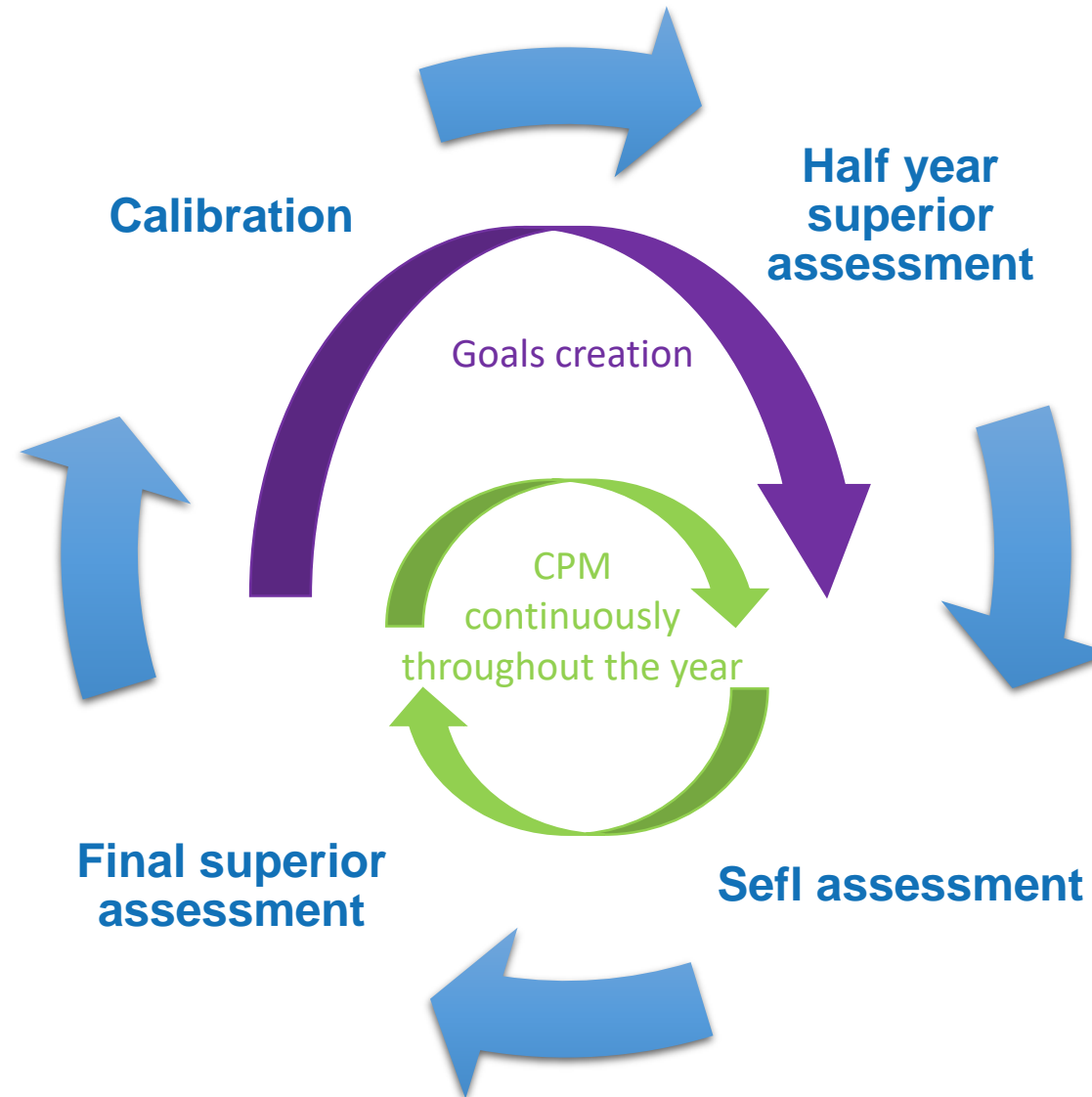




GOAL ASSESSMENT PROCESS





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

Select **Performance** in the combo box

Performance

Search for actions or people

Jana Včerejší

myFOX

Reviews Team Overview

My Forms

All Forms

In Progress

Inbox

En Route



Completed

Form Status

Items per page 10 Page 1 of 1 Showing 1–1 of 1

Display Options

☒ Form Title ☒ Employee ☒ Step ☒ Date Assigned ☒ Step Due Date ☒ Form Start Date ☒ Form End Date ☒ Form Due Date ☒ Last Modified ☒ Sent From

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 Jana Včerejší	Jana Včerejší	Self assessment	04/25/2020	10/15/2020	04/24/2020	05/24/2020	05/24/2020	04/25/2020	Tomáš Marný	 

Items per page 10 Page 1 of 1 Showing 1–1 of 1

See your form, what step you are currently in, when it is due, and other information

Assessment form – Headers I

Tile showing number of incomplete items in the assessment

Use these options to move between individual sections of the assessment form. You can also use the mouse to scroll through them.

You can get more information about each step

Performance

Reviews Team Overview

Back to: Inbox

2021 Performance with Goal-Completion Summary section for Tomáš Marný

Tomáš Marný 10 Incomplete Items

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

Route Map

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

Due 10/31/2021
Tomáš Marný (Employee)
16. 10. – 31. 10. 2021
Complete your final self assessment and send it to next step.

Introduction

Performance management establishes shared understanding of what is to be achieved and provides an approach...

Performance management encompasses activities such as joint goal setting, continuous progress review and frequent 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.

Assessment form – Headers II

Performance

Search for actions or people

Tomáš Marný

Reviews Team Overview

Back to: Inbox

2021 Performance with Goal-Comp summary section for Tomáš Marný

Tomáš Marný 10 Incomplete Items

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

Route Map

Assessment

Confirmation

1 Sent to Superior assessment T2

2 Sent to Self assessment

3 Self assessment Due 10/31/2021

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 it is 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	Marný	First Name	Tomáš
Department	Finance&Accounting (10000276)	Job Code	Recruitment Manager (21000212)
Superior	Prokop Dveře		

Add attachments

An introduction to the Performance management process

Basic user information




GOAL ASSESSMENT FORM

Assessment form – Goals (performance)

2020 Goals

The section is for evaluating goals.

Sjednocení procesu XY 
Jednotný fungující systém


Rating 
 Select a rating...

Employees Comments

B *I* U |       Size 

Achievements

Goal Details

 Vytvořen zjednodušující reporting
04/25/2020

You can edit goals (e.g. status)

Rate yourself using 1-5 scale or Unable to rate (by hovering over each point, you can see each rating's word description, a more detailed description is available from the question mark symbol).. Fields marked by asterisk must be filled out.

Place for comments – there is no need to comment on each individual goal, you can provide a summary comment for the whole section.
Summary for the given section needs to be added to each section of the assessment form.

Here, you and your superior can see your achievements and activities added via CPM

On Target

Ratings from Others

There are no Ratings from Others.

Assessment form – Development goals

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

2021 Development Goals

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 ☒

Příklad metricky

* Rating ?

○○○○○○○ Select a rating...

Employees Comments

B I U | | | | | Size ▼

Not Started

Ratings from Others

There are no Ratings from Others.

You cannot see your superior's rating. However, you can see their comments and receive feedback during 1:1 meetings. This feedback is more important for further development than the rating score.

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 – Core 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...

Flexibility / Innovation Behavior Statements

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.

Show behavior descriptions

Ratings from Others

There are no Ratings from Others.

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.

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

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

Assessment form – Specific competencies

Role Specific Competencies

Customer approach

She/he has the ability to display positive attitudes and behaviors, which demonstrate an awareness and willingness to respond to clients/customers in order to meet their needs, requirements and expectations.

Customer approach Behavior Statements

Show behavior descriptions

Ratings from Others

There are no Ratings from Others.

She/he gains feedback from the customers and also on this basis supports and develops customer service at team and company level.

She/he is in touch with the customers and reacts on their needs adequately.

She/he shows sincere interest about her/his customer, treats him with respect and strengthens his trust.

* Rating ?

○ ○ ○ ○ ○ ○ Select a rating...

Teamwork

She/he has the ability and desire to work in a cooperative effort with others on a team to achieve a common goal. It is the promotion of working together and the linkage of intra and interdepartmental collaboration.

Teamwork Behavior Statements

Show behavior descriptions

Ratings from Others

There are no Ratings from Others.

She/he actively builds relationships with her/his colleagues and supports their long-term duration.

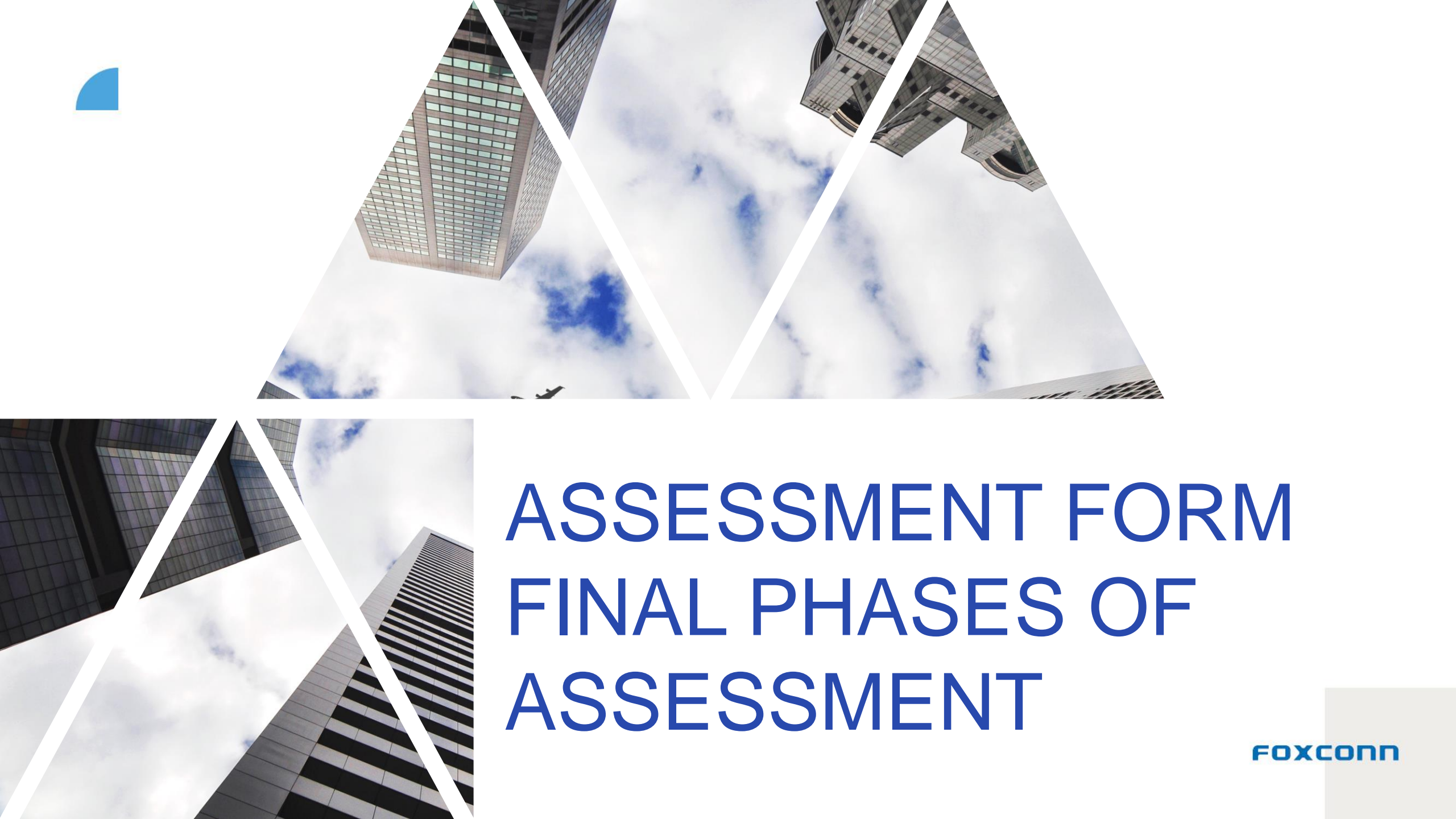
She/he creates strategical partnerships within and across departments to achieve better work results.

She/he is able to cooperate effectively and she/he contributes to achieve team goals.

* Rating ?

○ ○ ○ ○ ○ ○ Select a rating...



All non-superior IL employees are rated in these 2 competencies (superiors have 4 of their own competencies). The process of rating is the same as for all core competencies.





ASSESSMENT FORM FINAL PHASES OF ASSESSMENT

Assessment form – Final assessment by superior


2021 Goals + Create a New Goal

Testovací cíl  

Spínání testu

* Rating 
 Meets Requirements



Superiors Comments



Příklad komentáře vedoucího

Achievements Goal Details

There are no Achievements.

Ratings from Others
Rating 
 3.0 - Meets Requirements

Employees Comments
Comment example

This is how superior sees your self assessment and comments

Assessment form – Final assessment by superior

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%**

If no development goals are defined, the 20% of their weight is redistributed among the remaining sections (which are mandatory). As a result, when calculating the final rating, the performance goals carry 62.5% and the competencies carry 37.5%. (out of that 18.75 % is for key competencies and 18.75% for specific competencies).

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 Performance**. 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.

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*

Cancel Save and Close **Confirm**

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

Confirmation

Employee: **Zato Nemůžu** 04/16/2020

Manager: *Tomáš Marný has not confirmed yet*

Superiors Comments

B *I* U | Size

Cancel Save and Close **Confirm**

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