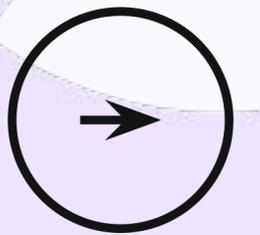


sloneek

Manager Guide

Learn to master Sloneek in no time. 🧠



Your reliable work companion

Why do we have Sloneek?

- ✓ Overview of people from your people
- ✓ Easy vacation entry and approvals
- ✓ Sign documents and accept work assets
- ✓ See the tasks you are responsible for
- ✓ Strengthening company culture and engagement



How to check up on your team?

[More info](#)

Go to the **Colleagues** section where you can immediately find the contact details of any colleague. However, if you only want to view your team, follow these steps:

1. In the Team column, filter the team you are a manager in.
2. Click Settings in the right sidebar and save the configuration you just created.

 Click on a user's name at any time to access their folder for more info.



How to approve vacations?

[More info](#)

1. The moment one of your subordinates requests an absence (typically a vacation), you will **receive a notification** in your email and in-app.
2. You can approve an absence with one click directly from the email. Alternatively, you can also go to the **Approvals** section of the app and approve or reject requests from there.

 Depending on your company settings, you can also approve **activities** in the same way.



How to run a report for your team?

More info

 In the [Reports](#) section, you can always get the necessary report for your entire team - whether it's an overview of absence or the time worked.

1. Simply select the report you need and click through to it.
2. Set the parameters of the report and for whom it should be intended and generate the report.
3. Within seconds you have **comprehensive data on your people**.



How to evaluate your people?

More info

As a team manager, you have a variety of tools at your disposal to effectively evaluate your people. Depending on your company's practices, you can:

- Complete evaluation **questionnaires**
- Assess **skills** on the scales
- Add and update **team and personal goals**
- Compile final summaries

The proces is quite straightforward:

1. To manage your people's evaluations, go to the **Colleagues** section, click on a specific user and the **Evaluation** tab.
2. Fill out an evaluation questionnaire, asses skills or review performance objectives and final summary.

 You can create [team goals](#) in the **Company / Evaluation / Performance** section.

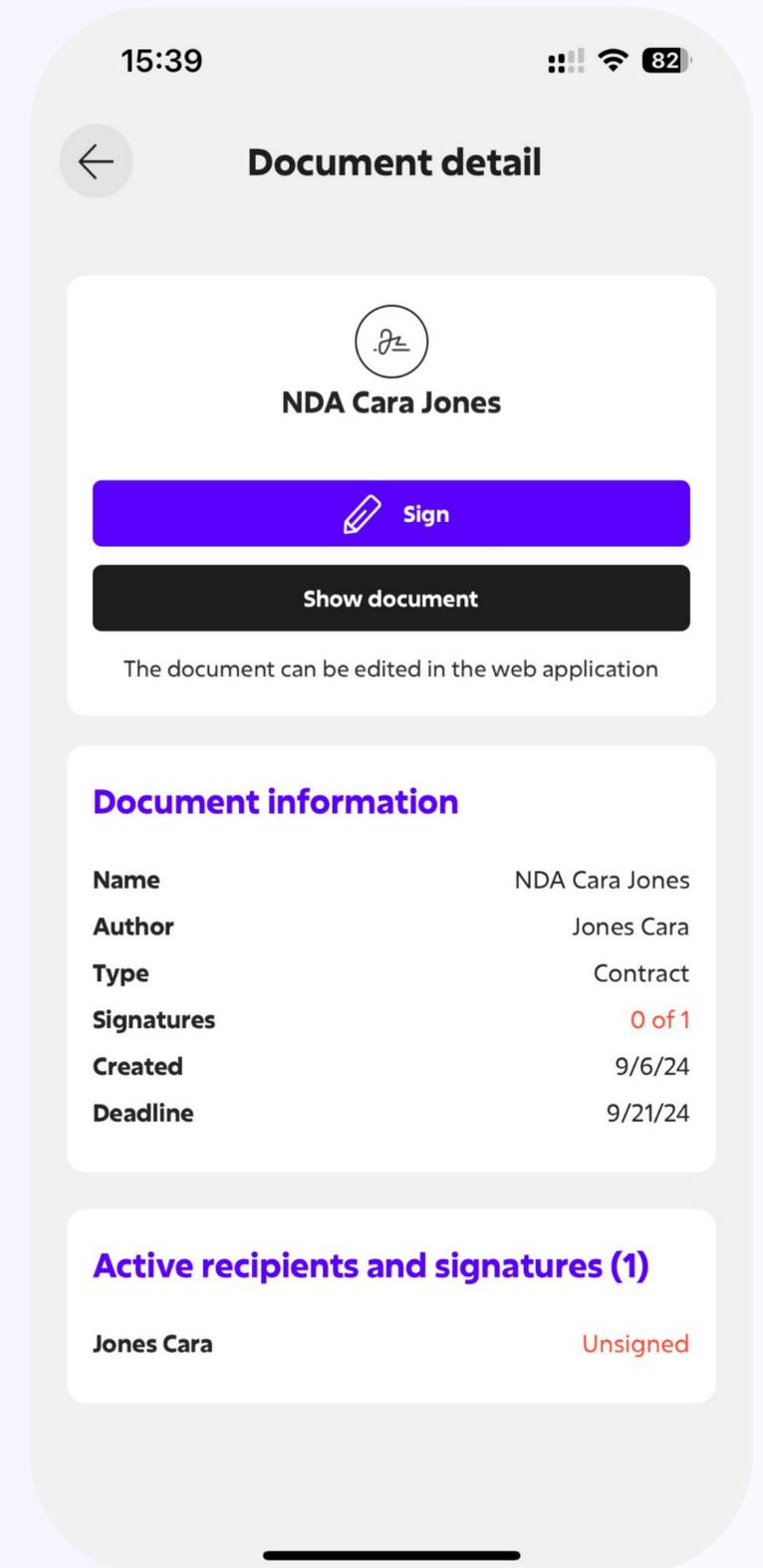


Download our mobile app!

😊 Perform the most important actions right from your pocket. Quickly, conveniently and easily.

What can you find in the mobile app?

- [Enter and approve vacation](#)
- Enter your work
- Find your colleagues
- Follow company announcements
- Sign documents
- See your tasks



Summary and key tips

👉 Don't see Sloneek as your enemy, we are here to help you **simplify processes** and get a better overview.

👉 If you don't know what to do, don't spend too much time struggling and **contact either your HR or us directly**.

👉 Give us your feedback so we can improve the app not only for your HR, but also for you.

- ✓ Full support for all users
- ✓ Extensive Help Center
- ✓ Guides and tutorials always for free
- ✓ Count on us, we are here to help 😊



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**Thank you and
keep Sloneekin'!**

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