



**AVD**

Performance Evaluation

**CYCLE 2023**

# HOW TO REGISTER THE FEEDBACK








# MANAGER RECORD


**Step 1:** Before having a feedback conversation with the employee, the leader needs to generate the final “360° Evaluation” report, to consult and analyze the results on performance.


**Step 2:** To extract the report, simply click on “Reports -> “Report indicator”.





**Avaliação 360°**>


**Feedback**

**PDI**>


**9Box**>


**Organograma**


**Biblioteca**







**Relatórios**>


**Relatórios Dinâmicos**




**Sobre a JBS**


Pesquisar

**32****ROGER SOUZA**


**AVD**  
Avaliação de Desempenho

**AVD**  
Avaliação de Desempenho


**Minha Equipe**




CARLA TEIXEIRA  
Diretor de Qualidade  
Gestor



CRISTIANE LIMA  
Coordenador de  
Qualidade  
Equipe



JOSE DE ANDRADE  
Coordenador de  
Qualidade  
Equipe



SILVIO DE FREITAS  
Coordenador de  
Qualidade  
Equipe

**Meu perfil**

Concluído

Preenchimento: 100 %

Visualizar Meu Perfil

**Ações de Desenvolvimento**


Não Iniciadas  
**0**

Em andamento  
**0**

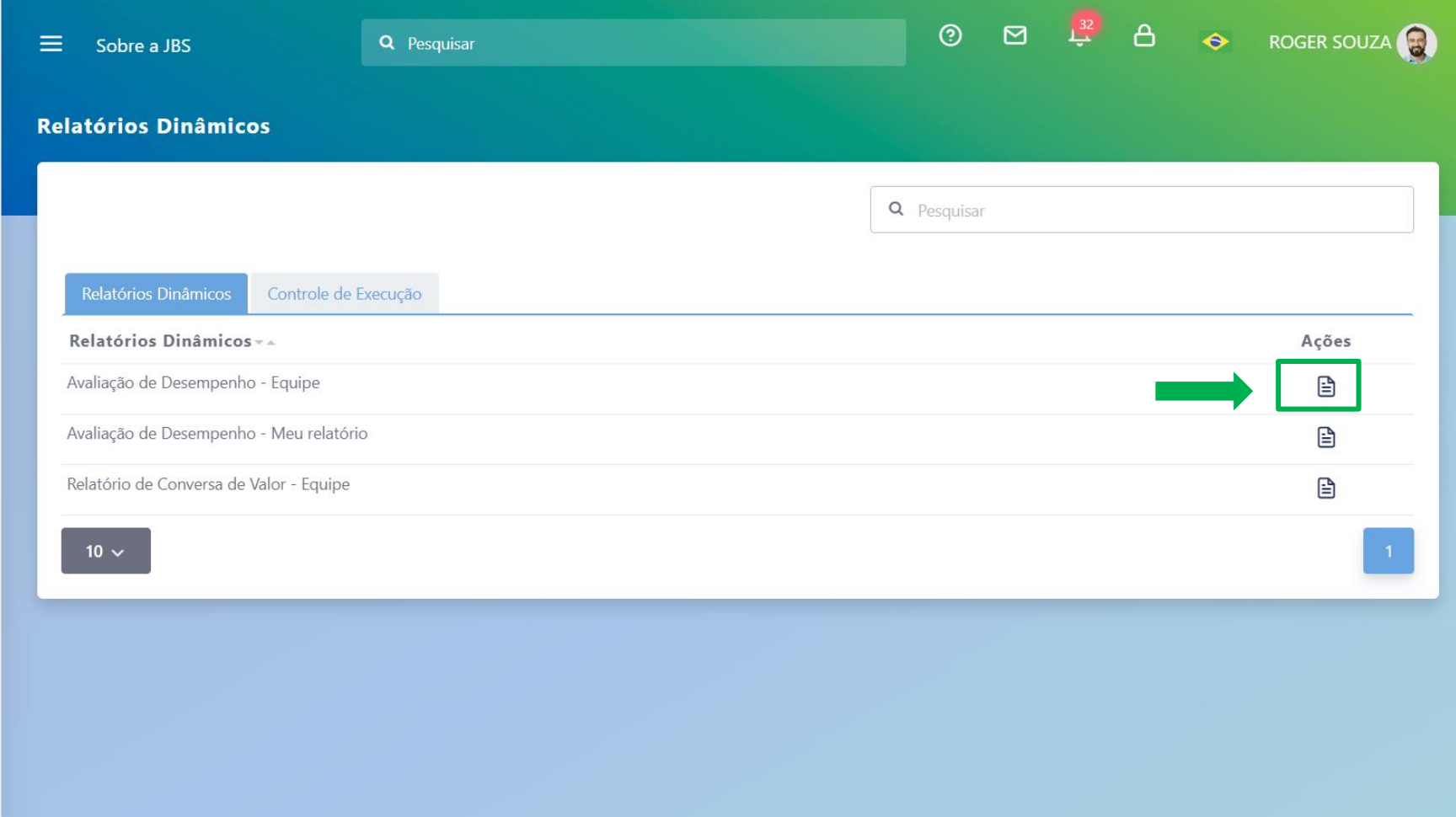

Concluídas  
**0**

Canceladas  
**0**

**Step 1:** In the  
"Performance Evaluation –  
Team" report, click on  
actions.



- Avaliação 360° >
- Feedback
- PDI >
- 9Box >
- Organograma
- Biblioteca
- Relatórios >
  - Relatórios Dinâmicos



Sobre a JBS




Pesquisar

Relatórios Dinâmicos

Pesquisar

Relatórios Dinâmicos

Controle de Execução

Relatórios Dinâmicos	Ações
Avaliação de Desempenho - Equipe	
Avaliação de Desempenho - Meu relatório	
Relatório de Conversa de Valor - Equipe	

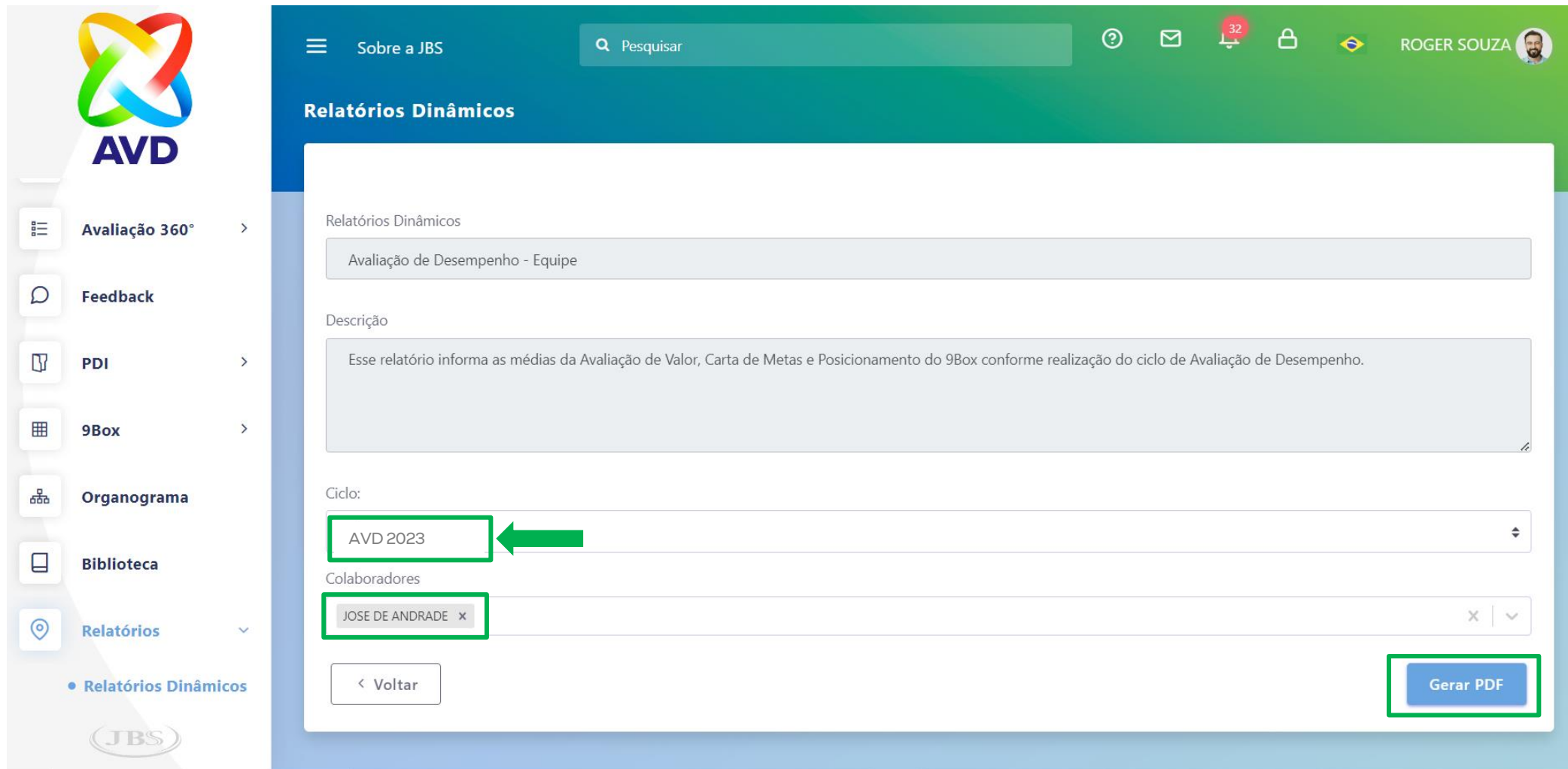
10

1

**Step 1:** In cycle select "AVD 2023"

**Step 2:** In employees, enter the name of the employee you want to extract the report.

**Step 3:** Click generate PDF. Now, just analyze the information in the 360° evaluation report.



The screenshot displays the AVD Manager Record interface. On the left, a sidebar contains the AVD logo and a menu with the following items: Avaliação 360°, Feedback, PDI, 9Box, Organograma, Biblioteca, Relatórios, and Relatórios Dinâmicos (highlighted). The main content area is titled 'Relatórios Dinâmicos' and features a search bar and a list of reports. The selected report is 'Avaliação de Desempenho - Equipe'. Below this, a description states: 'Esse relatório informa as médias da Avaliação de Valor, Carta de Metas e Posicionamento do 9Box conforme realização do ciclo de Avaliação de Desempenho.' The 'Ciclo' dropdown is set to 'AVD 2023', and the 'Colaboradores' dropdown is set to 'JOSE DE ANDRADE'. A green arrow points to the 'AVD 2023' selection. At the bottom right, a 'Gerar PDF' button is highlighted with a green box. A 'Voltar' button is located at the bottom left of the main content area.



# MANAGER RECORD



- Step 1:** Before recording feedback, the leader needs to hold a conversation to talk about performance and development points with the employee.
- Step 2:** To include the conversation record, simply click on "Feedback".

**AVD**

**Página inicial**

**Meu perfil** Concluído

Preenchimento: 100 %

Visualizar Meu Perfil

**Ações de Desenvolvimento**

Não Iniciadas	Em andamento
0	0
Concluídas	Canceladas
0	0

**Minha Equipe**

CARLA TEIXEIRA  
Diretor de Qualidade Gestor

CRISTIANE LIMA  
Coordenador de Qualidade Equipe

JOSE DE ANDRADE  
Coordenador de Qualidade Equipe

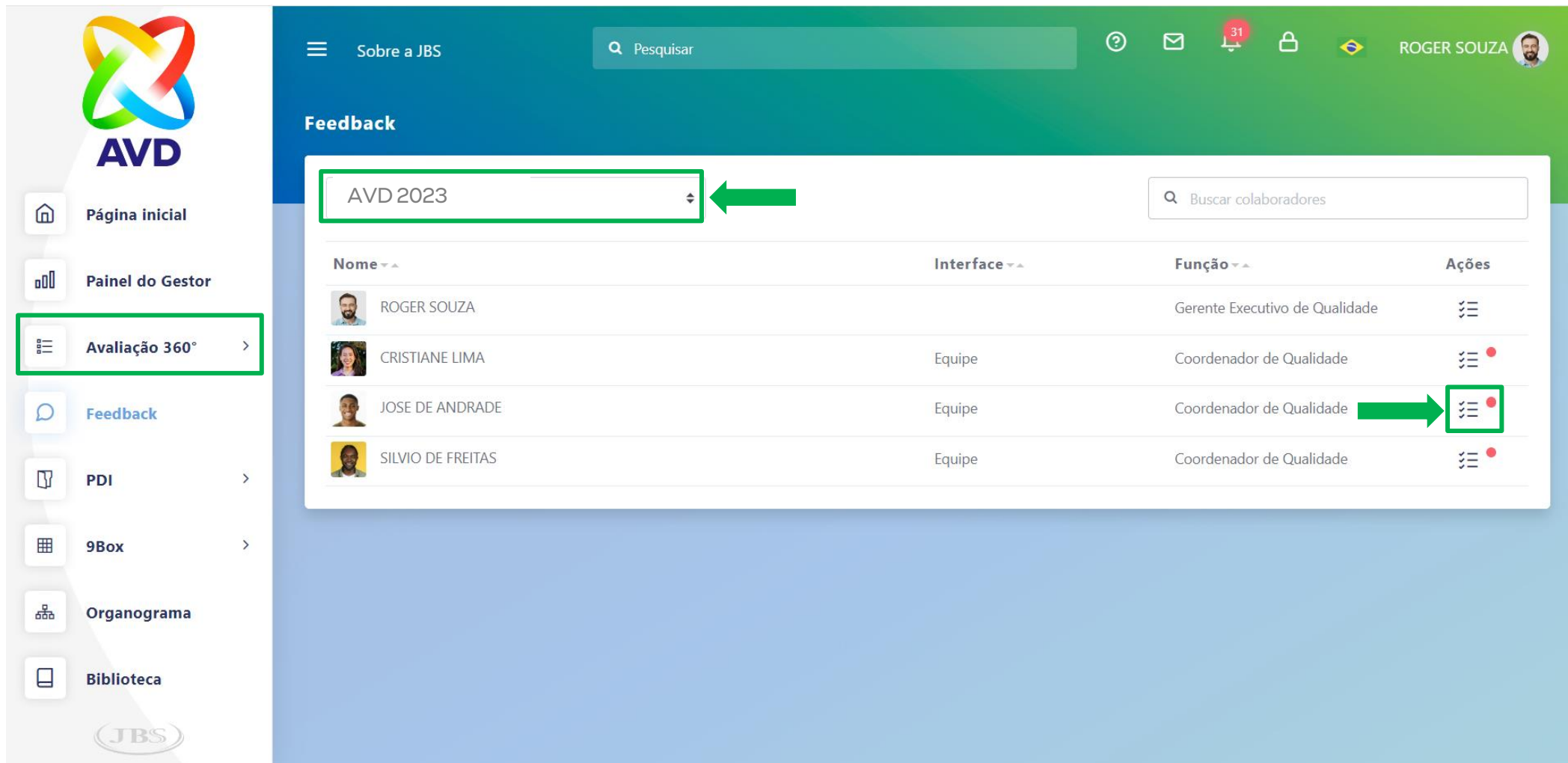
SILVIO DE FREITAS  
Coordenador de Qualidade Equipe

**JBS**



**Step 1:** When accessing the feedback registration screen, check that the cycle for registration is selected "AVD 2023".

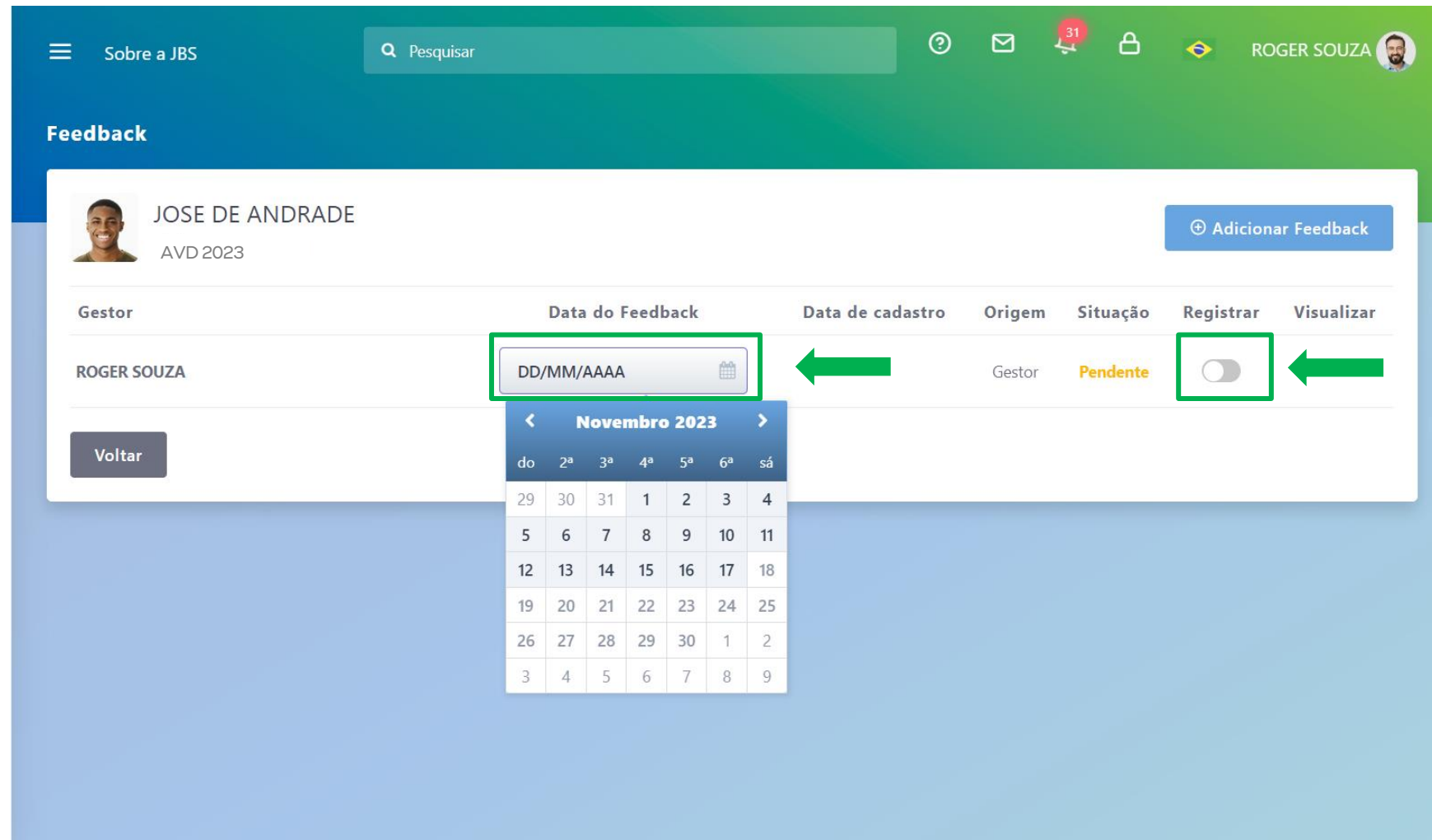
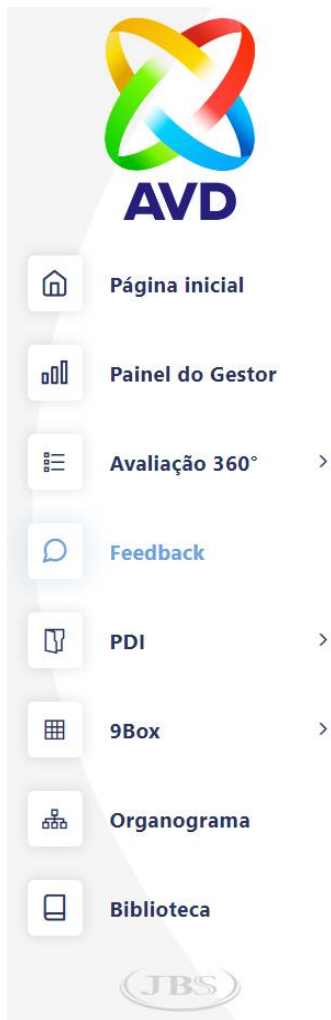
**Step 2:** Click on "actions" to enter the employee's comments.



Nome	Interface	Função	Ações
ROGER SOUZA		Gerente Executivo de Qualidade	
CRISTIANE LIMA	Equipe	Coordenador de Qualidade	
JOSE DE ANDRADE	Equipe	Coordenador de Qualidade	
SILVIO DE FREITAS	Equipe	Coordenador de Qualidade	

**Step 1:** Select the date on which you held the conversation with the employee.

**Step 2:** In register, select the option to save the information. On this screen you can check the status of the feedback, whether it is pending or completed.

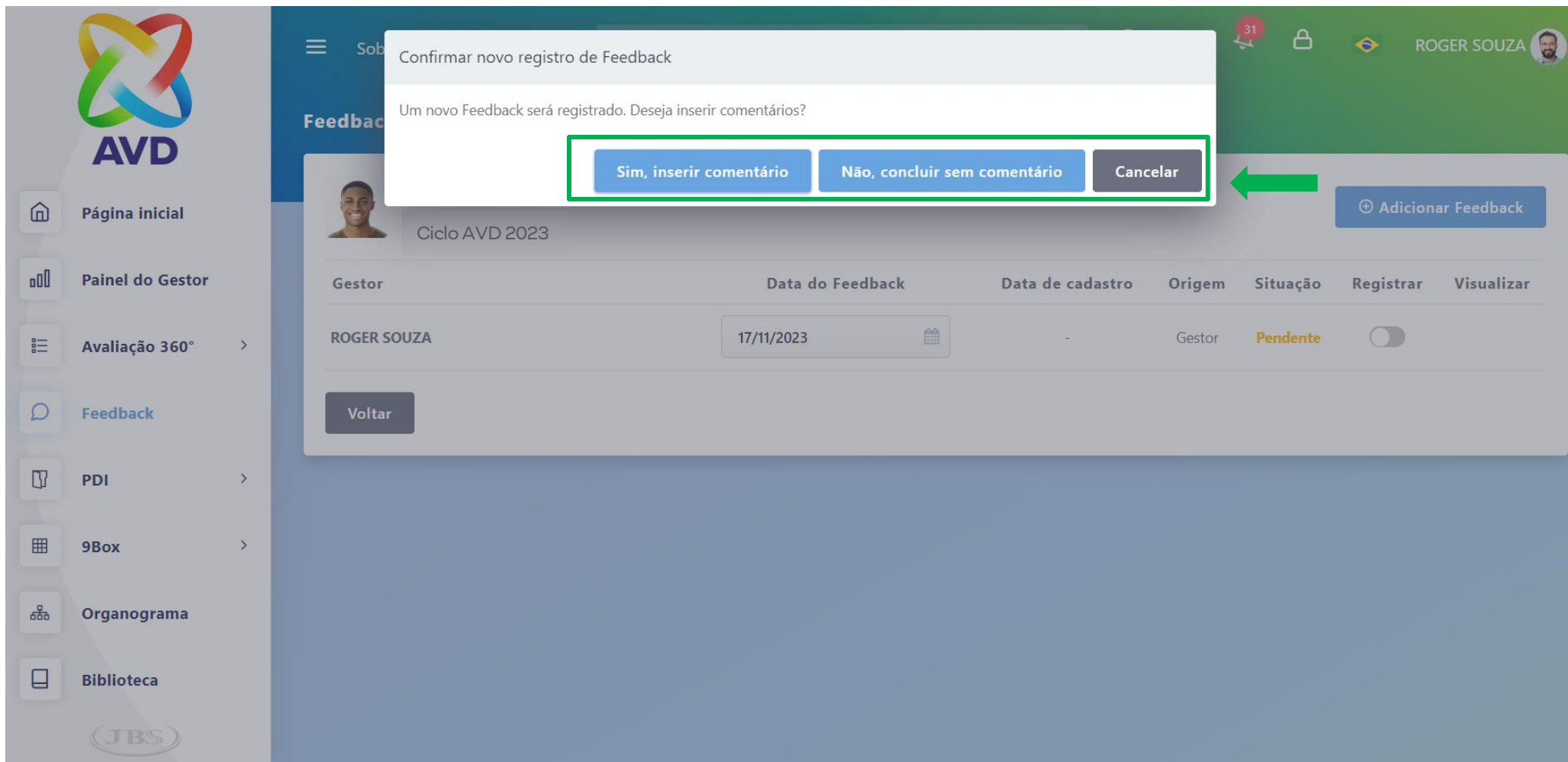




**Step 1:** When clicking on "register" the system asks for confirmation that the feedback has been provided.

**Step 2:** To proceed safely, the leader must select one of the options: 1st insert a comment, or 2nd conclude without comment. If you click "cancel" no information will be saved.

**Note:** Our recommendation is to record the points made during the feedback conversation.



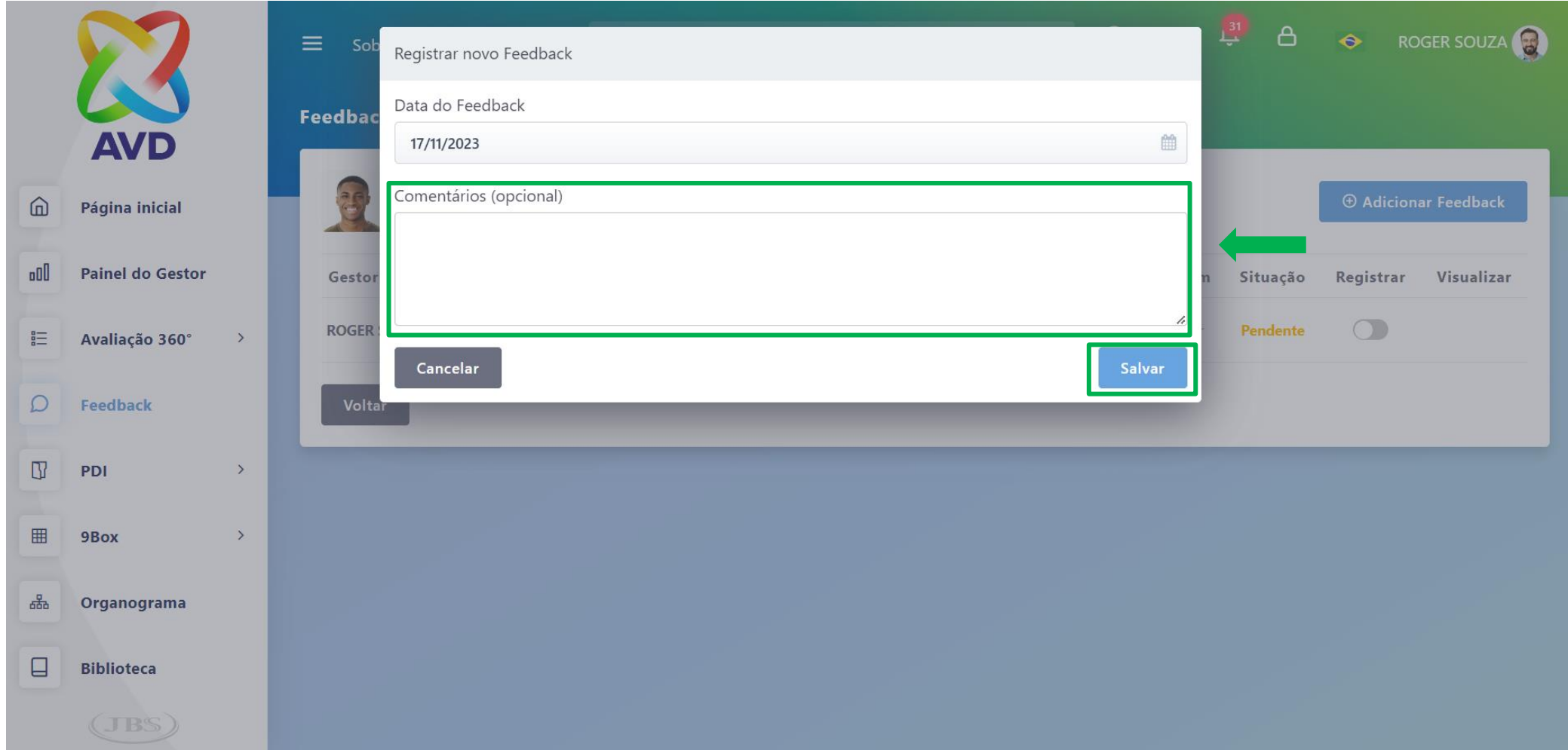
The screenshot displays the AVD Manager Record interface. A confirmation dialog box is overlaid on the screen, asking: "Confirmar novo registro de Feedback" and "Um novo Feedback será registrado. Deseja inserir comentários?". The dialog has three buttons: "Sim, inserir comentário" (highlighted with a green box), "Não, concluir sem comentário", and "Cancelar". A green arrow points from the "Adicionar Feedback" button in the background to the dialog box.

The background interface shows the AVD logo and a sidebar with navigation options: Página inicial, Painel do Gestor, Avaliação 360°, Feedback, PDI, 9Box, Organograma, and Biblioteca. The main content area displays a table for "Ciclo AVD 2023" with columns: Gestor, Data do Feedback, Data de cadastro, Origem, Situação, Registrar, and Visualizar. The table contains one row for "ROGER SOUZA" with a date of "17/11/2023" and a status of "Pendente". A "Voltar" button is located below the table.

Gestor	Data do Feedback	Data de cadastro	Origem	Situação	Registrar	Visualizar
ROGER SOUZA	17/11/2023	-	Gestor	Pendente	<input type="checkbox"/>	<input type="checkbox"/>

**Step 1:** To insert the comment, simply write it in the comments field (optional).

**Step 2:** Click "save".












The screenshot displays the AVD Manager Record interface. A modal window titled "Registrar novo Feedback" is open, allowing users to register a new feedback entry. The modal includes a date selection field labeled "Data do Feedback" with the date "17/11/2023" and a calendar icon. Below this is a text area labeled "Comentários (opcional)" for optional comments. At the bottom of the modal are two buttons: "Cancelar" (Cancel) and "Salvar" (Save). The "Salvar" button is highlighted with a green border. A green arrow points from the "Salvar" button to the "Registrar" button in the background interface. The background interface shows a sidebar with navigation options: "Página inicial", "Painel do Gestor", "Avaliação 360°", "Feedback", "PDI", "9Box", "Organograma", and "Biblioteca". The main content area displays a feedback entry for "Gestor" with the name "ROGER" and a status of "Pendente". A table with columns "Situação", "Registrar", and "Visualizar" is visible, along with a "Adicionar Feedback" button.


Okay, feedback complete!


**Note:** After recording the leader's feedback, the "360° Evaluation" report will be available to the employee.







If the feedback period ends and the leader has not performed it, the report will be available to the employee automatically.




-  **Página inicial**
-  **Painel do Gestor**
-  **Avaliação 360°** >
-  **Feedback**
-  **PDI** >
-  **9Box** >
-  **Organograma**
-  **Biblioteca**





 Sobre a JBS


   31   ROGER SOUZA 

### Feedback


 JOSE DE ANDRADE  
AVD 2023



Gestor	Data do Feedback	Data de cadastro	Origem	Situação	Registrar	Visualizar
ROGER SOUZA	17/11/2023	17/11/2023	Gestor	Concluída	<input checked="" type="checkbox"/>	



Registro salvo com sucesso





# EMPLOYEE RECORD

# EMPLOYEE RECORD



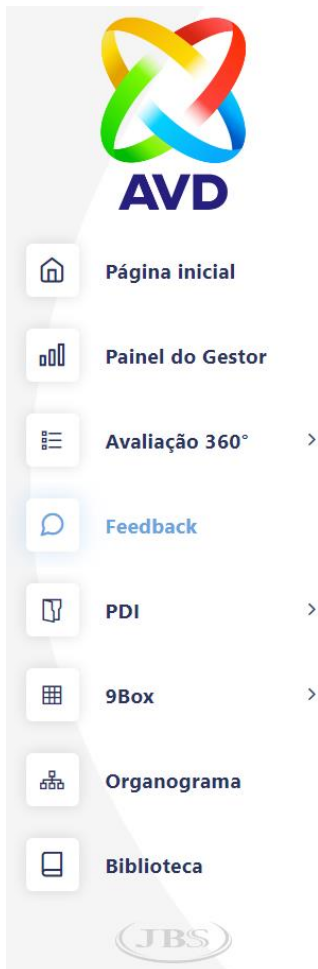
**Step 1:** The employee can check whether the leader registered their feedback, simply click on “Feedback”.

The screenshot displays the AVD (Avaliação de Desempenho) system interface. On the left, a sidebar contains navigation options: Página inicial, Painel do Gestor, Avaliação 360°, Feedback (highlighted with a green box and a green arrow), PDI, 9Box, Organograma, and Biblioteca. The main area shows the 'Página inicial' (Home) page with a large AVD logo and the text 'Avaliação de Desempenho'. Below this, there is a section titled 'Minha Equipe' (My Team) listing four team members: ROGER SOUZA (Gerente Executivo de Qualidade Gestor), ALINE FREMDER (Analista de Qualidade Sr Equipe), FREDERICO FERNAN... (Supervisor de Qualidade Equipe), and GUILHERME BRITO (Assistente de Qualidade Equipe). On the right side of the interface, there are two panels: 'Meu perfil' (My Profile) showing a completion status of 100% and a 'Concluído' (Completed) button, and 'Ações de Desenvolvimento' (Development Actions) showing counts for 'Não Iniciadas' (0), 'Em andamento' (0), 'Concluídas' (0), and 'Canceladas' (0).

# EMPLOYEE RECORD



**Step 1:** On the feedback screen, simply click on "actions" to check the status of the registration and comments if the leader has entered them.



Sobre a JBS

Pesquisar

JOSE DE ANDRADE

**Feedback**

AVD 2023

Buscar colaboradores

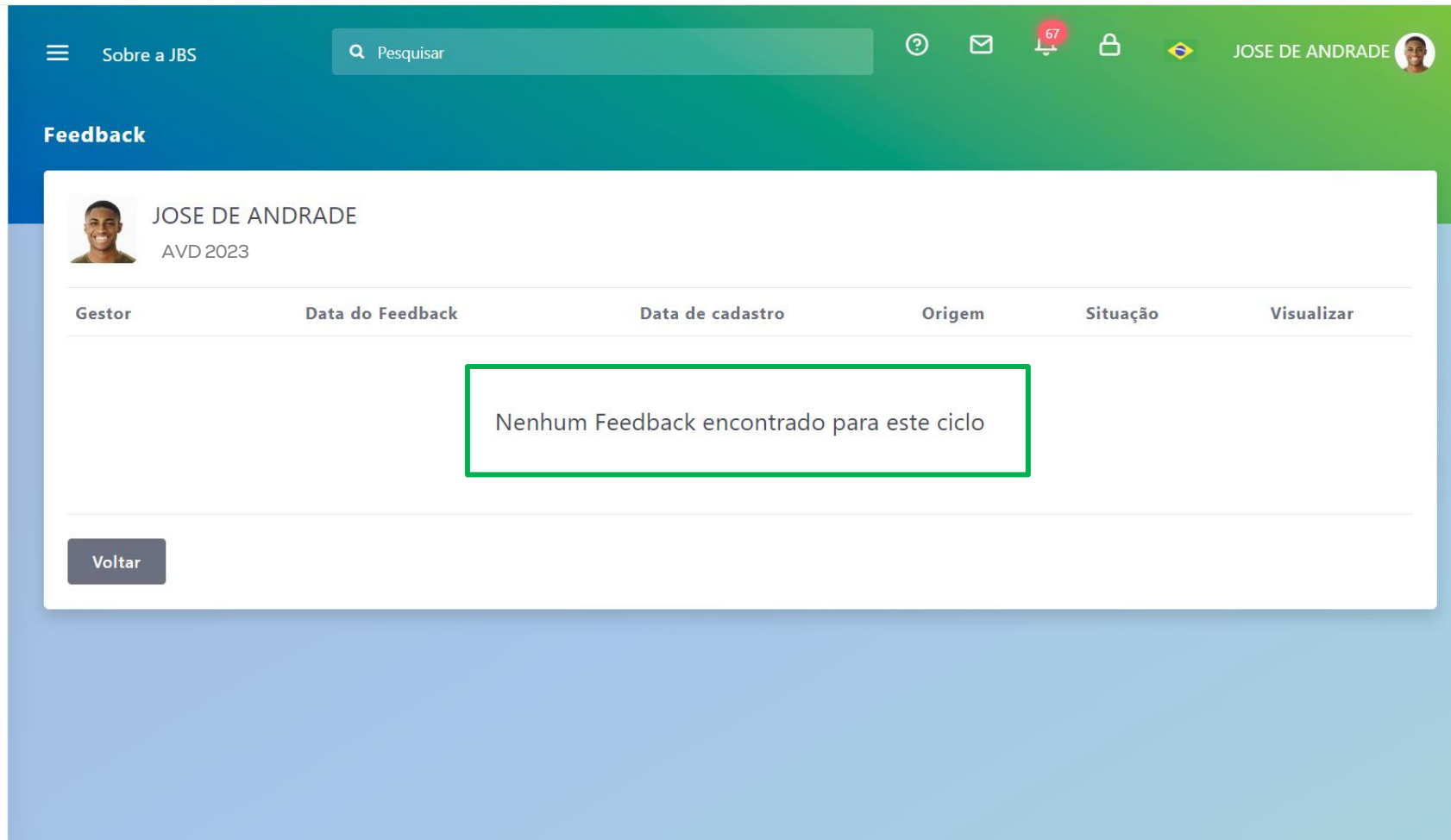
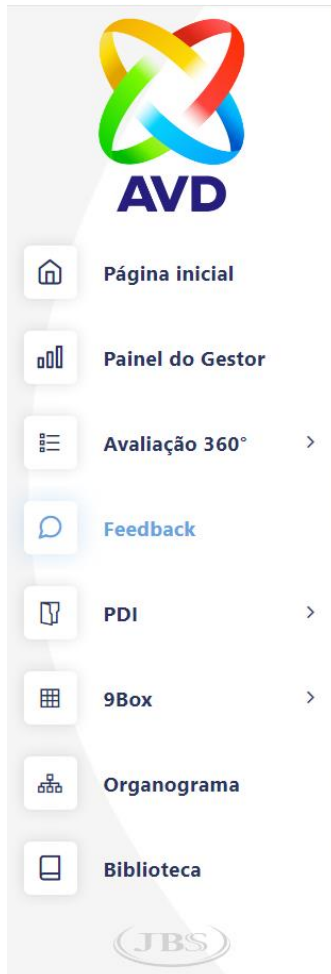


# EMPLOYEE RECORD



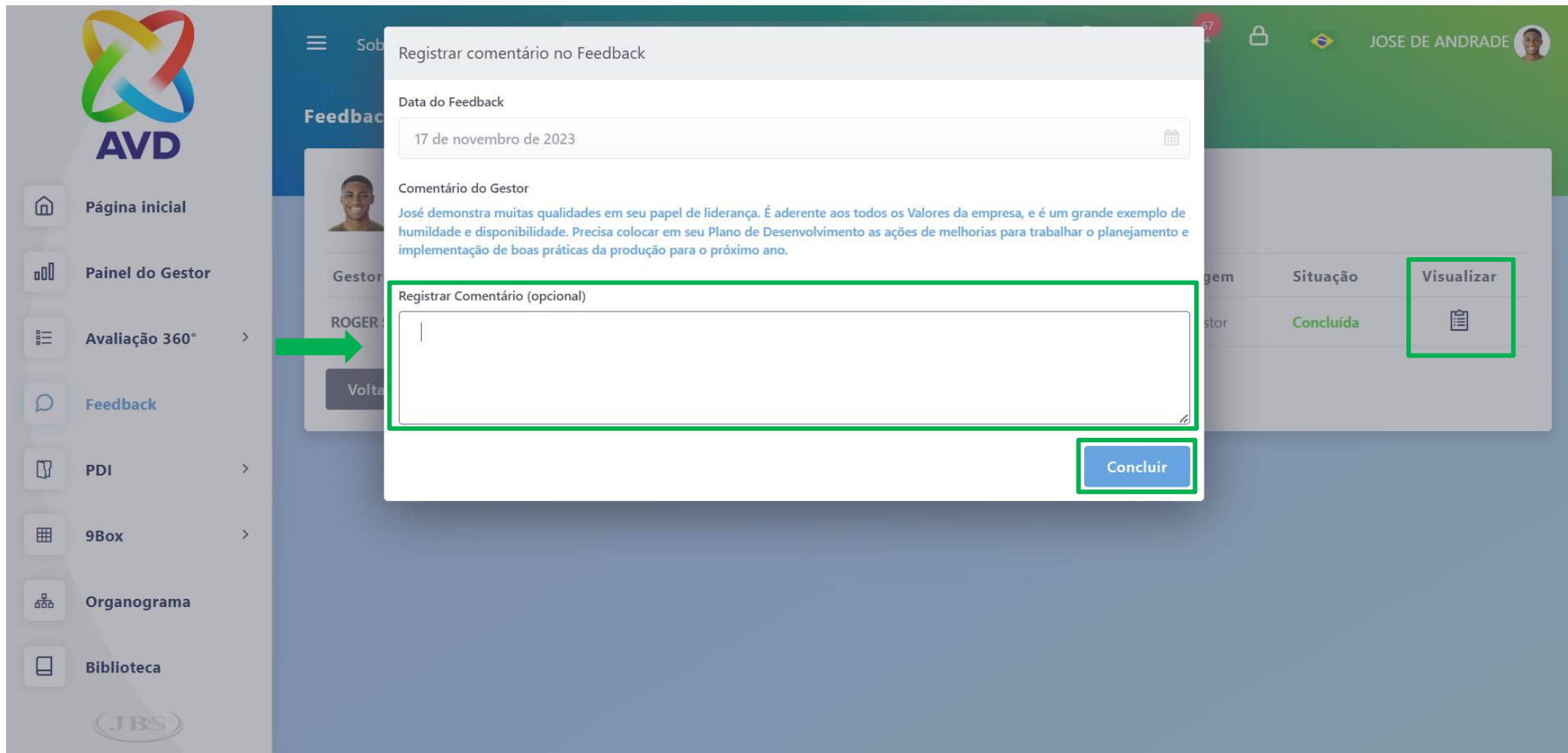
**Step 1:** If the leader has not registered the feedback, the system will display the message: "no feedback found for this cycle".

**Note:** The employee will have access to the "360° Evaluation" report, after the leader has recorded feedback. If the feedback period ends and the leader has not performed it, the report will be available to the employee automatically




**Step 1:** If the leader has recorded the feedback and inserted comments, to view it, simply click on the “view” option and open the leader’s comments, you can add additional comments if you wish.

**Note:** When the leader records the feedback, the status is already completed.



The screenshot displays the AVD (Avaliação 360°) interface. On the left, a sidebar menu includes options like 'Página inicial', 'Painel do Gestor', 'Avaliação 360°', 'Feedback', 'PDI', '9Box', 'Organograma', and 'Biblioteca'. The 'Feedback' option is highlighted with a green arrow. The main area shows a 'Feedback' modal for 'ROGER' with a 'Voltar' button. The modal contains a 'Data do Feedback' field (17 de novembro de 2023), a 'Comentário do Gestor' section with a pre-filled comment, and a 'Registrar Comentário (opcional)' text area. A green box highlights the 'Registrar Comentário (opcional)' area and the 'Concluir' button. In the background, a table shows feedback records with columns for 'Gestor', 'Situação', and 'Visualizar'. The 'Visualizar' button in the table is also highlighted with a green box. The top right of the interface shows the user 'JOSE DE ANDRADE'.

Gestor	Situação	Visualizar
gestor	Concluída	

# EMPLOYEE RECORD



**Step 1:** After the employee complements the leader's comments and clicks "Save", a message appears in the system confirming the save.



Página inicial



Painel do Gestor



Avaliação 360°



Feedback



PDI



9Box



Organograma



Biblioteca



Sobre a JBS



Pesquisar



JOSE DE ANDRADE



## Feedback



JOSE DE ANDRADE  
AVD 2023

Gestor	Data do Feedback	Data de cadastro	Origem	Situação	Visualizar
ROGER SOUZA	17/11/2023	17/11/2023	Gestor	Concluída	

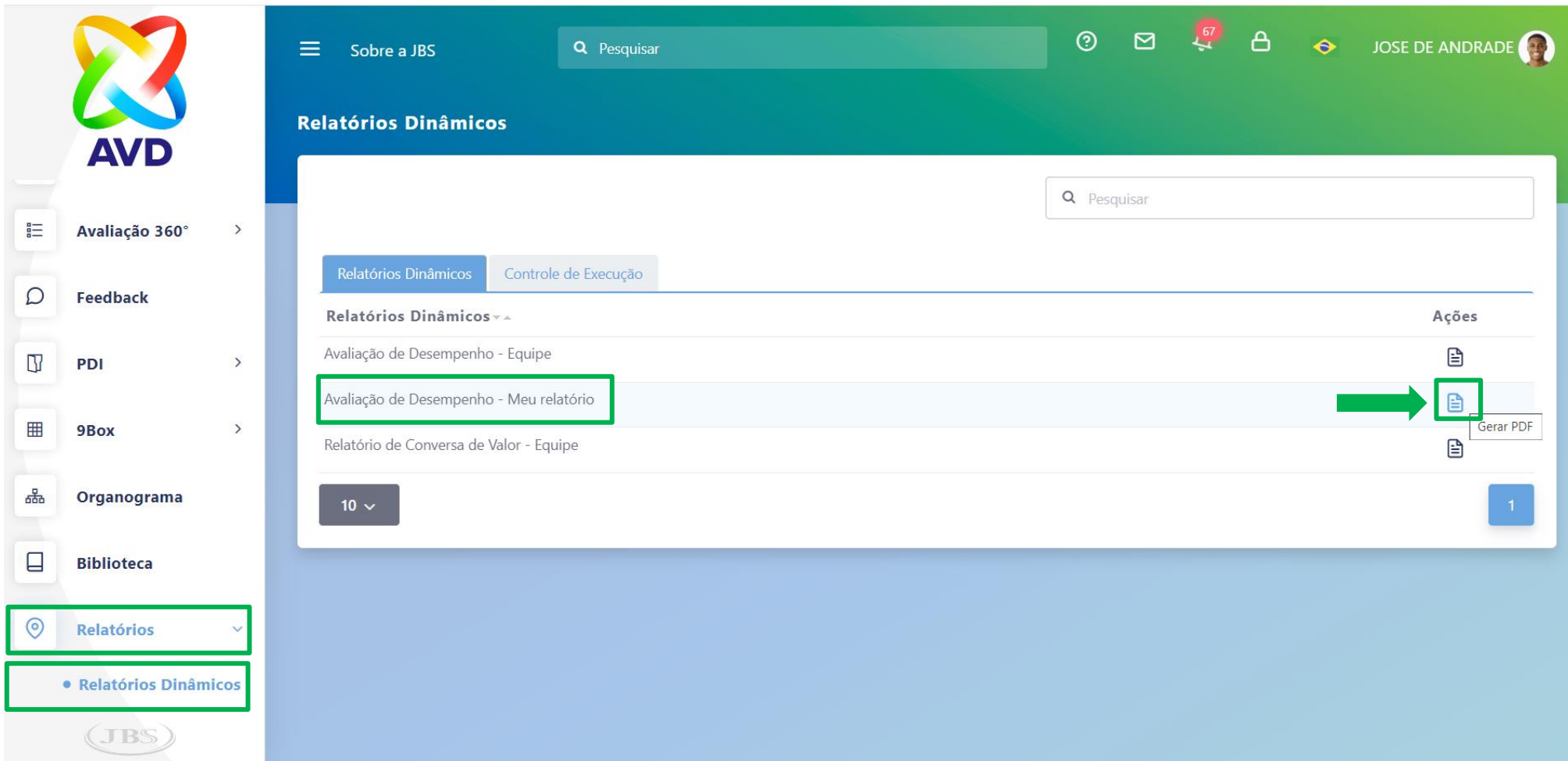
Voltar

Registro salvo com sucesso



**Step 1:** For the employee to consult the “360° Evaluation” report, simply access “Reports” -> “Dynamic reports”.

**Step 2:** Access the “Performance Evaluation – My report” report, click on actions.



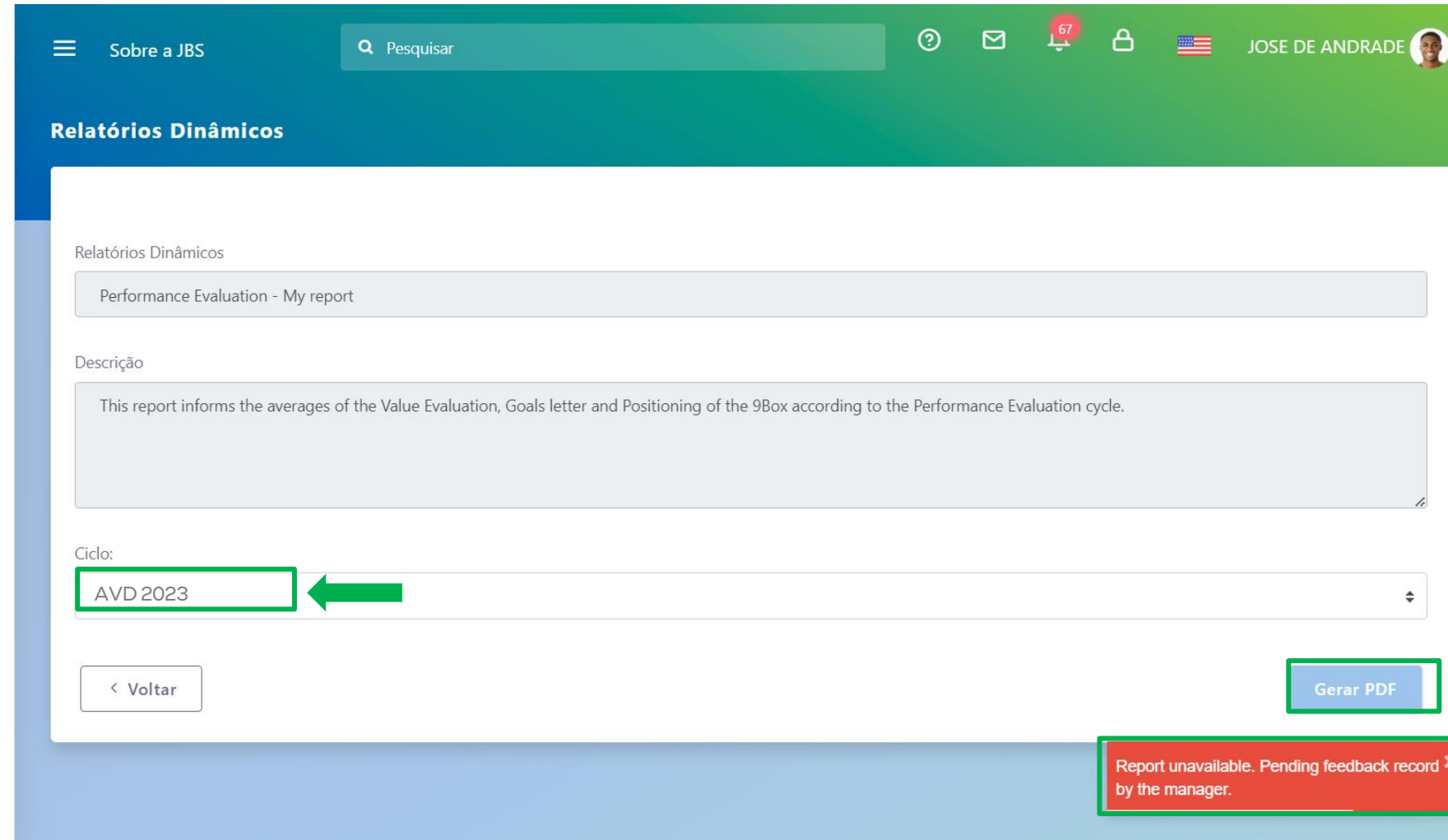
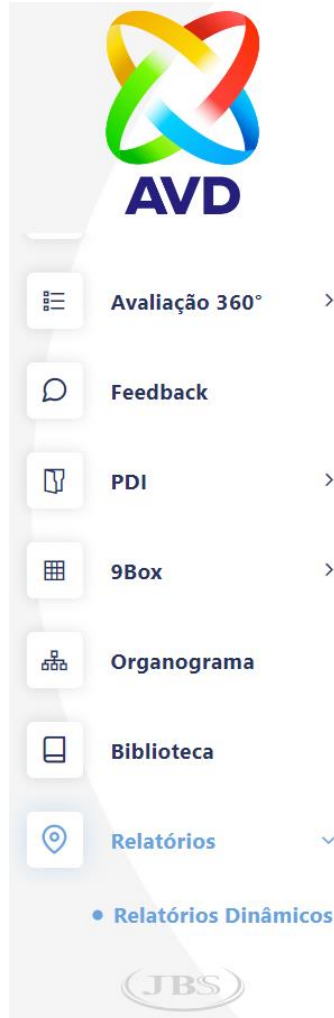
The screenshot displays the AVD (Avaliação de Desempenho) interface. On the left, a sidebar lists various modules: Avaliação 360°, Feedback, PDI, 9Box, Organograma, Biblioteca, Relatórios (selected), and Relatórios Dinâmicos (highlighted with a green box). The main area is titled 'Relatórios Dinâmicos' and contains a search bar and a list of reports. The reports listed are: Avaliação de Desempenho - Equipe, Avaliação de Desempenho - Meu relatório (highlighted with a green box), and Relatório de Conversa de Valor - Equipe. A green arrow points from the highlighted report to the 'Gerar PDF' button in the 'Ações' column. The interface also shows a 'Pesquisar' search bar at the top and a user profile 'JOSE DE ANDRADE' in the top right corner.

# EMPLOYEE RECORD

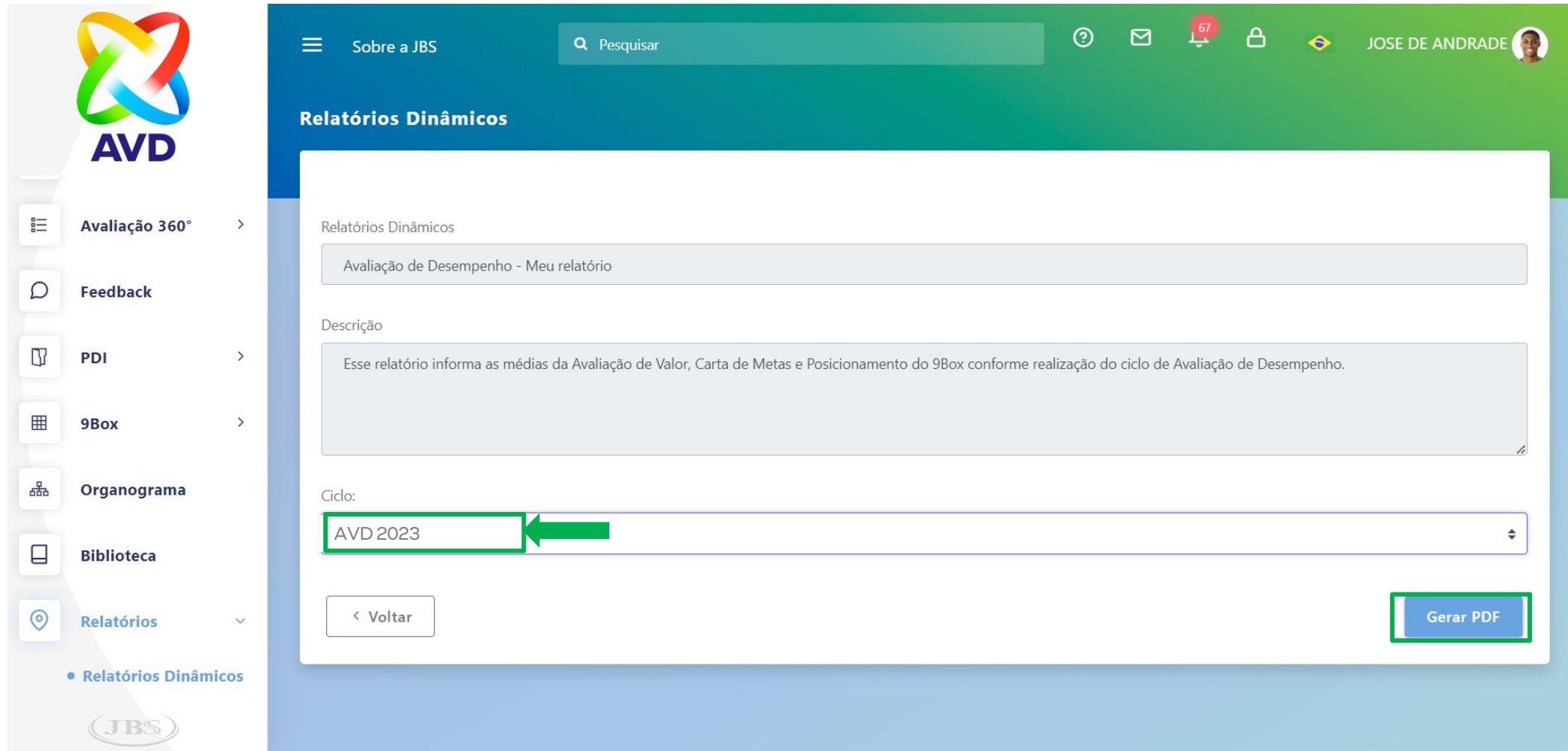


**Step 1:** It is necessary to select the "2023 Cycle".

**Step 2:** Click on generate PDF to download the report. If the leader has not registered feedback, the system will display a message saying that the report is unavailable and that there is a request from the leader.



**Step 1:** If the leader has already registered the feedback, the employee will be able to carry out the step-by-step process and download the report and the system will allow the download.



**AVD**

**Avaliação 360°**

**Feedback**

**PDI**

**9Box**

**Organograma**

**Biblioteca**

**Relatórios**

**Relatórios Dinâmicos**

**JBS**

Sobre a JBS

Pesquisar

Relatórios Dinâmicos

Relatórios Dinâmicos

Avaliação de Desempenho - Meu relatório

Descrição

Esse relatório informa as médias da Avaliação de Valor, Carta de Metas e Posicionamento do 9Box conforme realização do ciclo de Avaliação de Desempenho.

Ciclo:

AVD 2023

< Voltar

Gerar PDF

JOSE DE ANDRADE



JBS



AVD



# HOW TO REGISTER THE IDP



# BUILDING THE IDP

The construction of the IDP is a joint action between the leadership and its team individually to align, the development process prioritizing the actions that will contribute to the changes in unwanted attitudes.

The employee needs to reflect on 3 points before making the IDP:

What to START DOING?

What TO KEEP doing?

THE CESSATION, i.e., the cessation of doing?

# HOW REGISTER THE IDP



**Step 1:** Access the AVD system, and in the PDI module on the left sidebar find the Development Actions.

The screenshot displays the AVD system interface. On the left sidebar, the 'PDI' module is highlighted with a yellow box, and the 'Ações de Desenvolvimento' (Development Actions) option is also highlighted with a yellow box. A yellow arrow points from the 'Ações de Desenvolvimento' option to the 'Minha Equipe' (My Team) section of the main content area.

**AVD**  
Avaliação de Desempenho

**Página inicial**

**Meu Perfil** Concluído

Preenchimento: 100 %

Visualizar Meu Perfil

**Feedbacks pendentes**

3

**Ações de Desenvolvimento**

Não Iniciadas	Em andamento
0	0
Concluídas	Canceladas
3	0

**Minha Equipe**

CARLA TEIXEIRA  
Diretor de Qualidade Gestor

CRISTIANE LIMA  
Coordenador de Qualidade Equipe

JOSE DE ANDRADE  
Coordenador de Qualidade Equipe

SILVIO DE FREITAS  
Coordenador de Qualidade Equipe

# HOW REGISTER THE IDP



**Step 1:** Make sure the cycle period is correct before registering the action.**Step 2:** Click Add Action.

The screenshot displays the AVD (Ações de Desenvolvimento) interface. On the left is a sidebar with the AVD logo and navigation links: Página inicial, Painel do Gestor, Avaliação 360°, Feedback, PDI, Ações de Desenvolvimento (highlighted), 9Box, Organograma, and Biblioteca. The main area is titled 'Ações de Desenvolvimento' and shows a user profile for ROGER SOUZA, Gerente Executivo de Qualidade, located in Fribói, managed by CARLA TEIXEIRA. Below the profile is a dropdown menu labeled 'Ciclo AVD 2023'. To the right of this menu is a blue 'Adicionar' button. A callout box with an arrow points to the 'Adicionar' button, containing the text 'Click to add the development action'. Below the profile section, a message states 'Você não tem Ações de Desenvolvimento.'



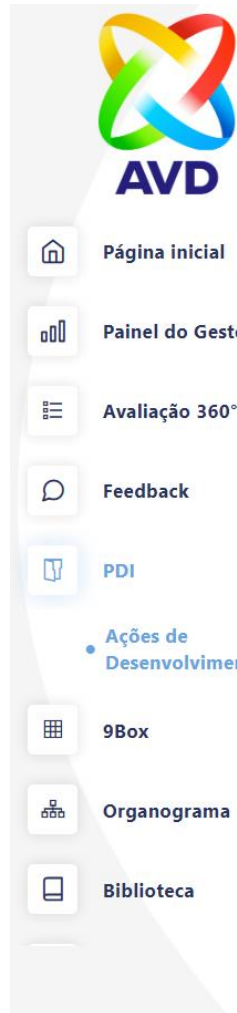
# HOW REGISTER THE IDP



**Step 1:** Select the value that will be linked to the development action.

**Step 2:** Select the Attitude that will be linked to the development action.

**Step 3:** Describe, with as much information as possible, what is the development action that will be done to develop.



**Ações de Desenvolvimento**

ROGER SOUZA  
Gerente Executivo de Qualidade  
Diretoria de Pricing e Planejamento  
Gestor: CARLA TEIXEIRA

Valor:

Atitude:

Como você fará para desenvolver essa Atitude?

Data de início:  Data final:  Data de cadastro:  Situação:

Selecione qual Valor a ação de desenvolvimento será vinculada.

Qual atitude será desenvolvida com a ação

Describe what strategic improvement action will be taken to improve the Value and the Linked Attitude.



# HOW REGISTER THE IDP



**Step 1:** Enter the start period of the action and what is the final period of completion of the registered action.

**Step 2:** Select the status/status of the action and don't forget to update.

The screenshot shows the AVD system interface. On the left is a sidebar with navigation icons and labels: Página inicial, Painel do Gestor, Avaliação 360°, Feedback, PDI, Ações de Desenvolvimento (highlighted), 9Box, Organograma, Biblioteca, and Relatórios. The main content area is titled 'Ações de Desenvolvimento' and displays user information for ROGER SOUZA, Gerente Executivo de Qualidade, Diretoria de Pricing e Planejamento, with Gestor CARLA TEIXEIRA. Below this are two dropdown menus: 'Valor' (DISCIPLINA) and 'Atitude' (Otimiza tempo, atividades e recursos). A text area asks 'Como você fará para desenvolver essa Atitude?'. The 'Data de início' and 'Data final' fields are highlighted with a yellow box and contain 'DD/MM/AAAA'. A calendar for March 2024 is open below the start date field. The 'Data de cadastro' field also contains 'DD/MM/AAAA'. The 'Situação' dropdown is highlighted with a yellow box and shows 'Em Andamento'. At the bottom right are buttons for 'Salvar como Rascunho' and 'Adicionar'.

Enter when the action will start and when it will end, The deadline for completion needs to be by September 2024, before starting the next cycle of the AVD.

Put what the action situation is in, and don't forget to update.



# HOW REGISTER THE IDP



**Step 1:** You can add attach files for the action.

Example: grid with course content, meeting minutes, presentations, etc.

**Step 2:** Click add to include the action.

The screenshot displays the AVD (Avaliação 360º) interface. On the left, a sidebar contains navigation options: Página inicial, Painel do Gestor, Avaliação 360º, Feedback, PDI, Ações de Desenvolvimento (selected), 9Box, Organograma, Biblioteca, and Relatórios. The main area shows the 'Ações de Desenvolvimento' section for user ROGER SOUZA, Gerente Executivo de C. The section includes fields for 'Valor' (DISCIPLINA), 'Como você fará para desenvolver essa Atitude?' (Descreva como pretende desenvolver essa Atitude), 'Data de início' (10/04/2024), and 'Situação' (Em Andamento). A file explorer window is open, showing the 'Imagens' folder. The 'Adicionar' button is highlighted with a yellow box and an arrow.

# HOW REGISTER THE IDP



**Step 1:** It is necessary to monitor the action periodically and update it in the system as it progresses.

The screenshot displays the AVD (Ações de Desenvolvimento) interface. On the left is a sidebar with navigation options: Página inicial, Painel do Gestor, Avaliação 360°, Feedback, PDI, Ações de Desenvolvimento (selected), 9Box, Organograma, Biblioteca, and Relatórios. The main header includes a search bar, user profile (ROGER SOUZA), and notification icons. The 'Ações de Desenvolvimento' section shows a user profile for ROGER SOUZA, Gerente Executivo, and a search filter for 'Ciclo AVD 2012'. Below this, there are four columns representing the status of actions: Não Iniciadas, Em andamento (highlighted with a yellow bar), Concluídas, and Canceladas. An arrow points from a callout box to the 'Em andamento' column. The callout box contains the text: 'After the registered action needs to be monitored periodically, on this screen it is possible to see the status.' A card is visible in the 'Em andamento' column with the following details:

- DISCIPLINA**
- Otimiza tempo, atividades e recursos
- Data de início 10/04/2024 | Data final 31/05/2024
- 0

An 'Adicionar' button is located in the top right corner of the main content area.

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