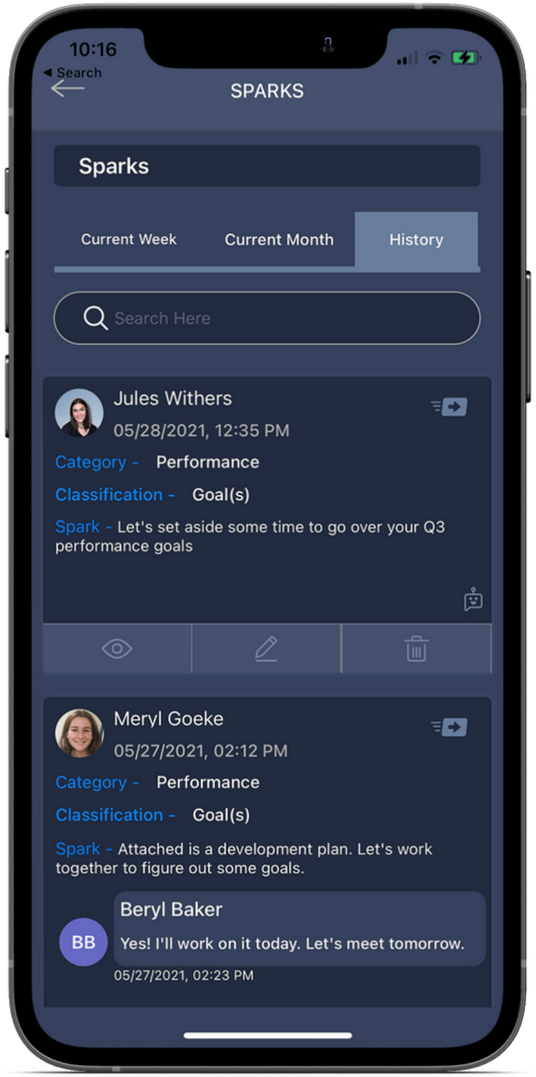
Detailed Reporting



Team Member Dashboard

Contextual Reporting





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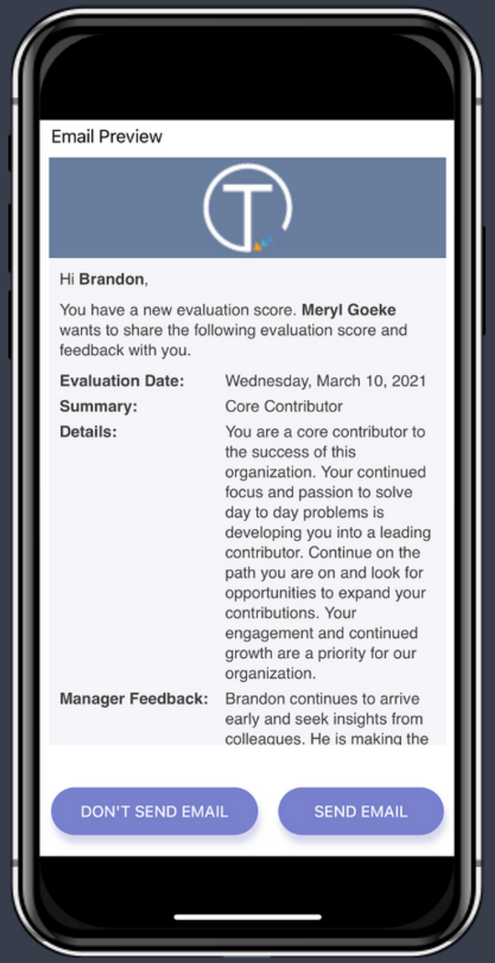


- Use **Spark** to deliver frequent, **real-time feedback and recognition** to team members via email or text.
- Spark is your direct tie to your team. Use Spark to memorialize one on ones, tracking new Goals, sharing praise, etc.
- **Don't forget to share your updates with your Manager!**
- **Spark**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

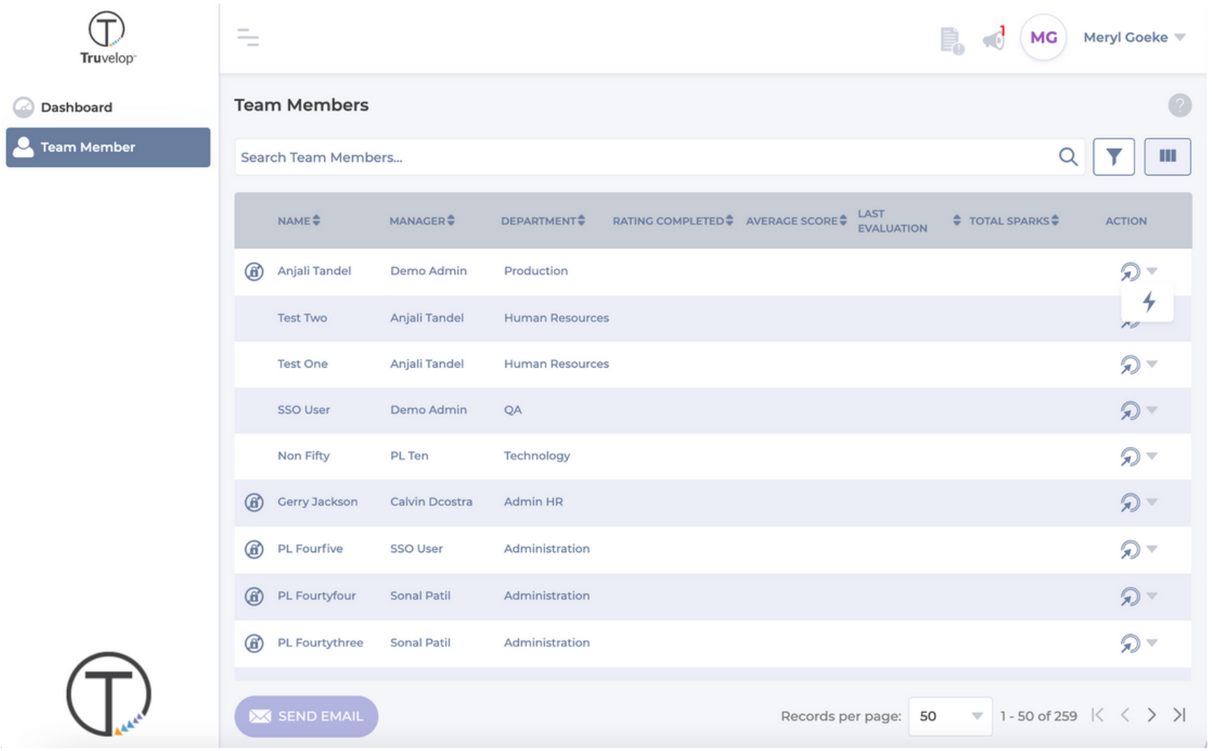
Employees who believe that their company has a higher purpose over just making a profit are 27% more likely to stay at their current organization. (TinyPulse)

Team Member Sparks

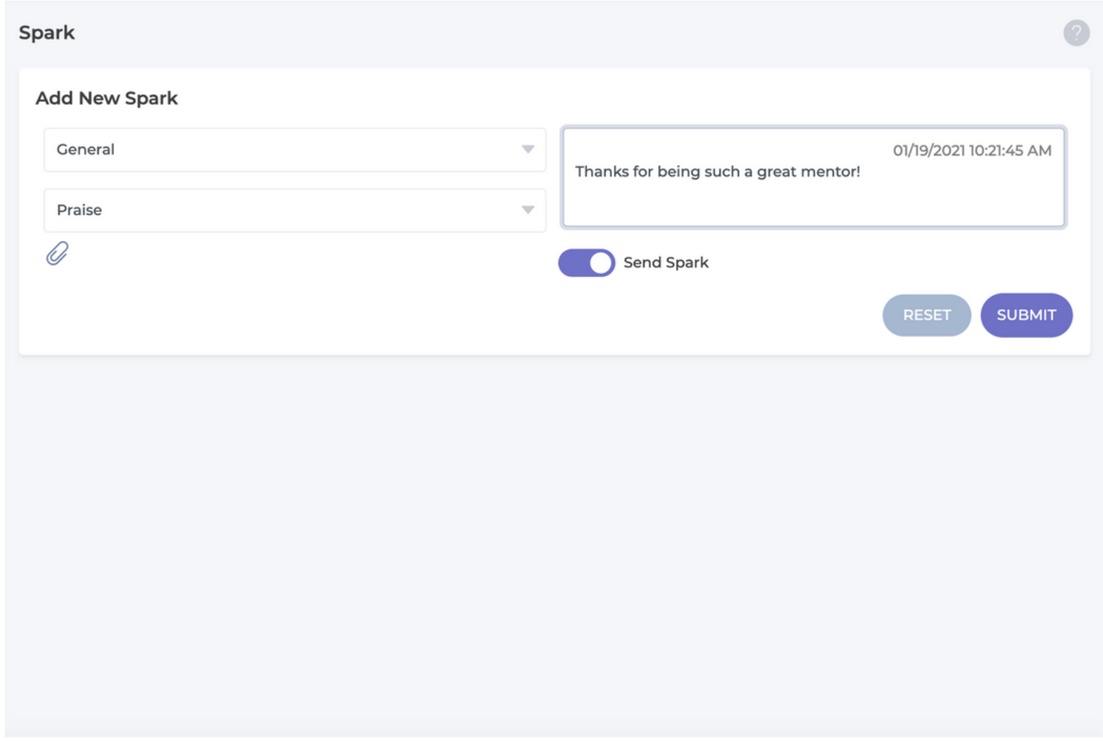
Ability to Spark and Post to Recognition Wall

How to Spark

Step 1



Step 2



Recognition Wall

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Don't forget to use the Knowledge Center!

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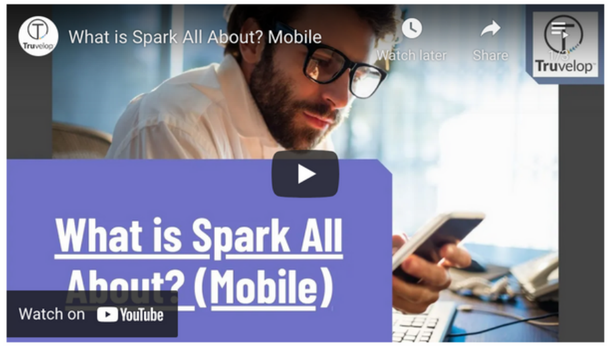
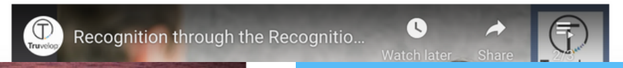
NAVIGATING THE TRUVELOP APP

What is Spark All About? (Mobile)



Recognition Through the Recognition Wall



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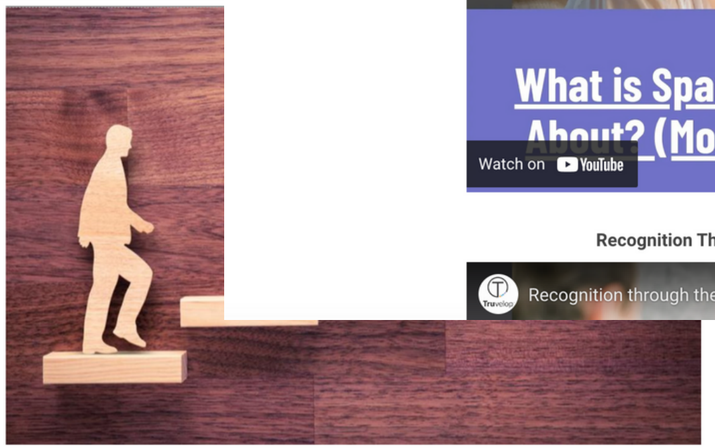
WHY SET GOALS?

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."*



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WHAT TO DO AS A PERFORMER: EN

Rising Performer	Steady Performer	Improvement 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. Self-reflect 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 focus.	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.

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Getting Started: Download the Truvelop App

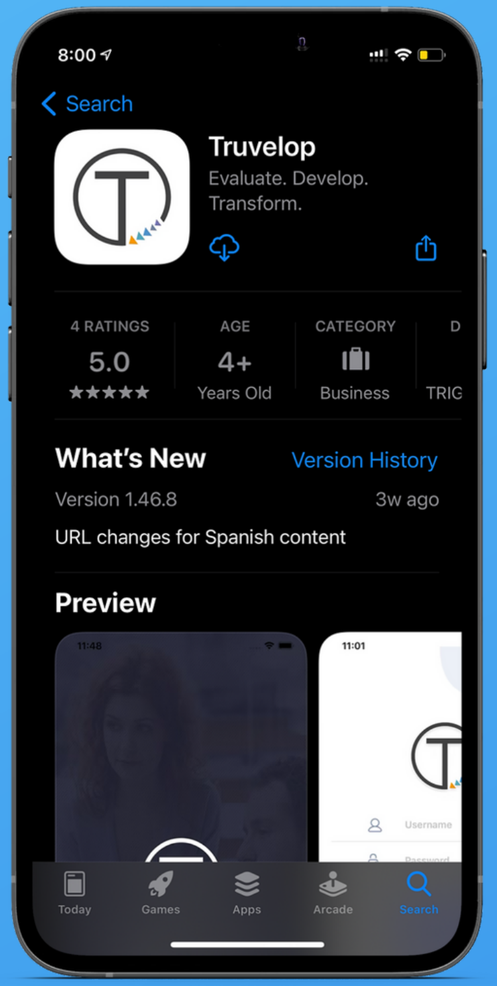
Step 1: Download the Truvelop App from the Apple App Store (iPhone) or Google Play (Android)

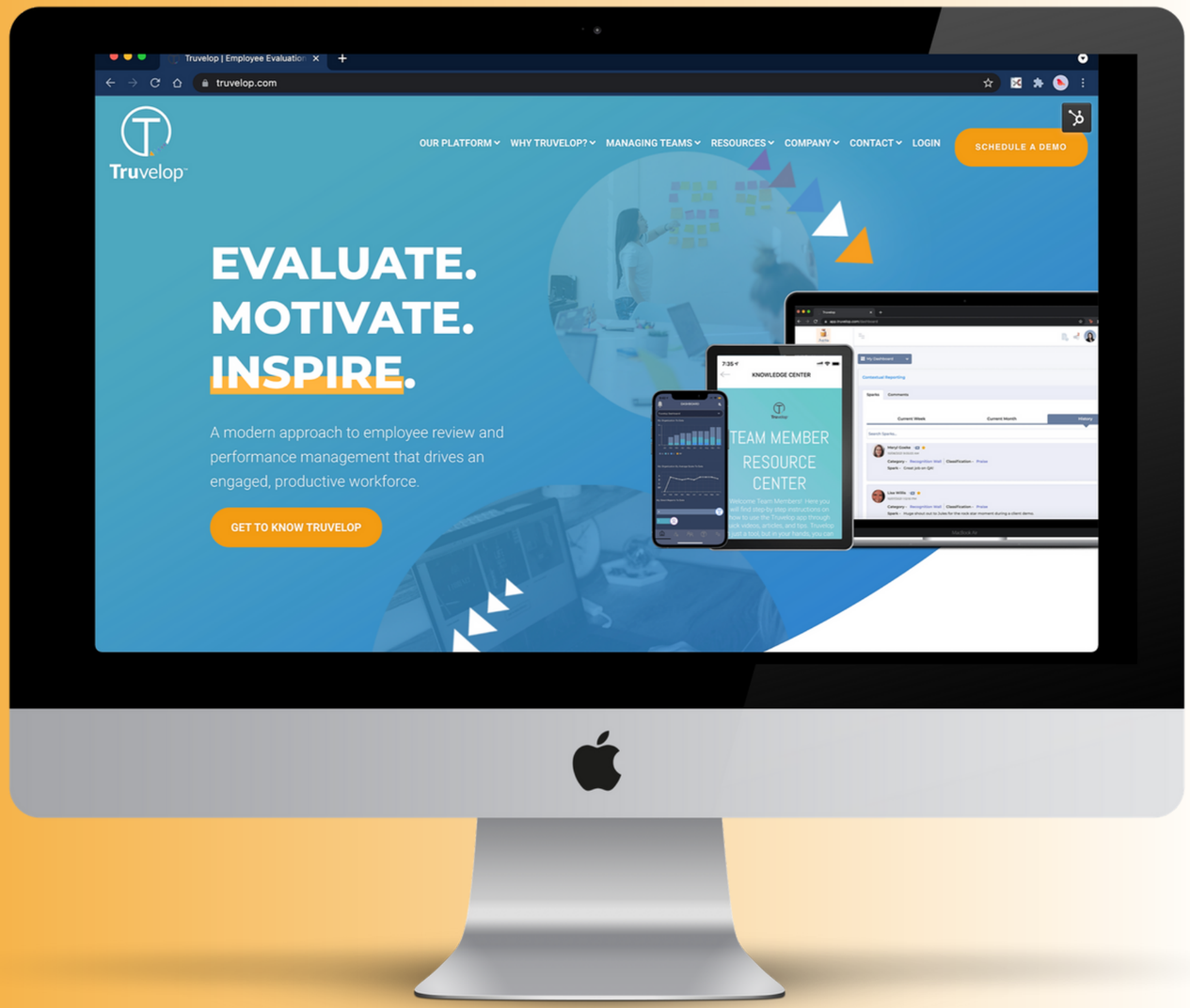
Step 2: Enter your User Name and Password. Your login credentials were emailed to you from noreply@truvelop.com. Check your spam folder if you don't see it in your inbox.

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

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LIVE DEMO