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| Title           | <b>Manager Review</b> |
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Hello and Welcome to the Comaea Academy.

The Comaea academy is your central resource for thought leadership and learning about the comaea competency management platform.

This lesson covers how you will complete a manager review.

It is based on a generic version of comaea, and your version may differ slightly or may not have all the functionality available that are covered in this lesson.

There are additional videos available in the Comaea Academy that will go into more details on each of the pages.

Let's get started.

After logging in, you will land on the employee homepage.

Firstly, you will need to select a manager view from the "View as" menu. This is located at the top right of the screen.

Your manager homepage contains shortcut tiles for quick access to key sections and reports according to the rights you have been given.

As a manager, you will need to find the employee you will be reviewing.

There are a number of ways of doing this so let's show you some of those ways.

You can click the Employee List tile and this takes you to a list view of all the employees that you are allowed to see. There is also a card view, if your prefer.

Simply click on the person's name to view their competency profile. You can click the filter status button and find employees waiting for approval here.

Another way of finding employees is by using the "search employees" box at the top of the page.

Enter the name of the employee in search bar and the closest results will be shown.

Alternatively, you can click on the Filter link and the filter panel will open and offers a wider range of search options for you to use, including a browse function for employees, organisation units, job profiles and more.

The last way you can find employees to approve, is through the manager dashboard.

Clicking the Dashboard option displays your manager dashboard, and here you can click on the assessment status widget to view employees to approve.

The assessment status page shows the status of employees is a list or grid view.

Clicking on the overall assessment status bar at the top allows you to filter the table so you can quickly find the employee you need to approve.

By clicking the “Click to approve” link, takes you to the employee’s competency summary page.

On the competency summary page, you can see the competencies for the current job profile the employee has, and you can filter and sort the competencies in a number of ways.

For example you can filter by changes made since your last login, and also sorting by Approved updated so you can see the last approval dates.

Clicking the history icon in the assessment progress panel shows you the last submitted and approval dates and also who carried out the last approval.

To set an approver score, simply click the appropriate level in the Approver column. If you want to see if any comments or documents have been added, you can scroll the table to the right.

You can also click the “information” icon to open up the competency guide where you can view details on the competency, as well as the employee scores, any comments or documents. You can also navigate through the competencies using the arrows. This is often a great way of carrying out your approvals as you have everything on one screen.

It is generally good practice to add a comment if you are scoring the employee differently from what they have scored themselves. For example, if you feel that you need to see more evidence to justify a higher score.

You will notice that, as soon as you make a change to a score, you will see a red bar at the top of the screen. This is affectionately known as the Nag bar, and will remain until you submit your approved scores.

Before you submit your changes, it is worth making sure that the employee has no other job profiles that contain scores that need approval, by clicking the More button in the job profile card.

The competency tracker provides a consolidated view of all competencies from all profiles, so it is worth just checking the competency tracker before you finally submit your changes.

When you submit your approved scores, you will get a confirmation screen and that is the approval completed.

If you want to know more about the competency summary page, then we recommend you viewing the Self-Review e-learning course that covers this in more detail.

Let’s just recap what we have seen in this tutorial.

This lesson covered how to complete a manager review.

Remember, there are additional videos available in the Comaea Academy that will go through other functionality and workflows.

Thank you for watching, and being a valued comaeen.