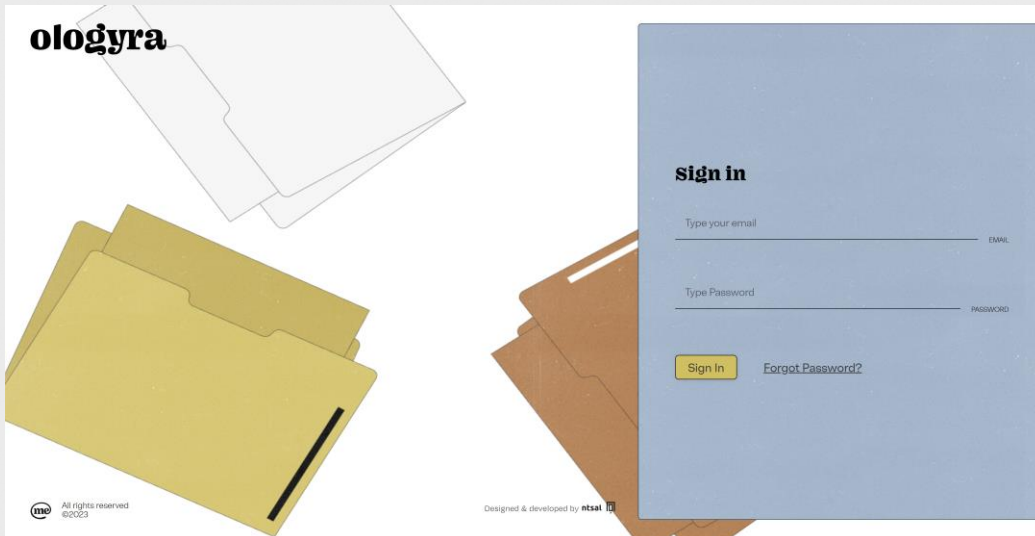# Getting started

☞ All ISW employees are pre-signed up by ISW- Talent Management Team

☞ Visit www.ologyra.me and click on login to proceed

Existing User:

☞ Please log-in with your details to proceed.

☞ Click on the forget password to reactivate your account if you cannot remember your password.

New User:

☞ Click on the link from the activation email received from Ologyra to set your password (Also check your junk for this email and mark Ologyra as safe to start receiving all notifications).

☞ In case link expired, go to login page and click on the forget password to receive a new link

Note: Your @interswitchgroup email address is your default username.

Menu
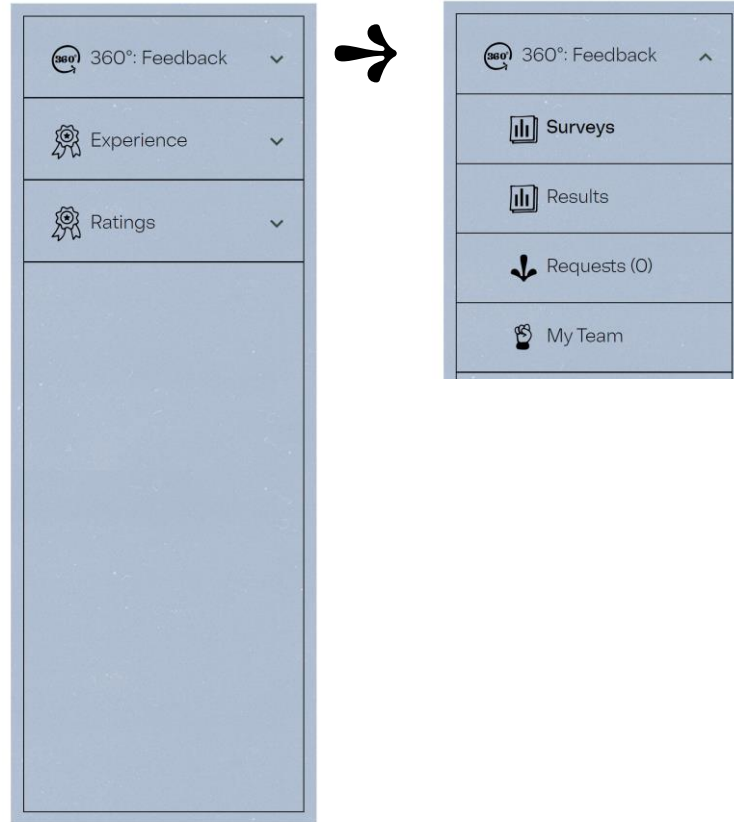
☞ The Left side Menu has the different tabs for different survey types.

☞ Click the 360 feedback tab to expand the menu and view the sub menu. The screens you see and can access is determined by the access rights depending on your role & function

☞ **Surveys** *(accessible to all)* This sub menu is where you participate in the current 360 survey

☞ **Results** *(accessible to all)* This sub menu is to view all your survey scores and comments once the round is closed

☞ **Requests** *(accessible only for Line Managers)* This sub menu is for line managers to approve the additional mapping requests of their direct reports (add and remove colleagues to evaluate)

☞ **My Team** *(accessible for Line Managers, Department Heads, Division Heads and HR)* This sub-menu is to view every employees within your team/department/division against who is evaluating them and who they are evaluating.
Line Managers can also use this sub-menu to add missing employees to who is evaluating their direct reports (Go to the My Team slide for further details)

360 Value Evaluation Stages

① Assign

Responsibility: HR, Line Managers, Heads

- Talent Management Team creates an initial evaluation tree based on the current reporting lines

- Line Managers & Heads can assign additional Evaluators to their team members

assign phase is open as long as evaluate didn't start

② Prepare

Responsibility: All Employees

- All employees can check the pre-assigned colleagues to evaluate

- Employees can add/remove colleagues from their evaluation list

- All requests are sent to the line manager for approval

No changes can be made when this phase closes

③ Evaluate

Responsibility: All Employees

- Each Employee evaluates the final list of colleagues based on the 5 Core corporate values

- Every screen has one value and the list of all employees

- Employees can leave at the end of the survey comments to colleagues

No changes can be made after submitting feedback

④ Results

Responsibility: All Employees

- Each Employee can view their own results and filter by working relationships to see the different scores

- Line Managers & Heads can see the results of employees in their teams
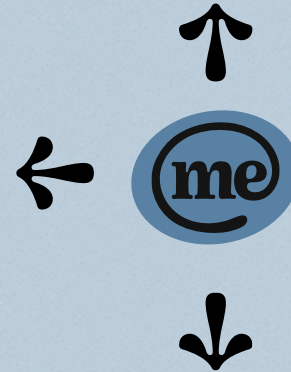
Working Relationships

My Manager(s):

- Your current Line Manager

- Previous Line Manager during the same evaluation period

- Leads/Heads and anyone you worked with who is considered during the working relationship to be your Manager

My Colleague (s):

- Colleagues with same reporting line

- Anyone you worked with (regardless of grade, division, department) who is not considered during the working relationship to be your Manager or Direct Reports

My Team:

- Your current Direct reports

- Team members in your division/department or anyone who you worked with and is considered during the working relationship to be managed by you

My Team View

☞ Click on My team and select the survey round you want to access

☞ **Line Managers:** you will see the list of employees reporting to you

☞ **Department Heads:** you will see the list of employees assigned to your department

☞ **Division Heads:** you will see the list of employees in all departments under your division

☞ **HR & special access:** you will see the list of all employees in the organisation

☞ There is no self view in this list

☞ You can see for each employee by how many and by whom they are evaluated as well as how many and who they are evaluating

☞ During the Assign Phase you can assign additional Evaluators

☞ Once the survey round is completed, you can also click on view results to see their individual results

Assign Phase
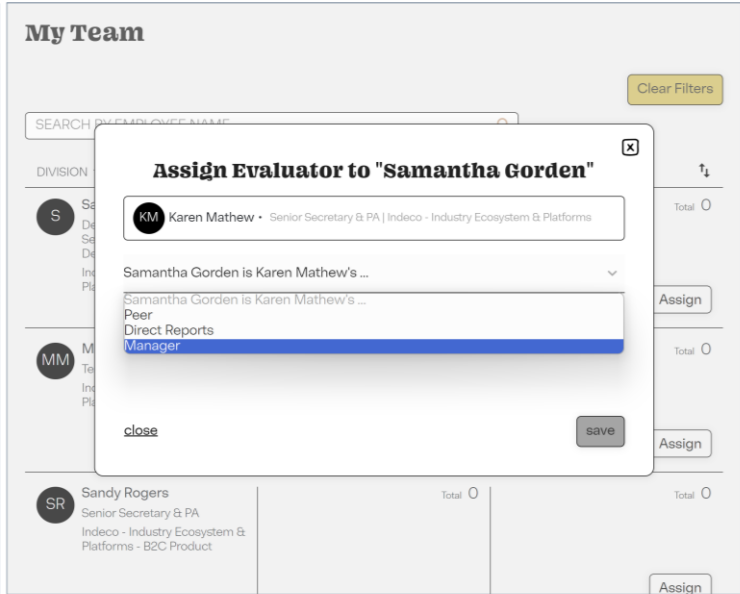
☞ The assign phase allows Line Managers & Heads to add additional evaluators to their Team Members

☞ The assign journey is accessible from "My Team" page and is only active as long as the evaluate phase didn't start

☞ Click on the assign button for the Team Member you want to add evaluator to – and search for any employee within the organization

☞ Select the employee and define the working relationship of the added evaluator and your team member

☞ The Evaluator will see your team member as part of their pre-assigned colleagues to evaluate in the prepare phase

Line Managers & Heads can assign Evaluators as long as the Evaluate Phase didn't start. Once Evaluation round begins, no more changes can be made

Prepare Phase

☞ In the prepare phase you can view the list of assigned colleagues for you to evaluate - categorised according to the current working relationship

☞ **To add a missing colleague:** Type the name of your colleague in the search bar and click to add.

☞ **To remove a colleague:** Hover over the colleague's name you want to remove and click to remove

☞ Don't forget to submit the requests when you are done with all changes

☞ You are required to evaluate minimum 4 colleagues and maximum 12

☞ All change requests are sent to your direct line manager to approve/decline

☞ You can return to this screen to add/remove colleagues as long as the evaluate phase didn't start.

Once the evaluation phase has started no more changes can be made

Managing Requests

👉 As a line manager, you will receive all add and remove requests submitted by your team/Direct reports

👉 You are requested to review these changes and approve or decline these change requests

👉 You can single select or multi select the requests to perform your action

👉 Under closed requests you can see the requests you responded to

👉 You cannot undo any decision

All requests not responded to will be automatically approved by the system at the start of the evaluation round