

<t.wiser>

Wokr

USER GUIDE



Login



You can log in to Wokr via your e-mail and password.

Login with Microsoft



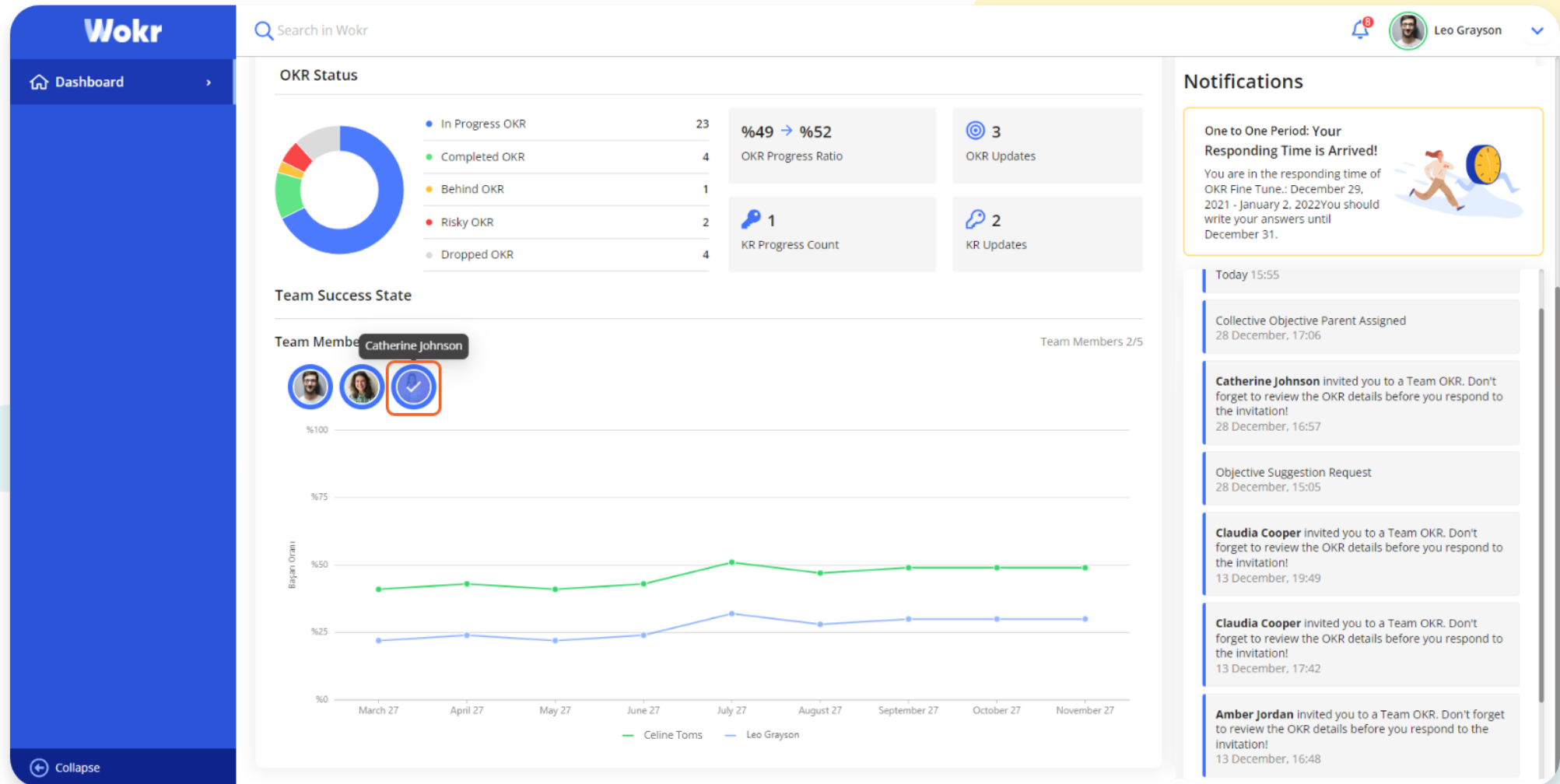
You can log in to Wokr via the “Continue with Microsoft” option.

DASHBOARD

The screenshot displays the Wokr dashboard interface. At the top left, the 'Wokr' logo is visible, and a search bar contains the text 'Search in Wokr'. The user's name, 'Leo Grayson', is shown in the top right corner. A navigation menu on the left side includes a 'Dashboard' link. The main content area is divided into three sections: 'My Status', 'Departmental Status', and 'Notifications'. The 'My Status' section features a donut chart and a table of OKR statuses: OKR in Progress (2), Completed OKR (0), Behind OKR (0), OKR in Risk (0), and Dropped OKR (1). It also includes progress metrics for OKR Progress Ratio (%0 to %35), OKR Updates (1), KR Progress Count (0), and KR Updates (0). The 'Departmental Status' section follows a similar layout with 24 OKR in Progress, 4 Completed OKR, 1 Behind OKR, 2 OKR in Risk, and 4 Dropped OKR. Metrics include OKR Progress Ratio (%0 to %51), OKR Updates (14), KR Progress Count (7), and KR Updates (9). The 'Notifications' section on the right lists several alerts, including a 'One to One Period: Your Responding Time is Arrived!' notification and several team OKR invitation messages from Catherine Johnson, Claudia Cooper, and Amber Jordan.

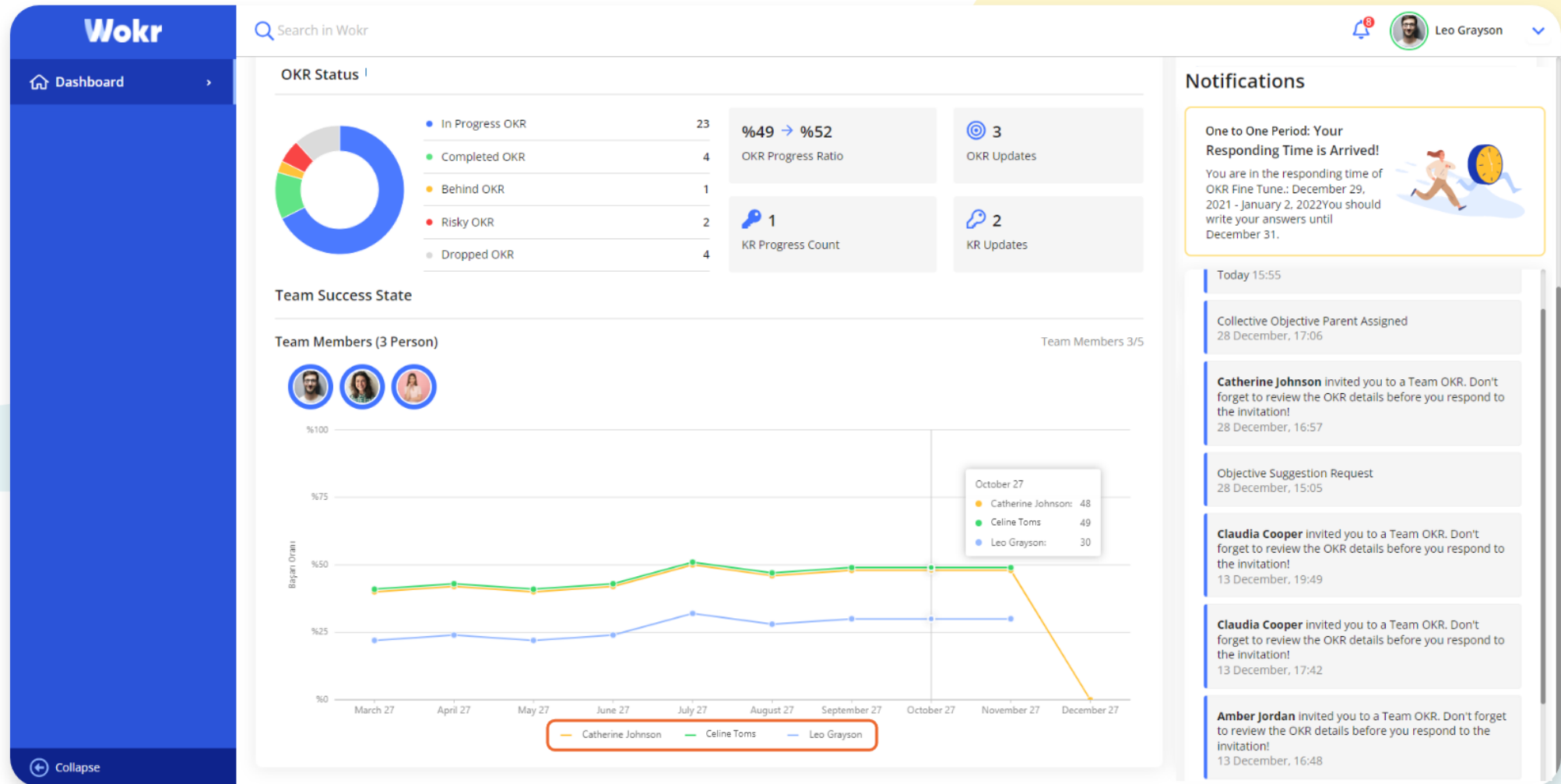
When you log in to Wokr, Dashboard opens. Through this screen, employees can see their OKR and related departments' OKR situation. These graphs can be filtered weekly or monthly. You can select the department in the department selection section. On the upper left side, you can track the upcoming periods. On the bottom, you can see notifications.

DASHBOARD



The individual success state of the employees can be observed from the success graph at the bottom of the Dashboard page. You can select by clicking on the avatars of the employees whose success rate you want to examine. You can remove the success rate of the employee from the graph by clicking on the avatars again.

DASHBOARD



Each color represents an individual on the success graph. You can see data forming the success rate by hovering over the graph.

DASHBOARD

The screenshot displays the Wokr dashboard interface. At the top left, the 'Wokr' logo is visible. A search bar labeled 'Search in Wokr' is highlighted with a red box. The user's profile, 'Leo Grayson', is shown in the top right corner with a bell icon for notifications, also highlighted with a red box. The dashboard is divided into several sections:

- My Status:** A donut chart shows the status of OKRs: In Progress (2), Completed (0), Behind (0), Risky (0), and Dropped (1). Summary cards show 'OKR Progress Ratio' at %32 to %38 and 'KR Progress Count' at 1. There are 3 OKR Updates and 2 KR Updates.
- Department Status:** A donut chart shows department OKR status: In Progress (23), Completed (4), Behind (1), Risky (2), and Dropped (4). Summary cards show 'OKR Progress Ratio' at %49 to %52 and 'KR Progress Count' at 1. There are 3 OKR Updates and 2 KR Updates.
- Team Success State:** Shows 'Team Members (3 Person)' with a progress bar at 100%.

A notifications dropdown menu is open on the right, listing several notifications from 'Elena Smith' and 'Catherine Johnson' regarding OKR updates and team status changes. A 'Mark all as read' link is visible at the top of the notifications list.

You can search by typing the name on the search section and reach the related person's OKRs. When you click the bell icon heading on the left of the avatar, you can see notifications. Notifications can be set as read by clicking "Mark All as Read".

DASHBOARD

The screenshot shows the Wokr dashboard interface. At the top left is the Wokr logo and a search bar. The user's name, Leo Grayson, is in the top right corner. A navigation menu on the left includes 'Dashboard' and a 'Collapse' button. The main content area is divided into three sections: 'My Status', 'Department Status', and 'Notifications'. Each status section features a donut chart, a table of OKR statuses, and summary cards for progress ratio, KR progress count, and KR updates. The 'Notifications' section on the right lists recent events, including team OKR creations and updates.

My Status

Status	Count
In Progress OKR	2
Completed OKR	0
Behind OKR	0
Risky OKR	0
Dropped OKR	1

OKR Progress Ratio: %32 → %38

KR Progress Count: 1

OKR Updates: 3

Department Status

OKR Status

Status	Count
In Progress OKR	23
Completed OKR	4
Behind OKR	1
Risky OKR	2
Dropped OKR	4

OKR Progress Ratio: %49 → %52

KR Progress Count: 1

OKR Updates: 3

Team Success State

Team Members (3 Person) Team Members 3/5

%100

Notifications

- Elena Smith** created a new c...
1 December, 14:06
- Elena Smith** invited you to a Team OKR. Don't forget to review the OKR details before you respond to the invitation!
1 December, 12:33
- Elena Smith** invited you to a Team OKR. Don't forget to review the OKR details before you respond to the invitation!
30 November, 14:15
- Elena Smith** invited you to a Team OKR. Don't forget to review the OKR details before you respond to the invitation!
18 November, 13:45
- Elena Smith** invited you to a Team OKR. Don't forget to review the OKR details before you respond to the invitation!
12 November, 13:59
- Catherine Johnson** The status of a Team OKR, where is its CAPTAIN, has been updated as 'Canceled'. You can contact the captain to get detailed information.
4 November, 12:15
- Catherine Johnson** The status of a Team OKR, where is its CAPTAIN, has been updated as 'Canceled'. You can contact the captain to get detailed information.
1 November, 10:47

By clicking the arrow heading on the upper left of the screen, you can see your profile, select the language, or log out of Wokr.

PROFILE

The screenshot displays the Wokr profile interface. At the top left, the 'Wokr' logo is visible above a 'Dashboard' navigation link. The main profile header includes the user's name 'Leo Grayson' and title 'Sales & Business Development Director'. To the right, there are sections for 'Manager' (Elif Köken, Manager) and 'Peer Members (4)' (a group of four avatars). Further right is a 'Team Members (2)' section with two avatars. A 'Close' button is located at the top right of the profile header.

Below the header, the 'My OKRs' section is displayed. It features a progress indicator 'OKR Progression Percentage %34'. The OKRs are categorized into three groups:

- In Progress (2/5)**: This group contains two OKRs:
 - 'Extending the scope of customer and partner networks' with a progress of %32, created on 13 Oct 2021 at 15:33. It has an 'In Progress' status button.
 - 'Sustainable growth of the Sales Portfolio' with a progress of %43, created on 1 Nov 2021 at 15:33. It also has an 'In Progress' status button.
- Completed (0)**: This group is currently empty.
- Cancelled (1)**: This group contains one cancelled OKR.

A 'Collapse' button is located at the bottom left of the profile card.

By clicking the profile, you can see your own OKRs. By clicking the individual avatars, you can reach the OKRs of the manager, team or teammates.

OKR – My OKR's

The screenshot displays the 'My OKRs' page in the Wokr application. The interface includes a search bar at the top, a user profile for Leo Grayson, and a progress indicator for OKRs at 34%. The main content area is divided into three sections: 'In Progress (2/5)', 'Completed (0)', and 'Cancelled (1)'. The 'In Progress' section contains two OKRs: 'Extending the scope of customer and partner networks' (32% complete) and 'Sustainable growth of the Sales Portfolio' (43% complete). A '+ Add OKR' button is highlighted with a red box in the top right corner of the 'In Progress' section. The left sidebar shows 'OKR' and 'My OKRs' (highlighted with an orange box).

By clicking the “My OKRs” in the left menu under the “OKR”, you can reach your OKRs. To add a new OKR, you need to click the “+ Add OKR” button on the OKR screen.

OKR – My OKR's

The screenshot shows the 'Wokr' application interface. On the left is a blue sidebar with 'OKR' and 'My OKRs' options. The main area has a search bar and a user profile for 'Leo Grayson'. Below this is a section titled 'My OKRs' with a progress indicator of '%34'. The 'In Progress (2/5)' section contains two OKRs: 'Extending the scope of customer and partner networks' (32% complete) and 'Sustainable growth of the Sales Portfolio' (43% complete). A form to 'Add New OKR' is highlighted with a red box, featuring a 'Choose Category' dropdown, a text input field, a 'Hide the OKR' checkbox, and a 'Continue' button. The 'Completed (0)' and 'Cancelled (1)' sections are also visible.

From the "Choose Category" section, you can choose the OKR category. You need to enter the OKR text in the "Add New OKR" section. If it is necessary, OKR can be hidden by clicking "Hide the OKR". Hidden OKR can be seen only by the OKR owner and the manager, not by anyone else. When the blanks are filled, the "Continue" button becomes active, and OKR can be created by clicking it.

OKR – My OKR's

The screenshot displays the 'Wokr' application interface for 'My OKRs'. At the top, there is a search bar and the user's name 'Leo Grayson'. The main section is titled 'My OKRs' and shows an 'OKR Progression Percentage' of 34%. Below this, there are three tabs: 'In Progress (2/5)', 'Completed (0)', and 'Cancelled (1)'. The 'In Progress' tab is active and contains a form to add a new OKR. The form includes a 'Choose Category' dropdown, an 'Add New OKR' button, a 'Hide the OKR' checkbox, and a text input field for 'OKR Weightness 1...'. A tooltip explains that the weight must be at least 10 characters. Below the form, there are two existing OKRs: 'Extending the scope of customer and partner networks' (25% complete, 1/2 weight) and 'Sustainable growth of the Sales Portfolio' (43% complete, 1/2 weight). Both are in 'In Progress' status. A 'Collapse' button is visible at the bottom left of the sidebar.

You can enter OKR weight to the “OKR Weight” section. Entered OKR weight is observed like on the screen.

OKR – My OKR's

The screenshot displays the Wokr application interface for managing OKRs. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Leo Grayson. The main content area is titled "My OKRs" and shows a progress percentage of 38%. Below this, there are three sections: "In Progress (2/5)", "Completed (0)", and "Cancelled (1)". The "In Progress" section contains two OKR cards. The first card, "Extending the scope of customer and partner networks", is highlighted with a red box around its context menu. The context menu offers options to change the status to "In Progress" (selected), "Behind", or "Risky", as well as "Completed", "Cancelled", "Hide the OKR", "Edit", and "Delete". The second card, "Increasing partner network satisfaction to 70%", shows a progress bar and a "Show all" link. The third card, "Sustainable growth of the Sales Portfolio", is also visible.

You can specify the OKR status by clicking the three dots on the OKR Card. "In progress", "behind" or "risky" status can be selected. When OKR progress is completed, you can make it completed or abandon it from OKR. OKR privacy is editable. While the OKR is in the editing period, the text can be edited or deleted.

OKR – My OKR's

The screenshot displays the Wokr application interface for managing OKRs. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Leo Grayson. The main content area is titled 'My OKRs' and shows an overall 'OKR Progression Percentage' of 34%. The interface is divided into two main sections: 'In Progress (2/5)' and 'Completed (0)'. The 'In Progress' section contains two OKR cards. The first card, 'Extending the scope of customer and partner networks', is currently in progress at 32%. The second card, 'Increasing partner network satisfaction to 70%', is also in progress at 64% and includes a progress bar and a '3' icon. A 'Team' dropdown menu is highlighted with a red box, and a search bar for adding team members is visible below it. A yellow warning message states: 'It may be helpful to get in touch with your friends before creating the team. So that, the invitation will not be a surprise to anyone.' The 'Completed' section at the bottom shows 0 completed OKRs.

By selecting “Collective” from OKR Categories, you can create Collective OKR.

OKR – My OKR's

The screenshot shows the Wokr application interface. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Leo Grayson. The main content area is titled 'My OKRs' and shows a progress percentage of 34%. Below this, there are sections for 'In Progress (2/5)' and 'Completed (0)'. A search panel is open, displaying a list of team mates with checkboxes and progress indicators. The 'Elen Taylor' team mate is highlighted with a red box.

Team Mates	Live OKR / Limit
<input checked="" type="checkbox"/> Elen Taylor Software Engineer	5/5
<input type="checkbox"/> Elara Berg Software Engineer	4/5
<input type="checkbox"/> Kacey Ewing Sales Executive	3/5
<input type="checkbox"/> Willis Sparrow Sales Manager	5/5
<input type="checkbox"/> Rohit Beltran Software Engineer	3/5

The person to be included in the team is searched from searching panel. Related employees can be added to the Collective OKR team.

OKR – My OKR's

The screenshot displays the Wokr application interface for managing OKRs. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Leo Grayson. The main content area is titled 'My OKRs' and shows an overall 'OKR Progression Percentage' of 34%. Under the 'In Progress (2/5)' section, two OKRs are listed: 'Extending the scope of customer and partner networks' (32% progress) and 'Sustainable growth of the Sales Portfolio' (43% progress). The latter OKR is assigned to Leo Grayson as the 'Captain' and has a 'Manage Team' button highlighted with a red box. Below this, the 'In Progress (3/5)' section shows three key results with progress bars and completion percentages: 'Developing a sales strategy for foreign holdings' (60%), 'Creating synergies between the sales team and the product development team' (40%), and 'Developing a sales strategy specific to different product functions' (30%). Each key result includes a brief description and a 'More' link. A 'Show all' link is visible at the bottom of the key results section.

After creating the Collective OKR team, by clicking the “Manage Team” button, you can make changes to the people in the team.

OKR – My OKR's

The screenshot displays the Wokr application interface. On the left is a dark blue sidebar with the Wokr logo and navigation options for 'OKR' and 'My OKRs'. The main content area is titled 'My OKRs' and shows a list of objectives. Two objectives are highlighted: 'Extending the scope of customer and partner networks' (32% complete) and 'Sustainable growth of the Sales Portfolio' (43% complete). The second objective is assigned to Leo Grayson as the Captain and has a 'Manage Team' button. A modal window titled 'Manage Team' is open on the right, showing Leo Grayson as the current Captain with a 'Change Captain' button. Below this, there is a search bar for adding team members, followed by a list of team members including Rohit Beltran, Celine Toms, Willis Sparrow, and Elen Taylor.

By clicking the “Change Captain” button on the opening page, you can change the team captain. You can invite the related people through the search panel to make them join the team.

OKR – My OKR's

The screenshot displays the Wokr interface for 'My OKR's'. At the top left is the Wokr logo. A search bar is located at the top center. The user's name, Leo Grayson, is shown at the top right. Below the search bar, the 'My OKR's' section is titled, and an 'OKR Progression Percentage' of 38% is displayed. The main content is divided into three sections: 'Pending Invitation', 'In Progress (1/5)', and 'In Progress (2/5)'. The 'Pending Invitation' section features a card for a collective OKR: 'Hit company global sales target of \$100 Million in Sales.' created by Catherine Johnson on 27 Jan 2022. It includes a 'Reject' button and a 'Join' button. Below this is a 'Captain' section for Catherine Johnson with a 'Show Team' button. The 'In Progress (1/5)' section shows a key result: 'Achieve 100% year-to-year sales growth in the EMEA geography.' created by Catherine Johnson. The 'In Progress (2/5)' section contains two OKR cards: 'Extending the scope of customer and partner networks' (32% progress) and 'Sustainable growth of the Sales Portfolio' (43% progress). A '+ Add OKR' button is visible in the top right of this section. At the bottom, there is a 'Completed (0)' section. A 'Collapse' button is located at the bottom left of the sidebar.

Incoming OKR invitations for collective OKR will appear in the "Pending Invitation" section at the top of the screen. You can see the details by clicking on the OKR card. You accept the OKR by clicking the "Join" button.

OKR – My OKR's

The screenshot displays the Wokr application interface for managing OKRs. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Leo Grayson. The main content area is titled "My OKRs" and shows an overall "OKR Progression Percentage" of 19%. A section for "In Progress (4/5)" OKRs is highlighted, containing a list of three OKRs. The first OKR, "Increase the company average deal size by 30% (with upsells)", is currently in progress. Below this OKR, there is a sub-section for "In Progress (0/5)" Key Results. A form is open to add a new key result, with a text input field containing "Add new key result...", a character count of 250, and a "Continue" button. The other two OKRs in the list are "Hit company global sales target of \$100 Million in Sales." and "Extending the scope of customer and partner networks".

Clicking "+ Add Key Result" opens a new KR section. You enter the Key Result in the section and save it by clicking the "Continue" button.

OKR – My OKR's

The screenshot displays the Wokr application interface for managing OKRs. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Leo Grayson. The main content area is titled "My OKRs" and shows an overall OKR Progression Percentage of 19%. Below this, there are two sections: "In Progress (4/5)" and "Completed (0)".

The "In Progress (4/5)" section contains a list of OKRs:

- OKR 1:** "Increase the company average deal size by 30% (with upsells)" created by Leo Grayson on 27 Jan 2022. It is currently at 0% progress.
- OKR 2:** "Hit company global sales target of \$100 Million in Sales." created by Catherine Johnson on 27 Jan 2022. It is currently at 0% progress.
- OKR 3:** "Extending the scope of customer and partner networks" created on 13 Oct 2021. It is currently at 32% progress.
- OKR 4:** "Sustainable growth of the Sales Portfolio" created by Leo Grayson on 1 Nov 2021. It is currently at 43% progress.

Below the list, there is a form to "Add Key Result". The form includes a text input field for the key result description, a "KR Weightness" field (highlighted with a red box), and "Cancel" and "Continue" buttons. A character count of 250 is shown next to the input field. A note below the input field states: "Briefly describe the Key Result. You must enter at least 10 characters. Example: Including 10 new customers to the portfolio until May."

You can enter the KR weight in the “KR Weight” section.

OKR – My OKR's

The screenshot displays the Wokr application interface for managing OKRs. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Leo Grayson. The main content area is titled "My OKRs" and shows an overall "OKR Progression Percentage" of 19%. Below this, there are sections for "In Progress (4/5)" and "Completed (0)".

The "In Progress (4/5)" section contains a list of OKRs:

- OKR 1:** "Increase the company average deal size by 30% (with upsells)" created on 27 Jan 2022. It is currently at 0% progress.
- OKR 2:** "Hit company global sales target of \$100 Million in Sales." created on 27 Jan 2022. It is currently at 0% progress.
- OKR 3:** "Extending the scope of customer and partner networks" created on 13 Oct 2021. It is currently at 32% progress.
- OKR 4:** "Sustainable growth of the Sales Portfolio" created on 1 Nov 2021. It is currently at 43% progress.

A modal form is open for adding a new key result. It includes a text input field for the key result description, a dropdown menu for target selection (currently set to "Increasing"), and three input fields for "Minimum Target", "Target", and "Maximum Target". The form also features "Cancel" and "Continue" buttons. A note below the dropdown states: "Briefly describe the Key Result. You must enter at least 10 characters. Example: 'Including 10 new customers to portfolio until May.'" A character count of 250 is visible in the top right of the input field.

After making the KR Target selection, you can continue by entering the values “Minimum Target”, “Target”, and “Maximum Target.”

OKR – My OKR's

The screenshot displays the Wokr application interface for managing OKRs. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Leo Grayson. The main content area is titled "My OKRs" and shows an overall "OKR Progression Percentage" of 25%. The interface is divided into sections for "In Progress (3/5)" OKRs, "In Progress (1/5)" Key Results, "Completed (0)", and "Cancelled (1)".

The "In Progress (1/5)" section is currently active, showing a key result titled "Increasing partner network satisfaction to 70%". A progress slider is set to 72%, and a text input field contains the value "%64-%72" with the placeholder "Add description". A tooltip above the slider indicates the current value is 72%. Below the input field, there is a note: "Please enter a description of at least 10 characters about the update you are doing." and a history entry: "a month ago Leo Grayson %50 - %64 example description More". The "Continue" button is highlighted in blue, indicating it is the next step in the process.

Key Result progress can be made by entering the data to the created Key Result in the "In progress" section. When progress is made, you enter a description and click the "Continue" button.

OKR – My OKR's

The screenshot shows the Wokr interface for 'My OKRs'. The top navigation bar includes the Wokr logo, a search bar, and the user profile 'Leo Grayson'. The main content area is titled 'My OKRs' and shows an overall 'OKR Progression Percentage' of 25%. There are three main sections: 'In Progress (3/5)', 'In Progress (1/5)', and 'Completed (0)'. The 'In Progress (3/5)' section contains three OKRs: 'Hit company global sales target of \$100 Million in Sales.' (0% progress), 'Extending the scope of customer and partner networks' (32% progress), and 'Sustainable growth of the Sales Portfolio' (43% progress). The 'In Progress (1/5)' section contains one OKR: 'Increasing partner network satisfaction to 70%' (64% progress). A context menu is open over the 'Increasing partner network satisfaction to 70%' OKR, showing options: 'Completed', 'Cancelled', 'Add Note' (highlighted with a red box), 'Edit', and 'Delete'. The 'Add Note' button is highlighted with a red box in the context menu.

By clicking the three dots in the Key Results, you can change the Key Result status. You can add a note by clicking the “+ Add Note” button.

OKR – My OKR's

The screenshot displays the Wokr application interface for managing OKRs. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Leo Grayson. The main content area is titled 'My OKRs' and shows a progress percentage of 25%. A list of OKRs is shown, with the following details:

- In Progress (3/5)** (Total: + Add OKR)
 - %0** Hit company global sales target of \$100 Million in Sales. Catherine Johnson - Created at : 27 Jan 2022, 19:50. Status: In Progress
 - %32** Extending the scope of customer and partner networks. Created at : 13 Oct 2021, 15:33. Status: In Progress
- In Progress (1/5)** (Total: + Add Key Result)
 - %64** Increasing partner network satisfaction to 70%. Progress bar at 64%. Status: 3. **Add Note** section is highlighted with a red box. Below it, a 'Continue' button is also highlighted with a red box. A 'Cancel' button is also visible.
- %43** Sustainable growth of the Sales Portfolio. Leo Grayson - Created at : 1 Nov 2021, 15:33. Status: In Progress

At the bottom, there are sections for 'Completed (0)' and 'Cancelled (1)'. A 'Collapse' button is located in the bottom left corner of the sidebar.

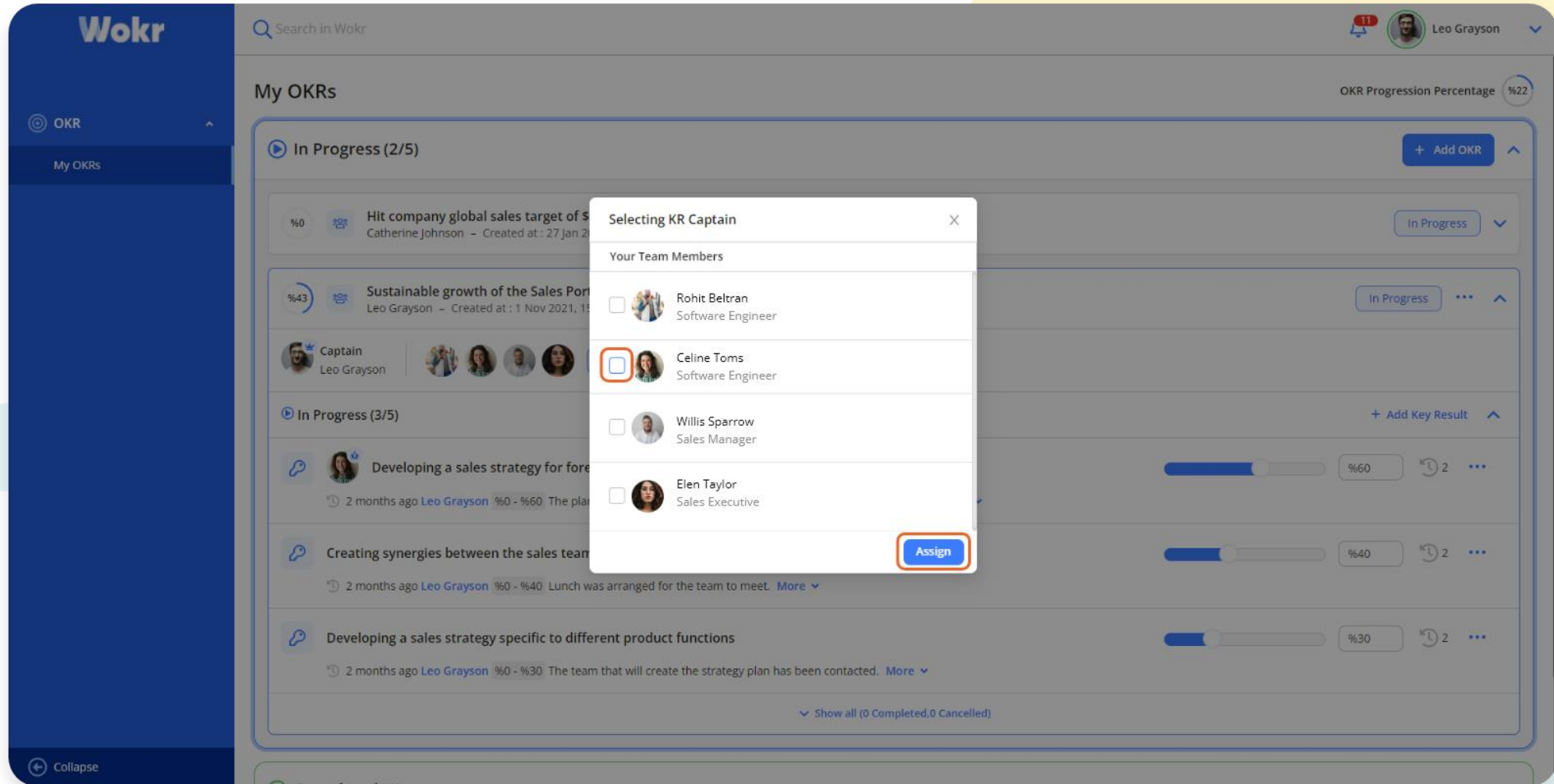
You save it by clicking the “Continue” button after entering the KR text to the “Add Note” section.

OKR – My OKR's

The screenshot shows the Wokr application interface. On the left is a blue sidebar with the Wokr logo and navigation options for 'OKR' and 'My OKR's'. The main content area is titled 'My OKR's' and includes a search bar and the user's name 'Leo Grayson'. The 'OKR Progression Percentage' is shown as %22. There are two OKR cards. The first is 'Hit company global sales target of \$100 Million in Sales' by Catherine Johnson. The second is 'Sustainable growth of the Sales Portfolio' by Leo Grayson, which is expanded to show three Key Results (KR). The first KR is 'Developing a sales strategy for foreign holdings' with a progress bar at 60% and a dropdown menu open. The dropdown menu contains options: 'Completed', 'Cancelled', 'Add Note', 'Selecting KR Captain' (highlighted with a red box), 'Edit', and 'Delete'. The other two KR items are 'Creating synergies between the sales team and the product development team' and 'Developing a sales strategy specific to different product functions'.

You can assign the captain to the KR of the Collective OKR by clicking the “Selecting KR Captain.” In this way, the related captain can track the KR progress.

OKR – My OKR's



When the "Selecting KR Caption" screen opens, you select the related employee from the team. By clicking the "Assign" button, you assign the captain.

OKR – My OKR's

The screenshot shows the Wokr application interface for 'My OKR's'. The top navigation bar includes the Wokr logo, a search bar, and the user profile 'Leo Grayson'. The main content area is titled 'My OKR's' and shows an overall 'OKR Progression Percentage' of 14%. The interface is divided into sections for 'In Progress (3/5)', 'Completed (0)', and 'Cancelled (1)'. A context menu is open over a key result, with the 'Suggest as OKR' option highlighted by a red box.

Wokr Search in Wokr Leo Grayson

My OKR's OKR Progression Percentage %14

In Progress (3/5) + Add OKR

- %0** Delight our company customers. Created at : 27 Jan 2022, 20:04 In Progress
- In Progress (1/5)** + Add Key Result
 - Interview 20 customers per month and get feedback %0 1 a few seconds ago Leo Grayson Key result is created
 - Completed
 - Cancelled
 - Add Note
 - Suggest as OKR**
 - Edit
 - Delete
- %0** Hit company global sales target of \$100 Million in Sales. Catherine Johnson - Created at : 27 Jan 2022, 19:50
- %43** Sustainable growth of the Sales Portfolio Leo Grayson - Created at : 1 Nov 2021, 15:33

Completed (0)

Cancelled (1)

Collapse

By clicking the “Suggest as OKR”, you can suggest the Key Result to another employee as an OKR.

OKR – My OKR's

The screenshot shows the Wokr application interface. On the left is a blue sidebar with the Wokr logo and navigation options for 'OKR' and 'My OKR's'. The main area is titled 'My OKR's' and contains a search bar and several OKR cards. The 'In Progress (3/5)' section is highlighted, showing three OKR cards: 'Delight our company customers' (0% progress), 'Interview 20 customers per month and get feedback' (1/5 progress), and 'Hit company global sales target of \$100 Million in Sales' (0% progress). A 'Completed (0)' section is also visible. A 'Suggest as OKR' modal is open on the right, featuring a search bar with 'Catherine Johnson' selected, a list of employees with checkboxes, and an 'Invite' button. The employee list includes Cahit Beltran, Cales Green, and Catherine Johnson (selected).

When the “Suggest As OKR” screen opens, you can continue by selecting the employee who you want to suggest KR. The person invited falls into the “Pending Invitation” category.

OKR – OKR'larım

The screenshot displays the Wokr application interface for managing OKRs. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Catherine Johnson. The main content area is titled "My OKRs" and shows an overall "OKR Progression Percentage" of 37%. The interface is divided into several sections:

- Pending Invitation:** A card showing a pending invitation for the OKR "Interview 20 customers per month and get feedback" by Manager: Leo Grayson. It includes a "Reject" button and a "Join" button.
- In Progress (3/5):** A section containing an editing form for an OKR. The form has a dropdown menu set to "Individual" and a text input field containing "Interview 20 customers per month and get feedback". Below the input is a note: "Briefly describe the OKR objective. You must enter at least 10 characters. Example: To take the customer satisfaction to the next level." The form also includes "Cancel" and "Continue" buttons.
- Completed (0):** A section showing no completed OKRs.
- Cancelled (1):** A section showing one cancelled OKR.

Below the main content area, there are three OKR cards with their respective progress percentages and status:

- Hit company global sales target of \$100 Million in Sales. (30% progress, In Progress status)
- Creating new lead channels. (78% progress, In Progress status)
- Strategic business partnerships and Business development activities (33% progress, In Progress status)

When you have an OKR suggestion, the invitation is observed like on the screen. By clicking the "Join" button, the OKR editing section comes up. You can't change the OKR text but edit the OKR type. When you click the "Continue" button, you create the OKR.

OKR – My OKR's

The screenshot displays the Wokr application interface. On the left is a blue sidebar with the 'Wokr' logo and navigation options for 'OKR' and 'My OKRs'. The main area is titled 'My OKRs' and contains a search bar and a list of OKRs categorized by status: 'In Progress (3/5)', 'Completed (0)', and 'Cancelled (1)'. The 'In Progress' section lists three OKRs: 'Delight our company customers' (0% progress), 'Interview 20 customers per month and get feedback' (5 minutes ago), and 'Hit company global sales target of \$100 Million in Sales' (43% progress). A 'Suggest as OKR' modal is open on the right, showing a search bar and a list of stakeholders. The 'Reflect the Key Result progress' button is highlighted with a red box. Below this button, a note states: 'Key Result progress can only be reflected when recommended as OKR to 1 person.'

When the employee accepts the invitation, the employee becomes a stakeholder of the KR. You can link the KR by clicking the "Reflect Key Result progress" button. The Key Result progress can only be reflected when recommended as OKR to one person. When more than one person is suggested, the link is broken and progress cannot be reflected.

OKR – My OKR's

The screenshot displays the 'My OKRs' section in the Wokr application. At the top, there is a search bar and a user profile for Leo Grayson. The main content area is titled 'My OKRs' and shows a progress percentage of 14%. Below this, there are three main sections: 'In Progress (3/5)', 'Completed (0)', and 'Cancelled (1)'. The 'In Progress (3/5)' section contains three OKRs:

- Delight our company customers.** (Created at: 27 Jan 2022, 20:04) - Progress: 0%
- Interview 20 customers per month and get feedback** (Created at: 6 minutes ago, Leo Grayson) - Progress: 0%. This OKR is highlighted with a red box around its progress bar.
- Hit company global sales target of \$100 Million in Sales.** (Created at: 27 Jan 2022, 19:50) - Progress: 0%

The 'Interview 20 customers per month and get feedback' OKR is further detailed with a sub-section 'In Progress (1/5)' containing one key result: 'Interview 20 customers per month and get feedback' (Created at: 6 minutes ago, Leo Grayson) with a progress bar showing 0%.

When KR is linked, it is observed like on the screen. When the “Reflect the KR Progress” option is active, the OKR owner can’t progress. Only the person who accepted the OKR suggestion invitation can make KR progress.

OKR – My OKR's

The screenshot shows the Wokr application interface for 'My OKRs'. The top navigation bar includes the Wokr logo, a search bar, and the user profile 'Leo Grayson'. The main content area is titled 'My OKRs' and shows an overall 'OKR Progression Percentage' of 14%. The interface is divided into sections for 'In Progress (3/5)', 'Completed (0)', and 'Cancelled (1)'. A context menu is open over a key result, with the 'Suggest as Kr' option highlighted.

Wokr Search in Wokr Leo Grayson

My OKRs OKR Progression Percentage %14

In Progress (3/5) + Add OKR

- %0** Delight our company customers. Created at : 27 Jan 2022, 20:04 In Progress
- In Progress (1/5)** + Add Key Result
 - %0** Interview 20 customers per month and get feedback a few seconds ago Leo Grayson Key result is created
 - Completed
 - Cancelled
 - Add Note
 - Suggest as Kr**
 - Edit
 - Delete
- %0** Hit company global sales target of \$100 Million in Sales. Catherine Johnson - Created at : 27 Jan 2022, 19:50
- %43** Sustainable growth of the Sales Portfolio Leo Grayson - Created at : 1 Nov 2021, 15:33

Completed (0)

Cancelled (1)

Collapse

By clicking the “Suggest as KR” option, you can suggest the Key Result to another employee.

OKR – My OKR's

The screenshot shows the Wokr application interface. On the left is a blue sidebar with the 'Wokr' logo and navigation options for 'OKR' and 'My OKR's'. The main area displays 'My OKR's' with a search bar and filters for 'In Progress (3/5)', 'Completed (0)', and 'Cancelled (1)'. A modal titled 'Suggest as Kr' is open on the right, showing the current KR Owner (Leo Grayson) and Captain (Leo Grayson). A search bar in the modal contains 'Catherine Johnson' and 'ca'. Below the search bar, a list of employees is shown, with 'Catherine Johnson' selected and a blue checkmark icon. An 'Invite' button is visible at the bottom right of the modal.

When the Suggest as KR screen is opened, you continue by selecting the employee who wants to suggest KR. The person invited falls into the "Pending Invitation" category.

OKR – My OKR's

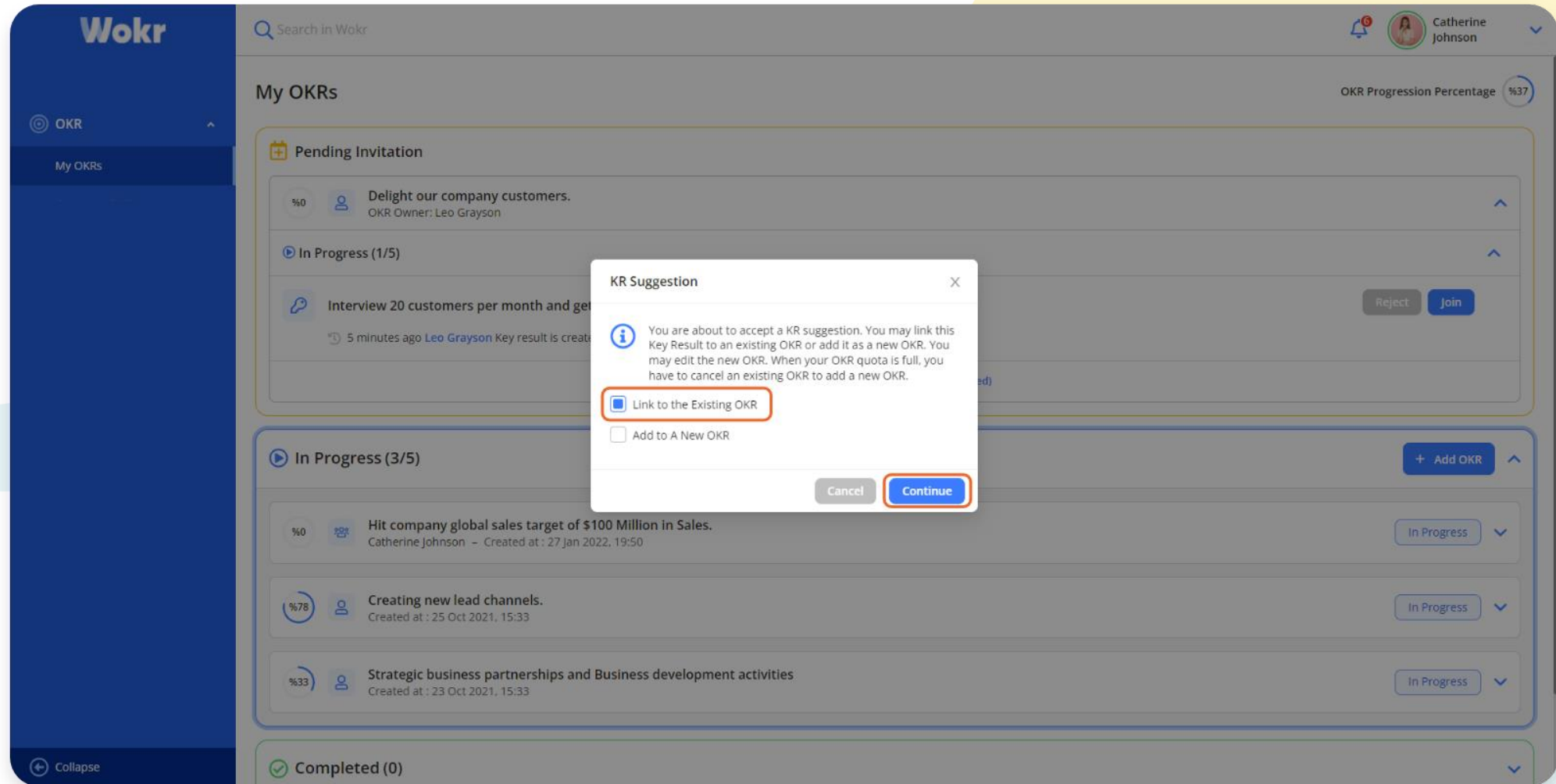
The screenshot displays the Wokr application interface for managing OKRs. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Catherine Johnson. The main content area is titled "My OKRs" and shows an overall "OKR Progression Percentage" of 37%. The interface is divided into several sections:

- Pending Invitation:** A section with a yellow border containing one invitation: "Delight our company customers." with a 0% progress indicator and "OKR Owner: Leo Grayson".
- In Progress (1/5):** A section with a blue border containing one invitation: "Interview 20 customers per month and get feedback" with a 0% progress indicator. It includes a "Join" button (highlighted with a red box) and a "Reject" button. A note below states "5 minutes ago Leo Grayson Key result is created".
- In Progress (3/5):** A section with a blue border containing three OKRs:
 - "Hit company global sales target of \$100 Million in Sales." with a 0% progress indicator, created by Catherine Johnson on 27 Jan 2022.
 - "Creating new lead channels." with a 78% progress indicator, created on 25 Oct 2021.
 - "Strategic business partnerships and Business development activities" with a 33% progress indicator, created on 23 Oct 2021.
- Completed (0):** A section with a green border, currently empty.

The left sidebar contains navigation options for "OKR" and "My OKRs". The bottom of the sidebar has a "Collapse" button.

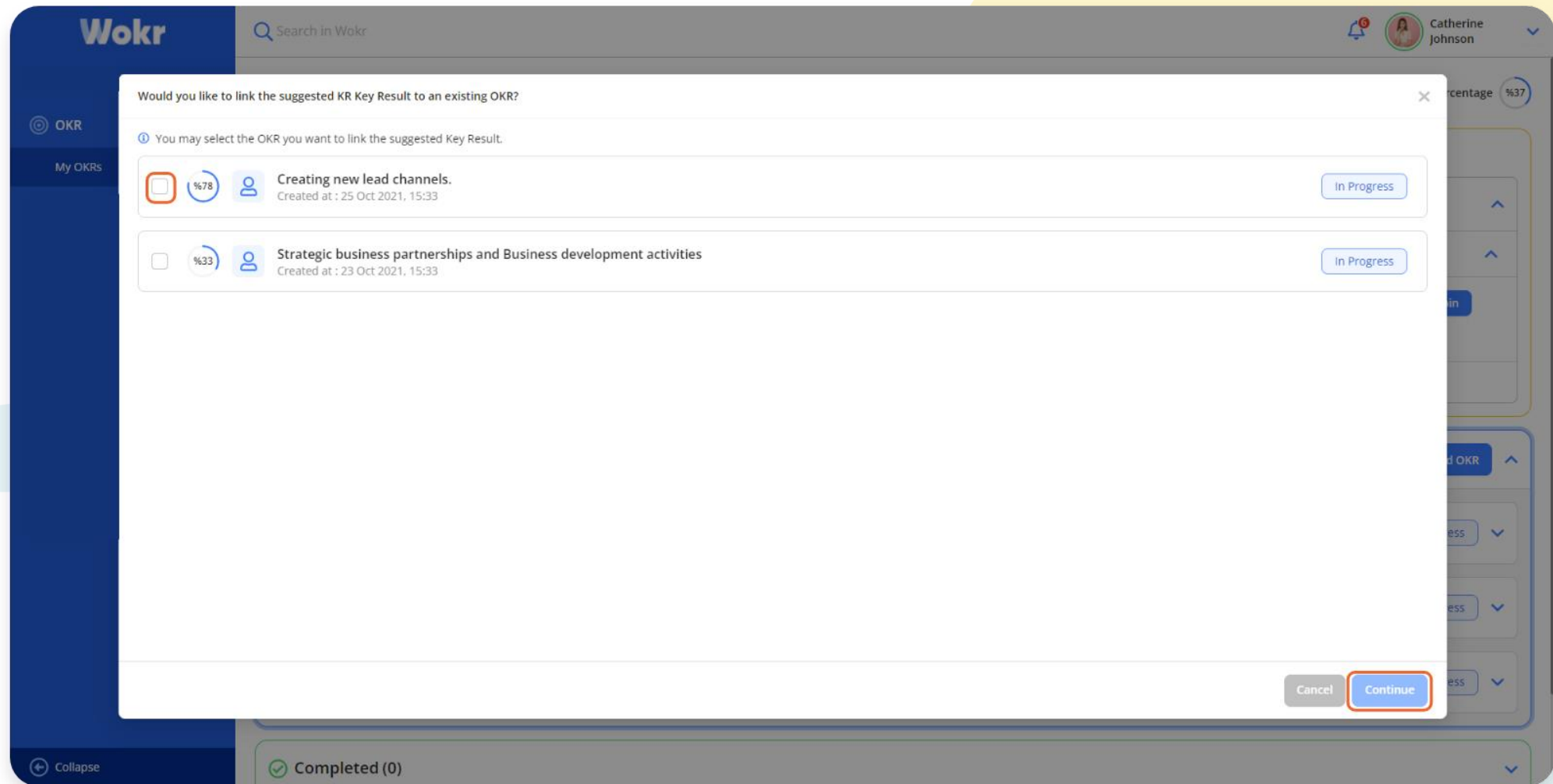
You can observe the KR invitation like on the screen. By clicking the “Join” button, you accept the invitation.

OKR – My OKR's



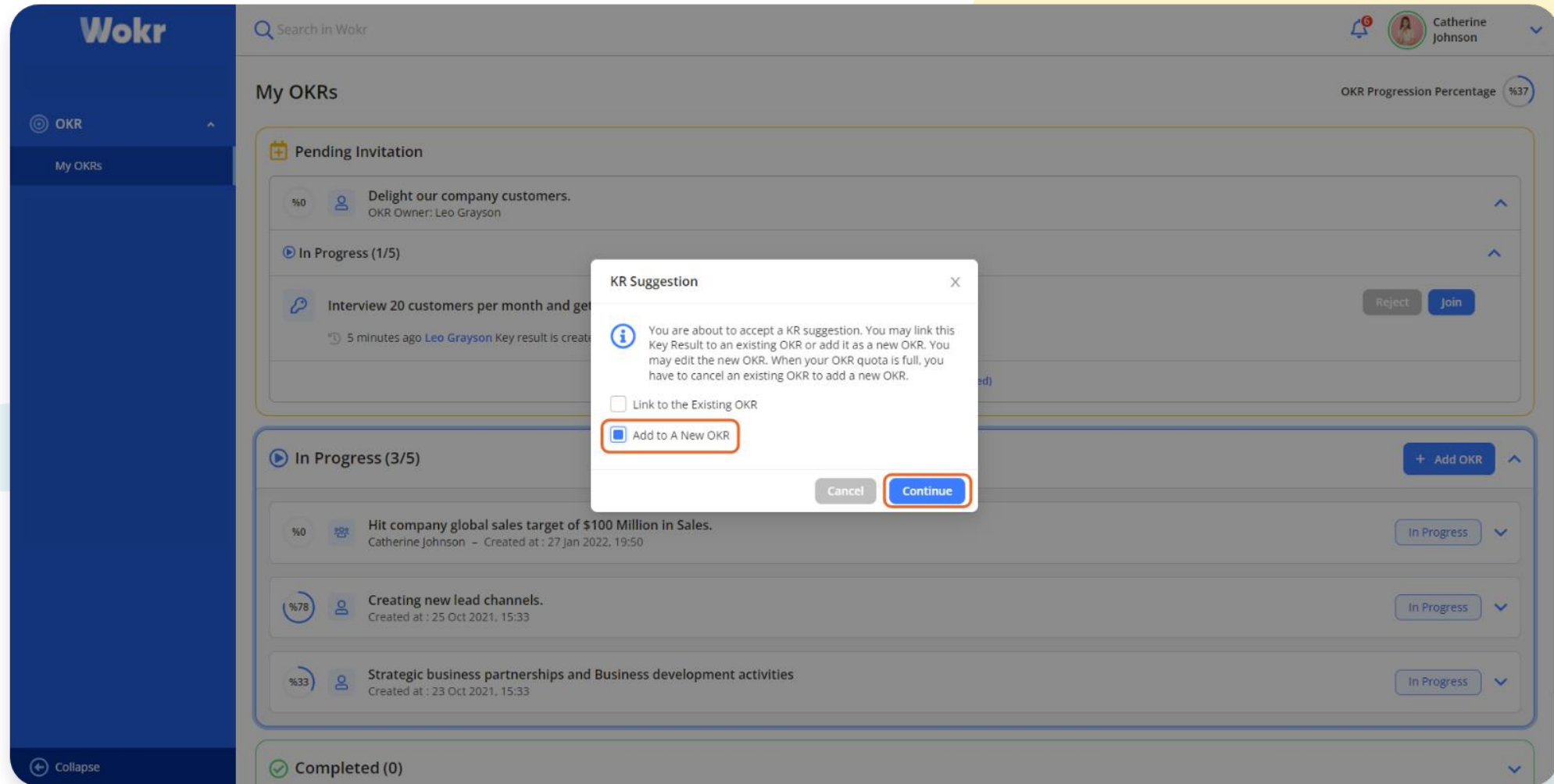
When you click the “Join” button KR Suggestion screen comes up. Suggested Key Result can be linked to the existing OKR, or you can create a new one.

OKR – My OKR's



By clicking the “Link to the Existing OKR”, the screen with OKRs can be linked comes up. When you select an OKR and click the “Continue” button, the suggested Key Result is linked to the selected OKR.

OKR – My OKR's



You can continue the KR suggestion with the "Add New OKR" option. If the OKR quota is full, one of the existing OKRs must be given up to add a new OKR. Under this condition, the "Add New OKR" option will not be active.

OKR – My OKR's

The screenshot displays the Wokr application interface for managing OKRs. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Catherine Johnson. The main section is titled 'My OKRs' and shows an overall 'OKR Progression Percentage' of 28%. The 'In Progress (4/5)' section is active, featuring a form to add a new OKR. The form includes a dropdown for 'Individual', a text input field containing 'Delight our company customers.', and a character count of 220. Below the input field is a help icon and a note: 'Briefly describe the OKR. You must enter at least 10 characters. Example: To take customer satisfaction to the next level.' There are 'Cancel' and 'Continue' buttons. Below the form, the 'In Progress (1/5)' section shows a key result: 'Interview 20 customers per month and get feedback' with a progress bar at 0% and a timer of 1 minute. A note indicates it was created 5 minutes ago by Leo Grayson. A 'Show all' link is provided. The 'Completed (0)' section is currently empty. The bottom of the interface has a 'Collapse' button.

Continuing with the "Add New OKR" option opens the OKR creation section. The OKR, to which Key Result is linked, comes in a written form in the field. You can continue with the suggested OKR, edit the OKR text or enter a new OKR. By clicking the "Continue" button, you save the OKR.

OKR – My OKR's

The screenshot displays the 'My OKRs' interface in the Wokr application. At the top, there is a search bar and a user profile for Leo Grayson. The main content area is titled 'My OKRs' and shows a 'Progression Percentage' of 14%. The interface is divided into sections for 'In Progress (3/5)', 'Completed (0)', and 'Cancelled (1)'. The 'In Progress' section contains three OKR cards. The first card is 'Delight our company customers' with 0% progress. The second card is 'Interview 20 customers per month and get feedback' with 0% progress and a 'Manage Stakeholders' button highlighted in a red box. The third card is 'Hit company global sales target of \$100 Million in Sales' with 0% progress. The 'Completed' section is empty, and the 'Cancelled' section shows one cancelled OKR.

People who accepted the Key Result suggestion become a stakeholder of KR. More than one person can be the Key Result stakeholder, and stakeholders can suggest this Key Result to others. The one who suggested a Key Result can manage the stakeholders by clicking the “Manage Stakeholders” button.

OKR – My OKR's

The screenshot displays the Wokr application interface. On the left is a blue sidebar with the 'Wokr' logo and navigation options for 'OKR' and 'My OKRs'. The main content area is titled 'My OKRs' and shows a list of Key Results (KRs) categorized by status: 'In Progress (3/5)', 'In Progress (1/5)', 'Completed (0)', and 'Cancelled (1)'. The first 'In Progress' KR is 'Delight our company customers.' with a progress indicator of 0% and a 'Manage Stakeholders' button. The second 'In Progress' KR is 'Interview 20 customers per month and get feedback' with a progress indicator of 100% and a 'Manage Stakeholders' button. A 'Show all (0 Completed, 0 Cancelled)' link is visible below the 'In Progress' section. The 'Suggest as Kr' modal is open on the right, showing the 'KR Owner' as Leo Grayson (Sales & Business Development Director) and the 'Captain' as Leo Grayson (Sales & Business Development Director) with a 'Change Captain' button. The 'Stakeholders' section includes a search bar and a list of stakeholders, with Catherine Johnson (Marketing Director) visible.

By clicking the “Manage Stakeholders” button, you open the "Suggest As KR" screen. With the “Change Captain” button, you can assign the captaincy to one of the stakeholders. You can continue adding stakeholders to Key Result.

OKR – My OKR's

The screenshot displays the 'My OKRs' page in the Wokr application. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Leo Grayson. The main content area is titled 'My OKRs' and shows an overall 'OKR Progression Percentage' of 14%. The OKRs are categorized into 'In Progress (3/5)', 'Completed (0)', and 'Cancelled (1)'. The 'In Progress' section contains three OKRs:

- Delight our company customers.** (0% progress, created 27 Jan 2022, 20:04)
- Interview 20 customers per month and get feedback** (0% progress, created 11 minutes ago by Leo Grayson). This Key Result is highlighted with a red box. It includes a progress bar, a timer icon showing 1 minute, and a 'Manage Stakeholders' button.
- Hit company global sales target of \$100 Million in Sales.** (0% progress, created 27 Jan 2022, 19:50)
- Sustainable growth of the Sales Portfolio** (43% progress, created 1 Nov 2021, 15:33)

The interface also features a '+ Add OKR' button, '+ Add Key Result' button, and a 'Show all (0 Completed, 0 Cancelled)' link.

The Key Result captain is observed like on the screen. Both the OKR owner and the KR captain can progress on the KR.

OKR – My OKR's

The screenshot displays the Wokr application interface. On the left is a blue sidebar with the 'Wokr' logo and navigation options for 'OKR' and 'My OKRs'. The main area is titled 'My OKRs' and contains a list of OKRs. The first OKR, 'Delight our company customers', is in progress (4/5) and has a 'Manage Stakeholders' button highlighted with a red box. Below it, another OKR 'Interview 20 customers per month and get feedback' is also in progress (1/5). A 'Show all (0 Completed, 0 Cancelled)' link is visible. The 'Suggest as Kr' modal is open on the right, showing the 'KR Owner' as Leo Grayson. Under 'Captain', Catherine Johnson is listed with a 'Change Captain' button and a 'Leave Team' button, both highlighted with a red box. A search bar for recommending a KR is also present.

The side screen opens with the "Manage Stakeholders" button. A Key Result captain can replace the captain with one of the stakeholders or leave the team.

OKR – My OKR's

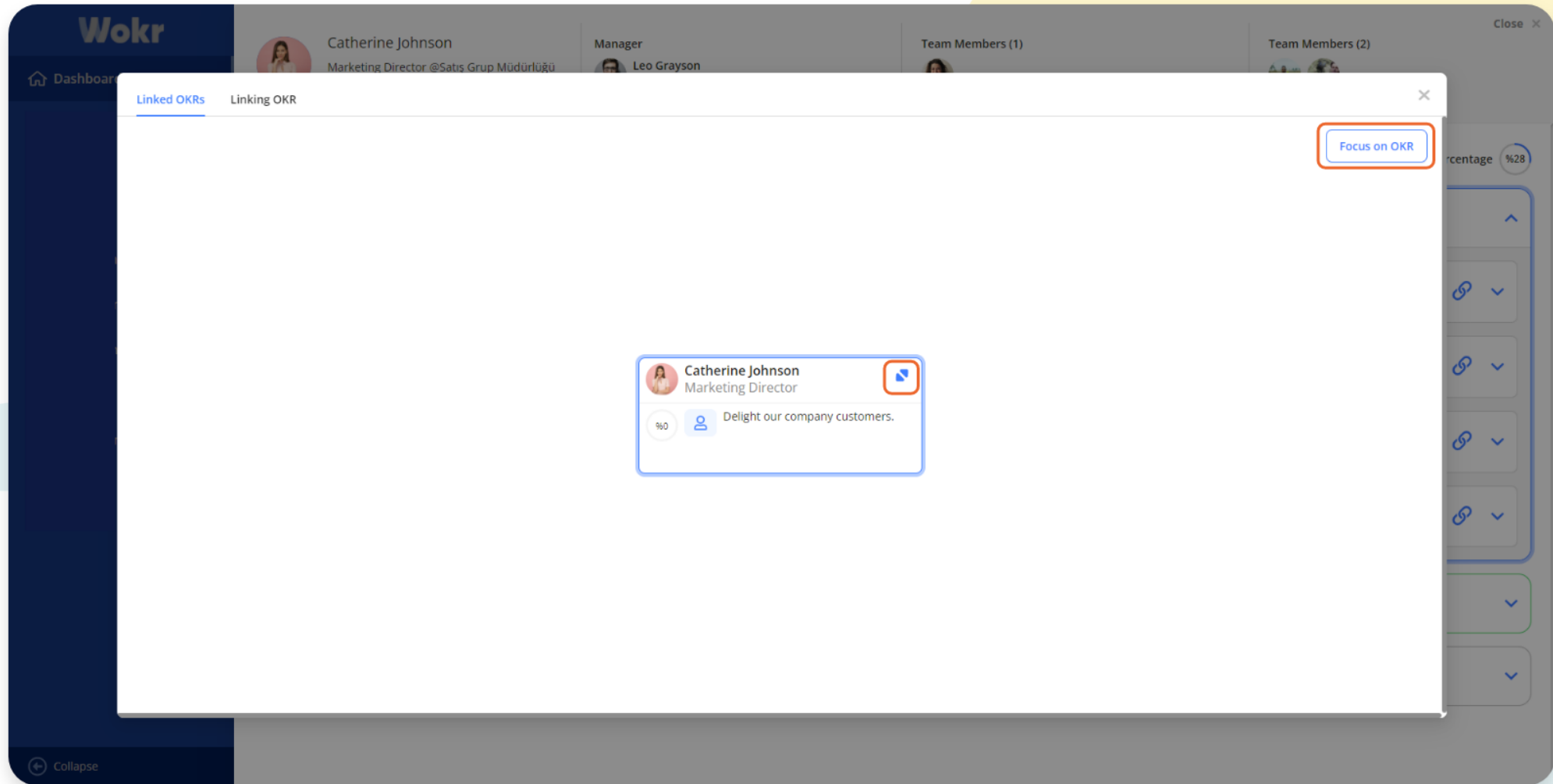
The screenshot displays the Wokr interface for managing OKRs. At the top, the user profile for Catherine Johnson (Marketing Director) is shown, along with her Manager, Leo Grayson (Sales & Business Development Director). Below this, there are sections for Team Members (1) and Team Members (2). The main area is titled 'My OKRs' for the year 2021, with an overall OKR Progression Percentage of %28. A blue-bordered box highlights the 'In Progress (4/5)' section, which contains four OKR items:

- Delight our company customers.** (0% progress, created 27 Jan 2022, 20:16). The 'In Progress' status and linking icon are highlighted with a red box.
- Hit company global sales target of \$100 Million in Sales.** (0% progress, created 27 Jan 2022, 19:50).
- Creating new lead channels.** (78% progress, created 25 Oct 2021, 15:33).
- Strategic business partnerships and Business development activities** (33% progress, created 23 Oct 2021, 15:33).

Below the 'In Progress' section are two other categories: 'Completed (0)' and 'Cancelled (1)'. A 'Collapse' button is visible in the bottom left corner of the sidebar.

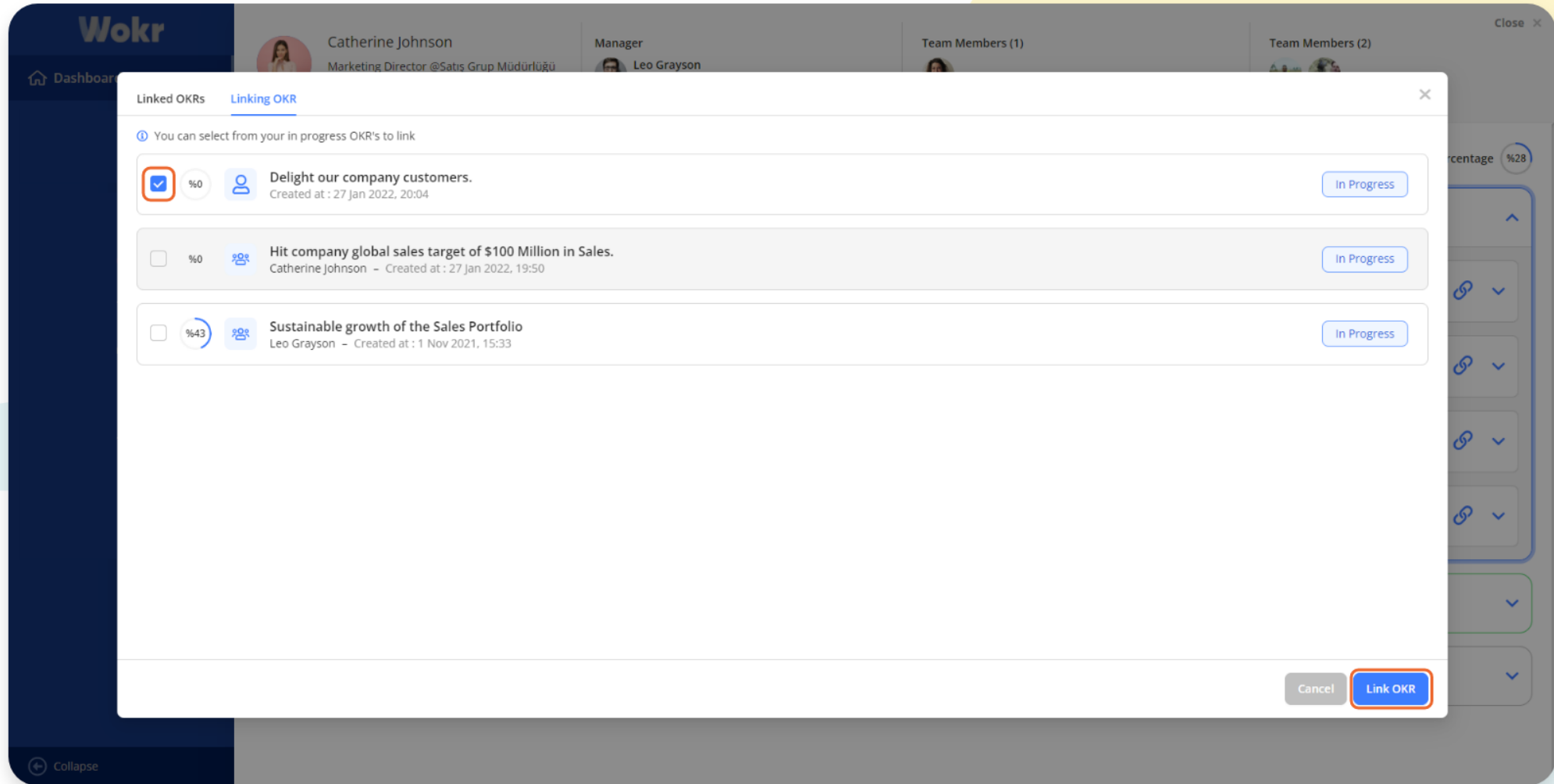
The profile of the person whose OKR is to be linked is entered. When you click the linking icon of the relevant OKR, the related screen comes up.

OKR – My OKR's



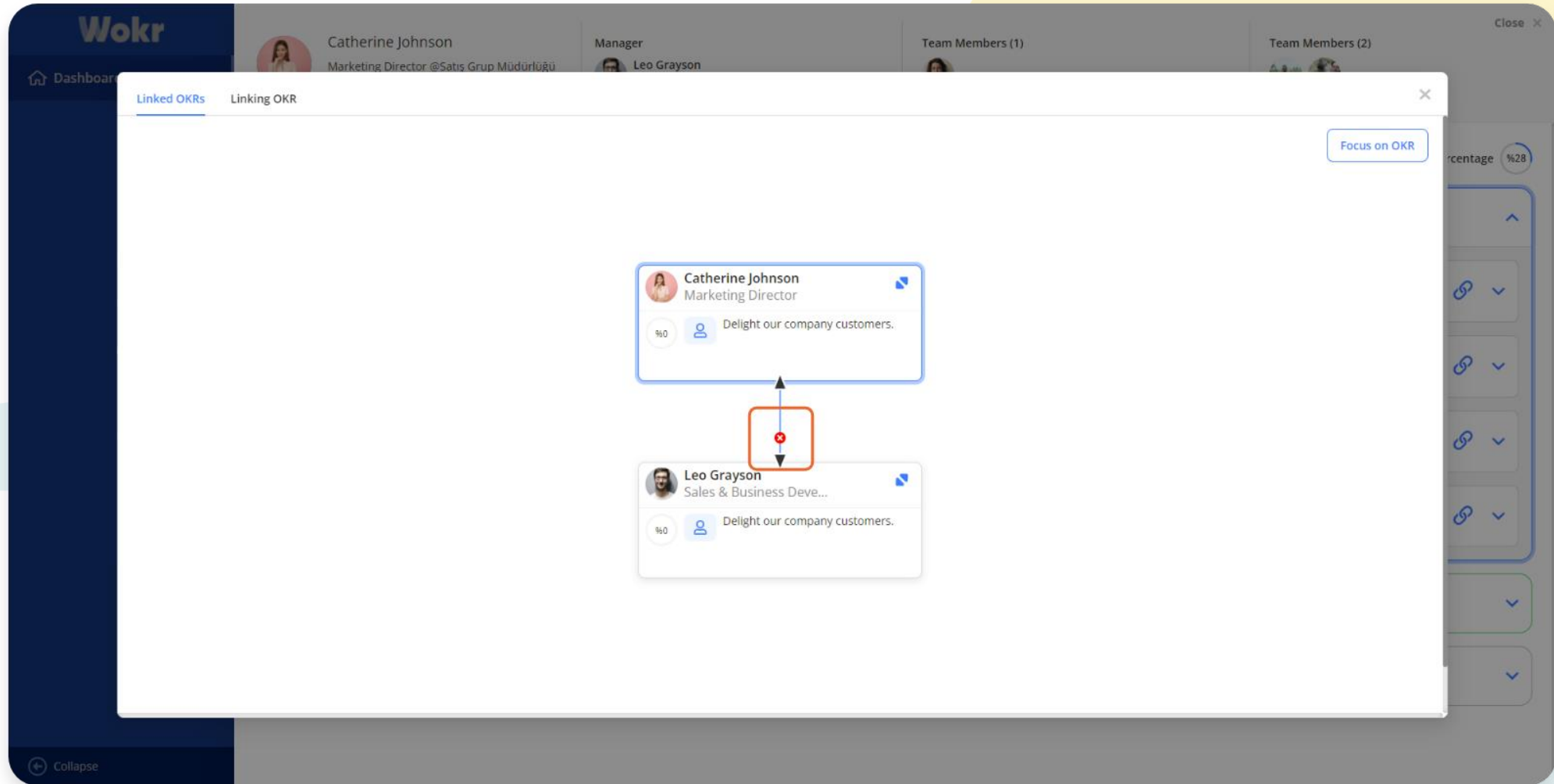
OKRs linked to each other are observed on the Linked OKRs tab on the OKR linking screen. Click the "Focus on OKR" button to focus on the selected OKR. You can access the OKR details with the expand icon on OKR cards.

OKR – My OKR's



You can link by selecting the OKR to be linked from the OKR Linking tab and clicking the "Link OKR" button.

OKR – My OKR's



You can remove the link between the OKRs by clicking the red cross that appears when hovering over the network.

OKR – Company OKRs

The screenshot displays the Wokr application interface. On the left is a blue sidebar menu with the 'Wokr' logo at the top. Below the logo are three menu items: 'OKR', 'My OKRs', and 'Company OKRs', which is highlighted with an orange border. At the bottom of the sidebar is a 'Collapse' button. The main content area is white and features a search bar at the top with the text 'Search in Wokr'. To the right of the search bar is a notification bell icon and a user profile for 'Leo Grayson'. Below the search bar is a 'Company OKR' section with a progress indicator of '%39'. This section is divided into three categories: 'In Progress (4/10)', 'Completed (0)', and 'Cancelled (0)'. The 'In Progress' category is expanded and contains four OKR items, each with a progress circle, a brief description, a creation timestamp, and an 'In Progress' status button with a dropdown arrow.

Progress	Description	Created at	Status
%50	Grow our corporate global business.	16 Oct 2021, 15:33	In Progress
%59	Delight our company customers.	24 Sep 2021, 11:52	In Progress
%47	Build a great corporate culture.	24 Sep 2021, 11:52	In Progress
%0	Launch the new product successfully in Q1.	7 Dec 2021, 14:30	In Progress

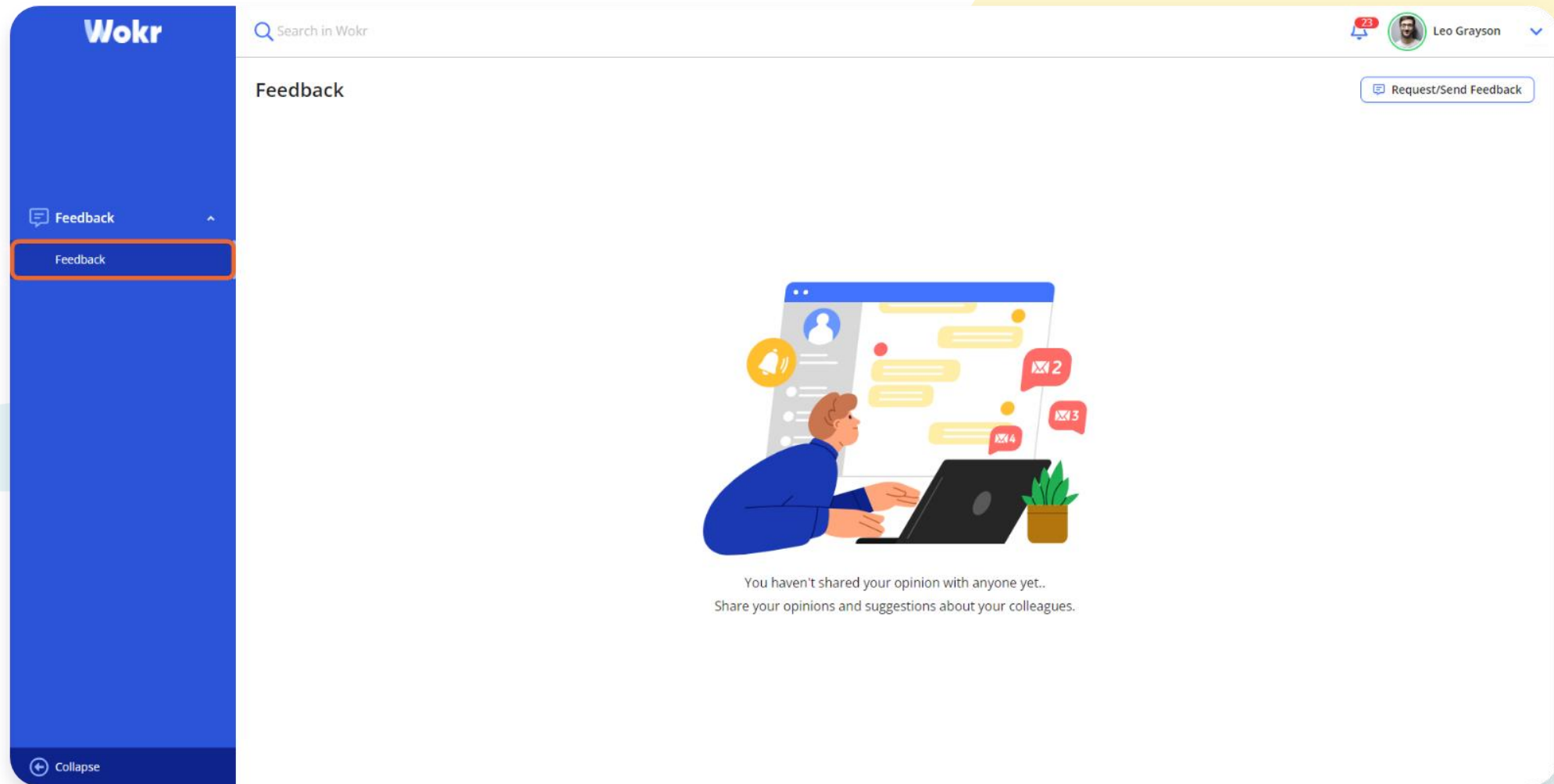
Click on “Company OKRs” under the “OKR” heading in the left menu. Company OKRs can be viewed on this screen.

MY LISTS

The screenshot shows the Wokr application interface. On the left is a blue sidebar with the 'Wokr' logo at the top. Below the logo are three menu items: 'My Lists' (highlighted with an orange border), 'Top Management', and 'Peers'. At the bottom of the sidebar is a 'Collapse' button. The main content area has a search bar at the top with the text 'Search in Wokr'. To the right of the search bar is a notification bell icon and a user profile for 'Leo Grayson'. Below the search bar is a section titled 'Top Management's OKRs' with a row of five circular profile icons. The first icon is highlighted with a blue circle. Below this is a list of OKRs. The first section is 'In Progress (2/5)' and contains two items: 'Extending the scope of customer and partner networks' (32% progress, created 13 Oct 2021, 15:33) and 'Sustainable growth of the Sales Portfolio' (43% progress, created 1 Nov 2021, 15:33). Below this are sections for 'Completed (0)' and 'Cancelled (1)'. Each section has a dropdown arrow on the right.

The OKRs of the relevant persons can be accessed from the "Top Management, Peers, Team" options under the "My Lists" heading in the left menu.

FEEDBACK - Feedback



Click on “Feedback” under the “Feedback” heading in the left menu. Feedback conversations are viewed on this screen. Previous feedback can be viewed, feedback can be requested or sent on this page.

FEEDBACK - Feedback

The screenshot shows the Wokr application interface. On the left is a blue sidebar with the 'Wokr' logo at the top, a 'Feedback' menu item, and a 'Collapse' button at the bottom. The main content area is white and titled 'Feedback'. At the top right of this area, there is a search bar 'Search in Wokr', a notification bell with '23', and a user profile for 'Leo Grayson'. A 'Request/Send Feedback' button is highlighted with a red box in the top right corner. Below this is a form with three input fields: 'Search people', 'Write a Title', and 'Write a Message'. At the bottom of the form, there is a tip: 'Effective feedback is constructive, clear and provided at the right time.' To the right of the tip are three buttons: an emoji picker (highlighted with a red box), a 'Cancel' button, and a 'Request/Send Feedback' button.

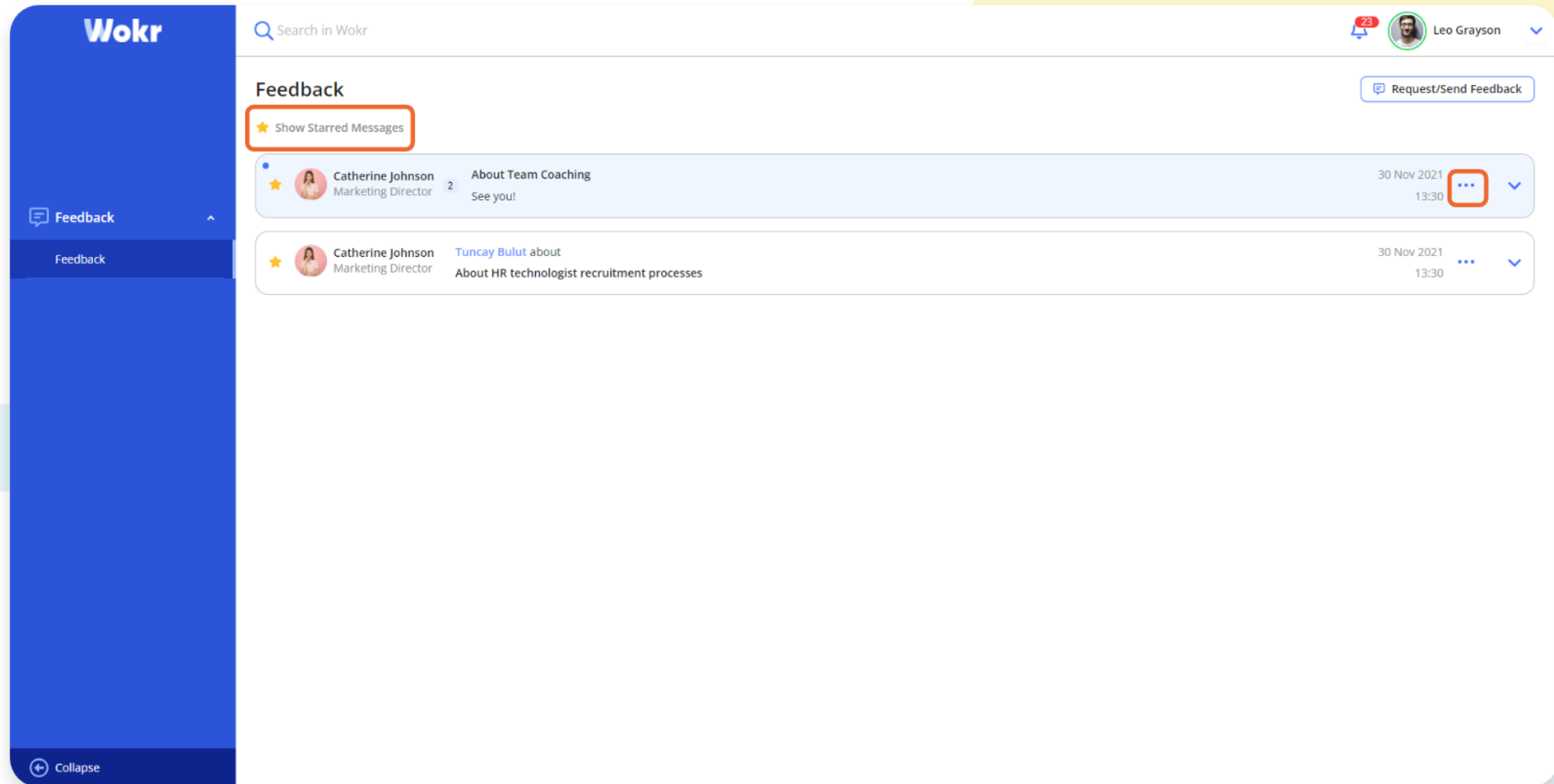
By clicking the "Request/Send Feedback" button, the conversation section comes up. You select the person, enter the feedback title, and type the message. You can add emojis to your message.

FEEDBACK - Feedback

The screenshot shows the Wokr Feedback interface. On the left is a blue sidebar with the Wokr logo, a search bar, and a 'Feedback' menu item. The main content area is titled 'Feedback' and contains a form for sending feedback to Catherine Johnson. The form includes a recipient field with 'Catherine Johnson', a subject field with 'About Team Coaching', and a message field with the text: 'Hello Catherine! I think I have contributed a lot to myself with the team coaching training we received in the past days. I believe that the education we receive especially in communication will bring me a lot in both my private and business life. I can say that I paid great attention to my attitude in line with the training we received within a few weeks. I would also like to know your opinion about this. Thanks.' Below the message field is a tip: 'Effective feedback is constructive, clear and provided at the right time.' At the bottom right of the form are three buttons: a smiley face icon, a 'Cancel' button, and a 'Request/Send Feedback' button which is highlighted with a red border.

After related fields are filled, the "Request/Send Feedback" button becomes active, and when you click it, you send the feedback message.

FEEDBACK - Feedback



The sent message is viewed on the screen. It can be starred or its details can be viewed. Clicking on “Show Starred Messages” displays starred messages. You can report an inappropriate conversation by clicking the three dots.

ONE TO ONE – One to One Meetings

The screenshot shows the Wokr interface. On the left, a blue sidebar contains the 'Wokr' logo at the top, a search bar, and a 'One to One' menu with 'One to One Meetings' highlighted. The main content area is titled 'My One to One Meetings' and features a list of review periods:

- OKR Review**: One to One Period Begin and End Date: January 31, 2022 - February 28, 2022. Status: Answer
- Mid Year Review**: One to One Period Begin and End Date: March 1, 2022 - March 31, 2022. Status: Time Has Not Come Yet
- Last Quarter Review**: One to One Period Begin and End Date: April 3, 2022 - April 29, 2022. Status: Time Has Not Come Yet
- Year-end Review**: One to One Period Begin and End Date: April 30, 2022 - May 31, 2022. Status: Time Has Not Come Yet

At the bottom of the sidebar is a 'Collapse' button.

Click on “My One to One Meetings” under the “One to One” on the left menu. The conversations and the status of the conversations on this screen can be viewed as “comment”, “reply”, “meeting”, “completed”, “time has not come”, or “out of scope”.

ONE TO ONE – One to One Meetings

Wokr Search in Wokr Leo Grayson

My One to One Meetings

[← Show Details](#)

OKR Review [Answer](#) ↑
One to One Period Begin and End Date: January 31, 2022 - February 28, 2022

Answer the questions of the One to One period and share them with your manager for consideration.

Does your OKRs reflect the current priorities?

Enter your answers

Does your OKRs in line with the priorities of your company and department? When considering company and department priorities, are there any points you should review?

Enter your answers

Do you see any risk for you to successfully complete your OKRs in the upcoming period? Do you need additional resources or support?

Enter your answers

[Send Answers](#)

Mid Year Review [Time Has Not Come Yet](#) ↓
One to One Period Begin and End Date: March 1, 2022 - March 31, 2022

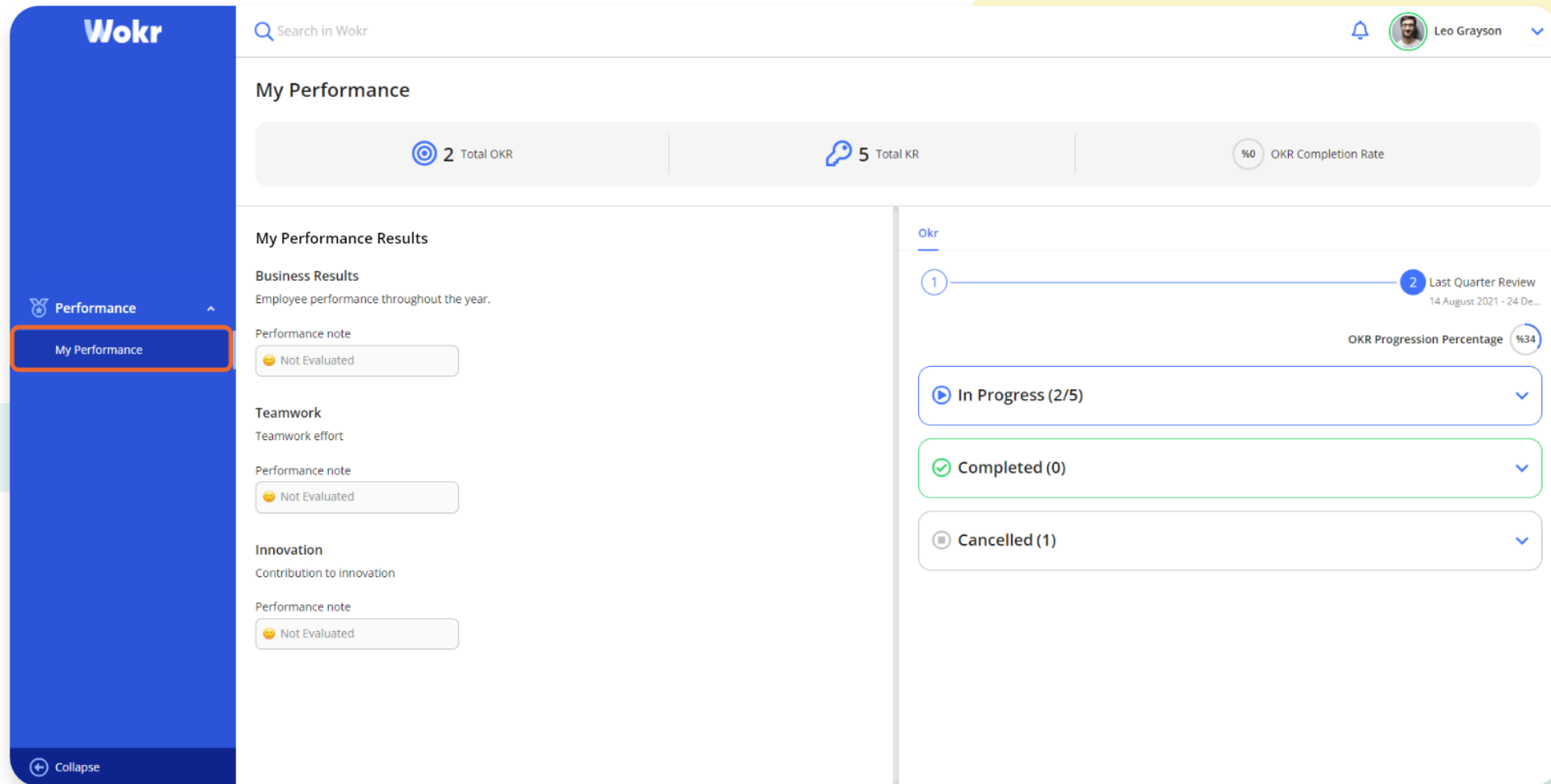
Last Quarter Review [Time Has Not Come Yet](#) ↓
One to One Period Begin and End Date: April 3, 2022 - April 29, 2022

Year-end Review [Time Has Not Come Yet](#) ↓

[+ Collapse](#)

When you click one of the periods, the meeting section opens, and the questions of the One-to-One Meeting period are answered in the "Enter your answers" field. With the "Show Details" button, the details of other features can be viewed to assist in answering the questions. Responses are shared by clicking the "Send Answers" button.

PERFORMANCE – My Performance



Wokr Search in Wokr Leo Grayson

My Performance

2 Total OKR | 5 Total KR | 0% OKR Completion Rate

My Performance Results

- Business Results**
Employee performance throughout the year.
Performance note: Not Evaluated
- Teamwork**
Teamwork effort
Performance note: Not Evaluated
- Innovation**
Contribution to innovation
Performance note: Not Evaluated

OkR

1 ————— 2 Last Quarter Review
14 August 2021 - 24 De...
OKR Progression Percentage %34

- In Progress (2/5)
- Completed (0)
- Cancelled (1)

Collapse

You can see the performance results and details by clicking "My Performance" under the "Performance" heading in the left menu.

COMPETENCE – Evaluate

The screenshot displays the Wokr interface for evaluating competencies. On the left, a blue sidebar contains the 'Wokr' logo, a search bar, and a 'Competence' menu with 'Evaluate' highlighted. The main content area shows a 'Review' status bar with 'Review' and 'Evaluated' options. Below this is a 'Pending Invitation' section with a message from a manager to evaluate Piper Ruiz, featuring 'Reject' and 'Accept' buttons. A list of employees follows, each with their name, role, and current evaluation status: Ihsan Nichols (Customer Success Manager, Evaluated), Remi Galloway (Sales Manager, Evaluated), Nicky Campos (Finance Team Lead, Review), and Romy Markham (Manager - User Experience, Review).

Click "Evaluate" under the "Competence" heading in the left menu. Evaluation invitations on this screen are accepted by clicking the "Accept" button or rejected by clicking the "Reject" button. By clicking on the invitation, you can view the competencies of the related person.

COMPETENCE – Evaluate

The screenshot shows the Wokr evaluation interface. At the top, there is a search bar and a user profile for Leo Grayson. Below this, a 'Review' section shows a list of people to be evaluated. The main area displays a 'Competence Assessment' for Romy Markham, Manager - User Experience. The assessment is divided into two sections: 'Implementation/Result Oriented' (3.5/5) and 'Developing yourself and others' (4.43/5). Each section contains several statements with a 5-point rating scale and a 'No Idea' checkbox. The 'No Idea' checkbox for the statement 'Overcomes disabilities, difficulties and setbacks.' is checked. A 'Send' button is located at the bottom right of the assessment area.

Wokr Search in Wokr Leo Grayson

Review Review Evaluated

Romy Markham
Manager - User Experience Review

Competence Assessment

3.5/5 Implementation/Result Oriented

Approaches challenging tasks with an "I can do it" attitude. 1 2 3 4 5 No Idea

Takes personal effort to provide consistently increased performance levels. 1 2 3 4 5 No Idea

It has the ability to prioritize. 1 2 3 4 5 No Idea

Overcomes disabilities, difficulties and setbacks. 1 2 3 4 5 No Idea

Has the ability to focus on oneself and the team for solutions. 1 2 3 4 5 No Idea

Shows sensitivity to urgency in solving problems and getting the job done. 1 2 3 4 5 No Idea

Holds himself accountable and measurable. Holds individuals or teams accountable and measurable. 1 2 3 4 5 No Idea

4.43/5 Developing yourself and others

You can view the competencies selected by HR for the company and the competencies selected by your manager specifically for you and your team.

Send

Clicking on the cards of the people to be evaluated opens the scoring area. Individuals can be scored based on their behavior, or you can select the "I have no idea" option. After all the scores are made, you can complete the evaluation process by clicking the "Send" button.

COMPETENCE – Evaluate

The screenshot shows the 'Wokr' interface for evaluating employee competence. The left sidebar has a blue background with the 'Wokr' logo at the top, a search bar, and navigation options: 'Competence' (with a star icon), 'Competence Evaluation', and 'Evaluate' (highlighted). A 'Collapse' button is at the bottom of the sidebar. The main content area has a search bar and a user profile for 'Leo Grayson'. Below this is a 'Review' section with two status filters: 'Review' (selected) and 'Evaluated'. A row of ten circular icons represents the status of various employees. The main list contains six entries, each with a profile picture, name, role, and a status button with a dropdown arrow.

Name	Role	Status
Piper Ruiz	Customer Success Specialist	Evaluated
Romy Markham	Manager- User Experience	Review
Ihsan Nichols	Customer Success Manager	Evaluated
Remi Galloway	Sales Manager	Evaluated
Nicky Campos	Finance Team Lead	Review
Romy Markham	Manager - User Experience	Review

Employees whose evaluations are completed go into "Evaluated" status. Evaluations of employees with "Review" status are continued.

COMPETENCE – Competence Evaluation

The screenshot displays the Wokr web application interface. On the left is a blue sidebar menu with the 'Wokr' logo at the top. Below the logo is a search bar labeled 'Search in Wokr'. The main menu item is 'Competence', which is expanded to show 'Competence Evaluation' highlighted with an orange border. At the bottom of the sidebar is a 'Collapse' button. The main content area has a header with a search bar, a notification bell, and a user profile for 'Leo Grayson'. Below the header, there are filters for 'Evaluators' with status indicators: 'Accepted' (blue dot), 'Reviewed' (green dot), and 'Awaiting For Approval' (yellow dot). A 'Manage Evaluators' button is highlighted with an orange border. A message states: 'No reviewer has been selected at the moment. By clicking the 'Manage Reviewers' button, you can ask as many people as HR to evaluate you.' The central part of the page features an illustration of a person at a laptop with various data charts and icons (heart, thumbs up, smiley) floating around. Below the illustration, a text box explains: 'For now, you don't have any competency that you can evaluate. You can see your competencies once they are selected by HR and your manager.'

Click the “Competence Evaluation” button under the “Competence” heading in the left menu. The person can view the people who will evaluate, manage the evaluators, and examine which competencies they will be evaluated. By clicking the "Manage Evaluators" button, the evaluator can be selected.

COMPETENCE – Competence Evaluation

The screenshot displays the Wokr application interface. On the left is a dark blue sidebar with the 'Wokr' logo at the top, a search bar, and a 'Competence' menu item. The main content area is titled 'Evaluators' and shows a status of 'No reviewer has been selected at the moment'. A large illustration of a person at a laptop is visible in the background. A 'Manage Evaluators' modal is open on the right, featuring a search bar and a list of potential evaluators with checkboxes. The list includes Nicky Campos (Finance Team Lead), Ihsan Nichols (Customer Success Specialist and Manager), Romy Markham (Manager - User Experience), Remi Galloway (Sales Manager), and Piper Ruiz (User Experience Designer). 'Cancel' and 'Invite' buttons are at the bottom of the modal.

Wokr Search in Wokr

Evaluators Accepted Reviewed Awaiting For Approval

No reviewer has been selected at the moment. By clicking the 'Manage Reviewers' button, you can ask as many people as HR to evaluate you.

For now, you don't have any competency that you can evaluate. You can see your competencies once they are selected by HR and your manager.

Manage Evaluators Close

Except for the people your manager has chosen for you, you can invite your colleagues to evaluate you within the quota determined by HR. You can continue to make changes on users before the evaluation process is complete.

My Choices (2)

Search people

- Nicky Campos
Finance Team Lead
- Ihsan Nichols
Customer Success Specialist
- Ihsan Nichols
Customer Success Manager
- Romy Markham
Manager - User Experience
- Remi Galloway
Sales Manager
- Piper Ruiz
User Experience Designer

Cancel Invite

Clicking the "Manage Evaluators" button opens the side screen. From this screen, the person can call the people he/she wants to evaluate him/herself and send an invitation. You can view the acceptance and evaluation status of users from the Evaluators section.

COMPETENCE – Competence Evaluation

The screenshot displays the Wokr interface for a competence evaluation. The top navigation bar includes the Wokr logo, a search bar, and the user profile for Leo Grayson. Below this, there's a section for 'Evaluators' with status filters (Accepted, Reviewed, Awaiting For Approval) and a 'Manage Evaluators' button. The main content area is titled 'Evaluation Results' and features a radar chart with eight axes: Communication Skills, Teamwork, Leadership, Decision Making, Time Management, Knowledge, Values & Attitudes, and Problem Solving. The 'Communication Skills' axis is highlighted, and a detailed view of its scores is shown on the right. This view lists four specific communication skills with their respective scores: 4.25/5, 3.50/5, 4/5, and 4/5. Below the radar chart, there's a 'Competences' section with a note and a list of selected competencies, including 'Communication Skills'.

Wokr Search in Wokr Leo Grayson

Evaluators Accepted Reviewed Awaiting For Approval Manage Evaluators

Evaluation Results

Communication Skills

- Exchanges information with the right people, with the right tools, in a complete manner. 4.25/5
- Pays attention to company standards and rules in written and verbal communication. 3.50/5
- Gives importance to listening, listens actively to the other person. 4/5
- Understands difficult and complex messages and makes others understand too. 4/5

Competences

You can view the competencies selected by HR for the company and the competencies selected by your manager specifically for you and your team.

- 0/5 Communication Skills
- Exchanges information with the right people, with the right tools, in a complete manner.
- Pays attention to company standards and rules in written and verbal communication.
- Gives importance to listening, listens actively to the other person.

When the evaluation period is completed, you can see the evaluation results on the graph. You can view the competence detail scores by clicking the competencies on the graph.

We are here to answer your questions at any time!

<t.wiser>

