



Saba Cloud Update 41 – Part 3

Saba Cloud

A look forward...

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Recruiting

Applying with Facebook

Apply with Facebook



WHAT?

- **Candidate can apply with their Facebook profile**
- **Application is prefilled with Facebook profile data such as first name, last name, city, education history, work experience...**

WHY?

Many people fill their Facebook profile with personal data
When applying their application will be pre-filled with this data.
LinkedIn is largely used by many professional people but some rely mainly on Facebook

WHERE?

At the beginning of the application process, candidate can opt to apply with Facebook

NOTEWORTHY

- Only fields enabled by administrator in the configuration will be displayed to candidates and Hiring team in Saba Recruiting
- In the midst of allegations of scandals and data leaks, Facebook lately and momentarily stopped sharing some profile data.
Facebook is working on creating a more secure and meaningful partnership platform with focus on keeping people's information safe, secure, and in their control.

Apply with Facebook – Candidate experience

Fill in my application for me...
Sign in with your service of choice to make it easy to check the status of your application later. We will only use your information to submit your application.

in Apply with LinkedIn
f Apply with Facebook
g+ Sign in with Google
Complete form to apply

By applying above, you agree to our [Terms & Conditions](#)

Don't have an account? [Sign in!](#)

Candidates can opt to "Apply with Facebook" when applying to a job

SABA
sabadevqa will receive:
your public profile, birthday, current city and email address. [Edit This](#)

[Continue as Recruiting](#)

Cancel

[This doesn't let the app post to Facebook](#)

[Privacy Policy](#)

Info You Provide

Public profile (required)
Recruiting Saba: profile picture, 21+ years old, male and other public info

Birthday
October 10, 1992

Current city
Candara, Davao

[Continue as Recruiting](#)

Cancel

[This doesn't let the app post to Facebook](#)

[Privacy Policy](#)

Note that candidates can define in details which profile data they agree to share.

Candidates authorize explicitly Facebook to share profile data with Saba Cloud

Apply with Facebook – Candidate experience

The image displays two screenshots of the Saba University application interface. The left screenshot shows Step 1, 'Sign In', with a green callout box stating: 'In step 1, candidates see they applied with Facebook'. The right screenshot shows Step 2, 'Candidate Details', with a green callout box stating: 'In step 2, candidate's profile is pre-filled with Facebook data. Candidate can complete and update the profile data without any limitation'. A grey callout box at the bottom left contains text about Facebook's data sharing policies. The application form includes sections for Personal Information, Education, and Employment, with fields for name, contact details, and academic/work history.

Step 1: Sign In

Apply with your Facebook profile

Recruiting Saba

Email address: robert.d@Saba.com

☐ Please consider me for other openings that are posted.

Step 2: Candidate Details

Apply for: Business Analyst (2729)

PERSONAL INFORMATION

First name: * Recruiting
Last name: * Saba
Country:
State:
City: Quebec, Quebec
Street:
Zip:
Home phone:
Mobile phone:
Skills:
Exposure summary:
Personal legal ID / SSN:
Date of birth: 10 Oct 1990
Spoken languages:
Salary requested:
Education:
Institution:
Degree:
Start date:
End date:
Score:
Employment:
Position title:
Employer name:
Start date:
Is Current:
End date:
Responsibilities:
Reason for leaving job:

In step 1, candidates see they applied with Facebook

In step 2, candidate's profile is pre-filled with Facebook data. Candidate can complete and update the profile data without any limitation

In the midst of allegations of scandals and data leaks, Facebook lately and momentarily stopped sharing some profile data. Facebook is working on creating a more secure and meaningful partnership platform with focus on keeping people's information safe, secure, and in their control.

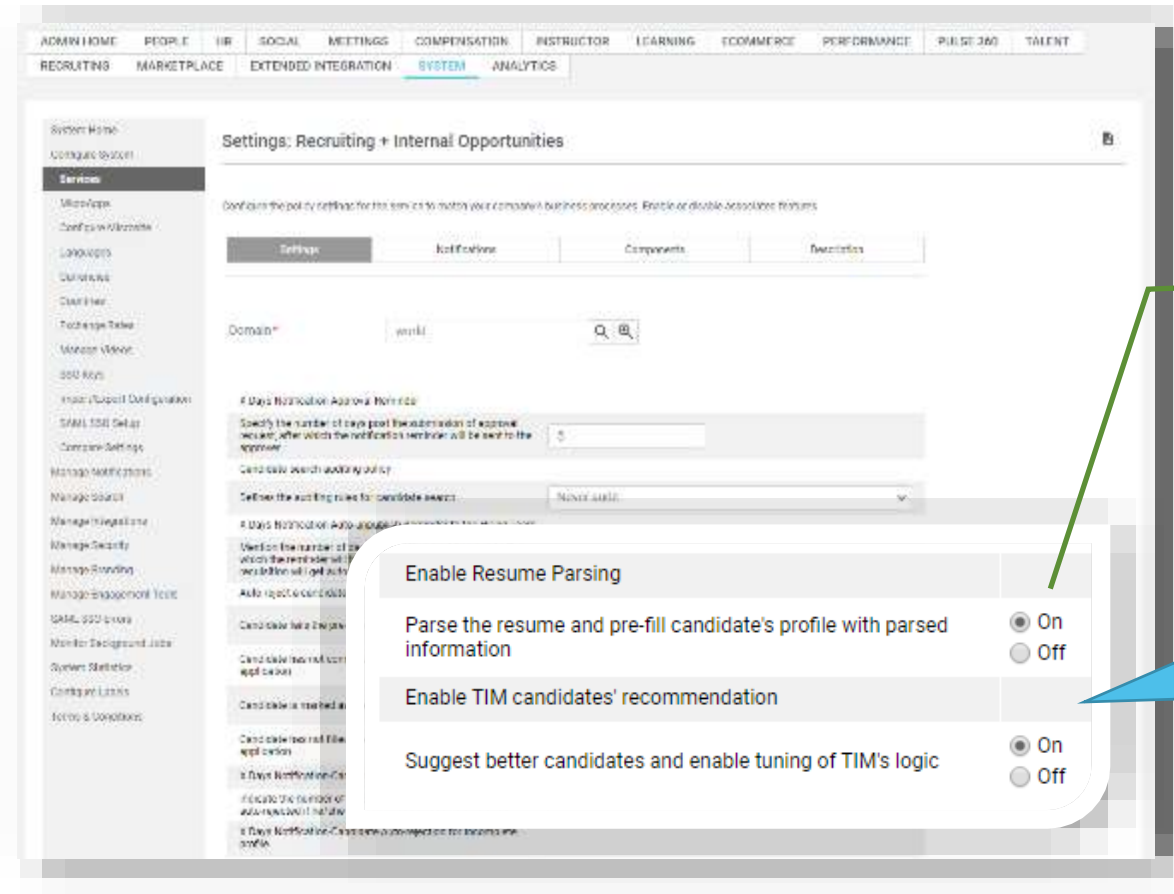
Enable/Disable “Resume Parsing” or “TIM Candidates” Recommendation

Enable/Disable “Resume Parsing” or “TIM candidates’ Recommendation”



WHAT?	Some customers do not want to take advantage of “Resume Parsing” or “TIM Candidates’ Recommendation” features and would rather disable them
WHY?	“Resume Parsing” disabled Speed up candidate experience during application process “TIM candidates’ recommendation” disabled User experience is simplified for Hiring Team members
WHERE?	“Resume Parsing” disabled Candidate application flow Add candidate, Refer candidate and in Candidate details “TIM candidates’ recommendation” disabled Hiring Team view
NOTEWORTHY	<ul style="list-style-type: none">• By default both “Resume Parsing” and “TIM Candidates’ Recommendation” are enabled• “Resume Parsing” is designed and tuned for English content. It is recommended for customers using other languages to deactivate the “Resume Parsing” feature

Enable/Disable “Resume Parsing” or “TIM Candidates’ Recommendation” – Admin configuration



Mark “Resume Parsing” or “TIM Candidates’ Recommendation” as disabled

Admin > System > Configure System > Services > Recruiting + Internal Opportunities > settings

By default, both “Resume Parsing” and “TIM Candidates’ Recommendation” are enabled.

Customer must explicitly turn them off if needed.

Enable/Disable “Resume Parsing”

– Candidate experience

The screenshot displays a candidate application form with a progress bar at the top indicating four steps: Step 1: Begin, Step 2: Candidate Details, Step 3: Additional Details, and Step 4: Submit Application. Step 2 is currently active. Below the progress bar, a message states: "Reading your resumé we can try to pre-fill your candidate details for you! (Please wait, this may take a moment...)". The form itself is titled "Apply for: Business Analyst (2729)". It is divided into three main sections: PERSONAL INFORMATION, EDUCATION, and EMPLOYMENT. Each section contains various input fields for data entry. The PERSONAL INFORMATION section includes fields for First name, Last name, Country, State, City, Street, Zip, Home phone, Mobile phone, and Social. The EDUCATION section includes fields for Institution, Degree, Start date, End date, and Status. The EMPLOYMENT section includes fields for Position title, Employer name, Start date, and Is Current. There are also sections for Organization and Accomplishments, and a text area for Executive summary.

“Resume Parsing” ENABLED

-- Step 1 --
System spends time
parsing the resume
before saving the data
and moving to step 2

-- Step 2 --
Candidate Profile is pre-
filled with data coming
from resume. Candidate
can complete and
update data

“Resume Parsing” DISABLED

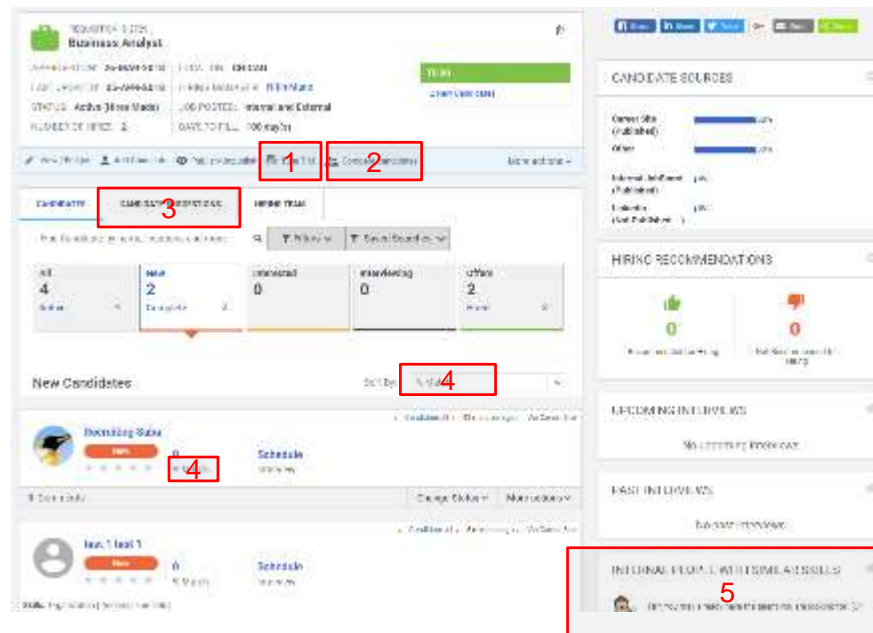
-- Step 1 --
System saves data and
moves directly to step 2

-- Step 2 --
Candidate Profile
remains empty and
candidate must
complete application
data

Enable/Disable “TIM Candidates’ Recommendation” – Hiring Team experience

“TIM Candidates’ Recommendation” ENABLED

All “TIM” related functionalities are available



“TIM Candidates’ Recommendation” DISABLED

1. “Tune TIM” button is hidden
2. “Candidate suggestion” tab is hidden
3. “% Match” data are hidden
 - Candidate’s value
 - Sort criteria
 - Filter criteria
4. “Compare” abilities
 - “Compare candidate” button
 - “Add to compare”
5. “Internal People with similar skills” section is hidden

Customize “Candidate Invitation for External Assessment” Notification

Customize “Candidate Invitation for External Assessment ” notification



WHAT?	“Candidate Invitation for External Assessment” notification can be customized
WHY?	Customers want to customize their communication with their candidates and the external assessment invitation was a rare one not yet configurable. Also, since it was English only, it was preventing or raising big concerns from non-English customers
WHERE?	Admin > System > Manage Notifications > Events > Candidate Invitation for External Assessment
NOTEWORTHY	3 additional “External Assessment” specific keywords have been added and are now available. They can be included in notification

Customize “Candidate Invitation for External Assessment” notification

– Admin configuration

The image displays two screenshots of the Saba Software Admin interface for configuring a notification. A green callout box on the right provides context for the configuration path and the notification's purpose.

EVENT ACTION DETAILS

Action Name: Candidate Invitation for External Assessment

Description: Triggered when a candidate is invited to take the external assessment

Type: Email

Message Center: [Empty]

Recipients:

To: [Empty] **Add CC & BCC:** **Add Named Query:**

Subject: Invitation to take the assessment **Add Keywords:**

Header/Footer: Select from Message Footer

Attachments:

ATTACHMENT	HAS KEYWORDS	IS INLINE	LOCAL	VIEW TYPE	TYPE	ACTION
recruiting-candidate-invitation-for-external-assessment	*	*	English	HTML	File	EDIT
recruiting-candidate-invitation-for-external-assessment	*	*	English	HTML	File	EDIT
recruiting-candidate-invitation-for-external-assessment	*	*	English	HTML	File	EDIT

Select a Locale: [Empty] **CANCEL** **SAVE**

EDIT EXISTING ATTACHMENT

Name: recruiting-candidate-invitation-for-external-assessment

Group: recruiting-candidate-invitation-for-external-assessment

Body: [Rich Text Editor]

Body Templates: [Empty] **Keywords:** [Empty]

Keyword Enabled: ☒ **Is Inline:** ☒

CANCEL **SAVE**

Admin can customize “Candidate Invitation for External Assessment” notification

Admin > System > Manage Notifications > Events > Candidate Invitation for External Assessment

Customize “Candidate Invitation for External Assessment” notification

– Admin configuration

The screenshot shows the 'EDIT FIXED ATTACHMENT' window. The 'Name' field is 'recruiting-candidate-invitation-for-external-assessment'. The 'Group' is 'recruiting-candidate-invitation-for-external-assessment : text/html : English'. The 'Body' field has a rich text editor with a toolbar and a 'Body Templates' dropdown. A 'Keywords' dropdown is open, showing a list of keywords. The keyword '@Recruiting_ReqCandidate_ExtAssessment_Id@' is highlighted. The 'Keyword' field is empty, and the 'Is inline' checkbox is unchecked. The 'SAVE' button is visible at the bottom right.

Keywords list:

- @Recruiting_ReqCandidate_Date_of_Birth@
- @Recruiting_ReqCandidate_Executive_Summary@
- @Recruiting_ReqCandidate_ExtAssessment_Id@
- @Recruiting_ReqCandidate_ExtAssessment_LaunchUrl@
- @Recruiting_ReqCandidate_ExtAssessment_Name@
- @Recruiting_ReqCandidate_First_Name@
- @Recruiting_ReqCandidate_HB_Partner@

3 new External Assessment specific keywords are now supported:
ReqCandidate_ExtAssessment_LaunchUrl
ReqCandidate_ExtAssessment_Name
ReqCandidate_ExtAssessment_Id

Admin can include them in their template

Candidates Flows Accessibility 508 Compliance

Candidates flows accessibility

WHAT?	Candidates can live an “accessible experience” throughout their job application flows: from browsing the job openings to submitting their application
WHY?	<p>Accessibility is a basic and mandatory requirement in many countries and industries as stated by section 508 of the Rehabilitation Act of 1973 known as Web accessibility.</p> <p>All federal agencies must ensure that electronic or information technology they develop, procure, maintain or use is accessible to people with disabilities, whether they are federal employees or members of the public.</p>
WHERE?	<p>The following candidate flows are accessible:</p> <ul style="list-style-type: none">• Career site’s homepage• Job Detail page• Job application flow (all 4 steps)• General resume flow• Candidate profile edition• My jobs view

Recruiting Dashboard – Requisitions Section

Recruiting Dashboard



WHAT?	New My Team / Jobs page
WHY?	<p>Simplify and expedite hiring managers day-to-day work by focusing on relevant data and most predictable "next action(s)" for each job requisition.</p> <p>Job requisitions can be displayed by:</p> <ul style="list-style-type: none">• Recent requisitions → most recently created first• Need Attention→ requiring the most attention first <p>It considers "How long" the job requisition has been in the same status (Attention level depends on pre-defined thresholds)</p>
WHERE?	My team / Jobs
NOTEWORTHY	<p>Implemented using new UI technologies and modern UX design patterns:</p> <ul style="list-style-type: none">- Simple and intuitive usage and navigation- contextualized data: relevant data according to the requisition status- Predictable next action(s): most relevant action(s) according to the requisition status- Responsive UI: adapt from Mobiles to widescreen desktops

Recruiting Dashboard

The screenshot displays the Saba Cloud Recruiting Dashboard. At the top, the user is logged in as "Hi, Charles-André Berclaz". The navigation bar includes "Home", "Me", "My Team", "People", "Groups", and "Admin". Below this, there are tabs for "DASHBOARDS", "TALENT", "JOBS", "COMPENSATION", and "ANALYTICS". The "JOBS" tab is currently selected.

The main content area is titled "Recent Requisitions" and "Need Attention". It features a grid of job requisition cards. Each card displays the job title, ID, status, and a "VIEW CANDIDATES" button. Some cards also show a "SEND REMINDER" button.

Job Title	ID	Status	Candidates	Action
Senior Software Developer	#4423	Draft	Recruiter: Michael Winter	EDIT
Senior Manager, Software Development (Head of Reg...)	#4424	Pending Approval	1	SEND REMINDER
JA 0305 Job Req NOT PUBLISHED	#4292	Active	1	PUBLISH
Software Engineer	#3384	Published for 91 days	10	VIEW CANDIDATES
JA Job Req of the Day with Workflow 1220	#2943	On Hold	4	VIEW CANDIDATES
Senior Director, Product and Partner Marketing	#2147	Published for 123 days	5	VIEW CANDIDATES
Junior Engineer, Cloud Operation	#3714	Published for 127 days	6	VIEW CANDIDATES

A "View all requisitions" link is located at the bottom of the grid.

Recruiting Dashboard

Pertinent Data & Most Predictable Next Action(s)

Draft

Senior Software Developer
#4423

 Draft

Recruiter: Michael Winkler

 Edit

Pending Approval

Senior Manger, Software Development
(Head of Regional Office)
#4424

 Pending Approval



 Send reminder 

Rejected

JA Job Req DRAFT 0410_100100
#4354


 Rejected


HR Partner: Jessika HR Partner Nine



 Edit

On Hold

JA Job Req of the Day with Workflow
1220
#2958

 On Hold



 View candidates 

Active

JA 0305 Job Req NOT PUBLISHED
#4052

 Active



 Publish 

Published

SOFTWARE ENGINEER
#3669

 Published



 View candidates

Recruiting Dashboard

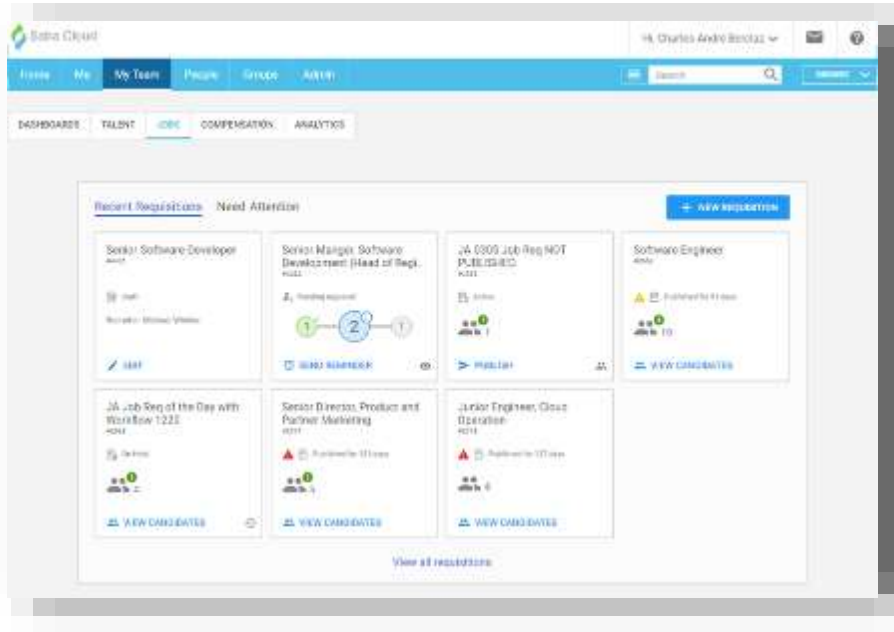
Attention levels and thresholds

Normal	Yellow	Red
No special indicator only the status  Pending Approval	"yellow indicator" +duration in this status   Published for 115 days	"red indicator" +duration in this status   Published for 121 days

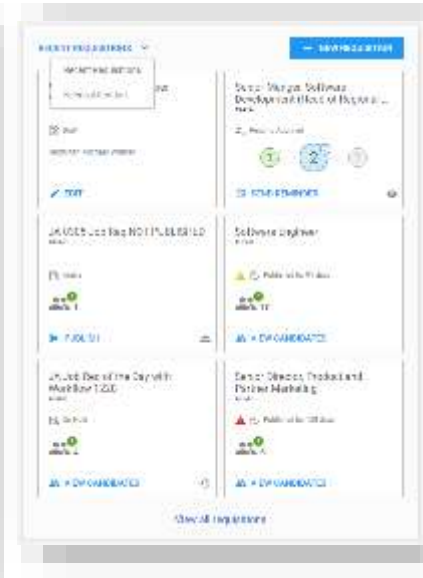
Thresholds	Yellow	Red
Draft	> 7 days	> 14 days
Pending Approval	> 5 days	> 10 days
Rejected	> 7 days	> 14 days
On Hold	> 90 days	> 180 days
Active	> 7 days	> 14 days
Published	> 60 days	> 120 days

Recruiting Dashboard Responsive

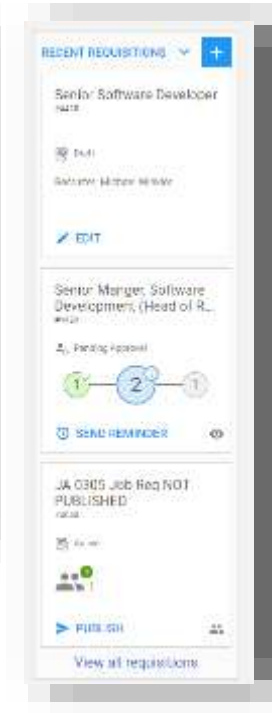
Desktop



Tablet

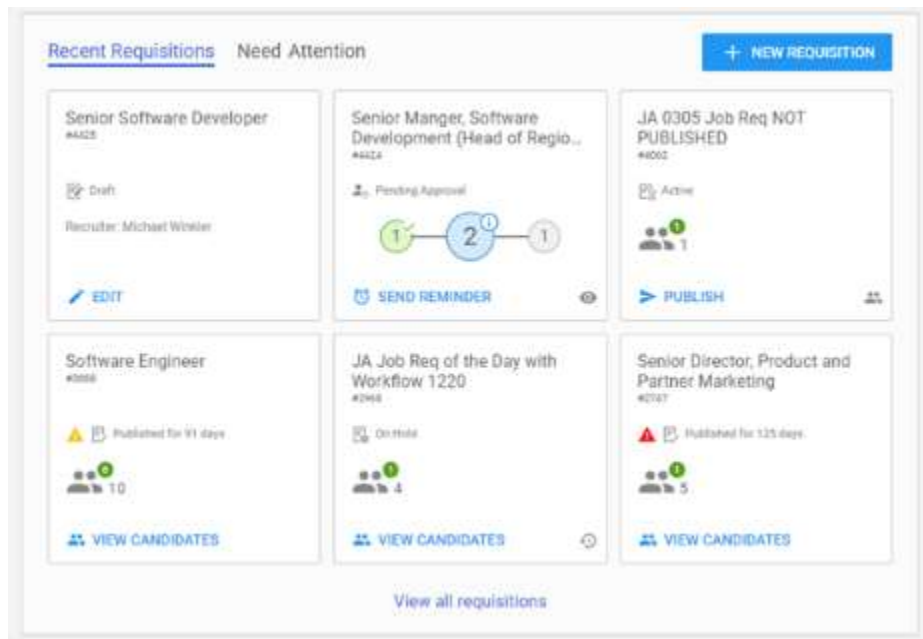


Mobile



Recruiting Dashboard Responsive

Tablet landscape



Mobile landscape



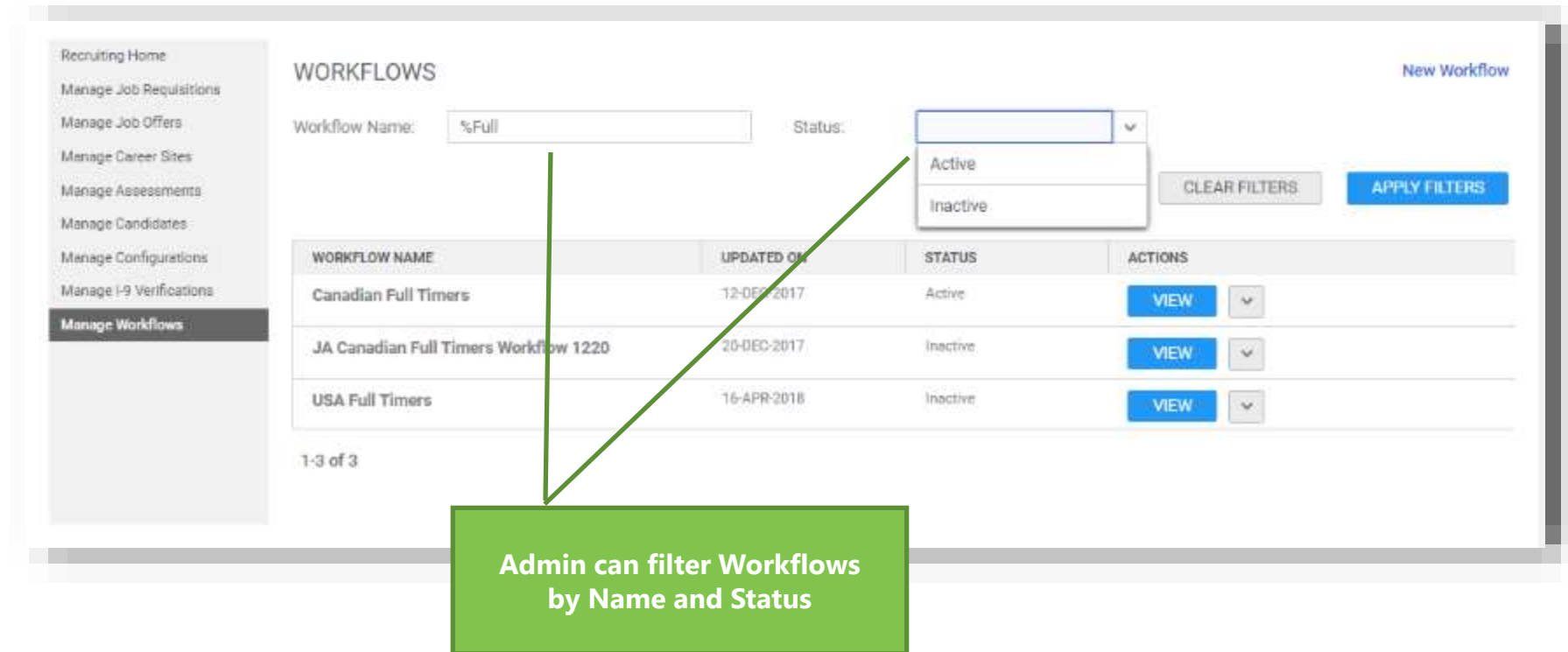
Improve “Custom Customer Selection Workflow” Usability

Improve “Custom Candidate Selection Workflow” usability



WHAT?	Fine tuning the “Custom Candidate Selection Workflow” introduced in U40
WHY?	Introduced in U40, customers started using “Custom Candidate Selection Workflow”. They provided valuable usability feedbacks for improvements
WHERE?	<p>Workflow Administration</p> <ul style="list-style-type: none">• Workflow search and filtering• Preview workflow during creation• Miscellaneous UX navigation and workflow editor improvements <p>Hiring Team view</p> <ul style="list-style-type: none">• Statuses sorted as defined in the workflow when changing status• Next logical status selected by default in “Change Status”• “Offer Sent” status displays details when offer is accepted or rejected• Candidate “Interview info” clickable for more details and actions <p>Candidate Uber View</p> <ul style="list-style-type: none">• “Mark as Rejected” displayed up-front• Ability to change status after candidate is mark as “Hired”

Improve “Custom Candidate Selection Workflow” usability → Workflow Administration improvements



The screenshot displays the 'Manage Workflows' section of a recruitment system. On the left is a sidebar with navigation links: Recruiting Home, Manage Job Requisitions, Manage Job Offers, Manage Career Sites, Manage Assessments, Manage Candidates, Manage Configurations, Manage I-9 Verifications, and Manage Workflows (highlighted). The main area is titled 'WORKFLOWS' and includes a 'New Workflow' link. Below the title are filter fields: 'Workflow Name' with a text input containing '%Full', and 'Status' with a dropdown menu showing 'Active' and 'Inactive'. To the right of these filters are 'CLEAR FILTERS' and 'APPLY FILTERS' buttons. A table lists the workflows:

WORKFLOW NAME	UPDATED ON	STATUS	ACTIONS
Canadian Full Timers	12-DEC-2017	Active	VIEW ⌵
JA Canadian Full Timers Workflow 1220	20-DEC-2017	Inactive	VIEW ⌵
USA Full Timers	16-APR-2018	Inactive	VIEW ⌵

Below the table, it shows '1-3 of 3' items. A green callout box with a white border points to the filter fields and contains the text: 'Admin can filter Workflows by Name and Status'.

Improve “Custom Candidate Selection Workflow” usability → Workflow Administration improvements

CREATE NEW WORKFLOW

Workflow Name: USA Full Timers

Copy From: Canadian Full Timers

Preview Canadian Full Timers

CANCEL CREATE

New

1. Governing Pending

Interested

2. Screened

Interviewing

3. Telephone Interview

4. In-Person Interview

5. Reference Check

Offers

6. Background Check

7. Candidate Finalized

8. Offer Generated

9. Offer Decl

10. Candidate Hire

CANCEL CREATE

Close Preview

Improved usability for Admin to show/hide the preview of the "Copy From" workflow

Improve “Custom Candidate Selection Workflow” usability → Hiring Team improvements

The image shows a screenshot of a software interface with a 'CHANGE CANDIDATE STATUS' dropdown menu open. The menu lists the following statuses in order: Screening Pending, Screened, Telephone Interview, In-Person Interview, Reference Check, Background Check, Candidate Finalized, and Offer Generated. A green callout box points to this menu with the text: 'Statuses are ordered in the “Change Candidate Status” dropdown according to the order defined in the workflow.'

Below the dropdown, a workflow diagram is visible, organized into four columns: New, Interested, Interviewing, and Offers. The steps are as follows:

- New:** 1. Screening Pending
- Interested:** 1. Screened
- Interviewing:** 3. Telephone Interview, 4. In-Person Interview, 5. Reference Check
- Offers:** 6. Background Check, 7. Candidate Finalized, 8. Offer Generated, 9. Offer Rejected, 10. Candidate Hired

Improve “Custom Candidate Selection Workflow” usability → Hiring Team improvements

The screenshot shows a web application interface for managing candidates. It features a table with the following columns: CANDIDATE, STATUS, JOBS APPLIED, SUBMITTED ON, and ACTIONS. The table contains one row for a candidate named John Willis, with status 'Interviewing - In Person Interview' and jobs applied 'Developer (Workflow Usability Points)'. The submitted date is 20 MAR 2018. An 'ACTIONS' dropdown menu is open, showing options: Change status, Copy candidate, Update Resume, Add to compare, View applications, Message, and Mark rejected. A modal dialog titled 'CHANGE CANDIDATE STATUS' is open, with a dropdown menu showing 'Schedule Interview' as the selected option. The dialog has 'CANCEL' and 'CHANGE' buttons.

CANDIDATE	STATUS	JOBS APPLIED	SUBMITTED ON	ACTIONS
John Willis	Interviewing - In Person Interview	Developer (Workflow Usability Points)	20 MAR 2018	<div>ACTIONS ^</div> <div>Change status</div> <div>Copy candidate</div> <div>Update Resume</div> <div>Add to compare</div> <div>View applications</div> <div>Message</div> <div>Mark rejected</div>

CHANGE CANDIDATE STATUS

Move candidate to:

Schedule Interview

CANCEL

CHANGE

When changing status individually, the next logical status is selected and proposed by default.

Improve “Custom Candidate Selection Workflow” usability → Hiring Team improvements



When Candidates in “Offer Sent” status have ACCEPTED or REJECTED the offer an “info” icon is displayed.

On mouse-over details are displayed.

Improve “Custom Candidate Selection Workflow” usability → Hiring Team improvements

The screenshot displays a web application for finding candidates. At the top, there's a navigation bar with a '< BACK' button, a search bar labeled 'Find Candidate by name, locations and more', and buttons for 'Filters' and 'Saved Searches'. Below this, there are two radio buttons: 'Search Applied Candidates' (unselected) and 'Search Applicant Database' (selected). The main area contains several filter sections: 'Keyword' and 'Candidate Name' (text inputs), 'Application Status' (dropdown), 'Workflow Step' (dropdown menu), 'Job Applications' (dropdown), 'Skills' (text input), 'Previous Employer' (text input), 'Education' (text input), 'Location' (text input), 'Source' (text input), and 'Eligibility' (dropdown). The 'Workflow Step' dropdown is open, showing options: 'In Person Interview', 'Telephone Interview', 'Background Check', 'Behavioral Assessment', 'CAB test', 'CAB Test', and 'Candidate Connect'. Below the filters are 'Clear filters' and 'SA' buttons, and a 'SEARCH' button. At the bottom, there's a table with columns: CANDIDATE, STATUS, JOBS APPLIED, SUBMIT DATE, and ACTIONS. The table contains four rows of candidate data.

CANDIDATE	STATUS	JOBS APPLIED	SUBMIT DATE	ACTIONS
John Willis	Interviewing-Telephone Interview	Developer (Workflow Usability Points)	20-MAR-2018	ACTIONS
w e	Interviewing-Telephone Interview	UMA_JustICE_enrpad	25-JAN-2018	ACTIONS
cand005 cand005	Interviewing-Telephone Interview	Product Marketing Demo II	18 DEC 2017	ACTIONS
Test User	Interviewing- In Person Interview	JobTarget_JobReq_1	12 DEC 2017	ACTIONS

Ability to filter by workflow statuses in the “Applicant Database”

Improve “Custom Candidate Selection Workflow” usability → Hiring Team improvements

The screenshot displays a hiring management interface. At the top, there are tabs for CANDIDATES, CANDIDATE SUGGESTIONS, ACTIVITY STREAM, and HIRING TEAM. Below these is a search bar and filters. A summary section shows candidate counts: All (8), New (1), Interested (0), Interviewing (1), and Offers (5). A detailed view for 'John Wills' shows a 'Telephone Interview' scheduled for '03-MAY-2018'. A modal window titled 'UPCOMING INTERVIEWS FOR JOHN WILLS' is open, showing details for an interview on '03-MAY-2018 11:00' in 'Amsterdam'. The modal includes an 'ACTIONS' menu with 'Reschedule' and 'Cancel interview' options, and a 'CLOSE' button at the bottom.

“Interview info” are clickable and directly displays the “Interview details”.

From “Interview details” user can easily “Reschedule” or “Cancel Interview”

Improve “Custom Candidate Selection Workflow” usability → Candidate Uber View improvements

“Mark as Rejected” always displayed up-front regardless of current candidate’s status

Even after a candidate is marked as “Hired”, user can still change the application status.

The screenshot displays the 'CANDIDATE DETAILS' interface for a candidate named Jennifer Gates. The candidate's status is 'Candidate Hired'. A dropdown menu is open under the 'CHANGE STATUS' button, listing various status transitions such as 'Move to Screening Pending', 'Move to Screened', 'Move to Telephone Interview', 'Move to In-Person Interview', 'Move to Reference Check', 'Move to Background Check', 'Move to Candidate Finalized', 'Move to Offer Generated', and 'Move to Offer Sent'. The 'MARK REJECTED' button is also visible. The interface includes sections for 'CANDIDATES' (with a list of icons), 'TO-DO LIST', 'ONBOARDING FORMS', 'LEARNING EVENTS', and 'ATTACHMENTS'. The candidate's details include a profile picture, name, and a note: 'Candidate #8 - 21-MAR-2018 12:25:20 AM - Via Agency'.

Improve “Time to Fill” Calculation

Improve “Time To Fill” calculation



WHAT?

“Time to Fill” was inaccurate when a job requisition was put “On Hold”. “Time to Fill” was reset and calculated considering only the latest reactivation date. New calculation always considers the initial activation/publish date as the starting point. During the period(s) the job requisition is “On Hold” the “Time to Fill” is not increased.

WHY?

When a job requisition is reactivated after an “On Hold” period, “Time to Fill” calculation was inaccurate

WHERE?

In “Hiring Team View” and Analytics reports

NOTEWORTHY

- Previous and new calculation of “Time to Fill” remain similar in most of the cases (unless requisition went through “On Hold” period)
- Additionally to “On Hold” period, when a job requisition is set back to “Draft”, “Pending-Approval” or “Closed”, “Time to Fill” will not be increasing either.
- We recommend customers not to re-open requisitions and rather create new ones (or use “Copy from”) since re-opening is impacting “Time to Fill” calculation

Improve “Time To Fill” calculation

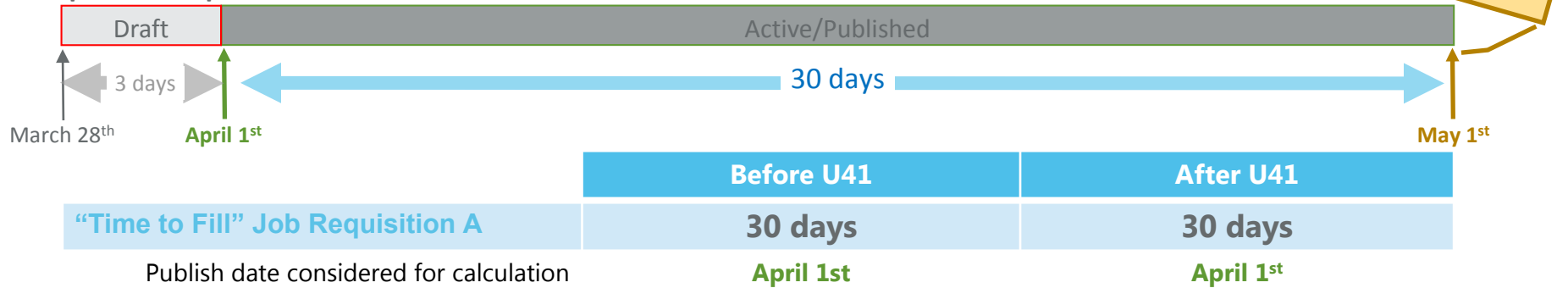


NOTEWORTHY

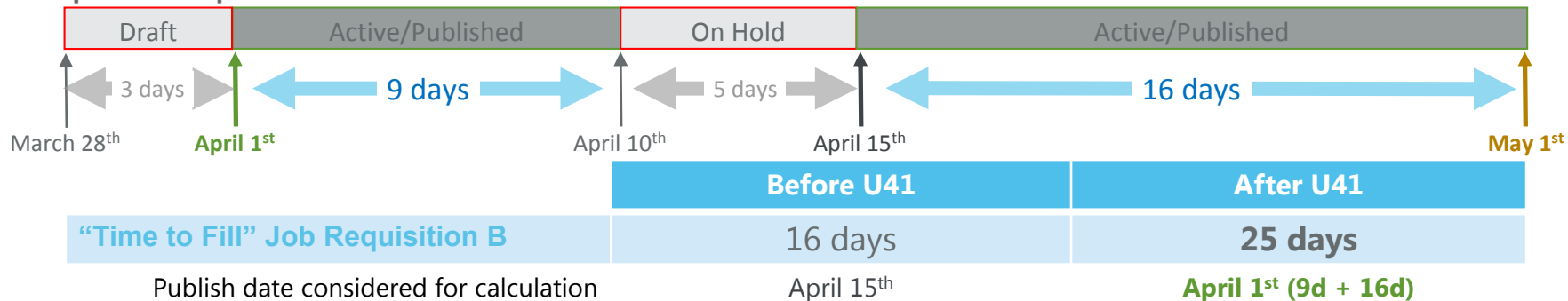
- Out of the Box Analytics report and existing custom reports are using the new calculation method.
- Improved accuracy and new Metrics available
 - Time to Fill Requisition(Days)
 - Active Time for Requisition(Days)
 - Time to Hire Candidate(Days)

Improve “Time To Fill” calculation

Sample Job Requisition A

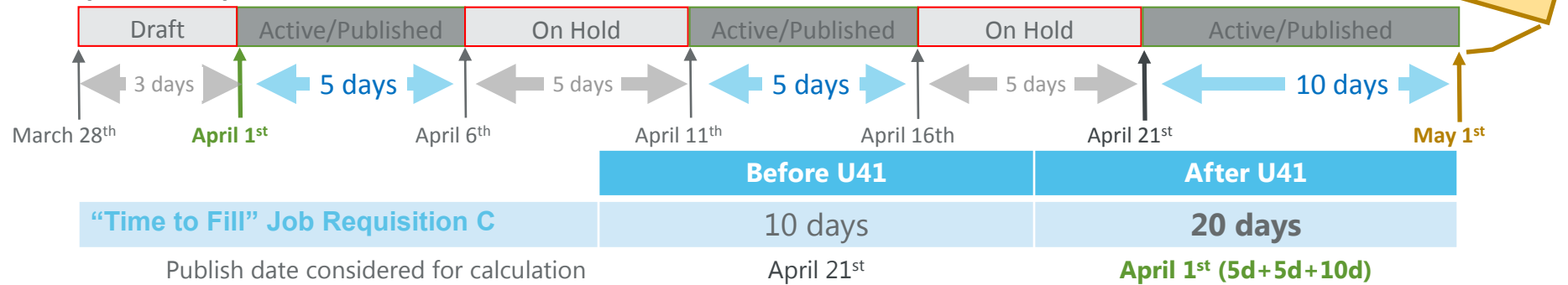


Sample Job Requisition B

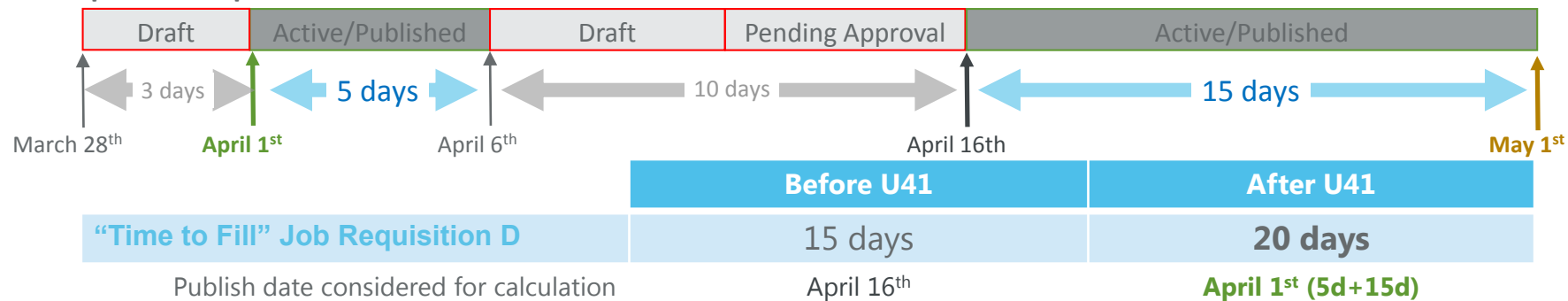


Improve “Time To Fill” calculation

Sample Job Requisition C



Sample Job Requisition D



Improve “Time To Fill” calculation Analytics

Job Requisition Title - ID	Average Time to Fill Requisition (Days)	Average Active Time for Requisition (Days)	Average Time to Hire Candidate (Days)
JobReqPosting-2365	150	150	150
U40_test_job_req1_TTF_3-2557	128	136	128
Business Analyst-2729	100	126	96.5
Product Management-2703	92	129	92
Job_req_without_workflow-2324	49	156	26.5
Product Marketing Demo-2748	49	123	49
API Automation Engineer_2-1901	39	55	39
U41_test_job_req_11_TTF_Testing-4022	35	50	18.5
U41_4-4124	18	20	9
Accounts Lead-3672	17	34	17
My all jobs testing-3221	6	6	6
Product Management - Pilot-2362	4	147	4
U41_stab_job_req_1-4485	3	3	3
CAR-accountant-3462	2	2	2
QF Engineer_DO_NOT_APPLY-1680	2	3	2
Test Job With External Assessments 3-3104	1	113	1

Performance

Reviews

Performance → Reviews



WHAT?	Ability to configure cycle milestone steps
WHY?	<ul style="list-style-type: none">• Performance administrators want to create review cycles that are more tailored to the requirements within their organization• To allow organizations to reduce the number of steps within a review cycle to improve the experience for users, if the requirements of an organization permit
WHERE?	Performance Admin > Manage Reviews > Review Cycles
NOTEWORTHY	<ul style="list-style-type: none">• Taken the opportunity to improve the UI of the cycle creation screen• Applicable to focal, anniversary and off cycle cycles• Existing behavior is maintained for existing cycles, and the default for all new cycles is for all steps to be enabled• It is possible to disable the draft, release and finalize steps• Neither the owner submission step or the approval step can be disabled, however the approval step is dependent upon an approval flow being configured within a review• The policy that determines whether the review owner can release reviews is dependent upon the release step being enabled• If a step is disabled, the review automatically moves to the next step• When the release and/or finalized steps are disabled, the last enabled step will result in the review being finalized on behalf of the employee

Ability to configure milestone steps

Cycle Creation - Existing UI

Review Description

Review Cycles allow you to create and monitor Reviews in bulk. You can create one or more Review Forms to tailor the Review content and process for different audiences. For Focal, Anniversary, and Off-Cycle Reviews, users can only have one active Review per Review Cycle.

Review Name: *

Review Instructions:

Status: Draft

Cycle Type: * ☒ Performance Review ☐ MRA/feedback from others

Type: * Focal

Sub Type: Select One

☐ Synchronize held skill level with review score

☐ Create a To-Do List based on this review

☒ Review owner can release reviews

For the MRA/feedback from others cycle type, the drop down labelled type was displayed even though only one option was available

There was much white space on the cycle creation screen with the policies being listed vertically

Cycle Creation - New UI

Review Description

Review Cycles allow you to create and monitor Reviews in bulk. You can create one or more Review Forms to tailor the Review content and process for different audiences. For Focal, Anniversary, and Off-Cycle Reviews, users can only have one active Review per Review Cycle.

Review Name: *

Type: * Focal

Sub Type: Select One

Status: Draft

☐ Synchronize held skill level with review score

☐ Only an administrator can cancel reviews

☐ Create a To-Do List based on this review

The previous field labelled cycle type and the type field have now been combined

The policies are now listed horizontally to reduce white space

Ability to configure milestone steps

Cycle creation – existing UI

TIMEFRAME

Start Date: * End Date: *

WHO CAN INITIATE THE REVIEW PROCESS ?

☐ Administrator

☐ User

☒ Managers / Alternate Managers

REVIEWERS AND FINAL RESULTS

☐ Enforce Reviewer Sequence

Review Activation Due Date: *

REVIEWERS

ENABL.	REVIEWER	SHOW RESULTS TO	HIDE REVIEWER INFO	INCLUDE IN FINAL SCORE	DUE BY
<input checked="" type="checkbox"/>	Self	Reviewer and Rev...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Manager	Reviewer and Rev...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	2nd Level Manager	Reviewer and Rev...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Direct Report**	Reviewer and Rev...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Owner**	Reviewer and Rev...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Alternate Manager	Reviewer and Rev...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Stakeholder**	Reviewer and Rev...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

**Minimum number of users required per audience to display results:

Review Owner Submission: *

Review Approval: *

Review Release: *

Review Finalization: *

The cycle steps were previously fixed with it only possible to determine the due date for each

Configuration and selection of the steps and the reviewers have now been separated on the UI and functionality added to configure for a cycle whether the manager, 2nd level manager, or the alternate manager of a reviewee is to be the review owner

Cycle creation – new UI

TIMEFRAME

Start Date: End Date:

WHO CAN INITIATE THE REVIEW PROCESS ?

☐ Administrator

☐ User

☒ Managers / Alternate Managers

STEPS (ENABLE STEPS BY CLICKING ON BLUE CHECKBOX ON EACH STEPS)

<input checked="" type="checkbox"/>	Draft	Due: <input type="text"/>
<input type="checkbox"/>	Owner Submission	Due: <input type="text"/>
<input type="checkbox"/>	Approval	Due: <input type="text"/>
<input checked="" type="checkbox"/>	Release	Due: <input type="text"/>
<input checked="" type="checkbox"/>	Review owner can release reviews	
<input checked="" type="checkbox"/>	Finalization	Due: <input type="text"/>

SELECT REVIEWERS

☒ Enforce Reviewer Sequence

ENABLE REVIEWER	REVIEW OWNER	HIDE REVIEWER INFO	INCLUDE IN FINAL SCORE	SHOW RESULTS TO	DUE BY
<input checked="" type="checkbox"/>	Self	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reviewer and Rev...	<input type="text"/>
<input type="checkbox"/>	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reviewer and Rev...	<input type="text"/>
<input type="checkbox"/>	2nd Level Manager	<input type="checkbox"/>	<input type="checkbox"/>	Reviewer and Rev...	<input type="text"/>
<input type="checkbox"/>	Alternate Manager	<input type="checkbox"/>	<input type="checkbox"/>	Reviewer and Rev...	<input type="text"/>
<input type="checkbox"/>	Direct Report**	<input type="checkbox"/>	<input type="checkbox"/>	Reviewer and Rev...	<input type="text"/>
<input type="checkbox"/>	Owner**	<input type="checkbox"/>	<input type="checkbox"/>	Reviewer and Rev...	<input type="text"/>
<input type="checkbox"/>	Stakeholder**	<input type="checkbox"/>	<input type="checkbox"/>	Reviewer and Rev...	<input type="text"/>

**Minimum number of users required per audience to display results:

Although enabled by default, selected cycle steps (draft, release, and finalize), and any combination of can now be disabled

Performance → Reviews

WHAT?	Overall Score Enhancements
WHY?	<ul style="list-style-type: none">• Manual setting of the overall score on a review was causing confusion as the system was also calculating a score.• Performance administrators want to be able to create review cycles that prevent review owners from being able to override the calculated score• The ability to override the calculated overall score of a review is fixed (enabled by default) and many organizations don't want to allow users to have this capability.
WHERE?	Performance Admin > Manage Reviews > Review Cycles
NOTEWORTHY	<ul style="list-style-type: none">• The generate overall score configuration policy labeled 'Yes, set manually by review owner' has been relabeled 'No, set manually by review owner'.• For existing cycles, and the default for all new cycles is for the new 'Allow Override policy to be enabled, meaning the existing behavior is maintained.• Performance administrators are able to override the overall score whether the policy is either disabled or enabled.• Regardless of the configuration of the policy the overall score can be overridden when undertaking calibration.

Overall score enhancements

The screenshot displays a performance appraisal form for Jeff Tanner, a Customer Service Manager. The form is titled '2018 End Of Year Performance Appraisal-2018 End Of Year Performance Appraisal'. A yellow banner indicates the next step is to 'Complete Review below'. The 'Your overall rating' section shows a 5-point scale with the first three points (1, 2, 3) marked with green checkmarks, and the last two points (4, 5) marked as 'Not Rated'. A blue arrow points from the 'Not Rated' text to a text box explaining the manual rating requirement. The 'Review Progress' is 0%, and the 'CORE SKILLS' section has an 'ADD' button. At the bottom, there are buttons for 'CHANGE', 'MORE ACTIONS', 'SAVE', and 'SUBMIT FOR APPROV...'. A right-hand sidebar shows a 'TEAM CALIBRATION GRAPH' and a '2018 END OF YEAR PERFORMANCE...' section with a 6-point scale (1-5 marked with checkmarks, 6 marked as 'Not Rated') and a 'Review owner' section with a 'CHANGE' button.

Jeff Tanner
Customer Service Manager
2018 End Of Year Performance Appraisal-2018 End Of Year Performance Appraisal

Next step : Complete Review below

Your overall rating

1 2 3 4 5 Not Rated

View past reviews

Overall Rating (0 of 2 Reviews)

Review Progress: 0%

CORE SKILLS

ADD

Your review comments are saved automatically every 2 minutes.

CHANGE

MORE ACTIONS

SAVE

SUBMIT FOR APPROV...

TEAM CALIBRATION GRAPH

2018 END OF YEAR PERFORMANCE...

Start date: 26-APR-2018 | End date: 31-MAY-2018

Review owner

Aaron Good

CHANGE

Overall Rating

1 2 3 4 5 Not Rated

Reviewers

Approvers

If the score is configured to be set manually by the review owner, even though the items on the review are rated, no overall score is calculated and shown on the review here. The review owner has to select an overall score before they will be able to submit the review.

Overall score enhancements

Rating Scale

Configure the default rating scale that you would like to use for this Review Cycle.

GENERATE OVERALL SCORE

☒ Yes, calculated ☐ No, set manually by review owner ☐ No

SHOW N/A IN THE RATING SCALE?

☐ Yes

☒ Allow Override

RATING SCALE & EXPECTED DISTRIBUTION

1 to 5 ☒ 1 as lowest value ☐ 1 as highest value

UPDATE

☒ Review Owner can see expected distribution

MINIMUM SCORE	MAXIMUM SCORE	RATINGS	RATING NAME	EXPECTED DISTRIBUTION
1	1.49	1	Does Not Meet Expectations	5
1.5	2.49	2	Somewhat Meets Expectations	15
2.5	3.49	3	Meets Expectations	60
3.5	4.49	4	Exceeds Expectations	15
4.5	5	5	Outstanding Achievement	5

Total: 100

ORGANIZATION-SPECIFIC DISTRIBUTIONS

Organization:

Type to search...



ADD DISTRIBUTION

The new policy to override the overall score is available within the rating scale configuration screen with a cycle

The generate overall score configuration policy labeled 'Yes, set manually by review owner' has been relabeled 'No, set manually by review owner'. In this configuration the score is never generated as it is always manually entered.

Overall score enhancements

Jeff Tanner
Customer Service Manager
2018 End Of Year Performance Appraisal-2018 End Of Year Appraisal Form

Next step : Complete Review below

Your overall rating
3 - Meets Expectations

View past reviews 1

Overall Rating (0 of 2 Reviews)

Review Progress: 100%

CORE SKILLS

Your review comments are saved automatically every 2 minutes.

CHANGE

MORE ACTIONS

SAVE

SUBMIT AND RELEASE

TEAM CALIBRATION GRAPH

2018 END OF YEAR PERFORMANC...

Start date: 24-APR-2018 End date: 31-MAY-2018

Review owner
Aaron Good

CHANGE

Overall Rating
1 2 3 4 5 3 - Meets Expectations

Override?

Reviewers

If the policy is enabled

The option to override the overall score is displayed and available

Jeff Tanner
Customer Service Manager
2018 End Of Year Performance Appraisal-2018 End Of Year Appraisal Form

Next step : Complete Review below

Your overall rating
3 - Meets Expectations

Review Progress: 100%

CORE SKILLS

Your review comments are saved automatically every 2 minutes.

CHANGE

MORE ACTIONS

SAVE

SUBMIT AND RELEASE

TEAM CALIBRATION GRAPH

2018 END OF YEAR PERFORMANC...

Start date: 24-APR-2018 End date: 31-MAY-2018

Review owner
Aaron Good

CHANGE

Overall Rating
1 2 3 4 5 3 - Meets Expectations

Reviewers

If the policy is disabled

Representation of the timeline in the UI has been improved. The steps completed show a green check mark, with the in-progress step shown in blue

The option to override the overall score isn't displayed and available

Performance → Reviews



WHAT?	Capability to restrict who can cancel reviews
WHY?	<ul style="list-style-type: none">Performance administrators want to prevent review owners from being able to cancel reviews
WHERE?	Performance Admin > Manage Reviews > Review Cycles
NOTEWORTHY	<ul style="list-style-type: none">The new policy is labelled 'Only an administrator can cancel reviews'Applicable to focal, anniversary and off cycle cyclesExisting behavior is maintained for existing cycles, and the default for all new cycles is for the policy to be disabled, meaning it will be possible for review owners to cancel reviews unless the policy is enabledPerformance administrators are able to cancel reviews regardless of whether the policy is disabled or enabled.

Capability to restrict who can cancel reviews

If the policy is disabled

The screenshot displays the '2018 End Of Year Performance Appraisal' form for Jeff Tanner, a Customer Service Manager. The interface includes a 'Next step: Complete Review below' banner, a 'Your overall rating' section (Not Rated), and a 'Review Progress: 0%' indicator. A 'CORE SKILLS' section is also visible. At the bottom, a 'MORE ACTIONS' menu is open, showing options: 'Move to draft', 'Cancel review', 'Review: next steps', and 'Send reminder'. A blue callout box points to the 'Cancel review' option, stating: 'The cancel review option is available via the more actions menu for the review'. To the right, a 'TEAM CALIBRATION GRAPH' and '2018 END OF YEAR PERFORMANCE' summary are shown, including a 'Review owner' (Aaron Good) and an 'Overall Rating' (Not Rated). A second blue callout box points to the 'Cancel Review' option in the 'More Actions' menu of a list view at the bottom, stating: 'The cancel review option is available via the actions option on the plan page for the review'. The list view at the bottom shows two appraisals: '2018 End Of Year Performance Appraisal' and '2017 End Of Year Performance Appraisal', each with a rating and a date.

Capability to restrict who can cancel reviews

If the policy is enabled

Jeff Tanner
Customer Service Manager
2018 End Of Year Performance Appraisal-2018 End Of Year Appraisal Form

Next step : Complete Review below

Your overall rating
3 3 - Meets Expectations

View past reviews ⓘ

Overall Rating (0 of 2 Reviews)

Review Progress: 100%

CORE SKILLS

Your review comments are saved automatically every 2 minutes.

CHANGE ▾

MORE ACTIONS ▴

- Move to draft
- Review: next steps
- Send reminder

SAVE

SUBMIT AND RELEASE

TEAM CALIBRATION GRAPH

2018 END OF YEAR PERFORMANCE...

Start date: 24-APR-2018 End date: 31-MAY-2018

Review owner
Aaron Good

CHANGE

Overall Rating
1 2 3 4 5 3 - Meets Expectations

Reviewers

Jeff Tanner
2018 End Of Year Performance Appraisal

24-APR-2018

OPEN

Move to draft

Submit and release

Jeff Tanner
2017 End Of Year Performance Appraisal

Capability to restrict who can cancel reviews

Review Description

Review Cycles allow you to create and monitor Reviews in bulk. You can create one or more Review Forms to tailor the Review content and process for different audiences. For Focal, Anniversary, and Off-Cycle Reviews, users can only have one active Review per Review Cycle.

Review Name: *

Type: *

Sub Type:

Status:

Draft

Review Instructions to be entered:

B **I** **U** **S** **≡** **≡** **≡** **≡**

PARAGRA... FONT FA... FONT SIZES

p Words: 0

☐ Synchronize held skill level with review score



☐ Only an administrator can cancel reviews

☐ Create a To-Do List based on this review

The new policy is available within the cycle description configuration screen with a cycle

Performance → Reviews

WHAT?	Ability to hide the expected distribution from a review owner
WHY?	<ul style="list-style-type: none">• Performance administrators want to be able to prevent a review owner from seeing the expected distribution and therefore potentially allowing the expectation to potentially influence their rating
WHERE?	Performance Admin > Manage Reviews > Review Cycles
NOTEWORTHY	<ul style="list-style-type: none">• The new policy is labelled 'Review owner can see expected distribution'• Existing behavior is maintained for existing cycles, and the default for all new cycles is for the policy to be enabled, meaning the expected distribution will continue to be displayed unless the policy is disabled• Performance administrators are able to see the expected distribution regardless of whether the policy is disabled or enabled• The expected distribution will be hidden in all calibration graphs for which the review owner has access, including the graph displayed in the review and the graph(s) displayed having selected the calibration option

Ability to hide the expected distribution from a review owner

If the policy is disabled

The screenshot displays a performance review interface for Jeff Tanner, Customer Service Manager, for the 2018 End Of Year Performance Appraisal. The interface includes a review progress bar showing 100% completion, a section for core skills, and a section for review comments. A red box highlights the 'TEAM CALIBRATION GRAPH' which shows the 'Actual distribution' (black line) and 'Current review' (green line) for ratings 1 through 5. The graph shows a sharp peak at rating 3 for the actual distribution, while the current review is flat at 0% for all ratings. A blue callout box points to the graph with the text: 'The graph in the review doesn't show the expected distribution and only the actual distribution is shown and visible'.

Jeff Tanner
Customer Service Manager
2018 End Of Year Performance Appraisal-2018 End Of Year Appraisal Form

Next step : Complete Review below

Your overall rating
3 - Meets Expectations

View past reviews ⓘ

Overall Rating (0 of 2 Reviews)

Review Progress: 100%

CORE SKILLS

Your review comments are saved automatically every 2 minutes.

CHANGE ▾

MORE ACTIONS ▾

SAVE

SUBMIT AND RELEASE

TEAM CALIBRATION GRAPH

CALIBRATION

N-BOX COMPARISON

% of employees

Rating for employees 1/1

Actual distr...

Current review

2018 END OF YEAR PERFORMANC...

Start date: 24-APR-2018 | End date: 31-MAY-2018

Review owner
Aaron Good

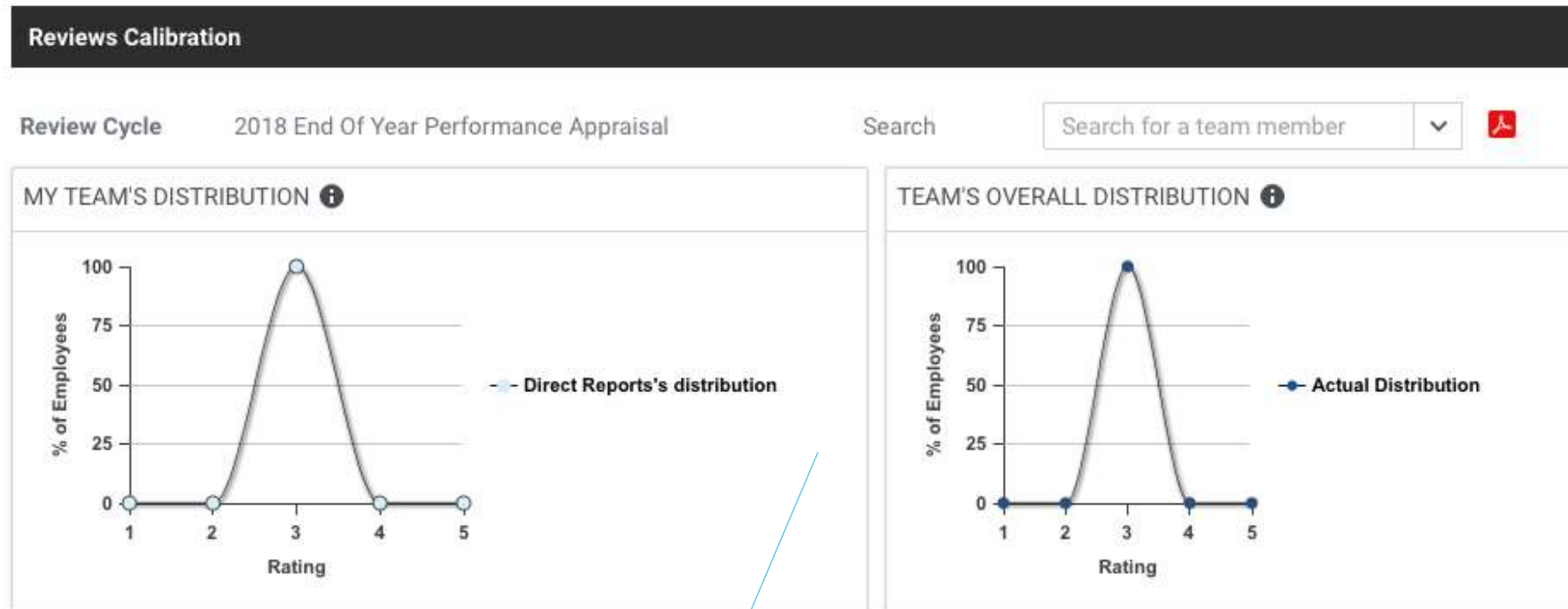
CHANGE

Overall Rating
1 2 3 4 5 3 - Meets Expectations

Reviewers

The graph in the review doesn't show the expected distribution and only the actual distribution is shown and visible

Ability to hide the expected distribution from a review owner



Having selected the calibration option both graphs don't show the expected distribution and only the actual distribution is shown and visible

Ability to hide the expected distribution from a review owner

If the policy is enabled

The screenshot displays a performance review interface for Jeff Tanner, Customer Service Manager, for the 2016 End Of Year Performance Appraisal. The interface includes a 'Next step: Complete Review below' banner, a 'Your overall rating' section showing a rating of 3 (Meets Expectations), and a 'Review Progress: 100%' indicator. A 'CORE SKILLS' section is visible with an 'ADD' button. The bottom right shows the '2016 END OF YEAR PERFORMANCE' summary, including the review owner Aaron Good, the start and end dates (24-APR-2018 to 31-MAY-2018), and the overall rating of 3 (Meets Expectations). A 'TEAM CALIBRATION GRAPH' is highlighted with a red box, showing a bell curve for the 'Actual distr...' (Actual distribution) and a line for the 'Targeted dis...' (Targeted distribution). The graph is titled 'Rating for employees 1/1'.

Jeff Tanner
Customer Service Manager
2016 End Of Year Performance Appraisal-2018 End Of Year Performance Appraisal

Next step : Complete Review below

Your overall rating
3 - Meets Expectations

View past reviews ⓘ

Overall Rating (0 of 2 Reviews)

Review Progress: 100%

CORE SKILLS

ADD

Your review comments are saved automatically every 2 minutes.

CHANGE

MORE ACTIONS

SAVE

SUBMIT FOR APPROVAL

2016 END OF YEAR PERFORMANCE

Start date: 24-APR-2018 | End date: 31-MAY-2018

Review owner
Aaron Good

CHANGE

Overall Rating
1 2 3 4 5 3 - Meets Expectations

Reviewers

Approvers

TEAM CALIBRATION GRAPH

CALIBRATION

N-BOX COMPARISON

% of employees

Rating for employees 1/1

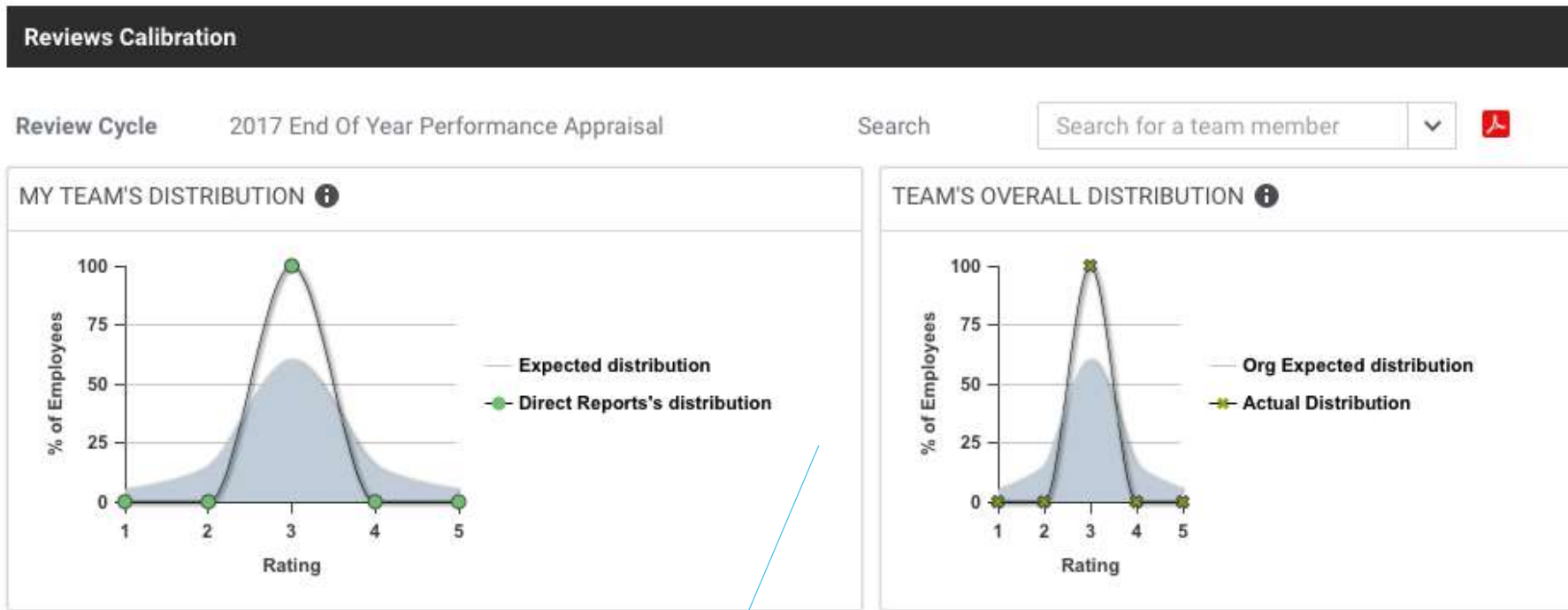
Targeted dis...

Actual distr...

Current review

The graph in the review shows both the expected distribution and the actual distribution

Ability to hide the expected distribution from a review owner



Having selected the calibration option both graphs show the expected distribution and the actual distribution

Ability to hide the expected distribution from a review owner

Rating Scale

Configure the default rating scale that you would like to use for this Review Cycle.

GENERATE OVERALL SCORE

☒ Yes, calculated ☐ No, set manually by review owner ☐ No
☒ Allow Override

SHOW N/A IN THE RATING SCALE?

☒ Yes

The new policy is available within the rating scale configuration screen with a cycle

RATING SCALE & EXPECTED DISTRIBUTION

1 to 5 ☒ 1 as lowest value ☐ 1 as highest value

UPDATE

☒ Review Owner can see expected distribution

MINIMUM SCORE	MAXIMUM SCORE	RATINGS	RATING NAME	EXPECTED DISTRIBUTION
1	1.49	1	Does Not Meet Expectations	5
1.5	2.49	2	Somewhat Meets Expectations	15
2.5	3.49	3	Meets Expectations	60
3.5	4.49	4	Exceeds Expectations	15
4.5	5	5	Outstanding Achievement	5

Total: 100

ORGANIZATION-SPECIFIC DISTRIBUTIONS

Organization:

Performance → Reviews

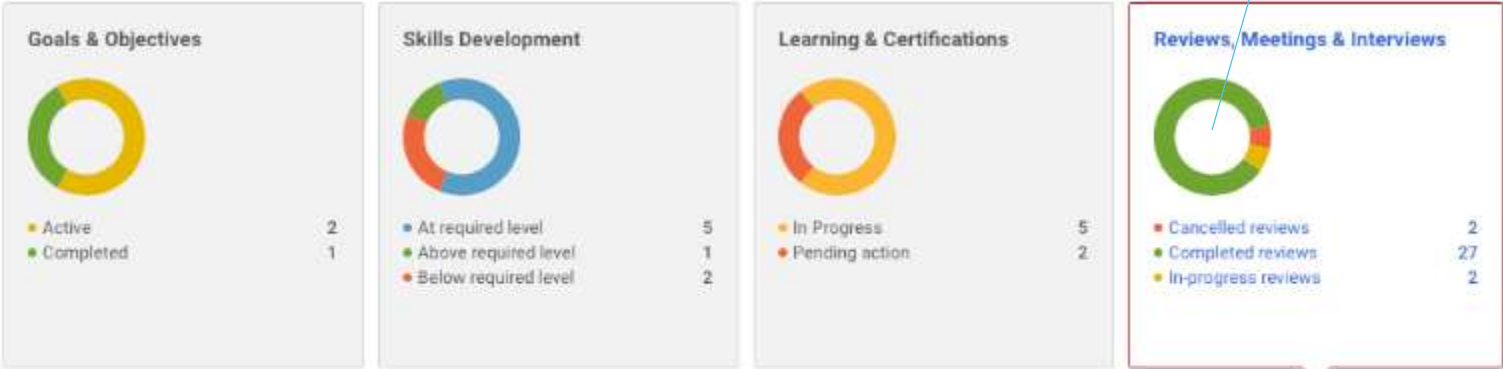


WHAT?	Removal of cancelled reviews
WHY?	<ul style="list-style-type: none">There has been a lot of feedback that the value of the plan page summary graph for reviews, meetings and interviews is highly impacted due to the inclusion of cancelled reviews
WHERE?	My Plan > Reviews, Meetings & Interviews
NOTEWORTHY	<ul style="list-style-type: none">There is no configuration option or policy that controls this behavior, meaning the deployment of U41 will introduce this change for all customers with immediate effect

Removal of cancelled reviews

Pre U41 behavior

Cancelled reviews are shown in the plan page summary graph



Reviews, Meetings & Interviews [Filters](#)

TYPE:

REVIEWS:

STATUS: ☐ Activated ☐ Approved ☒ Cancelled ☐ Completed

DUE DATE ON OR BEFORE:

DUE DATE ON OR AFTER:

ACTIVE YEAR FROM:

It is possible for users to select the cancelled status when filtering on reviews in the me plan page

Removal of cancelled reviews

Post U41 behavior



Cancelled reviews are no longer shown in the plan page summary graph

Reviews, Meetings & Interviews | [Filters](#) ^

TYPE <div>Reviews</div>	REVIEWS <div>All</div>	STATUS <div><div><input checked="" type="checkbox"/> Draft</div><div><input type="checkbox"/> Activated</div><div><input type="checkbox"/> Pending Approval</div><div><input type="checkbox"/> Approved</div></div>	REVIEWEE <div></div>
DUE DATE ON OR BEFORE <div></div>	DUE DATE ON OR AFTER <div></div>	ACTIVE YEAR TO <div></div>	
		<div>CLEAR FILTERS</div>	<div>APPLY FILTERS</div>

With cancelled reviews no longer being displayed, the option to select the cancelled status has now been removed when filtering on reviews in the me plan page

Performance → Reviews



WHAT?	Addition of reviewee name filter for reviews
WHY?	<ul style="list-style-type: none">• To make searching for specific reviews easier
WHERE?	My Plan > Reviews, Meetings & Interviews
NOTEWORTHY	<ul style="list-style-type: none">• The filter and search capabilities are dependent upon the type REVIEWS being selected• The default value of the reviewee filter is blank, meaning the existing behavior will remain and all reviews will be displayed regardless of name, however based on the selected filters• Searching will match the entered characters against the starting characters of the reviewees first name OR the last name• The value of the reviewee filter will revert to blank if the type REVIEWS is changed

Addition of reviewee name filter for reviews

Pre U41 behavior

Reviews, Meetings & Interviews [Filters](#)

TYPE Reviews	REVIEWS 	STATUS 	DUE DATE ON OR BEFORE
DUE DATE ON OR AFTER 	ACTIVE YEAR FROM 	ACTIVE YEAR TO 	

CLEAR FILTERS APPLY FILTERS

Post U41 behavior

Reviews, Meetings & Interviews [Filters](#)

TYPE Reviews	REVIEWS All	STATUS 	REVIEWEE
DUE DATE ON OR BEFORE 	DUE DATE ON OR AFTER 	ACTIVE YEAR FROM 	ACTIVE YEAR TO

CLEAR FILTERS APPLY FILTERS

The filter and search capabilities are only available if the type REVIEWS has been selected

A new field labelled REVIEWEE has been added and available when filtering on reviews

Performance → Reviews

WHAT?	Ability to make any user a review owner
WHY?	<ul style="list-style-type: none">• To remove the existing constraint that prevents in some use cases a review owner being unable to select the desired review owner.• Provide capability for a review owner to be able to change the review owner to any other user to who the responsibility of the review is to be transferred to.
WHERE?	Performance > Reviews
NOTEWORTHY	<ul style="list-style-type: none">• The behavior enabling a reviewee to change the review owner of their own review has been removed• Support has been added enabling the review owner to determine whether or not comments and/or ratings they've made on the review are discarded or kept, with the decision also determining what happens to comments and/or ratings made by the new review owner in the instance that they were previously a reviewer for the review• Although not governed in the solution, it is anticipated and an expectation that before changing the owner of a review to another user, the existing review owner will have a conversation with the new review owner to determine the best and right decision is made in regards to the consideration of data (above)

Ability to make any user a review owner

CHANGE REVIEW OWNER ×

1

2

Select a new Review Owner

Select new Review Owner*

New Review owner 🔍 ▼

CANCEL

NEXT

Support for a new review owners comments and/or ratings to be kept

Selecting the option to keep comments and/or ratings made by the current review owner means comments and/or ratings made by the new review owner (in the instance they were previously a reviewer for the review) will be discarded

Selecting the option to discard comments and/or ratings made by the current review owner means comments and/or ratings made by the new review owner (in the instance they were previously a reviewer for the review) will be kept

CHANGE REVIEW OWNER

1

2

Select action

Before changing the Review Owner, select one of the options below.

☐

Keep existing comments and/or ratings made by the current Review Owner
If the new Review Owner was originally a reviewer, discard their comments and/or ratings.

☐

Discard comments and/or ratings made by the current Review Owner
If the new Review Owner was originally a reviewer, keep their comments and/or ratings.

CANCEL

BACK

DONE

Although not governed in the solution, it is anticipated and an expectation that before changing the owner of a review to another user, the existing review owner will have a conversation with the new review owner to determine the best and right decision is made in regards to the consideration of data (above)

The DONE option is disabled until a user has selected one of the two available actions

Performance → Reviews



WHAT?	Support for the review owner to be simultaneously changed for multiple reviews
WHY?	<ul style="list-style-type: none">• To provide an efficient and intuitive way for a review owner to change the review owner for multiple reviews for which they are responsible, for at the same time, i.e. in the instance that the review owner is on extended leave, has transitioned to a new position, or is leaving the organization and needs to transition responsibility to someone else
WHERE?	Performance > Reviews
NOTEWORTHY	<ul style="list-style-type: none">• Review owners can only change the review owner for either draft reviews, or reviews that have been activated but not yet submitted• Performance administrators are able to change the review owner for reviews that have been cancelled or disapproved• It is no longer possible for the review owner to be changed for reviews associated with a completed cycle

Support for the review owner to be simultaneously changed for multiple reviews

The screenshot displays a performance appraisal interface for Jeff Tanner, a Customer Service Manager. The main section shows the '2018 End Of Year Performance Appraisal-2018 End Of Year Appraisal Form'. A yellow banner indicates the 'Next step : Complete Review below'. The 'Your overall rating' is 3, which 'Meets Expectations'. A 'View past reviews' link and an 'Overall Rating (0 of 2 Reviews)' are also present. The 'Review Progress: 100%' is shown with three green checkmarks. Below this is a 'CORE SKILLS' section. At the bottom, a note states 'Your review comments are saved automatically every 2 minutes.' and there are buttons for 'CHANGE', 'MORE ACTIONS', 'SAVE', and 'SUBMIT AND RELEASE'. On the right sidebar, under 'OTHER ACTIVE REVIEWS', there is a 'TEAM CALIBRATION GRAPH' and a '2018 END OF YEAR PERFORMANC...' section. This section shows a progress bar with a green checkmark and a 'CHANGE' button next to the 'Review owner' Aaron Good. A red box highlights the 'CHANGE' button, and a blue line points from a text box below to it.

The change review owner action button has been updated on the UI to support multiple actions, with the option to change the review owner for a bulk number of reviews available as a secondary action

Support for the review owner to be simultaneously changed for multiple reviews

CHANGE REVIEW OWNER

X

1

2

3

Select a new review owner and the reviewees to apply to

Select new Review Owner *

Select new Review Owner

Q

▼

Search Reviewee

Search Reviewee

Q

☐ Reviewees (3)

☐ Barry Marks

☐ Kelli LeBlanc

☐ Jeff Tanner

Displaying 1 to 3 of 3

CANCEL

NEXT

After selecting the option to a change the review owner for a bulk number of reviews, on the subsequent window in addition to being able to select the new review owner, all other reviewees in the cycle for which the review owner is responsible are displayed.

Using the available check boxes, it is possible for either all or a selected number of reviewees

Performance → Reviews

WHAT?	Enhance expression for anonymous reviewers
WHY?	<ul style="list-style-type: none">When reviewers were anonymous it wasn't possible to see the name of each reviewer and to therefore identify which user to delete in the event a deletion was needed.
WHERE?	Performance > Reviews
NOTEWORTHY	<ul style="list-style-type: none">There is no configuration option or policy that controls this behavior, meaning the deployment of U41 will introduce this change for all customers with immediate effect

Enhance anonymous expression

The screenshot displays a performance review interface for Jeff Tanner, a Customer Service Manager. The interface is divided into several sections:

- Header:** Jeff Tanner, Customer Service Manager, 360/MRA Review-360/MRA Form.
- Next step:** Complete Review below.
- Your overall rating:** 3 - Meets Expectations. View past reviews. Overall Rating (4 of 7 Reviews).
- Review Progress:** 100%.
- CORE SKILLS:** Adaptability. Changes behavioural style or method of approach when necessary to achieve a goal, adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.
- Other Reviewer's Rating:** 5 Outstanding Achievement By Jeff Tanner. No Comments Added.
- Anonymous Review Results:**
 - 4 Exceeds Expectations By Anonymous (highlighted with a red box).
 - 2 Somewhat Meets Expectations By Anonymous.
 - 1 Does Not Meet Expectations By Anonymous.
- Reviewers Panel:** A list of reviewers with a "Reviewers" header (highlighted with a red box). The list includes Jeff Tanner, Aaron Good, Alan Landry, Barry Marks, Jim Martin, Jim Connell, Miranda Bell, and Steve Wade. A "Nominate reviewer" button and a "SAVE" button are also present.

Annotations:

- Blue box:** When the hide reviewer configuration option has been enabled for reviewer types, unlike previously the reviewer names are displayed in the reviewer panels. In the use case that a reviewer needs to be deleted the user is able to identify which reviewer to delete.
- Blue box:** Users that have declined the invitation to be a reviewer will be shown with a strikethrough.
- Blue box:** When the hide reviewer configuration option has been enabled for reviewer types, unlike previously when they were displayed in the review in the same order as the reviewers are listed in the reviewers panel, the results are no randomized. The randomization will be refreshed each time the review is accessed.

Skills

Performance → Skills

WHAT?	Skill search and addition enhancements
WHY?	<ul style="list-style-type: none">Allow users to view the behavioral indicators associated with a skill (if applicable) when searching for a skill, and also allow users to add the minimum required level for a skill when adding the skill to their plan page
WHERE?	Performance > Skills
NOTEWORTHY	<ul style="list-style-type: none">N/A

Addition of behavioral indicators when searching for and adding skills

ASSIGN SKILL

As indicated, a user can select the required minimum level for a skill when it is being added

AVAILABLE SKILLS

Adaptability

Filters

< BACK

SKILL NAME	SKILL LOCATION
Adaptability	Individual Excellence
5 Behavioral Indicator(s)	
1. Shifts strategy or approach in response to the demands of a situation.	
2. Shows willingness to learn new methods, procedures, or techniques.	
3. Makes suggestions for increasing the effectiveness of changes.	
4. Adapts to change quickly and easily.	
5. Looks for ways to make changes work.	

1-1 of 1

SELECTED SKILLS

Click on boxes to add Required Level

Adaptability

5 Behavioral Indicator(s)

CANCEL ASSIGN

For applicable skills a label has now been added to indicate that there are behavioral indicators associated with the skill, with an option to expand the label to display the behavioral indicators, as shown

Performance → Skills

WHAT?	Allow users to update the minimum required level of a skill
WHY?	<ul style="list-style-type: none">• Allow users to update the minimum required level of a skill in the event that their ambition/target achievement changes
WHERE?	Performance > Skills
NOTEWORTHY	<ul style="list-style-type: none">• There is no configuration option or policy that controls this behavior, meaning the deployment of U41 will introduce this change for all customers with immediate effect• A user (self) can only update the minimum required level of skills added by themselves, whereas the users manager can update the minimum required level for skills added by the user or that they've added on their behalf having accessed the users plan page via 'My Team'.

Allow users to update the minimum required level of a skill

Accessible from plan page

The option for a user (self) to update the required level of a skill is available only for skills added by themselves, i.e. where the source if self

Problem Solving

Source Self: Jeff Tanner

Above required level

Customer Service

ASSESS

Above required level

Under Review

Individual Excellence

At required level

Individual Excellence

Add to To-Do List

View Assessment History

Delete

Update Required Level

A new option to update the required level is available on the actions menu for the skill

Updating the required level

UPDATE REQUIRED LEVEL

Problem Solving

Click on boxes to add Required Level


SOURCE NAME	CURRENT REQUIRED LEVEL	NEW REQUIRED LEVEL
Jeff Tanner - Person	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>

Selecting the new required level here and selecting DONE will update the minimum required level

CLOSE

UPDATE

The UPDATE option is disabled until a user has updated their required level

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Performance → Skills



WHAT?	Support for users to remove held skills from the plan page
WHY?	<ul style="list-style-type: none">• Allow users to remove a skill from their plan page in the even that they no longer wish to review it
WHERE?	Performance > Skills
NOTEWORTHY	<ul style="list-style-type: none">• A user (self) can only remove held skills added by themselves, whereas the users manager can remove held added by the user or that they've added on their behalf having accessed the users plan page via 'My Team'.• Removing a users skill from a users plan page doesn't delete the skill from the users record and their assessment history for the skill. It is simply removing it from being visible on the users plan page


Support for users to remove held skills from the plan page

If permission is available

Skills Development Filters

TYPE: All SOURCE: Self FILTER BY TO-DO LIST: SKILL GROUP: Type to search...

CLEAR FILTERS APPLY FILTERS

TITLE	PROGRESS	SKILL GROUP	ACTIONS
 SRS Skill Source Self: Aaron Good	<div><div></div></div> Above required level Under Review		<div>ASSESS</div> <div>Add to To-Do List</div> <div>View Assessment History</div> <div>Delete</div> <div>Update Required Level</div>



An option to delete is available on the actions menu for the skill

If permission isn't available

Skills Development Filters

TYPE: All SOURCE: Manager FILTER BY TO-DO LIST: SKILL GROUP: Type to search...

CLEAR FILTERS APPLY FILTERS

TITLE	PROGRESS	SKILL GROUP	ACTIONS
 Customer Focus Source Manager: Pat Rose	<div><div></div></div> Below required level Under Review	Customer Service	<div>ASSESS</div> <div>Add to To-Do List</div> <div>View Assessment History</div> <div>Delete</div>
 Team Building Source Manager: Pat Rose	<div><div></div></div> Below required level Under Review	Manager	<div>ASSESS</div> <div>Add to To-Do List</div> <div>View Assessment History</div> <div>Delete</div>

The option to delete is disabled on the actions menu for the skill

Support for users to remove held skills from the plan page

Components		People	
Component	Skill	Q	Q
Component Privileges		Print Export Modify Table	
Grant Access	Privilege		
<input type="checkbox"/>	New		
<input type="checkbox"/>	Edit		
<input checked="" type="checkbox"/>	Delete		
<input checked="" type="checkbox"/>	View		
<input type="checkbox"/>	Change Domain		
<input checked="" type="checkbox"/>	Can assess skill for self		
<input checked="" type="checkbox"/>	Can assess skill for others		
<input checked="" type="checkbox"/>	Can view other's held skills and levels		
<input type="checkbox"/>	Direct Managers and Indirect Managers Can View Sensitive Information		
<input type="checkbox"/>	Alternate Managers Can View Sensitive Information		
<input checked="" type="checkbox"/>	Can change the held skill level for self		
<input checked="" type="checkbox"/>	Can change the held skill level for others		
<input type="checkbox"/>	Can approve or reject assessments submitted by self		
<input type="checkbox"/>	Can approve or reject assessments submitted by others		
<input type="checkbox"/>	Can approve or reject assessments on behalf of approver		
<input type="checkbox"/>	Can change the held skill level of an assessment on behalf of approver		
<input checked="" type="checkbox"/>	Can delete skills added by me to my plan		
<input type="checkbox"/>	Can delete skills of my direct reports, added by me or the direct report		
<input type="checkbox"/>	Can delete any skills added to my plan		
<input type="checkbox"/>	Can View Protected Data		
<input type="checkbox"/>	Admin View		

There are 3 new privileges available in the skills component that enable and support this functionality

Performance → Other

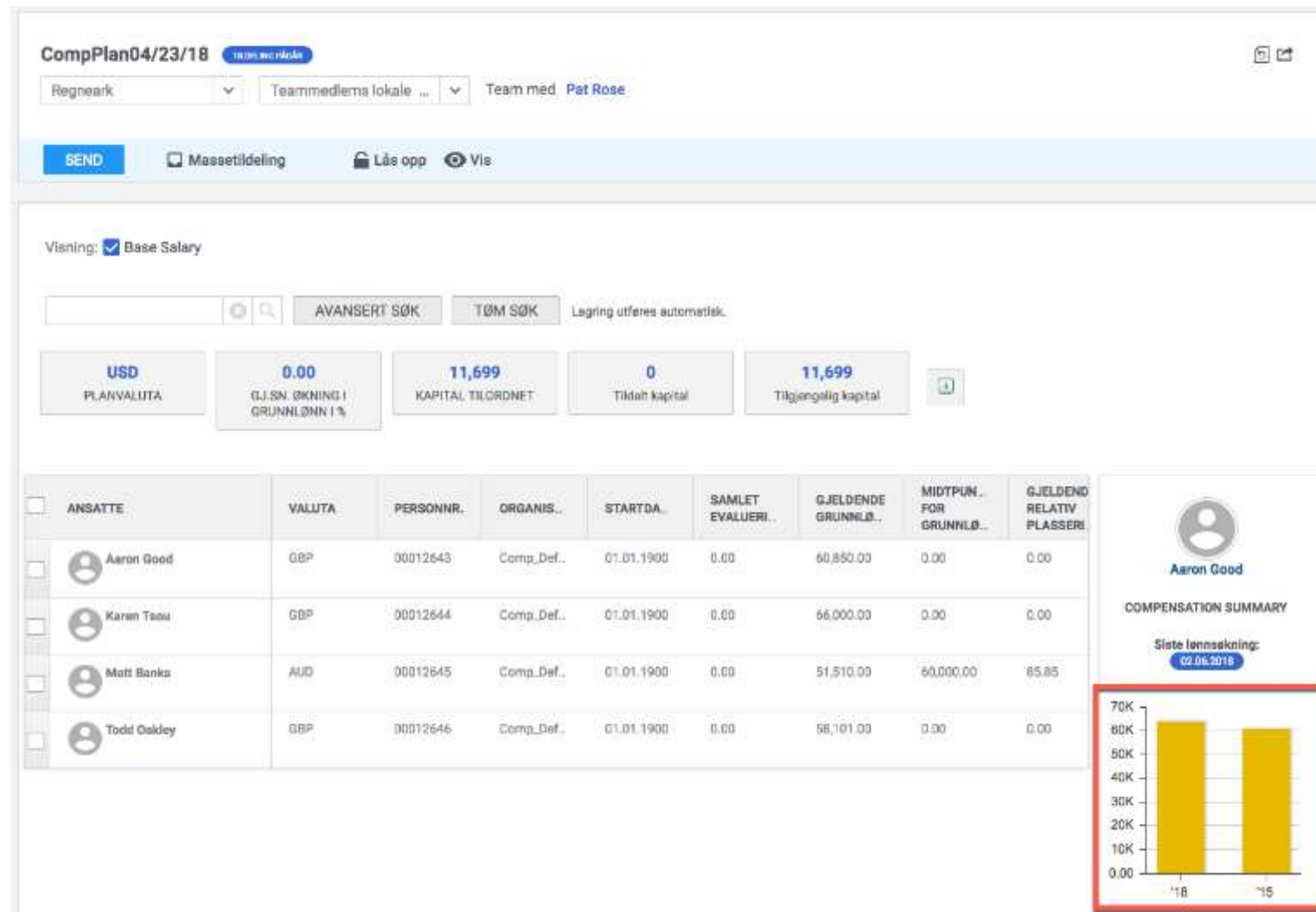
WHAT?	508 compliance support
WHY?	<ul style="list-style-type: none">• To support the requirement issued by the business for SC to be 508 compliant
WHERE?	Performance > Goals Performance > Skills Performance > Reviews
NOTEWORTHY	<ul style="list-style-type: none">• For goals, 508 compliant support is available for the create and edit flow, along with the viewing of a goal• For skills, 508 compliance support is available for the searching and addition of a skill, viewing of a skill, and for when assessing a skill• For reviews, 508 compliance support is available for the activation, submission and approval flows

Compensation

Compensation → Usability

WHAT?	Mini Card Graph Bar
WHY?	Previously the Historical Compensation Graph did not support all languages. This update now display the Bar Graph in all languages.
WHERE?	My Team > Compensation > Worksheet
NOTEWORTHY	

Mini Card Bar Graph



Compensation → Usability



WHAT?	Library Filed Export File Extended																			
WHY?	The export file now has all the parameters for each attribute.																			
WHERE?	Admin > Compensation > Configuration > Library Field																			
NOTEWORTHY	<ul style="list-style-type: none">Following information will be available on the export file: <table><tr><td>Display Name</td><td>Formula - Import</td></tr><tr><td>Field Name</td><td>Formula - Worksheet</td></tr><tr><td>Data Type</td><td>Soft Rule</td></tr><tr><td>Category</td><td>Soft Rule Message</td></tr><tr><td>Data Source</td><td>Hard Rule</td></tr><tr><td>Debit from Budget</td><td>Hard Rule Message</td></tr><tr><td>Include in Category Total</td><td>Updated On</td></tr><tr><td>Is Pick List</td><td>Keyword</td></tr><tr><td>Editable</td><td></td></tr></table>		Display Name	Formula - Import	Field Name	Formula - Worksheet	Data Type	Soft Rule	Category	Soft Rule Message	Data Source	Hard Rule	Debit from Budget	Hard Rule Message	Include in Category Total	Updated On	Is Pick List	Keyword	Editable	
Display Name	Formula - Import																			
Field Name	Formula - Worksheet																			
Data Type	Soft Rule																			
Category	Soft Rule Message																			
Data Source	Hard Rule																			
Debit from Budget	Hard Rule Message																			
Include in Category Total	Updated On																			
Is Pick List	Keyword																			
Editable																				

Library Field Export File

ADMIN HOME

PEOPLE

HR

SOCIAL

COMPENSATION

PERFORMANCE

TALENT

MARKETPLACE

SYSTEM

ANALYTICS

Compensation Home

Plan Cycle

Out of Cycle Compensation

Configuration

Library Fields

Currency Conversion

Payroll Year

Categories

Increase Guidelines

ITD Template

Security

Manage Data

Manage Letters

ITM Settings

Set up the Library Fields

Filter fields by name

Add a new field

Export Library Fields

FIELD NAME	DATA TYPE	DATA SOURCE	CATEGORY	UPDATED ON	ACTIONS
Person No	Number	Base	ADDITIONAL DATA	24-APR-2015 8:03 AM	
Organization	Text	Base	ADDITIONAL DATA	24-APR-2015 8:03 AM	
Location	Text	Base	ADDITIONAL DATA	24-APR-2015 8:03 AM	
ZIP/Postal Code	Text	Base	ADDITIONAL DATA	24-APR-2015 8:03 AM	
Internal Organization Number	Number	Base	ADDITIONAL DATA	24-APR-2015 8:03 AM	
Organization Type					
Contractual Hours					
Line Manager					
Shift Date					
Manager Access					
Is Terminated?					
Current Jobtype					

Displaying 1 to 200 of 200

Compensation

→ Usability

WHAT?	Remove Terminated Employees
WHY?	Previously, it was not possible to removed employees who terminated after a plan has been activated. This update now allows admin to remove a terminated employee from a Manager's worksheet.
WHERE?	Admin > Compensation
NOTEWORTHY	

Saba Cloud Customer Community

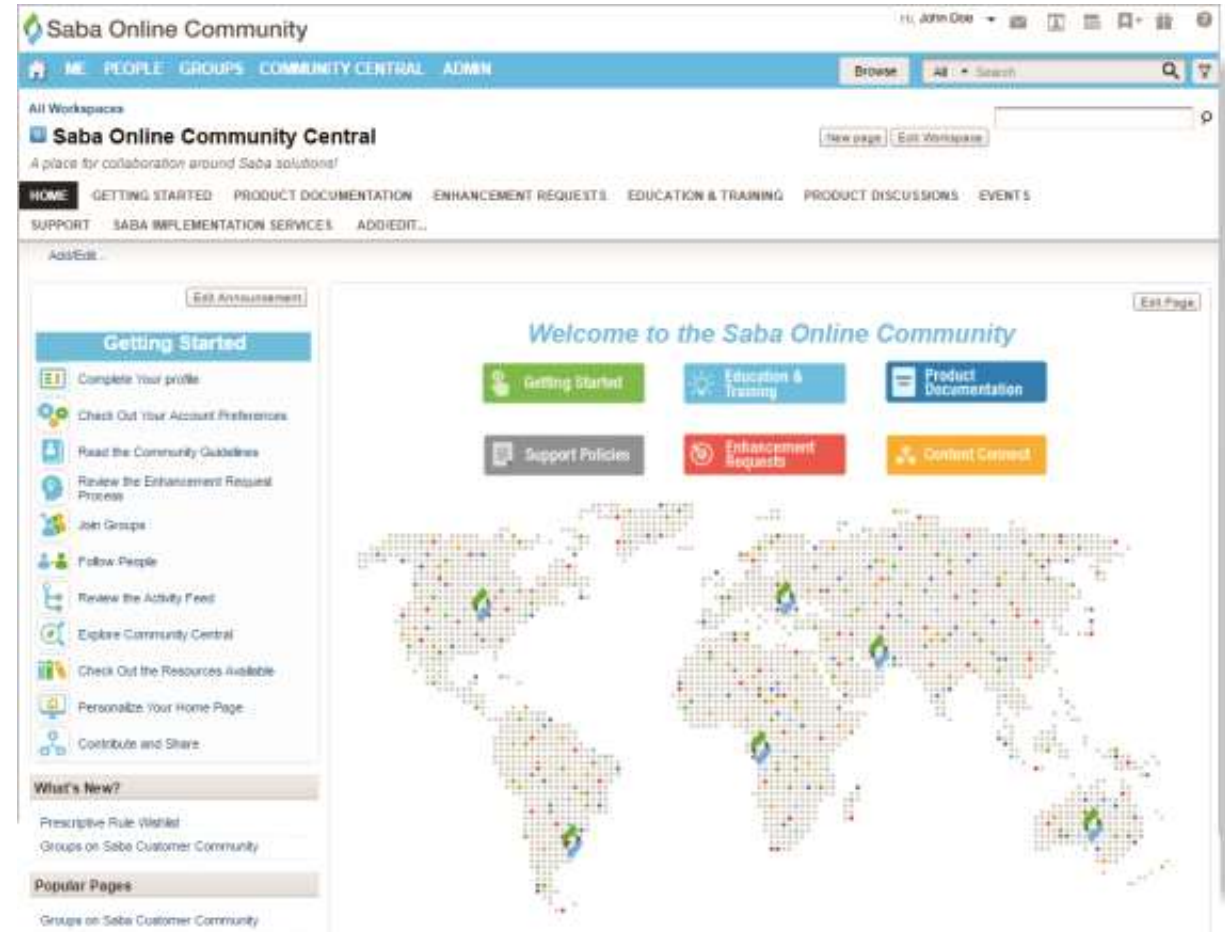
<http://community.sabacloud.com>

Saba Online Help
Education & Training

Documentation

Product Discussion Group

Saba Events





QUESTIONS?



THANK YOU

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