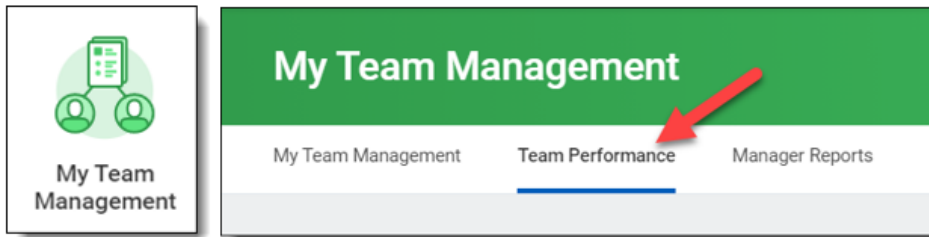


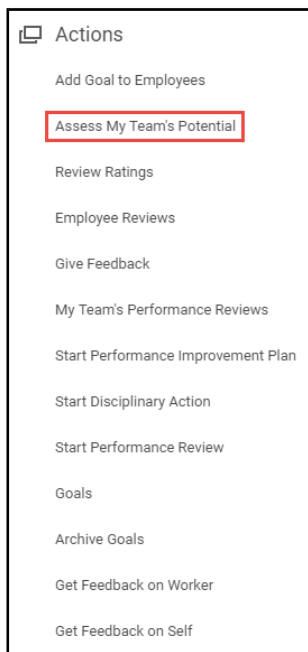
Assessing My Team's Potential

This job aid will walk you step by step on how to assess your team's potential.

Step 1: On the *Home Screen*, click the **My Team Management** worklet, then click on the Team Performance tab.

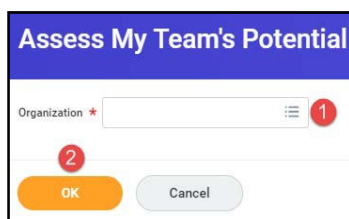


Step 2: From the *Actions* menu, click **Assess My Team's Potential**.




Step 3: Complete the following fields.

1. In the *Organization* field, select your organization where your team resides from the drop down menu.
2. Click **Ok**.






Note: Any section with three dots and lines  has a drop down with a list of available options.

Step 4: A list of all your employee's will be displayed. For each employee, you will select a rating for Potential, Retention, Loss Impact, and Achievable Level. Click **Submit** or **Save for Later** if you want to edit it at a later time.

7 items

Employee	Potential	Retention	Loss Impact	Achievable Level
 James Smith Operations & Policy Analyst 2 SR27 Non Exempt	<input type="text" value="select one"/>	<input type="text" value="select one"/>	<input type="text" value="select one"/>	<input type="text" value="select one"/>