Performance Activities in My HR Services - Managers & HR

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INTRODUCTION

Employees and managers use the Performance tool in **My HR Services** to capture goals, summarize check-in conversations, and record snapshots.

PERFORMANCE ACTIVITIES IN MY HR SERVICES

The following is a quick reference guide to activities that are done in the Performance tool:

- The scope for the Performance tool is all cadre and all *white-collar* non-cadre employees;
    - **Attention: As manager of blue-collar employee do NOT open any Check-In/Snapshot form!**
- My HR Services is available in English and translates to all European languages, with plans to offer more local languages in the future;
- Check-Ins and Snapshots are captured in the Performance tool and in one form;
- Managers can get a Performance Report in order to have an overview of your scope;
- Check-in forms are designed to capture *one check-in conversation* and should be closed when both parties have made their inputs. They would open another check-in form the next time they have a check-in conversation;
- Managers and employees can both open as many Check-In/ Snapshot forms as they wish throughout the year.
- The Year-End Assessment form will open automatically and feed the Calibration and Compensation processes;
- Feedback can be requested and provided flexibly via My HR Services;
- SIP Participants and their managers can find more information about the addition of the Sales Collaboration Practices (SCP) assessment to the year-end performance assessment **here**

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Supporting material

- **My HR Services User Guide Performance**