

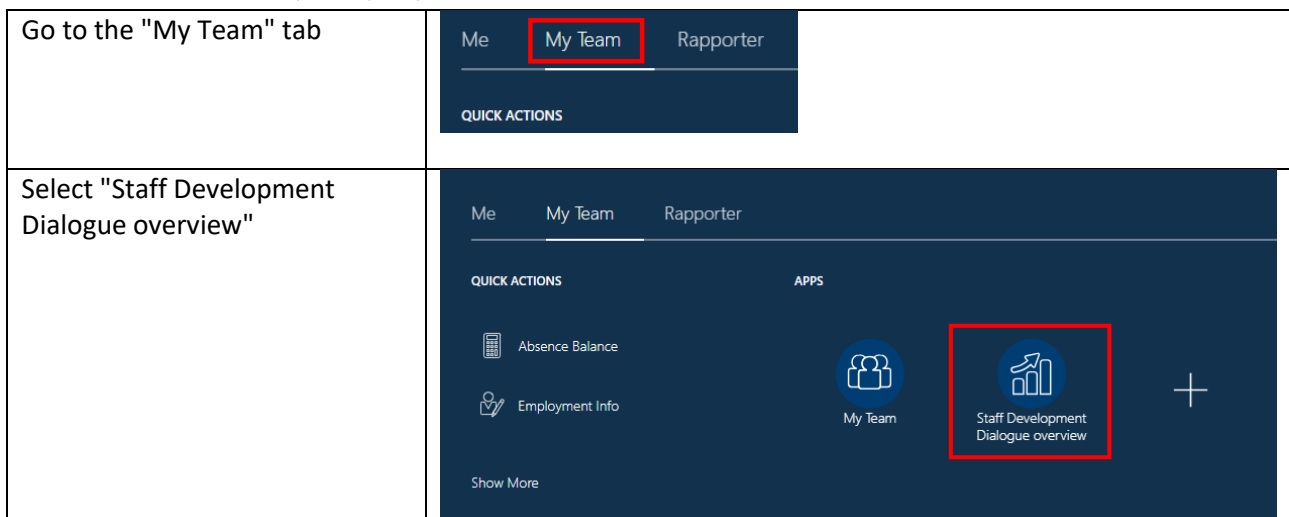
# FAQ for SDD manager

---

## Content

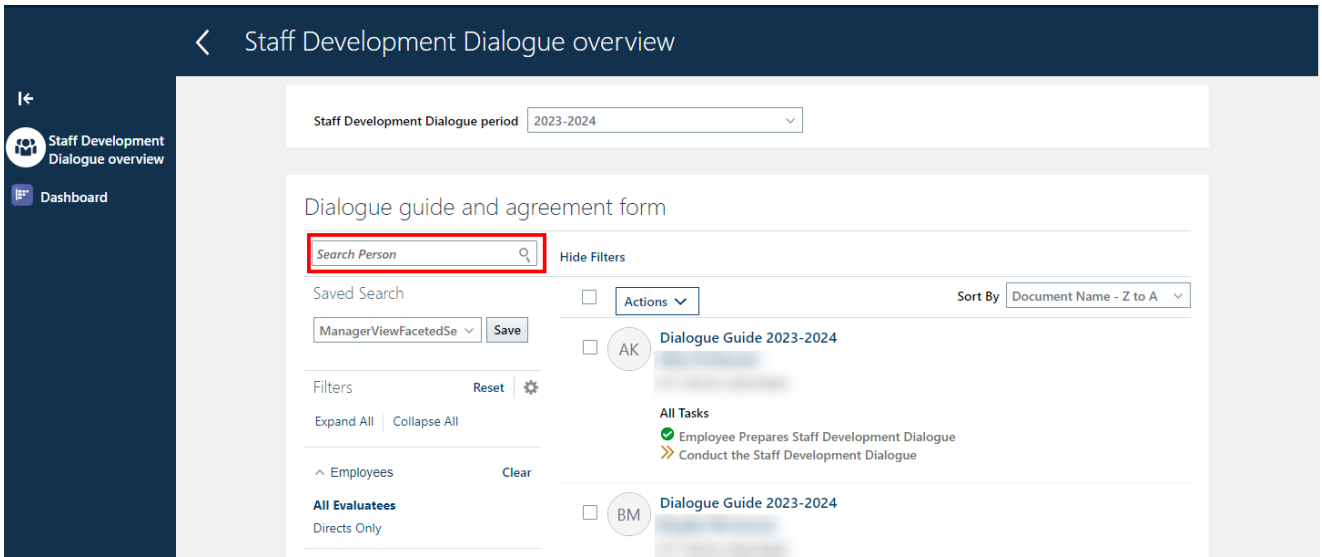
Where can I find my employees' SDD documents? .....	1
How do I find the relevant employee on the SDD overview? .....	1
I can only see the employees' appointment form.....	2
Why does the employee appear twice on the overview? .....	3
How do I access my employee's SDD document? .....	3
As an SDD manager, how can I see that my employee has sent his/her SDD document (Dialogue Guide or Agreement Form) to me? .....	3
I have completed the Dialogue Guide/Agreement form, but now it has disappeared.....	4
My employee sent me their Dialogue Guide, but I can't see the answer. ....	4
I can't find my employee on the SDD overview. ....	5
How do I save my set-up filter by default?.....	6

## Where can I find my employees' SDD documents?



## How do I find the relevant employee on the SDD overview?

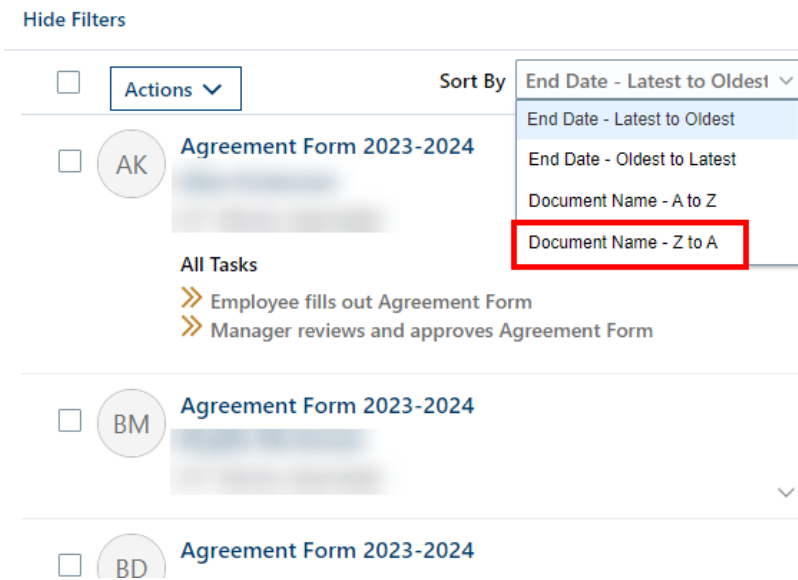
Search for the employee in the "Search Person" field.



I can only see the employees' appointment form.

By default, the SDD overview sorts SDD documents alfabetically, so the Agreement Forms are displayed first and the Dialogue Guide documents are last.

If you select "Document Name – Z to A" in the drop-down menu "Sort by", the Dialogue Guide will appear first on the overview:



## Why does the employee appear twice on the overview?

Each employee has been assigned two SDD documents (Dialogue Guide and Agreement Form). Employee is shown on the overview with both documents.

BM

Dialogue Guide 2023-2024

All Tasks

- >> Employee Prepares Staff Development Dialogue
- >> Conduct the Staff Development Dialogue

---

BM

Agreement Form 2023-2024

## How do I access my employee's SDD document?

You access a document by tapping on the document name, ex "Dialogue Guide 2023-2024".

## As an SDD manager, how can I see that my employee has sent his/her SDD document (Dialogue Guide or Agreement Form) to me?

If the employee has sent an SDD document to you as an SDD manager, there is a green check mark next to the first task:

Document <b>not yet sent</b>	<p>Dialogue guide – The task is still ongoing.</p> <div style="display: flex; align-items: center;"> <input type="checkbox"/> <div style="margin-left: 10px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">BM</div> <div style="border: 2px solid red; padding: 2px;">Dialogue Guide 2023-2024</div> </div> <div style="margin-top: 5px; background-color: #f0f0f0; width: 100px; height: 15px;"></div> </div> </div> <div style="margin-top: 10px;"> <p>All Tasks</p> <ul style="list-style-type: none"> <li style="border: 2px solid red; padding: 2px;">&gt;&gt; Employee Prepares Staff Development Dialogue</li> <li>&gt;&gt; Conduct the Staff Development Dialogue</li> </ul> </div>
Document <b>has been sent</b>	<p>Dialogue guide – Task completed/completed</p> <div style="display: flex; align-items: center;"> <input type="checkbox"/> <div style="margin-left: 10px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">AK</div> <div style="border: 2px solid red; padding: 2px;">Dialogue Guide 2023-2024</div> </div> <div style="margin-top: 5px; background-color: #f0f0f0; width: 100px; height: 15px;"></div> </div> </div> <div style="margin-top: 10px;"> <p>All Tasks</p> <ul style="list-style-type: none"> <li style="border: 2px solid red; padding: 2px;">✔&gt;&gt; Employee Prepares Staff Development Dialogue</li> <li>&gt;&gt; Conduct the Staff Development Dialogue</li> </ul> </div>

I have completed the Dialogue Guide/Agreement form, but now it has disappeared. When the employee has sent his/her SDD document to you and you have completed the document with "Submit", the status of the document will change to "Completed".

You can find the document under the "Document Status" filter > "Completed"

Document Status

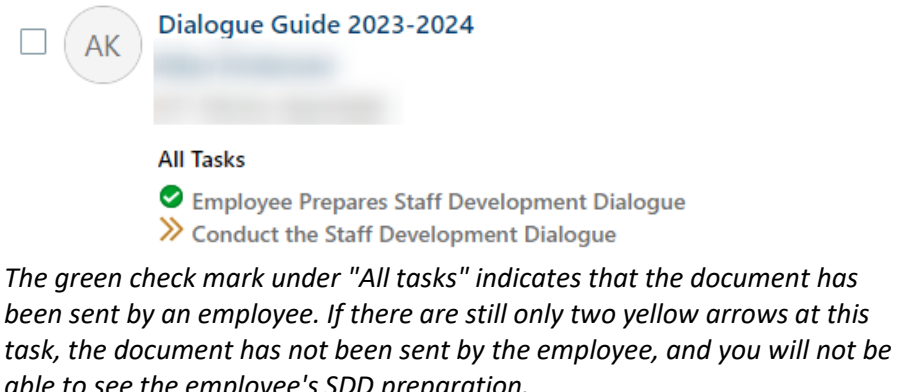

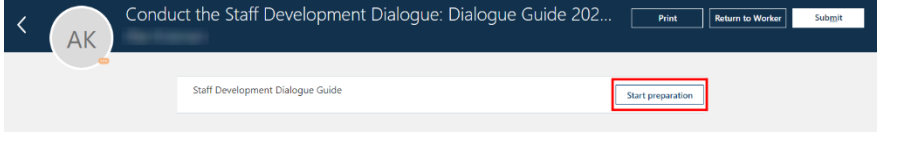
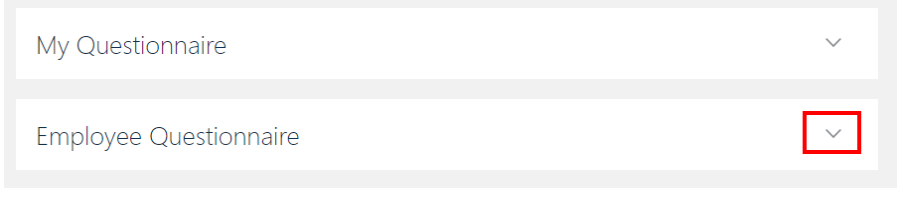
In progress

Completed

Canceled

My employee sent me their Dialogue Guide, but I can't see the answer.

To find an employee's Dialogue Guide:

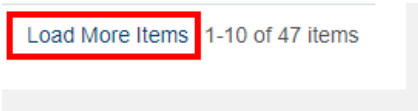
<p>Find the employee's document "Dialogue Guide" on the SDD overview</p>	 <p>The green check mark under "All tasks" indicates that the document has been sent by an employee. If there are still only two yellow arrows at this task, the document has not been sent by the employee, and you will not be able to see the employee's SDD preparation.</p>
<p>Click the document name</p>	
<p>Tap "Start preparation"</p>	
<p>Expand "Employee Questionnaire" to see employee appraisal preparation.</p>	

I can't find my employee on the SDD overview.

**You have more than 5 employees with associated SDD documents**

Only the first 10 employee documents are displayed by default on the SDD overview.

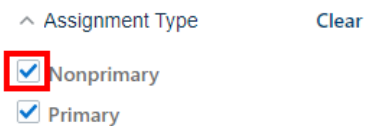
You can see more employees/documents by clicking "Load More Items" at the bottom of the list:



**The employee's documents lie on a nonprimary work assignment**

There may be various reasons why the employee's assignment where the SDD documents are linked, is not marked as primary in the system.

You can view the employee's documents by checking "Nonprimary" in the "Assignment type" filter.

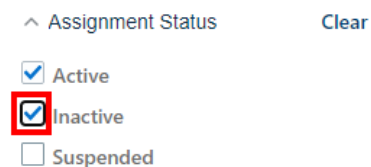


Good advice: Save the filter so that "Nonprimary" is checked by default

**Employee has recently transitioned to new work assignment**

If, after the SDD period has begun, an employee has been transferred to new employment, the SDD documents are still available to work with, but related to the inactive work assignment.

You can find the documents by checking "Inactive" in the "Assignment Status ".

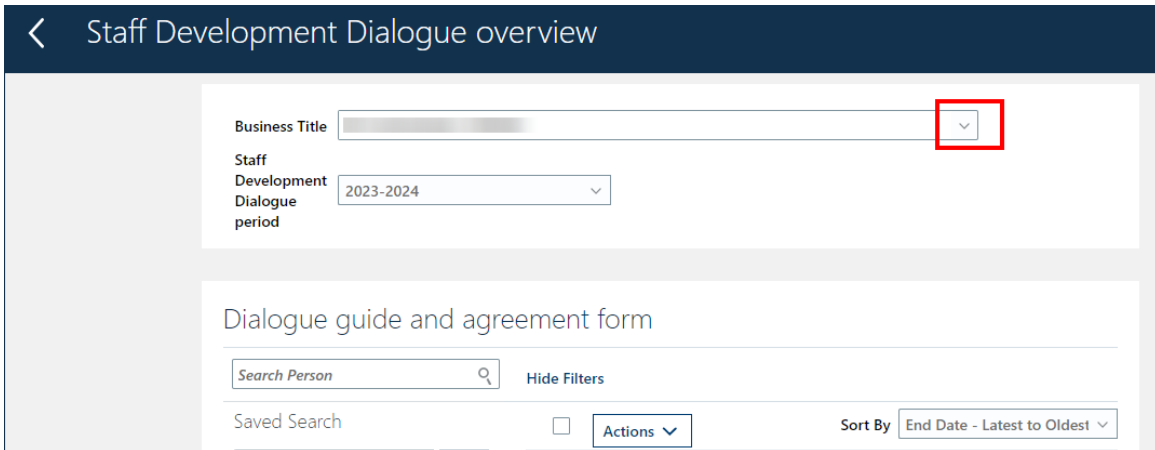


Good advice: Save the filter so that "Inactive" is checked by default

**You yourself have recently transitioned to new work assignment**

If you have changed employment after the start of the SDD period on 01-10-2023, the employees' documents may be linked to your previous work assignment.

Check if this should be the case by changing work assignment in the top field "Business Title".



At the next SDD period's assignment of SDD documents to employees, the documents will be associated with the employment relationship in force at that time.

Unfortunately, you cannot transfer the documents associated with your most recent employment without deleting the documents and reassigning them to the employee. This will delete all data that is in the documents.

### Employee has been associated with another SDD manager before me

If, after the start of the SDD period, the employee has had a change made to his/her associated SDD manager, SDD documents may still be associated with the former SDD manager.

- Contact your local SDD support and ask to transfer the employee's SDD documents for the current SDD period to you.

### How do I save my set-up filter by default?

<p>When you set up the filter the way you want it to default, press "Save" at "Saved Search".</p>	
<p>If necessary, name the search and put a check mark on "Default".</p>	
<p>Finish by pressing "OK".</p>	