

Getting started: my team's performance reviews



You will have received a web link and login details from Sonar6 in an email. Click on the link and a new window will pop up for you to enter your login, domain and password.

Alternatively, you can go to <http://login.sonar6.com>

After entering your details, you'll be at the main menu. Click on the 'Talent Management' icon.



rate performance factors

On this screen you will assess people against performance factors for their role.



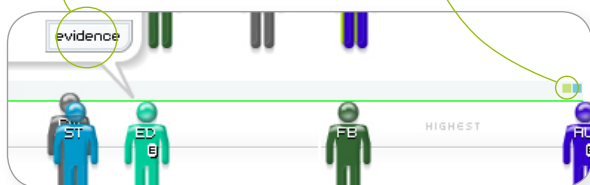
sliders

The simplest way to rate your team is to click on and drag the people icons along the sliders for each factor, so you easily see where each team member rates in relation to others.

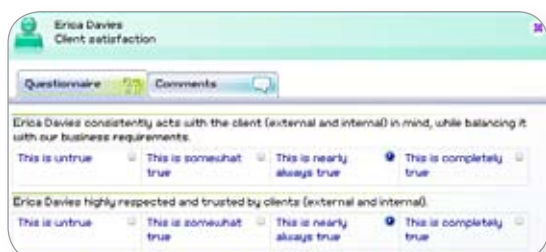
You can also enter evidence (Questionnaires, Goals and Comments) for each factor, which will encourage more specific ratings and adjust the icons accordingly. Depending on the factor, you may have the opportunity to enter all, some or none of these types of evidence. Look out for the little coloured boxes on the right of each slider.

questionnaires

To complete questionnaires: click on a person to rate, then either click on the green **Questionnaire** icon for the factor, or on the **Evidence** button that appears in the speech bubble.



The questionnaire for that factor will appear. Read each question and choose the most appropriate response by clicking on the answer.



Please note: Not answering a question will not impact the position. If you think a question is not applicable for you to answer, leave it blank.

goals

Goals measure performance against previously set targets. They can be accessed via the **Evidence** button, or by clicking on the purple **Goals** icon for a factor.



To set the achievement level of each goal, click and drag the goal token; the colour changes as each level is reached. Space is also provided for you to attach goal-specific notes.



adding comments

If you want to add comments, click on the Comments tab and type them in.



Once the evidence is complete either click the **OK** button to return to the main screen or **Next Factor** to automatically go to the next factor.



Once you have completed all the evidence for this person in Step 1, the Next Factor button will automatically take you to the Next Person in the list. The colour of the frame around the evidence box and the name at the top will change to the next person.

Finish by clicking the **OK** button. If you have provided questionnaire or goal evidence, people will be moved on the sliders according to the answers you have provided. **Note, clicking OK does not save your data! Be sure to click Save.**

! Solo View, History View and the Development Plans can be accessed from both the performance and potential rating screens.

rate potential factors

When you have completed your assessment of the Performance Factors, you will move on to the Potential Factors. To do this, click on **Step 2: Rate Potential Factors** at the top of the screen.



This will display the Potential Factors screen. Complete this in the same way as for Performance – clicking on the person icon and sliding them or entering evidence for each factor.

solo view

View one person at a time by choosing **Solo View**. In this case you won't see the entire team on the sliders, but can easily go back to a comparison view by toggling Solo View off again.



If your team has had 360° reviews and performed self assessments, you be able to see the results in this view.

history view

Toggle the **History View** to see one person's ratings over a series of reviews, to get a quick visual of their performance (or potential!) over time. In this mode, the more faded an icon appears, the further back that review was conducted.



grid analysis

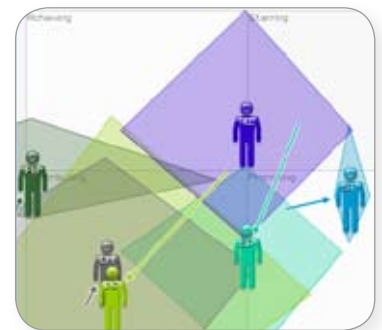
Click on **Step 3. Grid Analysis** on the Navigation Bar.



All team members are plotted on the grid of performance vs. potential. Each box represents a different assessed talent position: people in the top right are starting.

For even more information, you can also display **kites** and **arrows**.

Kites indicate strengths and weaknesses. Someone with a large kite will have marked strengths and weaknesses, while someone with a small kite is a more consistent across the factors.



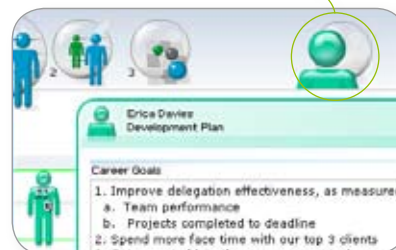
Arrows indicate trends - if someone is doing better across assessments, and the rate at which they're improving.



Click on a person on the grid to see the summary information speech bubble; click **More** to see a detailed analysis.

development plans

The **Development Plan** is built cooperatively by an individual and his or her manager, and is based on the performance / potential analysis. It allows them to set goals, record achievements and assign tasks.



saving your work and exiting

Remember to save your work, using the **Save** button at the top of the screen.

When you have finished and saved, click on the **[x]** at the top right of the window to shut the application down.

changing your password

You can change your password by clicking on the **Edit My Details** button at the top of the screen.

Enter your new password details, then click the **OK** button.

