LOVEWORLD PUBLISHING

For anyone with staff reporting to them

PHASE 1 · DECEMBER GOALS

Performance Management Portal

Supervisors and Unit Leads

How to use this guide

Follow the steps in order. Each picture has numbered orange markers. The numbers in the text match the numbers in the picture, so you always know where to tap.

The portal address

performance.loveworldpublishing.org (works on your phone and on a computer)

Need help? We are here for you.

Message Esteemed Brother Chukwuemeka Anoruo on KingsChat: **@anochuks**

SUPERVISORS AND UNIT LEADS

December: goals for your whole team

Sign in now. From Tuesday 1 December, enter your December goals. Your part: set your own goals, then approve your team's.

Three things this month

Everyone on your team starts December with approved goals.

1

Today

Set your own goals

Sign in and propose your December goals, like everyone else.

›

2

As they come in

Approve your team's goals

Approve, adjust the weight, or send back with a reason.

›

3

By the end of week one

No one left out

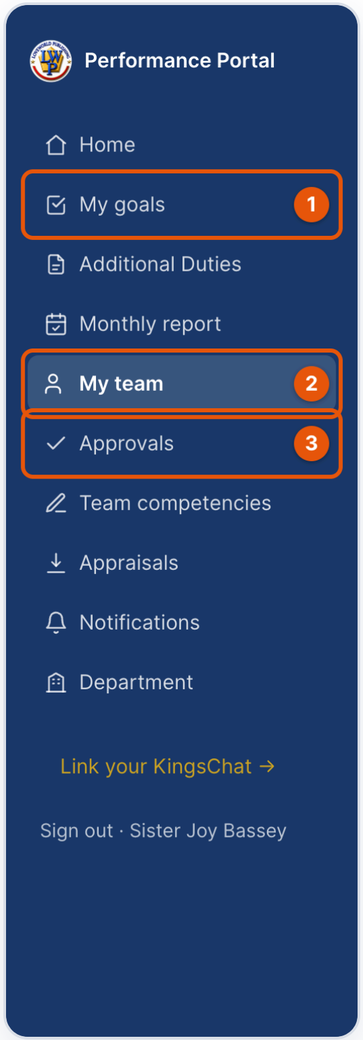
Anyone without goals? Remind them, or give them a goal directly.

STEP 1

Find your menu

On a computer, these are in the menu on the left. On a phone, they are under Menu. Your own goals work exactly as in the Staff guide.

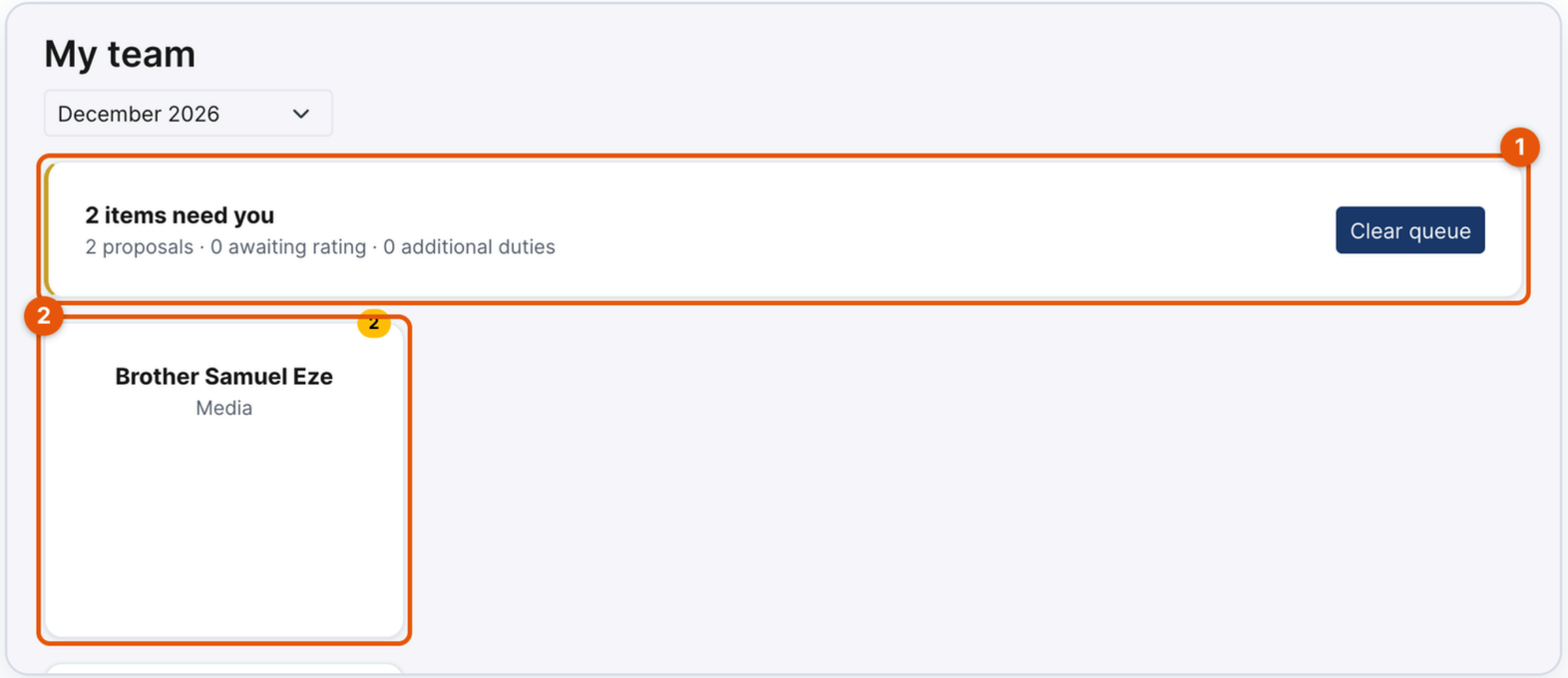
1. **My goals:** your own December goals. Propose them first.
2. **My team:** everyone who reports to you, and what each person needs.
3. **Approvals:** goals waiting for you to approve.



STEP 2

See who needs you

Tap My team. Start here every time you sign in.

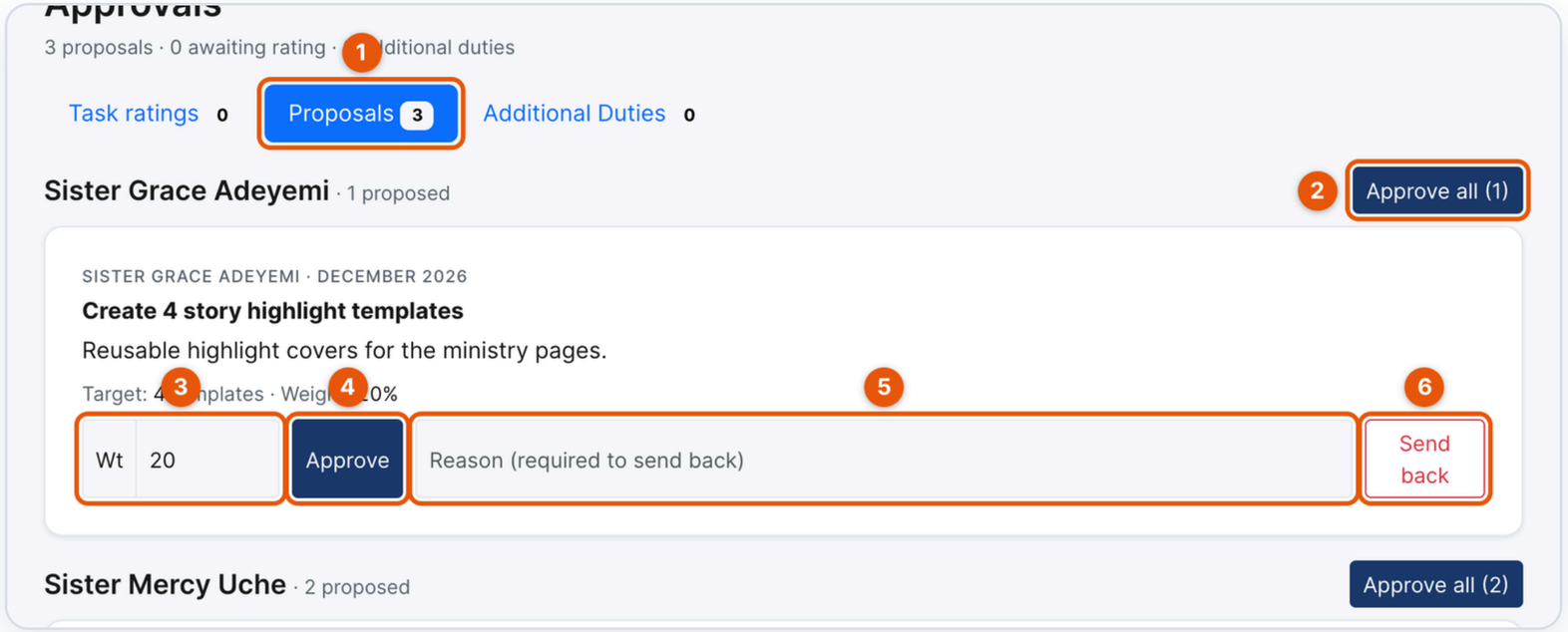


1. **Items need you:** goals waiting for your approval. Tap Clear queue to go straight to them.
2. **Tap a person** to see their goals. A yellow number shows how many items they have waiting for you.

STEP 3

Approve goals

Tap Approvals, then Proposals. Do this within a day or two of each proposal.



1. **Proposals:** the number shows how many are waiting.
2. **Approve all:** approve all of one person's goals in one tap.
3. **Wt:** change the weight first if it needs adjusting.
4. **Approve:** approve one goal.
5. **Reason:** required if you send a goal back. Say exactly what to change.
6. **Send back:** returns the goal to the staff member with your reason.

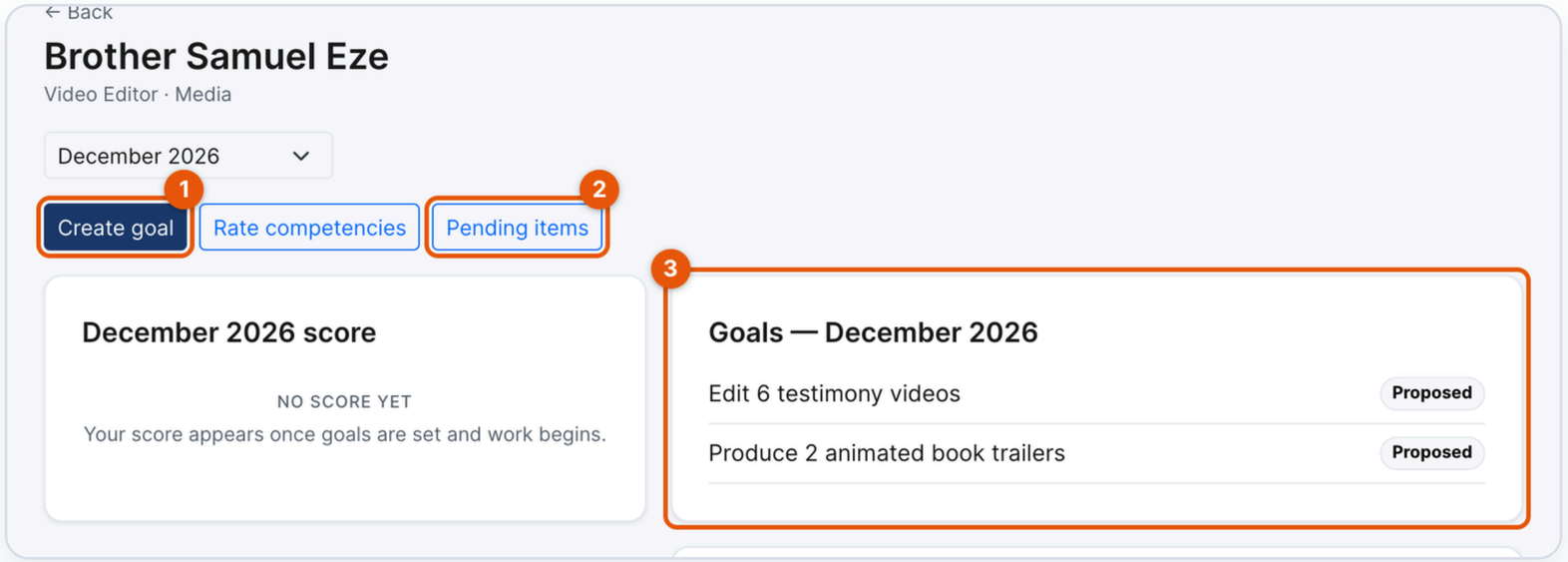
TIP

A goal is approved when it shows Committed. Send back anything vague, with a clear reason, so it comes back measurable.

STEP 4

Give a goal directly

Someone still has no goals near the end of the first week? Remind them first. If needed, open them from My team and give them a goal yourself.



1. **Create goal:** opens the same goal form staff use. The goal is approved as soon as you save it.
2. **Pending items:** everything from this person that is waiting for you.
3. **Their goals** for December. Check that nothing is missing.

QUICK ANSWERS

If something is not working

IF THIS HAPPENS	DO THIS
A team member cannot sign in	Ask them to message Bro Chukwuemeka Anoruo on KingsChat (@anochuks).
Someone proposed goals for November	Before 1 December the form uses November. Ask them to propose again from 1 December.
A goal is too vague	Send it back with a reason that says exactly what to change.
Someone has no goals by the end of the first week	Remind them. If needed, give them a goal from their page in My team (Create goal).
Someone is missing from My team	Tell the Performance Office. They set up who reports to whom.

Need help? We are here for you.

Message **Esteemed Brother Chukwuemeka Anoruo**
of the Online Engagement and Innovations team on KingsChat

@anochuks

He helps with new accounts, signing in, and anything technical.

performance.loveworldpublishing.org