GOAL ASSESSMENT PROCESS

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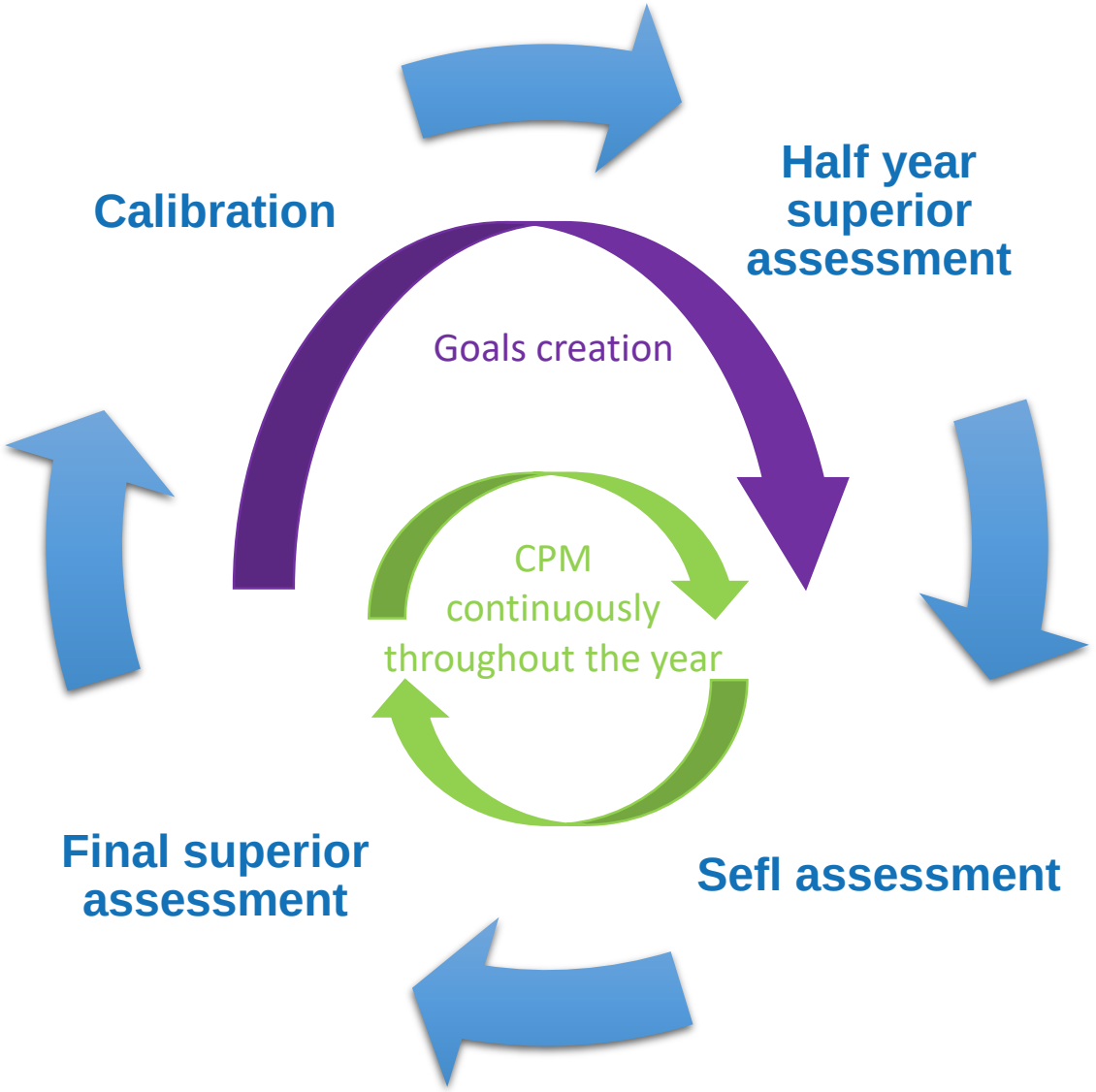
PMGM proces



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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

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PERFORMANCE ASSESSMENT AND ASSESSMENT FORM

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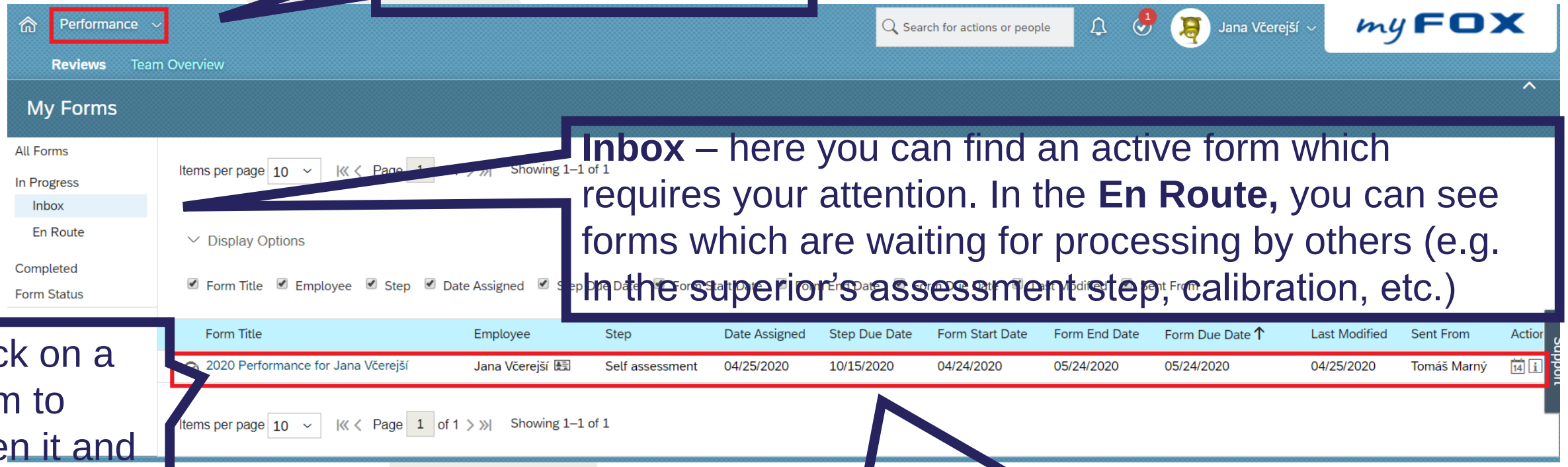
Performance assessment – Main page

Select **Performance** in the combo box



Inbox – here you can find an active form which requires your attention. In the **En Route,** you can see forms which are waiting for processing by others (e.g. In the superior's assessment step, calibration, etc.)

Click on a form to open it and see the assessment

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

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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

The steps of the assessment process in the assessment form

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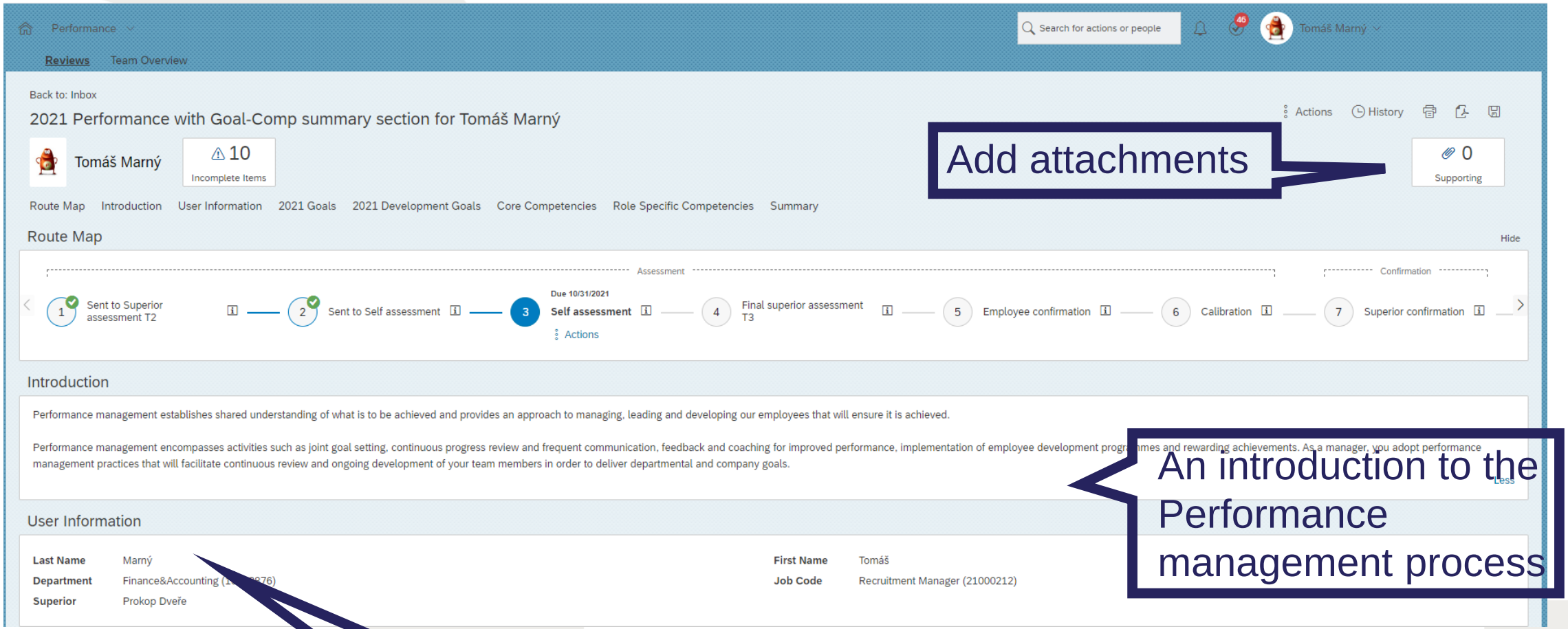
Assessment form – Headers II



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GOAL ASSESSMENT FORM

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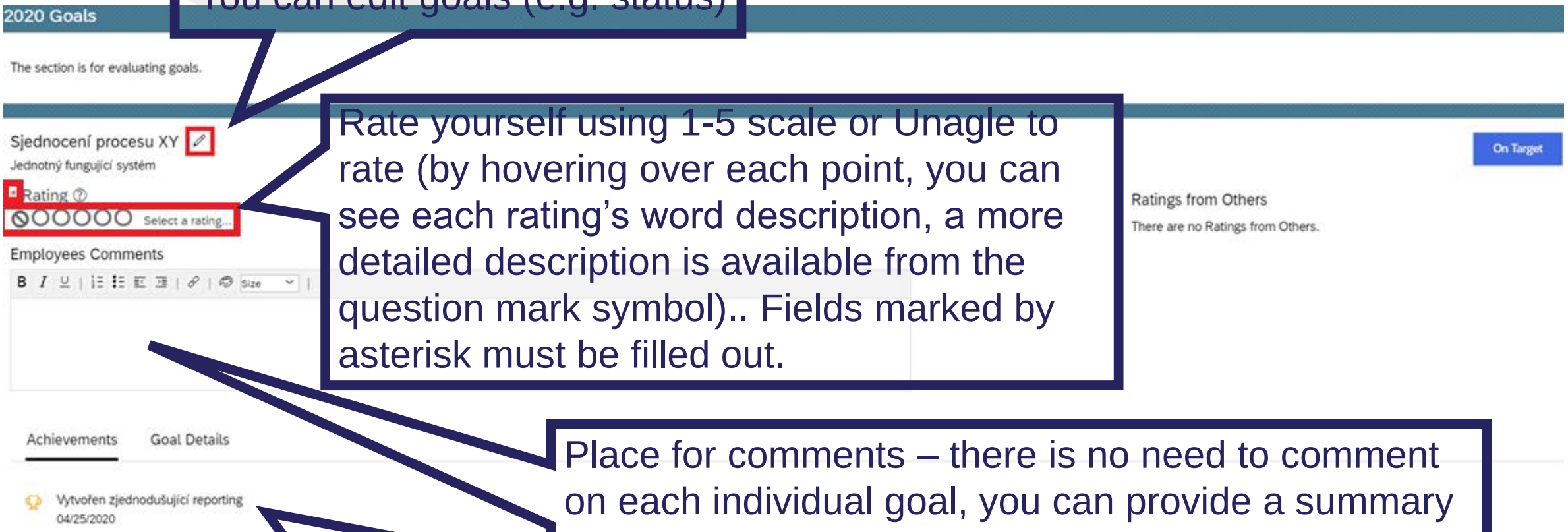
Assessment form – Goals (performance)

You can edit goals (e.g. status)



Rate yourself using 1-5 scale or Unagle 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.

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

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.

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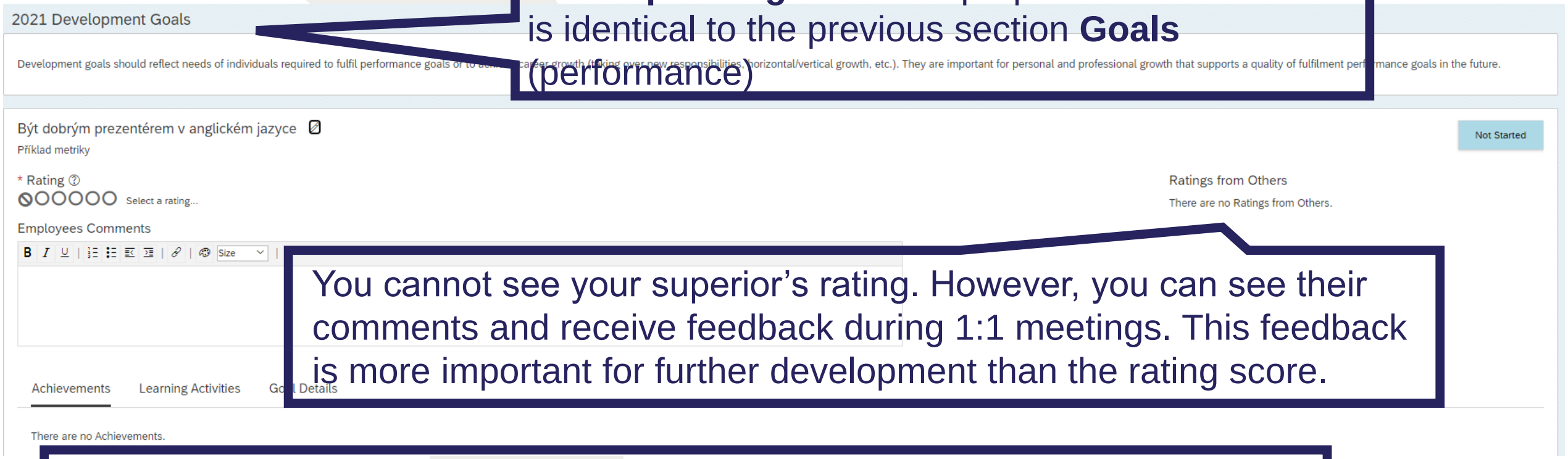
Assessment form – Development goals

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



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.

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.)

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COMPETENCY ASSESSMENT FORM

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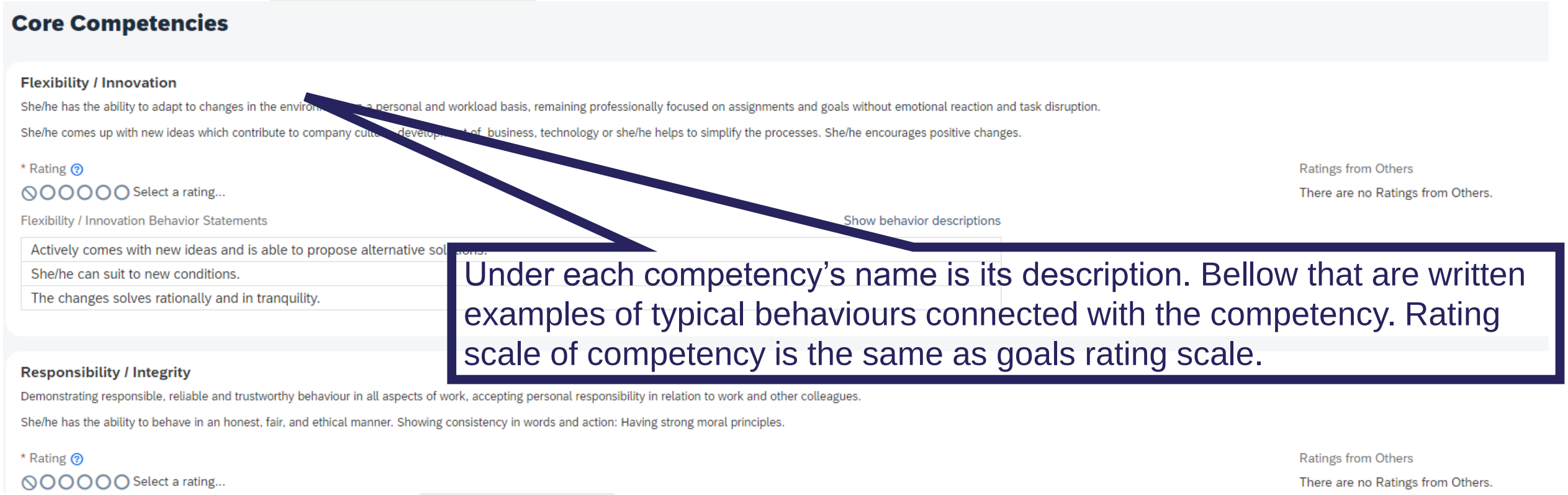
Assessment form – Core competencies



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.

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

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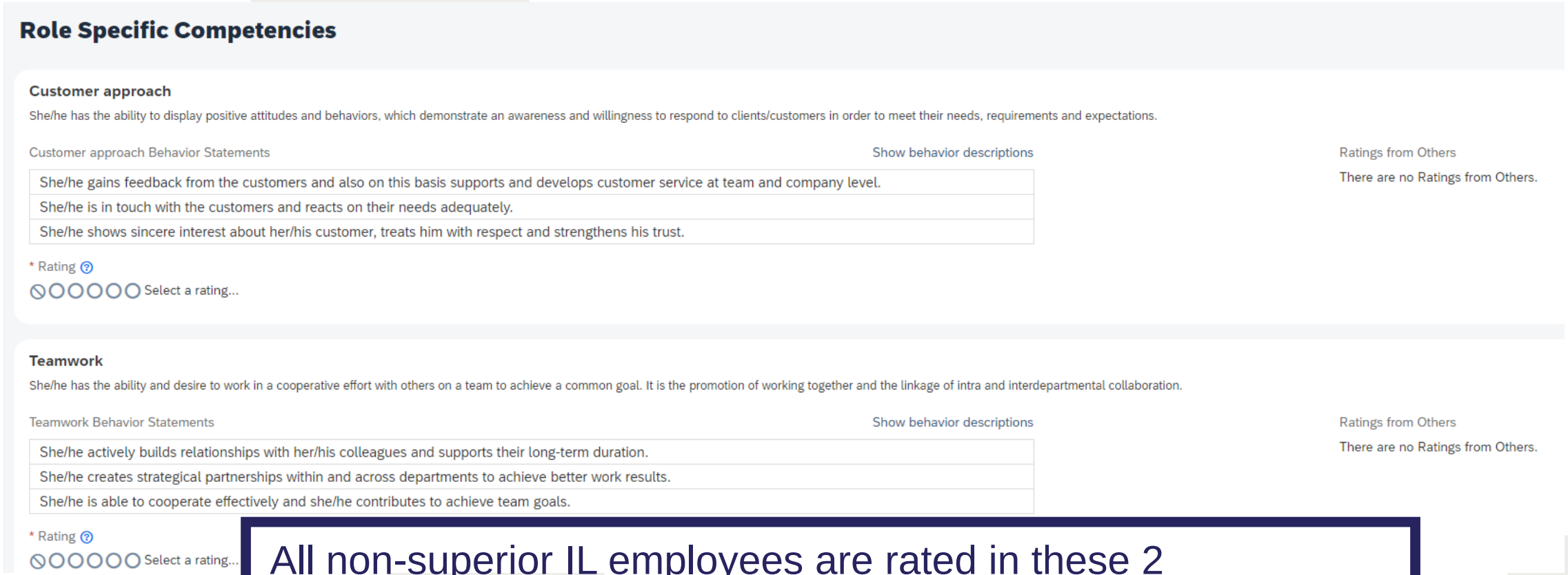
Assessment form – Specific competencies



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.

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ASSESSMENT FORM FINAL PHASES OF ASSESSMENT

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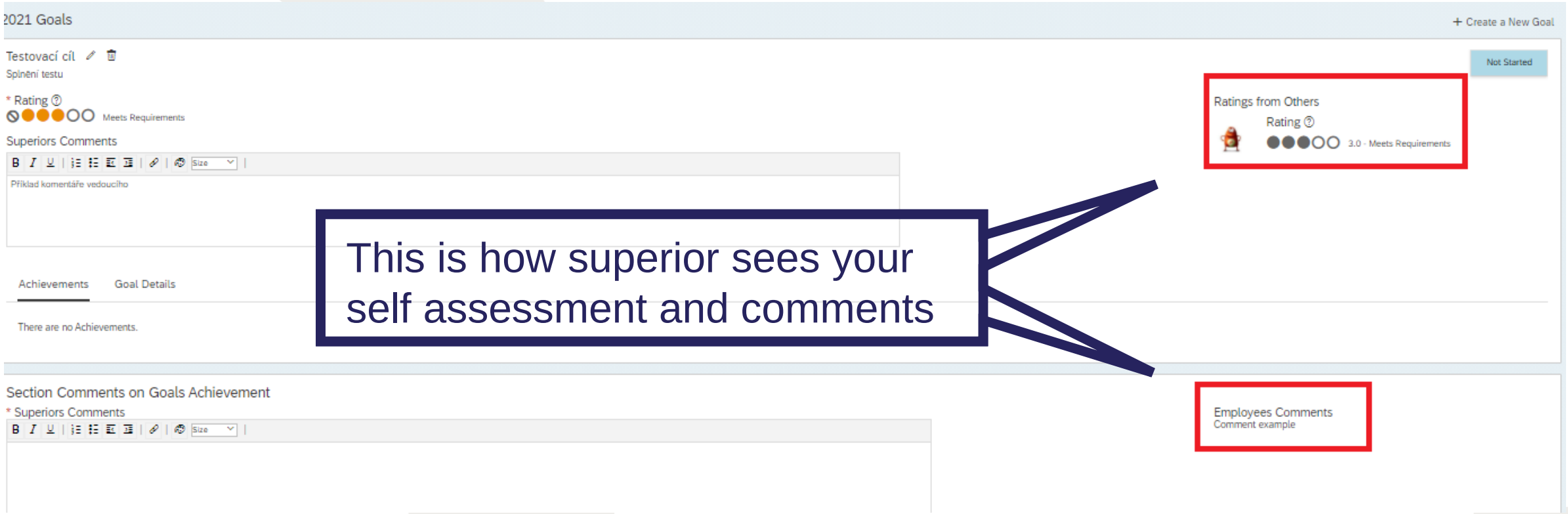
Assessment form – Final assessment by superior



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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).

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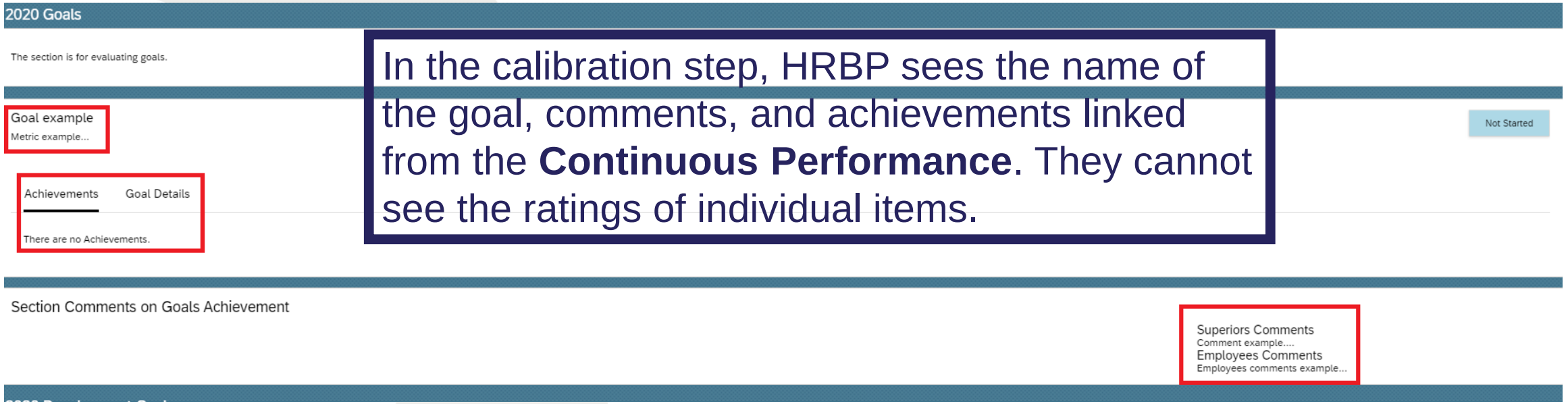
Assessment form – Calibration and HRBP view



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.

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

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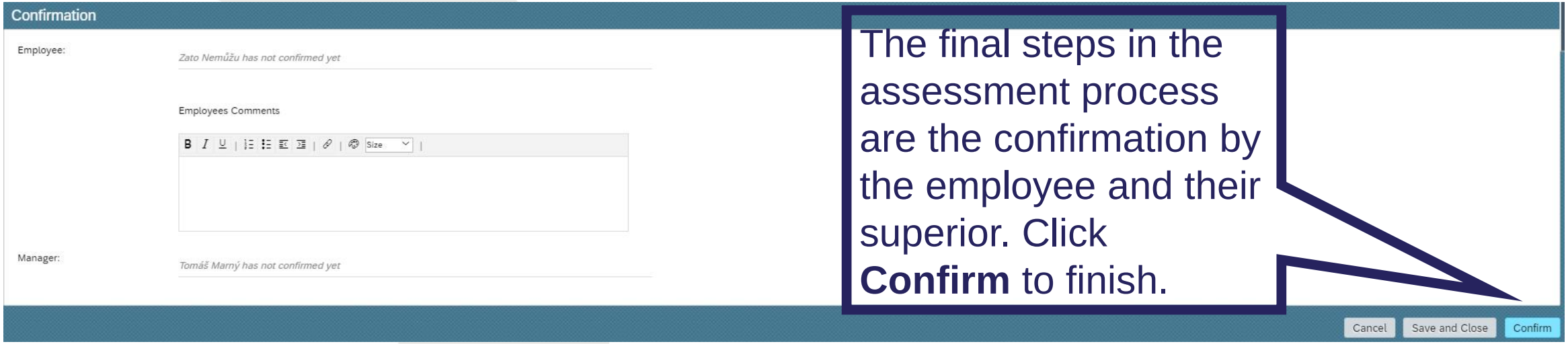
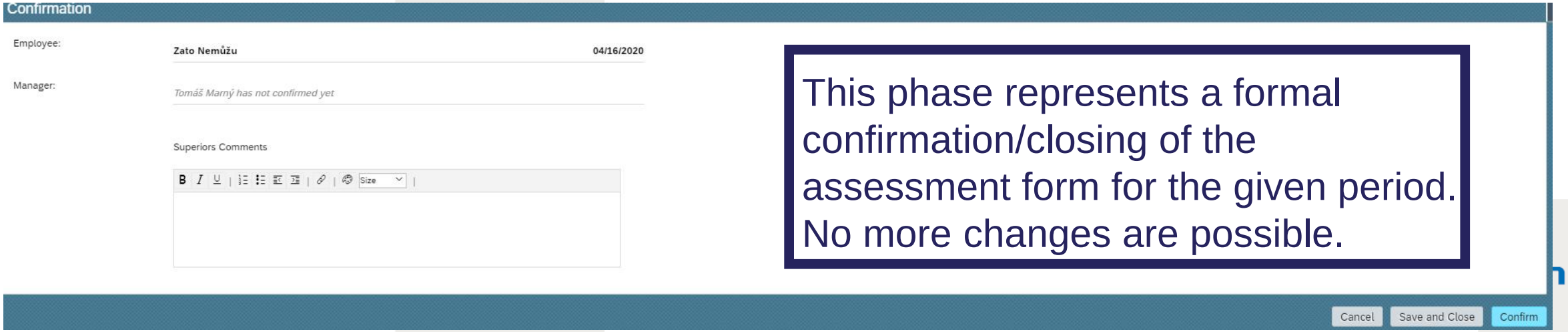
Assessment form – Confirmation by employee/superior



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



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