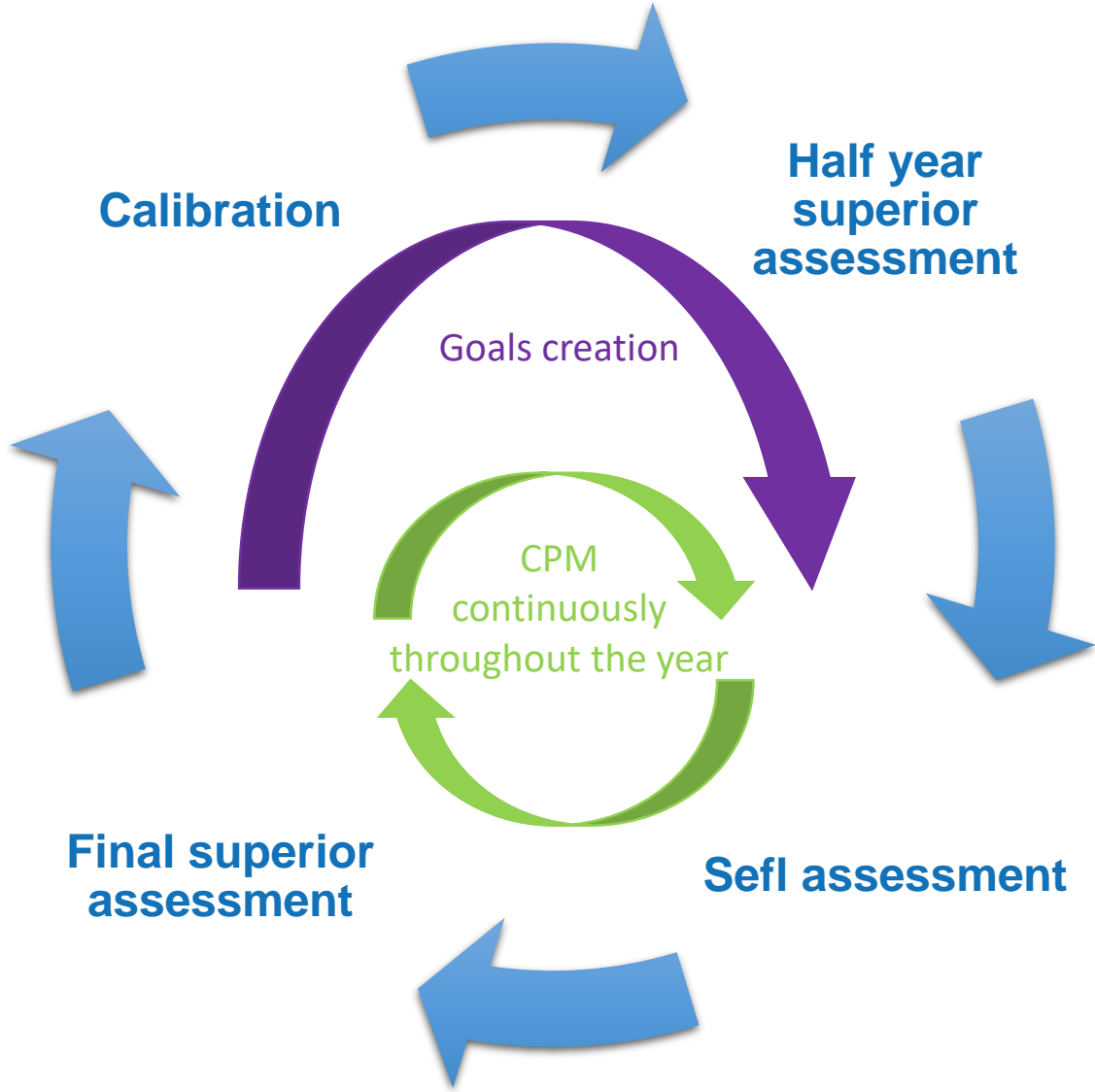




GOAL ASSESSMENT PROCESS





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.

Search for actions or people

Reviews Team Overview

My Forms

- All Forms
- In Progress
- Inbox**
- En Route
- Completed
- Create Folder
- Unfiled

Inbox

Template: All Current Step: All Group: All Subject: Search for form subject Division: All Department: All

Location: All Cost Center: All Business Unit: All Legal Entity: All Pure HR: All IsContingent: All

Vendor: All

Title	Subject	Current Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Li
2023 Performance for Ben Brook	Ben Brook	Self assessment	01/22/2024	10/09/2023	01/22/2024	03/15/2024	03/15/2024	

Click on a form to open it and see the assessment.

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.).

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

Assessment form – Headers I

The screenshot shows a performance assessment interface for Ben Brook. At the top, there are navigation tabs for 'Reviews' and 'Team Overview', and a search bar. The main header displays '2023 Performance for Ben Brook' with a profile picture and a notification for 7 incomplete items. Below this is a 'Route Map' section showing a progress bar with 7 steps: 1. Sent to Self Assessment, 2. Self assessment, 3. Final superior assessment, 4. Employee confirmation, 5. Calibration, 6. Superior confirmation, and 7. Completed. The 'Self assessment' step is currently active. To the right of the progress bar are icons for 'Actions', 'History', and 'Supporting' (0 items). The 'Introduction' section contains text about performance management. The 'User Information' section lists details for Ben Brook, including his department and job code.

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.

The steps of the assessment process in the assessment form.

Add attachments.

You can get more information about each step.



GOAL ASSESSMENT FORM

Assessment form – Goals (performance)

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.


The screenshot shows a web interface for '2020 Goals'. At the top, there is a header '2020 Goals' and a sub-header 'The section is for evaluating goals.'. Below this, a goal is listed: 'Sjednocení procesu XY' with a sub-description 'Jednotný fungující systém'. To the right of the goal title is an edit icon. Below the goal title, there is a 'Rating' section with a question mark icon and a row of five empty circles, with the text 'Select a rating...'. Below the rating section is a text area for 'Employees Comments' with a rich text editor toolbar. To the right of the goal, there is a blue 'On Target' button and a section for 'Ratings from Others' which states 'There are no Ratings from Others.'. At the bottom left, there is a section for 'Achievements' and 'Goal Details', with a specific achievement listed: 'Vytvořen zjednodušující reporting' dated '04/25/2020'. The 'FOXCONN' logo is visible in the bottom right corner.

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).












Být dobrým prezentérem v anglickém jazyce

Příklad metriky

* Rating 

Select a rating...

Employees Comments

B *I* U |          |   Size

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.

Ratings from Others

There are no Ratings from Others.

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 – 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

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.

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.

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 – 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 strategic 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

The screenshot displays a goal assessment interface. At the top, it shows '2021 Goals' and a '+ Create a New Goal' button. The main goal is 'Testovací cíl' (Test goal) with a status of 'Spínání testu' (Starting test). A rating section shows a 3.0 rating (3 out of 5 stars) with the text 'Meets Requirements'. Below this is a 'Superiors Comments' section with a rich text editor and a placeholder text 'Příklad komentáře vedoucího'. A callout box points to this section with the text: 'This is how superior sees your self assessment and comments.' To the right, a 'Ratings from Others' section shows a 3.0 rating (3 out of 5 stars) with the text 'Meets Requirements'. Below this is an 'Employees Comments' section with a placeholder text 'Comment example'. The interface also includes a 'Not Started' button and a 'Section Comments on Goals Achievement' section.

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...

Achievements Goal Details

There are no Achievements.

Not Started

Superiors Comments
Comment example...
Employees Comments
Employees comments example...

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.

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.