

PMGM – manual for superiors and HRBP



Performance and goal management

Performance management and Goal management standardises approach to management, leadership, and development of IL employees.

- **The new module features:**
 - Setting of goals and their continuous evaluation, regular communication of superiors with their teams.
 - Giving feedback and request for feedback from internal/external co-workers.



Performance and goal management

- **The new module features:**

-
- Planning of activities for personal development and to improve performance.
 - Continuous evaluation of achievements and a possibility to link them to specific goals.
 - A mobile app enabling continuous performance evaluation.
 - Non-stop access to data in PMGM via the Internet for both superiors and IL employees.



Performance and goal management

- PMGM will allow superiors to use performance management as a tool of continuous evaluation and to develop individuals and teams so that they can achieve both the department and company goals.

PMGM overview



GOALS – use this section to see your goals (including team), you can also comment on the goals and make edits

PERFORMANCE – in this section you can see your evaluation form and complete self-assessment

CONTINUOUS PERFORMANCE (CPM) – use this section to: regularly communicate with your superior, link achievements and activities to goals,

CONTINUOUS FEEDBACK - request or submit feedback.

DEVELOPMENT - use this section to see your development goals (similar to the Goals section which shows performance goals)



CREATING GOALS

Logging into myFox, selecting sections



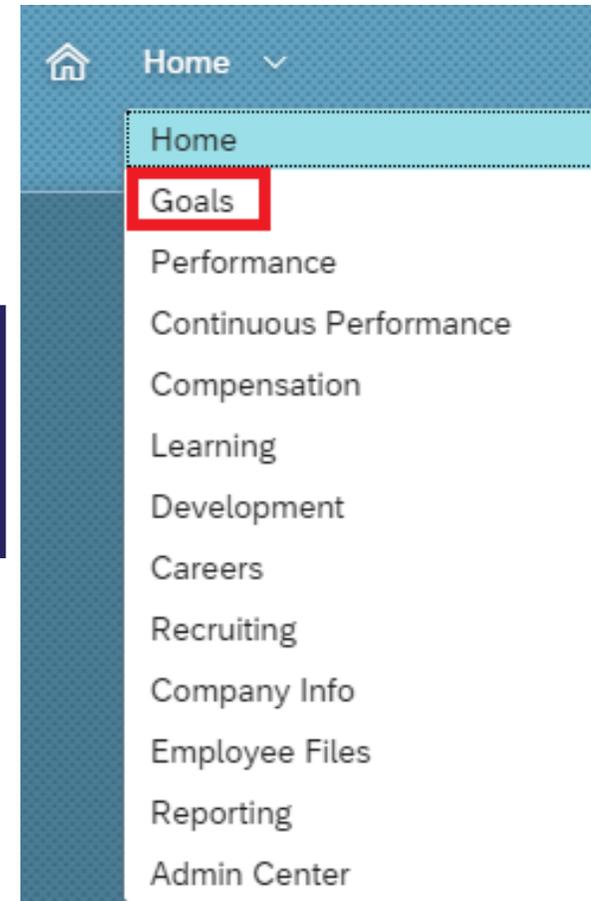
myFOX

Please log in to begin using SuccessFactors for foxconnchs, or you can [enter a different company ID](#). Both your username and password are case-sensitive.

Log in

Activate Mobile App Using QR Code

1) Enter your credentials (user name and password)



Home

- Home
- Goals
- Performance
- Continuous Performance
- Compensation
- Learning
- Development
- Careers
- Recruiting
- Company Info
- Employee Files
- Reporting
- Admin Center

2) Select Goals

Here you will create goals for your team

Creating goals for your team

The screenshot shows the 'Goals' interface for Tomáš Marný. A search bar is active, and a dropdown menu is open, displaying a list of employees under the 'Managers' section. The employee 'Jana Včerejší' is highlighted with a red box. The 'Reports' section is also visible, listing 'Anna jsem Fialová' and 'Zato Nemůžu'.

Goals

Tomáš Marný 2020 Goals

Managers

- Prokop Dveře
- Anna jsem Fialová
- Zato Nemůžu
- Jana Včerejší**

Reports

The screenshot shows the 'Goals' interface for Tomáš Marný. A dropdown menu is open, showing the current year '2020 Goals' selected and highlighted with a red box. The '2021 Goals' option is also visible. Below the dropdown, the 'Introduction' section is visible, with a link to 'Edit Goals below. For help click [HERE](#)'.

Goals

Tomáš Marný 2020 Goals

2021 Goals

2020 Goals

Introduction

Edit Goals below. For help click [HERE](#)

2) Select the current year

1) Select an employee

For new hires, create goals right after they start for the first months of their adaptation period

Creating new goals

1) Click **Add Goal**

Goals

Search for actions or people

6 27

Tomáš Marný

Jana Včerejší

2020 Goals

+ Add Goal

Actions Display Options

Create a New Goal
Create a new goal from scratch or select a goal from library.

Goal Wizard
The goal Wizard will guide you through creating a SMART goal.

Introduction

Edit Goals below. For help click [HERE](#)

2)...and select **Create a New Goal**

If not sure how to define a SMART, use the **Goal Wizard**

Creating new goals

Create a New Goal

Choose what type of goal to add.

+ [Personal Goal](#)

Personal Goals allow you to make up your own goal and assign any metrics you want.

+ [Library Goal](#)

Library Goals are selected from an organized library with suggested metrics.

Create a new (personal) goal or use an existing one from the library

Creating new goals

Add Goal

Edit your goal below.

Fields marked with * are required.

Visibility:

Public

Type:

Personal

* Goal Name:

* Description:

* Metric:

* Weight:

0.0 %

* Start Date:

01/01/2020

* Due Date:

12/31/2020

* Complete:

0.0 %

* Status:

Not Started

Choose whether the goal will be public (visible to other team members from the same cost centre) or whether it will be private and seen only by the superiors

Describe the goal in detail

Describe the metric used for evaluating the goal

Enter the weight according to the goal's importance and difficulty

Click **Save Changes** to proceed to the next step

Change the status of the goal according to the progress (6 statuses available)

Enter the date when the employee will work on the goal and when it is due

Cancel

Back

Save Changes

Selecting goals from library

Use the library in cases when you want to draw inspiration from existing goals or if you submitted a standardised goal and want to use it

Select a goal from one of 13 categories and their subcategories according to the OKR or SMART methodologies

Select Goal from the Library

Select goal to add from the library. Click the icon to expand categories. You will be able to modify the goal in the next step.

- > Administration and Legal Services
- > Business Development and Sales
- > Engineering
- > Facility Management and Maintenance
- > Finance, Accounting and Cost Management
- > Human Resources, SER and PR
- > Information Technology
- > Logistics and Warehouse Management
- ∨ Manufacturing Management
 - ∨ OKR
 - To be a key supplier of Inogen.
 - ∨ SMART
 - Produce...(amount) of units XY per year.
- ∨ Planning and Order Management
 - > OKR
 - > SMART
- > Procurement
- > Project, Program and Account Management
- ∨ Quality Management

To supply...(amount) of units per year.

Amount of produced units XY.

Cancel Back **Add Selected**

After selecting a goal, click **Add Selected**. After that, goals can be further specified or edited.

Sample goal

The screenshot displays a user interface for managing goals. At the top, there is a navigation bar with a search function and user information for 'Tomáš Marrý'. Below this, the user 'Jana Včerejší' is shown with a '2020 Goals' filter. The main content area shows a list of goals. The first goal, 'Ukázkový cíl', is highlighted. It has a weight of 50.0%, a start date of 01/01/2020, and a due date of 12/31/2020. The progress bar is at 0.0%, and the status is 'Not Started'. A 'Post' button is visible at the bottom right of the goal details, and a 'Status' dropdown menu is also highlighted.

Visibility	Goal Name	Metric	Weight	Start Date	Due Date	Complete	Status	Action
Public	Ukázkový cíl Edit	Ukázkový cíl	50.0%	01/01/2020	12/31/2020	0.0%	Not Started	Cancel Post

Here you can comment on the goal's progress. Confirm by clicking **Post**.

Here you can see the goal's current status. This can be changed as required.

Creating SMART goals

The screenshot shows the 'Add a SMART Goal' wizard interface. At the top, there is a search bar and user information for Tomáš Marrý. Below that, the user's name 'Jana Včerejší' and '2020 Goals' are displayed. The main content area is titled 'Introduction' and contains the text 'Edit Goals below. For help click [HERE](#)'. A dropdown menu is open, showing 'Create a New Goal' and 'Goal Wizard' options. The 'Goal Wizard' option is highlighted with a red box. Below the introduction, there is a progress bar with five tabs: 'SPECIFIC', 'MEASURABLE', 'ATTAINABLE', 'RELEVANT', and 'TIME-BOUND'. The 'MEASURABLE' tab is currently selected and highlighted with a red box. Below the progress bar, there is a text input field for the goal description and a 'Next' button. A callout box points to the progress bar, stating 'A SMART goal is defined in 5 levels'. Another callout box points to the 'Next' button, stating 'You can click through all 5 tabs using the Next button'. A third callout box points to the 'Goal Wizard' option, stating 'If not sure how to define a SMART goal, use the Goal Wizard'. At the bottom of the page, the 'FOXCONN' logo is visible.

Goals

Search for actions or people

Tomáš Marrý

Jana Včerejší

2020 Goals

Introduction

Edit Goals below. For help click [HERE](#)

+

Create a New Goal

Create a new goal from scratch or select a goal from library.

Goal Wizard

The goal Wizard will guide you through creating a SMART goal.

Add a SMART Goal

SPECIFIC >> MEASURABLE >> ATTAINABLE >> RELEVANT >> TIME-BOUND

Goal:

How will you measure this goal?

Tips: If you can't measure it, you can't manage it. Choose goals with measurable progress and establish concrete criteria for measuring the success of your goal.

Cancel Back Next

FOXCONN

A SMART goal is defined in 5 levels

If not sure how to define a SMART goal, use the **Goal Wizard**

You can click through all 5 tabs using the **Next** button



TEAM GOALS

Creating/assigning team goals I

2) To create team goals, expand the **Actions** option...

The screenshot shows a web application interface for goal management. At the top, there is a navigation bar with a home icon, a 'Goals' dropdown menu, a search bar labeled 'Search for actions or people', a notification bell with a '6' badge, a refresh icon, and a user profile for 'Tomáš Marný'. Below the navigation bar, there is a secondary bar with a user profile icon, the name 'Tomáš Marný', and a '2020 Goals' dropdown menu. On the left side, there is a sidebar with an 'Introduction' section and a link to 'Edit Goals below. For help click [HERE](#)'. On the right side, a context menu is open, showing options: 'Actions', 'Display Options', 'Cascade', 'Launch Team Goal', and 'Print to HTML or PDF'. The 'Actions' and 'Launch Team Goal' options are highlighted with red boxes.

1) Ensure that goals are defined for the correct time period

3) ... and select **Launch Team Goal**

Creating/assigning team goals II

Here you can see your team goals

To create a team goal, click **Create Team Goal** (options are the same as for performance goals)

Goal Panel
Team Goal

> Search Team Goal

Team Goal Name	Created On	Modified On	Created By	Assigned To	Actions
Ukázkový týmový cíl	3/18/20	3/24/20	Tomáš Marrý	1	<ul style="list-style-type: none">EditDeleteShareAssignUnassign

Create Team Goal

Use the **Actions** menu to edit/assign an existing team goal

Creating/assigning team goals III

Step 1. Select Recipients

Step 1 of 2. Select the recipients you want to assign the goal.

Recipient Hierarchy

<input type="checkbox"/> Name	Title	Number of Team Members	Assigned
<input type="checkbox"/> Prokop Dveře	HR Manager	2	>
<input type="checkbox"/> Tomáš Marý	Recruitment Manager	3	>
<input checked="" type="checkbox"/> Anna jsem Fialová	Assistant	0	assigned >
<input checked="" type="checkbox"/> Zato Nemůžu	Recruitment Specialist	0	>
<input checked="" type="checkbox"/> Jana Včerejší	Driver	0	>

Other Recipients

None

Cancel

A team goal can be easily assigned to selected team members

Confirm by clicking **Next** and then **Assign** in the following step



DEVELOPMENT GOALS

Development goals

- Home
- Home
- Goals
- Performance
- Continuous Performance
- Compensation
- Learning
- Development
- Careers
- Recruiting
- Company Info
- Employee Files
- Reporting
- Admin Center

Development goals of employees can be created in the **Development** section

Development goals are created in a similar way to performance and team goals – you select a person, define a time period, and click **Add Goal**

Development

Search for actions or people

7 28 Tomáš Mar

Jana Včerejší 2020 Development Goals + Add Goal

Introduction

Edit Development Goals below. For help click [HERE](#)

Creating development goals

Add Development Goal

Fields marked with * are required.

* Development Goal:

* Competencies:

- Acceptability
- Customer approach
- Developing the self, team & organization
- Flexibility / Innovation
- Initiative
- Integrity
- Leading the self, team & organization
- Managing the self, team & organization
- Responsibility / Integrity

* Description:

* Metric:

* Start Date:

* Due Date:

* Status:

* Purpose:

Development goals are created similar to performance goals. Development goals also include competencies which are to be developed.

Click **Save & Close** to finish

Cancel **Save & Close**

Created development goals

The screenshot shows a user interface for managing development goals. At the top, the user is identified as 'Anna jsem Fialová' and the page is titled '2021 Development Goals'. A '+ Add Goal' button is highlighted with a red box. Below the header, there is an 'Introduction' section with a link to 'Edit Development Goals below'. A table displays a single development goal with columns for Description, Due Date, Status, Competencies, Metric, Purpose, and CPM Achievements. The goal is 'Být dobrým prezentérem v anglickém jazyce' with a due date of 12/31/2021 and a status of 'Not Started'. An 'Edit' button is highlighted with a red box. Below the table, there is a 'Learning Activities' section with an 'Add New Learning Activity' button. At the bottom, there is an 'Alert' section and a 'Comments' section with a small cartoon character icon.

Anna jsem Fialová ▾ 2021 Development Goals ▾ + Add Goal ⋮ Actions 👁 Display Options ^

Introduction
Edit Development Goals below. For help click [HERE](#)

Displaying 1–1 of 1 Development Goals

Development Goal	Description	Due Date	Status	Competencies	Metric	Purpose	CPM Achievements	Action
Být dobrým prezentérem v anglickém jazyce Edit	Podrobnější popis rozvojového cíle	12/31/2021	Not Started	Developing the self, team & organization, Initiative	12 zrealizovaných anglických prezentací za rok	Current Role	0	⋮

Learning Activities
+ Add New Learning Activity

Alert - Created by Tomáš Marný 3/9/21 11:44 AM
Comments

Use the highlighted controls to edit, delete, and add development goals

Here you can comment on the progress of development goals