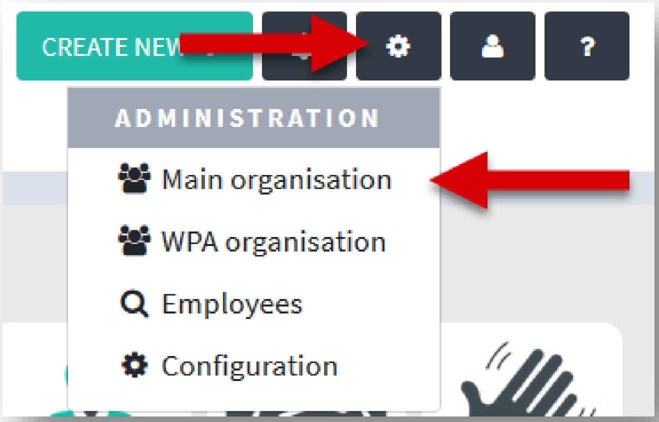
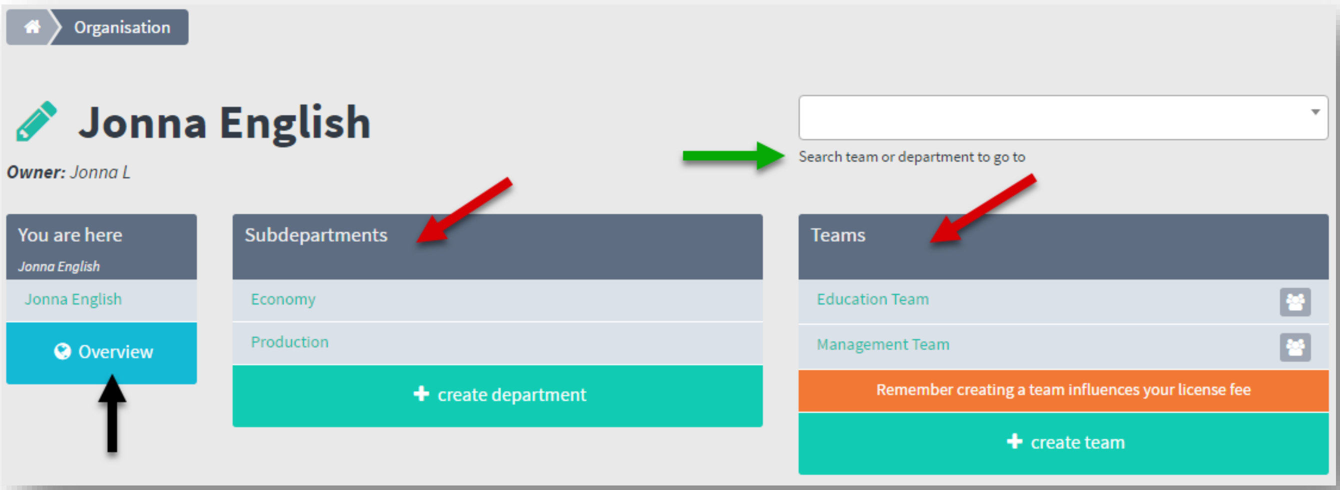
Change manager in departments and teams

If you are the top executive – or the manager of a department with sub-departments and teams beneath it, you can insert one of your employees as the manager of a sub-department or a team by changing owner.

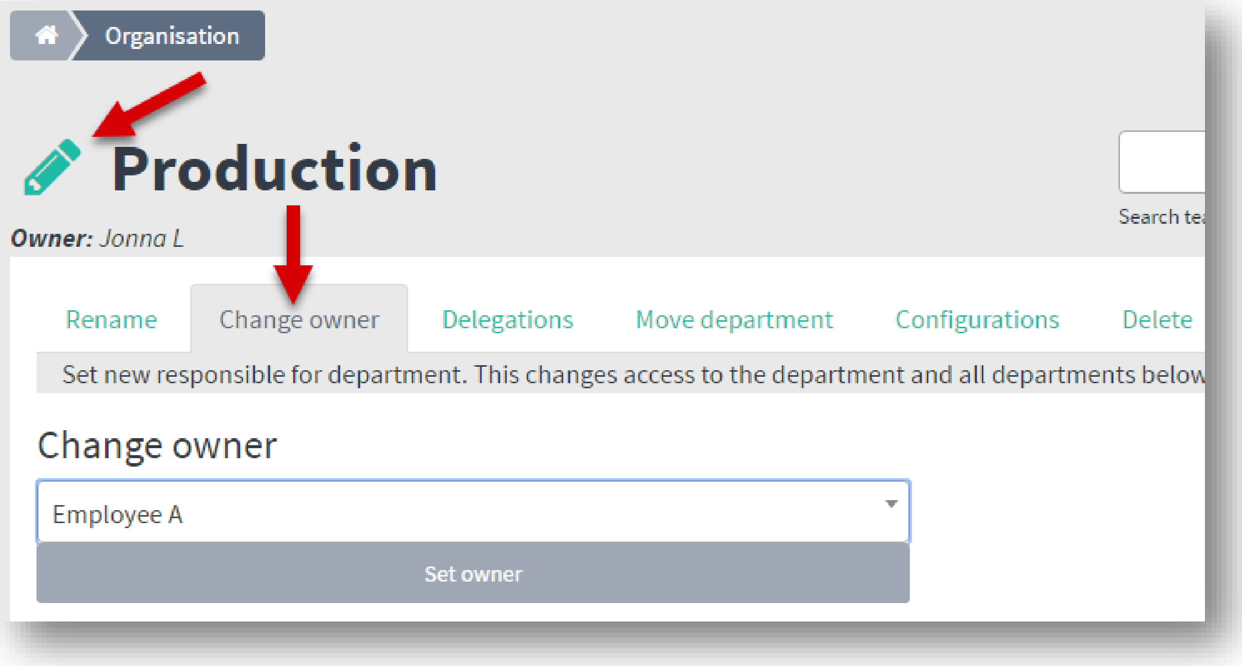


1. Select 'Main Organisation'

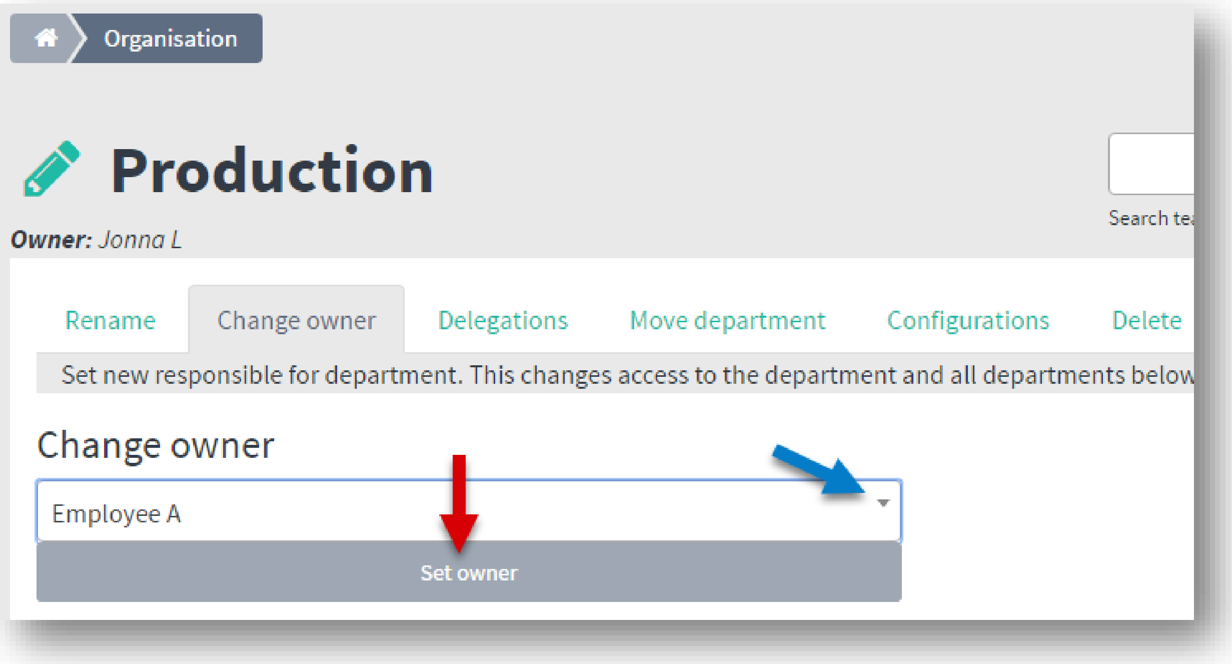


2. Select the department or team (red arrows). Or use the search box (green arrow) – or click via the overview (black arrow).

See next….



3. If you have the permission to change owner/manager, there will be a pencil next to the name of the department or
team (red arrow). Then click 'Change owner'.



4. Select the new owner/manager from the list of employees in your organisation (blue arrow). Click on 'Set owner' (red arrow).

Change leader in active EDP round

If a leader is replaced ***in the middle of a EDP round*** - the new leader can lock up completed forms (but the new leader can still not see dialog data between the former manager and the employee). Once a schedule is unlocked, the employee can then adjust in his text / score relative to the new leader + exit / send, and then the form is locked again and the new manager can see the new data for that employee!

The employee will receive a new call when the new manager has unlocked the form and is alerted to it by a selection of the manager's name (red arrow).