

Welcome to Interswitch Core Value Evaluation, a 360° survey assessment in partnership with Ologyra!

Please read the instructions carefully before proceeding.

The survey will run in 2 Phases for a period of 3 weeks

Phase 1a: Assign (3 Days)

In this phase, Line Managers are expected to review the evaluators that have been assigned to rate each employee within their team. They are expected to click on “My Team” sub-menu, to review and add missing evaluators where applicable.

Phase 1b: Prepare (2 Days)

In this phase, Employees are expected to check that their working relationships have been properly captured as shown below:

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 Line Manager or Direct Report.

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

Employee can add missing colleagues by using the search function and clicking on their name or remove colleagues from your list by clicking their name. Your change requests will be sent to your line manager for approval before you see the changes on your list

Note: Addition or removal of colleagues ends at the close of the prepare phase. Only choose colleagues that you have worked with for at least 3months within the period review.

Phase 2: Evaluate (10 Days)

Now you can start evaluating your colleagues on how they lived and practiced our corporate values during the review period. Each screen presents one of the five corporate values with its imperatives. You can choose to evaluate your colleague on the value level or go into the details of every imperative. At the end, you can also leave comments to your colleague and submit the complete survey. If you prefer, you can save your evaluation to continue later, or submit value by value and not wait till the end.

Assign Phase:

Kindly log into Ologyra.me to review the list of colleagues that have been mapped to evaluate your direct report using the “My Team” sub-menu.

You can add additional colleagues that should evaluate your direct reports

Once the evaluation phase begins, you can no longer make changes to your direct report's evaluator list.

Prepare Phase:

Kindly log into Ologyra.me to verify the accuracy of colleagues that have been mapped to you to evaluate using the “Survey” sub-menu.

You can add colleagues by using the search function and then click on their name or remove colleagues from your list by clicking on their name.

Once completed with your reviews of addition or removal, click the submit button to complete this phase.

Evaluate:

Kindly log into Ologyra.me to evaluate all your assigned colleagues on the **5 core values**.

The whole evaluation would not take more than ten minutes of your time.

Kindly complete before the portal closes on **25th April 2024** as there will be no extension.