

Gallagher Personal Support

myPerformance On-Demand Training

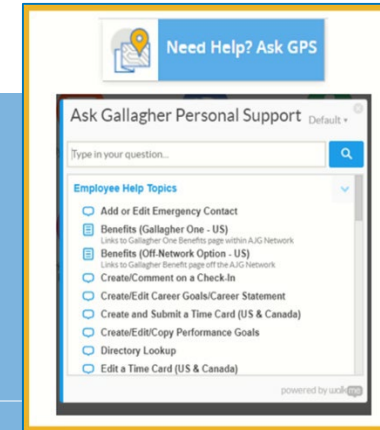


Need help navigating myPerformance?
Gallagher offers the perfect solution.
‘Ask GPS’ (Gallagher Personal Support) is here to provide real-time, click-by-click training in myHR.

To utilize this feature, click the **‘Need Help? Ask GPS’** button located at the top of the myHR screen and search for the action you wish to complete.

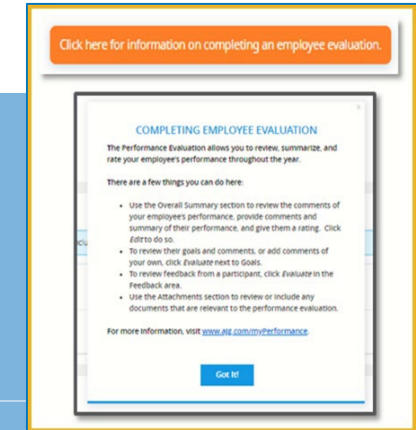
Real-time Guidance

Selecting *Need Help? Ask GPS* and searching for the action (i.e. Benefits, Pay, Evaluation) will provide click-by-click navigation instructions



Guidance Bubbles

Detailed guidance about navigation and what to consider when completing certain tasks



KEYWORDS

Type a keyword in the ‘Need Help?’ Menu to get started

- | | |
|----------------------|-------------------------|
| myPerformance | Career Statement |
| Performance | Check-In |
| Evaluation | Career |
| Feedback | Goals |

GUIDED WALKTHROUGH LINKS

The below links will navigate you directly to myHR/myPerformance & guide you to your desired module.

- [Complete Performance Self Evaluation](#)
- [Create/Edit/Copy Performance Goals](#)
- [Request Feedback from a Colleague](#)
- [Create/Comment on a Check-In](#)
- [Provide Requested Feedback for a Colleague](#)
- [Create/Edit Career Development Goals](#)
- [Update my Skills & Qualifications](#)