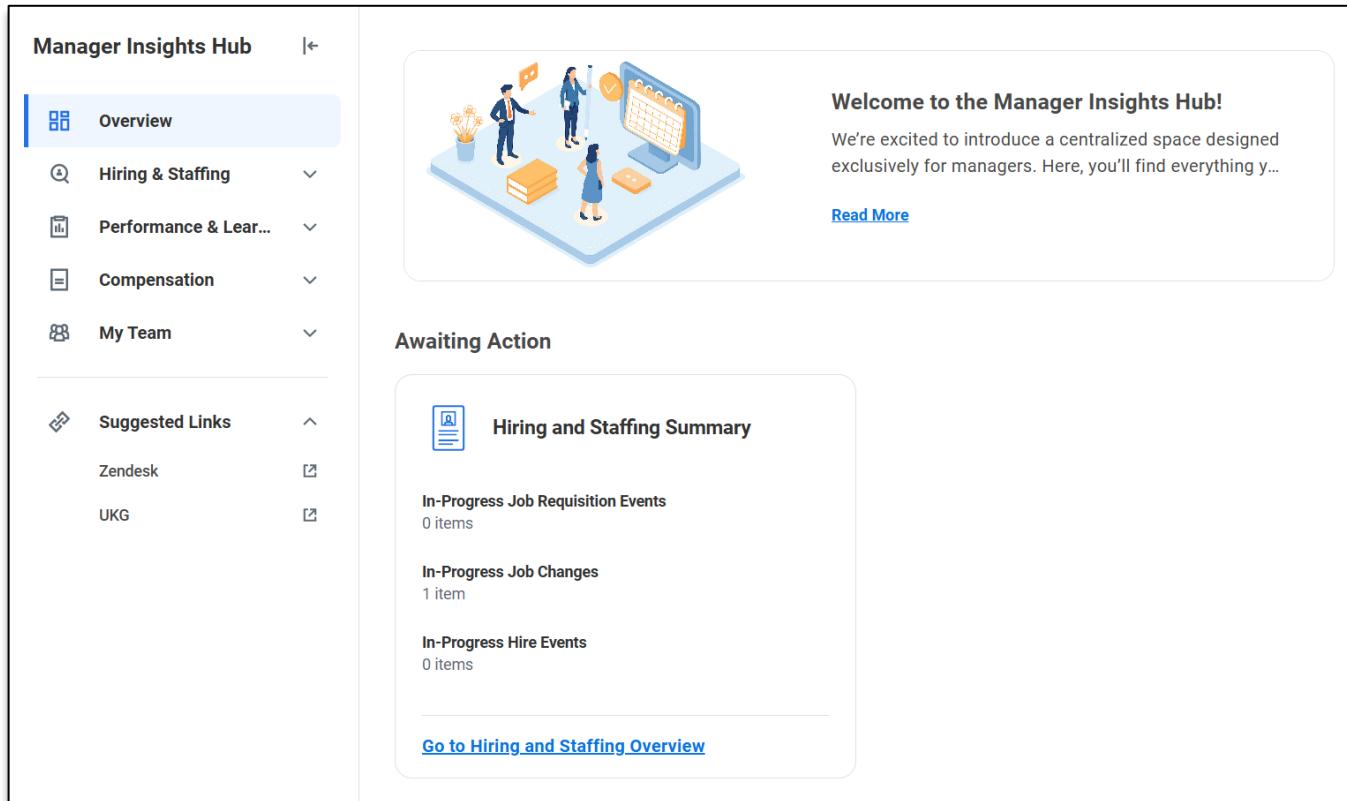


# Manager Insights Hub

## Managers

The Manager Insights Hub serves as a one-stop shop where managers can easily access critical information, tasks, and reports relevant to their team. Designed to streamline workflows, the Hub brings together resources across functional areas such as hiring, staffing, performance, compensation, and more, allowing managers to make informed decisions and efficiently oversee their team's activities.



### Overview

The Manager Insights Hub landing page will display key announcements about processes, features, and reminders. Additionally, managers will be able to get a snapshot of hiring and staffing items awaiting their action and their team members career highlights.

### Hiring and Staffing

This part of the Manager Insights Hub includes an overview page dedicated to hiring and staffing, along with separate dashboards for each area.



On the overview page, managers can find hiring and staffing related announcements, quick action buttons to relevant tasks and reports, and information cards highlighting in-progress requisitions, positions, and job changes.



**New Course Alert!**  
A new learning course on Position Management is now live!  
It's a quick, practical guide to help you manage positions...  
[Read More](#)

**Hiring and Staffing Tasks**

[Start Job Requisition](#) [Start Job Change](#) [Contract Contingent Worker](#) [End Contingent Worker Contract](#)

**Hiring and Staffing Reports**

[Onboarding Status Summary](#) [MED HCM - Position Management](#)

**Team Highlights**

**In-Progress Job Requisition Events**  
View in-progress job requisition events for your team.

**Open and In-Progress Positions**  
View open positions and in-progress positions for your team.

**DAYS AWAITING ACTION: 62**  
Assoc Supply Planner R2513561  
Awaiting action by multiple people

**Create Position: Supply Chain Coord**  
Awaiting action by me

Within the individual dashboards for Hiring and Staffing, additional reports and tasks can be found.

**Staffing**

**Workforce Management**

**Position Management**

Position ID	Position - Position Management	Staffing Status	Open or Future
P102445	P102445 Supply Chain Coord (Unfilled)	Open	
P201686	P201686 Supply Chain Coord (Unfilled)	Open	R2513562 S (Open)

**Hiring**

**Recruiting & Onboarding**

**My Open Job Requisitions**

Job Requisition	Primary Location	Recruiter
R2513562 Supply Chain Coord (Open)	CORP- Mundelein	Call Considi

**Actions**

[Start Job Requisition](#)

**Reports**

[MED HCM - Onboarding Status Summary Report](#)

**New Hires Starting Soon**

**End Contingent Worker Contract**

**My Candidates In Progress**

Candidate Name	Job Requisition
Joe Gonzales (C508508)	R2513562 Supply Chain Coord (Open)

**Additional Resources**

[How to Contract a Contingent Worker](#)

## Performance and Learning

This section of the Manager Insights Hub contains a wealth of information on topics such as goals, performance reviews, learning, development items, etc.



At the top of the Performance & Learning Overview page, performance-related announcements are featured to provide managers with pertinent details about upcoming processes or updates. To Enhance work processes, quick action buttons are available for tasks and reports relevant to performance and learning, allowing managers to efficiently access the tools and resources they need. Additionally, information cards are displayed to highlight team goals, ongoing learning opportunities, and talent highlight eligibility. These cards also showcase the most recent career activity of team members, giving managers an at-a-glance view of their team's progress and development.

The screenshot shows the 'Performance &amp; Learning' section of the Manager Insights Hub. At the top, there's an announcement card: 'Drive Team Success Through Performance Management'. Below it is a 'Performance Tasks' section with buttons for 'Add Goal to Employee(s)', 'Start Performance Review', 'Start Corrective Action', 'Start Performance Improvement Plan', and an ellipsis. The main area is titled 'Team Progress' and contains three cards: 'My Team's Goals' (5 goals updated in the last year, with a bar chart showing 5 goals at level 5), 'My Team's Learning' (13 In Progress, with two completed items: 'Preventing Harassment and Discrimination in Medline's...' and 'HIPAA and Medline (Offline)'), and 'My Team's Eligibility for Talent Highlights' (GenAI talent highlights summarize talent data to help...).

The Team Performance Dashboard delves deeper into those same topics and more by providing applicable reports and tasks throughout the three sections: Performance & Goals, Development & Calibration, and Corrective Action & PIPs.

### Team Performance Dashboard

Performance & Goals   Development & Calibration   Corrective Actions & PIPs

**My Team's Performance Reviews**

Worker	Employee ID	Review Template
Aaron Hotchner	152218	Annual Performance Review

[View More ...](#)

**Actions**

- Start Performance Review for Employee
- Add Goal to Employees
- Get Feedback on Worker

**My Team's Goal Summary**

Name	Goal	Category
Aaron Hotchner	TEST GOAL	Non-Fc

### Team Performance Dashboard

Performance & Goals   Development & Calibration   Corrective Actions & PIPs

**My Team's Development Items Changed in Last...**

Worker	Title	Additio...
Dr. Spencer Reid	Attend American Supply Chain Summit 2025	To fur knowl under suppli mana invent best p innova
	Test Development Item	

**Actions**

- Assess My Team's Potential
- Assign Learning to Employees
- Get Feedback on Worker
- Start Development Plan for Employee

**Reports**

- My Team's Development Items
- MED Talent - Assess Potential 9 box ( Nine Box )
- Employee Potential

**Feedback Responses**

Date	About	From
10/06/2025	Aaron Hotchner	Dr. Spencer Reid

### Team Performance Dashboard

Performance & Goals   Development & Calibration   Corrective Actions & PIPs

**Corrective Action Details**

Worker	Rating	Correc...
Dr. Tara Lewis	Coach & Counsel	Quality American
Luke Alvez	Final Written Warning	Violat...
Emily Prentiss	Coach & Counsel	Attend...

**Actions**

- Start Performance Improvement Plan for Employee
- Start Corrective Action for Employee

## Compensation

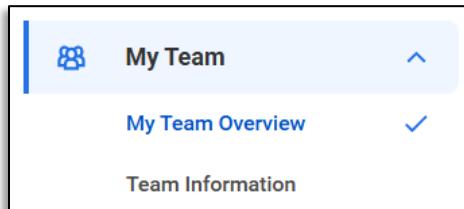
The Compensation section currently features quick actions to helpful tasks and reports related to team compensation and will feature relevant announcements when needed. In the future, it will also be the home of a new custom dashboard coming soon!

**Compensation**

[Compensation Overview](#)

## My Team

The last section of the Manager Insights Hub is the My Team section.



The My Team Overview page features a quick action button to the manager's Org Chart and individual cards for each member of their team. The cards feature the worker's job profile and time with the company.

A screenshot of the 'My Team' overview page. It shows cards for four team members: Aaron Hotchner, Alex Blake, Cody Banks, and David Rossi. Each card includes a profile picture, the member's name, their job title (e.g., Warehouse Operator Operations), their tenure (e.g., 0 year(s), 3 month(s), 20 day(s)), and an 'Open Page' button.

By clicking the Open Page hyperlink on a team member's card, the manager will be able to see additional information and tasks for the worker.

A screenshot of the Aaron Hotchner team member profile page. It shows his profile picture and name. Below that, it displays his skills (0), skill interests (0), development items (1), and goals (0). A navigation bar at the top includes 'Overview' (which is underlined in blue), 'Time &amp; Scheduling', 'Talent Highlights', 'Development Items &amp; Interests', 'Goals', 'Reviews', and a 'More' dropdown. The 'More' dropdown is open, showing a 'Feedback' section with 'Compensation' and 'Calibration' options. Below the navigation bar, there's a 'Start Job Change' section with buttons for 'Change Work Location', 'Change Organization Assignments', 'Change Scheduled Hours and/or ...', 'Lateral Move', and 'Demotion'. At the bottom, there are buttons for 'View All Options' and 'Suggested Actions for Support'.

The Team Information dashboard gives managers the ability to see their team's upcoming anniversaries, birthdays, and recent activity. It also gives them access to reports for comparing their team or finding emergency contacts for a worker.

### Team Information

[Team Information](#)

**My Team's Anniversaries**

Worker	Next Continuous Service Date Anniversary	Years of Service as of Anniversary
Alex Blake	01/01/2026	23
Penelope Garcia	02/28/2026	3
Elias Volt	02/28/2026	32
Dr. Spencer Reid	04/01/2026	41
Derek Morgan	04/17/2026	3
Emily Prentiss	04/27/2026	6
Jennifer Jareau	06/05/2026	2

[View More ...](#)

**Recent Activity**

 Hire: Criminal Test 2

Me | To Do: Your New Employee Started Today | No due date

**Reports**

- [Emergency Contacts for Worker](#)
- [Compare Team](#)

**My Team's Birthdays**

Worker	Month and Day of Birth	Next Birthday
Dr. Tara Lewis		
Cody Banks		
Test Criminal		
Criminal Test 2		
Tyler Green	12/10	12/10/2025
Dr. Spencer Reid	01/06	01/06/2026
Emily Prentiss	01/11	01/11/2026

[View More ...](#)

*Please be aware that the content contained within the Manager Insights Hub is subject to change depending on business needs or updates to processes/reports.*