

The EDP dialogue – when you are to do EDP with your employees



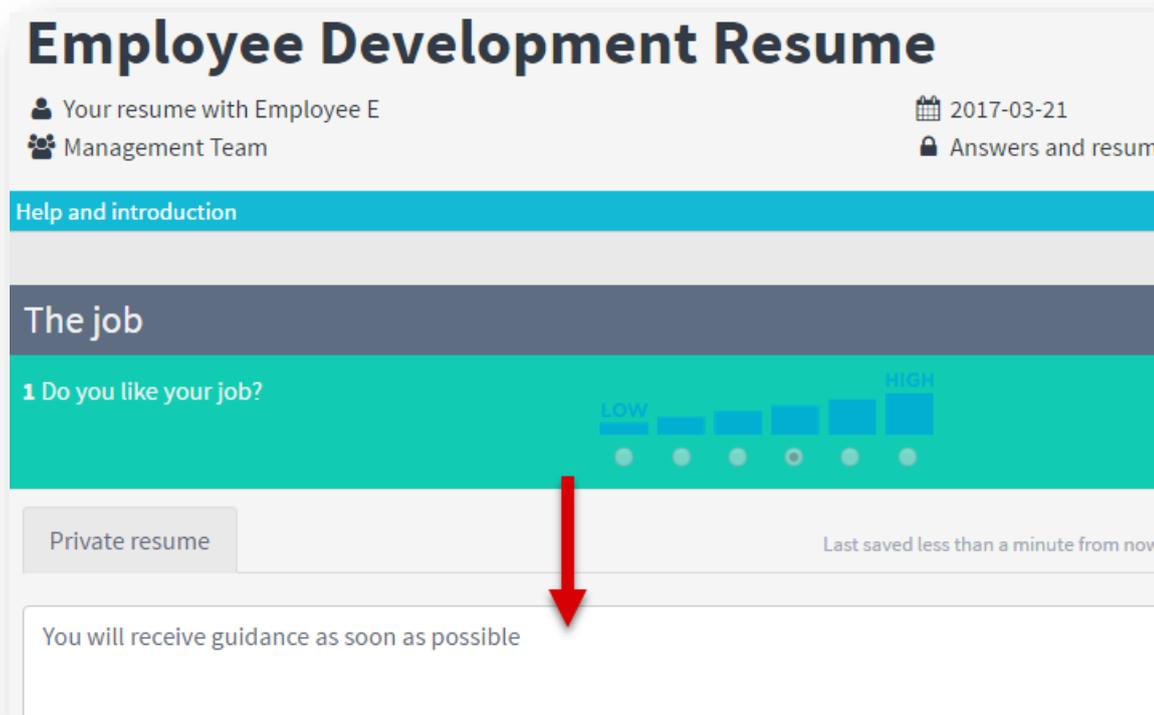
1. Pick the team with which you are to do the dialogue by clicking on the green team name (red arrow). If needed, click the turquoise bar for a small help text (green arrow).



2. To open the resume template, click the icon (red arrow). The envelope is green, because the employee has completed it (blue arrow). This is also illustrated by the fact that the padlock is locked.



3. In the questionnaire you can see the score and comments of the employee. By clicking the question bar you will be taken to the place where you can write the resume and make agreements/tasks with deadlines.



4. Write minutes (red arrow). In this field, you can also write preparatory remarks. The employee will not be able to see this. Whatever you write in the field will be saved continuously without you having to finish it. The minutes won't be sent to the employee until you click 'Close and send the answers' at the bottom of the questionnaire.

I need some guidance

Tasks for this question [New task](#)

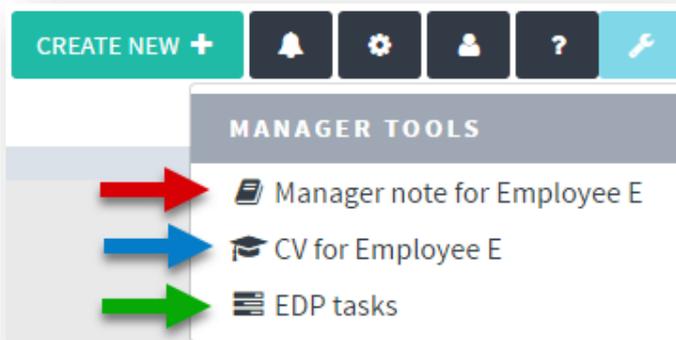
Description

Priority
Priority A

Due date
2017/03/21

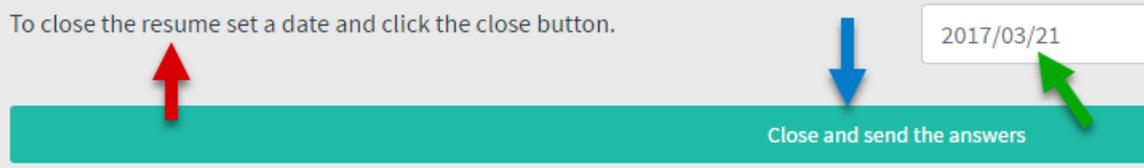
✓ Save

5. You can make agreements/tasks with priorities and deadlines. Once the agreement has been created, press 'Save'.

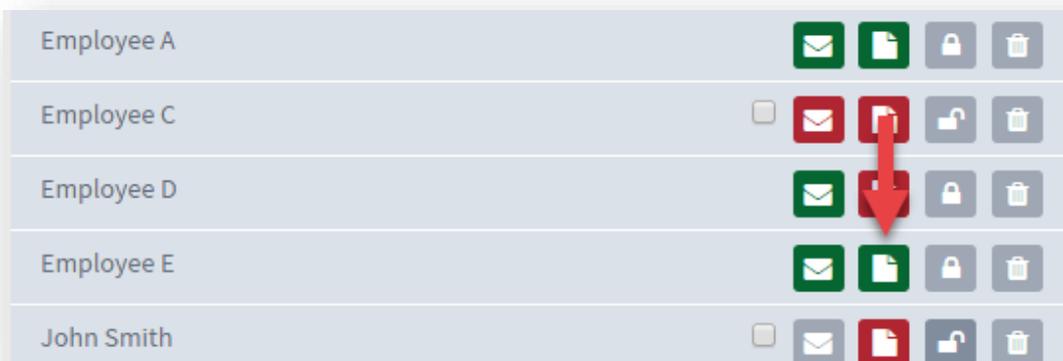


6. When you are inside the employee's sheet, there will be a new icon in the top right corner (light blue). By clicking this you will access the personal details about this employee. Your notes about the employee (red arrow), the competence web (blue arrow) and any active EDP agreements with this employee.

To close the resume set a date and click the close button.



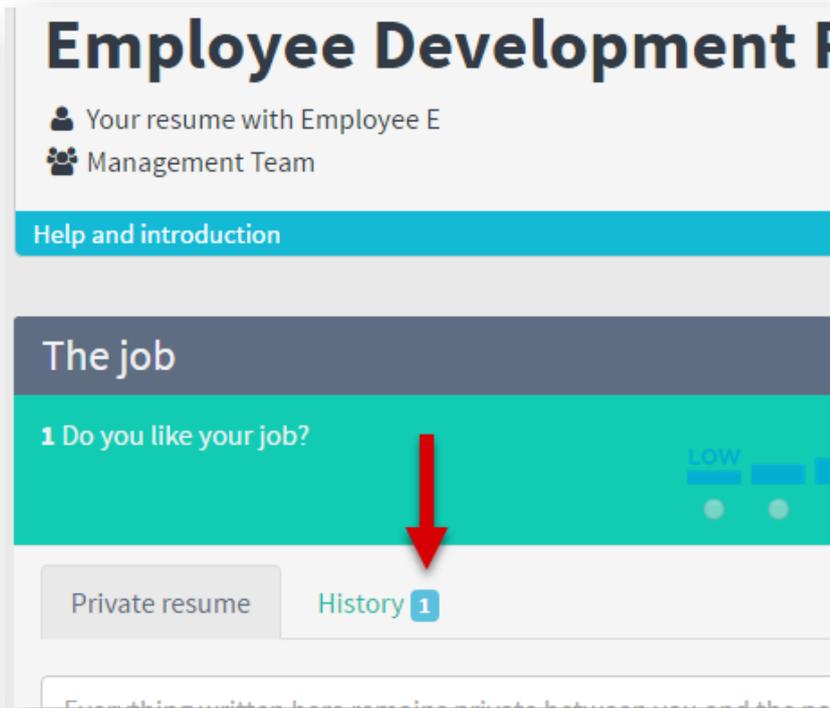
7. If you have made any preparatory notes, or if you didn't finish the resume, don't complete the sheet (red arrow). When you have completed the resume, go to the bottom of the form. Here you select the date (green arrow), when the dialogue was done, and you click 'Close and send the answers', after which the resume will be sent to the employee.



8. The icon will now be green, because you have completed the resume (red arrow). You can still go into the completed sheet.



9. In the completed form, you can see where a resume has been written. The bubble will have turned dark (red arrow). Following this, it is possible to do short follow-up interviews during the course of the year. Click the tab with the question, and new fields will be available for you to write your resume in – and you can create new tasks.



10. Whatever you wrote in the previous resume is available under 'Archive'. Once you have performed the follow-up interview, you once again complete the resume at the bottom of the page, and the employee will receive the new resume.