

WingSpan Training Appraisals



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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

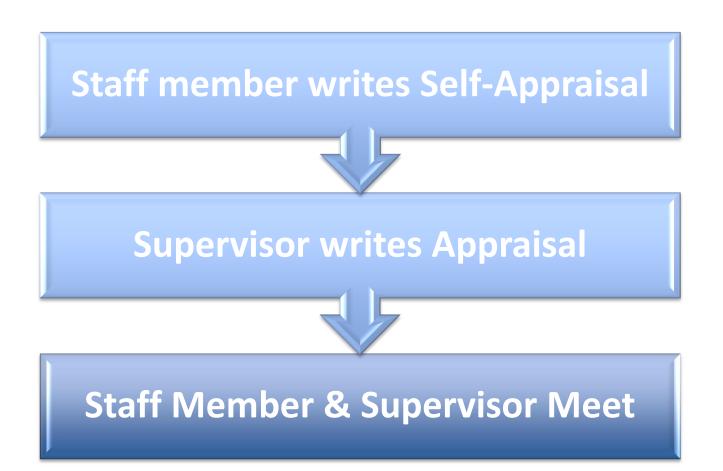


• The following slides capture workflow of the Appraisal Process.

- 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

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	A [®] cademy		teve Z. Employee signed on / sign
lome User Guide		Steve	e Z. Employee
ournal	Welcome Steve Z. Employee		Service Representative
Personal Journal	You have been requested to complete the tasks below before their respective "Due Dates." Instructions for completing each		
Performance Planning	task have been provided on each page of this application. If there are no tasks listed in the "To Do List" section, you are not		
My Goals	required to do anything at this time.		Profile
teports	If you have any questions regarding how to complete any of the tasks listed below, please contact contact@yourcompany.com for assistance.		
Goal Setting			Journal
Appraisal			
Jser Preferences		Location:	
Change Password		Hire Date:	
		Next Revi	.ew Date:
	My To Do's (1) Sort Options 🔻	👩 My Goals	
		You curr	rently have no Goals
	Employee Writes Appraisal for self Status: Live and untouched Due Date: 12/31/2013		
	Status: dive and uncodched Due Date: 12/51/2015		
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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

🥹 WingSpan - Mozilla Firefo> - 8 × https://imsa-ws.sikroad.com/ aspx? OS = 726A9838E884D56EAD24899E6A68A17681DC6E0C75E865E38868DDC10FF7D33D3FCEAF25827BAE8A036AF1A1C313 E7702B33DB6338E7C7C2702BC661DA69FDBF3554F996DD2 US English 💌 IMSA **IMSA Core Competencies** Collaboration * Current Performance Supports and encourages productive attitudes, behaviors, and practices in work teams which lead to desired outcomes. Establishes rapport with others so they feel their service needs/problems will be given priority. Rating Not selected Not selected 5- Exemplary 4- Very Competent Demonstrates sensitivity to the concerns and viewpoints of others and responds appropriately 3- Competent 2- Needs Development 1- Must be Improved Engages in thoughtful and constructive dialogue that leads others to act in new, more productive ways. Not selected Builds trusting relationships with co-workers and constituents. Rating Not selected • Enter Comment Current Performance Insures that key issues are addressed and important information is provided quickly and effectively Develops and delivers communications (both oral and written) with clarity and impact. Rating 🛃 Start 👩 iTunes 🔇 Inbox - Mozilla Thu... 🛛 🔞 Microsoft PowerPoi... 😻 WingSpan - Mozilla ... 😻 WingSpan - Mozilla... 👹 Document1 - Micros... 🖄 🚰 📉 🗖 🌭 🛜 🐄 🍳 🖼 🕘 🗐 🧶 🇯 😃 1:14 PM

•Staff member chooses a rating from the drop down for each topic.

•Comments <u>must</u> 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.



Staff Member Completes Self Appraisal

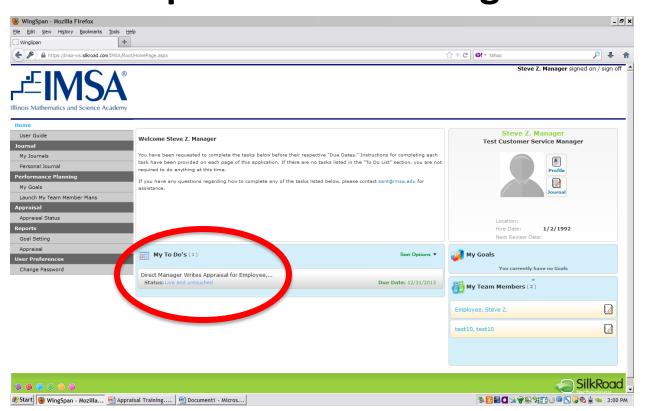
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	Planning and Organizing * Systematically plans a course of action for self and others to ensure the accomplishment of specific objectives.	Current Performance		
	Gathers and analyzes pertinent information to plan an appropriate course of action through systematic process.	Rating 5- Exemplary 🔹		
	Looks to improve key work processes; develops better, more cost effective and efficient ways of doing things.	Rating 4-Very Competent 🔹		
	Tracks and completes responsibilities in an accurate and timely manner.	Rating 4- Very Competent 💌		
	Demonstrates appropriate judgment when managing multiple tasks and new work demands in an efficient and effective manner.	Rating 4- Very Competent •		
	Maximizes the use of resources to meet objectives and plans (e.g., materials, infrastructure support, people, and budget).	Rating 4- Very Competent -		
	Reviews and updates, when appropriate, operational activities to ensure responsiveness to changing internal and external conditions.	Rating 4- Very Competent 🔹		
	Enter Comment			
	I'm a rockstar			
	Cancel Print Calculate Rollup Scores Save as Draft Submit			
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- •*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**



Supervisor begins Appraisal

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	IMSA Core Competencies			
	Collaboration *		Name	Curr erformance
	Supports and encourages productive attitudes, behavi	ors, and practices in work teams which lead to desired outcomes.	Employee, Steve Z. Manager, Steve Z.	.75
	Establishes rapport with others so they feel their ser	vice needs/problems will be given priority.	Name Employee, Steve Z.	Rating
			Manager, Steve Z.	Not selected
	Demonstrates sensitivity to the concerns and viewpo	ints of others and responds appropriately.	Name	ling
			Employee, Steve Z. Manager, Steve Z.	Not s
	Engages in thoughtful and constructive dialogue that	leads others to act in new, more productive ways.	Name Employee, Steve Z.	ting
			Manager, Steve Z.	A Verselected
	Builds trusting relationships with co-workers and con-	stituents.	Name	Rating
			Employee, Steve Z. Manager, Steve Z.	3-Competent
	Name		<u>,</u> ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	Employee, Steve Z.	Comment		
	I'mar	ockstar		
	Manager, Steve Z.	Comment		
	Communication *			

Supervisor rates staff member and <u>must</u> enter comments at end of section.

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Supervisor

views staff

member's

comments

and rankings





Supervisor Completes Appraisal for Employee

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	Tracks and completes responsibilities in	an accurate and timely manner.	Name Employee, Steve Z. Manager, Steve Z.	Rating 4- Very Competent	*
	Demonstrates appropriate judgment w effective manner.	hen managing multiple tasks and new work demands in an efficient and	Name Employee, Steve Z. Manager, Steve Z.	Rating 4- Very Competent	*
	Maximizes the use of resources to meet budget).	t objectives and plans (e.g., materials, infrastructure support, people, and	Name Employee, Steve Z. Manager, Steve Z.	Rating 4- Very Competent	× *
	Reviews and updates, when appropriat external conditions.	e, operational activities to ensure responsiveness to changing internal and	Name Employee, Steve Z. Manager, Steve Z.	Rating 4- Very Competent	*
	Name Employee, Steve Z.	Enter Comment			
	Manager, Steve Z.	Enter Comment He's not as great as he thinks.			
		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 supervisor's supervisor to complete step three



Supervisor sets up Meeting

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Personal Journal											
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Launch My Team Member Plans											
Appraisal	Meeting Date										
Appraisal Status	4/18/2013	Add to Calendar									
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	Manager, Steve Z		IMSA Core						View Appraisal		
	Employee, Steve	z.	IMSA Core						View Appraisal		
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Verify the meeting date, click Confirm, and schedule in IMSA Webcalendar



Supervisor Meeting Confirmation Page

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-	= sal/ManageReviewMeeting.aspx?_QS=6032C8952DC1C1D53C85C4CED009A0C70DFB312200A3CE828780D822037F348B1F2409473D41D3D0517557493 🏠 🛡 🖑 🛛 💇 🗸 Yahoo	 ₽ ↓ ·
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User Guide	Appraisal Details 😥 Show/Hide Appraisal Details	
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My Goals	Indiage inceang for Employee, oreverz.	
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Change Password	Yes No Exit	
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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**



Thank You!!!

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