

„Nudge” button in myFox

Click on „Manage My Team” tile in My Team section on your homepage.

TIP: How do you notice your subordinate has not completed the task yet? In section „My Team” you will see red strip right next to his/her profile photo.

Home

Search for actions or p...

Tomáš Marný

To-Do

Review Performance 3 Reviews 1 due in 38 days	Recruiting Approvals 2 Approvals 1 Overdue	Conduct 1:1 Meetings 4 People Due Anytime	Take Action 1 Alert Due Anytime	Take Courses 18 Courses 12 Overdue	Learning Approvals 1 Approval
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Quick Links





My Team

Manage My Team 4 Reports (4 Direct) 4 require attention	Team Summary 4 Metrics Available	Org Chart 4 Direct Reports (4 total)	Compensation	Reports 0 Favorites	JP REC Candidate Sources
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Choose required employee whom you want to call attention to not completed tasks or courses and click on button „Nudge”:

My Team (4)	Anna jsem Fialová
DIRECT REPORTS (4)	 Anna jsem Fialová Assistant Take Action Go to Profile
 Jana Včerejší Driver	Central/Administration With holidays (CZ00) (10:03 AM Europe/Prague) afialova@zkouska.cz +420 466 056 111x12345
 Vajíčko Žluté Assistant	To-Do Items 13 overdue or due soon Nudge
 Zato Nemůžu Recruitment Specialist	Complete online course Presentation skills Complete online course Stres Management Complete online course Training of OHS and Fire Prevention for IL Employees View details for course HANKA_9_6_OI_CZ View details for course HANKA_9_6_OI_EN View details for course OI_CZ_Hadanka View details for course OI_CZ_Hančiny_vidle View details for course OI_EN_Hadanka View details for course OI_EN_Hankas_pitchfork View details for course SurpriseCZ, rev.2 View details for course SurpriseEN, rev. 2 View details for course ZKOUSKA 3.6. View details for course ZKOUSKA_3.6_OI_EN

Now prefill fields (unfortunately in czech) are displayed, you can edit them as you need. In a field „Message” your employee will see which tasks he/she should complete.

My Team (4)	Nudge Anna jsem Fialová
DIRECT REPORTS (4)	<input type="checkbox"/> An email notification will be sent to the nudged user and copied users. ×
 Anna jsem Fialová Assistant	Subject: <input type="text" value="Upomínka úkolů"/>
 Jana Včerejší Driver	Message: Dobrý den Anna Fialová, Dokončete prosím co nejdříve tyto položky ve vašem seznamu úkolů: - Po termínu 164 dnů: View details for course OI_EN_Hankas_pitchfork - Po termínu 164 dnů: View details for course OI_EN_Hadanka - Po termínu 164 dnů: View details for course OI_CZ_Hančiny_vidle - Po termínu 164 dnů: View details for course OI_CZ_Hadanka
 Vajíčko Žluté Assistant	<input type="checkbox"/> Copy me
 Zato Nemůžu Recruitment Specialist	<input type="button" value="Send"/>

You confirm the nudge by „Send” button. Then your colleague will receive e-mail notification.