



A better way to better people.

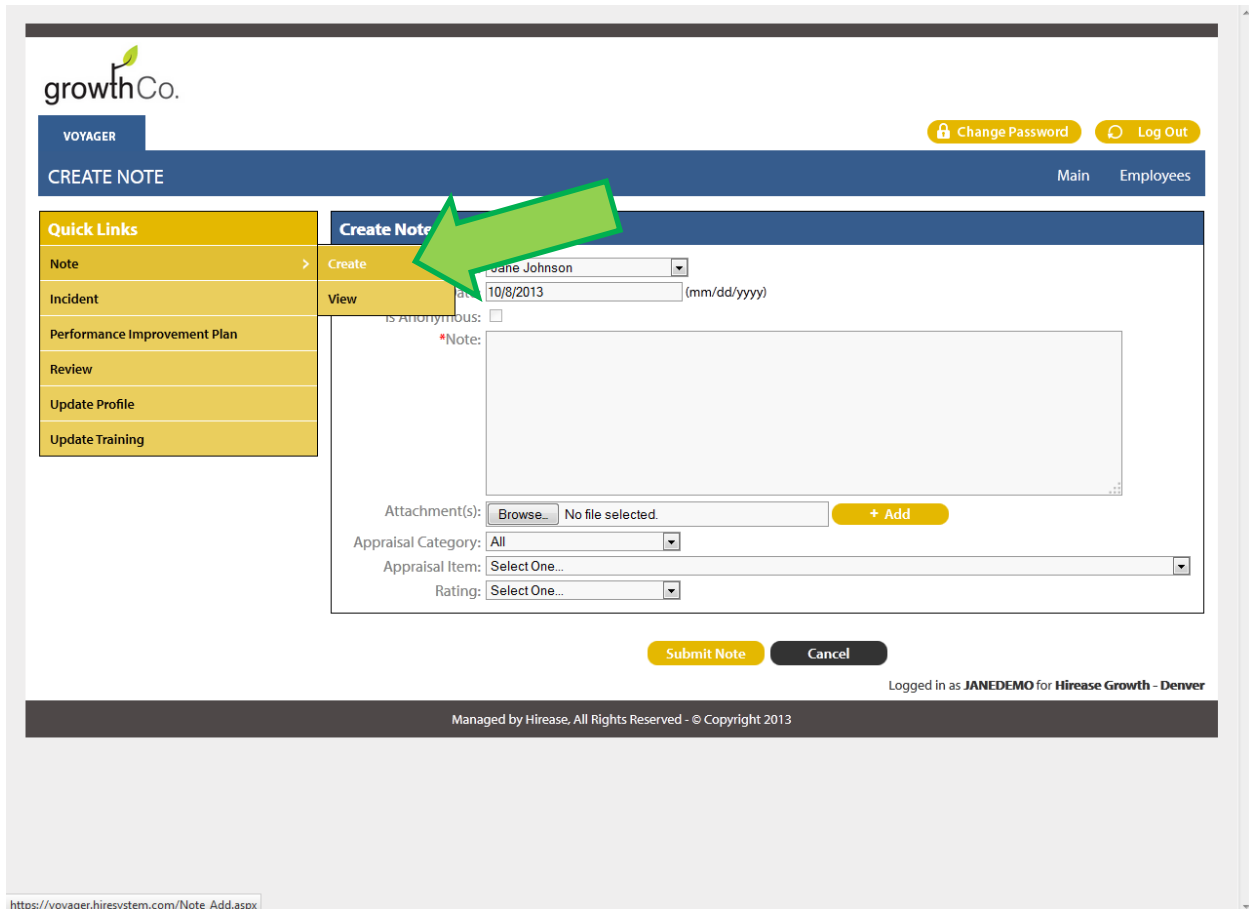
Toll Free Support 877.311.2475

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How to Create a Note

After logging into Voyager, go to the Quick Links on the left side of the page and mouse over the box that says Note. Then, click on Create.



The screenshot shows the 'Create Note' form in the Hirease Voyager system. On the left, a 'Quick Links' menu is visible with 'Note' highlighted. A green arrow points to the 'Create' button in the 'Note' sub-menu. The main form contains the following elements:

- Header:** 'growthCo.' logo, 'VOYAGER' label, 'Change Password' and 'Log Out' buttons, and 'CREATE NOTE' title.
- Form Fields:**
 - Name:** Jane Johnson (dropdown)
 - Date:** 10/8/2013 (text input, format mm/dd/yyyy)
 - Is Anonymous:**
 - Note:** Large text area for the note content.
 - Attachment(s):** Browse... No file selected. + Add
 - Appraisal Category:** All (dropdown)
 - Appraisal Item:** Select One... (dropdown)
 - Rating:** Select One... (dropdown)
- Buttons:** Submit Note (yellow), Cancel (black)
- Footer:** Logged in as JANEDEMO for Hirease Growth - Denver, Managed by Hirease. All Rights Reserved - © Copyright 2013

https://voyager.hiresystem.com/Note_Add.aspx

Next, select the employee you are creating a note for and the date of the event. If you would like the note to be anonymous, click the box next to "Is Anonymous". Then, fill out the note section. You can also fill out appraisal category, appraisal item and rating. However, these fields are not required.

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VOYAGER

Change Password Log Out

CREATE NOTE Main Employees

Quick Links

- Note
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

Create Note

*Employee: John Brown

*Event Date: 8/15/2013 (mm/dd/yyyy)

Is Anonymous:

*Note: John was extremely helpful while Joe was out. He took on Joe's duties without complaint and executed them well. Way to go John!

Attachment(s): Browse... No file selected. + Add

Appraisal Category: Company Value

Appraisal Item: (50%) Excellence - Provide high quality products, strive to deliver superior business resul...

Rating: 5

Submit Note Cancel

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You can also include an attachment – for example, an email – if you would like. To do this, click on Browse, select your file and then click the Add button. You will see the attachment right under the Browse button. You can delete the file by clicking the red circle.

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VOYAGER
CHANGE PASSWORD Log Out
CREATE NOTE Main Employees

Quick Links
Note
Incident
Performance Improvement Plan
Review
Update Profile
Update Training

Create Note

*Employee: John Brown
*Event Date: 8/15/2013 (mm/dd/yyyy)
Is Anonymous:
*Note: John was extremely helpful while Joe was out. He took on Joe's duties without complaint and executed them well. Way to go John!

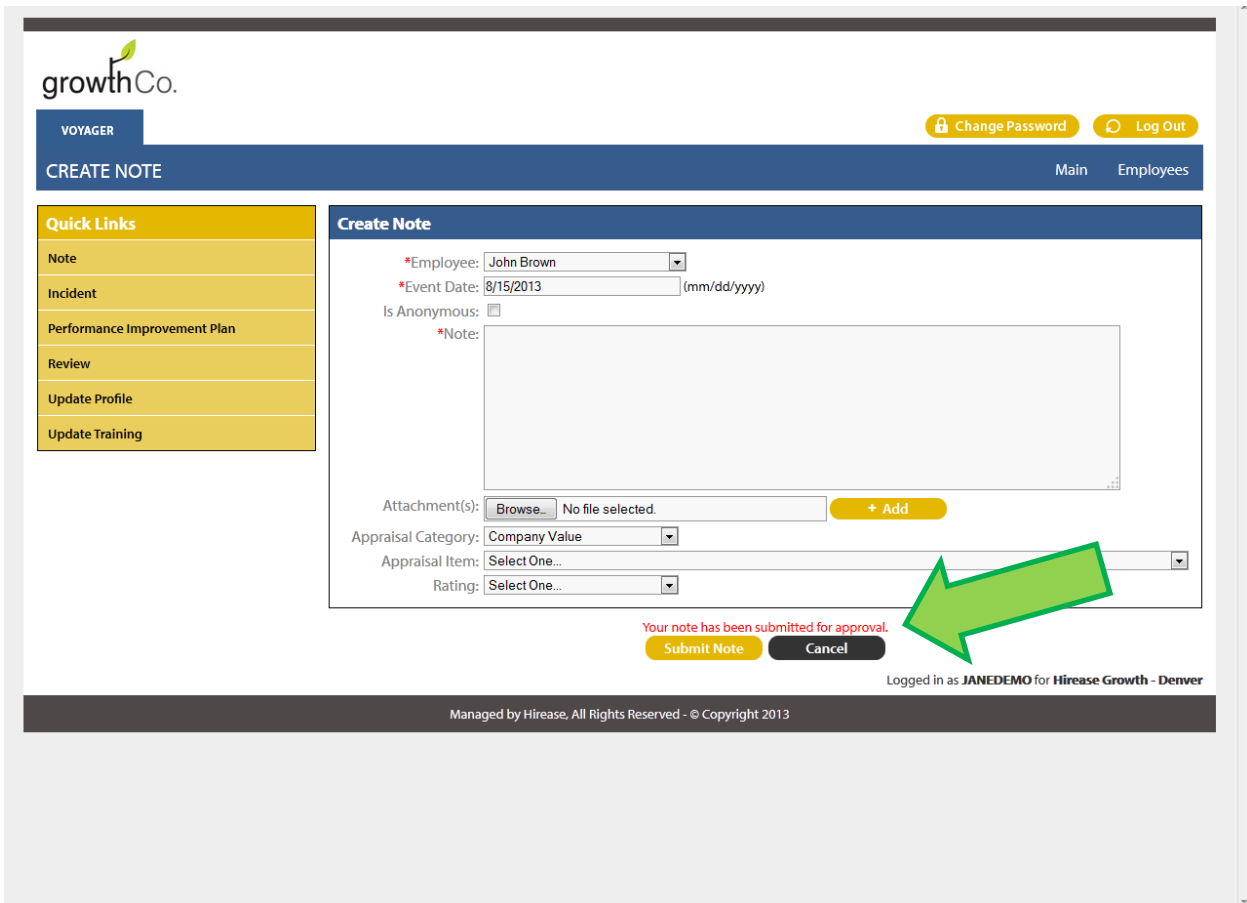
Attachment(s): Browse... No file selected. + Add
2012-13 RELEASE.doc

Appraisal Category: Company Value
Appraisal Item: (50%) Excellence - Provide high quality products, strive to deliver superior business resul...
Rating: 5

Submit Note Cancel

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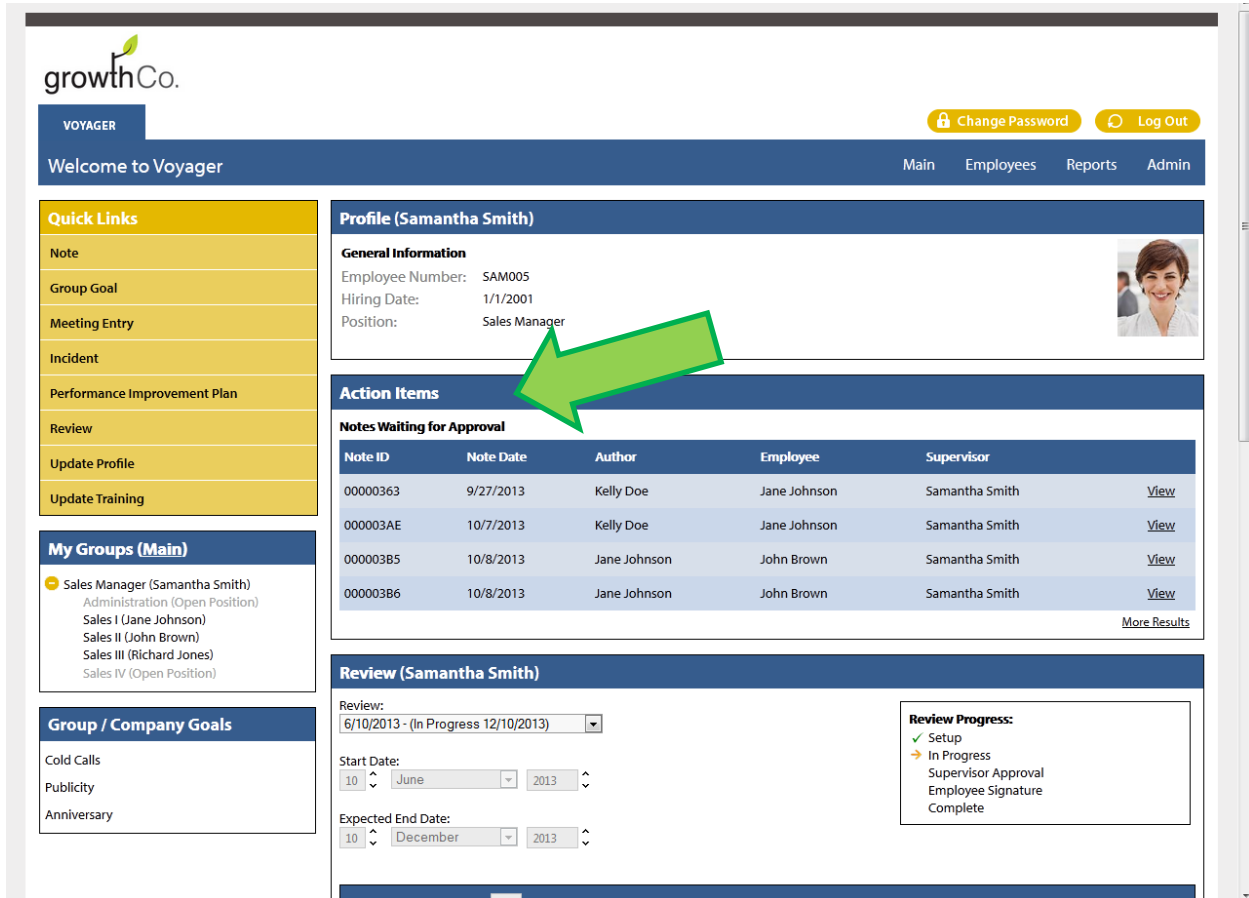
Once you have completed these steps, click on Submit Note. Once the note is received, you will see a message above the Submit button that says “Your note has been submitted for approval”.



The screenshot displays the 'Create Note' interface within the Hirease system. At the top left is the 'growthCo.' logo. Below it, the user role 'VOYAGER' is shown, along with 'Change Password' and 'Log Out' buttons. The main header is 'CREATE NOTE' with links for 'Main' and 'Employees'. A 'Quick Links' sidebar on the left lists: Note, Incident, Performance Improvement Plan, Review, Update Profile, and Update Training. The 'Create Note' form contains the following fields: Employee (John Brown), Event Date (8/15/2013), Is Anonymous (checkbox), Note (text area), Attachment(s) (Browse... No file selected. + Add), Appraisal Category (Company Value), Appraisal Item (Select One...), and Rating (Select One...). A green arrow points to the 'Submit Note' button. A message above the button reads 'Your note has been submitted for approval.' The footer shows 'Logged in as JANEDEMO for Hirease Growth - Denver' and 'Managed by Hirease. All Rights Reserved - © Copyright 2013'.

How to Approve a Note

After logging in to Voyager, you will see immediately on your dashboard any notes waiting for approval under Action Items. Click on View to see the details of the note.



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VOYAGER

Welcome to Voyager

Change Password Log Out

Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Group / Company Goals

- Cold Calls
- Publicity
- Anniversary

Profile (Samantha Smith)

General Information

Employee Number: SAM005
Hiring Date: 1/1/2001
Position: Sales Manager

Action Items

Notes Waiting for Approval

Note ID	Note Date	Author	Employee	Supervisor	
00000363	9/27/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003AE	10/7/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003B5	10/8/2013	Jane Johnson	John Brown	Samantha Smith	View
000003B6	10/8/2013	Jane Johnson	John Brown	Samantha Smith	View

[More Results](#)

Review (Samantha Smith)

Review: 6/10/2013 - (In Progress 12/10/2013)

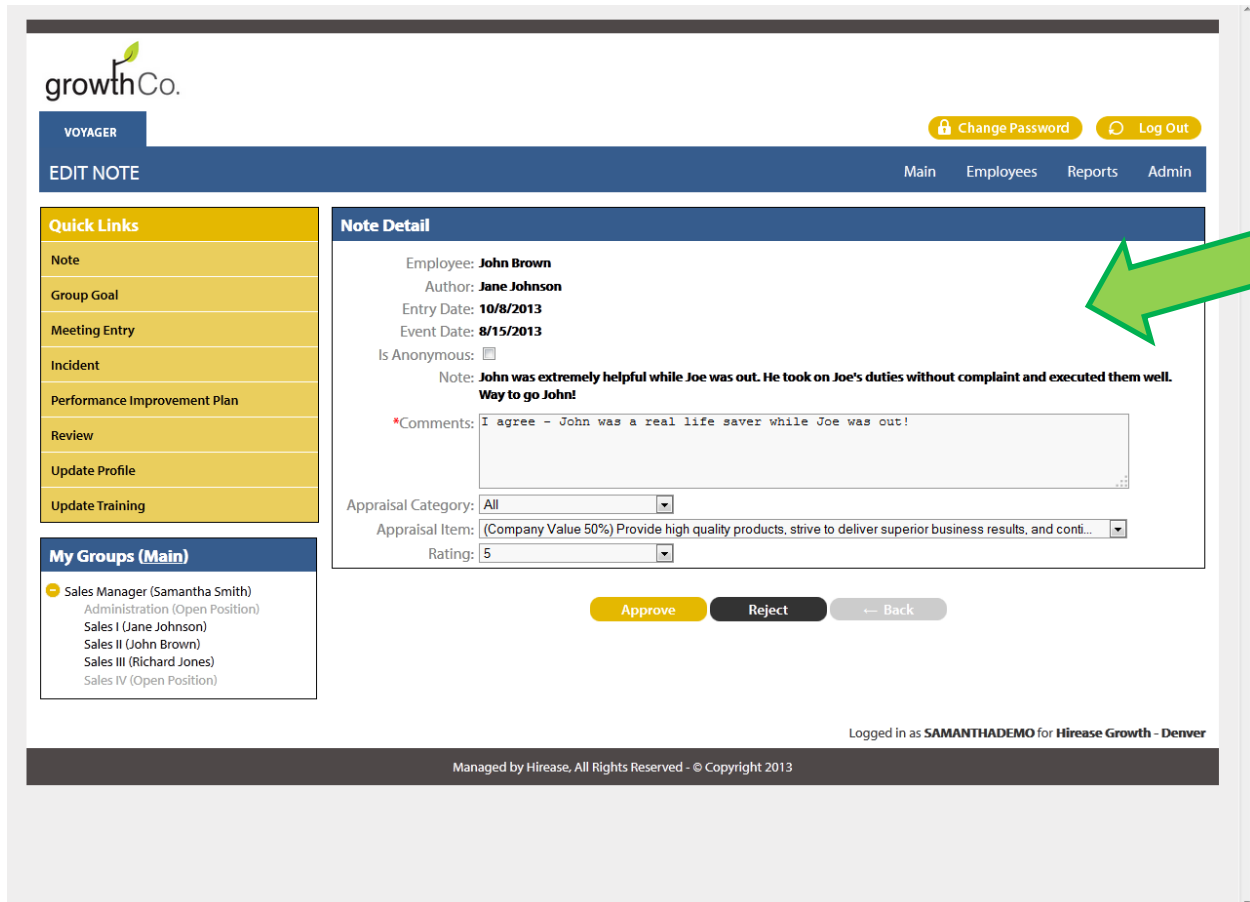
Start Date: 10 June 2013

Expected End Date: 10 December 2013

Review Progress:

- ✓ Setup
- In Progress
- Supervisor Approval
- Employee Signature
- Complete

This will pull up a copy of the note detail including the author of the note, event dates and descriptions. Fill out the Comments box.



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VOYAGER Change Password Log Out

EDIT NOTE Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Note Detail

Employee: **John Brown**
Author: **Jane Johnson**
Entry Date: **10/8/2013**
Event Date: **8/15/2013**
Is Anonymous:

Note: **John was extremely helpful while Joe was out. He took on Joe's duties without complaint and executed them well. Way to go John!**

*Comments:

Appraisal Category: **All**
Appraisal Item: **((Company Value 50%) Provide high quality products, strive to deliver superior business results, and conti...**
Rating: **5**

Approve Reject Back

Logged in as **SAMANTHADEMO** for **Hirease Growth - Denver**

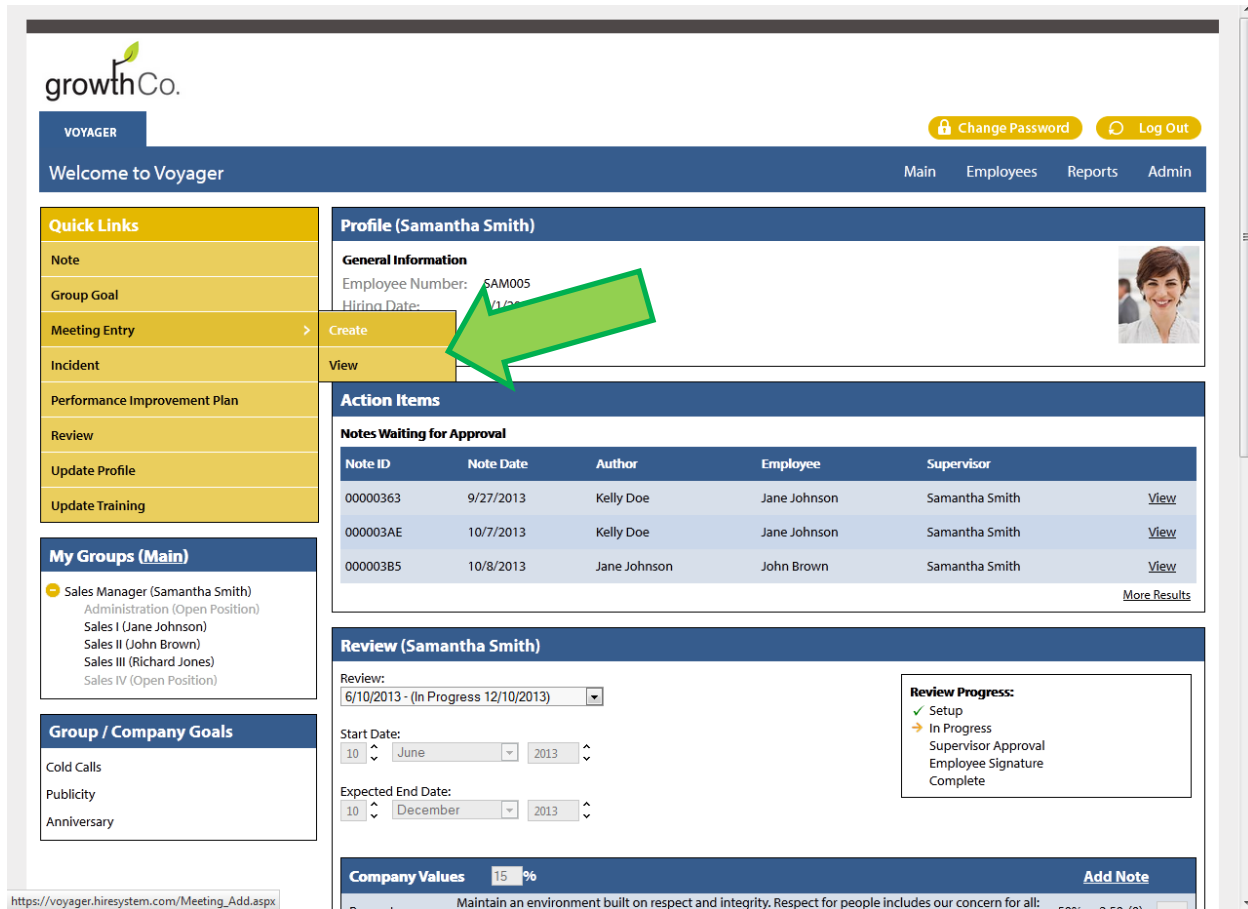
Managed by Hirease. All Rights Reserved - © Copyright 2013

Toll Free Support 877.311.2475

Then, click on Approve. You will see a message above the Approve button that says The note has been approved to confirm submission.

How to Document a Meeting

After logging in to Voyager, go to the Quick Links on the left side of the page and mouse over the box that says Meeting Entry. Then click on Create.



The screenshot shows the Voyager HR system interface for user Samantha Smith. The 'Quick Links' menu on the left has 'Meeting Entry' highlighted with a green arrow pointing to the 'Create' button. The main content area shows the user's profile, action items, notes waiting for approval, and a review section.

Quick Links

- Note
- Group Goal
- Meeting Entry > **Create**
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

Profile (Samantha Smith)

General Information

Employee Number: SAM005
Hiring Date: 1/2/2013

Action Items

Notes Waiting for Approval

Note ID	Note Date	Author	Employee	Supervisor	
00000363	9/27/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003AE	10/7/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003B5	10/8/2013	Jane Johnson	John Brown	Samantha Smith	View

[More Results](#)

Review (Samantha Smith)

Review: 6/10/2013 - (In Progress 12/10/2013)

Start Date: 10 June 2013

Expected End Date: 10 December 2013

Review Progress:

- ✓ Setup
- In Progress
- Supervisor Approval
- Employee Signature
- Complete

Company Values 15%

[Add Note](#)

https://voyager.hiresystem.com/Meeting_Add.aspx

Fill out the employee, date and notes sections.

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MEETING ENTRY Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Group / Company Goals

- Cold Calls
- Publicity
- Anniversary

Meeting Entry

Employee: Jane Johnson

Meeting Date: 15 September 2013

Meeting Notes:

1. Reviewed Jane's completed 3rd quarter goals
2. Prioritized Jane's unfinished goals
3. Jane will have all goals completed by 10/31.

Incident(s)

Start Date: Select One... End Date: Select One...

Get Incidents

Achievement(s) / Project(s) / Goal(s)

Goal

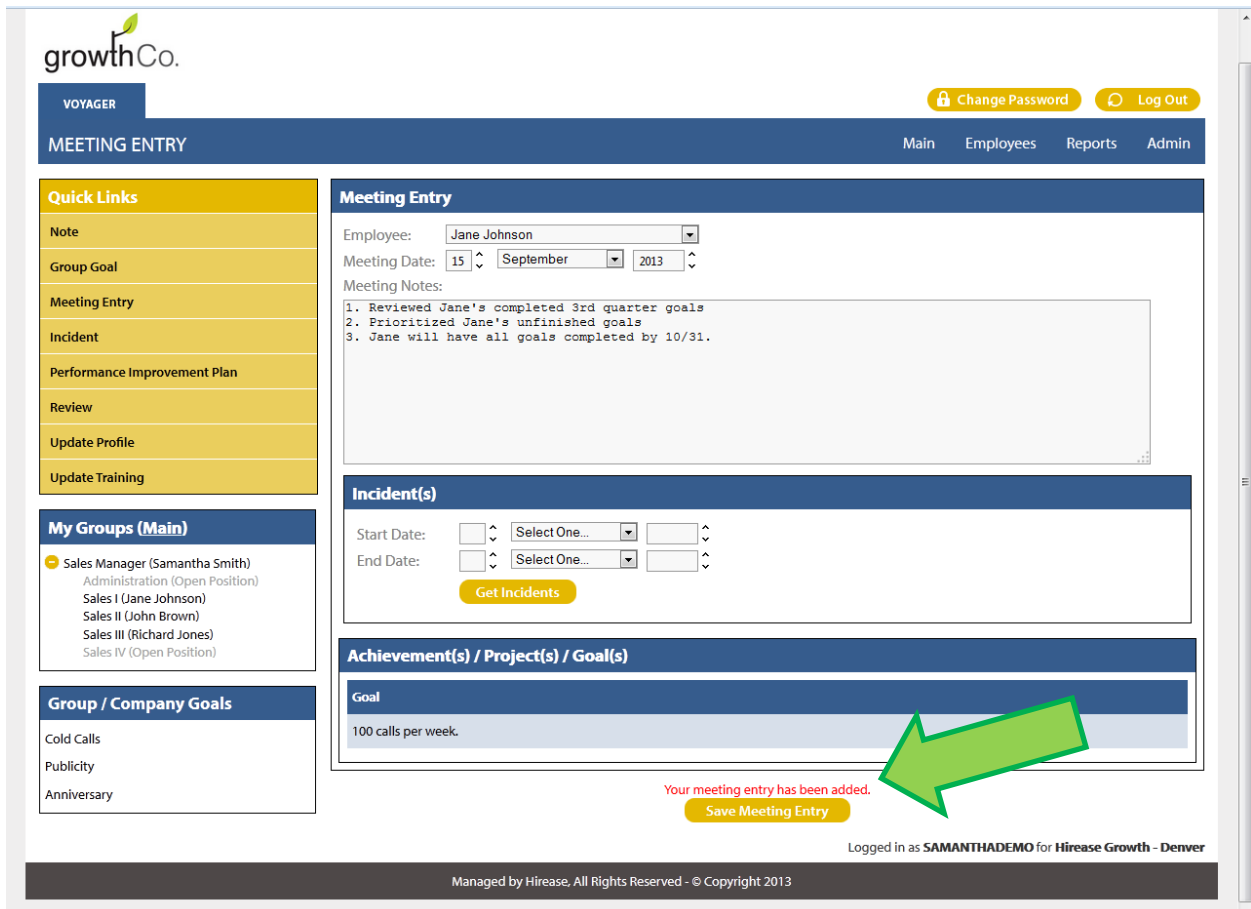
100 calls per week.

Save Meeting Entry

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When everything is filled out, click on Save Meeting Entry. A note will appear above the button that says "Your meeting entry has been added. "



The screenshot shows the Hirease web application interface for a "Meeting Entry". The user is logged in as "Samantha Demo" for "Hirease Growth - Denver". The page title is "MEETING ENTRY".

Quick Links: Note, Group Goal, Meeting Entry, Incident, Performance Improvement Plan, Review, Update Profile, Update Training.

My Groups (Main): Sales Manager (Samantha Smith), Administration (Open Position), Sales I (Jane Johnson), Sales II (John Brown), Sales III (Richard Jones), Sales IV (Open Position).

Group / Company Goals: Cold Calls, Publicity, Anniversary.

Meeting Entry Form:

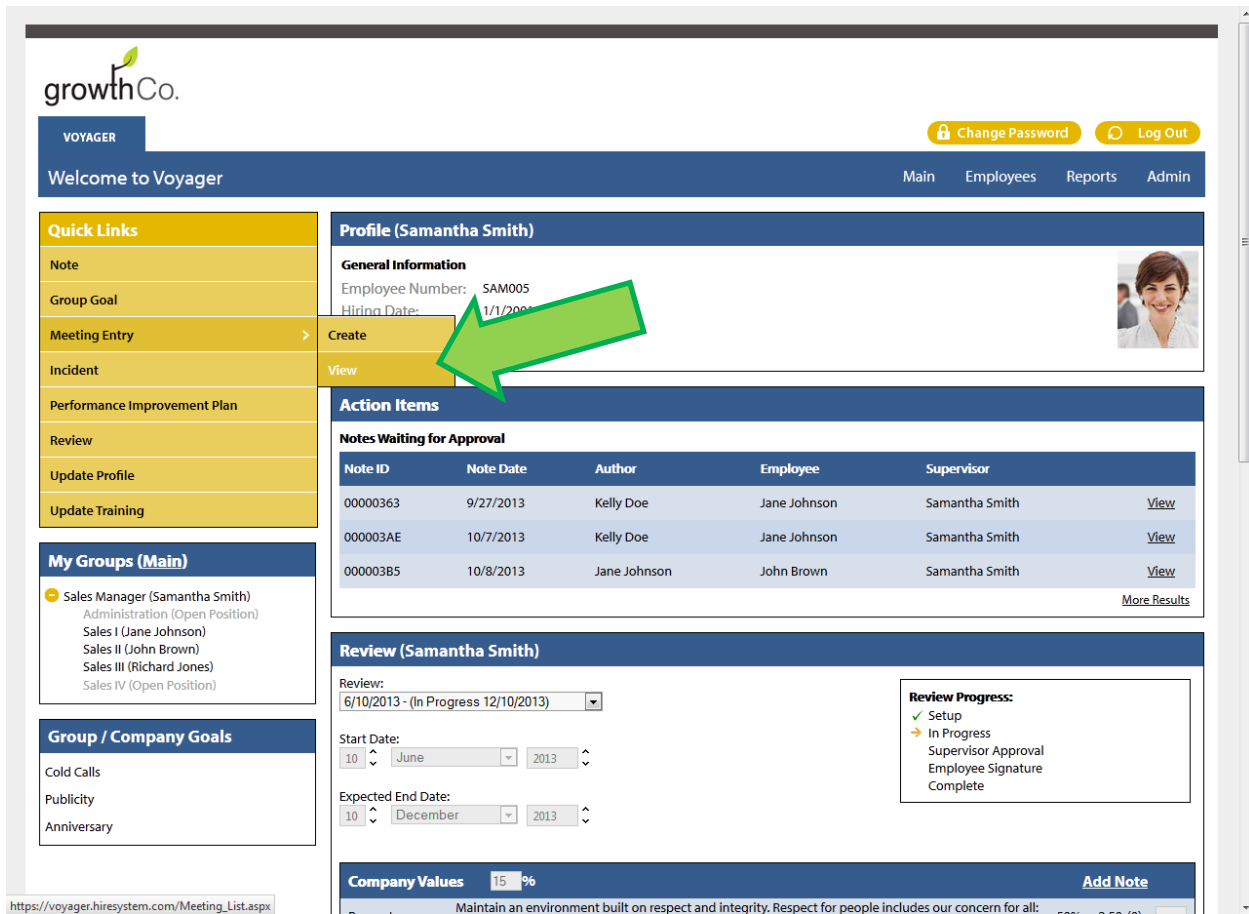
- Employee: Jane Johnson
- Meeting Date: 15 September 2013
- Meeting Notes:
 1. Reviewed Jane's completed 3rd quarter goals
 2. Prioritized Jane's unfinished goals
 3. Jane will have all goals completed by 10/31.
- Incident(s): Start Date and End Date dropdowns, "Get Incidents" button.
- Achievement(s) / Project(s) / Goal(s): Goal: 100 calls per week.

A green arrow points to the "Save Meeting Entry" button. A message above the button reads: "Your meeting entry has been added."

Logged in as SAMANTHADEMO for Hirease Growth - Denver

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To view the meeting you created, go to the Quick Links on the left side of the page and mouse over Meeting Entry. Then click View.



The screenshot shows the Voyager HR system interface. On the left, there is a 'Quick Links' menu with 'Meeting Entry' highlighted. The main content area displays the profile for Samantha Smith, including general information, action items, and a review section. A green arrow points to the 'View' button in the 'Action Items' section.

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

Profile (Samantha Smith)

General Information

Employee Number: SAM005
Hiring Date: 1/1/2009

Action Items

Notes Waiting for Approval

Note ID	Note Date	Author	Employee	Supervisor	
00000363	9/27/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003AE	10/7/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003B5	10/8/2013	Jane Johnson	John Brown	Samantha Smith	View

[More Results](#)

Review (Samantha Smith)

Review: 6/10/2013 - (In Progress 12/10/2013)

Start Date: 10 June 2013

Expected End Date: 10 December 2013

Review Progress:

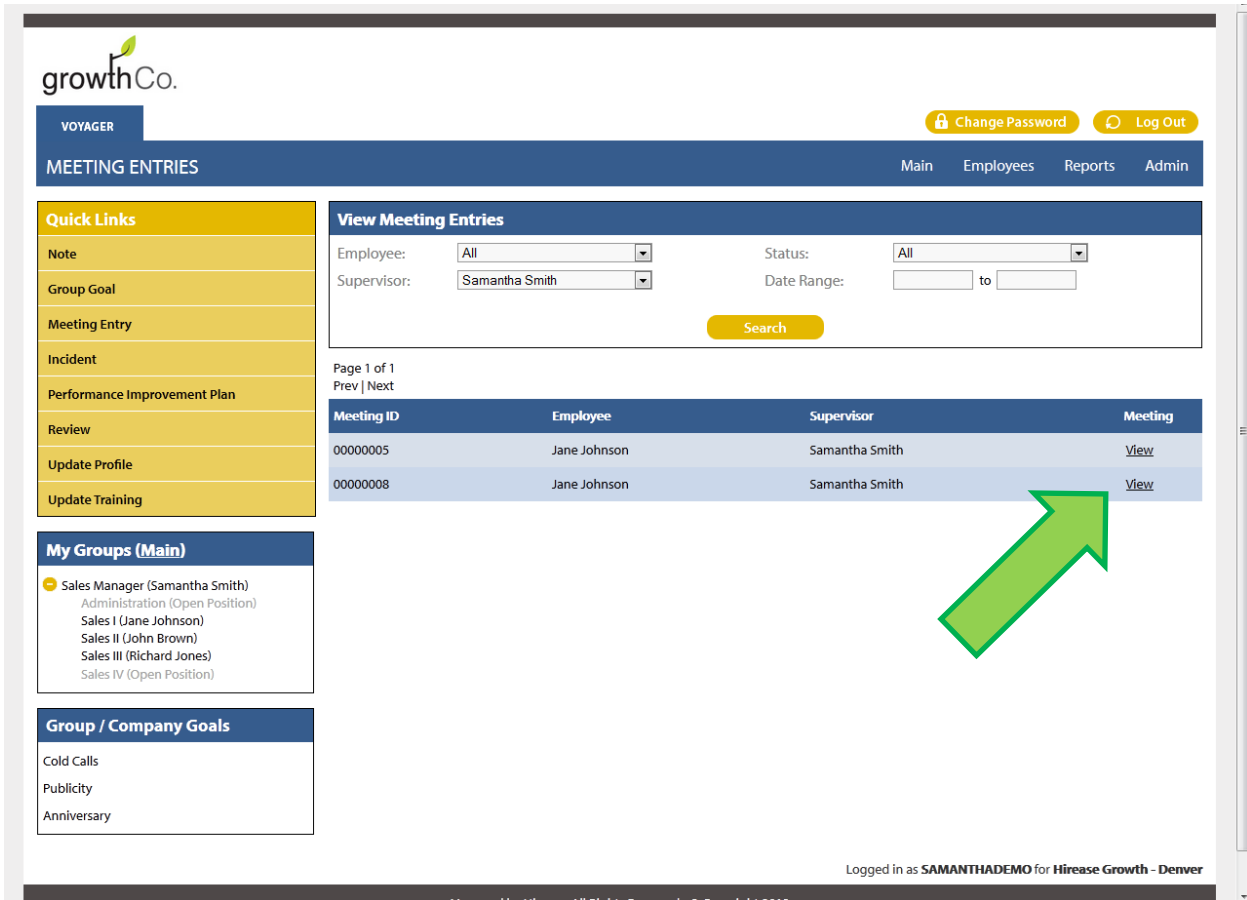
- ✓ Setup
- In Progress
- Supervisor Approval
- Employee Signature
- Complete

Company Values 15%

[Add Note](#)

https://voyager.hiresystem.com/Meeting_List.aspx

You will see a list of all the meetings you have created. To see the details of the meeting, click on View.



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[Change Password](#) [Log Out](#)

MEETING ENTRIES [Main](#) [Employees](#) [Reports](#) [Admin](#)

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Group / Company Goals

- Cold Calls
- Publicity
- Anniversary

View Meeting Entries

Employee: Status:
 Supervisor: Date Range: to

[Search](#)

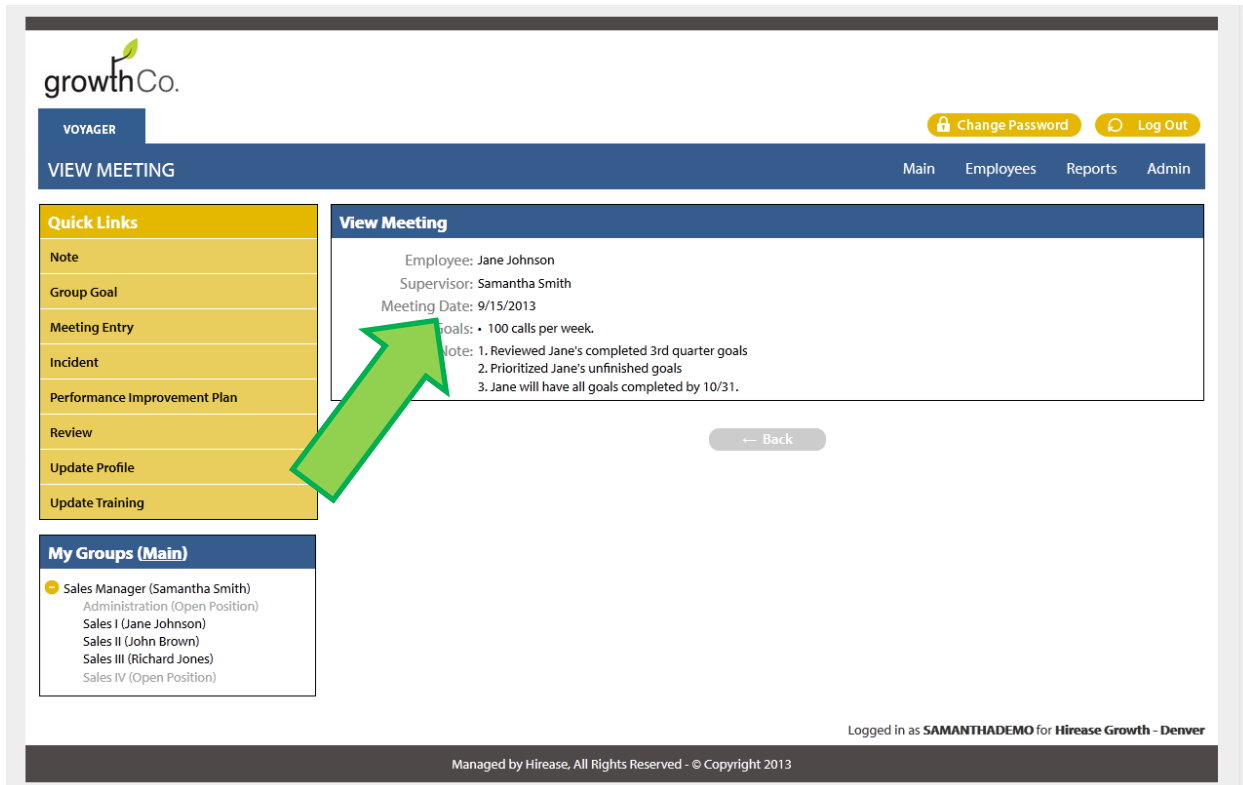
Page 1 of 1
[Prev](#) | [Next](#)

Meeting ID	Employee	Supervisor	Meeting
00000005	Jane Johnson	Samantha Smith	View
00000008	Jane Johnson	Samantha Smith	View

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From here, you can see the specific notes you included on your meeting entry.



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VOYAGER Change Password Log Out

VIEW MEETING Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

View Meeting

Employee: Jane Johnson
Supervisor: Samantha Smith
Meeting Date: 9/15/2013
Goals: • 100 calls per week.
Note: 1. Reviewed Jane's completed 3rd quarter goals
2. Prioritized Jane's unfinished goals
3. Jane will have all goals completed by 10/31.

[← Back](#)

My Groups (Main)

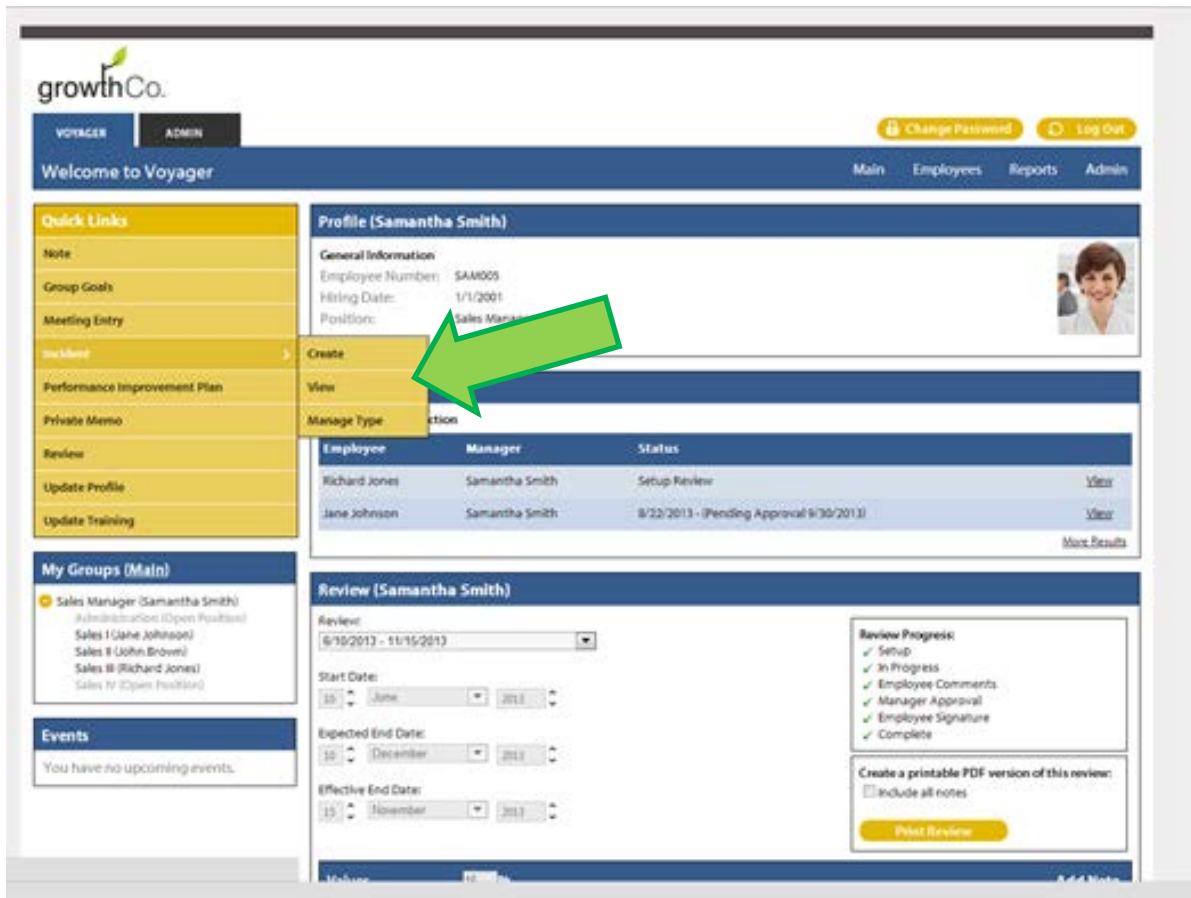
- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Logged in as SAMANTHADEMO for Hirease Growth - Denver

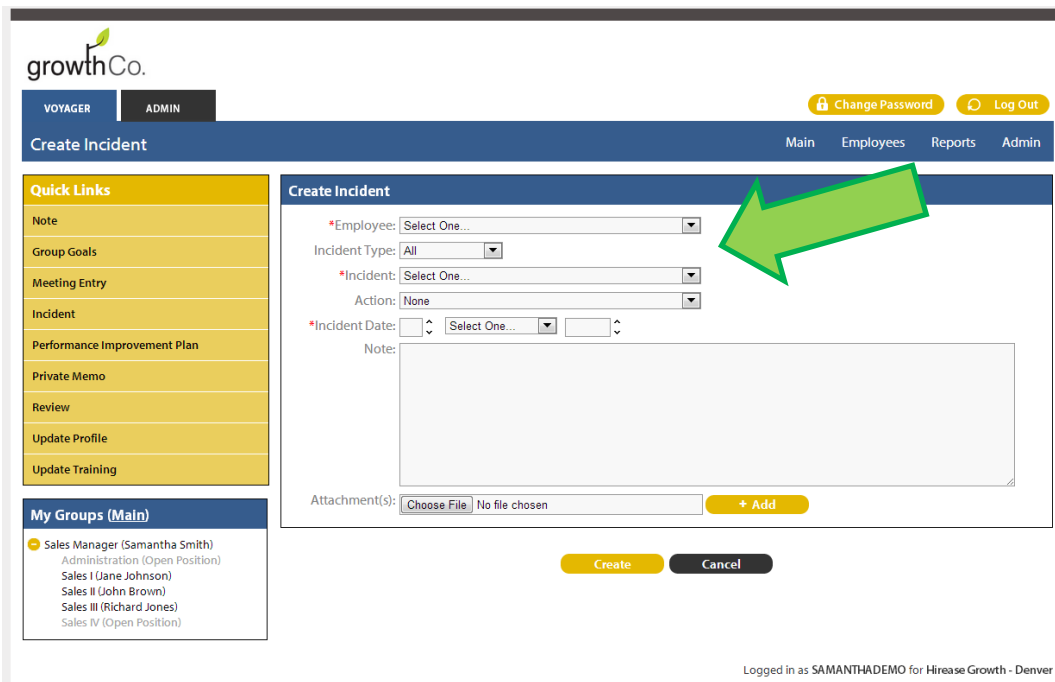
Managed by Hirease. All Rights Reserved - © Copyright 2013

How to Document an Incident

To create an incident (positive or negative) mouse over Incident and click create.



Choose the employee, incident type, incident and date. Action, note and any attachments are optional.
Click create.



The screenshot shows the 'Create Incident' form in the Hirease system. The form is titled 'Create Incident' and is located in the 'ADMIN' section. The form includes the following fields:

- *Employee:** A dropdown menu with 'Select One...' as the placeholder. A green arrow points to this field.
- Incident Type:** A dropdown menu with 'All' as the selected value.
- *Incident:** A dropdown menu with 'Select One...' as the placeholder.
- Action:** A dropdown menu with 'None' as the selected value.
- *Incident Date:** A date picker followed by a dropdown menu with 'Select One...' as the placeholder.
- Note:** A large text area for entering a note.
- Attachment(s):** A file upload section with a 'Choose File' button, 'No file chosen' text, and an '+ Add' button.

At the bottom of the form, there are two buttons: 'Create' (yellow) and 'Cancel' (black). The sidebar on the left contains 'Quick Links' (Note, Group Goals, Meeting Entry, Incident, Performance Improvement Plan, Private Memo, Review, Update Profile, Update Training) and 'My Groups (Main)' (Sales Manager (Samantha Smith), Administration (Open Position), Sales I (Jane Johnson), Sales II (John Brown), Sales III (Richard Jones), Sales IV (Open Position)).

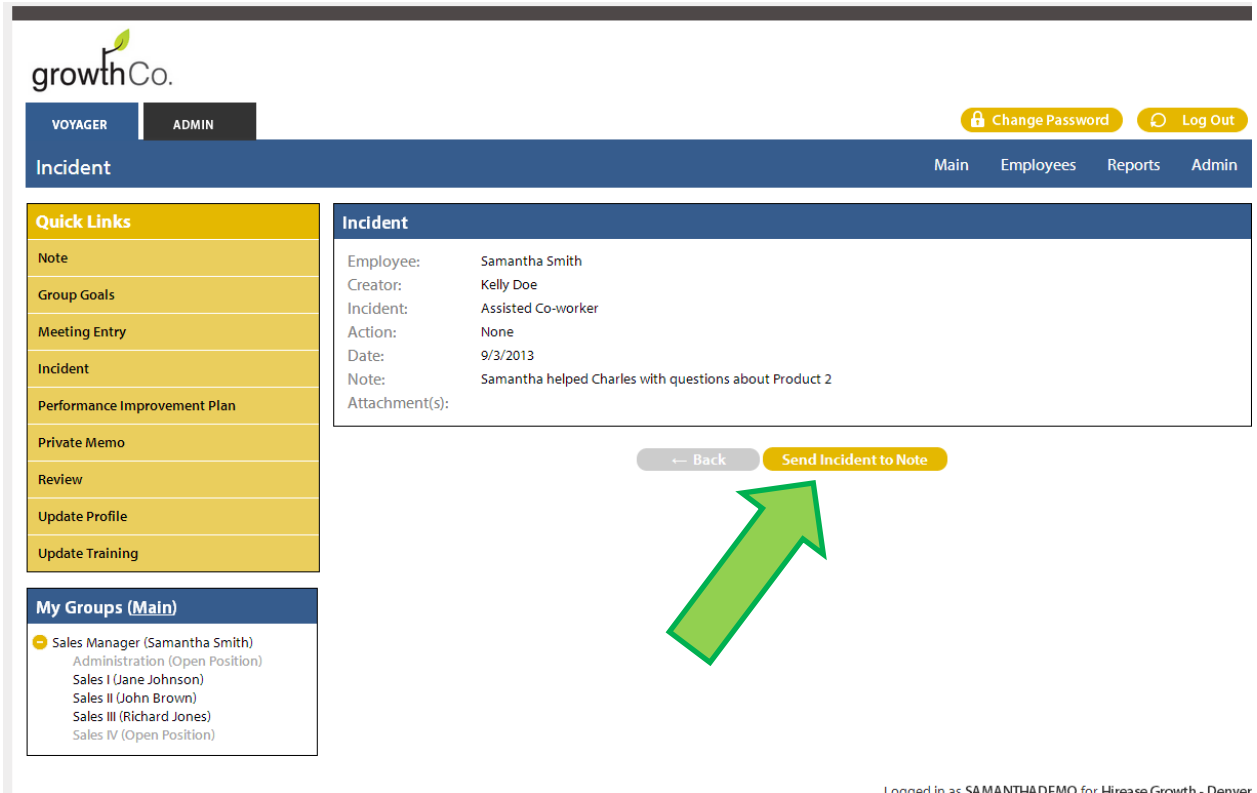
Logged in as SAMANTHADEMO for Hirease Growth - Denver

To view an incident already created click view. A list of documented incidents will populate. Click view next to the employee's name.

The screenshot shows the Hirease web application interface for incident management. The page title is "Incident" and the user is logged in as "SAMANTHADEMO". The interface includes a navigation menu, a filter section, and a table of incidents. A green arrow points to the "View" button in the incident table, and another green arrow points to the "View" link next to the incident entry for Samantha Smith.

Employee	Date	Type	Creator	Action
Jane Johnson	9/3/2013	Assisted Co-worker	Samantha Smith	View
John Brown	9/3/2013	Assisted Manager	Samantha Smith	View
Samantha Smith	9/10/2013	Exceptional Customer Service	Kelly Doe	View
Samantha Smith	9/26/2013	Took Initiative		View

The details of the incident will display. To send this item via a note for rating, click send incident to note.



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VOYAGER ADMIN [Change Password](#) [Log Out](#)

Incident Main Employees Reports Admin

Quick Links

- Note
- Group Goals
- Meeting Entry
- Incident
- Performance Improvement Plan
- Private Memo
- Review
- Update Profile
- Update Training

Incident

Employee: Samantha Smith
Creator: Kelly Doe
Incident: Assisted Co-worker
Action: None
Date: 9/3/2013
Note: Samantha helped Charles with questions about Product 2
Attachment(s):

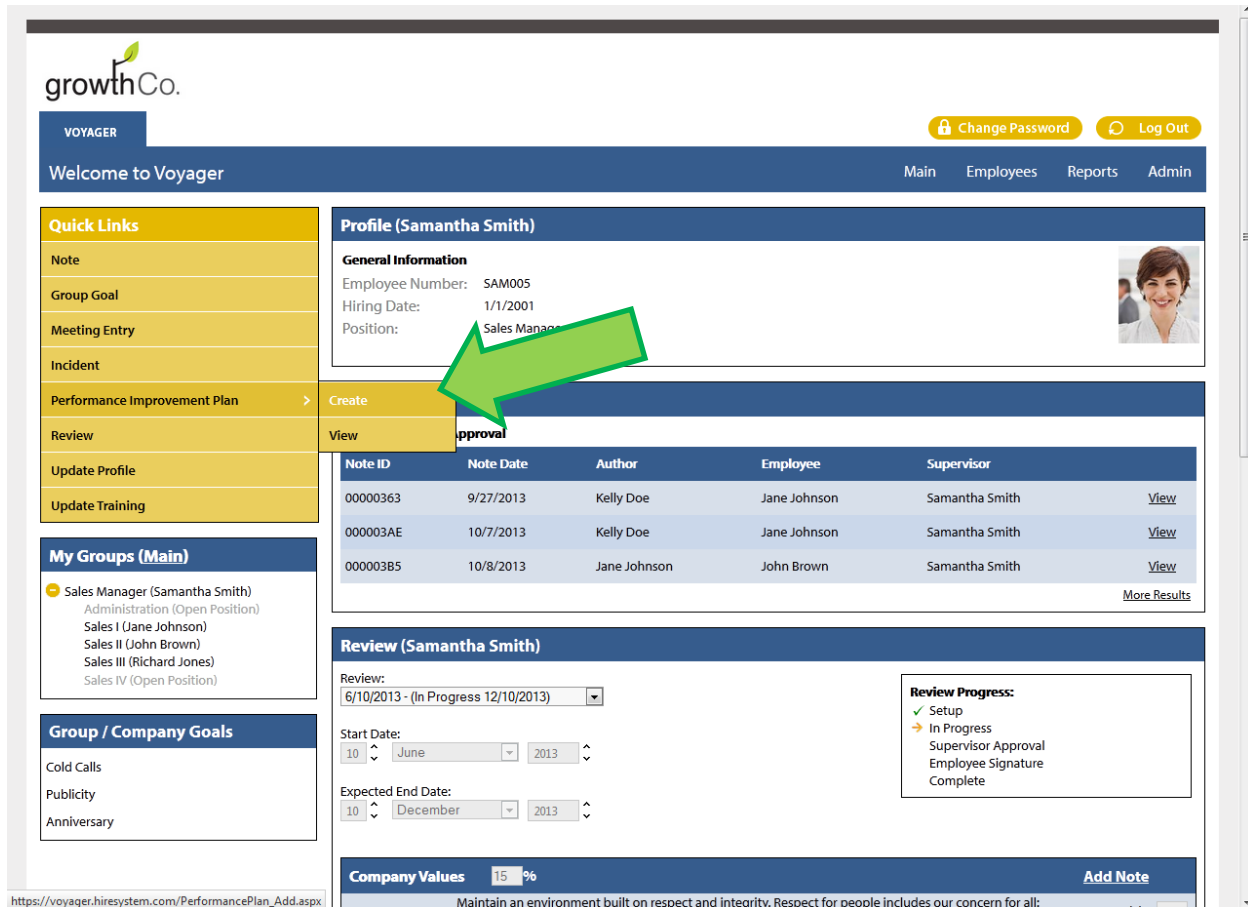
[← Back](#) [Send Incident to Note](#)

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

How to Create a Performance Improvement Plan

After logging into Voyager, go to the Quick Links on the left side of the page and mouse over the box that says Performance Improvement Plan. Then, click on Create.



The screenshot shows the Voyager HR system interface for user Samantha Smith. The left sidebar contains a 'Quick Links' menu with the following items: Note, Group Goal, Meeting Entry, Incident, Performance Improvement Plan (highlighted with a green arrow pointing to its 'Create' sub-option), Review, Update Profile, and Update Training. Below this is the 'My Groups (Main)' section, which lists 'Sales Manager (Samantha Smith)' with sub-groups: Administration (Open Position), Sales I (Jane Johnson), Sales II (John Brown), Sales III (Richard Jones), and Sales IV (Open Position). The main content area displays the 'Profile (Samantha Smith)' with general information: Employee Number: SAM005, Hiring Date: 1/1/2001, and Position: Sales Manager. Below the profile is a table of notes:

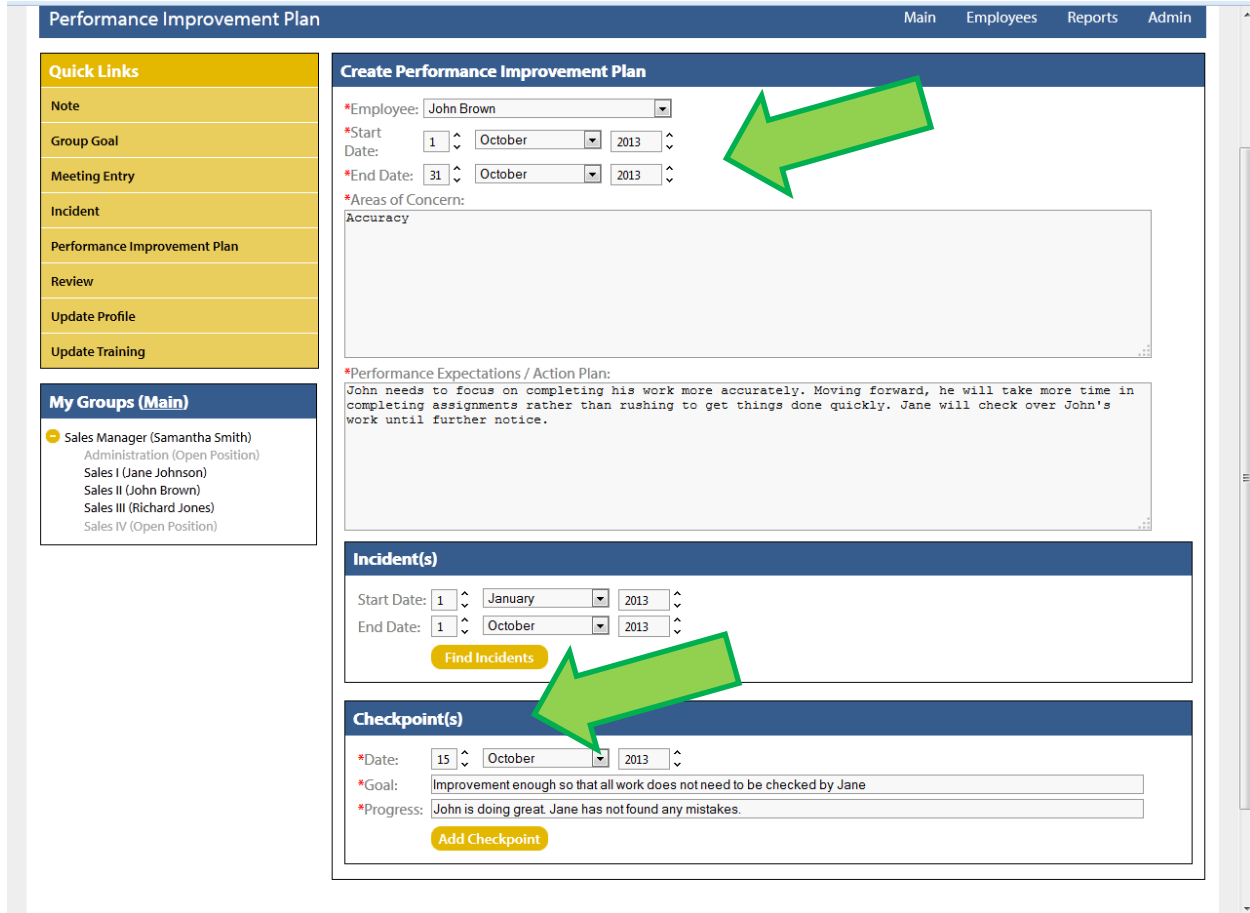
Note ID	Note Date	Author	Employee	Supervisor	
00000363	9/27/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003AE	10/7/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003B5	10/8/2013	Jane Johnson	John Brown	Samantha Smith	View

Below the notes table is the 'Review (Samantha Smith)' section, which includes a review period selector (6/10/2013 - In Progress 12/10/2013), start and end date pickers (Start Date: June 2013, Expected End Date: December 2013), and a 'Review Progress' summary:

- Setup (checked)
- In Progress (active)
- Supervisor Approval
- Employee Signature
- Complete

At the bottom, there is a 'Company Values' section showing a value of 15% and an 'Add Note' button. The URL at the bottom left is https://voyager.hiresystem.com/PerformancePlan_Add.aspx.

Fill out all the required sections – employee, start and end dates, areas of concern and performance expectations. You can also add a checkpoint by filling out that section with specific dates and goals and then click on Add Checkpoint.



Performance Improvement Plan Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Create Performance Improvement Plan

*Employee: John Brown

*Start Date: 1 October 2013

*End Date: 31 October 2013

*Areas of Concern:
Accuracy

*Performance Expectations / Action Plan:
John needs to focus on completing his work more accurately. Moving forward, he will take more time in completing assignments rather than rushing to get things done quickly. Jane will check over John's work until further notice.

Incident(s)

Start Date: 1 January 2013

End Date: 1 October 2013

Find Incidents

Checkpoint(s)

*Date: 15 October 2013

*Goal: Improvement enough so that all work does not need to be checked by Jane

*Progress: John is doing great. Jane has not found any mistakes.

Add Checkpoint

Once everything is filled out, click on Create Plan.

- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

***Areas of Concern:**

Accuracy

***Performance Expectations / Action Plan:**

John needs to focus on completing his work more accurately. Moving forward, he will take more time in completing assignments rather than rushing to get things done quickly. Jane will check over John's work until further notice.

Incident(s)

Start Date:

End Date:

[Find Incidents](#)

Checkpoint(s)

*Date:

*Goal:

*Progress:

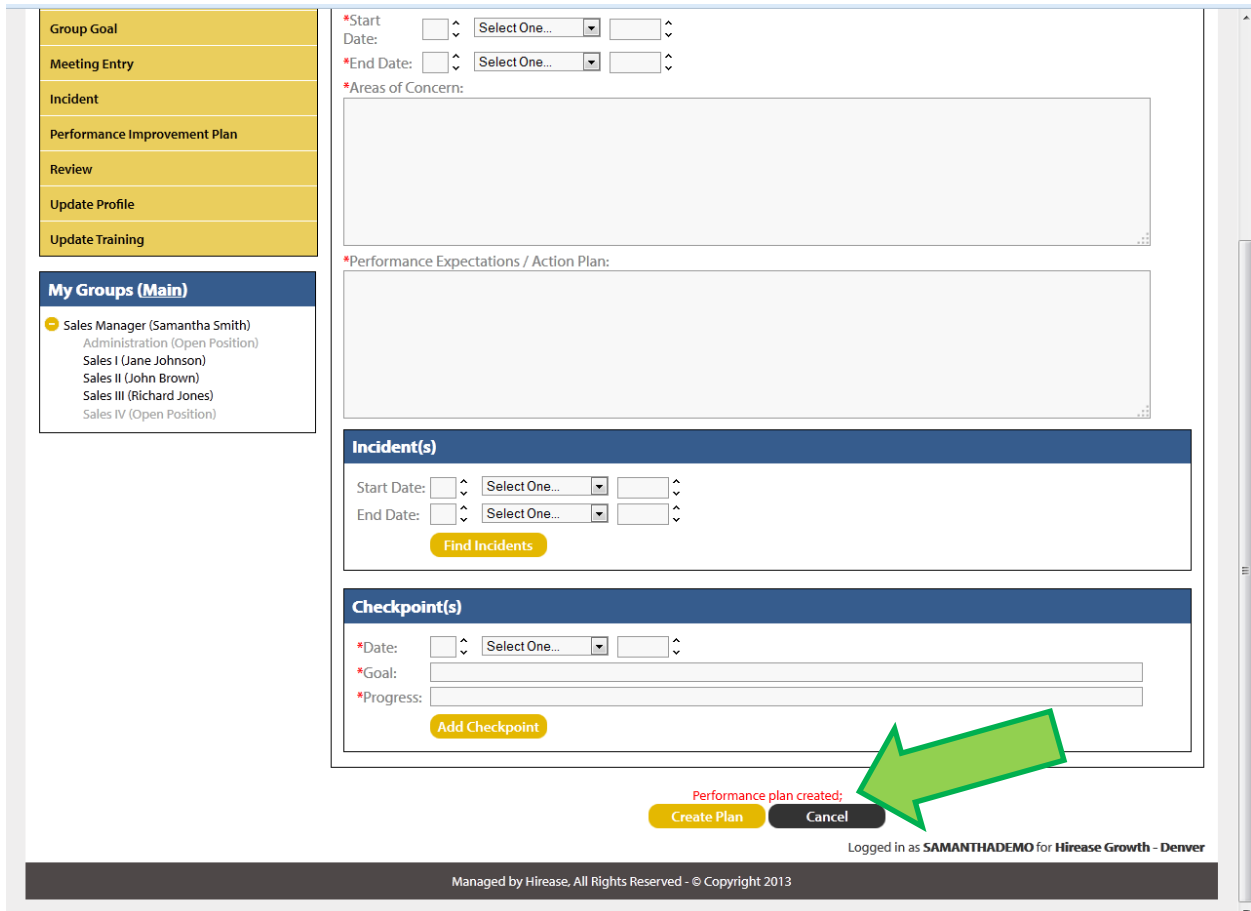
[Add C](#)

Date	Goal	Expected Progress
10/15/2013	Improvement Jane	John's work does not need to be checked by John is doing great. Jane has not found any mistakes.

[Create Plan](#)
[Cancel](#)

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A message will appear above the Create Plan button that says Performance plan created.



Group Goal

Meeting Entry

Incident

Performance Improvement Plan

Review

Update Profile

Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
Administration (Open Position)
- Sales I (Jane Johnson)
- Sales II (John Brown)
- Sales III (Richard Jones)
- Sales IV (Open Position)

*Start Date:

*End Date:

*Areas of Concern:

*Performance Expectations / Action Plan:

Incident(s)

Start Date:

End Date:

Find Incidents

Checkpoint(s)

*Date:

*Goal:

*Progress:

Add Checkpoint

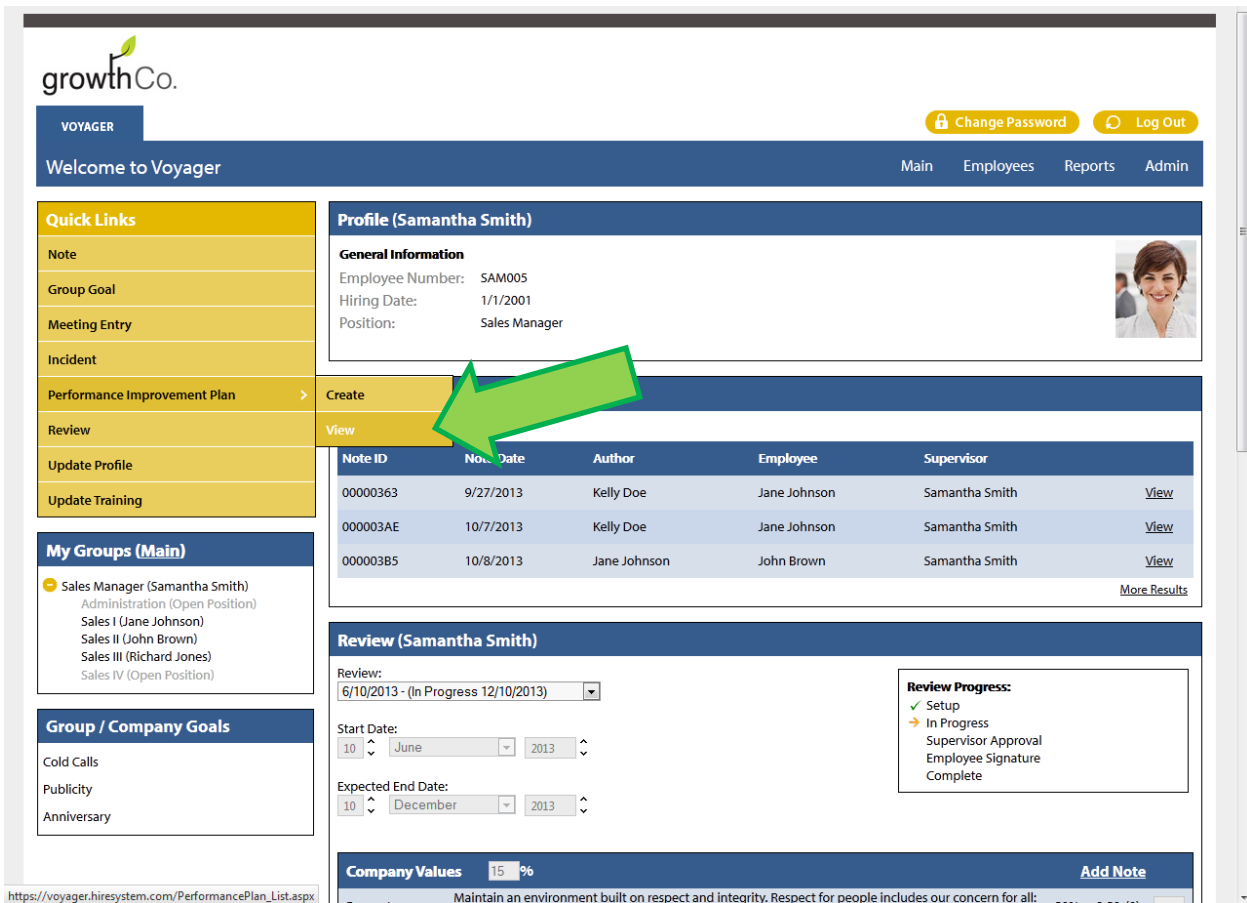
Performance plan created;

Create Plan **Cancel**

Logged in as SAMANTHADEMO for Hirease Growth - Denver

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To view the plan you created, go to the Quick Links on the left side of the page and mouse over Performance Improvement Plan and then click View.



The screenshot shows the Hirease Voyager interface. On the left, there is a 'Quick Links' sidebar with a yellow background. The 'Performance Improvement Plan' link is highlighted with a green arrow. Below the sidebar, there are sections for 'My Groups (Main)' and 'Group / Company Goals'. The main content area is titled 'Profile (Samantha Smith)' and includes a 'General Information' section with fields for Employee Number (SAM005), Hiring Date (1/1/2001), and Position (Sales Manager). Below this is a 'Performance Improvement Plan' section with a table of notes. The 'View' button for the first note is highlighted with a green arrow. At the bottom, there is a 'Review (Samantha Smith)' section with a progress indicator and a 'Company Values' section.

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Group / Company Goals

- Cold Calls
- Publicity
- Anniversary

Profile (Samantha Smith)

General Information

Employee Number: SAM005
 Hiring Date: 1/1/2001
 Position: Sales Manager

Performance Improvement Plan

Note ID	No.	Date	Author	Employee	Supervisor	
00000363		9/27/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003AE		10/7/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003B5		10/8/2013	Jane Johnson	John Brown	Samantha Smith	View

Review (Samantha Smith)

Review: 6/10/2013 - (In Progress 12/10/2013)

Start Date: 10 June 2013

Expected End Date: 10 December 2013

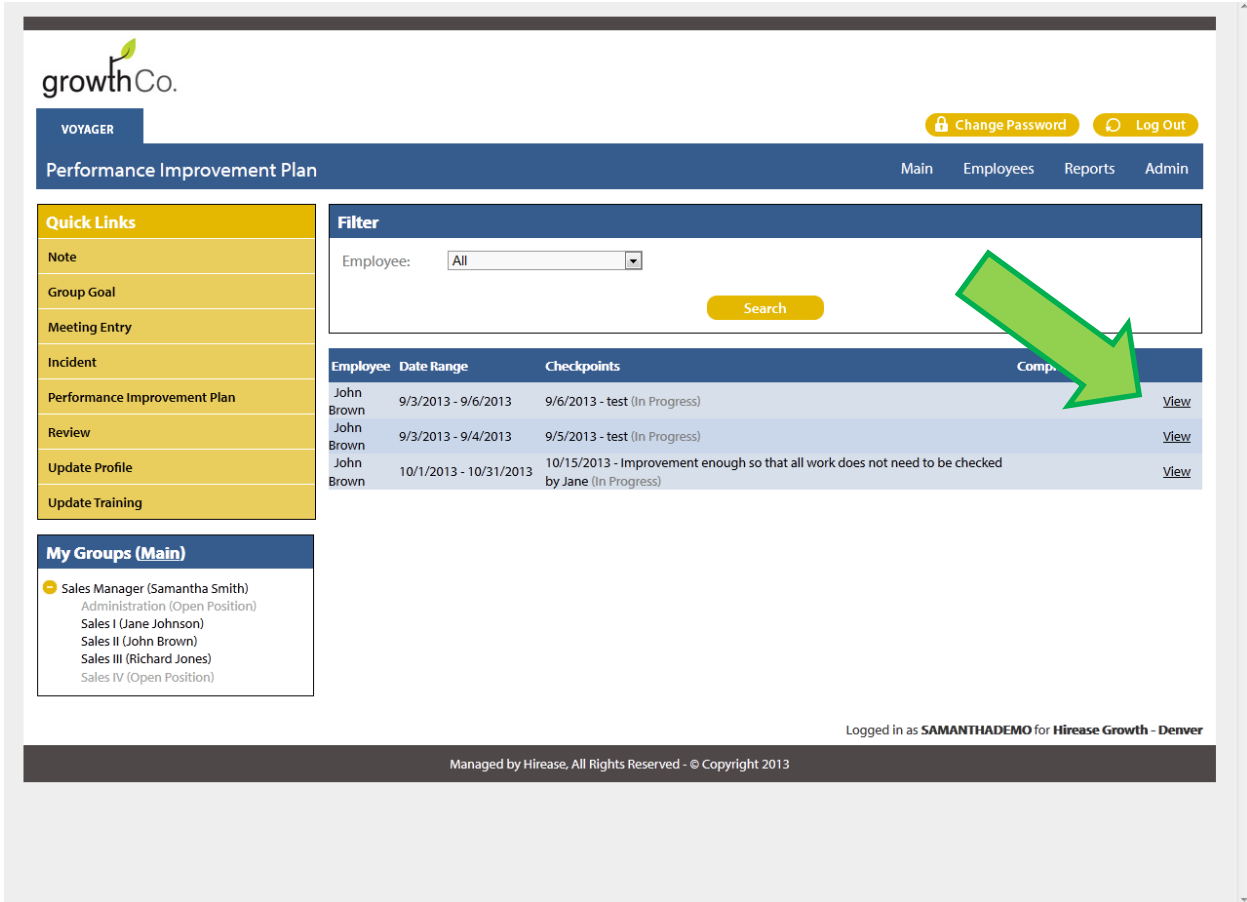
Review Progress:

- Setup
- In Progress
- Supervisor Approval
- Employee Signature
- Complete

Company Values 15% [Add Note](#)

Maintain an environment built on respect and integrity. Respect for people includes our concern for all:

You will see a list of all the plans you have created. To see the details of a plan, click on View.



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VOYAGER Change Password Log Out

Performance Improvement Plan Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

Filter

Employee: Search

Employee	Date Range	Checkpoints	Comp.
John Brown	9/3/2013 - 9/6/2013	9/6/2013 - test (In Progress)	View
John Brown	9/3/2013 - 9/4/2013	9/5/2013 - test (In Progress)	View
John Brown	10/1/2013 - 10/31/2013	10/15/2013 - Improvement enough so that all work does not need to be checked by Jane (In Progress)	View

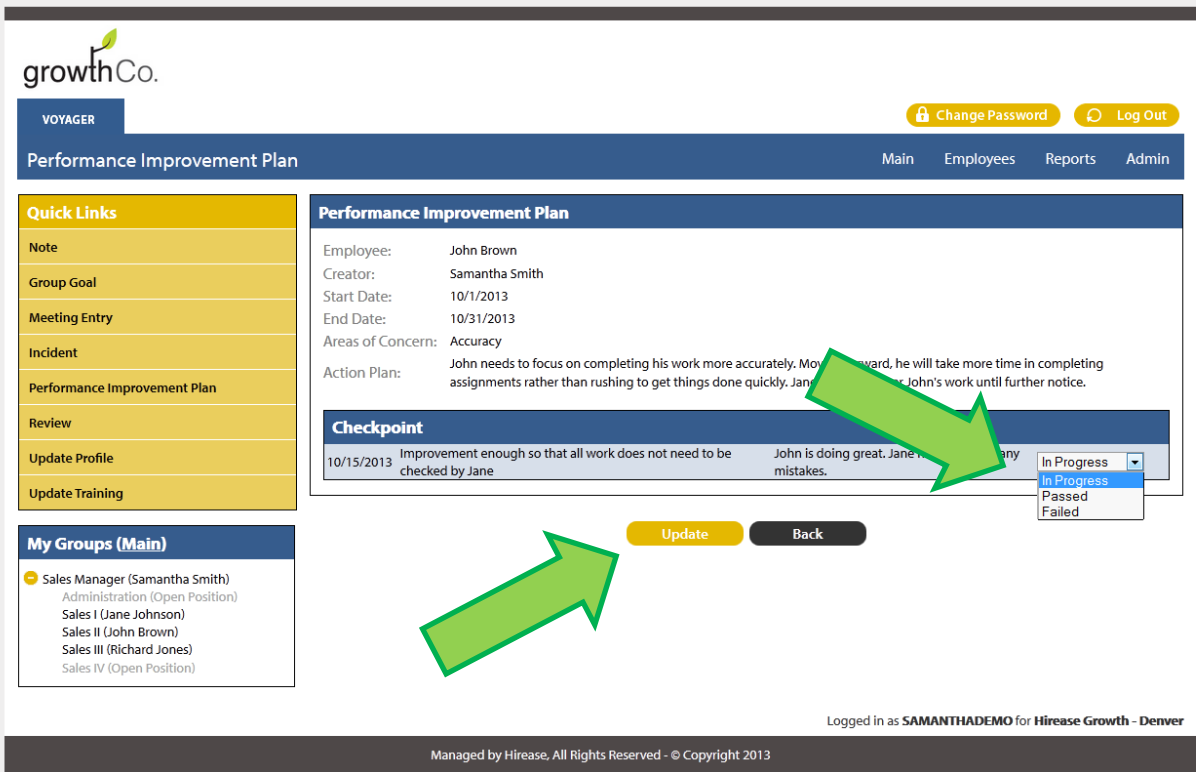
My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

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You can update the plan from this page by choosing pass/fail on the checkpoints you created. Then, click on Update.



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Performance Improvement Plan Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Performance Improvement Plan

Employee: John Brown
Creator: Samantha Smith
Start Date: 10/1/2013
End Date: 10/31/2013
Areas of Concern: Accuracy
Action Plan: John needs to focus on completing his work more accurately. Moving forward, he will take more time in completing assignments rather than rushing to get things done quickly. Jane will monitor John's work until further notice.

Checkpoint

10/15/2013	Improvement enough so that all work does not need to be checked by Jane	John is doing great. Jane will monitor for mistakes.	In Progress
------------	---	--	-------------

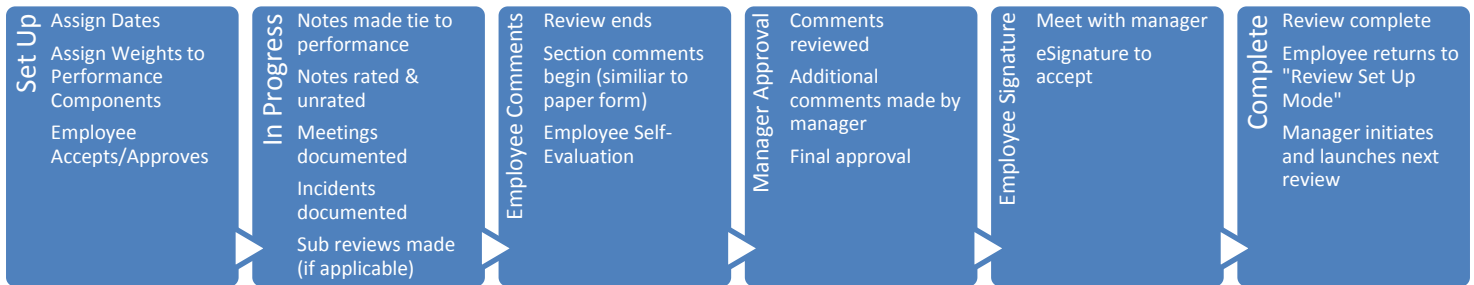
[Update](#) [Back](#)

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Reviews

The Review process is outlined in the process flow diagram below. Voyager performance management is based upon documenting performance throughout the evaluation process which provides calculated scoring which can be referenced and edited during the appraisal process. Reviews are more objective based upon several points of input from other co-workers, management and the employee. Incidents, notes and meetings are documented throughout the evaluation process and then discussed and referenced during the appraisal.



When a new employee is set up in Voyager, a review will then need to be setup for that employee. To setup reviews, after logging into Voyager, mouse over Review and then click on View. The employee's status will be Setup Review. Click view.

VOYAGER ADMIN
Change Password Log Out

Welcome to Voyager
Main Employees Reports Admin


Quick Links

- Note
- Group Goals
- Meeting Entry
- Incident
- Performance Improvement Plan
- Private Memo
- Review
- Update Profile
- Update Training

Profile (Samantha Smith)

General Information

Employee Number: SAM005
 Hiring Date: 1/1/2001
 Position: Sales Manager



Action Items

Reviews Awaiting Action

Employee	Manager	Status	
Richard Jones	Samantha Smith	Setup Review	View
Jane Johnson	Samantha Smith	8/22/2013 - (Pending Approval 9/30/2013)	View

[More Results](#)

Review (Samantha Smith)

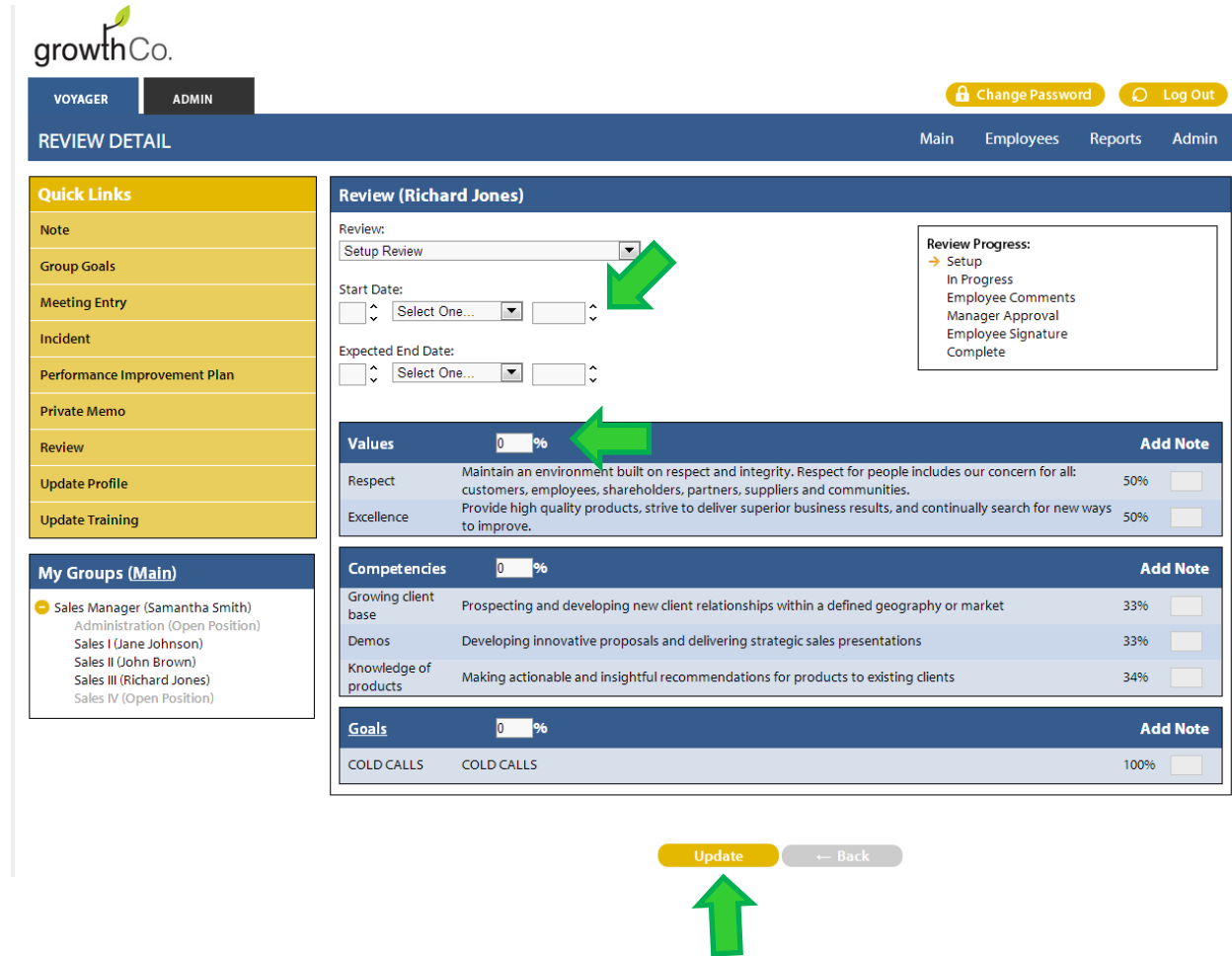
Review:

6/10/2013 - 11/15/2013

Review Progress:

- ✓ Setup
- ✓ In Progress

Dates and percentages will need to be set for this employee. Once entered click update.



hirease
A better way to better people.

Toll Free Support 877.311.2475

Dates and percentages will need to be set for this employee. Once entered click update.

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VOYAGER ADMIN Change Password Log Out

REVIEW DETAIL Main Employees Reports Admin

Quick Links

- Note
- Group Goals
- Meeting Entry
- Incident
- Performance Improvement Plan
- Private Memo
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Review (Richard Jones)

Review: Setup Review

Start Date: Select One...

Expected End Date: Select One...

Review Progress:

- Setup
- In Progress
- Employee Comments
- Manager Approval
- Employee Signature
- Complete

Values	0 %	Add Note
Respect	Maintain an environment built on respect and integrity. Respect for people includes our concern for all: customers, employees, shareholders, partners, suppliers and communities.	50%
Excellence	Provide high quality products, strive to deliver superior business results, and continually search for new ways to improve.	50%

Competencies	0 %	Add Note
Growing client base	Prospecting and developing new client relationships within a defined geography or market	33%
Demos	Developing innovative proposals and delivering strategic sales presentations	33%
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	34%

Goals	0 %	Add Note
COLD CALLS	COLD CALLS	100%

Update ← Back

You will receive a message that your review setup has been updated.

VOYAGER ADMIN
Change Password Log Out

REVIEW DETAIL
Main Employees Reports Admin

Quick Links

- Note
- Group Goals
- Meeting Entry
- Incident
- Performance Improvement Plan
- Private Memo
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Review (Richard Jones)

Review: Setup Review

Start Date: 18 December 2013

Expected End Date: 18 December 2014

Review Progress:

- Setup
- In Progress
- Employee Comments
- Manager Approval
- Employee Signature
- Complete

Values	10 %	Add Note
Respect	Maintain an environment built on respect and integrity. Respect for people includes our concern for all: customers, employees, shareholders, partners, suppliers and communities.	50% <input type="checkbox"/>
Excellence	Provide high quality products, strive to deliver superior business results, and continually search for new ways to improve.	50% <input type="checkbox"/>


Competencies	50 %	Add Note
Growing client base	Prospecting and developing new client relationships within a defined geography or market	33% <input type="checkbox"/>
Demos	Developing innovative proposals and delivering strategic sales presentations	33% <input type="checkbox"/>
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	34% <input type="checkbox"/>

Goals	40 %	Add Note
COLD CALLS	COLD CALLS	100% <input type="checkbox"/>

Approval History

The review setup has been updated.

Update
← Back



Logged in as SAMANTHADEMO for Hirease Growth - Denver

The employee will be asked to approve the dates and percentages setup by the supervisor. They will need to click submit for approval.

VOYAGER
Change Password
Log Out

REVIEW DETAIL
Main Employees

Quick Links

- Note
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

Review (Richard Jones)

Review: Setup Review

Start Date: 18 December 2013

Expected End Date: 18 December 2014

Review Progress:

- Setup
- In Progress
- Employee Comments
- Manager Approval
- Employee Signature
- Complete

Values		10 %	Add Note
Respect	Maintain an environment built on respect and integrity. Respect for people includes our concern for all: customers, employees, shareholders, partners, suppliers and communities.	50%	<input type="checkbox"/>
Excellence	Provide high quality products, strive to deliver superior business results, and continually search for new ways to improve.	50%	<input type="checkbox"/>

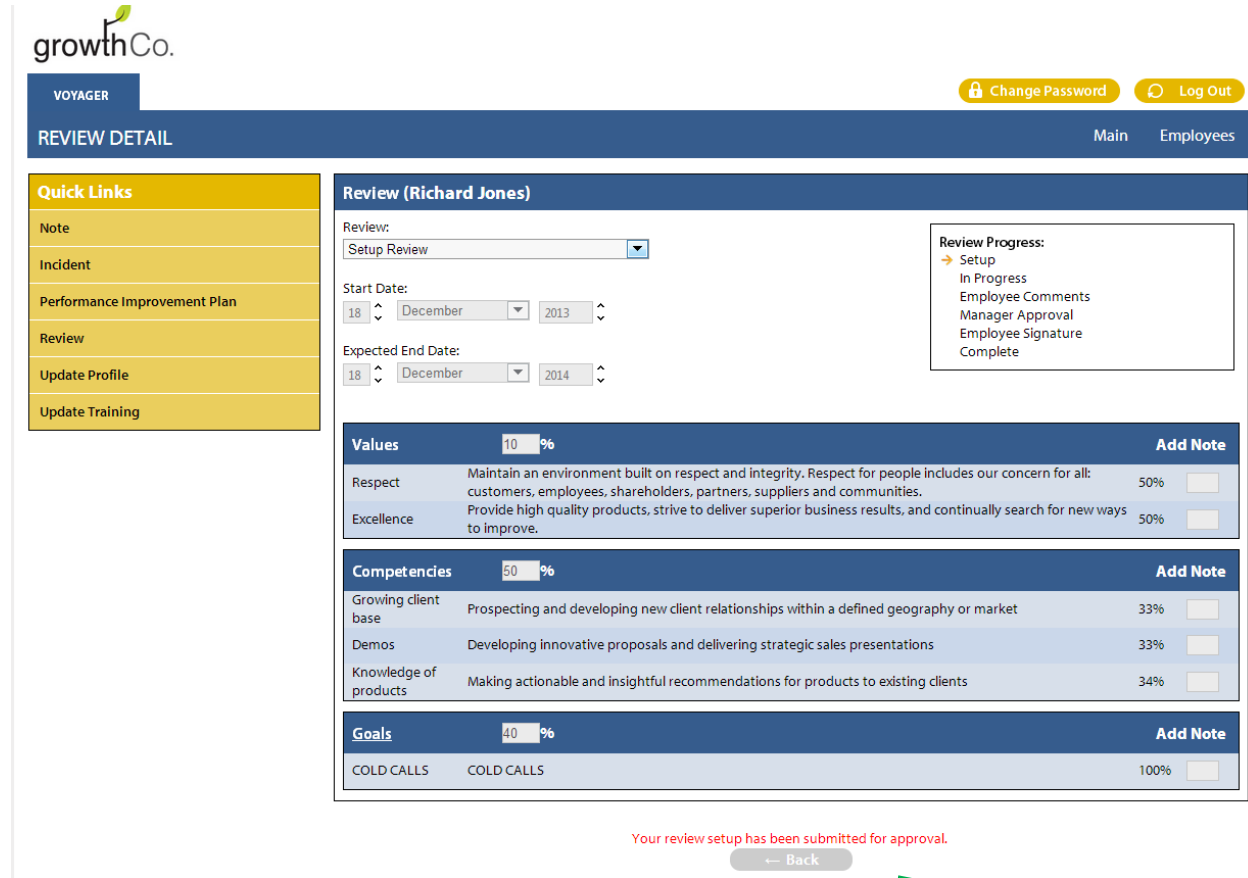
Competencies		50 %	Add Note
Growing client base	Prospecting and developing new client relationships within a defined geography or market	33%	<input type="checkbox"/>
Demos	Developing innovative proposals and delivering strategic sales presentations	33%	<input type="checkbox"/>
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	34%	<input type="checkbox"/>

Goals		40 %	Add Note
COLD CALLS	COLD CALLS	100%	<input type="checkbox"/>

Submit for Approval
← Back

Logged in as RICHARDDFMO for Hirease Growth - Denver

The employee will see their review has been submitted for approval.



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VOYAGER

Change Password Log Out

REVIEW DETAIL Main Employees

Quick Links

- Note
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

Review (Richard Jones)

Review: Setup Review

Start Date: 18 December 2013

Expected End Date: 18 December 2014

Review Progress:

- Setup
- In Progress
- Employee Comments
- Manager Approval
- Employee Signature
- Complete

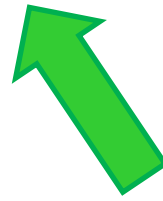
Values	10 %	Add Note
Respect	Maintain an environment built on respect and integrity. Respect for people includes our concern for all: customers, employees, shareholders, partners, suppliers and communities.	50% <input type="checkbox"/>
Excellence	Provide high quality products, strive to deliver superior business results, and continually search for new ways to improve.	50% <input type="checkbox"/>

Competencies	50 %	Add Note
Growing client base	Prospecting and developing new client relationships within a defined geography or market	33% <input type="checkbox"/>
Demos	Developing innovative proposals and delivering strategic sales presentations	33% <input type="checkbox"/>
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	34% <input type="checkbox"/>

Goals	40 %	Add Note
COLD CALLS	COLD CALLS	100% <input type="checkbox"/>

Your review setup has been submitted for approval.

← Back



The supervisor will need to give final approval by clicking approve.

VOYAGER ADMIN
Change Password Log Out

REVIEW DETAIL
Main Employees Reports Admin

Quick Links

- Note
- Group Goals
- Meeting Entry
- Incident
- Performance Improvement Plan
- Private Memo
- Review
- Update Profile
- Update Training

Review (Richard Jones)

Review: Setup Review

Start Date: 18 December 2013

Expected End Date: 18 December 2014

Review Progress:


- Setup
- In Progress
- Employee Comments
- Manager Approval
- Employee Signature
- Complete

Values	10 %	Add Note
Respect	Maintain an environment built on respect and integrity. Respect for people includes our concern for all: customers, employees, shareholders, partners, suppliers and communities.	50% <input type="checkbox"/>
Excellence	Provide high quality products, strive to deliver superior business results, and continually search for new ways to improve.	50% <input type="checkbox"/>

Competencies	50 %	Add Note
Growing client base	Prospecting and developing new client relationships within a defined geography or market	33% <input type="checkbox"/>
Demos	Developing innovative proposals and delivering strategic sales presentations	33% <input type="checkbox"/>
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	34% <input type="checkbox"/>

Goals	40 %	Add Note
COLD CALLS	COLD CALLS	100% <input type="checkbox"/>

Approval History



Approve
← Back

Logged in as SAMANTHADEMO for Hirease Growth - Denver

When you are ready to close out the employee's review, click on End Review at the bottom of the page.

- Research Manager (Charles Stevens)
 - Research I (Andrew Jackson)
 - Research II (Amanda Wilson)
 - Research III (Brian Hunt)
 - Research IV (Betty Lewis)
 - Temp Position (Open Position)
- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Demos	Developing innovative proposals and delivering strategic sales presentations	10%	2.50 (0)	<input type="checkbox"/>
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	20%	2.50 (0)	<input type="checkbox"/>
Managing	Follow up with employees on goals, job functions, or areas of improvement.	20%	2.50 (0)	<input type="checkbox"/>
Total Rating: 0.98 : 51.8				

Mobile + -

Incidents	3	0
Meeting Entries	0	

Comments

Date	Author	Type	Comment	
10/8/2013	Samantha Smith	Overall	Samantha makes \$50,000 annually.	Edit Delete


Add Comment:

Select One...

[+ Add Comment](#)

Approval History

Action	Update Date
Employee - Approve Setup	6/10/2013 11:05:34 AM



End Review
Update Rating
← Back

Logged in as HEIDIDEMODENVER for Hirease Growth - Denver

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A box will pop up asking you to confirm that you want to close the review. Click OK.

The screenshot displays the Hirease review interface. On the left is a navigation menu with categories like Research Manager and Sales Manager. The main area shows a review for 'Mobile' with a 'Total Rating' of 0.98 / 51.8. A confirmation dialog box is overlaid on the screen with the text 'Are you sure you want to close review?' and 'OK' and 'Cancel' buttons. A green arrow points to the dialog box. Below the dialog is a 'Comments' section with a table of comments and an 'Add Comment' button. At the bottom is an 'Approval History' table and navigation buttons: 'End Review', 'Update Rating', and 'Back'. The footer shows the user is logged in as HEIDIDEMODENVER for Hirease Growth - Denver.

Date	Author	Content	Edit	Delete
10/8/2013	Samantha Smith	...\$50,000 annually.	Edit	Delete

Action	Updated By	Update Date
Employee - Approve Setup	Kelly Doe	6/10/2013 11:05:34 AM

Toll Free Support 877.311.2475

A note will state that the review has been closed.

- Research Manager (Charles Stevens)
 - Research I (Andrew Jackson)
 - Research II (Amanda Wilson)
 - Research III (Brian Hunt)
 - Research IV (Betty Lewis)
 - Temp Position (Open Position)
- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Demos	Developing innovative proposals and delivering strategic sales presentations	10%	2.50 (0)	<input type="checkbox"/>
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	20%	2.50 (0)	<input type="checkbox"/>
Managing	Follow up with employees on goals, job functions, or areas of improvement.	20%	2.50 (0)	<input type="checkbox"/>
Total Rating:				
		0.98 : 51.8		

Mobile	+	-
Incidents	3	0
Meeting Entries	0	

Comments			
Date	Author	Type	Comment
Add Comment:			
Select One...			
+ Add Comment			

Approval History		
Action	Updated By	Update Date
Supervisor - End In Progress	Kelly Doe	11/21/2013 1:51:22 PM
Employee - Approve Setup	Kelly Doe	6/10/2013 11:05:34 AM

Your review has ended, and moved to employee comments.

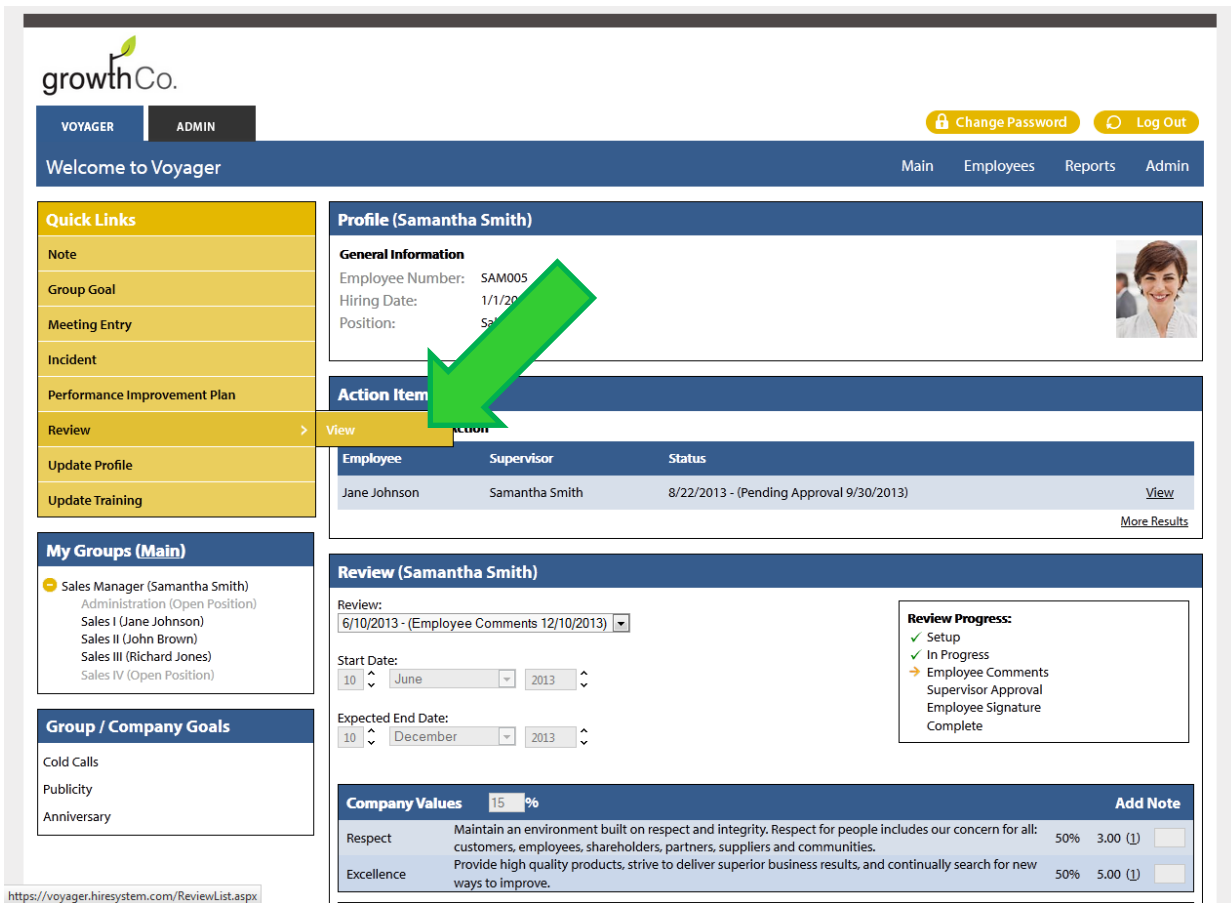
End Review
End Comments
Update Rating
← Back

Logged in as HEIDIDEMODENVER for Hirease Growth - Denver

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The employee will receive an email that their review is ready. Upon logging in to Voyager, the employee should mouse over Review and click on View.



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VOYAGER ADMIN Change Password Log Out

Welcome to Voyager Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review **>**
- Update Profile
- Update Training

Profile (Samantha Smith)

General Information

Employee Number: SAM005
 Hiring Date: 1/1/2013
 Position: Sales Manager

Action Items

Employee	Supervisor	Status	
Jane Johnson	Samantha Smith	8/22/2013 - (Pending Approval 9/30/2013)	View

[More Results](#)

Review (Samantha Smith)

Review: 6/10/2013 - (Employee Comments 12/10/2013)

Start Date: 10/2013 June 2013

Expected End Date: 10/2013 December 2013

Review Progress:

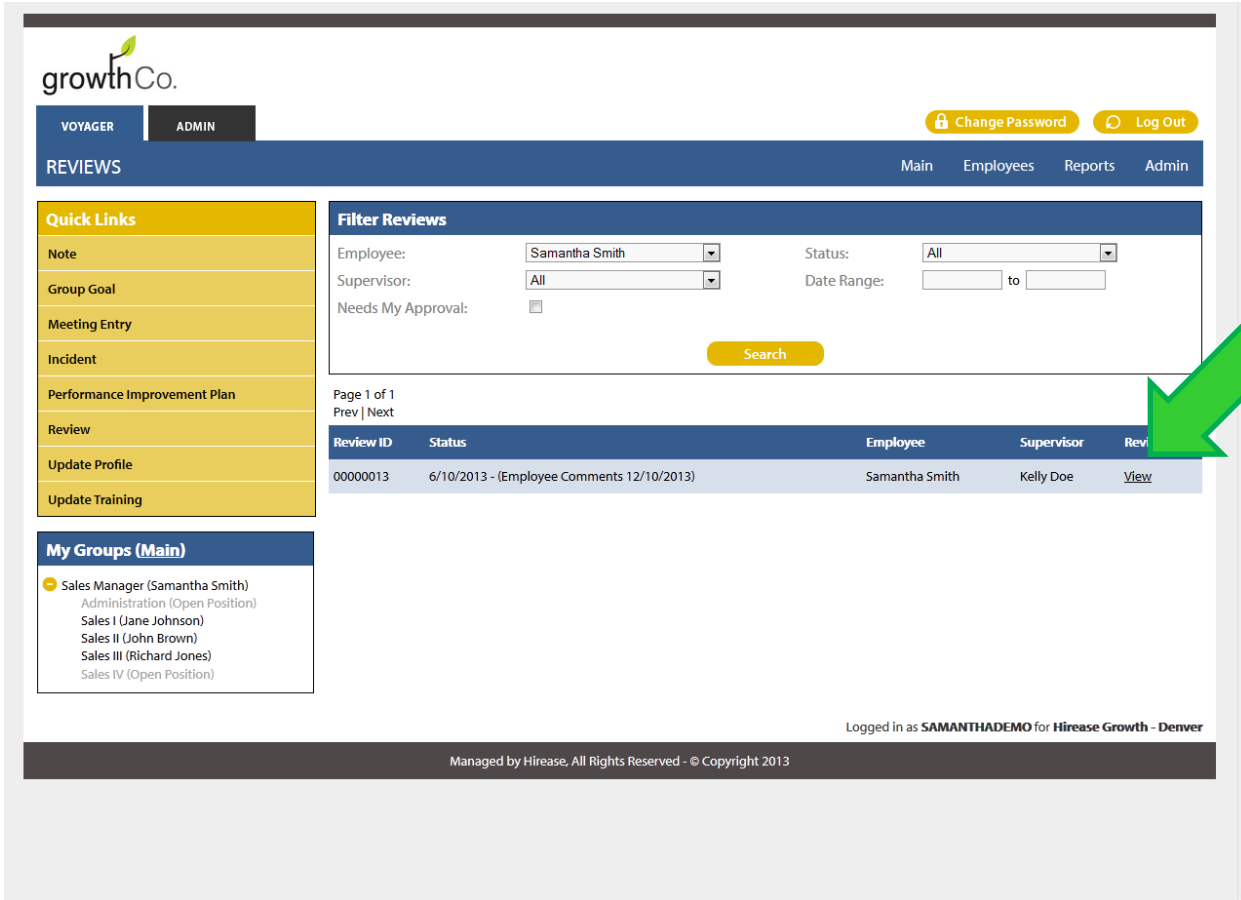
- ✓ Setup
- ✓ In Progress
- ➔ Employee Comments
- Supervisor Approval
- Employee Signature
- Complete

Company Values 15% Add Note

Value	Description	Weight	Score	Count	Input
Respect	Maintain an environment built on respect and integrity. Respect for people includes our concern for all: customers, employees, shareholders, partners, suppliers and communities.	50%	3.00	(1)	<input type="text"/>
Excellence	Provide high quality products, strive to deliver superior business results, and continually search for new ways to improve.	50%	5.00	(1)	<input type="text"/>

<https://voyager.hiresystem.com/ReviewList.aspx>

They will see their review listed. Click on [View](#).



The screenshot shows the Hirease web application interface. At the top left is the "growthCo." logo. Below it are tabs for "VOYAGER" and "ADMIN". On the right, there are buttons for "Change Password" and "Log Out". A navigation bar contains "REVIEWS" and links for "Main", "Employees", "Reports", and "Admin".

On the left side, there is a "Quick Links" menu with items: Note, Group Goal, Meeting Entry, Incident, Performance Improvement Plan, Review, Update Profile, and Update Training. Below this is a "My Groups (Main)" section listing "Sales Manager (Samantha Smith)" and several "Sales" positions.

The main content area features a "Filter Reviews" section with dropdown menus for "Employee" (Samantha Smith) and "Supervisor" (All), a "Status" dropdown (All), and a "Date Range" field. A "Search" button is located below the filters. Below the filters, it says "Page 1 of 1" and "Prev | Next".

A table displays the review results:

Review ID	Status	Employee	Supervisor	Review
00000013	6/10/2013 - (Employee Comments 12/10/2013)	Samantha Smith	Kelly Doe	View

A green arrow points to the "View" link in the table. At the bottom right, it says "Logged in as SAMANTHADEMO for Hirease Growth - Denver". At the very bottom, a footer reads "Managed by Hirease. All Rights Reserved - © Copyright 2013".

The employee can now go over their review and enter any notes or comments they feel are missing.

REVIEW DETAIL
Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

Review (Samantha Smith)

Review: 6/10/2013 - (Employee Comments 12/10/2013)

Start Date: 10 June 2013

Expected End Date: 10 December 2013

Review Progress:

- ✓ Setup
- ✓ In Progress
- ➔ Employee Comments
- Supervisor Approval
- Employee Signature
- Complete

Company Values 15 % Add Note

Respect	Maintain an environment built on respect and integrity. Respect for people includes our concern for all: customers, employees, shareholders, partners, suppliers and communities.	50%	3.00 (1)	-
Excellence	Provide high quality products, strive to deliver superior business results, and continually search for new ways to improve.	50%	5.00 (1)	-

Competencies 15 % Add Note

Sales meetings	Meet with pre-qualified business owners to assess their needs and ways we can work with them	20%	2.50 (0)	-
Training	Heavy initial and ongoing training of subordinates.	20%	2.00 (1)	-
Growing client base	Prospecting and developing new client relationships within a defined geography or market	10%	4.00 (1)	-
Demos	Developing innovative proposals and delivering strategic sales presentations	10%	2.50 (0)	-
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	20%	2.50 (0)	-
Managing	Follow up with employees on goals, job functions, or areas of improvement.	20%	2.50 (0)	-

Total Rating:
0.98 : 51.8

Mobile + -

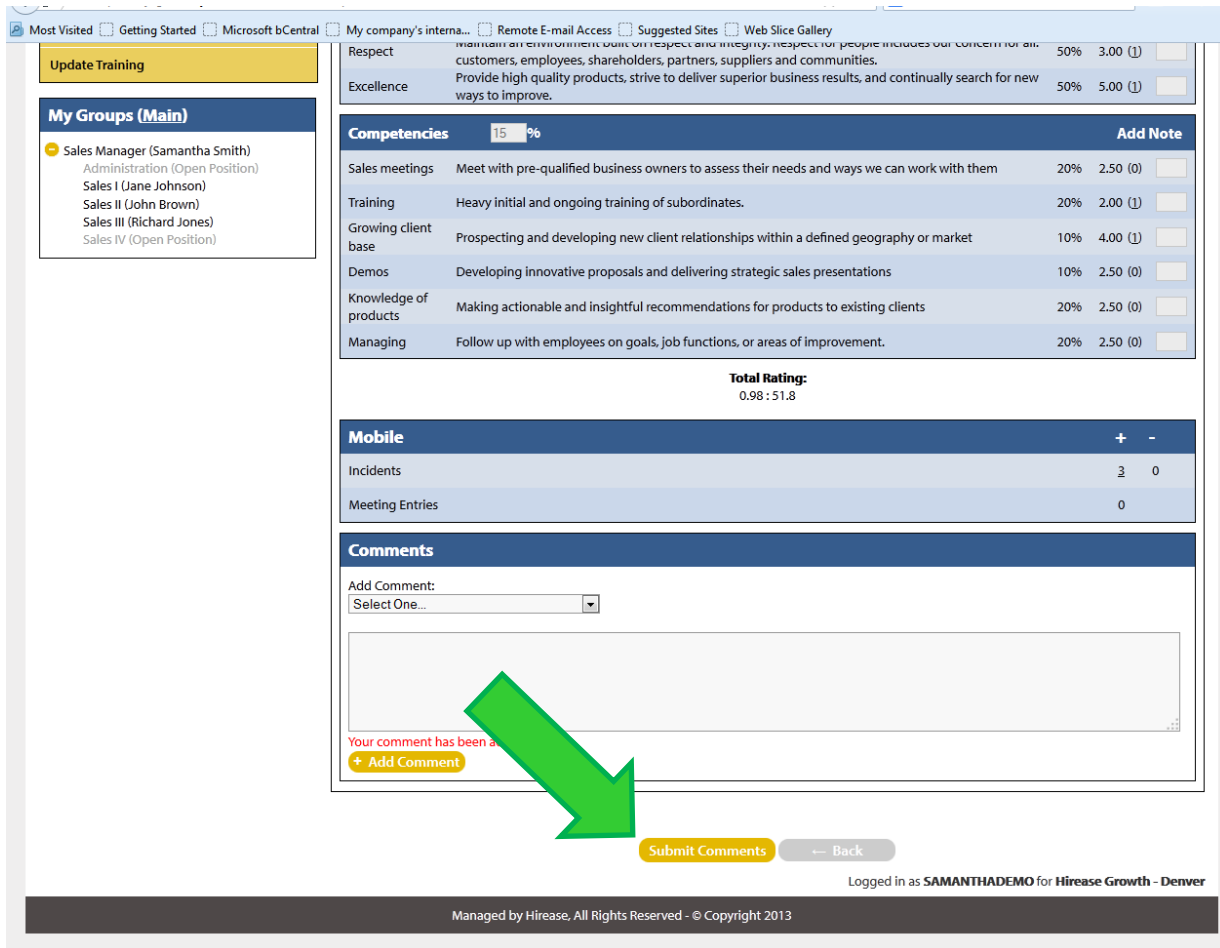
Incidents	3	0
Meeting Entries	0	

Comments

Add Comment: Select One...

37 | Page

When they are finished, click on Submit Comments. This is also where the employee can provide their own self-evaluation to submit to their supervisor or manager for review.



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Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Respect	Provide high quality products, strive to deliver superior business results, and continually search for new ways to improve.	50%	3.00 (1)	<input type="text"/>
Excellence	Provide high quality products, strive to deliver superior business results, and continually search for new ways to improve.	50%	5.00 (1)	<input type="text"/>

Competencies 15 % **Add Note**

Sales meetings	Meet with pre-qualified business owners to assess their needs and ways we can work with them	20%	2.50 (0)	<input type="text"/>
Training	Heavy initial and ongoing training of subordinates.	20%	2.00 (1)	<input type="text"/>
Growing client base	Prospecting and developing new client relationships within a defined geography or market	10%	4.00 (1)	<input type="text"/>
Demos	Developing innovative proposals and delivering strategic sales presentations	10%	2.50 (0)	<input type="text"/>
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	20%	2.50 (0)	<input type="text"/>
Managing	Follow up with employees on goals, job functions, or areas of improvement.	20%	2.50 (0)	<input type="text"/>

Total Rating:
0.98 : 51.8

Mobile	+	-
Incidents	3	0
Meeting Entries	0	

Comments

Add Comment:
Select One...

Your comment has been a...
+ Add Comment

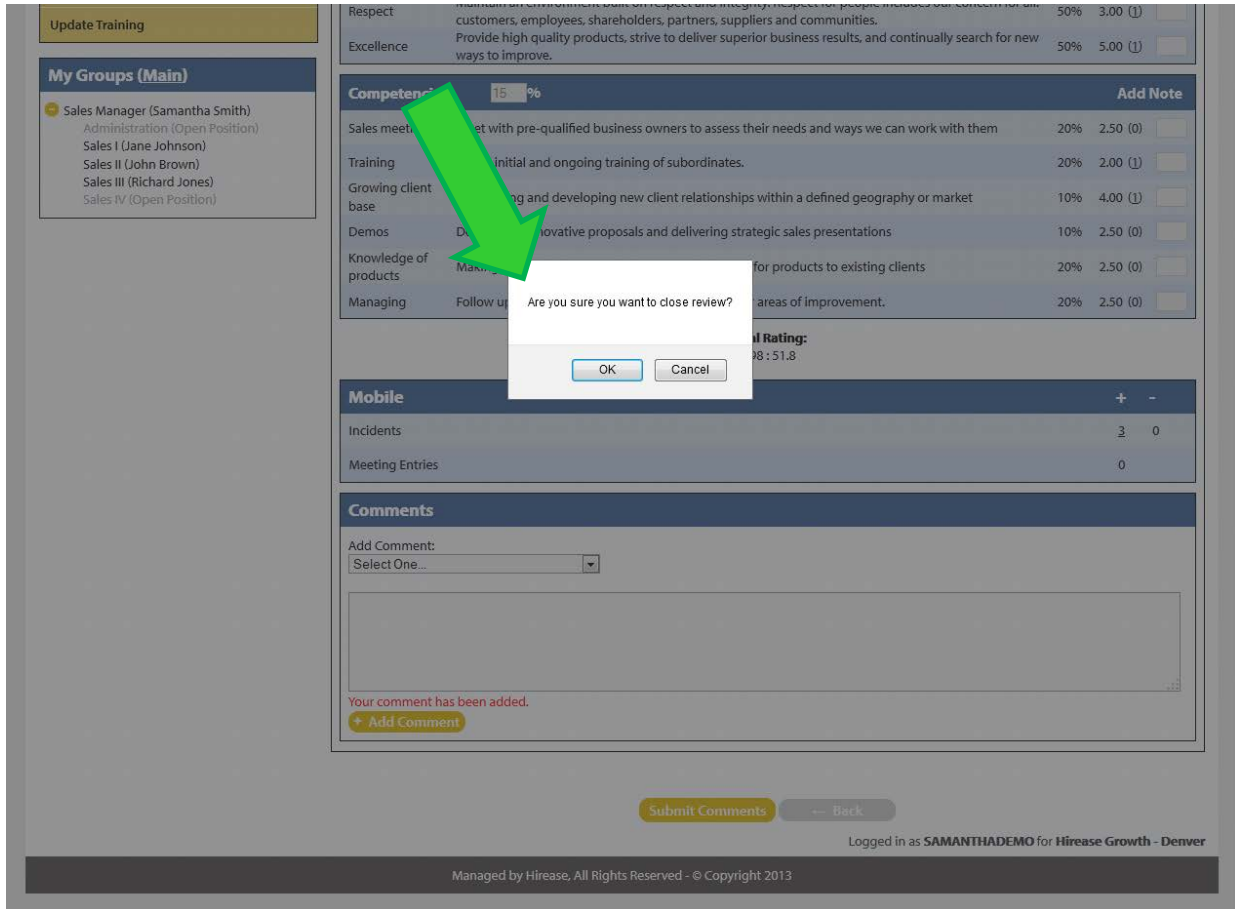
Submit Comments

Logged in as SAMANTHADEMO for Hirease Growth - Denver

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Toll Free Support 877.311.2475

A box will pop up asking them to confirm they want to close their review. Click OK.



The screenshot displays the Hirease review interface. On the left, there is a sidebar with 'Update Training' and 'My Groups (Main)' containing a list of sales managers. The main area shows a 'Competency' table with columns for competency name, weight, score, and number of reviews. A green arrow points to a modal dialog box that has appeared over the table, asking 'Are you sure you want to close review?' with 'OK' and 'Cancel' buttons. Below the table, there are sections for 'Mobile' (Incidents, Meeting Entries), 'Comments' (Add Comment dropdown and text area), and a 'Submit Comments' button. The footer shows the user is logged in as 'SAMANTHADEMO' and the page is managed by Hirease.

Competency	Weight	Score	Reviews
Respect	50%	3.00	(1)
Excellence	50%	5.00	(1)
Sales meet...	20%	2.50	(0)
Training	20%	2.00	(1)
Growing client base	10%	4.00	(1)
Demos	10%	2.50	(0)
Knowledge of products	20%	2.50	(0)
Managing	20%	2.50	(0)

They will see a note that says their review has been submitted to their supervisor for approval.

Sales II (John Brown)
 Sales III (Richard Jones)
 Sales IV (Open Position)

Sales meetings	Meet with pre-qualified business owners to assess their needs and ways we can work with them	20%	2.50 (0)	<input type="text"/>
Training	Heavy initial and ongoing training of subordinates.	20%	2.00 (1)	<input type="text"/>
Growing client base	Prospecting and developing new client relationships within a defined geography or market	10%	4.00 (1)	<input type="text"/>
Demos	Developing innovative proposals and delivering strategic sales presentations	10%	2.50 (0)	<input type="text"/>
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	20%	2.50 (0)	<input type="text"/>
Managing	Follow up with employees on goals, job functions, or areas of improvement.	20%	2.50 (0)	<input type="text"/>

Total Rating:
0.98 : 51.8

Mobile	+	-
Incidents	2	0
Meeting Entries	0	

Comments

Date	Author	Type	Comment	Edit	Delete
10/8/2013	Samantha Smith	Overall	Samantha makes \$50,000 annually.	Edit	Delete
11/21/2013	Samantha Smith	Overall	I am awesome.	Edit	Delete

Add Comment:
 Select One...

+ Add Comment

Review comments have been submitted to your supervisor for approval.

← Back

Logged in as SAMANTHADEMO for Hirease Growth - Denver

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After the manager logs back in to Voyager, the review will be under their Action Items. Click on View.

BACKGROUND CHECKS
PIONEER
VOYAGER
HUMAN PATTERNS
ADMIN

Change Password
Log Out

Welcome to Voyager
Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- CEO (Kelly Doe)
- Head Accountant (Tommy Bahama)
 - Accounts Payable Specialist (Open Position)
 - Human Resources Manager (Open Position)
- Research Manager (Charles Stevens)
 - Research I (Andrew Jackson)
 - Research II (Amanda Wilson)
 - Research III (Brian Hunt)
 - Research IV (Betty Lewis)
- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Group / Company Goals

- Growth
- Research

Profile (Kelly Doe)

General Information

Employee Number: HEI001
Hiring Date: 1/1/2013
Position: CEO
Company Phone: 5580

Action Items

Notes Awaiting Action

Note ID	Note Date	Author	Employee	Supervisor	Action
0000046F	11/12/2013	Samantha Smith	Samantha Smith	Kelly Doe	View
00000474	11/15/2013	Samantha Smith	Samantha Smith	Kelly Doe	View
00000475	11/15/2013	Samantha Smith	Samantha Smith	Kelly Doe	View

[More Results](#)

Reviews Awaiting Action

Employee	Supervisor	Status	Action
Samantha Smith	Kelly Doe	6/10/2013 - (Pending Approval 12/10/2013)	View

[More Results](#)

Review (Kelly Doe)

Review: 9/9/2013 - (In Progress 12/9/2013)

Start Date: 9 September 2013

Expected End Date: 9 December 2013

Review Progress:

- ✓ Setup
- In Progress
- Employee Comments
- Supervisor Approval
- Employee Signature
- Complete

Company Values 50 %
[Add Note](#)

Add an effective end date for the review.

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BACKGROUND CHECKS
PIONEER
VOYAGER
HUMAN PATTERNS
ADMIN

Change Password
Log Out

REVIEW DETAIL
Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

Review (Samantha Smith)

Review: 6/10/2013 - (Pending Approval 12/10/2013)

Start Date: 10 June 2013

Expected End Date: 10 December 2013

Effective End Date: 15 November 2013

Review Progress:

- ✓ Setup
- ✓ In Progress
- ✓ Employee Comments
- ➔ Supervisor Approval
- Employee Signature Complete

Company Values		15%	Add Note	
Respect	Maintain an environment built on respect and integrity. Respect for people includes our concern for all: customers, employees, shareholders, partners, suppliers and communities.	50%	3.00 (1)	<input type="checkbox"/>
Excellence	Provide high quality products, strive to deliver superior business results, and continually search for new ways to improve.	50%	5.00 (1)	<input type="checkbox"/>

Competencies		15%	Add Note	
Sales meetings	Meet with pre-qualified business owners to assess their needs and ways we can work with them	20%	2.50 (0)	<input type="checkbox"/>
Training	Heavy initial and ongoing training of subordinates.	20%	2.00 (1)	<input type="checkbox"/>
Growing client base	Prospecting and developing new client relationships within a defined geography or market	10%	4.00 (1)	<input type="checkbox"/>
Demos	Developing innovative proposals and delivering strategic sales presentations	10%	2.50 (0)	<input type="checkbox"/>
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	20%	2.50 (0)	<input type="checkbox"/>
Managing	Follow up with employees on goals, job functions, or areas of improvement.	20%	2.50 (0)	<input type="checkbox"/>

Total Rating:
0.98 : 51.8

Mobile	+	-
Incidents	3	0

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Now you can review any comments the employee has made. If you click Reject the review will move back to In Progress. If you are satisfied with the review, click on Complete.

- Temp Position (Open Position)
- Sales Manager (Samantha Smith)**
- Administration (Open Position)
- Sales I (Jane Johnson)
- Sales II (John Brown)
- Sales III (Richard Jones)
- Sales IV (Open Position)

Knowledge of products	Making actionable and insightful recommendations for products to existing clients	20%	2.50 (0)	<input type="checkbox"/>
Managing	Follow up with employees on goals, job functions, or areas of improvement.	20%	2.50 (0)	<input type="checkbox"/>
Total Rating:				
0.98 : 51.8				

Mobile + -

Incidents	3	0
Meeting Entries	0	

Comments

Date	Author	Type	Comment	
10/8/2013	Samantha Smith	Overall	Samantha makes \$50,000 annually.	Edit Delete
11/21/2013	Samantha Smith	Overall	I am awesome.	Edit Delete

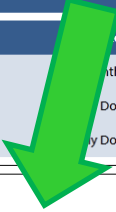
Add Comment:

Select One... ▼

+ Add Comment

Approval History

Action	By	Update Date
Employee - End Employee Comments	Samantha Smith	11/21/2013 1:56:40 PM
Supervisor - End In Progress	Doe	11/21/2013 1:51:22 PM
Employee - Approve Setup	Jay Doe	6/10/2013 11:05:34 AM



Reject

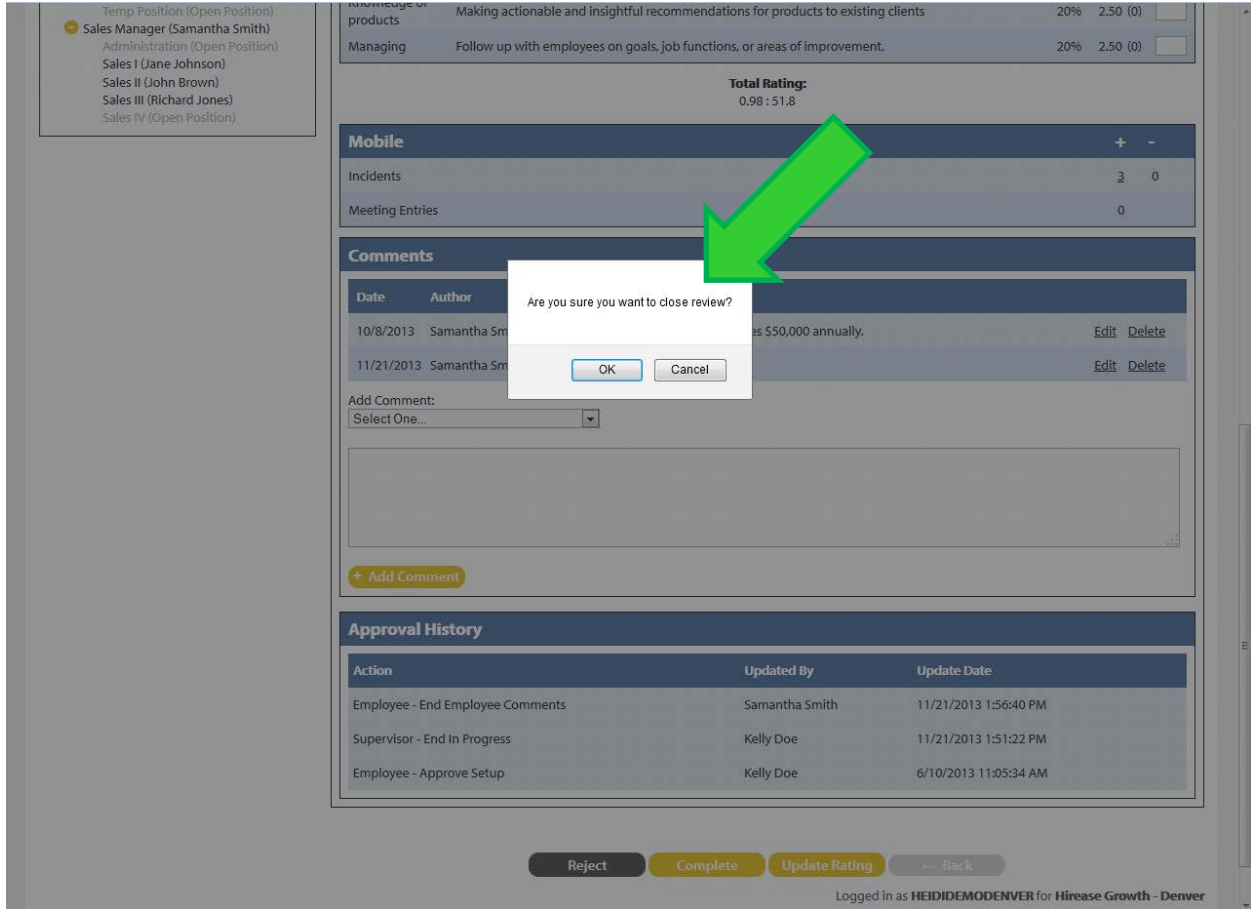
Complete

Update Rating

← Back

Logged in as HEIDIDEMODENVER for Hirease Growth - Denver

A box will pop up asking you to confirm you want to close the review. Click OK.



The screenshot shows the Hirease review interface. A confirmation dialog box is overlaid on the page, asking "Are you sure you want to close review?" with "OK" and "Cancel" buttons. A large green arrow points to the dialog box. The background interface includes a sidebar with a user list, a main review area with a "Total Rating" of 0.98 / 51.8, a "Mobile" section with "Incidents" (3) and "Meeting Entries" (0), a "Comments" section with two entries, an "Add Comment" form, and an "Approval History" table. At the bottom, there are buttons for "Reject", "Complete", "Update Rating", and "Back".

Date	Author	Comment	Edit	Delete
10/8/2013	Samantha Smith	...	Edit	Delete
11/21/2013	Samantha Smith	...	Edit	Delete

Action	Updated By	Update Date
Employee - End Employee Comments	Samantha Smith	11/21/2013 1:56:40 PM
Supervisor - End In Progress	Kelly Doe	11/21/2013 1:51:22 PM
Employee - Approve Setup	Kelly Doe	6/10/2013 11:05:34 AM

A note will show you have approved the review and the employee signature box will now be visible.

Comments

Date	Author	Type	Comment
10/8/2013	Samantha Smith	Overall	Samantha makes \$50,000 annually.
11/21/2013	Samantha Smith	Overall	I am awesome.

Add Comment:
Select One...

Approval History

Action	Updated By	Update Date
Complete Review	Kelly Doe	11/21/2013 2:02:56 PM
Employee - End Employee Comments	Samantha Smith	11/21/2013 1:56:40 PM
Supervisor - End In Progress	Kelly Doe	11/21/2013 1:51:22 PM
Employee - Approve Setup	Kelly Doe	6/10/2013 11:05:34 AM

Signature

By selecting this button, I and/or my employer acknowledge that I have seen the review and refuse to sign.
 By electronically signing this form, I acknowledge that I have discussed the content of this review with my supervisor.
Please type in your name and click approve to authorize this transaction with your electronic signature.

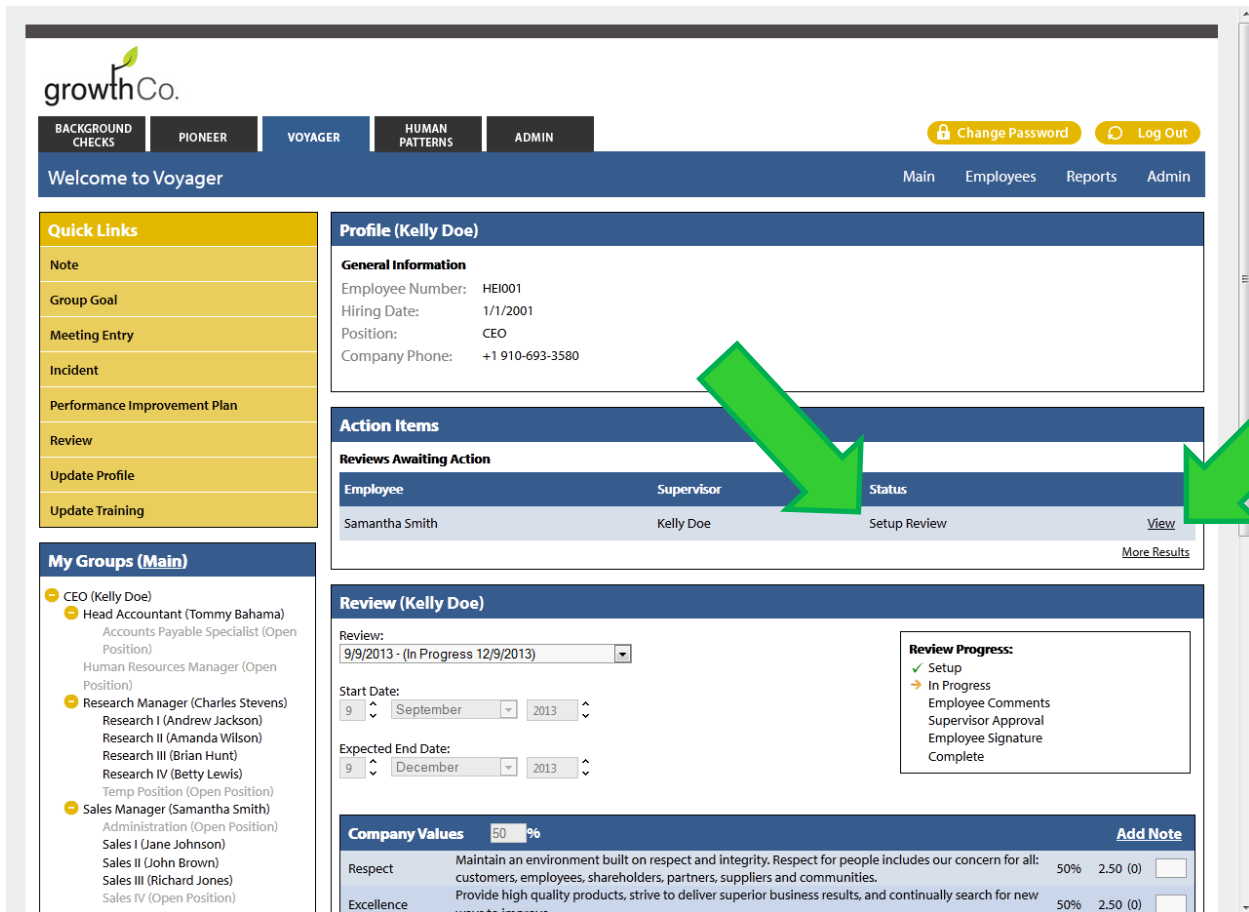
You have approved the review.

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Now the employee can log back into Voyager to sign their review. It will be on their main profile page as soon as they log in. To sign their review, employees need to scroll to the bottom, click the second option and type in their name. Then click on Sign Review.

The screenshot displays the Hirease review interface. At the top, there is a table with columns for 'products', 'making actionable and insightful recommendations for products to existing clients', and '20% - 500'. The first row is 'Managing' with the description 'Follow up with employees on goals, job functions, or areas of improvement.' and a rating of '20% 4.50 (2)'. Below this is a 'Total Rating' section showing '1.12 : 53.4'. A 'Mobile' section follows with a table for 'Incidents' (3) and 'Meeting Entries' (0). The 'Comments' section contains a table with columns 'Date', 'Author', 'Type', and 'Comment'. Two comments are listed: one from 10/8/2013 by Samantha Smith (Overall) stating 'Samantha makes \$50,000 annually.', and another from 11/21/2013 by Samantha Smith (Overall) stating 'I am awesome.'. Below the comments is an 'Add Comment' section with a dropdown menu and a text input field. A green arrow points to the '+ Add Comment' button. The 'Signature' section has two radio button options: 'By selecting this button, I and/or my employer acknowledge that I have seen the review and refuse to sign.' and 'By electronically signing this form, I acknowledge that I have discussed the content of this review with my supervisor.' The second option is selected. Below the options is a text input field containing 'Samantha Smith' and a note: 'Please type in your Full Name above to authorize this transaction with your electronic signature.'. At the bottom of the interface is a yellow 'Sign Review' button. The footer shows 'Managed by Hirease, All Rights Reserved - © Copyright 2013' and 'Logged in as SAMANTHADEMO for Hirease Growth - Denver'.

The next time the manager logs in to Voyager, under Action Items you will see that the employee is waiting for a review to be setup. Click on View.



The screenshot shows the Voyager HR system interface for a manager named Kelly Doe. The interface includes a navigation menu with options like 'BACKGROUND CHECKS', 'PIONEER', 'VOYAGER', 'HUMAN PATTERNS', and 'ADMIN'. A 'Welcome to Voyager' banner is at the top. On the left, there are 'Quick Links' and 'My Groups (Main)'.

The main content area is divided into several sections:

- Profile (Kelly Doe):** General Information including Employee Number (HEI001), Hiring Date (1/1/2001), Position (CEO), and Company Phone (+1 910-693-3580).
- Action Items:** A table titled 'Reviews Awaiting Action' with columns for Employee, Supervisor, Status, and a 'View' link. A row shows Samantha Smith as the employee, Kelly Doe as the supervisor, and 'Setup Review' as the status. A green arrow points to the 'View' link.
- Review (Kelly Doe):** A section for setting up a review. It includes a 'Review' dropdown set to '9/9/2013 - (In Progress 12/9/2013)', 'Start Date' (9/2013), and 'Expected End Date' (9/2013). A 'Review Progress' box shows 'Setup' as complete, 'In Progress' as active, and 'Employee Comments', 'Supervisor Approval', and 'Employee Signature' as pending. A green arrow points to the 'Setup' item.
- Company Values:** A table with columns for 'Company Values', a percentage, and 'Add Note'. It lists 'Respect' (50%) and 'Excellence' (50%).

Choose a start date and expected end date. Enter the weight for company values, competencies and goals. Then choose Update.

REVIEW DETAIL
Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

Review (Samantha Smith)

Review: Setup Review

Start Date: 16 November 2013

Expected End Date: 31 December 2013

Review Progress:

- Setup
- In Progress
- Employee Comments
- Supervisor Approval
- Employee Signature
- Complete

Company Values	20 %	Add Note
Respect	Maintain an environment built on respect and integrity. Respect for people includes our concern for all: customers, employees, shareholders, partners, suppliers and communities.	50% <input type="checkbox"/>
Excellence	Provide high quality products, strive to deliver superior business results, and continually search for new ways to improve.	50% <input type="checkbox"/>

Competencies	50 %	Add Note
Sales meetings	Meet with pre-qualified business owners to assess their needs and ways we can work with them	20% <input type="checkbox"/>
Training	Heavy initial and ongoing training of subordinates.	20% <input type="checkbox"/>
Growing client base	Prospecting and developing new client relationships within a defined geography or market	10% <input type="checkbox"/>
Demos	Developing innovative proposals and delivering strategic sales presentations	10% <input type="checkbox"/>
Knowledge of products	Making actionable and insightful recommendations for products to existing clients	20% <input type="checkbox"/>
Managing	Follow up with employees on goals, job functions, or areas of improvement.	20% <input type="checkbox"/>

Goals	30 %	Add Note
Cold Calls	Make 20 cold calls a day	100% <input type="checkbox"/>

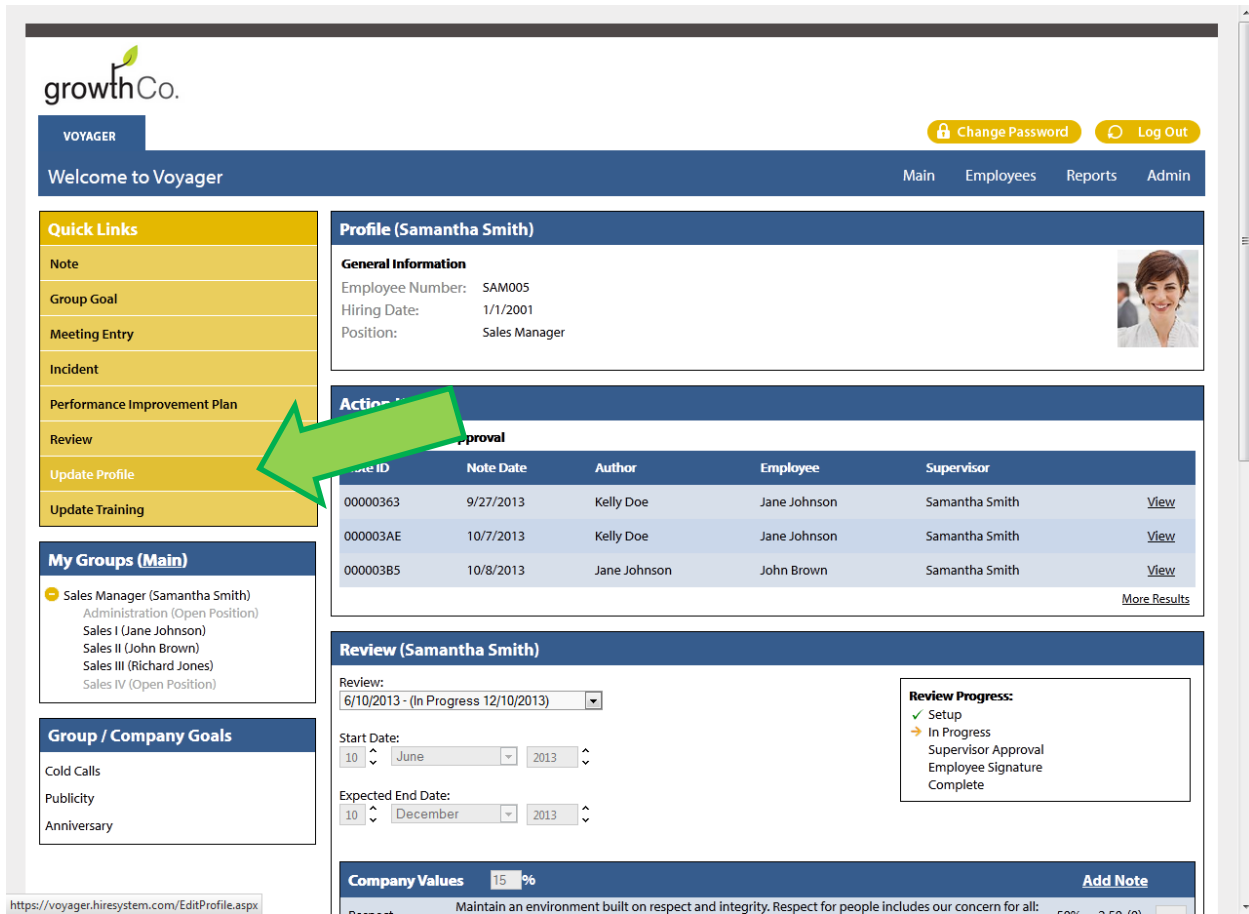
Update
← Back

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Updating Your Profile

After logging into Voyager, go to the Quick Links on the left side of the page and click on Update Profile.



The screenshot shows the Voyager HR system interface for user Samantha Smith. On the left, a 'Quick Links' menu is visible, with a green arrow pointing to the 'Update Profile' option. The main content area includes a 'Profile (Samantha Smith)' section with general information, an 'Approval' table, a 'Review (Samantha Smith)' section with date pickers, and a 'Company Values' section at the bottom.

Profile (Samantha Smith)

General Information

Employee Number: SAM005
 Hiring Date: 1/1/2001
 Position: Sales Manager

Approval

Note ID	Note Date	Author	Employee	Supervisor	
00000363	9/27/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003AE	10/7/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003B5	10/8/2013	Jane Johnson	John Brown	Samantha Smith	View

[More Results](#)

Review (Samantha Smith)

Review: 6/10/2013 - (In Progress 12/10/2013)

Start Date: 10 June 2013

Expected End Date: 10 December 2013

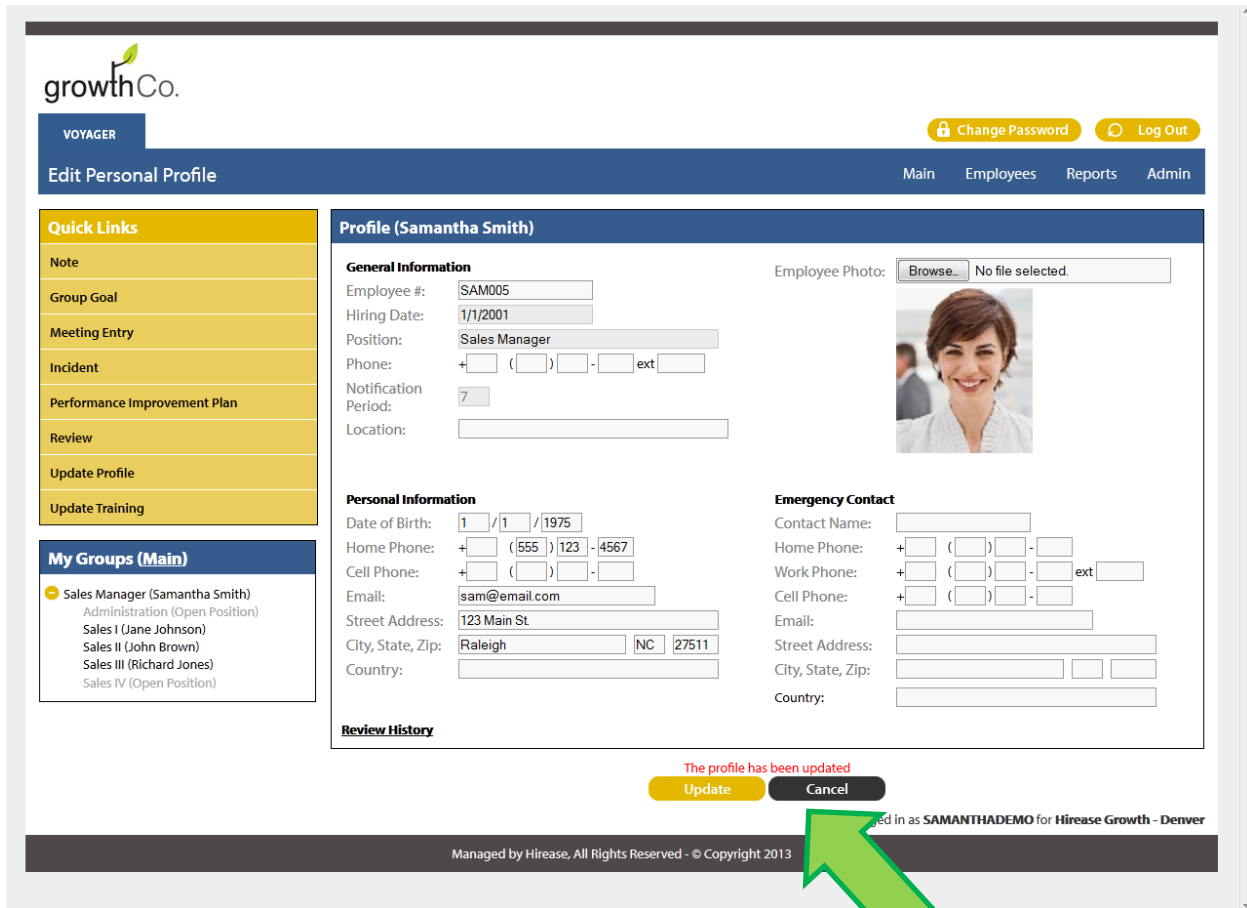
Review Progress:

- ✓ Setup
- In Progress
- Supervisor Approval
- Employee Signature
- Complete

Company Values 15% [Add Note](#)

Maintain an environment built on respect and integrity. Respect for people includes our concern for all:

From this page, you can make any changes you like. When all changes are made, click on Update. A message will appear above the Update button that says the profile has been updated to confirm submission.



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VOYAGER Change Password Log Out

Edit Personal Profile Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)


- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Profile (Samantha Smith)

General Information

Employee #: SAM005
Hiring Date: 1/1/2001
Position: Sales Manager
Phone: + () - ext
Notification Period: 7
Location:

Employee Photo: No file selected.



Personal Information

Date of Birth: 1 / 1 / 1975
Home Phone: + (555) 123 - 4567
Cell Phone: + () -
Email: sam@email.com
Street Address: 123 Main St
City, State, Zip: Raleigh NC 27511
Country:

Emergency Contact

Contact Name:
Home Phone: + () -
Work Phone: + () - ext
Cell Phone: + () -
Email:
Street Address:
City, State, Zip:
Country:

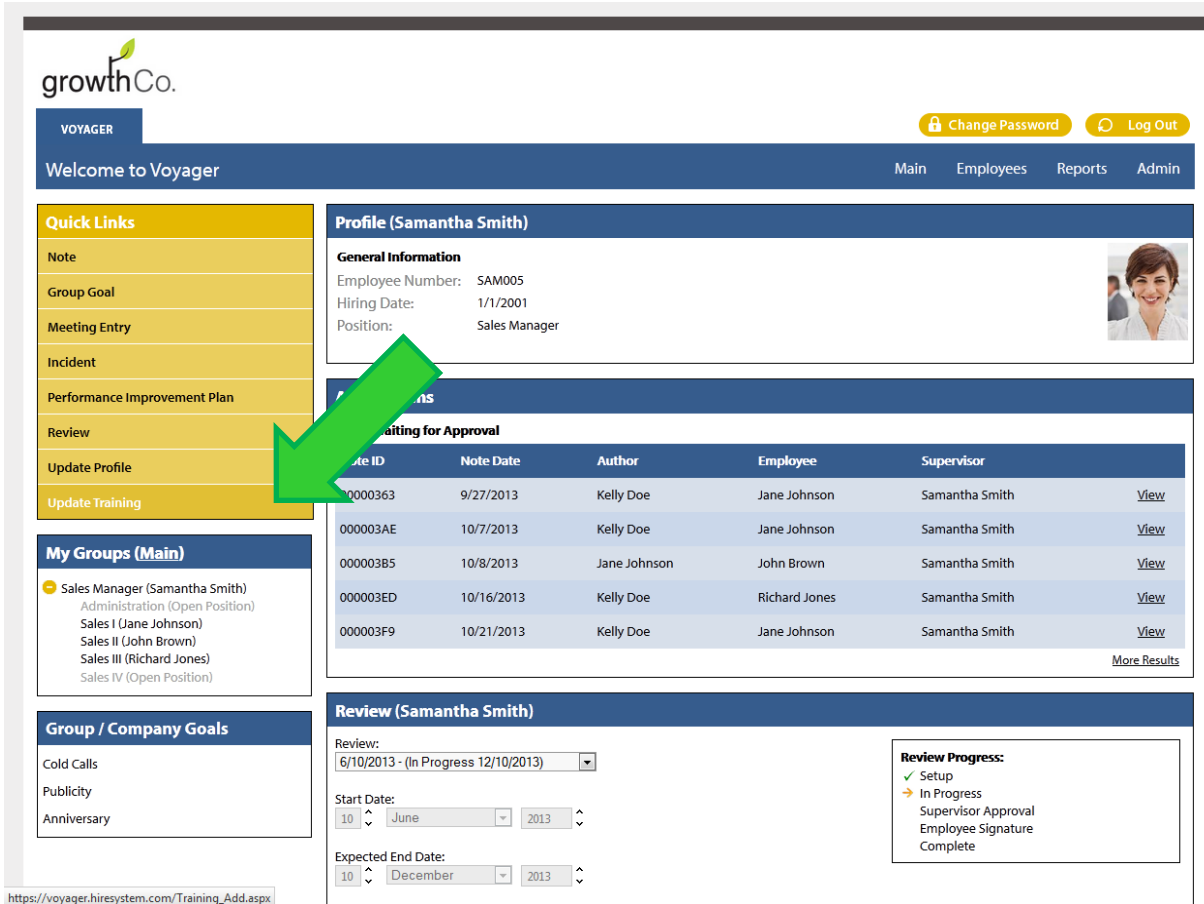
Review History

The profile has been updated

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How to Update Your Training

After logging into Voyager, go to the Quick Links on the left and click on Update Training.



The screenshot shows the Voyager HR system interface for user Samantha Smith. The 'Quick Links' menu on the left has 'Update Training' highlighted with a green arrow. The main content area shows the user's profile and a table of training items pending approval.

Profile (Samantha Smith)

General Information

Employee Number: SAM005
 Hiring Date: 1/1/2001
 Position: Sales Manager

Training Items Pending for Approval

Note ID	Note Date	Author	Employee	Supervisor	
00000363	9/27/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003AE	10/7/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003B5	10/8/2013	Jane Johnson	John Brown	Samantha Smith	View
000003ED	10/16/2013	Kelly Doe	Richard Jones	Samantha Smith	View
000003F9	10/21/2013	Kelly Doe	Jane Johnson	Samantha Smith	View

Review (Samantha Smith)

Review: 6/10/2013 - (In Progress 12/10/2013)

Start Date: 10 June 2013

Expected End Date: 10 December 2013

Review Progress:

- ✓ Setup
- In Progress
- Supervisor Approval
- Employee Signature
- Complete

Fill in the Description, Start Date and End Date with the training information. You can also upload an attachment by clicking on Browse and choosing your file.

growthCo. VOYAGER [Change Password](#) [Log Out](#)

Update Training [Main](#) [Employees](#) [Reports](#) [Admin](#)

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

Add Training

*Description: *Start Date: *End Date:
Certification: mm/dd/yyyy mm/dd/yyyy
Attachment: No file selected. **Attachment's size can not exceed 2 MB**
Only supports uploading attachment types ".txt", ".doc", ".pdf", ".docx", ".jpg", ".gif", ".png", ".tiff"

Training History

Description	Start Date	End Date	Certification
Customer Service Training	7/31/2013	7/31/2013	Edit Remove

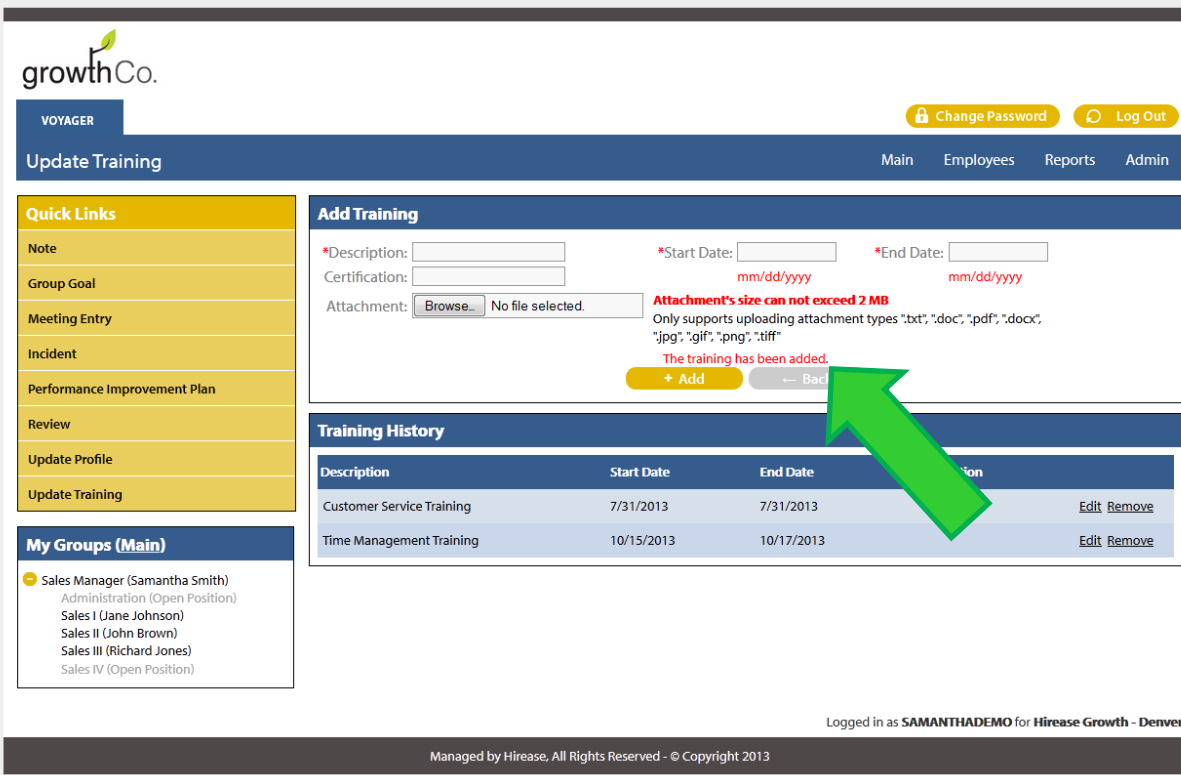
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When you have finished entering your information, click Add.

The screenshot shows the 'Update Training' page in the Hirease system. On the left is a 'Quick Links' sidebar with options like Note, Group Goal, Meeting Entry, Incident, Performance Improvement Plan, Review, Update Profile, and Update Training. Below that is a 'My Groups (Main)' section listing 'Sales Manager (Samantha Smith)' and several sales roles. The main content area is titled 'Update Training' and includes a navigation bar with 'Main', 'Employees', 'Reports', and 'Admin'. A 'Change Password' and 'Log Out' button are in the top right. The 'Add Training' form contains fields for Description (Time Management Trainin...), Start Date (10/13/2013), and End Date (10/17/2013). A red error message states: 'Attachment's size can not exceed 2 MB. Only supports uploading attachment types *.txt*, *.doc*, *.pdf*, *.docx*, *.jpg*, *.gif*, *.png*, *.tiff*'. Below the form is a 'Training History' table with one entry: 'Customer Service Training' from 7/31/2013 to 7/31/2013. The footer indicates the user is logged in as 'SAMANTHADEMO' for 'Hirease Growth - Denver' and provides copyright information for 2013.

A message will appear above the Add button stating the training has been added. You will also be able to see the training listed in the history section.



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 VOYAGER Change Password Log Out

Update Training Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
- Administration (Open Position)
- Sales I (Jane Johnson)
- Sales II (John Brown)
- Sales III (Richard Jones)
- Sales IV (Open Position)

Add Training

*Description: *Start Date: *End Date:
mm/dd/yyyy mm/dd/yyyy

Certification:

Attachment: No file selected. **Attachment's size can not exceed 2 MB**
Only supports uploading attachment types ".txt", ".doc", ".pdf", ".docx", ".jpg", ".gif", ".png", ".tiff"

The training has been added.

Training History

Description	Start Date	End Date	Region	
Customer Service Training	7/31/2013	7/31/2013		Edit Remove
Time Management Training	10/15/2013	10/17/2013		Edit Remove

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