Talent Snapshot Workflow

Manager and Employee Answering of Talent Snapshot rounds

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10/04/24

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Disclaimer

1. Round is Launched

Step 1: Administrator launches round; managers and employees receive an email notification alerting them to complete the Talent Snapshot in specified time frame

Clear Review <messenger@clearreview.com>   1:20 PM (0 minutes ago)   ☆   ↩   ⋮
to cheryl.reed+sidney.crosby ▾

Sidney,

•••

It's time for us to collect the views of our managers on their team members' performance. So we need you, as a manager, to consider each of your team members in turn and answer some questions about them.

Click here to answer the questions

Clear Review <messenger@clearreview.com>   1:20 PM (1 minute ago)   ☆   ↩   ⋮
to cheryl.reed+samantha.smithtest ▾

Samantha,

•••

It's time for us to collect the views of our employees on their performance. So we need you, as an employee, to consider your performance and answer some questions.

Click here to answer the questions

2. Manager Answering

Step 1: Manager logs on to Your Team > Talent Snapshots area and selects the appropriate round
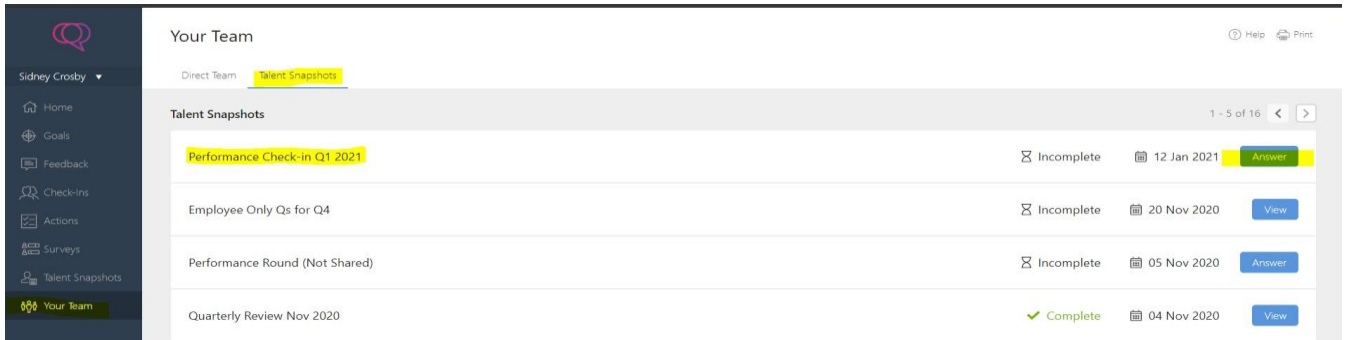
Step 2: Manager selects the employee from the list on the right and answers the Talent Snapshot. Employee answers will be visible here when completed.

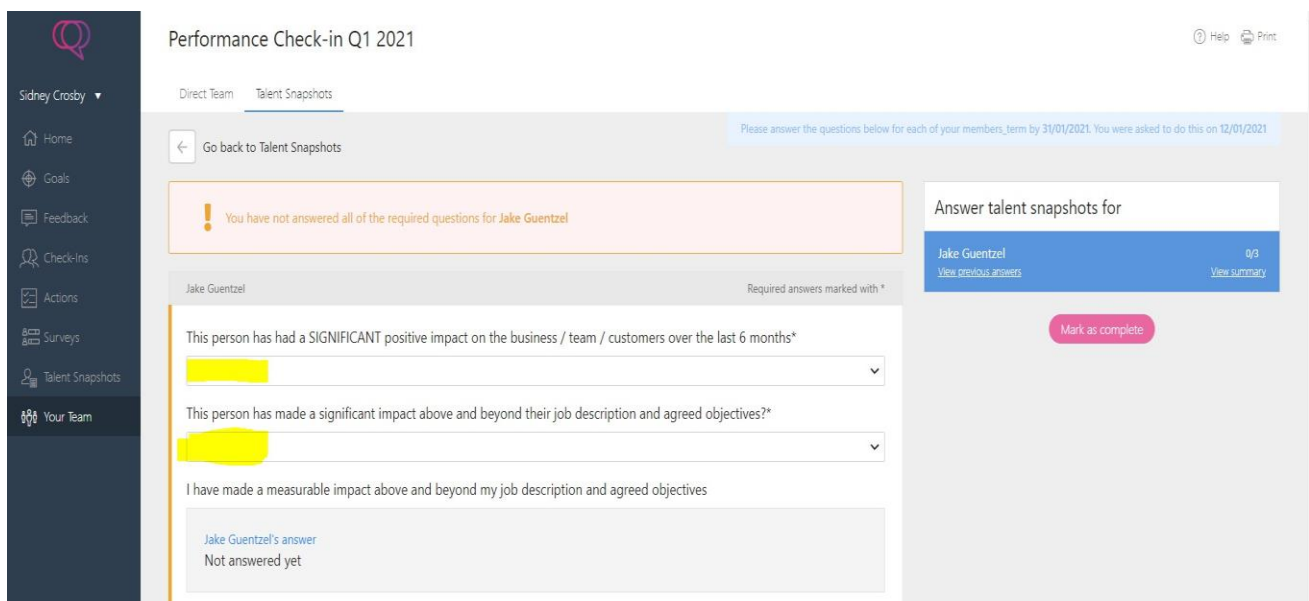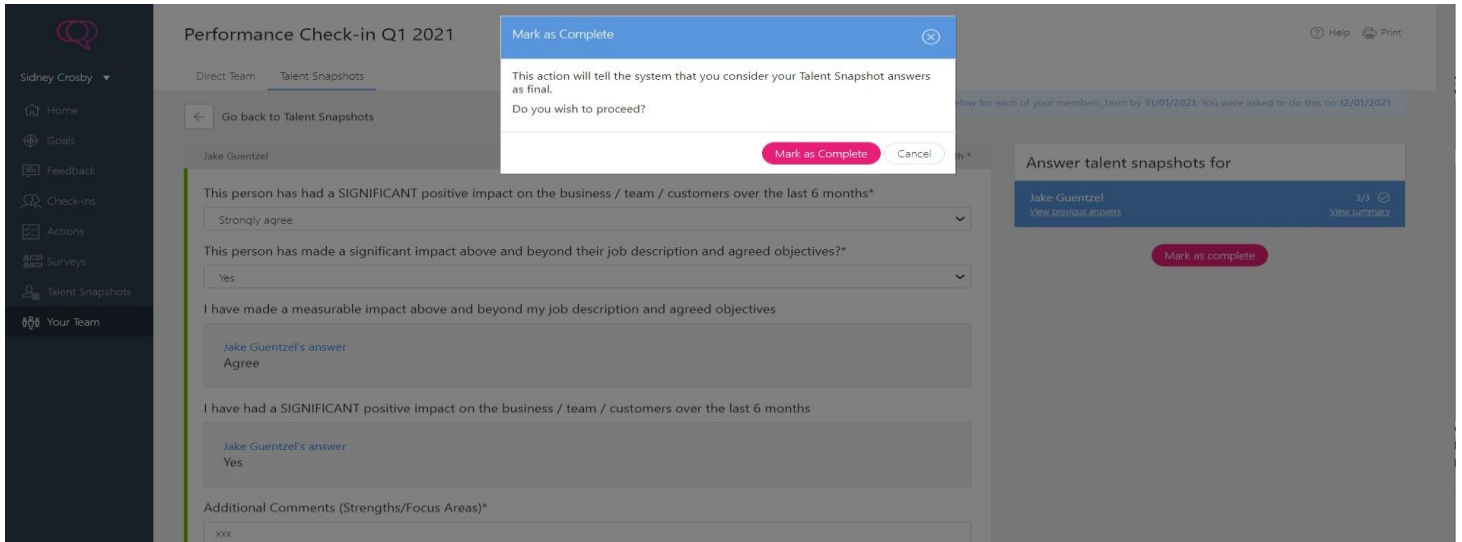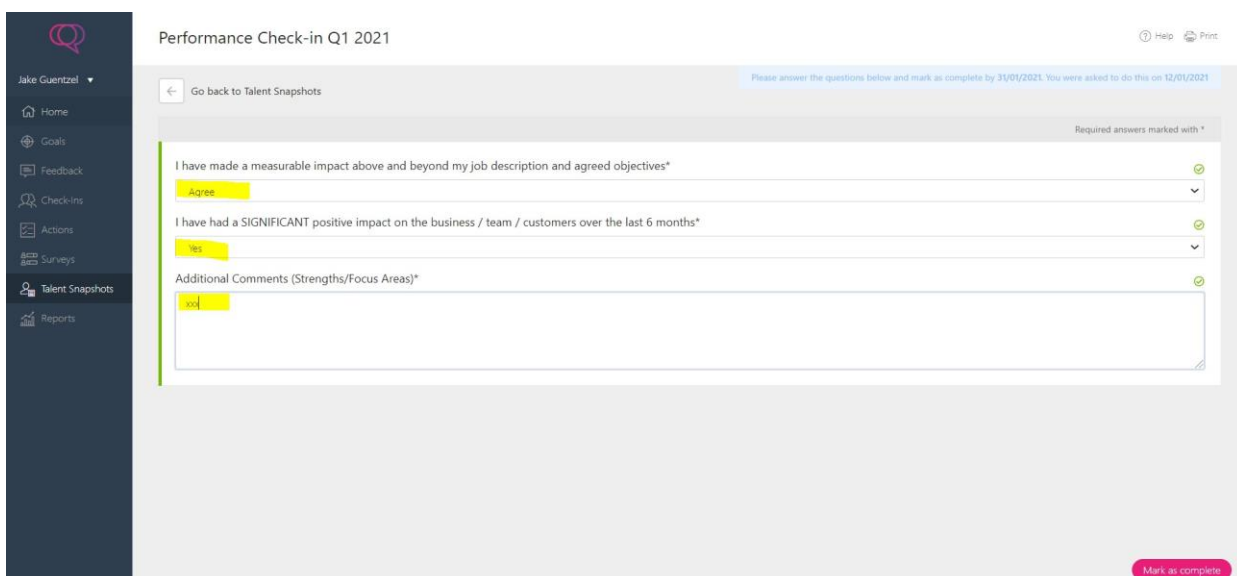## Step 3: Once the Manager has answered they must mark the round as complete
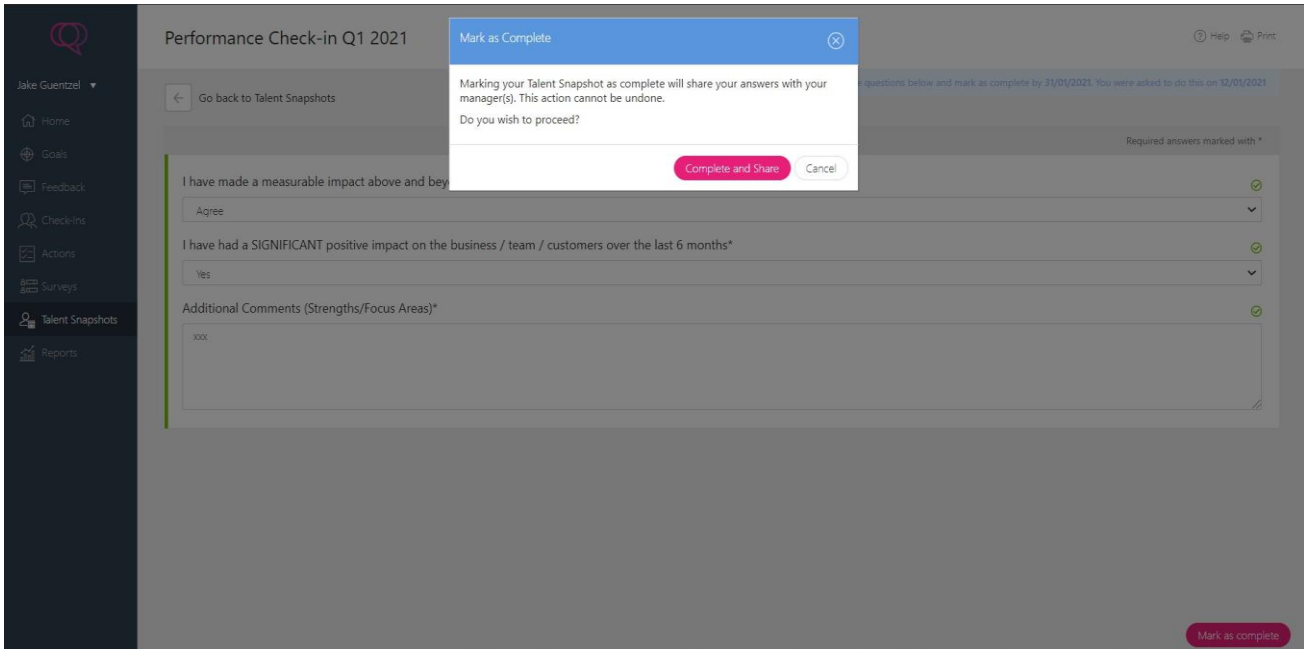
3. Employee Answering

Step 1: Employee also logs on to Talent Snapshots area via left hand menu and answers questions.

Step 2: Employee answers questions
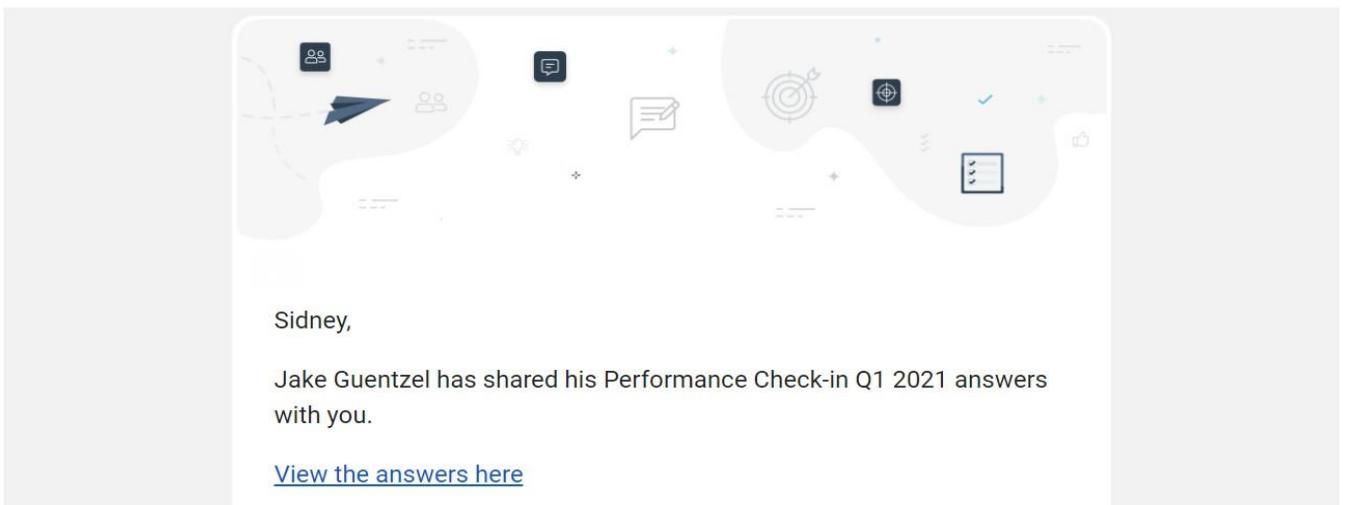
Step 3: Employee marks as complete

Step 4: Manager is notified that direct report has answered questions (can occur at any point during the round)
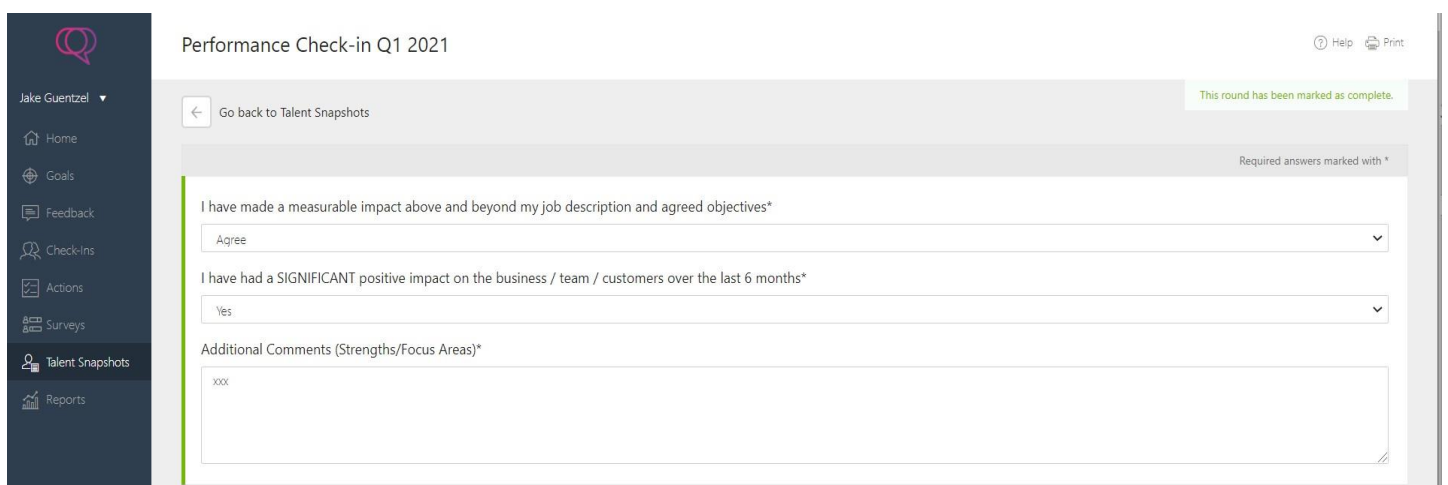
Step 5: Manager is now able to view employee's answers
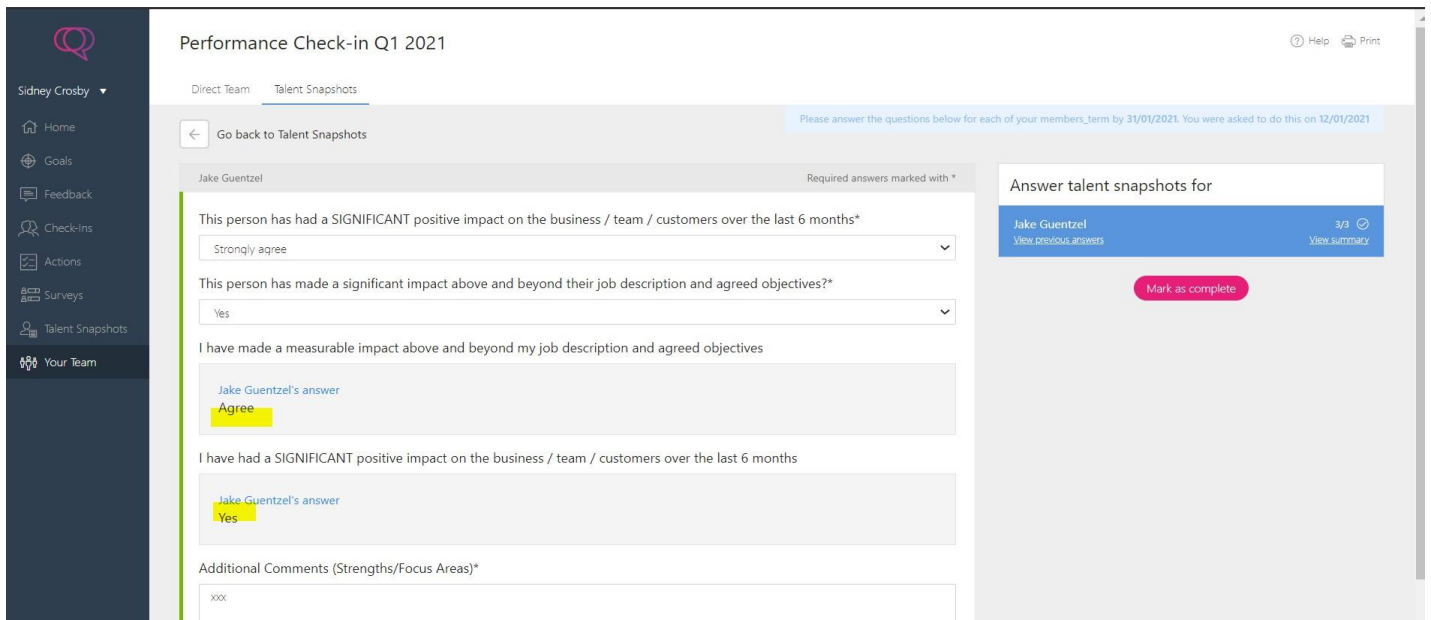
Step 6: If the administrator has elected the answers to be shared with employees as well as managers, the employee will now be able to view all responses. If the answers are not to be shared, the employee will continue to only see their answers (as shown below)

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