

# MANUAL BAGI MENGEMASKINI PENILAIAN PRESTASI SECARA KEBELAKANGAN



- Self Service
- ▶ Manager Self Service
- Recruiting
- Benefits
- Compensation
- Global Payroll & Absence

## · Workforce Development

- Profile Management
- ▶ Performance Management
- D Career Planning
- Organizational Development
- Set Up HRMS
- Worklist
  Worklist
- ▶ Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile

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# Workforce Development

Perform Profile Management and Performance Management, maintain Faculty Events and Career Planning.



#### **Profile Management**

Manage profiles and interest lists, search and compare profiles, match competencies to roles, and generate reports.



Match Competencies to Roles

Reports

Manage NVQ GBR

NVQ Reports GBR



### Performance Management

Create and manage performance and development documents.

- Historical Appraisals
- Performance Documents
- Reports
- View Document Creation Results
- Approve Documents
- □ Calculation Debug/Trace Result

1. Klik "Workforce Development"



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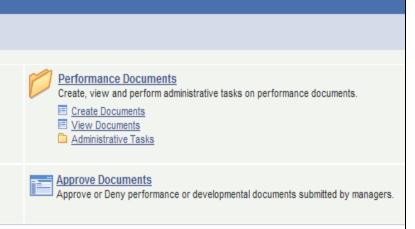
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Historical Appraisals

BCS EPHIST CMP GBL

**Performance Management** 

Create and manage performance and development documents.





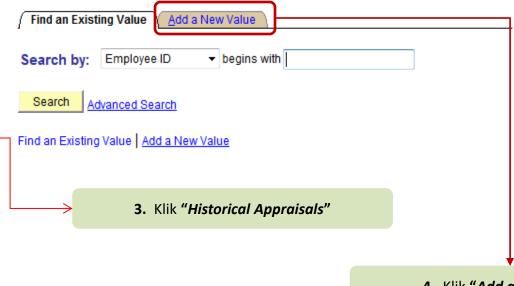
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# BCS\_EPHIST\_CMP

Enter any information you have and click Search. Leave fields blank for a list of all values.



4. Klik "Add a New Value"

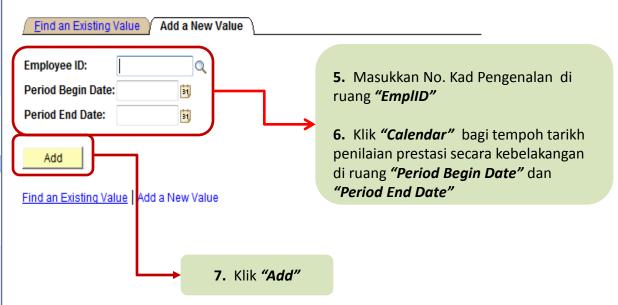


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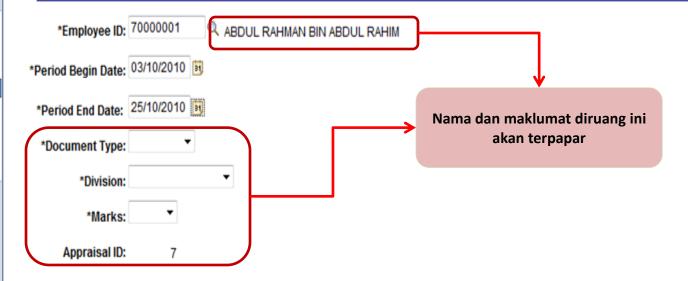
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# Historical Appraisals

# Note:

- All appraisal information entered below must be for previous financial years.
- Ensure that "Document Type" is selected before selecting a "Division".
- All fields are mandatory.













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