Welcome to BLOOM®

Employee Quick Start Guide

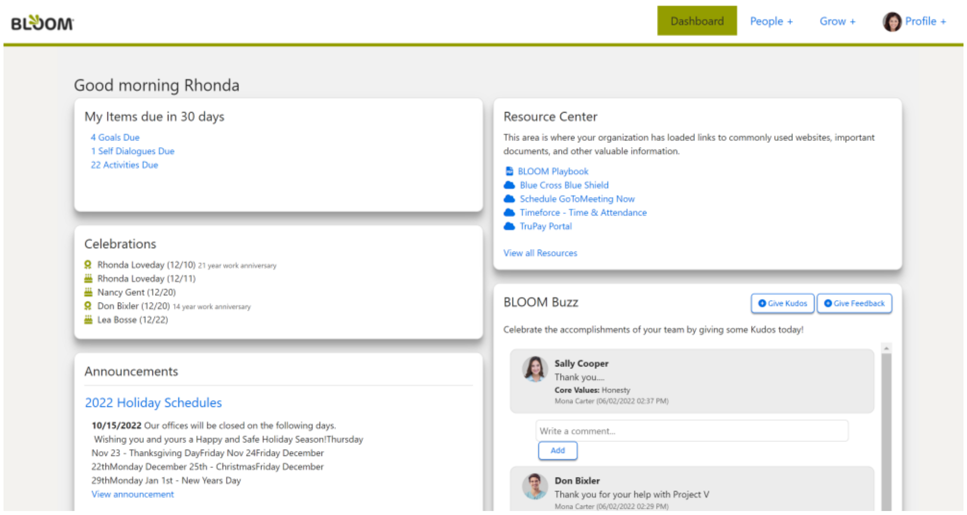
The following Quick Start Guide covers the instructions for the most pertinent areas for employees to view development tasks due in the next 30-days, celebrations, announcements, resource center features, and BLOOM Buzz feedback from peers. BLOOM® allows you to work with your manager to clarify expectations, and update your progress to achieve mutual success. You can even update your personal information and set personalized, dynamic, and relevant goals for yourself. You have the tools you need for your success with BLOOM®.

Getting Started

Logging into BLOOM®.

1. BLOOM® is accessed via www.simplybloom.net/new.
2. To login for the first time, please follow the instructions provided in the email invitation from the BLOOM system. You will be asked to follow the link and enter the code provided. Then you will verify your email and create your password and security questions for the future. Note: the initial login code will expire in 72 hours. Contact HR to have another invitation and code sent.
3. After the first login, access BLOOM® using your:
    a. Email
    b. Password

    If you forget your password, please use the FORGOT PASSWORD link on the login page and follow the instructions to reset your password.
4. Once logged in, your personalized Dashboard will appear. This includes your items due in the next 30 days, current announcements, celebrations, resource center featured items, and the BLOOM Buzz team feedback loop.
5. Along the top are the four navigational links: Dashboard, People, Grow, and Profile.



Contact Support Anytime
At any time, to contact support, use the SUPPORT link in the Profile dropdown. Let us know if you have questions or concerns, and we will respond via email.

In this guidebook, we are going to start with the Dashboard navigational tool. As you read through the information, note how these are personalized to you. If nothing has been developed for you in the areas possible, links will not appear. The Dashboard is the overall picture of you and the organization, and it includes People, Grow, and Profile highlights.

IMPORTANT NOTE:
As you work through the system, remember to click the Update or Submit button on all pages to save your data. If you do not click Update or Submit, your information will be lost and it cannot be restored.

Getting Started in the Dashboard

There are multiple sections under the Dashboard. Each section has various links providing you with the ability to manage and organize your role within the organization. You may have a few more or few less sections on your

Dashboard depending on what has been developed as your performance dialogues, individual goals, training and strategic assignments.

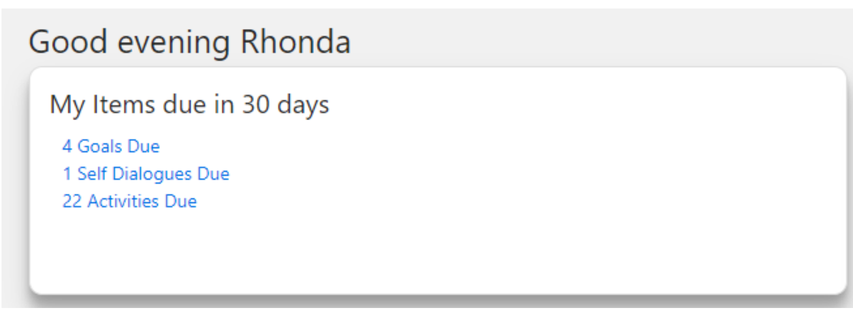
My Items Due in 30 Days

The first section of your dashboard page is <u>My Items Due in 30 Days</u>. This is a key communication tool to link you with your supervisor and HR about your upcoming due dates for your development. This is an easy and powerful communication tool that pinpoints communication relating specifically to your role, development and overall success of the company.

Items that will show here when they are due:

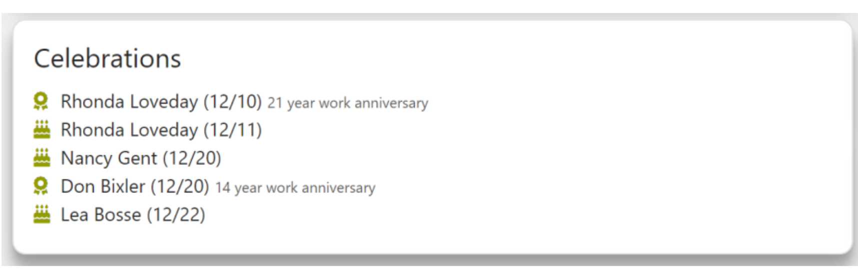
- Self Reviews
- Development Goals
- Growth Plan assignments
- Activities for learning and development

Simply click on the link available in this section and it will take you straight to the due item located within your Profile menu or the Grow section of BLOOM.



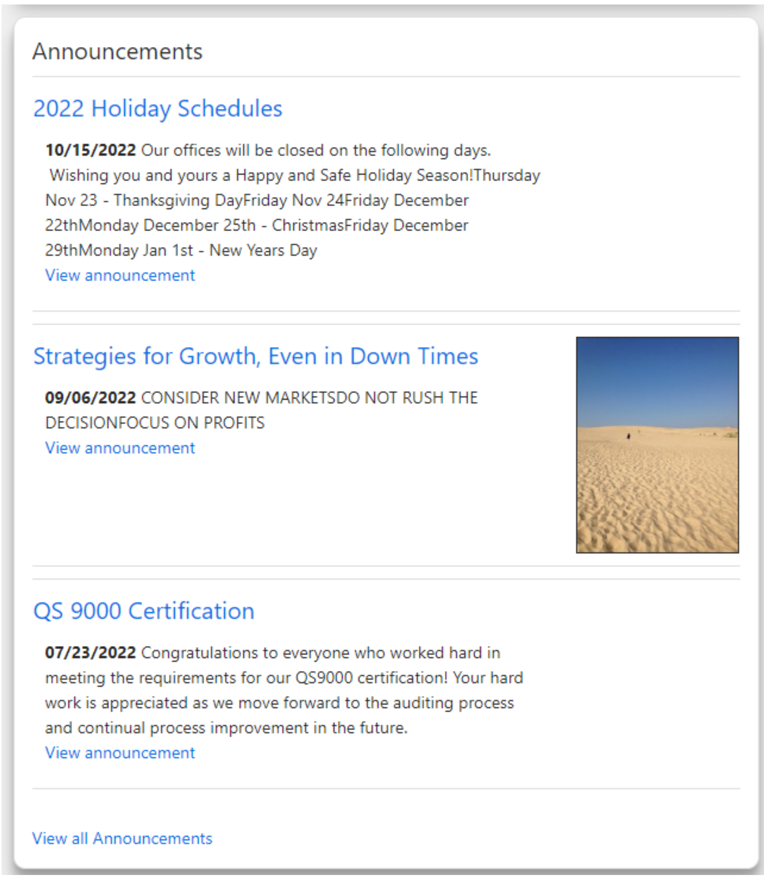
Celebrations

This section will show work anniversaries and birthdays for the week.



Announcements

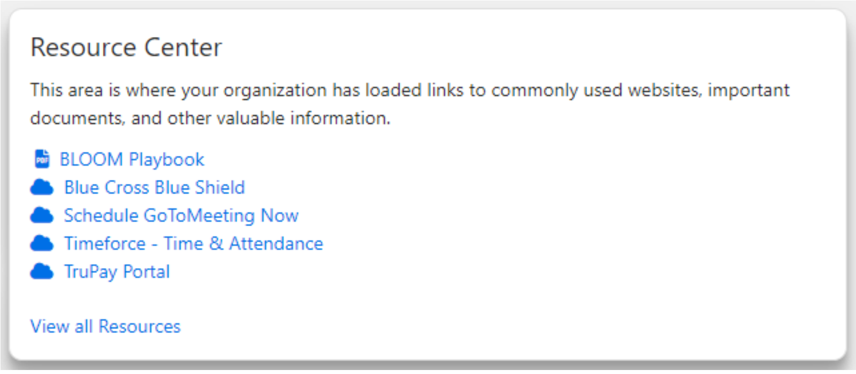
This section showing organization announcements that HR makes available to the organization. Photos and files may appear for employees to access additional information.



Resource Center

These are featured links to Resource Center assets that HR can make instantly available to employees on the Dashboard. These can change at any time to share priority items with the organization.

The Resource Center can support a robust database of files (all types) for employee access, which can be categorized as setup by HR.



BLOOM Buzz

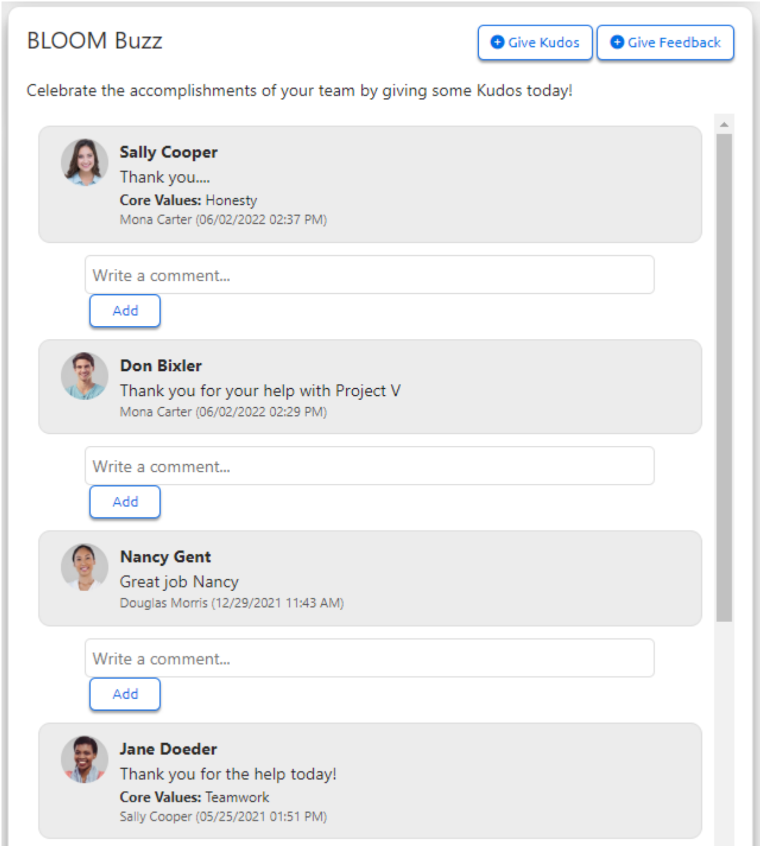
BLOOM Buzz in an interactive tool for employee to five one another public or private feedback. Posts can also be associated to the organization's Core Values and any development Goals that the employee has allowed to be made available for others to assign (by title only).

Once a post is submitted, other employees may also share additional comments in the thread of any one Kudos post.

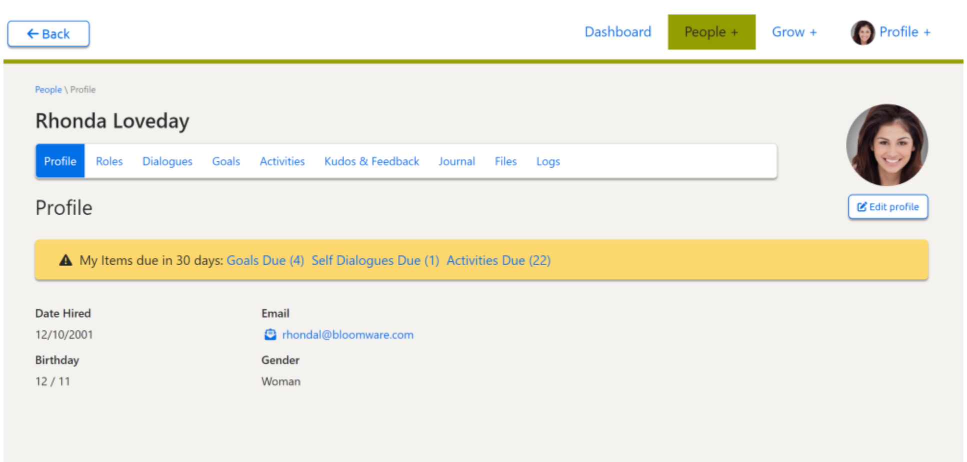
Give Kudos is the button to click to make public feedback to another employee for everyone to celebrate and comment on.

Give Feedback is the button to click to make private feedback that only the employee and his/her supervisor can see in the employee's profile in the Kudos/Feedback section.

All Kudos and Feedback can be posted anonymously. We do not encourage giving anonymous Kudos and Feedback to support creating a transparent culture.

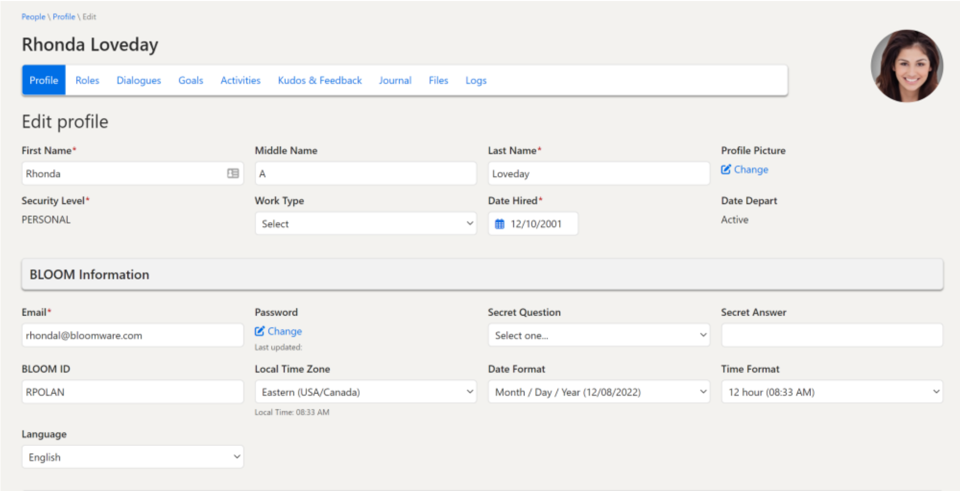


Getting Started in Your Profile

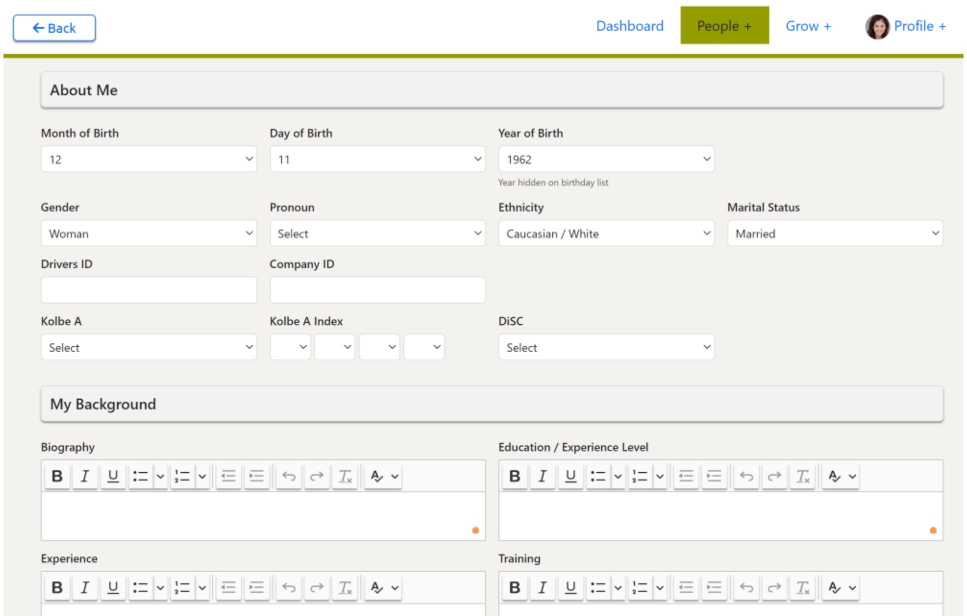


Please contact us if you have any questions at support@bloomware.com and 574.970.1322.

The Profile link in the upper right corner of the navigation will take you to all of your development sections. The Profile main page only shows the information that you have entered into your Profile.



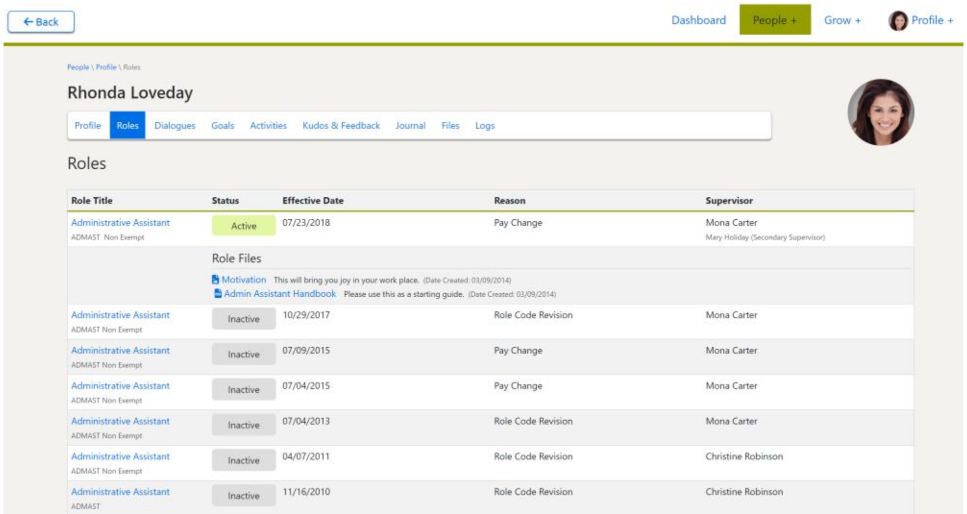
Click Edit Profile to update your profile information. Note that most information will only be available to you, your manager, and administrators.



To share more information about you with co-workers, complete the About Me and My Background sections. Much of this information will be available in your Profile in the Organization Chart in the People section of BLOOM. This is an organization directory sharing more about team members.

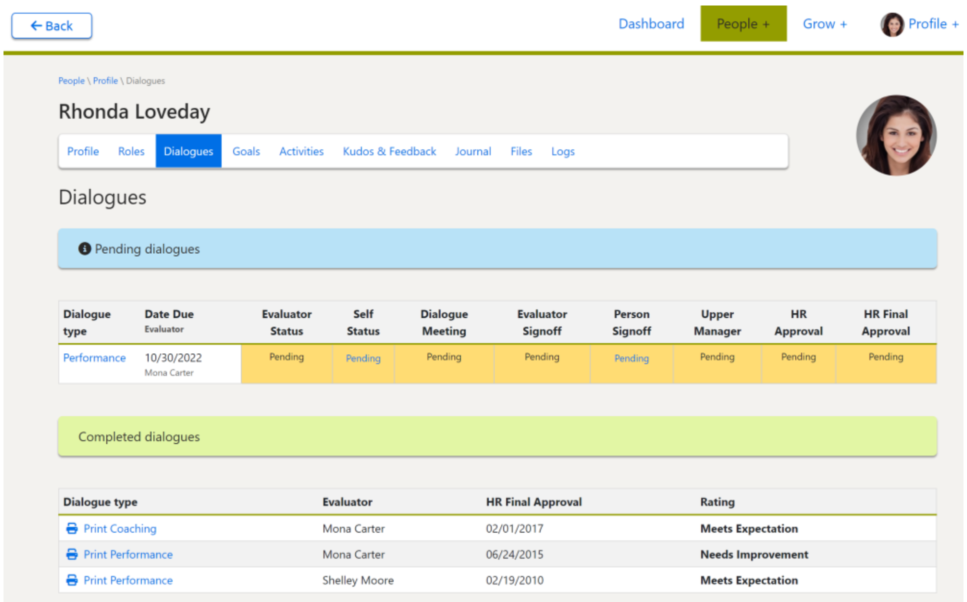
Roles

The Roles section holds your job profile / description information. You can view your most current job description by clicking the Active Role link. Also listed are the versions of prior role descriptions that you held in the past with your organization.

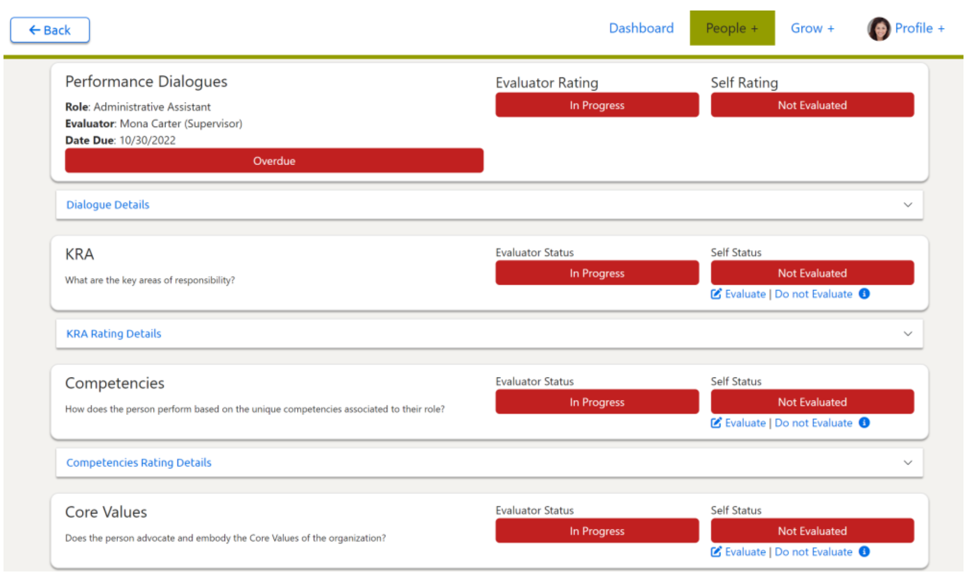


Performance Dialogues

Click Dialogues to view currently due and past complete Performance Dialogues / Reviews. To view past, completed Dialogues, click on each blue link in the Completed section and you will see a PDF printable version of your past reviews. You may also find past performance reviews in your Files section in the Profile navigation if your past reviews were completed in another system prior to using BLOOM.



To complete a current Self Dialogue, click on the blue Pending Dialogue Type link to open the due Dialogue form. You will find the following details: the Dialogue type, date due, and who will complete, and the each of the sections to complete.

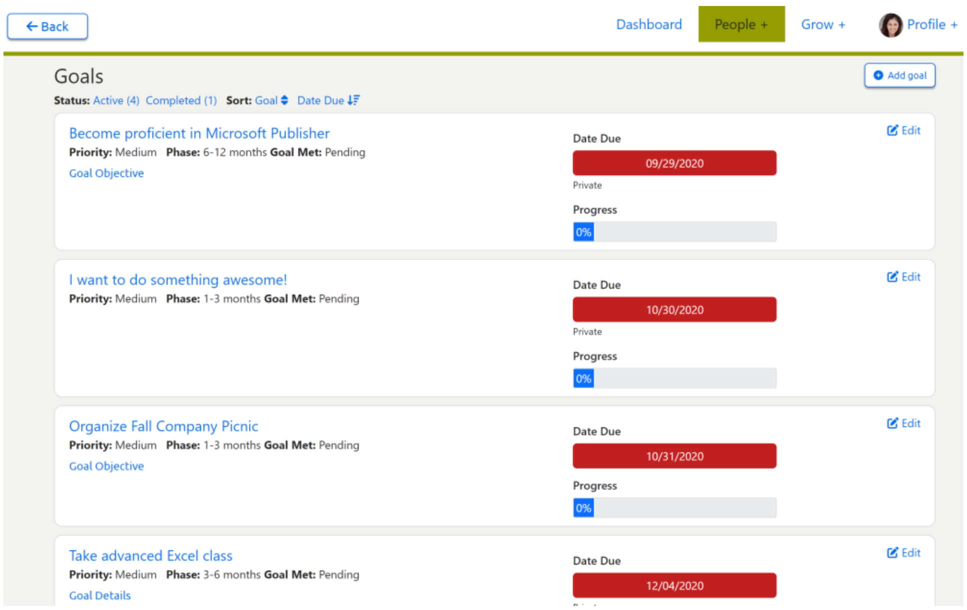


Steps for Completing your Self Dialogue:

1. Open the pending Dialogue by clicking on the Pending Dialogue Type blue title.
2. You are now in your pending Dialogue form. Scroll down and click on each section's blue Evaluate link located on the right side, under the red Self Status bar. Open each section to complete your rating and comments.
    a. Read the criteria to rate and comment about.
    b. Below each criterion, a 3, 4 or 5 point rating scale will appear in the dropdown box. Based on your objective view about your own performance, rate how well you feel you've accomplished the criteria listed. If you're not sure how to rate yourself, there is a blue link titled View Rating Description that breaks down the rating system for you.
    c. Complete any Self Dialogue Comments in each section. Share why you selected the rating you did (not required). Be sure to share the improvements you want to make in the months ahead, and the accomplishments you have made in the past since your last review.
    d. Click Update on each screen. Failure to click the update button will result in the information not being saved.
3. Once you've completed each section, the red bar will change from red to green. Your rating score for the section will be calculated based on the ratings you selected for each section.
4. Complete each section as stated above until all sections are green. Your manager will be able to see your ratings and comments. Your manager will provide a form including both of your comments at the time of your Performance Dialogue discussion.
5. After your discussion you will be asked to go back to your pending dialogue and Approve that the dialogue is complete. You can share the completion date and any comments about the dialogue outcomes.
6. In the final Signoff, you can share whether you agree with the final outcomes of the process. This information will be reviewed by HR and upper management.

Goals

In your Profile top navigation click on Goals. This section allows you to review and update any development Goals set by you and your supervisor. Goals can be completed and new Goals developed as needed.

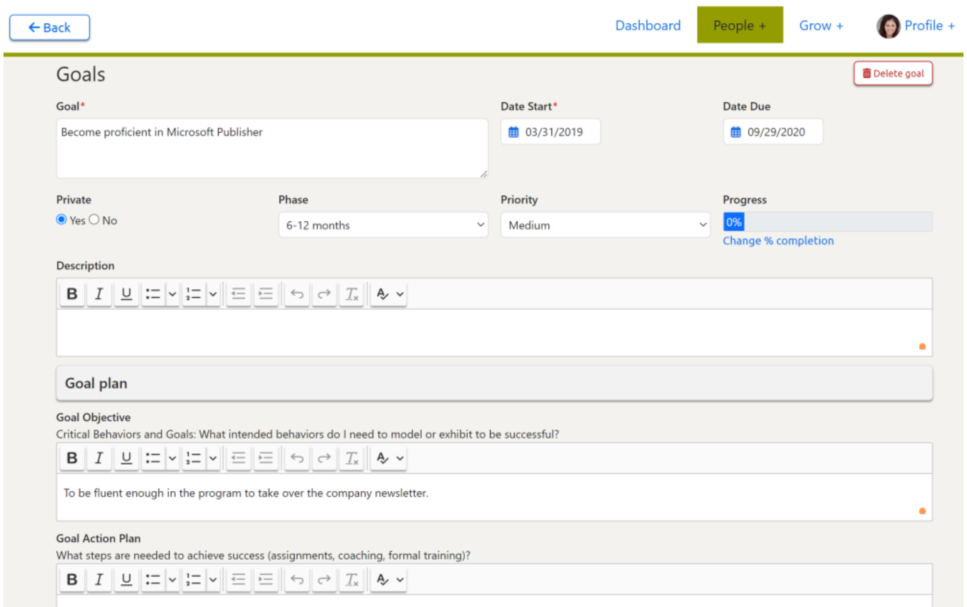


Updating /Adding Your Goals:

To update or enter individual Development Goals, complete the following process. Repeat for each goal to update.

1. Click on the Add Goal button in the top right corner of the Goals page. Or click on an existing Goal if you want to modify it
2. Review or modify each section of the Goal detail which includes the following details.
   a. Goal name / title
   b. Start and Due dates
   c. State if the Goal is to be done in phases, choose the time phase
   d. Prioritize the Goal based on its importance
   e. Use the slide rule to share the Progress and current % completion
   f. Add a Description about why this Goal is important
   g. Goal Objective (what specifically is to be completed)

h. Goal Action Plan (the steps you will complete for the Goal)
i. Goal Measurement (how will completion of the Goal be measured)
j. Goal Support (support you need from others to complete the Goal)



3. Upon completion of a Goal, you will complete the remaining fields on this page.
   a. Was the Goal met? There is also a pending option.
   b. Who evaluates the succes of the Goal
   c. Date Complete
   d. Outcome
4. At any time, you can date-stamped Goal Notes to share progress along the way. These can be added by you or your manager. Click Add Note, type in a comment, and click Add to post your note. our note and click Update. Your note will automatically be date stamped with your name.
5. Click Submit on the bottom of the screen to save your answers.
6. Repeat steps to add or edit more Goals.

My Learning Activities

Under My Learning Activities, various training Classes and Programs can be accessed if they are assigned to you. You can view and register for required and optional training classes open specifically to you.

When you open My Learning Activities, an overall menu appears. From here, you can view Incomplete Training assigned to you and Completed Training.

To register for an Incomplete Class, simply click on Incomplete Training. The window that appears lists Classes and Activities open to you for registration. As you can see here, you can view the classes approved, classes open for registration, classes pending approval, or you have the ability to cancel a registered class.

Note: When you click on My Learning Activities, it opens a new window in the Myself section.

Resource Center

Click back to the Dashboard. Moving to the right column, the Resource Center offers links to additional web-based resources provided by your HR department. Links added here might include web links, article links, or links to other company portals. This section provides central key resources for you to access on a regular basis.

The Myself Tab

As you navigated through the information above, you probably noticed that the various links from the Dashboard also navigated you to the Myself tab of

BLOOM. Below we cover information under the Myself areas that was not a part of the Dashboard information above.

Click on the Myself tab to open the submenu: the blue links right below the Myself tab - as well as blue links on the main section of the page. We will focus on the top boxes directly below Myself.

General Information Menu

My Detail: includes details about you that only your supervisor and HR can view. Update this information yourself or see HR for assistance. Here is also where you can change your BLOOM password.

Index Results: is the next option in General Information. If you have completed any assessments or testing relevant to your position, results are listed here.

Files: files loaded here allow you to share any project, development or employment related information with your supervisor or HR. Note other team members cannot view these files.

Development Menu

This section of the Myself tab include Role History, Performance Review, Learning Activities, Goals, Journal Notes, and Unread Notes. All of this information is covered above under Dashboard.

The Grow Section

The Organization section includes an Information Center and the Strategic Growth Plan for the entire organization. This keeps you abreast of the structure of the organization and the strategic plan. Sections include Organization Growth Plan, Organization Chart, Learning Schedule, and Resource Center.

General Information

Organizational Chart: this section shows the reporting relationships of all people within the organization. In the middle of the table is the person selected. Above is who that person reports to. Below are the people that report to the person selected. You can click on Role Titles to see everyone assigned that role. You are also able to view the Role Description for each role.

Learning Schedule: outlines all the scheduled Learning Classes and Activities available to employees. While the My Learning Activities outlined above are required for you and your position, the Learning Schedule outlines all the educational programs available to the organization and when they are scheduled. Classes listed in the lower left navigation bar are Open Registration activities, meaning they are available to all for personal enhancement.

News: lists all announcements made by HR or management for all employees to read.

Resource Center: holds important information for you as an employee. Documents such as policies, procedures, forms, and other HR forms are located here to use as needed.

Growth Plan

Growth Plan Navigation: this outlines all strategic Initiatives developed for the organization. This typically comprises of the high-level strategic plan and any new corporate initiatives and activities within the plan. On the left of this section is the navigation menu. The tiers of navigation are as follows:

- Initiatives

    - Objectives
        - Goals
            - Action Steps

Where allowed per your security level and assignment as a Team Leader, you are able to add Objectives, Goals or Action Steps as assigned. If you are not assigned as a team member, then you are only allowed to view and not edit such levels of the plan where you are not involved.

Inside each level above, you are able view the Detail, Notes, Files and Team Members assigned to that level. See the tabs across the top to edit or view each area.

Note: On the lower left navigation of the Growth Plan, you are able to also view Big Picture Reports that show assignments by person, by date, or by budget for each Initiative.

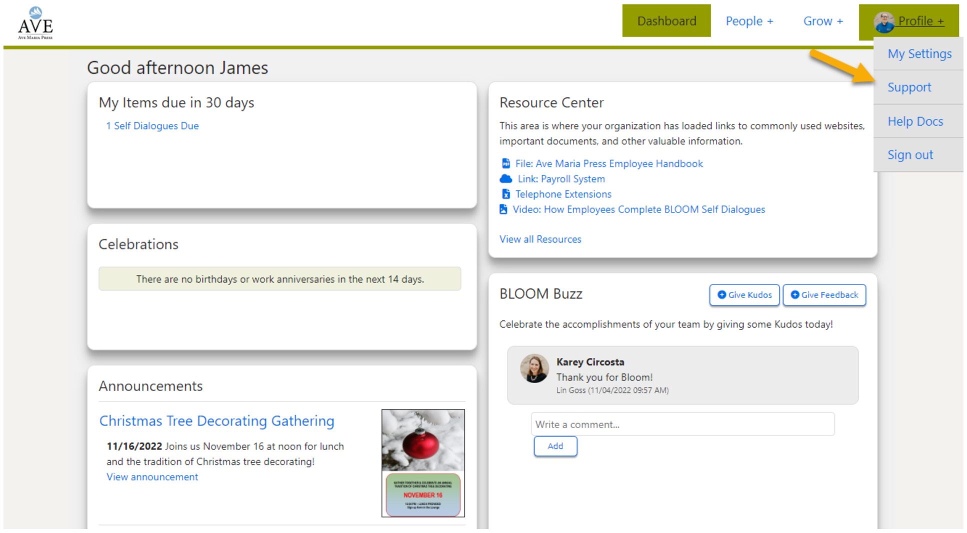
My Growth Plan Items: Clicking on My Growth Plan Items show the specific Objectives, Goals and Action Steps assigned to you for completion of the organization's Growth Plan. These assignments directly relate to your job and your engagement in the overall organizational Initiatives. Each of the four levels on the left can be opened to view more detail.

- Initiatives
    - Objectives
        - Goals
            - Action Steps

Conclusion

Overall, BLOOM® is a Performance Feedback and Development System that helps you focus your talents every day to achieve developmental and strategic growth objectives. Utilizing the Dashboard, People, Grow and Profile, you can track the performance priorities customized for you. Work with your manager to clarify expectation, and update your progress to achieve mutual success.

Support



To submit support questions please use the Support link in the Profile+ menu to submit a ticket. This will give you the fastest response.