

# Posting Work Guide for Users



October 2025

# How can posting 'Work' on Gloat help you?

Need an extra pair of hands?  
Create an opportunity in minutes  
and post it to the marketplace.

Check your team's skill match first  
and see if it could be a stretch  
opportunity for them

Don't have capacity on your team?  
Surface people across the  
company who could help



Have a goal but not sure where to start? Use the work deconstruction tool to break it into tasks.

Want to validate your project plan? Sense-check with AI suggestions.

Use ready made AI prompts to boost efficiency and free up time.

Discover the right technologies to accelerate delivery.

Connect with mentors and learning to build new skills as you work.

# Plan Work Faster

# What should I post on Gloat?

The screenshot shows the Gloat application interface. At the top, there's a navigation bar with 'gloat' logo and tabs for 'Work', 'Opportunities', and 'Career growth'. The 'Work' tab is active, showing a section 'Work I lead' with the subtitle 'Work I am assigned to'. Below this, a large purple area says 'Hello Danny!' and 'What do you want to get done today?'. There's a search bar with the placeholder 'What would you like to achieve today?' and a 'Go' button. Below the search bar are three suggestions: 'I need to establish a continuous user...', 'I need to implement a structured feedback...', and 'I need to develop an actionable insights framework...'. A red box highlights the 'Create work manually' button. A modal window is open for 'Work title' with a checkmark, containing a text input field with 'Create an AI roadmap for HR' and an 'Auto-generate' button.

**Got a project in mind?** Use the new 'Auto Generate' feature – just add a title and AI will do the rest.

## Examples

### Get work done

Extra help with tasks or deadlines  
Cover during leave or onboarding support

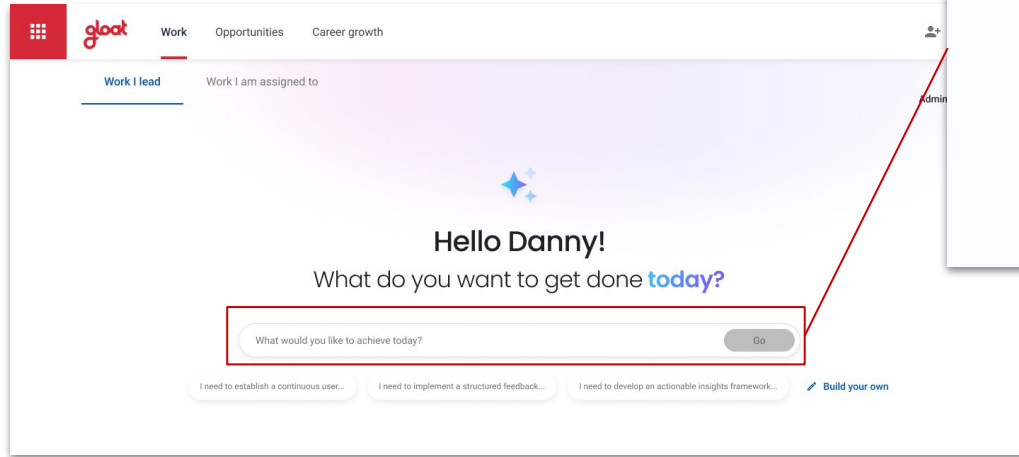
### Spark ideas

Fresh ideas and brainstorming  
Run academies, hackathons, or campaigns

### Build community

Volunteering opportunities  
Support for local events

# What should I post on Gloat?



**Need help breaking down your work?**  
Enter a goal or outcome to receive an AI generated list of tasks. Refine using the chatbot or edit work directly.

## How can I use this tool to help me achieve my work goals?

You have a goal but don't know where to start

You have a plan but want to check for gaps

You feel stuck and need help thinking through the next step

# FAQs | Posting Work

**Who can post Work?**

Anyone with access to \*Insert Platform Name\* can post Work!

**Is there a formal process or budget approval required?**

No, as the tool helps you access internal resources & assign work to yourself you can get started without any approvals.

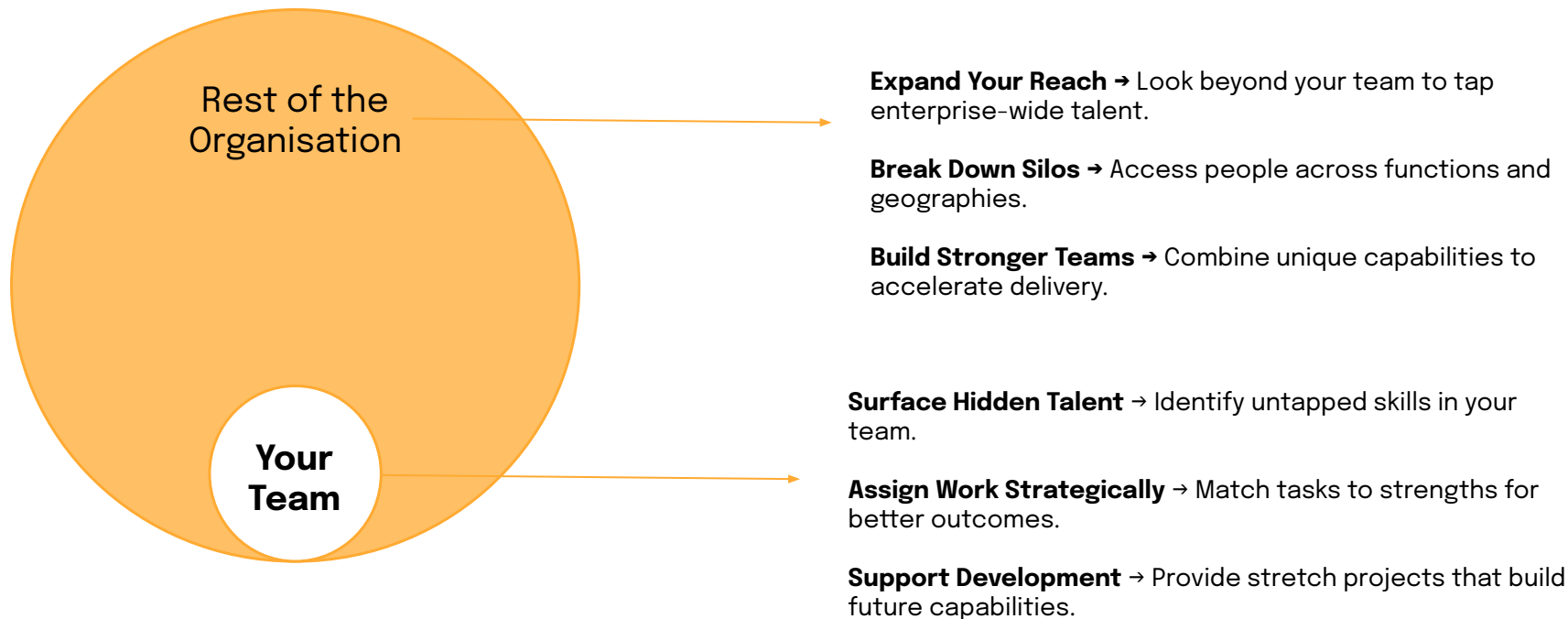
**Who can see the work I posted?**

Work is only visible if you choose to click 'Publish to the marketplace', otherwise you can use the tool for your own planning.

# Connect with People

# How can I use Gloat to find relevant resources?

Activities are matched with people within and outside your team who have the right skills to deliver the work.





# Assigning work to your team

See if the right skills already exist in your team – or create a stretch opportunity for someone ready to grow.

In the **Best match from my team** tab, view each member's skill match details to find the best fit.

✅ **Click *Assign*** – Instantly designate the team member and they'll be notified.

**Note:** Only onboarded team members are shown. If no match is found, this section won't appear.

The screenshot displays the 'Determine Ethical AI Standards' interface. It features two tabs: 'Best match from my team' (highlighted with a red box and a red circle with the number 1) and 'Best match from the organization'. A 'Search candidates' button is in the top right. Under the 'Best match from my team' tab, two team members are listed: Marissa Calhoun (Senior Program Coordinator, S1 - New York (US)) and Scott Cervantes (Lead Specialist, Risk Assessment, S6 - Rome (IT)). Each member has an 'Assign' button next to their name (highlighted with a red box and a red circle with the number 2). To the right, a detailed view for Marissa Calhoun is shown, including a 'How do they match?' section with a 'Skill match' progress bar (1 out of 5 skills) and a list of skills: Stakeholder Management, Legal Risk Mitigation, AI Ethics Frameworks, Regulatory Compliance Standards, and Pharmaceutical Document Standards. A red circle with the number 3 highlights the 'Skill match' progress bar.

# Assigning work to others in the organisation

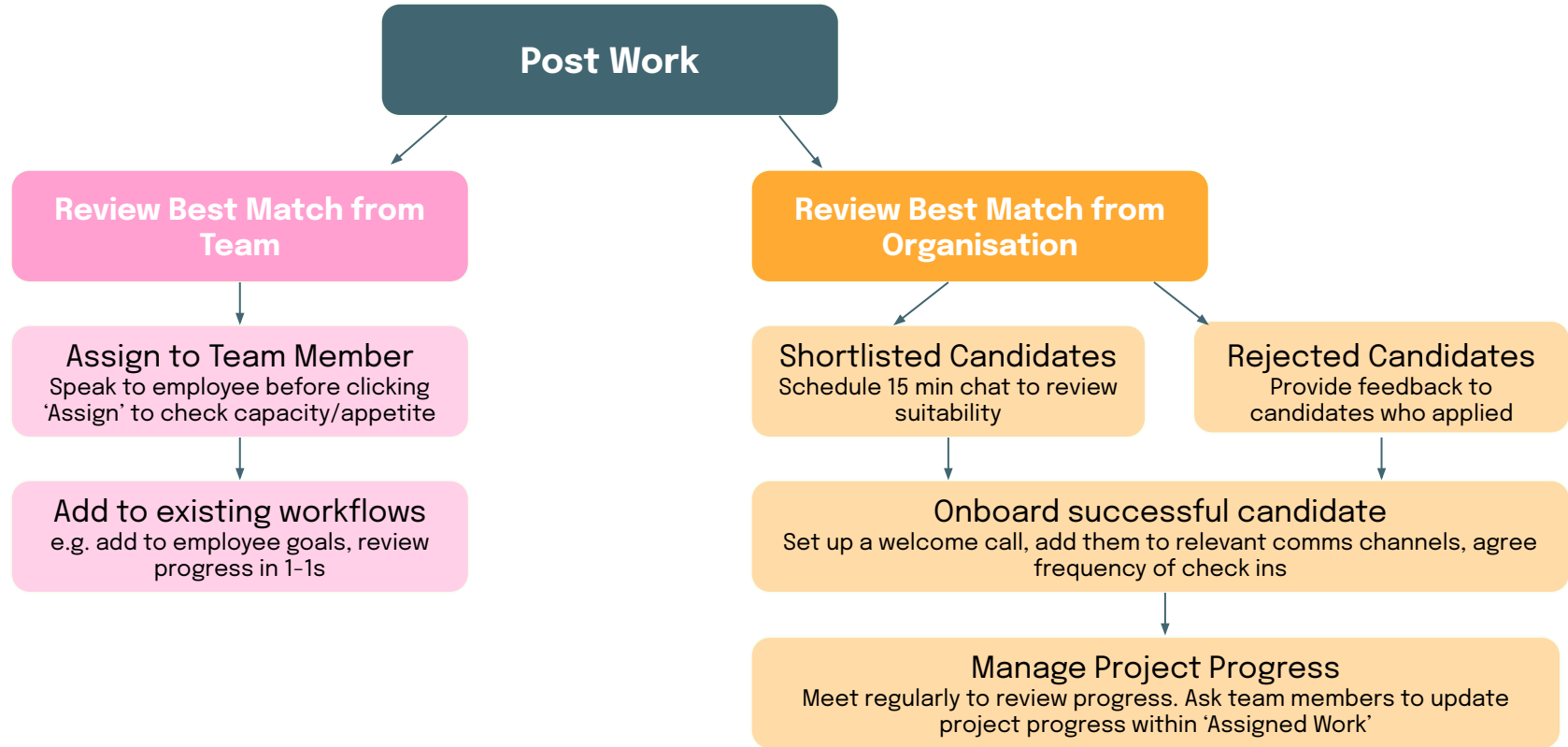
Let Gloat's AI scan the **entire organisation** to find people with the **right skills** to deliver your work – so you don't need to hire externally or overload your team.

✅ Invite to Apply – Send an email invite to top matches instantly

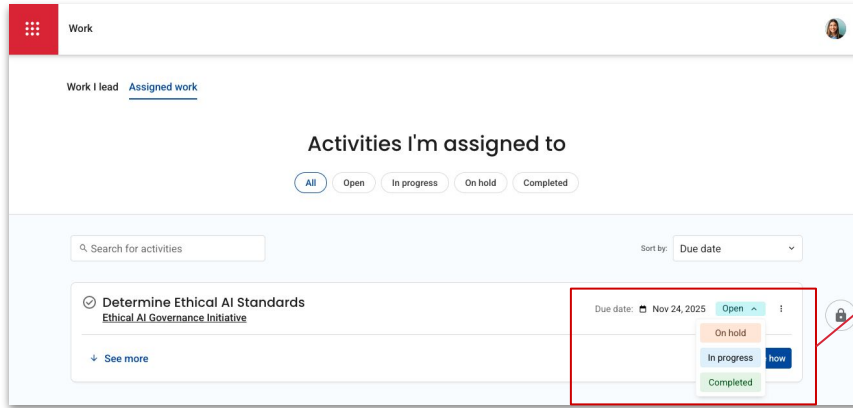
🌐 Publish on the Marketplace – Advertise to everyone and attract more applicants

The screenshot displays the Gloat interface for a search titled "Determine Ethical AI Standards". At the top, there are two tabs: "Best match from my team" and "Best match from the organization", with the latter being selected. A red box labeled "1" highlights the "Best match from the organization" tab. Below the tabs, there is a toggle switch for "Publish on the marketplace" which is currently turned off. A red box labeled "3" highlights this toggle. To the right of the toggle is a "Search candidates" button. Below the toggle, there are five filter buttons: "Discovered (200)", "Applied", "Invited", "Matched", and "Dismissed". The "Discovered (200)" button is selected. Below the filters, there is a list of candidates. Each candidate entry includes a checkbox, a profile picture, a name, a title, and location. To the right of each candidate entry are two buttons: "Dismiss" and "Invite to apply". A red box labeled "2" highlights the "Invite to apply" button for the first candidate, William Brown. On the right side of the interface, there is a detailed view of the selected candidate, William Brown. It shows his profile picture, name, title, and location. Below this, there is a section titled "How do they match?" which includes a "Experience match" bar (labeled "Good") and a "Skill match" bar (labeled "1 out of 5 skills"). Below the match bars, there are several skill categories with checkboxes: "Stakeholder Management", "Legal Risk Mitigation", "AI Ethics Frameworks", "Regulatory Compliance Standards", and "Pharmaceutical Document Standards".

# How to Onboard & Manage Projects

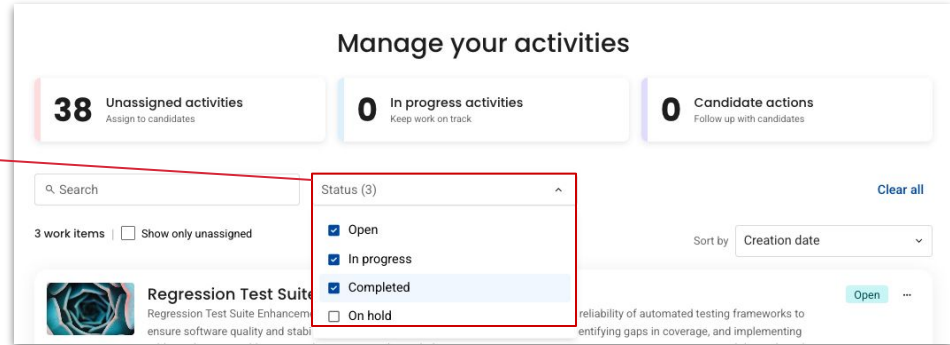


# Managing Project Progress



Ask assigned employees to update progress on their work in 'Assigned Work'

You can then filter in your view of 'Work I lead' to see progress across multiple pieces of work



# Access Tools & Upskill

# Why would I assign work to myself?




Accelerate delivery with the right tools

3

Technologies

Get matched to the best tool for your task (analytics, presentations, etc.)

Follow step-by-step guidance to get started fast.

Tasks		Technologies
Creating visual reports to share with stakeholders	.....▶	 Power BI
Running virtual brainstorming or design-thinking sessions	.....▶	 miro
Automating customer follow-ups or reminders	.....▶	 salesforce

# Why would I assign work to myself?

Work smarter  
with AI

2

AI Agents

2

AI Assistants

Use AI agents to complete work for  
you OR

Get AI assistance to access  
pre-built prompts to get you started

AI Agents



Copilot



***Surface right agent to complete work e.g.*** CoPilot to build slide decks from written briefs or Word documents.

AI Assistants

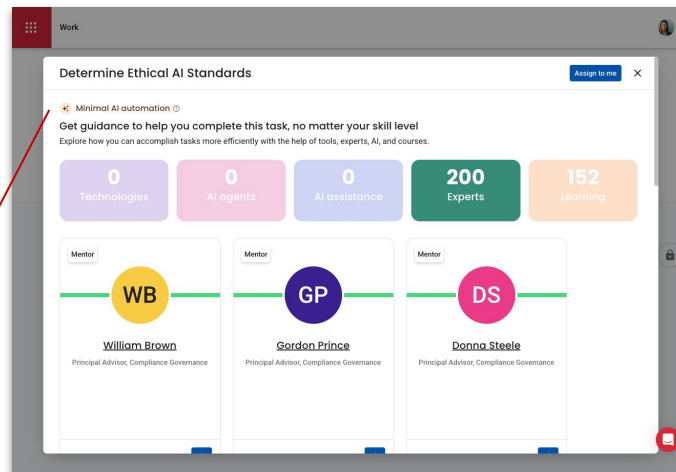
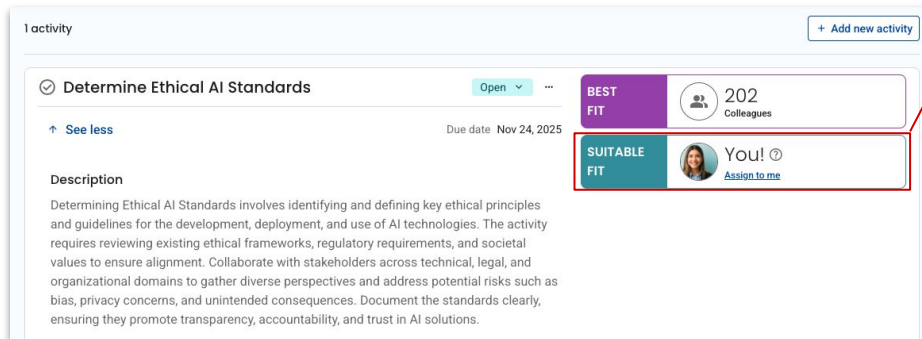


ChatGPT



**Provide a detailed prompt to get the best results** including context, tasks, constraints, & validation.

# How can I use Gloat to quickly identify automation opportunities?



Every task in Mosaic comes with an **Automation Insight**, showing you how AI can support or even take on the work.

## Full Automation

AI can take this off your team's plate, freeing capacity for higher-impact priorities

## High Augmentation

AI will partner with your team, speeding up execution and enhancing outcomes

## Moderate Augmentation

AI provides support, but your team's expertise remains essential

## Low Impact

This skill remains human-led, with limited impact from AI



# Why would I assign work to myself?

Upskill in the  
flow of work

1

Ask an expert

200

Learning

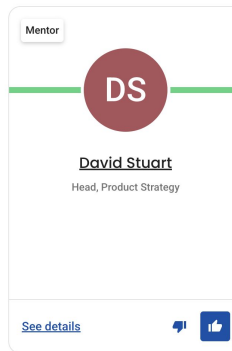
Connect with mentors who can  
guide you on current tasks.

Access learning courses you can  
apply right away.

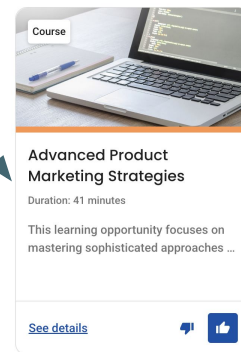
## Task

Develop Product Value  
Proposition

## Experts/Mentors



## Learning



## Questions you could ask your mentor

Here's the task I'm  
working on – how would  
you approach it?

What are the biggest  
challenges you faced  
doing this type of work?

Could you share any  
frameworks, tools, or  
examples that might  
help?

Can I show you what I've  
done so far and get your  
feedback?

# Getting Started...

# How to get started

For more detailed guidance, please visit the [Help Center](#).

## Post Work

### ***Got a project in mind?***

Click 'Create Work Manually', add a title and the AI will do the rest

### ***Need help breaking down your work into activities?***

Enter a goal to receive an AI generated list of tasks. Refine using the chatbot or edit work directly.

## Assign to Others

### ***Find hidden talents in your team*** (for managers with direct reports)

In the 'Best match from my team', view skill match details to find the best fit

### ***Find talent across the organisation***

Invite candidates to apply or publish your activity on the marketplace

## Assign to Self

### ***Use technology to accelerate delivery***

Find relevant AI assistants, agents or other technologies and get step by step guidance & prompts

### ***Find upskilling opportunities***

Access mentors or learning courses to teach you how to complete the work yourself