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The Essence of PMGM

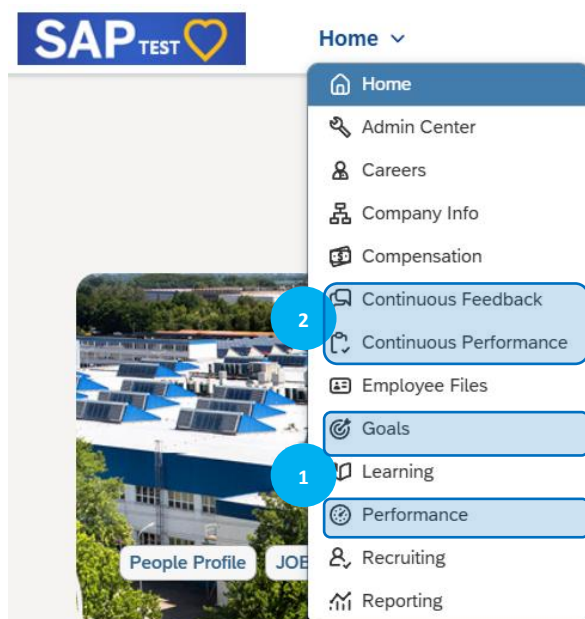
The **P**erformance **M**anagement and **G**oal **M**anagement (PMGM) module in myFox unifies the approach to managing, leading, and developing our IL employees. It includes activities and tools for:

- setting goals, their assessment + competency assessment
- supporting communication between managers and their teams and managing the work performance of individuals and teams
- providing feedback or the option to request it
- planning development goals for performance improvement or professional growth
- continuously recognizing achievements and the possibility of linking them to specific goals

The PMGM module guides managers to use performance management as a tool for continuous and regular evaluation and development of individuals and teams to meet the goals of individual departments and the company. The outputs from the PMGM review (the manager's overall rating) are linked to the compensation module and are one of the inputs for the annual salary review and the non-guaranteed annual bonus

Introduction to PMGM Module Parts

Within the main scrolling menu in myFox, the PMGM module consists of 4 basic areas:



Option marked by n. 1 contain basic functionalities, and their use is essential for all IL employees and their managers. Next parts (2) contain other useful and supportive tools for obtaining or providing feedback and for communication between managers and their teams.

[GOALS](#) - here, everyone can see their own goals + the goals of their subordinates. These can also be commented on, edited, or added to on an ongoing basis.

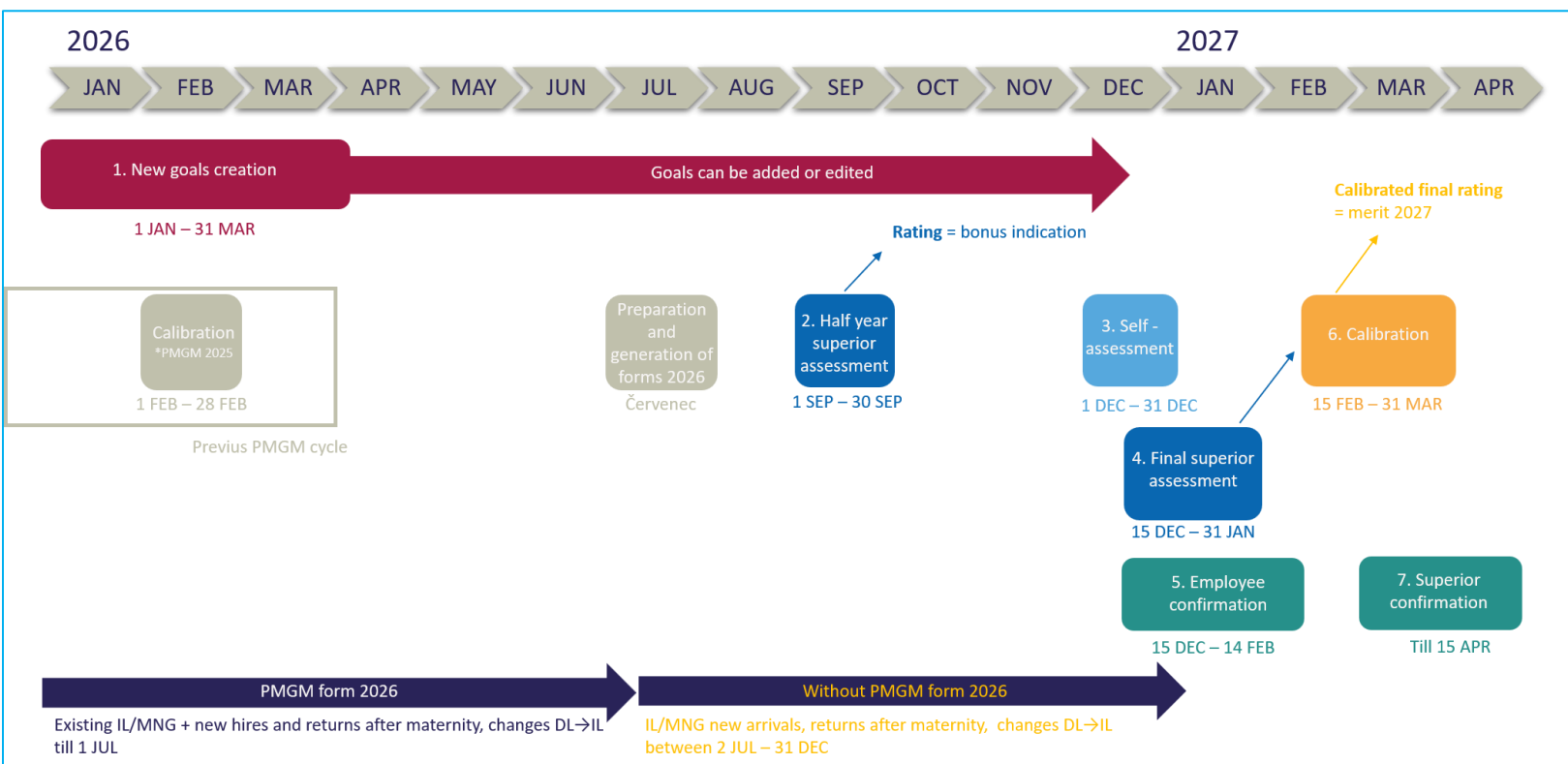
PERFORMANCE – this section contains review forms (own and subordinates') and is where self-assessment/subordinate reviews are recorded in the system

CONTINUOUS FEEDBACK – The option to request feedback for oneself/team members or to provide it to someone.

CONTINUOUS PERFORMANCE MANAGEMENT (CPM) – serves for regular communication between a manager and their team. Activities or achievements can be entered here and linked to goals.

PMGM timeline

The timeline provides an overview of the periods in which the individual phases of the performance assessment process take place. From the point of view of employees and managers, the necessary steps, when their involvement in the process, including system recording, is expected, are numbered (1 – 7).



Goal Setting

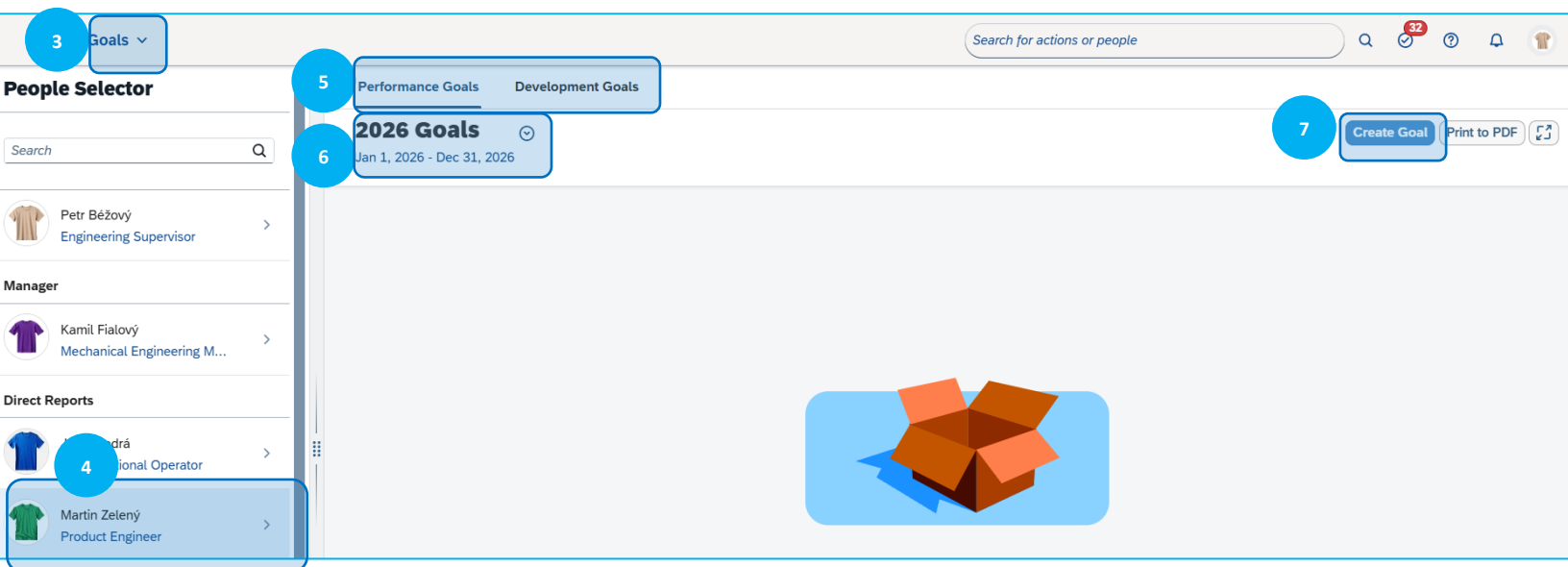
The Nature of Goals

Goals are activities that a person should dedicate themselves to complete in a given period. They are based on the profession and job description. Goals can be entered into the system by the employee themselves or by their manager. Both parties can also edit the goals, in agreement with the manager and based on the strategy. The recommended number of goals per year is about 3-5 (depending on their difficulty, complexity, etc.).

A proper goal should have a clear purpose, meaning, and benefit. A clear description of the target state, including measurable criteria, is also important. The weight of the goals reflects their importance and difficulty and is expressed in %. The goal should also include a deadline by which it should be met. Methodological recommendations for creating goals are included in the e-learning video course in myFox: *PMGM – How to Create Goals Correctly*. This can be found in the learning module, in the course library.

Creating Goals in myFox

Goal creation in myFox takes place in the – [Goals](#) menu according to the points marked on the screen below and subsequently described.



3: Creating, checking, or editing goals in myFox is done in the [Goals](#) menu.

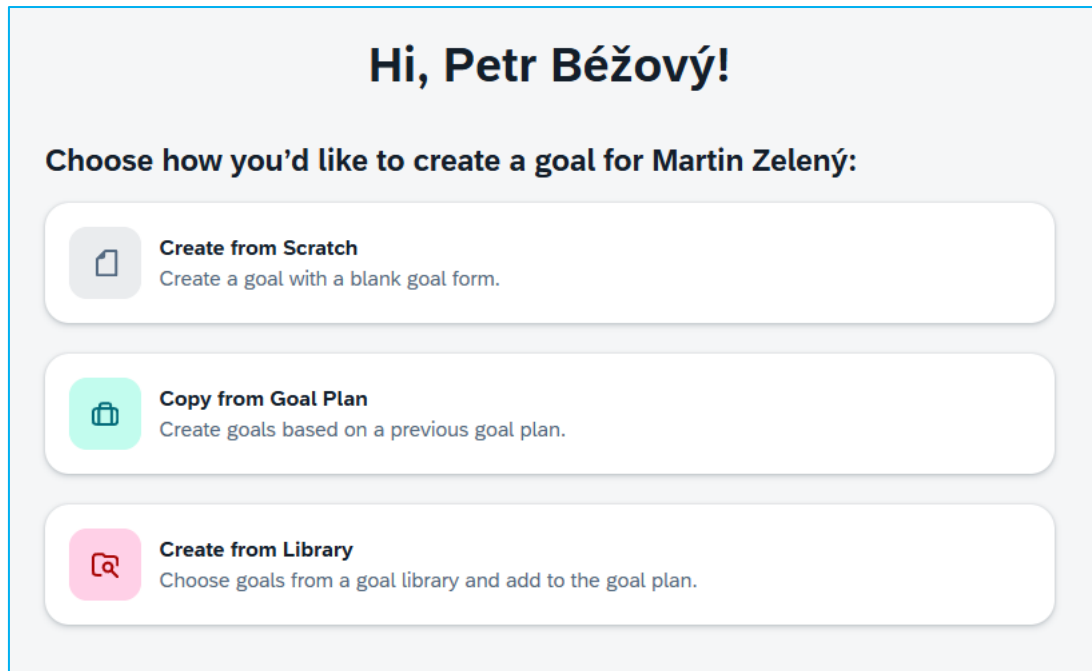
4: Then you need to select the person for whom you want to create goals.

5: It is necessary to consider whether the goal is by nature a performance or development goal and place it in the appropriate section. The default is performance goals. Both types of goals are created similarly;

for development goals, the purpose of the development is also stated, and related competencies that will be developed within the goal are attached.

6: Check that the goals will be entered for the correct period – year.

7: The goal creation itself is initiated via [Create Goal](#). This opens the following window:



The screenshot shows a user interface for creating a goal. At the top, it says "Hi, Petr Běžový!". Below that, the instruction "Choose how you'd like to create a goal for Martin Zelený:" is displayed. There are three options, each with a colored icon and a description:

- Create from Scratch** (light blue icon): Create a goal with a blank goal form.
- Copy from Goal Plan** (teal icon): Create goals based on a previous goal plan.
- Create from Library** (pink icon): Choose goals from a goal library and add to the goal plan.

[Create from scratch](#) - creating a completely new goal – see the next screen and its description.

[Copy from goal plan](#) - a useful option to copy one of the goals from previous years (e.g., if a goal continues into the next year, it can be easily transferred to the next period this way).

[Create from library](#) - general predefined goals from which you can choose and then modify them if necessary. If you are interested in adding to the library, contact .HR Training.

Creating a new goal from scratch:

Create Performance Goal

Goal Name: *

8

500 characters left

Visibility: *

9

Private

Description: *

10

4000 characters left

Metric: *

11

4000 characters left

Weight: *

12

0 %

Start Date: *

Jan 1, 2026

Due Date: *

Dec 31, 2026

13

Complete: *

14

0 %

Status: *

15

Not Started

8: Enter the goal name – a name for what is to be achieved.

9: A private goal is only visible to all superiors of the goal owner – suitable for goals with more sensitive content, for example. A public goal, on the other hand, can be seen by all employees – especially suitable for goals that are closely related to the work/goals of other colleagues in the company.

10: Detailed description of the goal, what is to be achieved. For example, you can list individual milestones within the project, timing, key activities to achieve the goal, etc.

11: It is necessary to state measurable criteria by which the level of goal achievement will be verified.

12: A weight (reflecting the significance, difficulty, etc.) of the goal is also set in percentages. The total sum of the weights of all goals should be 100%.

13: It is necessary to set the period from when to when the work on the goal (or its part for the given period) should be carried out.

14 & 15: Indicators reporting the percentage of goal completion or its status. They can be continuously updated (e.g., at least before the review periods).

Goal Audit- Evidence and Control of Changes

Goals can be entered or modified in the system by the manager or the employee themselves. To inform the other party of any change in the goal plan, a general notification is sent to their e-mail that a change

has occurred for the given goal. The detail of the change can then be found directly in the specific goal after clicking on it:

Goals

People Selector

Search

Manager

- Petr Běžový
Engineering Supervisor
- Kamil Fialový
Mechanical Engineering M...

Direct Reports

- Jana Modrá
Multifunctional Operator
- Martin Zelený
Product Engineer

2026 Goals

Jan 1, 2026 - Dec 31, 2026

1 Goal | 1 Not Started | 0 On Target | 0 Off Target | 0 Completed

It's recommended that you create at least 3 goals.

Introduction

Individual Goal 1

Due Date: Dec 31, 2026

Complete 0%

Not Started 30%

And then in its detail, the Goal Audit can be displayed:

Goals

2026 Goals / Goal Details

Individual Goal 1

(Private) Updated: Aug 31, 2026

Status: Not Started | Complete: 0% | Start Date: Jan 1, 2026 | Due Date: Dec 31, 2026

Description

Test

Linked Activities (0)

Comment (0)

Leave a Comment

More Info

Metric: Test
Weight: 30%

Goal Audit

View Audit History

Where you can clearly see what specific changes were made to the goal and when:

Audit History					
Records (2)			Record Details		
Time	Action Type	Action Taker	Field	Original Value	New Value
Aug 31, 2026 3:08PM	Modified	Martin Zelený >	Visibility	Private	Public
Aug 31, 2026 3:00PM	Created	Petr Běžový >	Weight	30%	5%
			Complete	0%	25%
			Status	Not Started	On Target

Team goals

Managers can also create team goals for their subordinates - in case more of their subordinates are supposed to work on the same goal. The evaluation of the team goal can, of course, be different for each individual.

Initiating the creation of a team goal (or managing already created team goals) is available to the manager only in their own goals (16) under the [Manage Team Goals](#) (17).

The screenshot shows the '2026 Goals' dashboard. On the left, the 'People Selector' is visible, with a blue circle labeled '16' highlighting it. On the right, the '2026 Goals' section shows various goal status metrics. A blue circle labeled '17' highlights the 'Manage Team Goals' button in the top right corner of the dashboard.

The creation of a team goal is then started via [Create Goal](#) (18):

The screenshot shows the 'Manage Team Goals' page. It features a form with 'Goal Name' and 'Assignee' fields, and buttons for 'Apply' and 'Reset'. A blue circle labeled '18' highlights the 'Create Goal' button, and another blue circle labeled '19' highlights the 'Assign Goal' button. Below the form, there is a section for 'Team Goal 1' with a due date of 'Dec 31, 2026' and a progress indicator of '20%'.

The creation of the team goal itself is content-wise and technically the same as entering an individual goal. Via Assign Goal (19), you can then simply click through to the option of selecting the subordinates to whom the manager wants to assign the already created team goal to their goal plan:

Assign Team Goal

1 Select Assignees 2 Edit Goals (Optional) 3 Assign

1. Select Assignees

Select one or more assignees from your team or via search. Only assignees with correct permissions can be selected.

[From My Team](#) [Via Search](#)

My Team (0 selected)

- ☐ Petr Běžový Engineering Supervisor
- ☐ Direct Reports
- ☐ Jana Modrá Multifunctional Operator
- ☐ Martin Zelený Product Engineer
- ☐ Michal Černý Process Engineer
- ☐ Miroslav Hnědý System Engineer

[Next](#) [Cancel](#)

The assigned team goal is then written among the other goals of the individual employees to whom it was assigned. There, it can also be individually adjusted, so, for example, each of the employees with an assigned team goal can have a different weight set for it, etc.

Performance form

Recording the performance review of IL employees in myFox is done through the review form. The individual forms of subordinates (and one's own) are part of the [Performance](#) (20):

Performance 20

[Reviews](#) [Team Overview](#)

My Forms

All Forms

- In Progress
- Inbox**
- En Route
- Completed
- Unfiled

Inbox

Template: All Current Step: All Group: All All or Reports Only: All Employees Employee: Search for employee Division: All

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

IsContingent: All Vendor: All

Forms (2)

Title	Employee	Current Step	Date Assigned	Step Due Date	Form Start Da...
TEST PM 2026 01 for Martin Zelený	Martin Zelený	Half year superior assessm...	08/26/2026	09/30/2026	08/18/2026

[Send to Next Step](#)

21: The [Inbox](#) folder contains active forms that are currently with us and some action is expected from our side. Subordinates' forms that are, for example, in the Self-Assessment phase with them, are then in the Sent folder. Closed – completed forms, e.g., from past periods, are sorted into the [Completed](#) folder.

22: By clicking on the form name with the name of the respective employee, you can get into the form itself.

Introduction to the Review Form

The performance form is used for entering and evaluating an employee's work performance into the system. The actual submission of the completed form to the next step should be preceded by a meeting with the employee, during which detailed and specific feedback is exchanged.

The performance review consists of evaluating the set goals for the given period (performance and possibly development goals). Competencies are also evaluated – key competencies (which are the same for all employees) and specific ones (which differ depending on whether the evaluated employee is in a managerial position or not). In addition to evaluating individual items, the form also has space for filling in accompanying comments for individual sections for performance goals, both types of competencies + an overall summary. For technical reasons, only development goals can be commented on through comments on individual development goals

Review Form Header

The form header (23) contains information about the current step of the review or its deadline, as well as the data of the employee being reviewed. You can navigate the form by scrolling with the mouse or by clicking between the different parts of the form (24).

The screenshot shows the 'Performance' section of a web application. The top navigation bar includes a search bar and several icons. The main content area is titled 'TEST PM 2026 01 for Martin Zelený'. Below the title, there is a section for 'Martin Zelený' with a profile picture and 'Product Engineer' role. To the right of this section, there are links for 'History', 'Actions', and 'Print & PDF'. The main content area is divided into two parts: a 'Route Map' on the left and a 'User Information' section on the right. The 'Route Map' section shows the current step as 'Half year superior assessment' with a due date of '09/30/2026' and the next step as 'Waiting for next step'. The 'User Information' section displays details for Martin Zelený, including his last name, first name, department, job code, direct superior, and hire date. A sidebar on the left contains a 'Route Map' with links to 'Introduction', 'User Information', '2026 Goals', '2026 Development Goals', 'Core Competencies', 'Role Specific Competencies', and 'Summary'. Callout 23 points to the 'Route Map' section, callout 24 points to the 'Introduction' section, and callout 25 points to the 'User Information' section.

Performance

Search for actions or people

Reviews Team Overview

My Forms / Form Details

TEST PM 2026 01 for Martin Zelený History Actions Print & PDF

Martin Zelený Team Ranker: No. 1
Product Engineer

Route Map

Introduction

User Information

2026 Goals

2026 Development Goals

Core Competencies

Role Specific Competencies

Summary

Route Map

Current Step: Half year superior assessment Due Date: 09/30/2026 Next Step: Waiting for next step

Introduction

Description

User Information

Last Name: Zelený First Name: Martin DEPARTMENT: Test People Management (11000200) JOB CODE: Product Engineer (21000270)

Direct Superior: Petr Bežový HIREDATE: 12/01/2020

If we need to find out more information about some sections, they can be expanded via the arrow symbol (25) and the detail will open on the right side of the screen:

for Martin Zelený

History Actions Print & PDF

Team Ranker: Ranking

0

Route Map

Current Step: Half year superior assessment Due Date: 09/30/2026

Next Step: Waiting for next step

Introduction

Description

User Information

Last Name: Zelený

First Name: Martin

DEPARTMENT: Test People Management (11000200)

JOBCODE: Product Engineer (21000270)

Direct Superior: Petr Běžový

HIREDATE: 12/01/2020

Route Map

Step 1 Assessment Stage: Forms Preparation

Single-Role Step Completed

User: Performance module administrator

Step 2 Assessment Stage: Half year superior assessment

Single-Role Step In Progress

Due 09/30/2026

01.06. – 30.09. 2026 Complete employee assessment and manage 1:1 meeting. After that send it to next step.

Manager: Petr Běžový

Step 3 Assessment Stage: Waiting for next step

Collaborative Step Not Started

Due 11/30/2026

Document waiting for Self-assessment phase start.

Originator: Lucie 25 Support Štůšková Employee: Martin Zelený

Show More

Introduction to assessment and goal assessment

The main parts of the form to be filled in are those where the evaluation and commenting of individual items or sections (goals and competencies) take place. Chronologically, the first part of the assessment form is devoted to the evaluation of goals (performance) and is followed by the evaluation of development goals (if they are set). In the entire form, all mandatory fields marked with asterisks must be filled in (26). The obligation to fill in individual fields in the half year differs slightly from the final assessment (in the half year, you only need to fill in a little less). The assessment itself is carried out on a 5-point evaluation scale (27). The goal can be edited, deleted or clicked to open its details via the icons marked below (28).

2026 Goals

Description

Goal	Rating*	Weight	Action
Team Goal 1	Select a rating...	40%	28 26 27
Individual Goal 1			
Cil 3			

Section Comments on Goals Achievement

Available Comments

2026 Development Goals

Description

Goal	Rating*	Comment	Action
Test DEV Goal 1	Select a rating...		26 28

11

A more detailed description of the rating scale and the differences between individual grades can be found under the icon below (29):

2026 Goals

> Description

Goal	Rating
Team Goal 1	Select
Individual Goal 1	Select
Cil 3	Select

Section Comments on Goals Achievement
Available Comments

2026 Development Goals

> Description

Goal	Rating
Test DEV Goal 1	Select

Rating Scale for the 2026 Goals Section

Unsatisfactory (0–69%)
Performance does not meet requirements or expectations. Significant improvement is required to remain in the current role. For the purpose of calculating the overall rating in the summary section, a midpoint value of 60% is assigned to this rating level.

Needs Improvement (70–89%)
Performance does not fully meet requirements in some areas. Improvement and further development are needed. For the purpose of calculating the overall rating in the summary section, a midpoint value of 80% is assigned to this rating level.

Meets Expectations (90–110%)
Performance fully meets expectations and job requirements. For the purpose of calculating the overall rating in the summary section, a midpoint value of 100% is assigned to this rating level.

Exceeds Expectations (111–130%)
Performance frequently exceeds expectations and requirements. Consistently delivers above-standard results or demonstrates initiative beyond assigned responsibilities, with a clear positive impact on the team or area of responsibility. For the purpose of calculating the overall rating in the summary section, a midpoint

Competency assessment

The evaluation of objectives is followed by the section devoted to the evaluation of competencies. Technically, the evaluation of competencies is similar to that of objectives. Competencies are set centrally and the manager cannot change their content. If necessary, the description of individual competencies can be displayed again via the arrow symbol to the side:

Martin Zelený

History Actions Print & PDF

Core Competencies

Competency	Rating*
Flexibility / Innovation	Select a rating...
Responsibility / Integrity	Select a rating...

Section Comments on Core Competencies
Available Comments

Role Specific Competencies

Competency	Rating*
Customer approach	Select a rating...
Teamwork	Select a rating...

Section comments on Role Specific Competencies
Available Comments

Flexibility / Innovation

Competency

> Description

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.

> Evaluation

Rating: *

Select a rating...

> Behavior

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.

Overall rating and summary

At the end of the form, in the Summary, the rating averages for the individual parts of the form are first displayed (30). Averages are calculated as percentages. Each of the grades on the rating scale carries a middle value, according to which the average for the given part is calculated. In the case of performance goals, the weights of the individual goals also enter into this.

Overview of the rating scale + mean values:

Unsatisfactory (0-69 %) – 60 % is used to calculate the average rating.

Needs Improvement (70-89 %) - 80 % is used to calculate the average rating.

Meets Expectations (90-110 %) - 100 % is used to calculate the average rating.

Exceeds Expectations (111-130 %) - 120 % is used to calculate the average rating.

Consistently Exceeds Expectations (131 % a více) - 140 % is used to calculate the average rating.

The screenshot displays the 'Summary' section of a performance evaluation form. At the top, there are tabs for 'History', 'Actions', and 'Print & PDF'. Below these, there are sections for 'Customer approach', 'Teamwork', and 'Section comments on Role Specific Competencies'. The 'Summary' section is highlighted with a blue circle labeled '30'. It contains a table with the following data:

Name	Rating
2026 Goals	117.14
2026 Development Goals	100.0
Core Competencies	100.0
Role Specific Competencies	100.0

Below the table, there is a section for 'Overall Form Rating' with a dropdown menu labeled 'Select a rating...' and a blue circle labeled '31'. To the right, there is a callout window titled 'Section comments on Summary' with a blue circle labeled '33'. This callout contains a text area for 'Available Comments' and a blue circle labeled '32' next to an arrow icon.

From the point of view of connecting the performance evaluation to the remuneration module, this is the most fundamental part of the form, because the Overall Form Rating (31) is one of the inputs for the non-guaranteed annual bonus (half year assessment) and merit (final assessment).

The last item to fill in is the summary comment (33), which is displayed again by clicking the arrow (32).

Completion of assessment- send to next step

At the very end of the form, there is an option to send the form to the next step:

The screenshot shows three buttons at the bottom of the form: 'Next step', 'Save and Close', and 'Save'.

This completes the processing of the assessment and the form with the given information is sent to the next processor according to the process map. Alternatively, you can develop the evaluation and keep it with you via Save or Save and close. This saves the previous notes and ratings, but the form still remains with the supervisor. It can be opened again after a while, the necessary additions made, and then sent to the next step.

Visibility of ratings and comments

The rated employee from the manager's rating can only see the comments. They do not see the rating of individual items or the overall rating in the system. Conversely, as part of the final assessment, the manager sees the self-evaluation of his subordinates in the column next to his own. Any significant discrepancies should be clarified during the meeting and possibly taken into account in your evaluation if they are relevant.