

Peoplefluent Associate Training

PeopleClick Authoria/Peoplefluent

How to access Peoplefluent

- Location
 - Intranet
 - Human Resources/Associate Resource Center/Systems
 - Extranet
 - Human Resources
- Login Information
 - UserID = Associate Number (without leading zero)
 - Click Forgot Password
 - Enter Hospital email address (all lower case letters)
 - Answer the question using a capital T
 - Your password will be emailed to you.
 - We recommend that you cut and paste the password from the email

Peoplefluent Dashboard

My Dashboard - Microsoft Internet Explorer provided by Carroll Hospital Center

https://carrollhospitalatm.athoria.net/myDashboardAction.action

Welcome MEGHAN DONAHUE My Account Logoff Help ?

Org Chart Task List Find Associates:

About Me

My Position: BENEFITS SPECIALIST
My Department: HUMAN RESOURCES

Profile Journal Goals Performance Recognition

My Tasks

Complete your self evaluation for 2011 ANNUAL REVIEW GOAL LEVEL C

Explore

Application training
FAQs & Tips

Watch Featured Tutorials
About the Talent Profile

My Company

- MARGARET M ENRIQUE - DIRECTOR BENEFIT/COMP
- ANN S ACKERMAN - HR SYS & COMP ANALYST
- MEGHAN L DONAHUE - BENEFITS SPECIALIST
- JOLENE M LANTZ - EMPLOYEE RELATIONS SPECIALIST
- CAROL L MCCLURE - HR ASSISTANT PRN
- AMY M MORRILL - HR BUSINESS PARTNER
- BRENDA L TRACY - HR ASSISTANT PRN

There are 4 widgets available on the Dashboard
About Me, My Company, My Tasks, Explore
By reviewing each widget you will find additional information

Done

Start Attachment[1].xls My Dashboard - Micro... GridExport[1].csv Microsoft PowerPoint - [...]

Internet 100% 8:09 AM

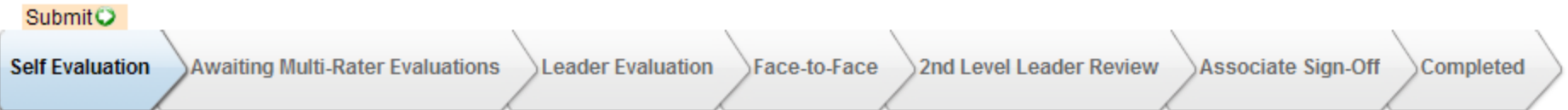
My Tasks Widget



My Tasks shows what items are due. Click on each one to open and complete the task.

Associates will also receive an email from the system to notify them that a task needs to be completed.

Annual Review Workflow



- Associate responsible for Self Evaluation and Associate Sign-Off
- Leader will schedule the Face to Face with you
- Associate has potential to receive Multi-rater Eval on any Associate
- As you progress through the workflow the Blue highlighting will move as each item is completed

Self Evaluation

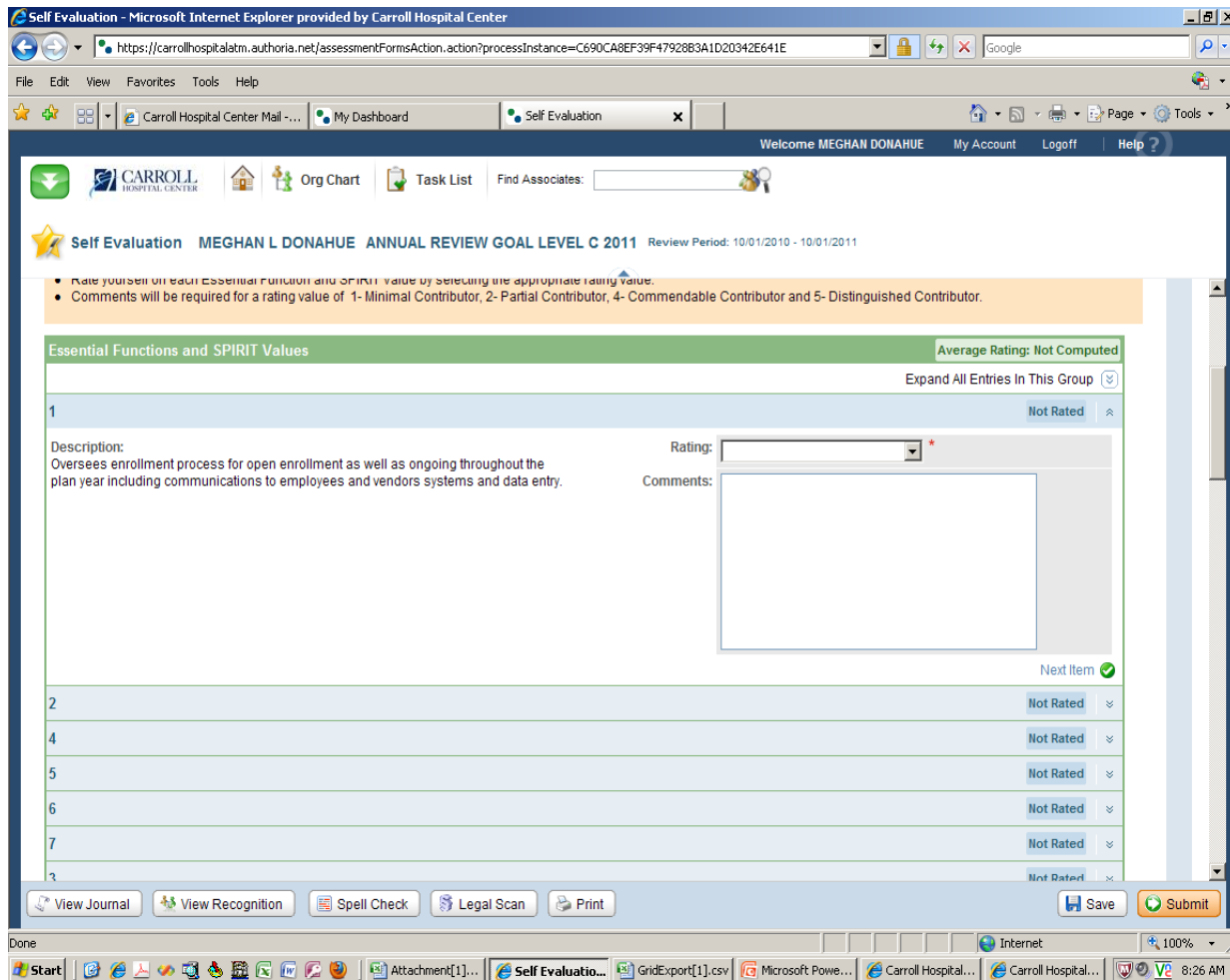
The screenshot shows a web browser window titled "Self Evaluation - Microsoft Internet Explorer provided by Carroll Hospital Center". The address bar displays a URL from "carrollhospitalatm.authoria.net". The browser's address bar, menu bar, and toolbar are visible. The application interface includes a navigation bar with the Carroll Hospital Center logo, "Org Chart", "Task List", and a "Find Associates" search field. A user greeting "Welcome MEGHAN DONAHUE" and links for "My Account", "Logoff", and "Help" are present. The main content area features a star icon, the user's name "MEGHAN L DONAHUE", and the review title "ANNUAL REVIEW GOAL LEVEL C 2011" with a "Review Period: 10/01/2010 - 10/01/2011". A progress bar shows the workflow steps: "Self Evaluation" (highlighted), "Awaiting Multi-Rater Evaluations", "Leader Evaluation", "Face-to-Face", "2nd Level Leader Review", "Associate Sign-Off", and "Completed". Below the progress bar is a table of sections with expand/collapse icons and status indicators:

Expand All Sections	
Associate Information	
Overview	
Goals	Weighted Average: Not Computed
Essential Functions and SPIRIT Values	Average Rating: Not Computed
Overall	Associate Calculated Overall Rating: Not Computed Not Rated

At the bottom of the application, there are buttons for "View Journal", "View Recognition", "Spell Check", "Legal Scan", "Print", "Save", and "Submit". The Windows taskbar at the bottom shows the system tray with the time "8:25 AM" and several open applications including "Attachment[1]...", "Self Evaluatio...", "GridExport[1].csv", "Microsoft Powe...", and "Carroll Hospital...".

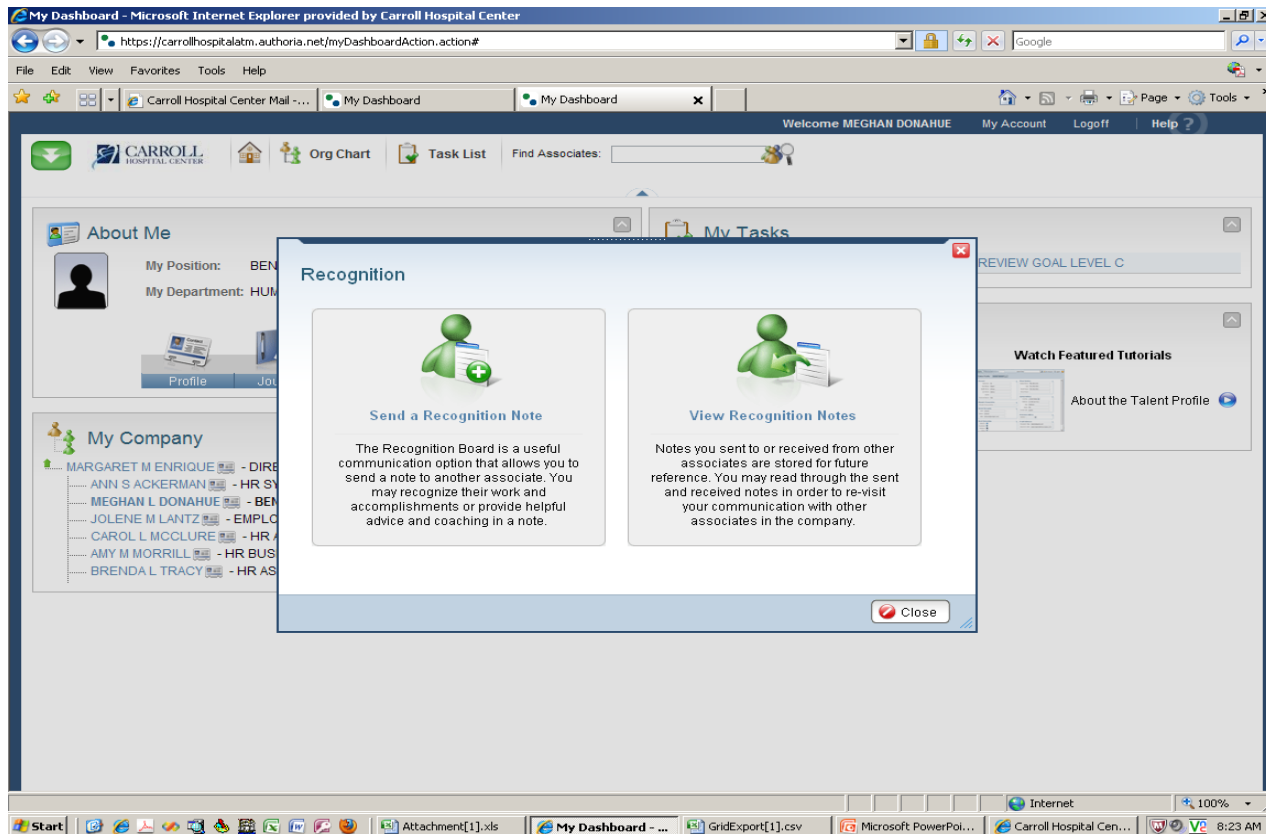
This shows the workflow and the different sections of your annual review. Please note, under Goals, Overall Strengths and Areas of Improvement comments are required in order to complete your self evaluation.

Essential Functions of Annual Review



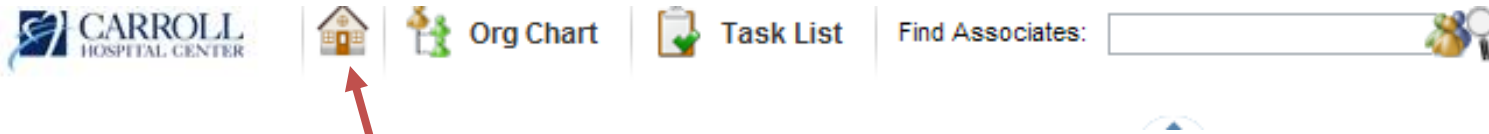
As in the past, ratings of 1,2,4 & 5 still require comments. This system will not allow you to move forward until comments are included. Please note, "Spell Check" is also available.

Recognition



Using the “About Me” widget, you can send and view Recognition Notes by clicking on “Recognition”. You will also receive an email when Recognition Notes are received.

Dashboard



By selecting the “home” icon from any screen this will take you back to the dashboard.

- If you have any questions or concerns contact your supervisor or call Human Resources at X7072.

