

Manager Access to Calibration

Manager Access to Calibration (MAC) grants the ability for select Managers to participate as Reviewers within Calibration sessions.

Adding Reviewers

When creating or editing a Calibration session, click on **Reviewers** to grant select Managers access to a session. Managers can be searched for by name and multi-selected.

Create

Name *
Mac Calibration Cycle 1

Start date * 12/06/2022 End date * 12/06/2022

Select who will be part of the session.
 Subjects Exclude Reviewers

Add Reviewers
Managers added as reviewers will only view subjects in their reporting line.

Add reviewers

- TF Talia Fenech Sr. Customer Success Manager
- GL Gloria Liou
- IC Ingrid Cullen

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TF Talia Fenech Sr. Customer Success Manager

GL Gloria Liou

IC Ingrid Cullen

ADD

CANCEL CREATE

Setting Reviewer Access

Assign selected Managers access to **View Only** or **Edit** talent records in a session.

Add reviewers

Set reviewer access.

View Only: Managers can view talent records for individuals in their reporting line.

Edit: Managers can add/edit talent records for individuals in their reporting line.

REVIEWERS	VIEW ONLY	EDIT
<input checked="" type="checkbox"/> GL Gloria Liou	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/> IC Ingrid Cullen	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> TF Talia Fenech Sr. Customer Success Manager	<input type="radio"/>	<input checked="" type="radio"/>

FAQs:

Can Managers create their own Calibration session(s)?

- o No, Managers must be added to sessions by a Super or HR Admin (scope applied).

Will Managers have access to all participants within a Calibration session?

- o Managers will only have access to session participants within their downline.

Pro-Tip:
Update Reviewer Access to View Only to lock a session at any time.

Manager Access to Calibration

Accessing Calibration Sessions

Assigned sessions are included in the **Calibration** module. Select a **Cycle** to view sessions that you have Reviewer access of and click to enter your desired session.

Active sessions can be viewed/edited and Locked sessions can be viewed only.

The screenshot shows the 'Calibration' module interface. At the top, there is a navigation bar with 'BetterWorks' and various menu items: Home, Objective, 1:1s, Conversations, Feedback, Recognition, Insights, Calibration (highlighted), and Admin. A user profile for 'Amanda' is visible in the top right. Below the navigation bar, the 'Cycle' is set to 'MAC Calibration Demo' with an end date of '12/06/2022'. Underneath, it indicates '0/2 completed sessions'. A search bar is present with a dropdown menu currently set to 'Employee'. The main content is a table with the following columns: SESSION NAME, FACILITATORS, END DATE, STATUS, and ACTION. Two sessions are listed: 'MAC Calibration Cycle 1' (Active) and 'MAC Calibration Cycle 2' (Locked). An 'Export' button is located at the bottom right of the table.

SESSION NAME	FACILITATORS	END DATE	STATUS	ACTION
MAC Calibration Cycle 1		12/07/2022	Active	...
MAC Calibration Cycle 2		12/07/2022	Locked	...

Search for sessions by Employee (subjects to be rated within a session), Participant (managers of subjects to be rated), Facilitator (session creator), or Session Name.

This image is a close-up of the search dropdown menu from the screenshot above. The dropdown is open, showing the following options: Employee (highlighted), Participant, Facilitator, and Session.

FAQs:

Why are there no sessions listed within my Calibration page?

- Sessions will only appear in the Calibration module if a Manager has been granted Reviewer access to one or more session.

Pro-Tip:

Export a CSV of session details from the Action column for any session.

Manager Access to Calibration

Reviewing Active Sessions

Managers will have access to session participants within their downline. Session participants can be filtered by Department, Employee Name, Job Title, Location, and Manager.

Managers within an **Active** session have been granted edit access and can calibrate employees/make edits to records and utilize the Comments feature to communicate with other Reviewers or Facilitators.

The screenshot displays the 'MAC Calibration Cycle 1 (Due an hour ago)' interface, which is currently 'ACTIVE'. A filter tab is open on the left, showing options for Department, Employee Name, Job Title, Location, and Manager. A bar chart shows the distribution of calibrated performance levels: 0 Building (yellow), 1 Solid (light green), 1 Strong (medium green), and 1 Leading (dark green). Below the chart is a table of participants with columns for Employees (18), Manager, Calibrated Performance, Preliminary Performance, Leader Assessment, Comments (1), and Decisions Log (2). A dropdown menu for 'Calibrated Performance' is open, showing options: Building, Solid, Strong, and Leading. A 'Decisions history for Cristina Madrigal' overlay is shown, listing two changes made by Amanda Iles: 'Building → Strong' and 'None → Building', both from 8 minutes ago.

EMPLOYEES (18)	MANAGER	CALIBRATED PERFORMANCE	PRELIMINARY PERFORMANCE	LEADER ASSESSMENT	COMMENTS	DECISIONS LOG
Cristina Madrigal	Devon Carter	Building	None Yet	None Yet	1	2
Holly Jacobs	Amanda Iles	Strong	Strong	Exceeded expectations	None Yet	Strongly

FAQs:

Why are our organization's custom fields not included in the filter tab?

- o Manager/Reviewer access does not allow filtering by custom fields.

Why are some of the available filters greyed out?

- o Filters tied to fields that have no data listed for session participants are greyed out.

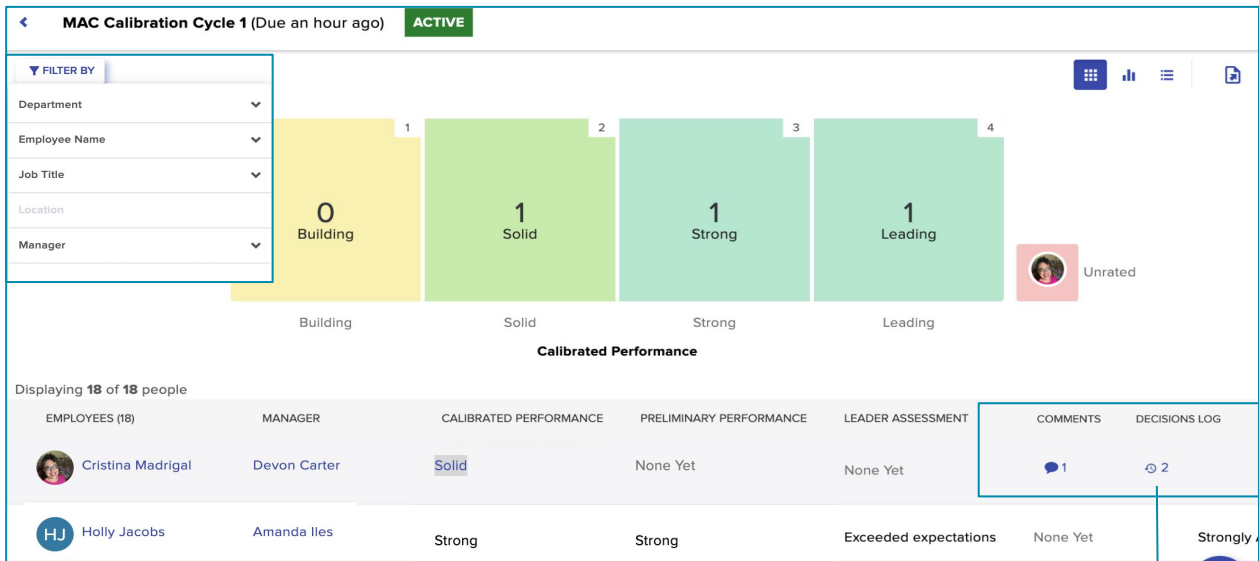
Pro-Tip: Check out the Decision Log for a record of edits made to participants across multiple sessions.

Manager Access to Calibration

Reviewing Locked Sessions

Managers will have access to session participants within their downline. Session participants can be filtered by Department, Employee Name, Job Title, Location, and Manager.

Managers within a **Locked** session will be unable to make edits to records, but can view all records (including comments & decision log history).



Decisions history for Cristina Madrigal

- By Amanda Iles
Calibrated Performance: Building → Strong
: Changed
Session: 8 minutes ago
MAC Calibration Cycle 1
- By Amanda Iles
Calibrated Performance: None → Building
: Changed
Session: 8 minutes ago
MAC Calibration Cycle 1

FAQs:

Why are our organization's custom fields not included in the filter tab?

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Why are some of the available filters greyed out?

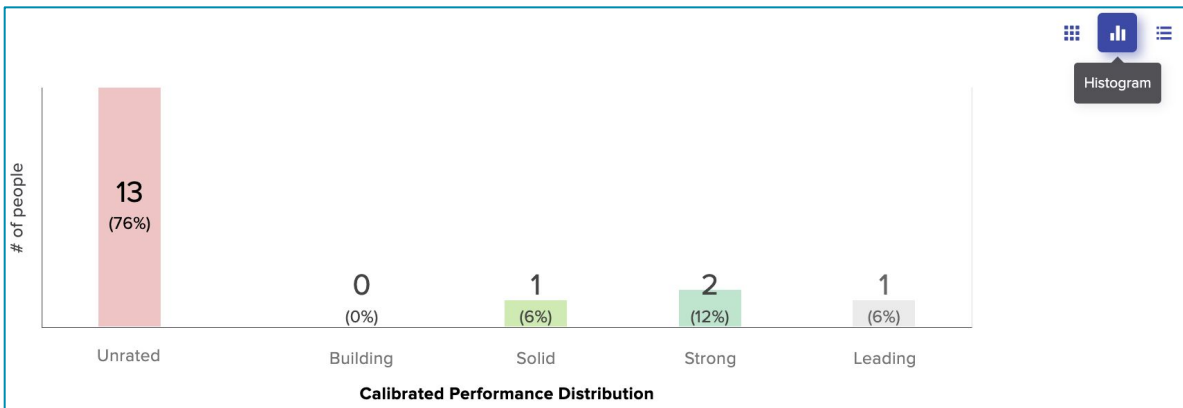
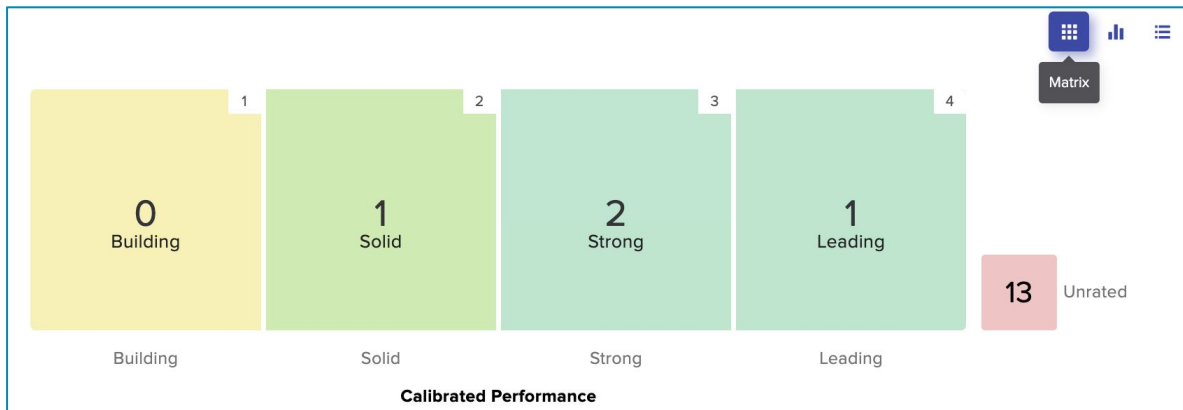
- o Filters tied to fields that have no data listed for session participants are greyed out.

Pro-Tip: Check out the Decision Log for a record of edits made to participants across multiple sessions.

Manager Access to Calibration

Session Navigation

Managers can choose from three available views (Matrix, Histogram, or List Only) and Export a CSV of Talent Records by Box from each session.



FILTER BY

Displaying 17 of 17 people ⓘ

EMPLOYEES (17)	MANAGER	CALIBRATED PERFORMANCE	PRELIMINARY PERFORMANCE	LEADER ASSESSMENT
<input checked="" type="checkbox"/> Cristina Madrigal	Devon Carter	<input type="text" value="Strong"/>	None Yet	None Yet

← **MAC Calibration Cycle 1** (Due 5 hours ago) **ACTIVE**

FILTER BY Export Talent Records by Box

FAQs:

My Talent Records export has multiple tabs, how can I download a comprehensive list?

- o A single report can be downloaded by exiting the session and exporting from the session list page.

Pro-Tip: Utilize the Matrix view to Calibrate visually with our drag-and-drop feature.