

End-Year Review process

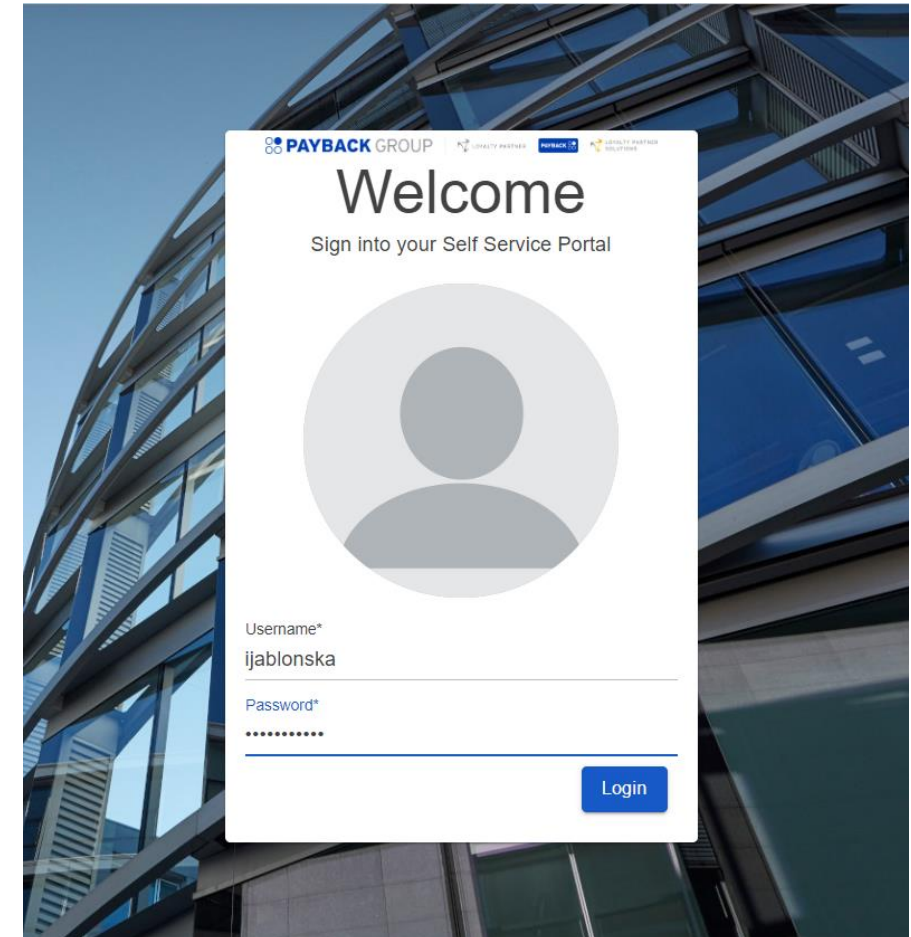


Self- Service Portal User Manual

Login

To sign in:

- go to: [Self Service \(loyaltypartner.com\)](https://loyaltypartner.com)
- and enter your login credentials (the same as signing into your computer)
- click Login



Select the Review tab to view the process areas

1

Self Service

Employee

Dashboard

> My Profile

> Goals & Development

Review

Development Plans

Competence Model

> Absences

Dashboard

Good afternoon Ilona

My Vacation

REPORT SICK

Notifications

No notifications

More to come

2

Self Service

Employee

Dashboard

> My Profile

> Goals & Development

Review

Development Plans

Competence Model

> Absences

Review Year End 2023 Open

Assigned to Employee

Supervisor

HR

REVIEW HOME

QUESTIONNAIRE

GOALS + ACHIEVEMENTS

RESULTS

MY DEVELOPMENT

Questionnaire

Goals + Achievements

Results

My Development

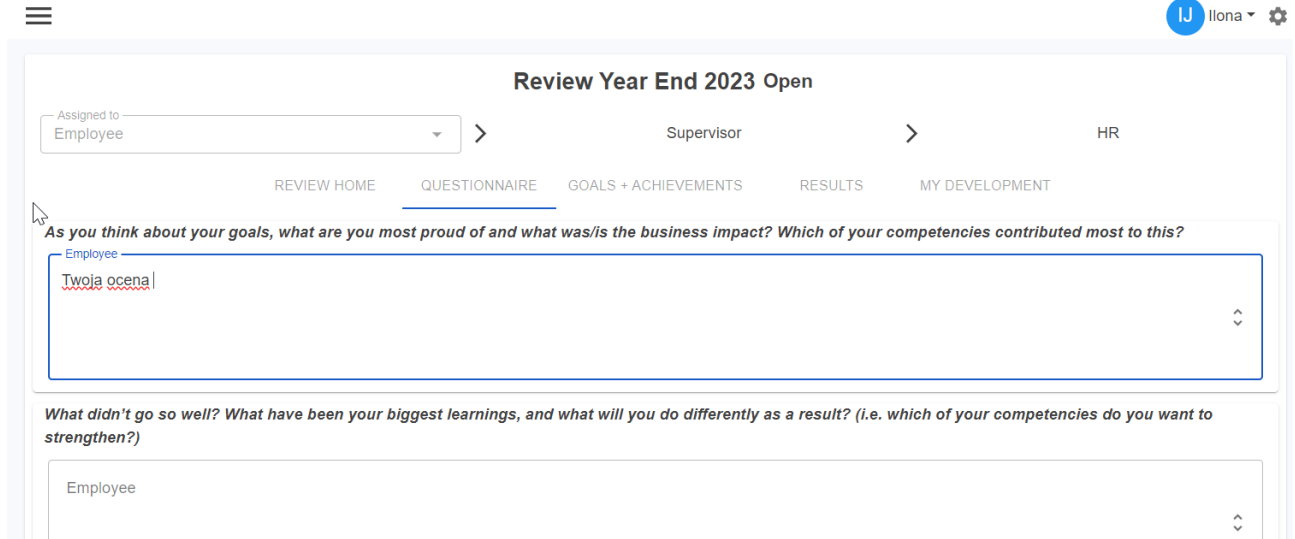
Archive

- **Questionnaire** – questions to prepare and structure your meeting with manager
- **Goals + Achievements** – assessment of individual annual goals
- **Results** – summary of your self-assessment, and at a later stage, the final results of the process
- **My Development** – space dedicated to a summary of development areas
strongly recommend / it is not mandatory

Summarize the year in terms of your successes, challenges and growth

- Fill in the tab *Questionnaire*
- Fill in the tab *My Development*
- Note that any changes you make must be saved by clicking *Save*

1



Assigned to Employee > Supervisor > HR

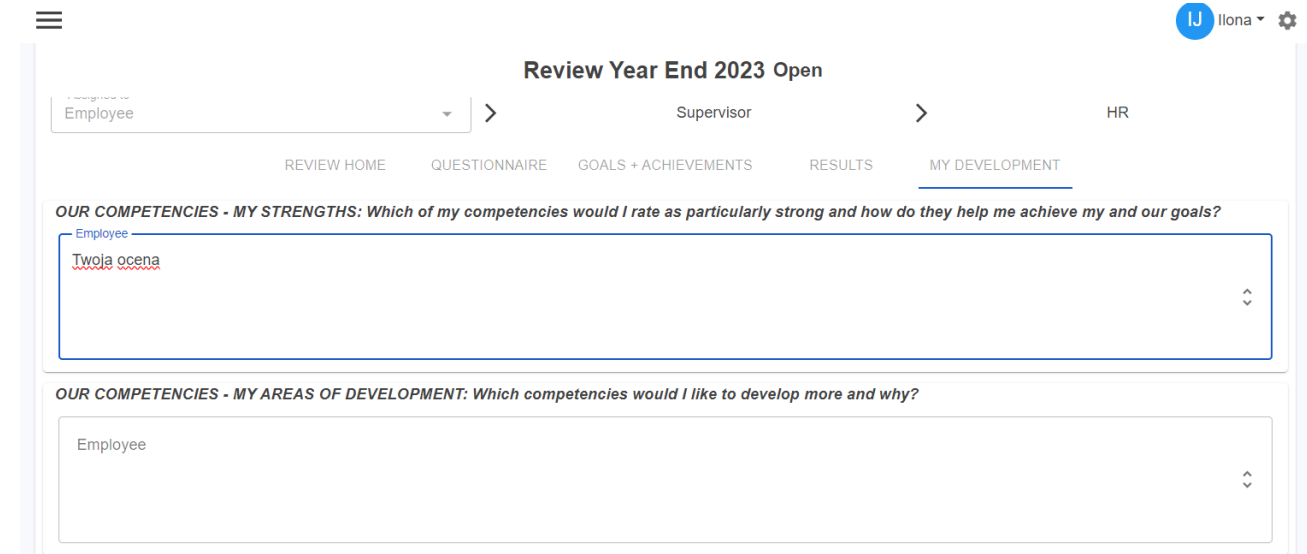
REVIEW HOME QUESTIONNAIRE GOALS + ACHIEVEMENTS RESULTS MY DEVELOPMENT

As you think about your goals, what are you most proud of and what was/is the business impact? Which of your competencies contributed most to this?

Employee

Twoja ocena

2



Assigned to Employee > Supervisor > HR

REVIEW HOME QUESTIONNAIRE GOALS + ACHIEVEMENTS RESULTS MY DEVELOPMENT

OUR COMPETENCIES - MY STRENGTHS: Which of my competencies would I rate as particularly strong and how do they help me achieve my and our goals?

Employee

Twoja ocena

OUR COMPETENCIES - MY AREAS OF DEVELOPMENT: Which competencies would I like to develop more and why?

Employee

Assess your annual goals

- 1) Click on the *Goals + Achievements* tab to see your annual goals
 - 2) Enter a goal rating - evaluation should include numbers, detailed justification
 - 3) Select a score from the drop-down list
 - 4) After you enter the assessment, save the changes by *Save*
- In the same way, evaluate the other goals
- Note! **Company and Division goal** evaluation will be entered by the HR after final approval

1

Self Service

Employee

Assigned to: Employee

Supervisor: HR

Review Year End 2023 Open

REVIEW HOME QUESTIONNAIRE GOALS + ACHIEVEMENTS RESULTS MY DEVELOPMENT

Questionnaire

Goals + Achievements

Results

My Development

Archive

Company 15%

Division 15%

1. Indiv. Goal 15%

2. Indiv. Goal 25%

3. Indiv. Goal 30%

+Add Individual

Total: 100%

Bonus -% Self Assessment

Bonus -% Self Assessment Individual Goals

2

1. Individual Goal SHOW PREVIOUS

Goal Description

Double PAYBACK

Goal Achievement

Osiągnięty wynik - 30 %
Pełen opis uzyskanego wyniku

3

1 - excellent

2 - over-fulfilled

3 - fulfilled

4 - conditionally fulfilled

5 - not fulfilled

Weighting

15 %

4

SAVE CANCEL

Send the completed form to the manager

Review Year End 2023 Open

Assigned to: Employee

Supervisor

HR

QUESTIONNAIRE GOALS + ACHIEVEMENTS RESULTS MY DEVELOPMENT

competencies would I rate as particularly strong and how do they help me achieve my and our goals?

Review Year End 2023 Open

Assigned to: Supervisor

Supervisor

HR

REVIEW HOME QUESTIONNAIRE GOALS + ACHIEVEMENTS RESULTS MY DEVELOPMENT

	Self Assessment
Company	3
Division	2
1. Indiv. Goal	2
2. Indiv. Goal	4
Bonus %-age	7.00%
Previous Goal Achievement:	-
Max. Bonus	10.00%
Current Annual Full Time Fix Salary	XXXX
Current Annual Full Time Target Salary (incl. Target Bonus)	XXXX

- After this time it's impossible to edit your self-assessment
- The assessment you entered can be seen in the Results tab (this is also where you will find the final results of the process, a just after final approval)

Questions?

Write to us: hr@payback.net

