

EVERYDAY PERFORMANCE APP

Our Everyday Performance app makes performance reviews a breeze

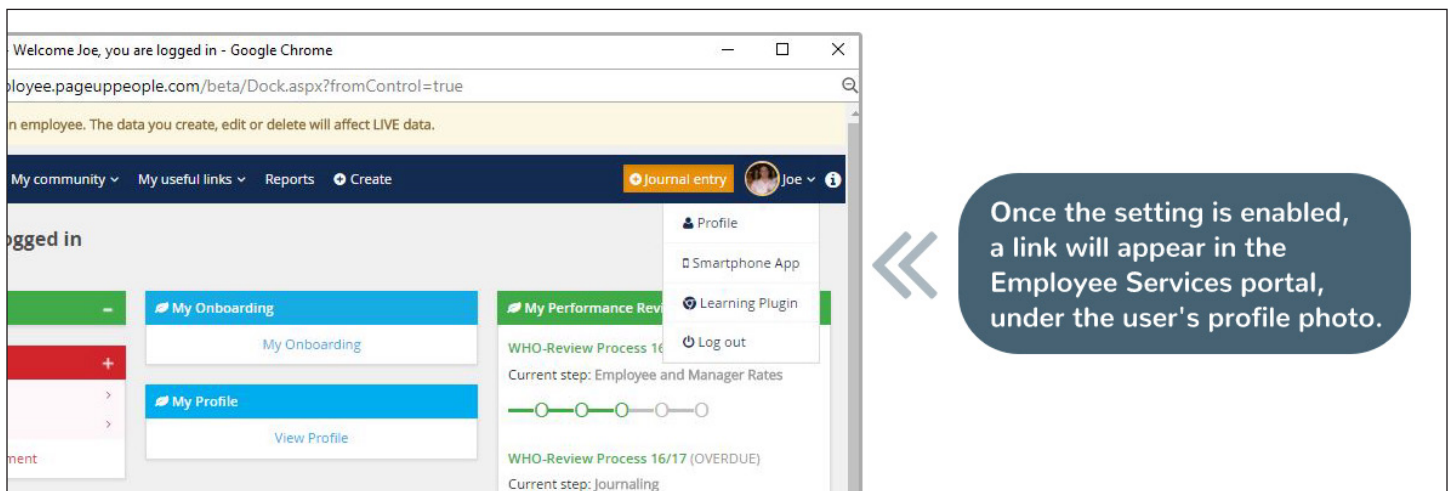
- Employees can capture successes, goals and feedback on-the-go.
- Managers can review team member's performance quickly.
- One-on-one and team catch-ups are a continuous conversation.

Overview

Enabling Everyday Performance for your organization

To turn this on, please complete the following steps:

1. Go to System Settings
2. Search for **"Show app link under profile in ES"**
3. Update to **Yes**
4. Click **Save Changes**. The option for our Smartphone app will then be available as per the screenshot below:



Downloading the app

Download our Everyday Performance app from either [App Store](#) for iPhone users or [Google Play](#) for Android users.

Once you've downloaded the app to your device:

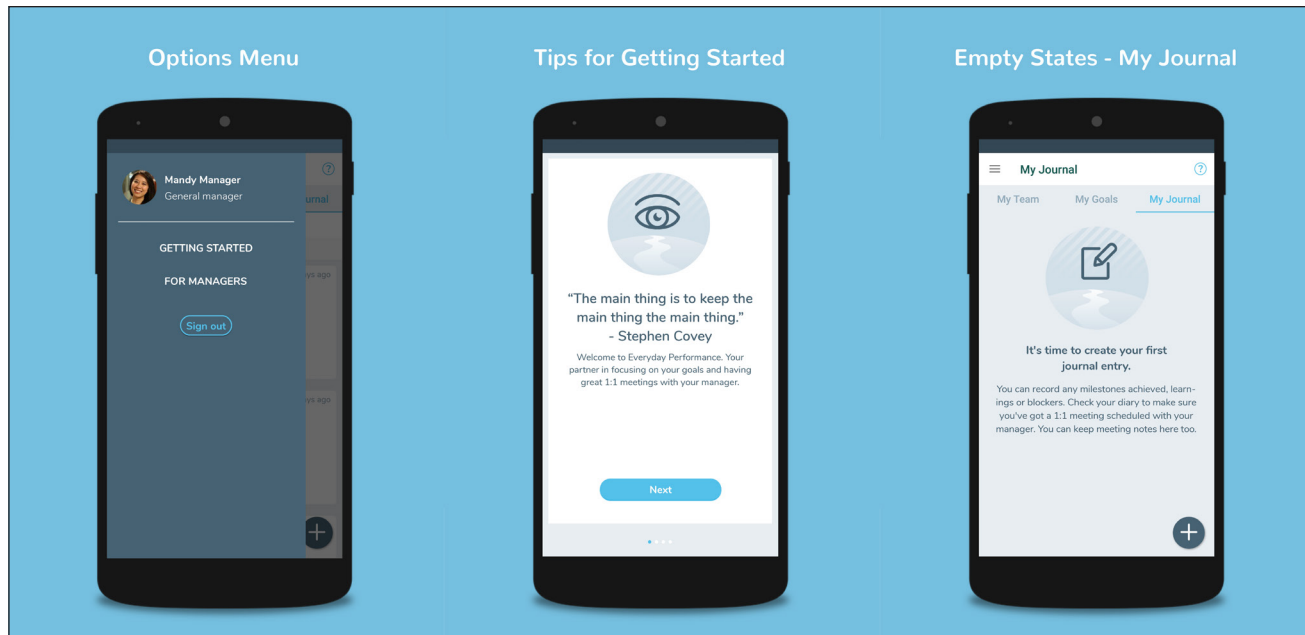
1. Login to Everyday Performance on your desktop
2. Login to **Employee Services**
3. Go to **'Smartphone App' page** – you'll be presented with a unique QR code
4. On the Everyday Performance app, **scan the QR code**.
Your performance review and Journal will sync and you'll be ready to go.



Features

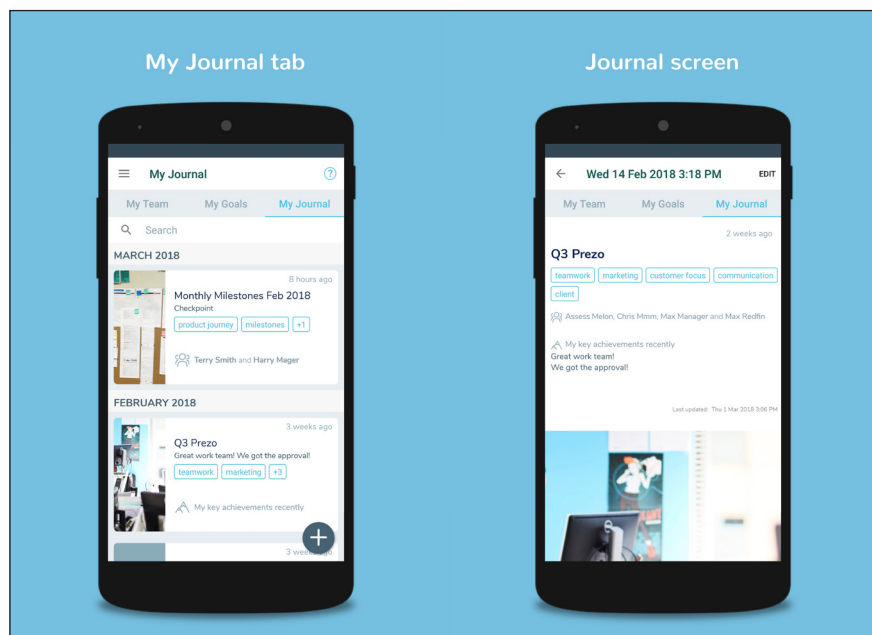
Getting started

First time users can easily understand how to navigate the app via User Onboarding and First-time Guides for managers and team members. In-Page Tips are also available through key screens of the app for optimized app use.



Journal your performance

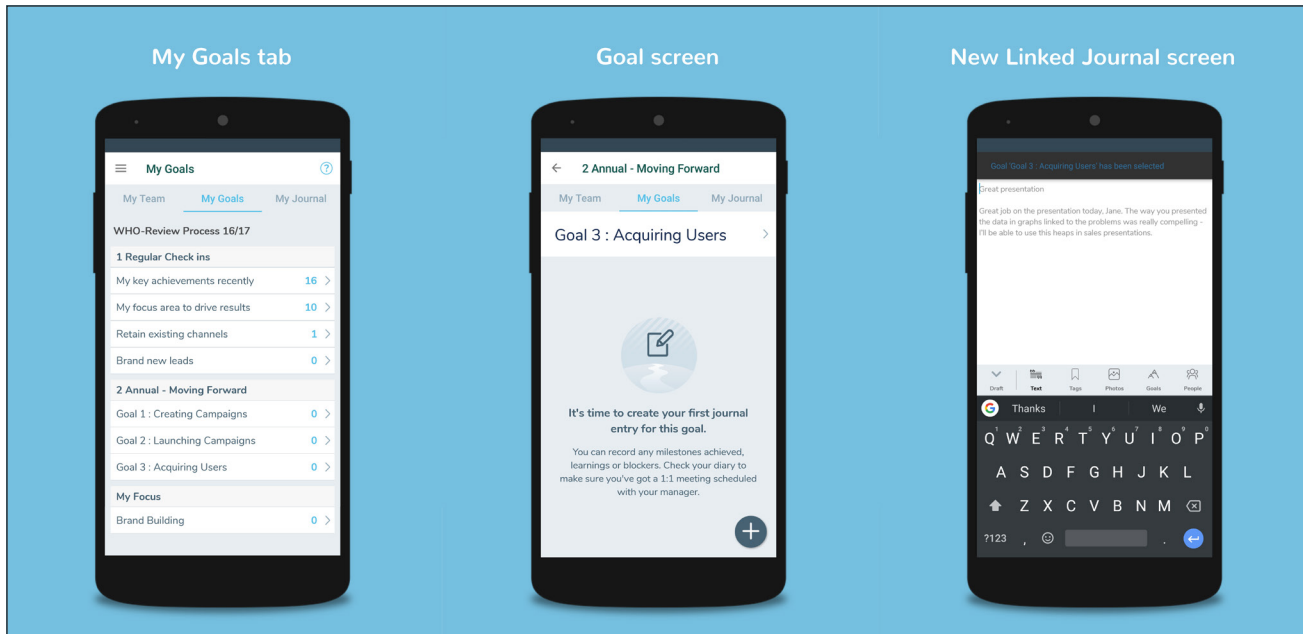
Observe and capture everyday successes in words (and photos), record conversations, and keep track of your progress. Journal is available for desktop and mobile app.



Link your progress and achievements to your goals

Linking your progress and achievements to the goals in your most recent performance review allows for transparency so your manager (and team) can see. Plus, if you start a Journal entry from your goal screen, your Journal will be linked automatically to that goal.

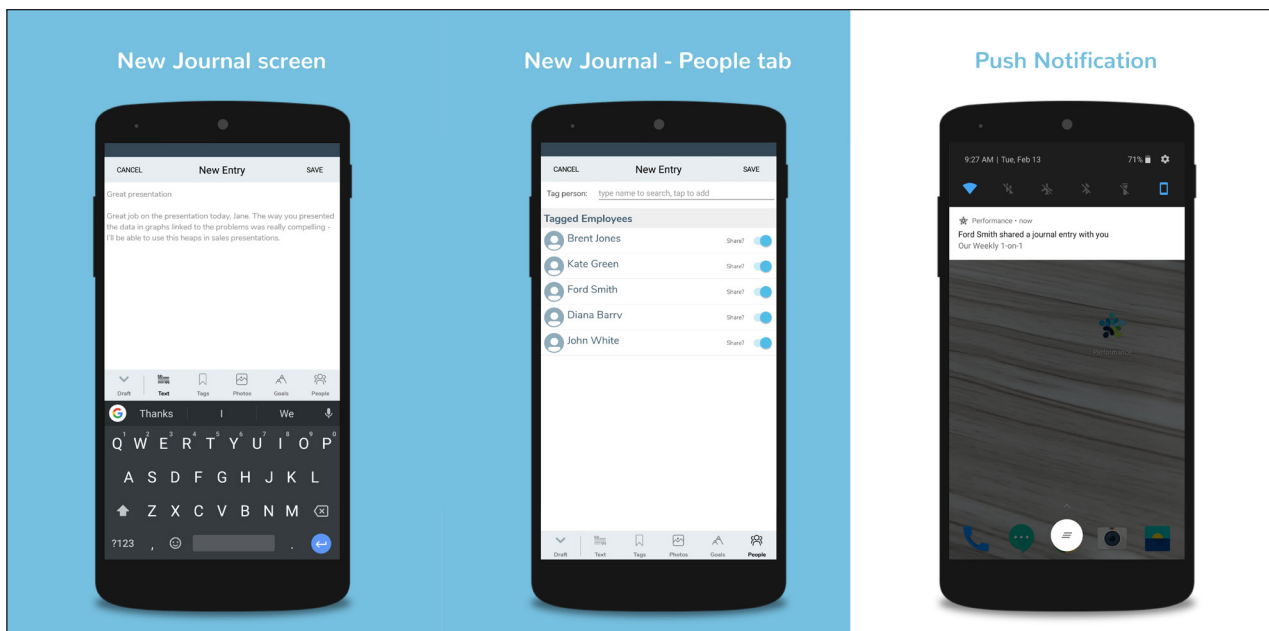
Desktop: While on your desktop, your Journal entries are viewable, linked goals.



Sharing feedback with others

Share your feedback with team and peers. You can also view achievements others have shared with you. Team members you've shared Journals with will receive real-time push notifications that lead straight to your shared Journal update.

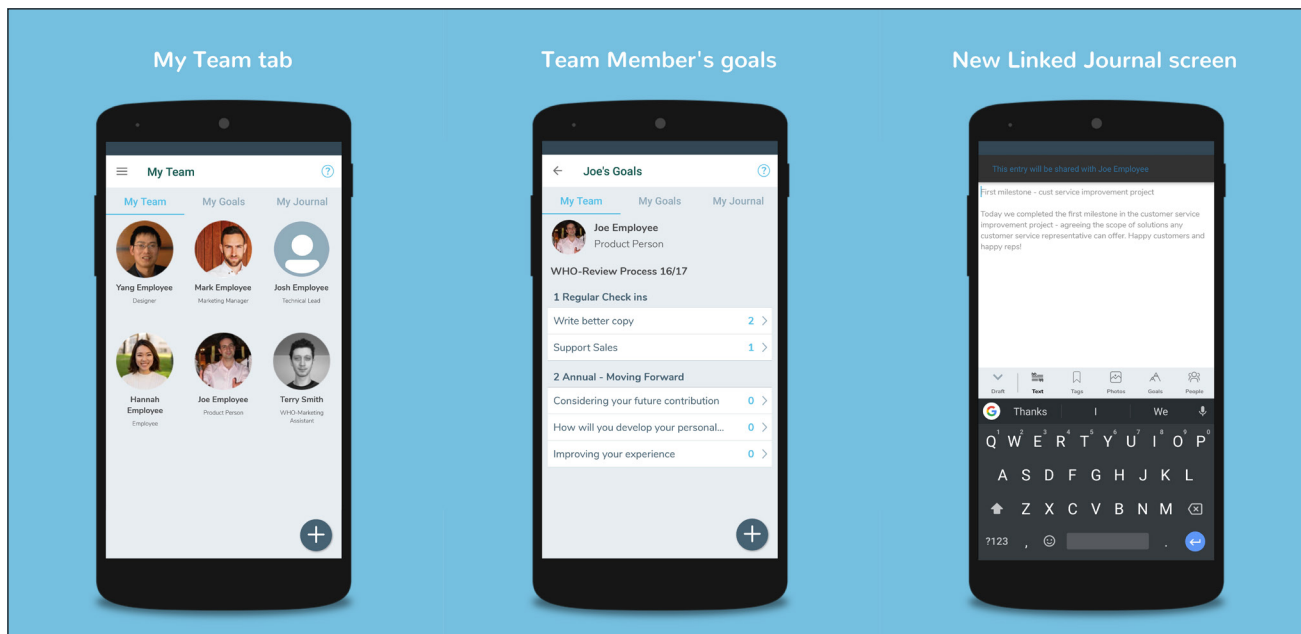
Desktop: On your desktop, you can only view your own feedback (shared Journal on desktop is not available as of yet).



Watch Sharing Journals and Push Notifications in action

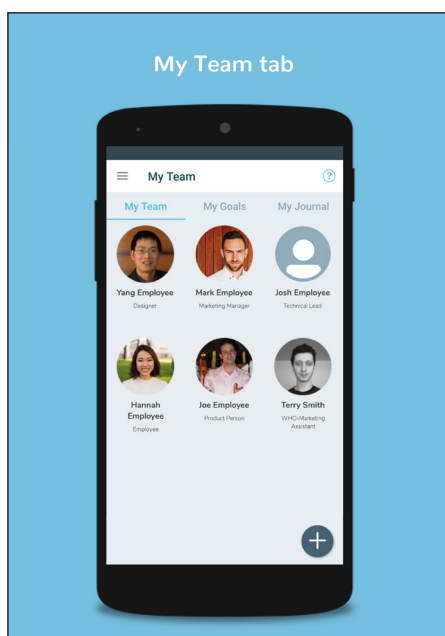
As a manager, you can:

- Start a Journal entry from your team member's screen to share a Journal with your entire team
- Start a Journal entry from your team member's goal screen to automatically share a Journal that is linked to their goal



Communicate with your team quickly

Mobile is the perfect place to capture feedback anytime, anywhere. Plus, it makes everything easy to review in one-on-one discussions. Everyday Performance app allows for regular check-ins and to share, discuss, and record highs and lows. You can also link photos and comments to individual and team goals, as well as share success stories to inspire and create a culture of engagement and collaboration.



Everyday Performance App Demo

Learn more by accessing the [Everyday Performance app demo](#). This demo can be downloaded through this [SCORM file](#).

Login Session Functionality

- Once logged in, users authenticated session will remain valid for 180 days.
- The session also extends each time a user accesses the app, so the session is the users' last usage + 180 days. This means that the app will require the user to login on their personal device much less frequently.
- Everyday Performance app login QR code (in Employee Services) is valid for 10 minutes when user loads the page, a new QR code is generated when the page is reloaded. This improves security by reducing the chances of someone else scanning the QR code if the browser window is left open and ensures the user scans a QR code with the most up-to-date information.
- Users that are no longer with your organization will be logged out from the app on launch.

Note: To ensure you have the latest update, please turn on the automatic app update on your device.