

# Overview of Key Screens in Perform.com Tool

December 2000

# Home Tab



Hello mock user! [contact us](#) 

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## Welcome to SFA's New Performance Development Process!!

Last update 10/02/2000

Please complete "Step 1: Goal Setting/Expectation Setting" of the Performance Development Process

Use the SFA Skills Catalog attached here to help you complete your Skill Profile.

[SFA Skills Catalog](#)

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# IDP Tab

## View Goals Screen



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View All Groups View Goals Define New Goals Update Progress View Reports

Display Goals for SFA Search LastName  Go [Full List](#)

Legend:  
? Goal Status Unknown ✓ Goal On Track ! Goal Behind \* Goal Ahead

Title	Start Date	Deadline	Status
? <a href="#">Develop SFA core curriculum training course for SFA (Distribute)</a>	09/05/00	08/01/01	Unknown 25 of 100 %
? <a href="#">Research and read textbook on Adult Learning Theory</a>	09/05/00	08/01/01	Unknown 75 of 100 %
? <a href="#">Take Spirit of Facilitation Course</a>	09/05/00	08/01/01	Unknown 0 of 1 Units
? <a href="#">Take Learning Design and Development Training</a>	09/05/00	08/01/01	Unknown 0 of 1 Units

[View goals without tactics](#)  
[View goals with categories](#)  
[View update history for all goals](#)

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# IDP Tab

## Define New Goals Screen



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Define Goals for **SFA**

Title: ?	<input type="text"/>
Description: ?	<input type="text"/>
Select a Category for your goal: ?	<input type="text" value="— SELECT A CATEGORY —"/>
Select a Subcategory: ?	<input type="text" value="— SELECT A SUBCATEGORY —"/>
Start Date [MM/DD/YYYY]: ?	<input type="text" value="10"/> / <input type="text" value="10"/> / <input type="text" value="2000"/>
Deadline [MM/DD/YYYY]: ?	<input type="text" value="10"/> / <input type="text" value="10"/> / <input type="text" value="2000"/>
Update Frequency: ?	<input type="text" value="At any time"/>
Objective: ?	<input type="text" value="100"/> <input type="text" value="Percent"/>

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# IDP Tab

## Update Progress Screen

Legend:

- Goal Status Unknown
- Goal On Track
- Goal Behind
- Goal Ahead

Save	Start Date	Deadline	Objective	Progress			Update Comments
				Quantitative		Qualitative	
				Expected	Actual	Status	
Save	09/05/00	08/01/01	100 %	10 %	0	Unknown	
Save	09/05/00	08/01/01	100 %	10 %	0	Unknown	Great book! I'm learning a lot.
Save	09/05/00	08/01/01	1 Units	0 Units	0	Unknown	Scheduled to take course next month.
Save	09/05/00	08/01/01	1 Units	0 Units	0	Unknown	I'm having difficulty fitting this into my schedule - meeting

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# IDP Tab

## View Reports Screen

Logo: SFA

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View

Search

**Category:**  
All

**Sub-Category:**  
All

**Status:**  
On-Track  
1 Goals Total  
1 Ontrack 100%

Goal Category	Percent On-Track
SFA	100%
mock user	100%
Customer Satisfaction	100%
Professional Development	0%
Employee Satisfaction	0%
Unit Cost	0%

Roll cursor over bars to view labels. Click to drill down.

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# Comments Tab

## Select Reviewers Screen



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See 360 Feedback for [SFA](#) [Comments](#)

### Identify Reviewers

#### Search for Reviewer

1. Enter either all or part of the Reviewers first and/or last name. (You must enter at least two characters).  
2. Click the 'Search' button to find Reviewers that match your search criteria.

Search By	Search Text	
<input type="text" value="Search By Last Name"/>	<input type="text"/>	<input type="button" value="Search"/>
		<a href="#">Advanced Search</a>

List of Reviewers for mock user :

	Reviewer Name	Rating Type	Location
<input type="button" value="Delete"/>	mock user	<input type="text" value="Self"/>	
<input type="button" value="Delete"/>	mock user2	<input type="text" value="Supervisor"/>	

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# Comments Tab

## Complete Reviews Screen

The screenshot shows a web interface for providing feedback. At the top left is a logo with the letters 'SFA' inside a star. The user is logged in as 'mock user', with a 'Hello mock user!' message and a 'contact us' link. A navigation bar contains 'Home', 'IDP', and 'Comments' tabs. Below this is a red header with links for 'Introduction', 'Select Reviewers', 'Complete Reviews', and 'Reports'. The main content area shows 'See 360 Feedback for SFA Comments' and a 'Provide Feedback' section. A dropdown menu shows 'mock user, COMPLETE'. The 'Review for: mock user' section contains a table with 'Name' (mock user) and 'Rating Type' (Self), with 'Save' and 'Preview' buttons. A 'Feedback' section has a 'Comments' tab and a 'Write Comments' link with a checkmark and a 'Save' button. A red message states: '\* Thank you. The review has been submitted. You may however continue to make changes to the review until the end of the review period. Click here to [Exit](#).' At the bottom right is a 'Back to top' link, and at the bottom center are links for 'Terms Of Use' and 'About Perform.com', along with a copyright notice: 'Copyright © 2000 Perform.com, LLC. All Rights Reserved. October 10, 2000'.

Logo: SFA

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See 360 Feedback for SFA [Comments](#)  
Provide Feedback

List Of People to Provide Feedback  
mock user, COMPLETE

Review for: mock user

Name	Rating Type
mock user	Self

Save Preview

**Feedback**

Comments [Write Comments](#) ✓

Save

\* Thank you. The review has been submitted.  
You may however continue to make changes to the review until the end of the review period.  
Click here to [Exit](#).

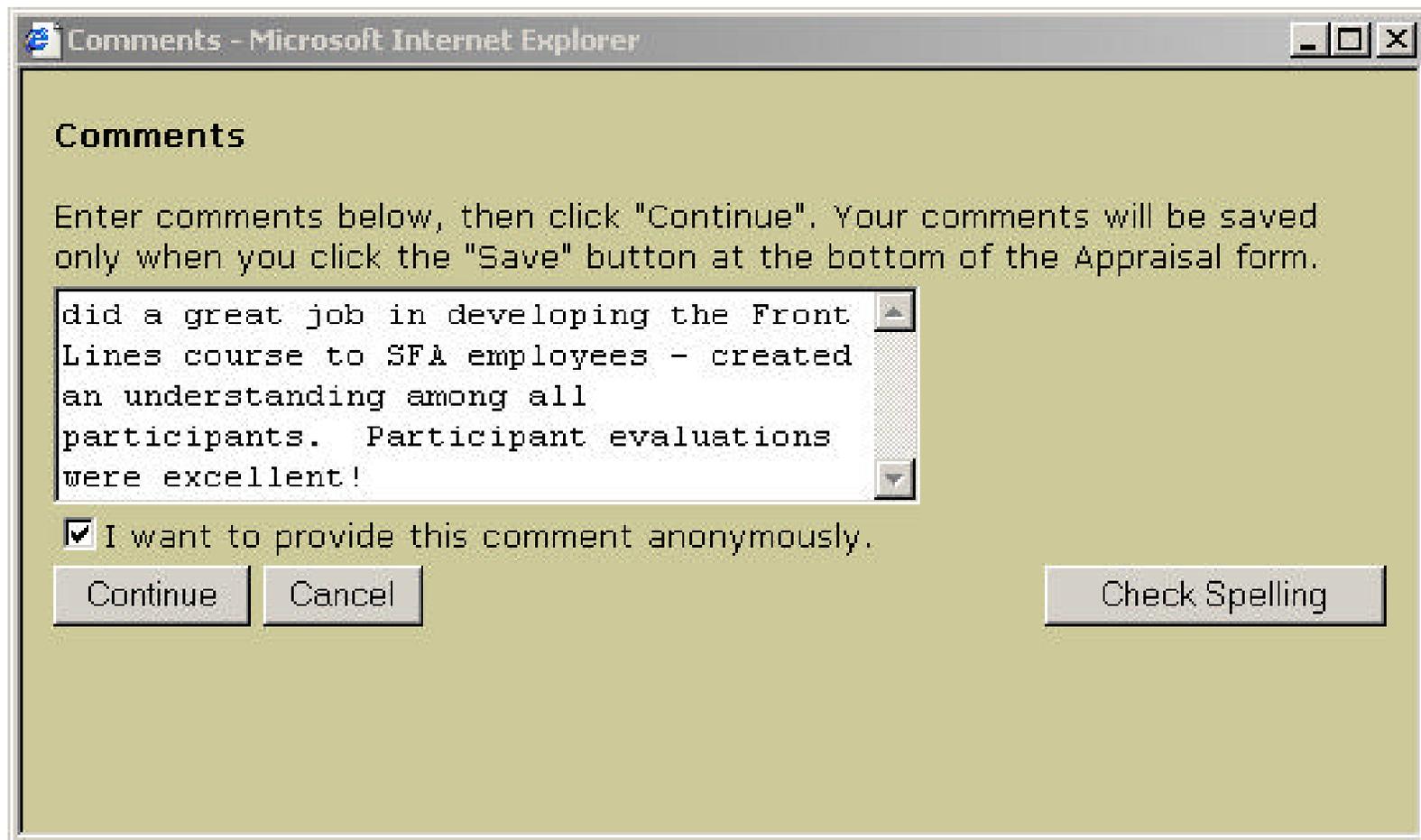
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# Comments Tab

Complete Reviews Screen / Write Comments Link



Comments - Microsoft Internet Explorer

**Comments**

Enter comments below, then click "Continue". Your comments will be saved only when you click the "Save" button at the bottom of the Appraisal form.

did a great job in developing the Front Lines course to SFA employees - created an understanding among all participants. Participant evaluations were excellent!

I want to provide this comment anonymously.

# Comments Tab

## Reports Screen



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**Consolidated Report**

Select a person to view report for:

Consolidated Report for mock user  
Skills

Legend: ■ Self ■ Supervisor

Comments

**Anonymous:** did a great job in developing the Front Lines course to SFA employees - created an understanding among all participants. Participant evaluations were excellent!

**mock user2:** showed great focus in ensuring that I got a timely response to a question I asked during Front to Back training...she couldn't answer the question in the session, but followed up and ensured that I got an answer - great customer service.

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