JOURNALING

Overview

You can track your performance targets by creating Journal entries.

Our goal is to deliver engaging software that you'd love to use everyday. And by using it everyday, and capturing your day-to-day achievements, the lack of engagement often leading up to a performance review is no longer. So when it comes to the review, it's easy.

We have implemented a mobile-first approach to make Journal accessible on your mobile device (cellphone or tablet), which allows you to use it as a tool for your regular 1-on-1 discussions.

Creating a Journal Entry

1. Within the **Employee Portal**, click **About me** then **Journal**.

2. Click the **+ (plus)** icon.

3. In the **Create journal entry** pop up, enter the following:
   Title – a quick reminder of the item you captured.
   Content – details of the entry.
   Tags – as you type, any previously used tags will display for selection. Tags are a way to categorize journal entries and can be used to group related entries when searching through your journal quickly.

4. Click **Done** to save.

Searching for a Journal Entry

Finding your Journals to use for your performance review and personal development is easy:

1. Within the **Employee Portal**, click **About Me** then **Journal**.

2. Browse the list of entries, or click the **Search** field to enter text locate the required entry by title, content or tag.

3. Click the magnifying glass icon to load any results.

Reading a Journal Entry

The Journal title and summary helps you quickly find the content you want to review or discuss, and a full size view when you want to use it during your 1-on-1 conversation.

Summary and full view:

Journal entries are displayed in summary view for you to have a quick glance of what you achieved recently. Journal is mobile friendly, so you can bring it along to your 1-on-1 catch to use as a tool to have a valuable, guided conversation about your performance plan or personal development.

To view a journal entry:

1. Within the **Employee Portal**, click **About Me** then **Journal**.

2. Browse the list of entries or use the **Search** field to locate the required entry.

3. Click the entry.

4. In the **Edit Journal Entry** pop up, you can view the full entry and make changes if required, like adding tags.

5. Click **Done** to keep any changes, or click **X** to close the pop up.

Usefulness of Journal Entries

Using the Journal entry feature during your 1-on-1 conversation means you'll probably be capturing notes too. Do it once in Journal so that it is accessible for your performance review and your personal development.

You can use tags to help you group and relate other feedback items in your Journal. As a manager, you will most likely be adding your staff or team member's name as a tag. Tags auto-complete as you type so that you don't need to remember them all the time.

Note: If your content contains #hashtag, like Twitter and Yammer, Journal will auto create tags for you. Entries from Mail Matcher will have tags created automatically when you view them in Journal page.

Mobile Device Use

Navigating the system on your mobile device is optimized for your device screen size. When screen estate is used for your content, the navigational menu is hidden and slides out on the left when called upon from the menu icon.

You can also quickly add a Journal entry from the top menu anywhere in ES.

This can be achieved by clicking the big journal entry button in the top right of the menu bar visible on all pages. By clicking this button, a box will overlay the current page enabling you to input your journal entry without navigating away from the current page.

Linking Journal Entries to Performance Review

After capturing progress, feedback and accomplishments, you can use that valuable content for your performance review.

In the performance review page, when completing your review item like objectives or goals in **Rate Mode**, you can link your Journal entries by clicking the **Link a Journal Entry** link. Within the in-screen model dialog, you can search with the auto-complete tag, select multiple Journal entries at once, and quick filter toggle to review your selection before linking it to your performance review.