



DTMS User Guide for Employees

Ducommun Talent Management System

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Annual Performance Appraisal Process Steps

1. Ducommun Talent Management sends notification by email or manager notifies employee
2. Employee logs into Ducommun Talent Management System
3. Employee completes Self-Appraisal (if requested by manager)
4. Manager writes the appraisal
5. HR Rep reviews appraisal form and merit increases
6. Final approval by HR (after receipt of corporate approval)
7. Manager meets with the employee to discuss appraisal, rating and merit increase (if applicable); Manager adds final comments.
8. Employee signs off on the appraisal. May add final comments
9. Manager signs off on the appraisal

Accessing Ducommun Talent Management System (DTMS)

First Time Login Instructions:

1. Access DTMS through an e-mail notification sent from “Ducommun Talent Management System Support” with a subject line that notes “Activate your DTMS account”.
2. Within the e-mail message click on the link to activate your account.
3. Click here for [Halogen Employee Log In Instructions](#) for step by step procedure on setting up new password and establishing your security questions/answers.

Regular Login Instructions:

1. For accessing DTMS on a regular basis, click here [Ducommun Talent Management System](#). For easy access, once link is launched, save to your favorite web links folder.
2. When the page opens, enter your employee number as your username and password.
3. If you have forgotten your username or password, please click on the “Forgot Username” or “Forgot Password?” link on the Halogen log in page.

Important Tip: Never use the “Back” Arrow on the internet browser page, as it will take you out of DTMS. Use the navigation buttons within the DTMS application only.

Working with Performance Appraisals

Writing Your Self-Appraisal

You may be asked by your manager to complete a self-appraisal. If you are requested to complete the self-appraisal form, you will be notified directly by your manager or by company email (if applicable to you). After you write your self-appraisal, it will be viewed by your manager and human resources.

To Write Your Self Appraisal

1. Log into DTMS
2. From the Home tab in DTMS, in the My Tasks area, click Write your self-appraisal
3. Complete the form.
4. Do either of the following:
 - a. If you would like to complete the step later, click Save as Draft and then click Close.
 - b. Click Submit as Final. Note that Spell Check will start automatically. Click Close when spell check is complete.

Adding Final Comments to Your Appraisal/Signing Off

After you have met with your manager, you have the option of adding final comments to your appraisal. You will be asked to confirm that you have discussed and reviewed the appraisal with your manager.

To Add Final Comments to Your Appraisal/To Sign Off Your Appraisal

1. Log into DTMS
2. From the Home tab, in the My Tasks area, click Add final comments (as desired) and sign-off your appraisal.
3. From the Form Navigator column on the left side, click Employee Comments (or scroll through the form until you reach the Employee Comments section).
4. Enter your comments in the Employee Comments box
5. Select the appropriate box to indicate if you have discussed and reviewed your appraisal with your manager.
6. Do either of the following:
 - a. If you would like to save your work and finish adding your comments later, click Save as Draft, and then click the close icon
 - b. When you have finished adding your comments, click Sign Off. You will be asked to enter your password to confirm. Enter password then click OK to confirm. You will receive a message "Once you sign off on the form you will not be able to make any further changes. Click OK to sign off or Cancel to return to the form." A .pdf of the form will be generated.

Using Multirater

You may be asked to select multirater evaluators as part of the appraisal process. Multirater is a tool that allows managers to collect 360 degree feedback on their employees. The feedback provided by multirater evaluators will not directly impact your appraisal score; however your manager has the option to use this feedback as a resource when completing your appraisal. After your appraisal has been completed, you may view the feedback of your multirater evaluators. The feedback will be anonymous and will be identified by relationship only (i.e. colleague or manager).

To Select Your Multirater Evaluators

1. Log into DTMS.
2. From the Home tab in DTMS, in the My Tasks area, click Select your Multirater evaluators.
3. Use the search bar or filter dropdowns to find the evaluator you wish to select.
4. Click on the evaluator's name under "Available Employees" to select the evaluator.
5. Using the dropdown in the middle of the screen, select the evaluator's relationship to you.
6. Click Add to move the evaluator into "Selected Evaluators".
7. Complete steps 3 through 6 to add more evaluators. It is recommended that you choose at least 6 evaluators.
8. Click OK to finalize your selection

Note: Your manager will have an opportunity to approve, deny, or add more evaluators to your selection. After your manager completes this task, the selected evaluators will receive a notification to complete the multirater questionnaire. To ensure anonymity, you will not have access to view the final list of evaluators.

To View Your Multirater Feedback

1. Log into DTMS.
 2. From the Home tab in DTMS, in the My Performance area, click Evaluations.
 3. Under Past Appraisals, click on the appraisal you wish to view.
- NOTE: Appraisals will only be accessible after employee and manager sign offs have been completed.
4. A PDF version of the appraisal form will appear. Click on the Show Split Screen icon  at the top of the form and select Reports.

Using Optional Tasks

There are a number of additional tasks you can use if desired. These include: printing, checking spelling and checking for inappropriate language.

To Print the Form

1. If the form is not already open, from the Home tab in the My Tasks area, click the appropriate task, and then open the form for the appropriate employee.
2. Click the Print Icon
3. Do one of the following:
 - To print the form exactly as it appears on your screen, click **Normal Print**.
 - To print the form with only the ratings chosen, click **Condensed Print**
4. Click **OK**.

5. Print the form using your web browser's print feature.

To Check Spelling in a Form

1. If the form is not already open, from the Home tab in the My Tasks area, click the appropriate task and then open the form for the appropriate employee.
2. Do either of the following:
 - To check spelling for all the text you have entered on the entire form, click the Check Spelling icon  at the top of the form.
 - To check the spelling for an individual text box, click the Check Spelling icon  next to the text box.
3. Do either of the following:
 - If no spelling errors are found, go to step 5.
 - If a spelling error is found, go to the next step.
4. Do any of the following:
 - To manually correct the spelling error, in the Replace with box, type the correct spelling of the misspelled word, and then click Replace
 - To replace the misspelled work with one from the Suggestion list, click the replacement word and then click Replace
 - To replace all instances of the misspelled word with one from the suggested list, in the Suggestion list, click the correct word and then click Replace All
 - Ignore the misspelled word, click Ignore
 - Ignore all the words with this spelling, click Ignore All
 - Add the word to the dictionary, click Learn
5. Click Close.

*Note that the form will automatically be spell checked when submitted.

To Check for Inappropriate Language on a Form

1. If the form is not already open, from the Home tab in the My Tasks area, click the appropriate task, and then open the form for the appropriate employee.
2. Click the Check Language  icon
3. Do either of the following:
 - If no inappropriate words are found, go to step 5
 - If an inappropriate word is found, go to the next step.
4. Do any of the following:
 - If no inappropriate words are found, go to step 6.
 - If an inappropriate word is found go on to the next step
5. Do any of the following:
 - To manually replace a flagged word, in the Replace with, box, type the replace for the highlighted word, and then click Replace
 - To replaced the flagged word with one from the suggested list, in the Suggestion box, click the replacement word, and then click Replace
6. Click Close

Completing Performance Goal Process

You will identify and enter 3 – 5 individual performance goals for the goal setting period or appraisal period (if the processes are separate). You can align or “link” your individual goals to organizational goals. Your supervisor will update, link and approve the goals. These goals can be updated throughout the year.

To Enter Performance Goals

1. Log into DTMS
2. From the Home tab in the My Tasks area, in the appropriate Process click Enter (Year) Performance Goals.
3. Complete the form as required.
4. Do one of the following:
 - a. If you would like to complete the step later, click Save as Draft and then click the Close icon.
 - b. Click Submit. This message will display, “Once you complete the step, you will not be able to modify the section(s) you are currently editing, Click OK to save or click Cancel to return to the form.
5. Click Close icon.

To Link a Performance Goal to Organizational Performance Goal

1. View a performance goal or add a new performance goal.
2. Click the icon to link goals: 
3. In the Process list, click the process containing the goal you want to link the goal to.
4. Select the check box next to the organizational performance goal you want to link the goal to. Select only one performance goal. If this icon  is in front of the goal, click the  icon to expand.
5. Click Link to use your own title and description or Click Copy and Link to copy the title and description of the organizational goal. The goal will now show this icon  to indicate the performance goal has been linked.

Using the System All Year

After the performance appraisal process is finished, you can continue to use DTMS. For example, you can add goals, development plans and journal entries that can be used as you complete your appraisal.

Accessing a Past Appraisal

You can access your prior years' appraisals at any time.

To Access a Past Appraisal

1. Click [My Performance](#)
2. Click the [Evaluations](#) column.
3. Click the link to the appraisal you wish to access. The document will be displayed.
4. If you wish to print, Click the [Print Icon](#) .
5. Click  to close the document.

Updating Your Profile

The employee profile is a collection of employee data, which includes education information, internal and external work experience etc. Note: You cannot update your basic information (name, title etc) at the top of your profile. Contact your HR rep to update this information.

To Update Your Employee Profile

1. From the [My Performance](#) tab, go to Profile, click [Add \(section name\)](#) to add profile information and then select values from the lists and/or enter text into the text boxes. Click [OK](#).
2. To edit an entry, click the edit icon.
3. To delete an entry, click the delete icon, and then click OK.

Working with Journal Entries

Your journal notes allow you to track your accomplishments throughout the year. When it is time to perform your appraisal, you can use these notes to highlight your accomplishments. If you want to keep your notes private, you can do that. However, if you want to allow your manager, HR representative, or coach to view your notes, you can do this too

To Add a Journal Note

1. Click [My Performance](#) Tab.
2. Click [Journal Notes](#).
3. Click [Add](#).
4. In the [Title](#) box, enter a title for the note.
5. (Optional) Do any of the following:
 - In the [Description](#) box, enter the details of the note.
 - If you want to allow your manager, HR representative, or coach to view the note, select the **Allow management to view this note** check box.

To Edit a Journal Note

1. Click My Performance Tab.
2. Click Journal Notes.
3. In the Note column, click the note you want to edit.
4. Do any of the following:
 - o In the Title box, edit the title.
 - o In the Description box, enter/edit the note details
 - o Select the **Allow management to view this note** check box if you want to allow your manager, HR Rep and coach to view the note, or clear the check box if you want to keep the note private.
5. Click OK.

Working with Performance Goals

You may be given performance goals to achieve during the year. You can add performance goals for yourself or they may be added for you by management.

To View a Performance Goals

1. Click My Performance Tab.
2. Click Performance Goals.
3. In the **Employee Goal** column, click the goal you want to view.

Tips:

- o If you want to print the list of goals, click the printer icon , and then click List or Expanded List.
- o If you want to export the list of goals to Excel, click the Excel icon , and then click **Open** or **Save**.

To Add a Performance Goal

1. Click My Performance Tab.
2. Click Performance Goals.
3. Click Add.
4. In the Title box, enter a title that summarizes the goal. You are only required to give the goal a title; All other details are optional.
5. Complete the additional information (such as status, dates etc.) about the performance goal and click OK.

To Delete a Performance Goal

You can delete the goals you have created at any time. Note that you **cannot** delete goals that your manager has created for you.

1. Click My Performance Tab.
2. Click Performance Goals.
3. Do either of the following:
 - o To delete a single goal, select the check box next to the goal you want to delete.
 - o To delete all goals, select the check box at the top of the column.
4. Click Delete and then OK to confirm.

Working with Development Plans

Development plans detail activities that you are encouraged to undertake. You can add your own development plans, and they can also be added for you by your manager, your HR representative, or your coach.

To View a Development Plan

1. Click My Performance Tab.
2. Click Development Plans
4. Click Development Plans tab.
5. In the Development Plan column, click the goal you want to view.

Tips:

- If you want to print the list of goals, click the printer icon , and then click List or Expanded List.
- If you want to export the list of goals to Excel, click the Excel icon , and then click **Open** or **Save**.

To Add a Development Plan

1. Click My Performance Tab.
2. Click Development Plans
3. Click the Development Plans tab
6. Click Add.
7. In the Title box, enter a title that summarizes the development plan. You are only required to give the goal a title; All other details are optional.
8. Complete the additional information (such as status, dates etc.) as desired and click OK.

To Delete a Development Plan

You can delete the development plans you have created at any time. Note that you **cannot** delete development plan that your manager has created for you.

1. Click My Performance Tab.
2. Click Development Plans
3. Click Development Plans tab.
4. Do either of the following:
 - To delete a single development plan, select the check box next to the development plan you want to delete.
 - To delete all development plans, select the check box at the top of the column.
3. Click Delete and then OK to confirm.