

Performance Activities in My HR Services - EE

Performance Activities in My HR Services

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

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;
- 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;
- 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;
- 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](#);
- [Feedback can be requested and provided](#) flexibly via My HR Services;

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• [My HR Services User Guide Performance](#)