

Shark Performance Management Program

GOALS • VALUES • RECOGNITION

How Do Supervisors Add Private Comments about An Employee

A supervisor can keep ongoing work log comments about employee performance using the supervisor's Comments feature in Shark Talent. The Comments Page displays all comments made about the direct or indirect report by the immediate supervisor or other managers.

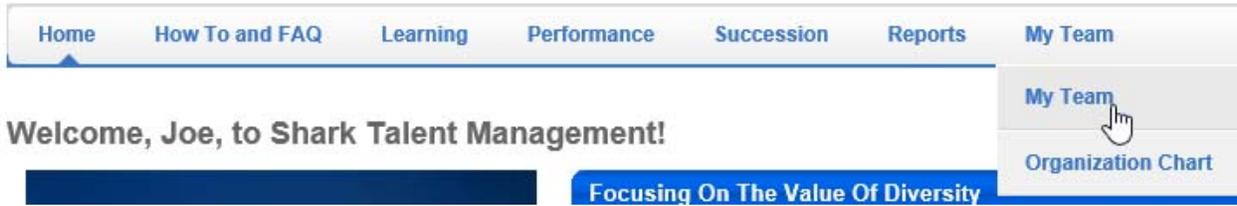
NOTE: Although the employee cannot see the comment, if you as a supervisor make a comment about an employee's performance, **the supervisor you report to** (and possibly **other supervisors**) will be able to read your comment.

You can view all comments made by the immediate supervisor or other supervisors and can add comments about the direct or indirect report on this page. You can attach supporting files, such as photos, images, and PDF documents to the Comment page. Supervisors can also recognize subordinates from the My Team - Comments page. Awards appear in the comment feed for the user that received the award.

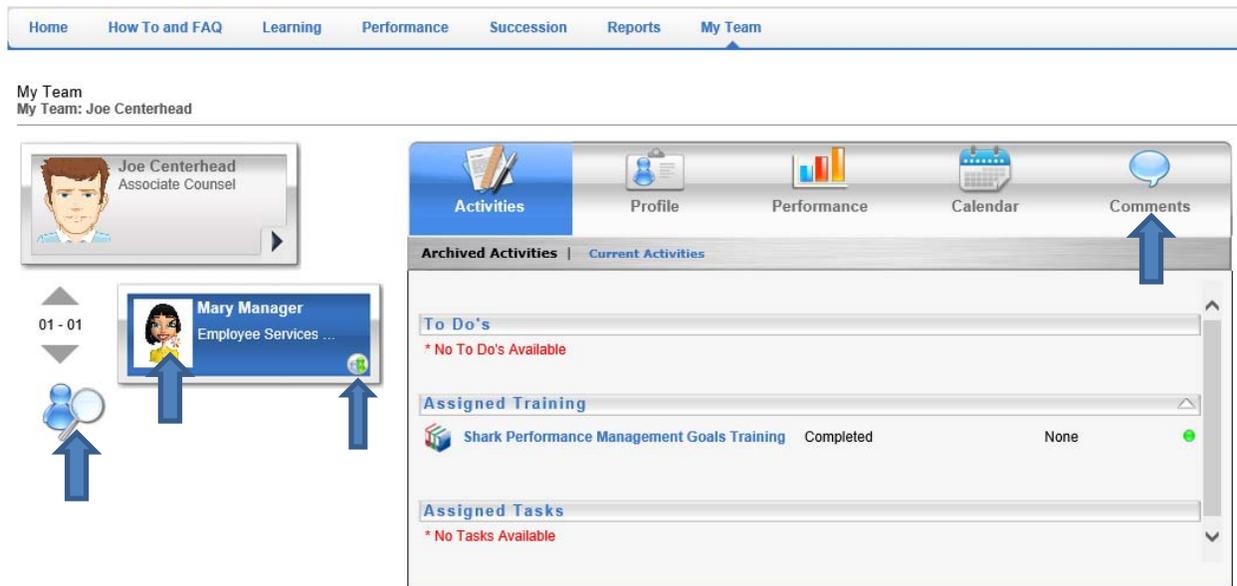
- For each entry, the manager will see the date, author, and comment.
- Comments will be sorted by most recent entry first.
- The date and author will be a link that the supervisor can click on to edit the comment.
- The supervisor can delete comments where the supervisor is the author by clicking on the Delete icon next to the comment.

NOTE: These comments are not added to any performance reviews!

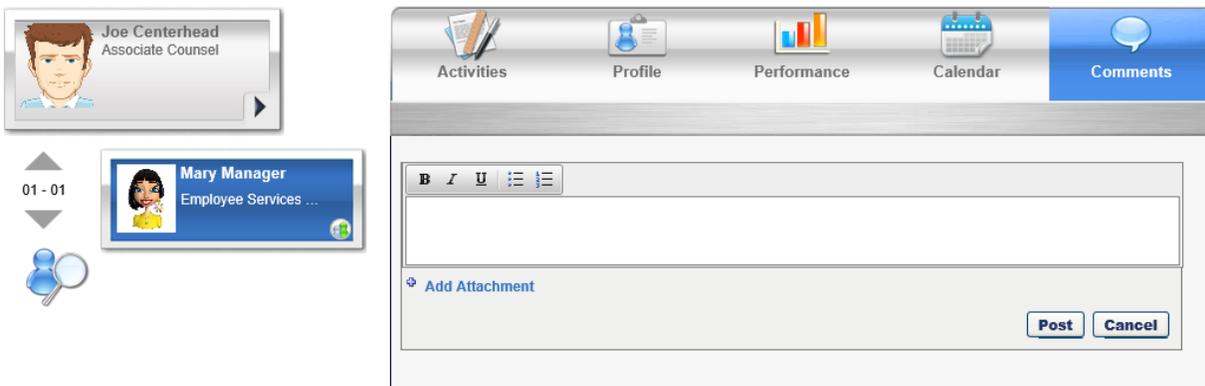
To add a Comment, from the menu bar, select **My Team**



Click on the card of the direct report, or click on the subordinate icon to see your indirect reports, or use the search feature to search for a direct or indirect report. When you have located the desired employee, click on the icon Comments:



The Comments Box is displayed:



Adding a Comment

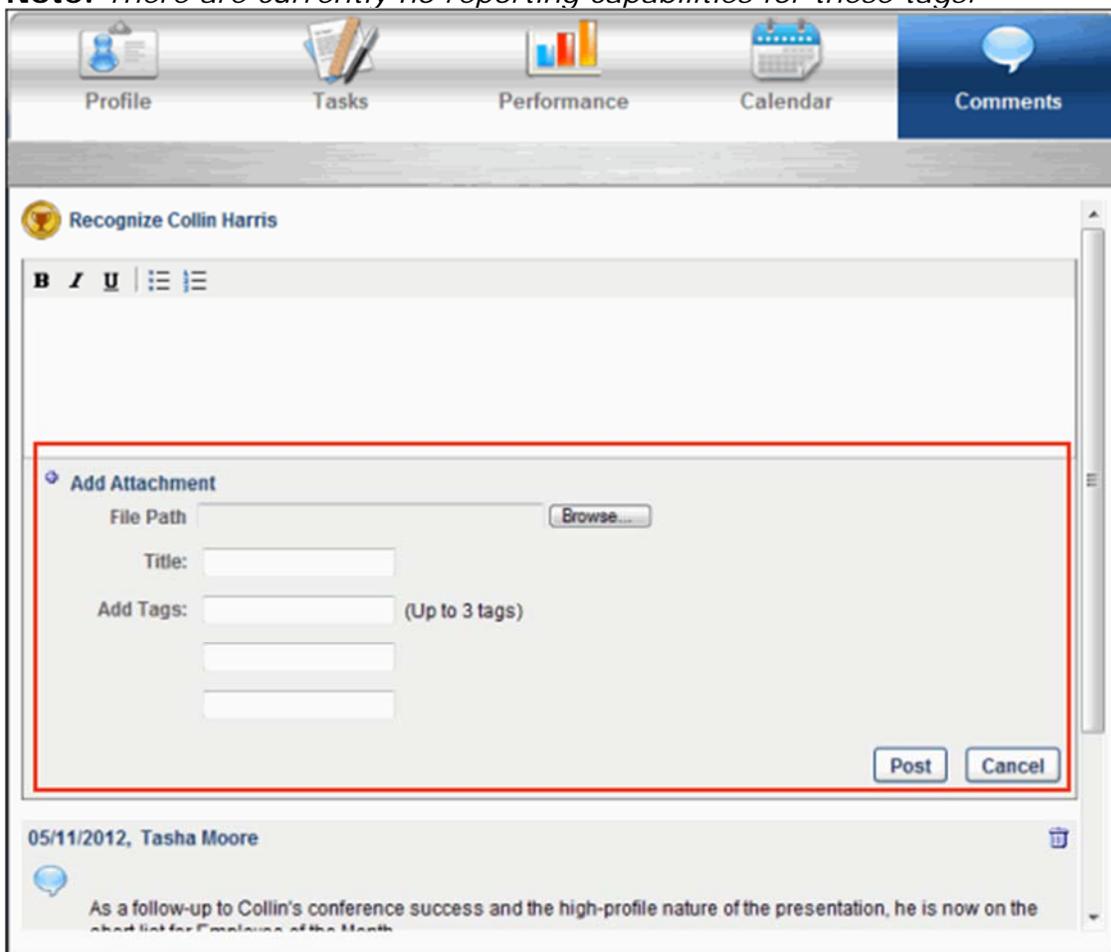
To add a comment regarding an employee, enter the comment text in the Comment field. The character limit is 3,000. This field has text formatting capabilities such as bold, italics, underline, undo, redo, bulleted lists, numbered lists, and line breaks. Attachments can also be added. After entering the comment, click **Post**.

Adding an Attachment

To add an attachment on the Comments tab, click the *Add Attachment* link. Clicking the link opens the Add Attachment panel with the following options:

- File Path - Click **Browse** to upload the document. The maximum file size is 2 MB, and the acceptable file types are .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .bmp, .mp4, .flv, .gif, .bmp, .jpg, .png, .zip.
- Title - Enter a title for the document. The character limit is 100. This is an optional field.
- Add Tags - Enter up to three tags for the document. The character limit is 100. This is an optional field.

Note: *There are currently no reporting capabilities for these tags.*

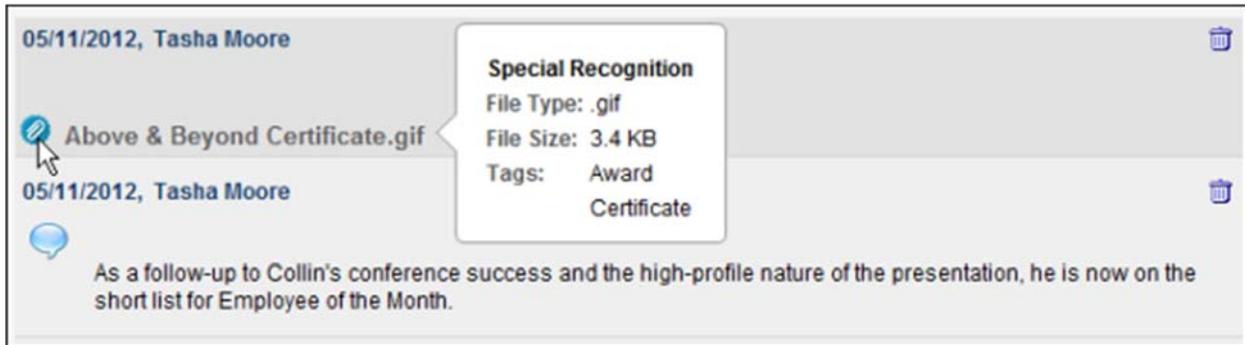


The screenshot shows a web application interface with a navigation bar at the top containing icons for Profile, Tasks, Performance, Calendar, and Comments. The Comments tab is active. Below the navigation bar, the user's name 'Recognize Collin Harris' is displayed. The main content area features a rich text editor with formatting options (bold, italic, underline, bulleted list, numbered list). An 'Add Attachment' panel is open, highlighted with a red border. This panel includes a 'File Path' field with a 'Browse...' button, a 'Title' field, and an 'Add Tags' field with '(Up to 3 tags)' text. At the bottom right of the panel are 'Post' and 'Cancel' buttons. Below the panel, a comment from '05/11/2012, Tasha Moore' is visible, starting with 'As a follow-up to Collin's conference success and the high-profile nature of the presentation, he is now on the short list for Employee of the Month'.

Click **Post** to add the attachment.

You can remove an attachment by clicking the Delete Comment icon  to the right of the comment. **Note:** *Attachments can still be posted with or without a comment.*

Only one attachment can be posted at a time or added to a comment. Hovering over the attachment displays a pop-up with the document's title, type, size, and tags. Clicking the file name opens the attachment.



The screenshot shows a comment interface. At the top, it says "05/11/2012, Tasha Moore" with a trash icon on the right. Below this is a comment with a blue speech bubble icon and the text "Above & Beyond Certificate.gif". A mouse cursor is hovering over the file name. To the right of the comment is a tooltip box with the following text: "Special Recognition", "File Type: .gif", "File Size: 3.4 KB", and "Tags: Award", "Certificate". Below the comment is another "05/11/2012, Tasha Moore" header with a trash icon. Underneath is a blue speech bubble icon and the text: "As a follow-up to Collin's conference success and the high-profile nature of the presentation, he is now on the short list for Employee of the Month."