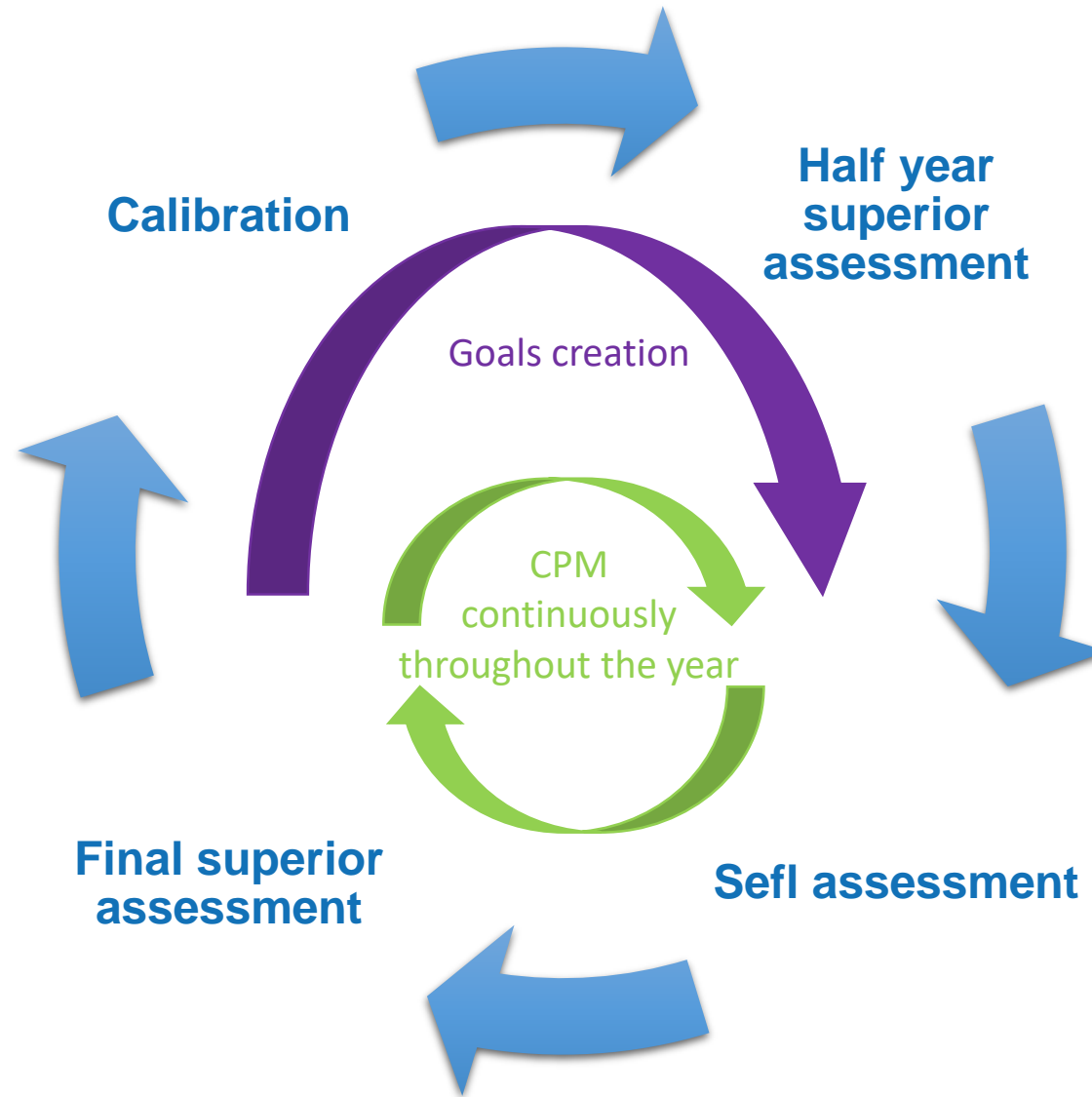




GOAL ASSESSMENT PROCESS





Performance assessment process

Assessment phase	Period	Step owner	Form	Goals created/edited
1. Half year superior assessment	1. 6. – 30. 6.	Superior	System + 1:1 meeting	Yes/Yes
2. Self assessment	15. 9. – 15. 10.	Employee	System	No/Yes
3. Final superior assessment (+ setting new goals)	15. 10. – 15. 11.	Superior	System + 1:1 meeting	Yes (for next period)/Yes
4. Employee confirmation	until 15. 12.	Employee	System	No/No
5. Calibration	1. 1. – 28. 2.	HRBP	Meeting of HRBP and superiors	No/No
6. Superior confirmation	until 15. 3.	Superior	System	No/No



PERFORMANCE ASSESSMENT AND ASSESSMENT FORM

FOXconn

Performance assessment – Main page

The screenshot shows the 'Performance' section of a web application. The top navigation bar includes a home icon, a 'Performance' dropdown menu (highlighted with a red box and a callout), a search bar, and user information for 'Tomáš Marný'. Below the navigation bar, there are tabs for 'Reviews' and 'Team Overview'. The main content area is titled 'My Forms' and includes a sidebar with 'All Forms', 'In Progress' (with 'Inbox' highlighted by a red box and a callout), 'En Route', 'Completed', and 'Form Status'. The main area displays a list of forms with various filters and a table of active forms. A callout points to the 'Inbox' section, stating: 'Inbox – here you can find all active forms that require your attention. Other employee forms waiting for processing by others are in the En Route section.' Another callout points to the first row of the table, stating: 'Click on forms to open them and see the assessment'. A third callout points to the table, stating: 'See your team's forms, what step they are currently in, when they are due, and other information.'

Select Performance in the combo box

Inbox – here you can find all active forms that require your attention. Other employee forms waiting for processing by others are in the En Route section.

Click on forms to open them and see the assessment

See your team's forms, what step they are currently in, when they are due, and other information.

Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	Sent From	Action
2020 Performance for Anna jsem Fialová	Anna jsem Fialová	Goal setting & T1 assessment	03/18/2020	05/31/2020	03/18/2020	04/17/2020	04/17/2020	04/15/2020	Václav Super Admin	[14] [i]
2020 Performance for Jana Včerejší	Jana Včerejší	Superior confirmation	04/05/2020	12/15/2020	03/18/2020	04/17/2020	04/17/2020	04/05/2020	Jana Včerejší	[14] [i]
2020 Performance for Zato Nemůžu	Zato Nemůžu	Superior confirmation	04/16/2020	12/15/2020	03/18/2020	04/17/2020	04/17/2020	04/16/2020	Zato Nemůžu	[14] [i]

FOXCONN

Assessment form – Headers

Here you can see the ranking of team members according to the overall score

Tile showing number of incomplete items in the assessment

Use these options to move between individual section of the assessment form

The screenshot displays the 'Performance' section of the Foxconn system. The top navigation bar includes 'Performance', 'Reviews', and 'Team Overview'. A search bar and user profile 'Tomáš Marný' are on the right. The main header shows '2021 Performance with Goal Comp summary section for Anna Jsem Fialová'. Below this, a row contains 'Overall Score' and 'Incomplete Items' (1). A red box highlights the navigation tabs: 'Route Map', 'Introduction', 'User Information', '2021 Goals', '2021 Development Goals', 'Core Competencies', 'Role Specific Competencies', and 'Summary'. The 'Route Map' section shows a sequence of steps: 1. Superior assessment T1 (highlighted with a red box and an information icon), 2. Superior assessment T2, 3. Self assessment, 4. Final superior assessment T3, 5. Employee confirmation, 6. Calibration, and 7. Superior confirmation. Each step has an information icon.

The steps of the assessment process in the assessment forms (symbols provide more information about each step)



GOAL ASSESSMENT FORM

Assessment form – Goals (performance)

Performance | Search for actions or people | 45 | Tomáš Marný

Reviews | Team Overview

Back to: Inbox

2021 Performance with Goal-Comp summary section for Anna jsem Fialová

Anna jsem Fialová | Overall Score | Incomplete Items (1)

Route Map | Introduction | User Information | 2021 Goals | 2021 Development Goals | Core Competencies | Role Specific Competencies | Summary

Route Map

Assessment | Confirmation

Due 04/15/2021

1 Superior assessment T1 | 2 Superior assessment T2 | 3 Self assessment | 4 Final superior assessment T3 | 5 Employee confirmation | 6 Calibration | 7 Superior confirmation

Introduction

Performance management establishes shared understanding of what is to be achieved and provides an approach to managing, leading and developing our employees that will ensure goals are achieved.

Performance management encompasses activities such as joint goal setting, continuous progress review and frequent communication, feedback and coaching for improved performance, implementation of employee development programmes and rewarding achievements. As a manager, you adopt performance management practices that will facilitate continuous review and ongoing development of your team members in order to deliver departmental and company goals.

User Information

Last Name	Fialová	First Name	Anna
Department	Central Admin (10004339)	Job Code	Assistant (21000140)
Superior	Tomáš Marný		

Here you can add attachments and see incoming feedback

General information about the performance management process

Overview of user information

Assessment form – Goals (performance)

You can edit / delete goals

2021 Goals + Create a New Goal

Do roka dodávat 50 000 výrobků ročně ✎ 🗑

50 000 dodávaných výrobků na konci roku

* Rating ?

🟡🟢🟢🟢🟢🟢 Unable to rate

Superiors Comments

B *I* U | Size ▼

Achievements Goal Details

There are no Achievements.

Rate your team members for individual goals using 1-5 scale (by hovering over each point, you can see each rating's word description, a more detailed description is available from the question mark symbol). In case there is nothing to evaluate in current period, use „unable to rate“.

Place for comments.


Fields marked by asterisk must be filled out

Assessment form – Development goals

2021 Development Goals

+ Create a New Goal

Development goals should reflect needs of individuals required to fulfil performance goals or to achieve career growth (taking over new responsibilities, horizontal/vertical growth, etc.). They are important for personal and professional growth that supports a quality of fulfilment performance goals in the future.









Být dobrým prezentérem v anglickém jazyce  

12 zrealizovaných anglických prezentací za rok

* Rating ?

○○○○○○○ Select a rating...

Superiors Comments

B *I* U |         Size

The next section of the assessment form is the **Development goals** – the purpose of this section is identical to the previous section **Goals** (performance)

Not Started

Achievements

Learning Activities

Goal Details

There are no Achievements.

Development goals should reflect needs of individuals required to fulfil performance goals or to achieve career growth (taking over new responsibilities, horizontal/vertical growth, etc.)



COMPETENCY ASSESSMENT FORM

Assessment form – competencies

Core Competencies

Flexibility / Innovation

She/he has the ability to adapt to changes in the environment on a personal and workload basis, remaining professionally focused on assignments and goals without emotional reaction and task disruption.

She/he comes up with new ideas which contribute to company culture, development of business, technology or she/he helps to simplify the processes. She/he encourages positive changes.

* Rating ?

○ ○ ○ ○ ○ ○ Select a rating...

Ratings from Others

There are no Ratings from Others.

Flexibility / Innovation Behavior Statements

Show behavior descriptions

Actively comes with new ideas and is able to propose alternative solutions.

She/he can suit to new conditions.

The changes solves rationally and in tranquility.

Under each competency's name is its description. Bellow that are written examples of typical behaviours connected with the competency. Rating scale of competency is the same as goals rating scale.

Responsibility / Integrity

Demonstrating responsible, reliable and trustworthy behaviour in all aspects of work, accepting personal responsibility in relation to work and other colleagues.

She/he has the ability to behave in an honest, fair, and ethical manner. Showing consistency in words and action: Having strong moral principles.

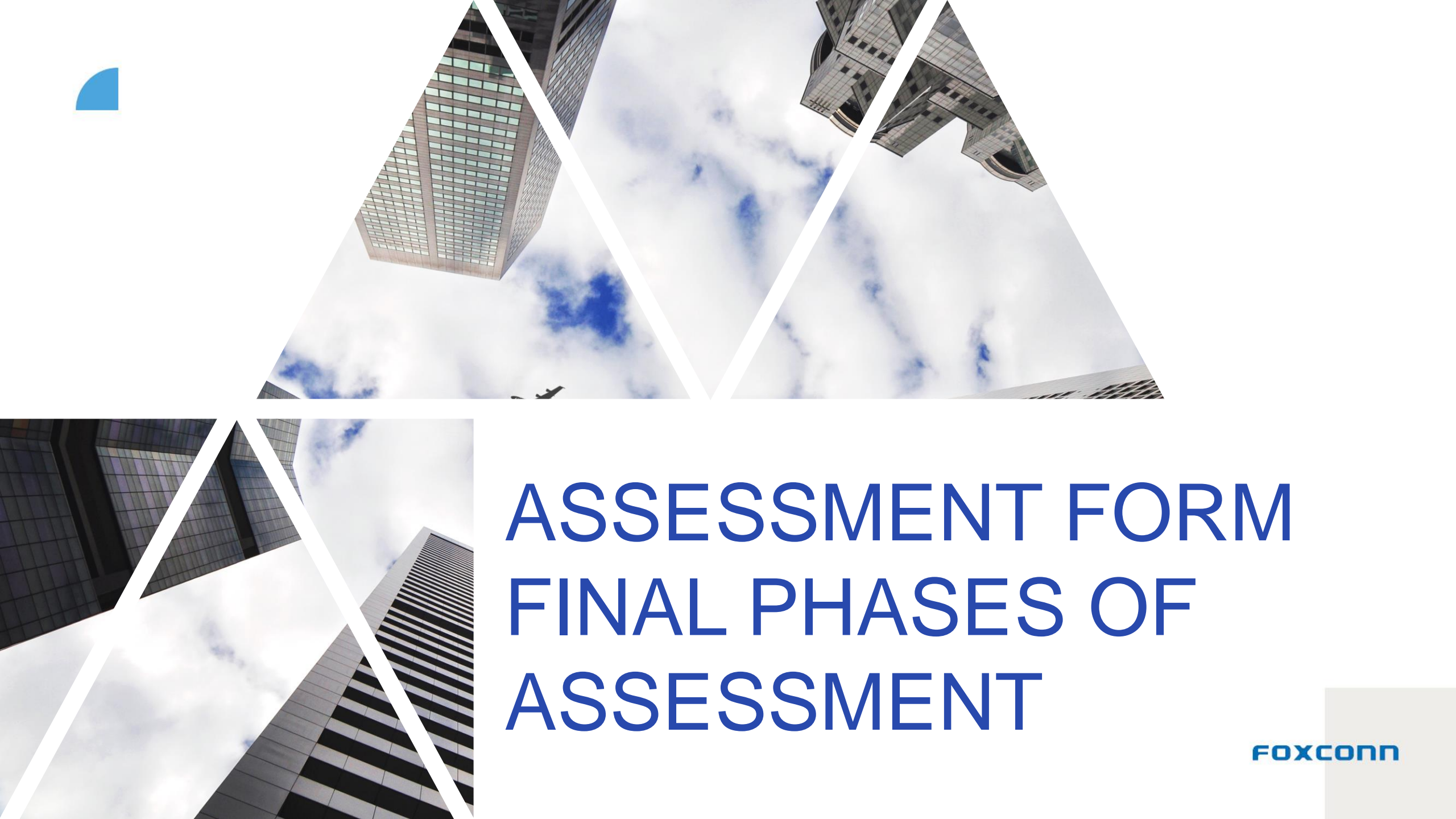
* Rating ?

○ ○ ○ ○ ○ ○ Select a rating...

Ratings from Others

There are no Ratings from Others.

All competencies (both specific and core, for superiors and subordinates) are derived from the company mission



ASSESSMENT FORM FINAL PHASES OF ASSESSMENT

Assessment form – Employee view

2021 Goals

Do roka dodávat 50 000 výrobků ročně

50 000 dodávaných výrobků na konci roku

* Rating Select a rating...

Employees Comments

Achievements Goal Details

There are no Achievements.

Section Comments on Goals Achievement

* Employees Comments

Ratings from Others
There are no Ratings from Others.

Not Started



Employees can see their assessment form with individual goals/competencies throughout the assessment process. They can edit statuses or add comments. They complete self assessment once per year. The self assessment step is similar to the superior's assessment.



The employee can see superior's comments. However, they cannot see the ratings.

Assessment form – Final assessment by superior I


2021 Development Goals + Create a New Goal

Development goals should reflect needs of individuals required to fulfil performance goals or to achieve career growth (taking over new responsibilities, horizontal/vertical growth, etc.). They are important for personal and professional growth that supports a quality of fulfilment performance goals in the future.

Být dobrým prezentérem v anglickém jazyce  
12 zrealizovaných anglických prezentací za rok

* Rating 
 Needs Improvement

Superiors Comments




Achievements Learning Activities Goal Details




There are no Achievements.

Section Comments on Development Goals

* Superiors Comments



Ratings from Others

 Rating 
 2.0 - Needs Improvement


Employees Comments

Potřebuji víc praxe.

This is how superior sees ratings and comments from team members

Assessment form – Final assessment by superior II

Summary

Overall Form Rating:  Exceeds Requirements

Supersiors Comments

Here, during the final assessment, you have to choose the overall evaluation for the employee.

Calculated Form Rating: 3.9/5.0

At the end of the assessment form, you will see the calculated rating based on ratings of individual goals/competencies

The final rating uses ratings of individual goals and competencies. **The final rating uses the following weighing of individual sections – goals = 70% (50% performance, 20% development); competencies = 30 %**

Assessment form – Calibration and HRBP view

2020 Goals

The section is for evaluating goals.

Goal example

Metric example...

Not Started

Achievements

Goal Details

There are no Achievements.

In the calibration step, HRBP sees the name of the goal, comments, and achievements linked from the **Continuous assessment**. They cannot see the ratings of individual items.

Section Comments on Goals Achievement

Superiors Comments

Comment example....

Employees Comments

Employees comments example...

Superiors will be invited to attend a calibration meeting with their HRBP. The goal of calibration is to moderate managers' view of ratings. As a result, ratings may be changed.

Summary

Overall Form Rating: ②

●●●●○ Exceeds Requirements

Calculated Form Rating:

3.9/5.0

HRBP sees the employee's overall rating and the **Calculated Form Rating** calculated by the system based on individual item's ratings.

Cancel

Save and Close

Next step

Assessment form – Confirmation by employee/superior

Confirmation

Employee: *Zato Nemůžu has not confirmed yet*

Employees Comments

B *I* U | Size

Manager: *Tomáš Marný has not confirmed yet*

*The final steps in the assessment process are the confirmation by the employee and their superior. Click **Confirm** to finish.*

Cancel Save and Close Confirm

Confirmation

Employee: **Zato Nemůžu** 04/16/2020

Manager: *Tomáš Marný has not confirmed yet*

Superiors Comments

B *I* U | Size

This phase represents a formal confirmation/closing of the assessment form for the given period. No changes are possible.

Cancel Save and Close Confirm