



SilkRoad
technology



WingSpan Training Appraisals



Talent Management Solutions

recruiting | onboarding & life events | performance | learning | intranets | core hr

www.silkroad.com

What is WingSpan?

- Web based fully integrated performance solution
- IMSA is currently implementing the Performance Appraisal and Goal Planning modules
- Additional modules (that IMSA has purchased) include Goal Planning, Multi-Rater Feedback/360 reviews, and Succession Planning

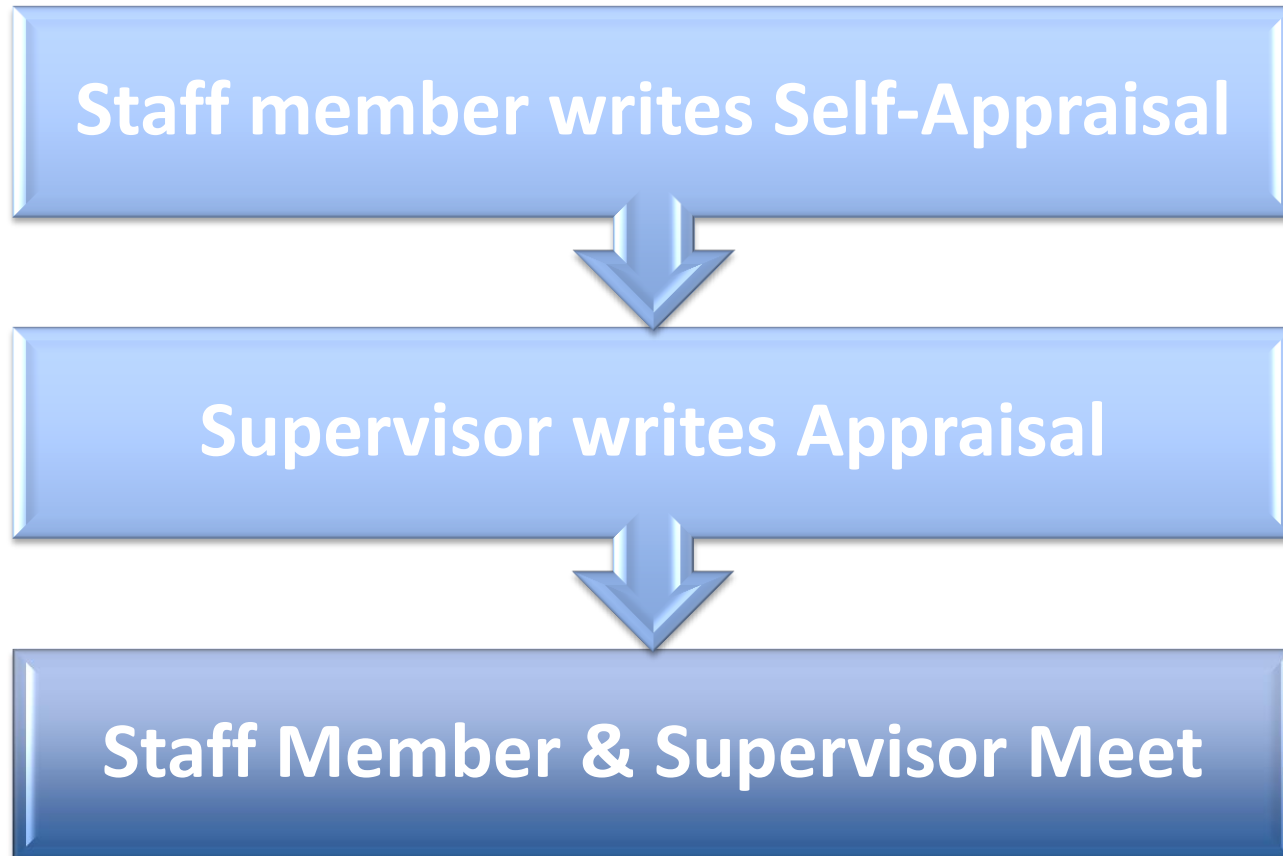
Advantages?

- Online tool provides ease of use for all users. No printing of documents required. The tool provides emails to trigger each task.
- When you have a task to complete, you will receive an email (Administrator: WingSpan)

Appraisals

- The following slides capture workflow of the Appraisal Process.
 - Each step will begin with a system generated email that will include a link to the site.
 - Each Individual's home page will list the task to complete and the words "Live and Untouched".

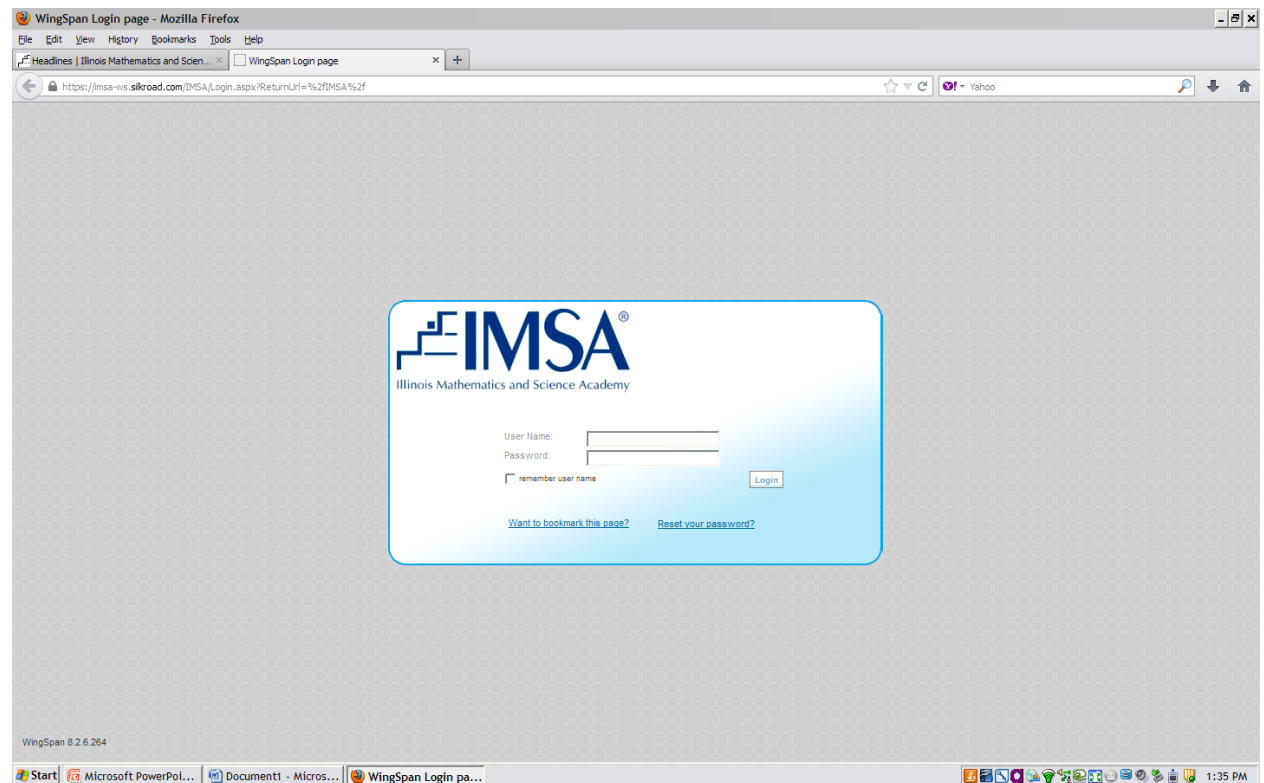
Appraisal Workflow



Wingspan Login

User Name: IMSA
e-mail address
including
“@imsa.edu”

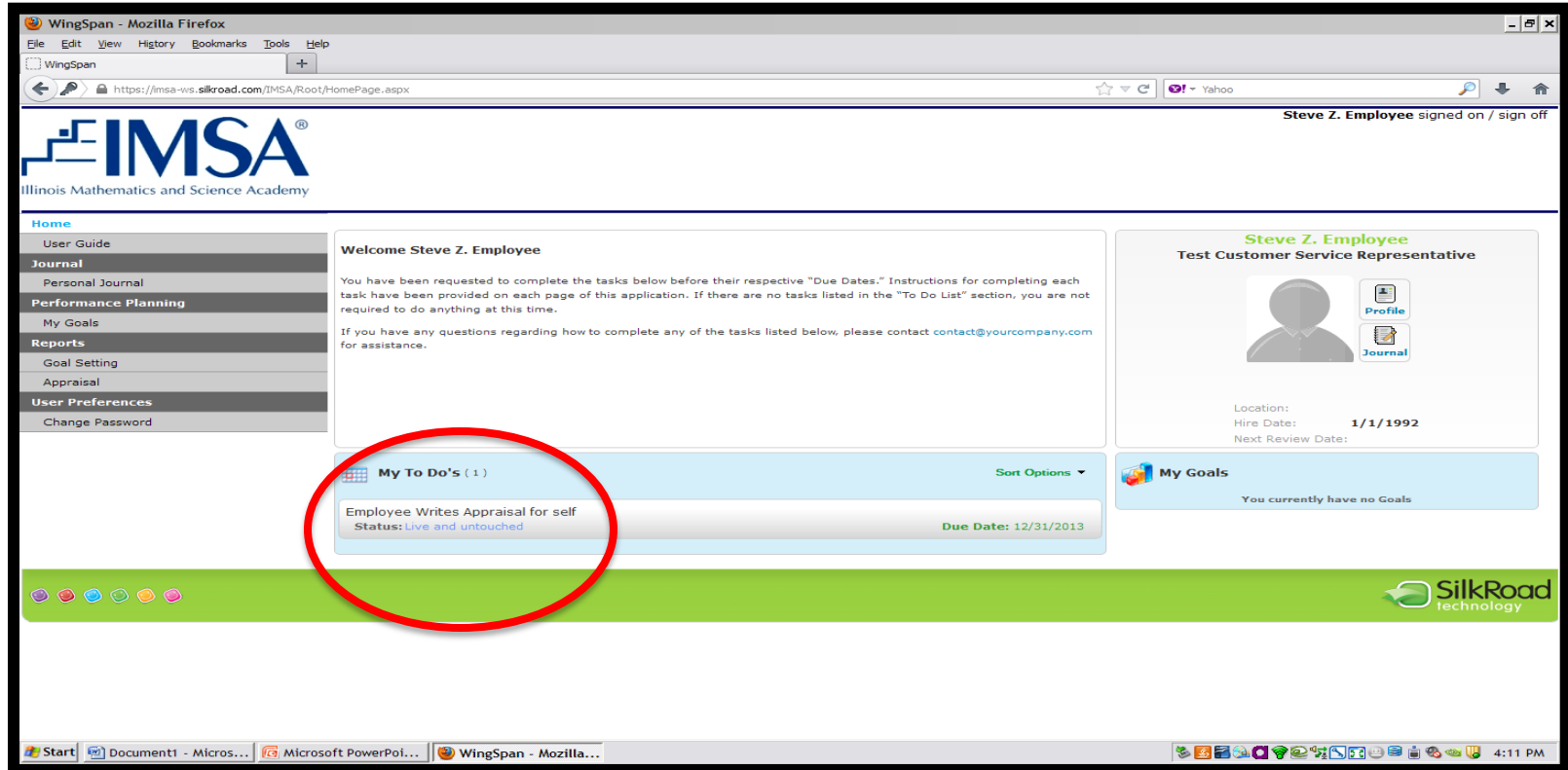
Password: enter
the password you
used last year or
click “Reset your
password”



Step 1

Self Appraisal

Staff Member's Home Page

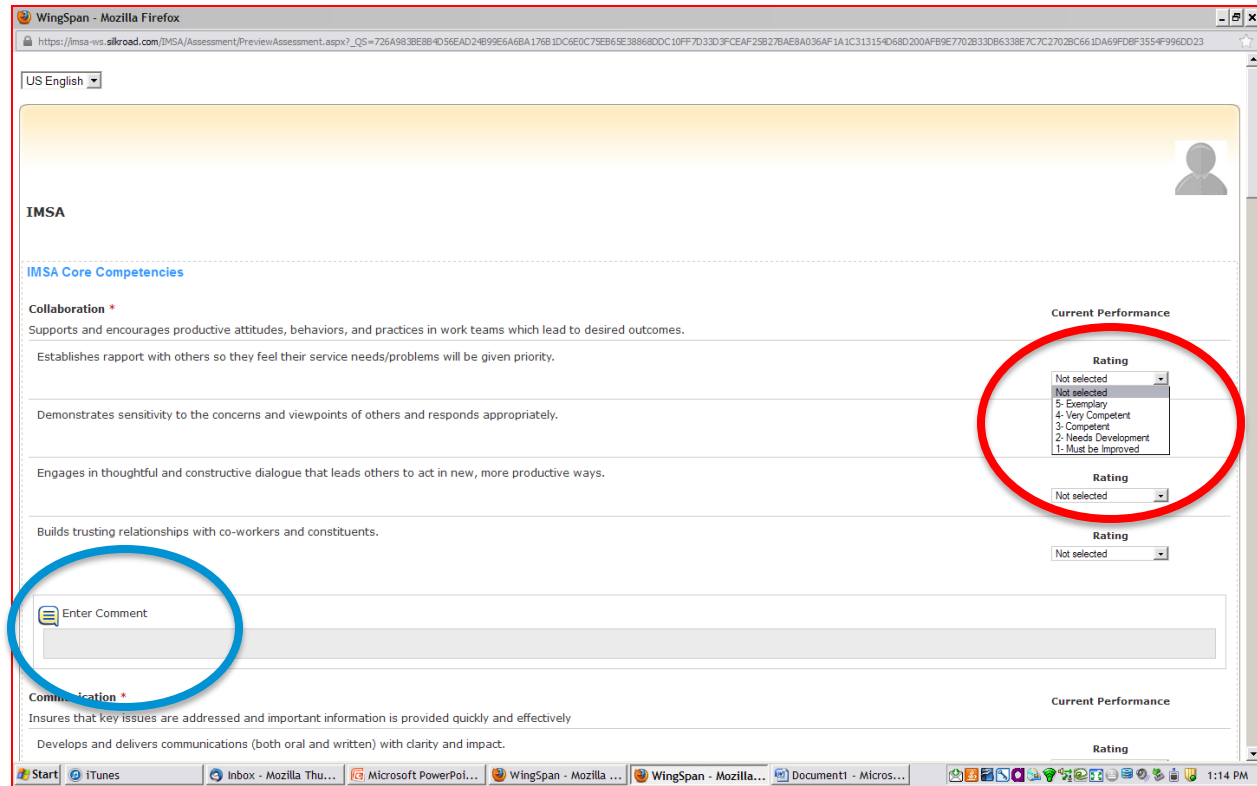


Staff member begins the Appraisal process by clicking on Live and untouched under Employee Writes Self Appraisal for self from My To Do's

Step 1

Self Appraisal

- Staff member chooses a rating from the drop down for each topic.
- Comments must be added at the end of the section.



IMSA Core Competencies

Staff will be evaluated on seven core competencies

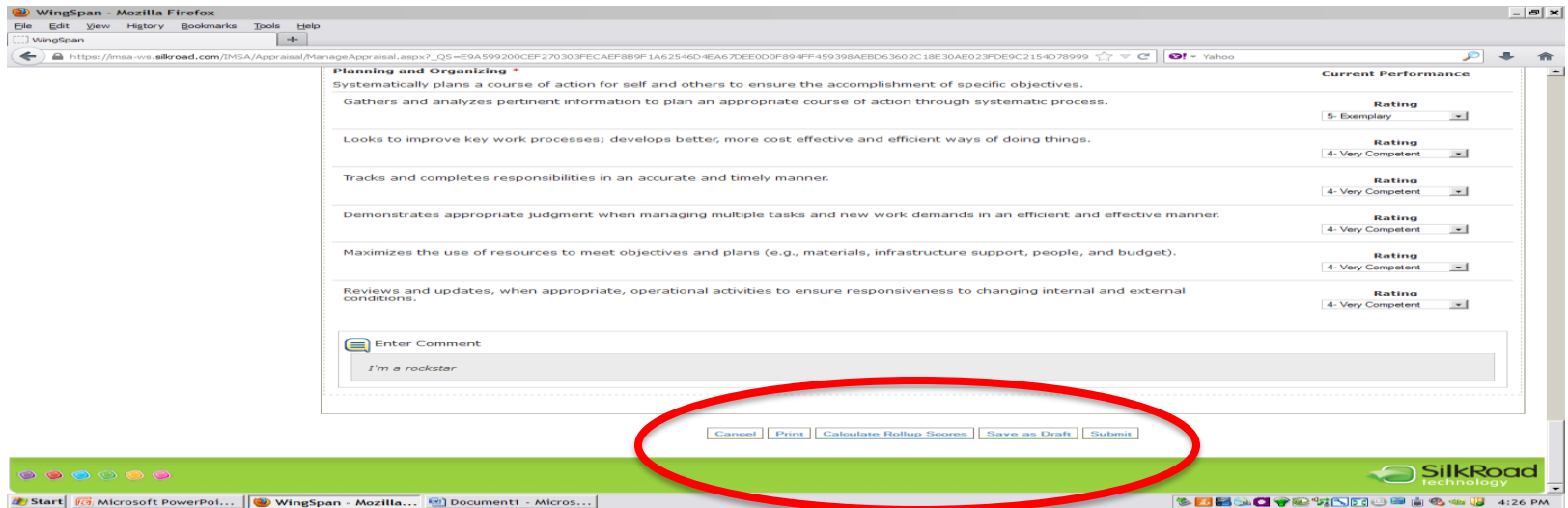
- Collaboration
- Communication
- Commitment to the Mission of the Academy
- Customer Service
- Diversity/Multiculturalism
- Judgment and Problem Solving
- Planning and Organizing

Rating Scale

- 3 = Almost always performs as described by the "Role Model" standards.
- 2 = Performs as described by the "Meets Expectations" standards. (Realistically, this is where most people should be rated in most behaviors/competencies)
- 1 = Almost always performs as described by the "Below Expectations" standards.

Step 1

Staff Member Completes Self Appraisal



WingSpan - Mozilla Firefox

https://msa-vs.silkroad.com/MSA/Appraisal/ManageAppraisal.aspx?_Q5=9A509200CEF270303FECAEF8B9F1A62546D-EA67DEE0D0F894FF459398AEBD63602C18E30AE023FDE9C2154D78999

Planning and Organizing *

Systematically plans a course of action for self and others to ensure the accomplishment of specific objectives.

Gathers and analyzes pertinent information to plan an appropriate course of action through systematic process.

Looks to improve key work processes; develops better, more cost effective and efficient ways of doing things.

Tracks and completes responsibilities in an accurate and timely manner.

Demonstrates appropriate judgment when managing multiple tasks and new work demands in an efficient and effective manner.

Maximizes the use of resources to meet objectives and plans (e.g., materials, infrastructure support, people, and budget).

Reviews and updates, when appropriate, operational activities to ensure responsiveness to changing internal and external conditions.

Current Performance

Rating: 5- Exemplary

Rating: 4- Very Competent

Rating: 4- Very Competent

Rating: 4- Very Competent

Rating: 4- Very Competent

Rating: 4- Very Competent

Enter Comment

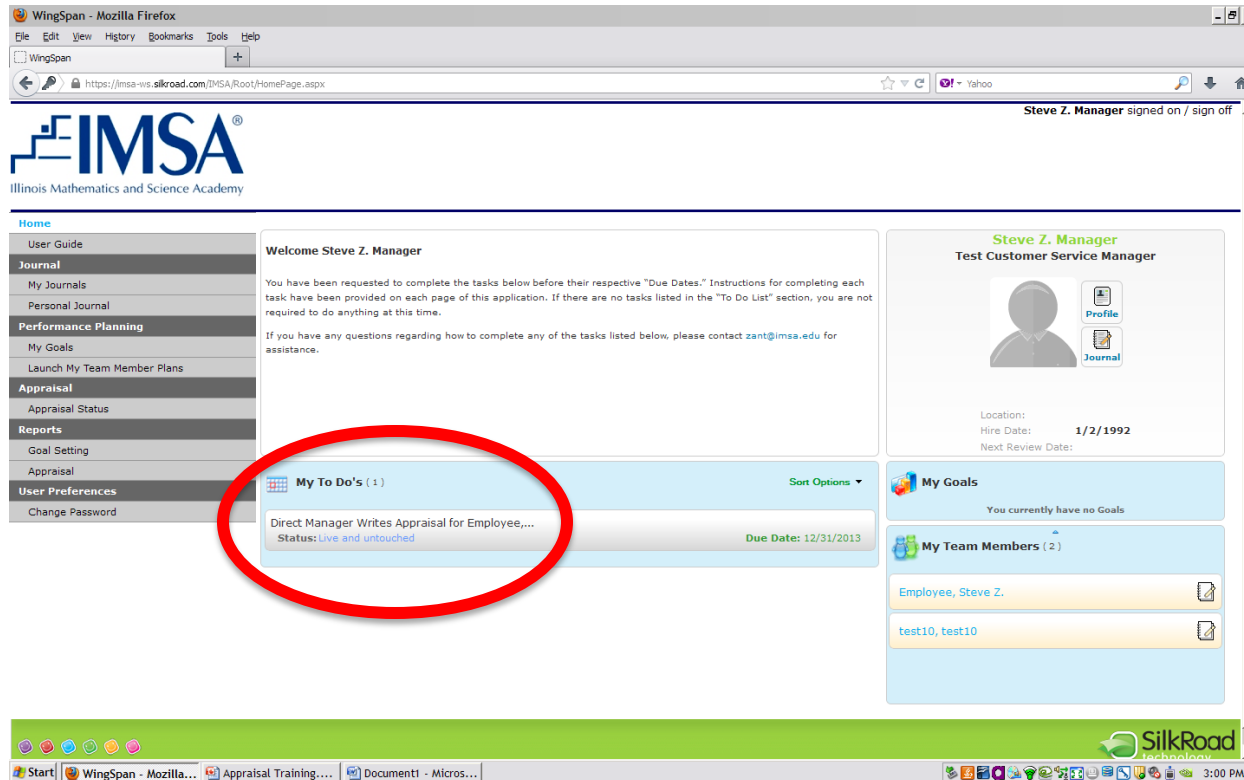
I'm a rockstar

Cancel Print Calculate Rollup Scores Save as Draft Submit

- *Cancel* – Exit the process
- *Print* – Allows you to print a copy for your records
- *Calculate Rollup Score* – Determine overall Appraisal score
- *Save as Draft* – Save Appraisal and return to Home Page
- *Submit* – Saves Appraisals and sends email to manager to complete step two

Step 2

Supervisor Home Page

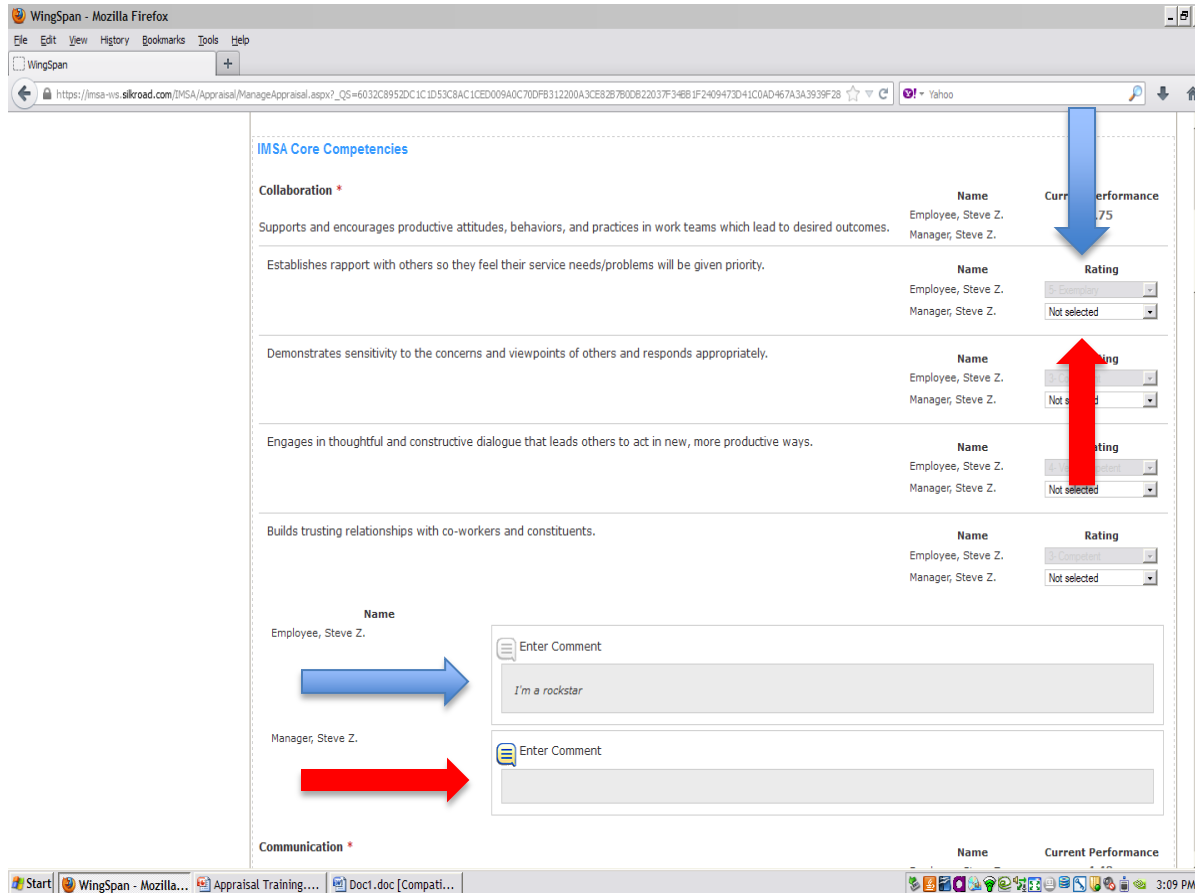


Supervisor begins the process by clicking on Live and untouched under Direct Manager Writes Appraisal for “Employee Name” from the My To Do’s

Step 2

Supervisor begins Appraisal

Supervisor
views staff
member's
comments
and rankings



WingSpan - Mozilla Firefox

File Edit View History Bookmarks Tools Help

WingSpan

https://imsa-vs.silkroad.com/IMSA/Appraisal/ManageAppraisal.aspx?_Q5=6032C8952DC1C1D53C8AC1CED009A0C700FB312200A3CE82B7800B22037F34EB1F2409473D41C0AD467A3A3939F28

Yahoo

IMSA Core Competencies

Collaboration *

Supports and encourages productive attitudes, behaviors, and practices in work teams which lead to desired outcomes.

Employee, Steve Z. Manager, Steve Z.

Establishes rapport with others so they feel their service needs/problems will be given priority.

Employee, Steve Z. Manager, Steve Z.

Demonstrates sensitivity to the concerns and viewpoints of others and responds appropriately.

Employee, Steve Z. Manager, Steve Z.

Engages in thoughtful and constructive dialogue that leads others to act in new, more productive ways.

Employee, Steve Z. Manager, Steve Z.

Builds trusting relationships with co-workers and constituents.

Employee, Steve Z. Manager, Steve Z.

Communication *

Employee, Steve Z. Manager, Steve Z.

Enter Comment

I'm a rockstar

Enter Comment

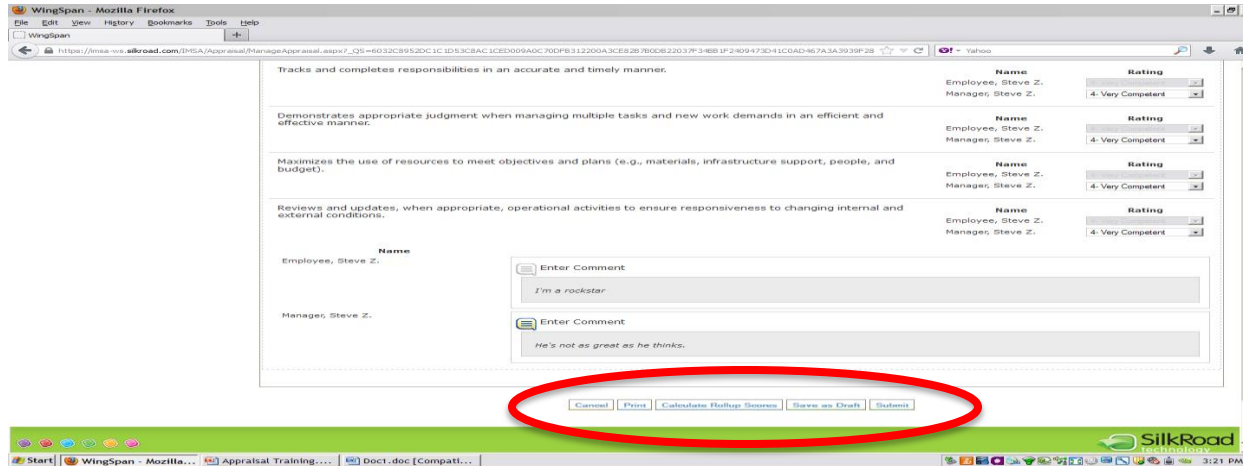
Start WingSpan - Mozilla... Appraisal Training... Doc1.doc [Compati...]

3:09 PM

Supervisor
rates staff
member and
must enter
comments at
end of
section.

Step 2

Supervisor Completes Appraisal for Employee



WingSpan - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://msa-001.silkroad.com/MSA/Appraisal/ManageAppraisal.aspx?_Q5=6032C8952DC1C1D53C8AC3CED09940C70D9B312200A3CE526780D822037F34B51F2409473D11C0AD467A3A3939F28 Yahoo

Tracks and completes responsibilities in an accurate and timely manner.

Name	Rating
Employee, Steve Z.	4: Very Competent
Manages, Steve Z.	4: Very Competent

Demonstrates appropriate judgment when managing multiple tasks and new work demands in an efficient and effective manner.

Name	Rating
Employee, Steve Z.	4: Very Competent
Manages, Steve Z.	4: Very Competent

Maximizes the use of resources to meet objectives and plans (e.g., materials, infrastructure support, people, and budget).

Name	Rating
Employee, Steve Z.	4: Very Competent
Manages, Steve Z.	4: Very Competent

Reviews and updates, when appropriate, operational activities to ensure responsiveness to changing internal and external conditions.

Name	Rating
Employee, Steve Z.	4: Very Competent
Manages, Steve Z.	4: Very Competent

Employee, Steve Z.

Enter Comment

I'm a rockstar

Manages, Steve Z.

Enter Comment

He's not as great as he thinks.

Cancel Print Calculate Rollup Score Save as Draft Submit

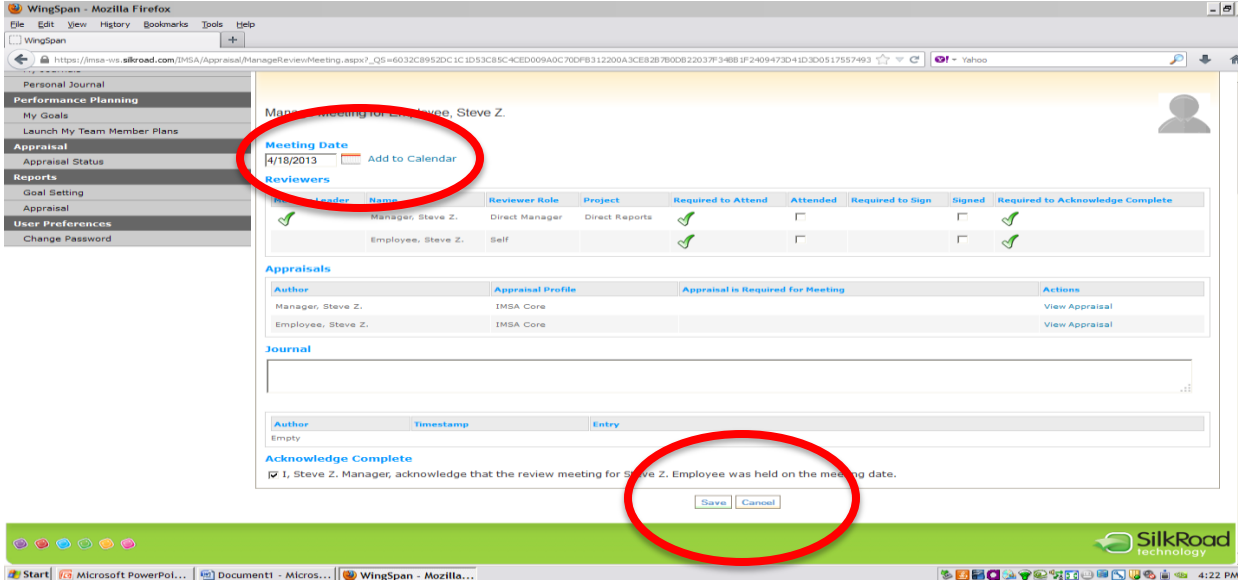
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SilkRoad technology 3:21 PM

- *Cancel* – Exit the process
- *Print* – Allows you to print a copy for your records
- *Calculate Rollup Score* – Determine overall Appraisal score
- *Save as Draft* – Save Appraisal and return to Home Page
- *Submit* – Saves Appraisals and sends email to supervisor's supervisor to complete step three

Step 3

Supervisor sets up Meeting



WingSpan - Mozilla Firefox

https://imsa-vs.silkroad.com/IMSAA/Appraisal/ManageReviewMeeting.aspx?_QS=6032C8952DC1C1D53C85C4CED009A0C70DFB312200A3CE82B7600B22037F348B1F2409473D41D3D0517557493

Personal Journal

Performance Planning

My Goals

Launch My Team Member Plans

Appraisal

Appraisal Status

Reports

Goal Setting

Appraisal

User Preferences

Change Password

Meeting Date

4/18/2013 Add to Calendar

Reviewers

Reviewer	Reviewer Name	Reviewer Role	Project	Required to Attend	Attended	Required to Sign	Signed	Required to Acknowledge Complete
✓	Manager, Steve Z.	Direct Manager	Direct Reports	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
✓	Employee, Steve Z.	Self		✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓

Appraisals

Author	Appraisal Profile	Appraisal is Required for Meeting	Actions
Manager, Steve Z.	IMSAA Core		View Appraisal
Employee, Steve Z.	IMSAA Core		View Appraisal

Journal

Author Timestamp Entry

Acknowledgment Complete

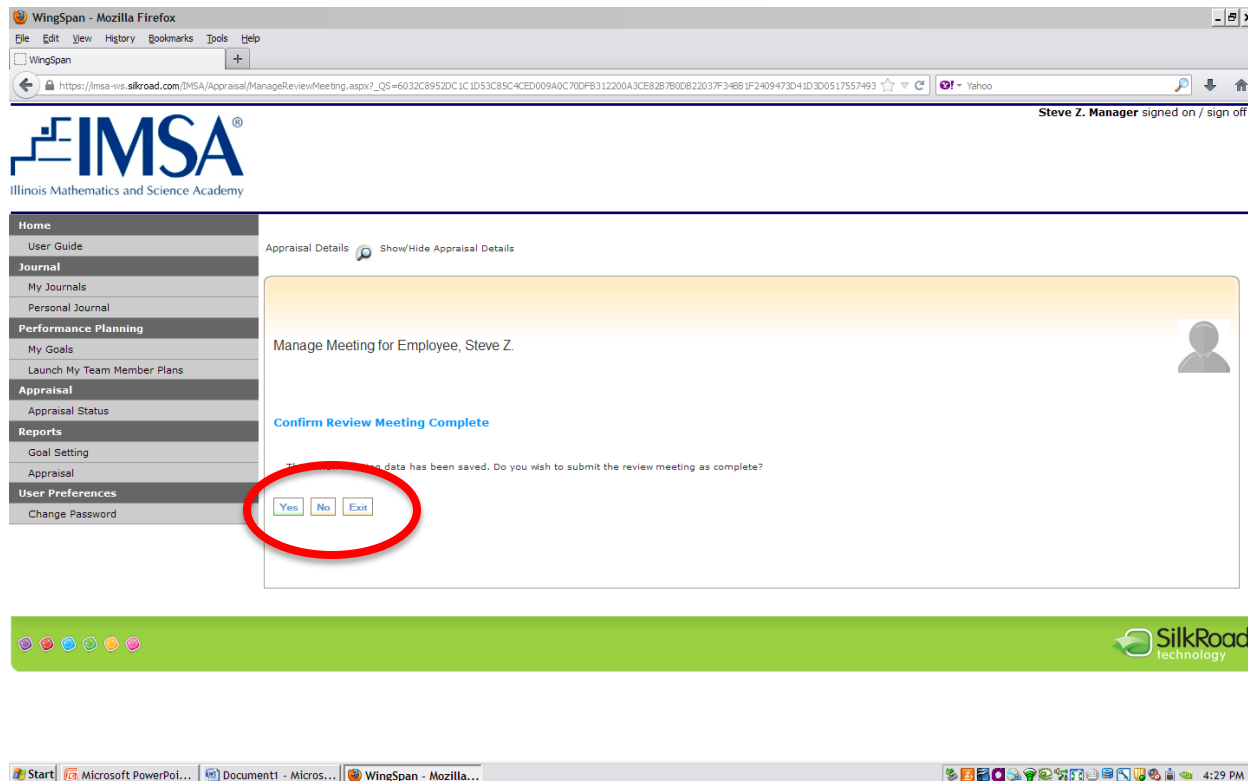
☒ I, Steve Z. Manager, acknowledge that the review meeting for Steve Z. Employee was held on the meeting date.

Save Cancel

Verify the meeting date, click Confirm, and schedule in IMSA Webcalendar

Step 3

Supervisor Meeting Confirmation Page



Things to remember...

- Annual Appraisals are an employment expectation and must be completed in a **timely manner**
- Use specific examples and situations to support the Appraisal
- “Meets Expectations” is not a bad rating. It’s where most people should be rated in most behaviors/competencies
- You don’t have to complete the Appraisal in 1 day
- You do have a **deadline**



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Thank You!!!



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