

My HR Connection Performance Training Guide

*Individual Contributor – Step 3 Annual Performance and Development
Conversation*

Revision History

Version	Date	Description
1.0	Dec 17, 2018	Initial Draft
1.1	February 8, 2019	
1.2	March 25, 2019	Update logo and branding

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1. Introduction

1.1 Objectives

Upon completion of this manual, you will be able to:

- Understand the Step 3: Annual Performance and Development Conversation.
- Successfully complete the required tasks in My HR Connection.

2. Annual Performance and Development Conversation Process

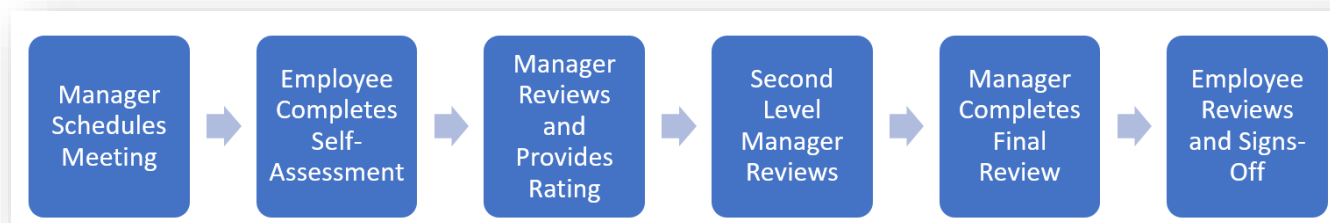
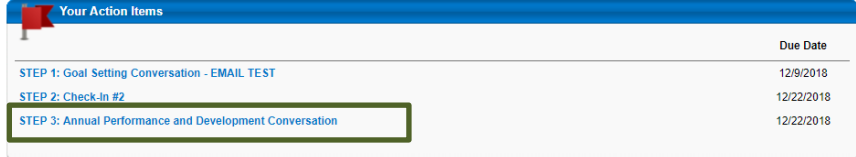
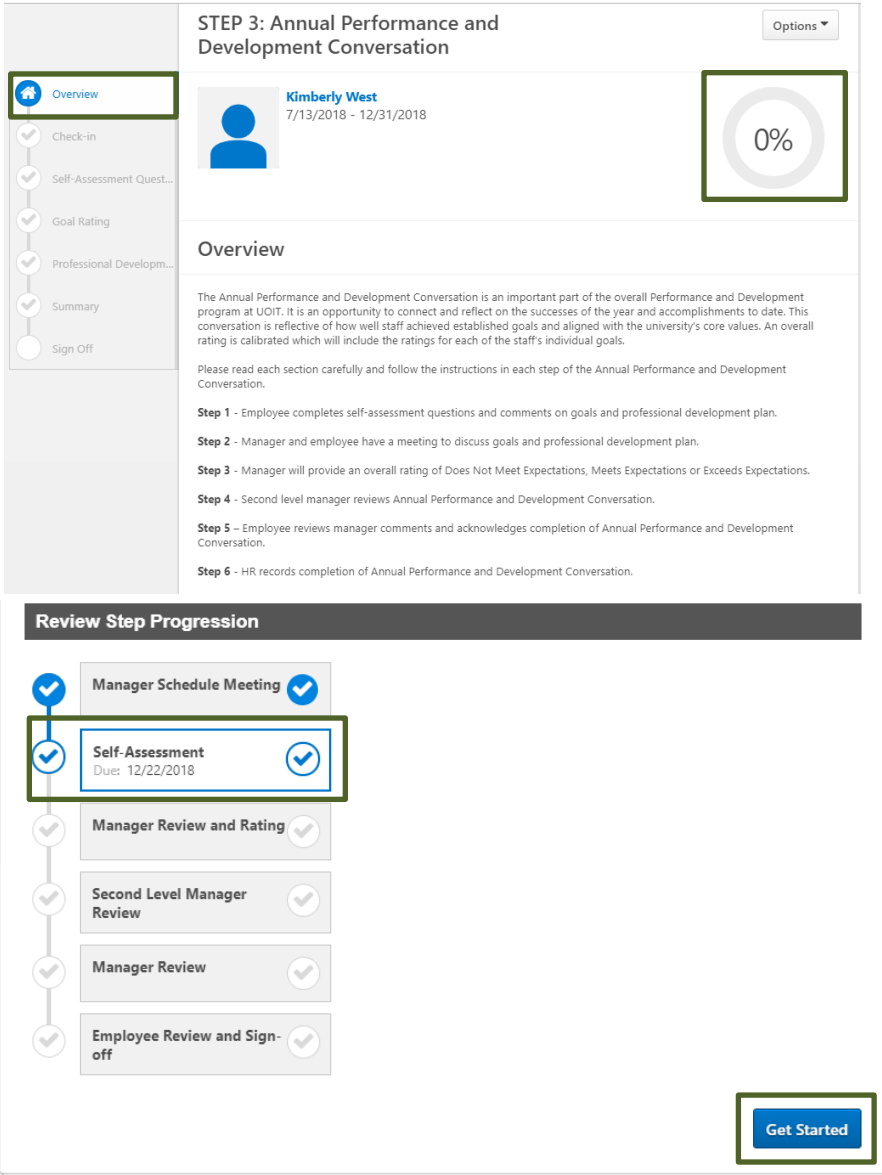
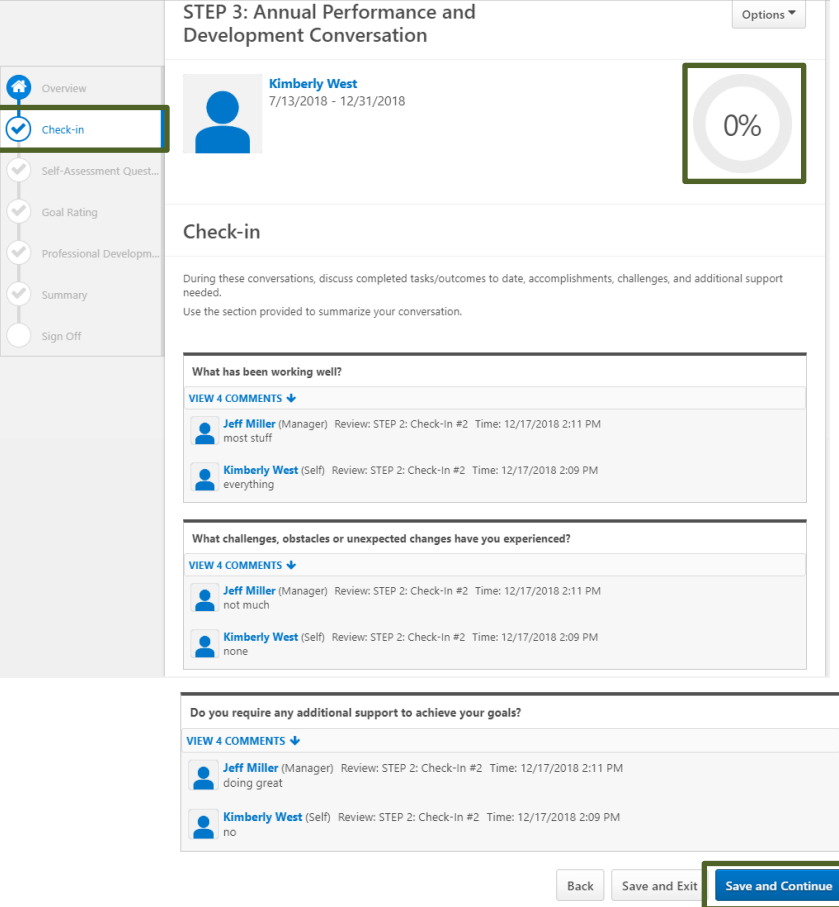
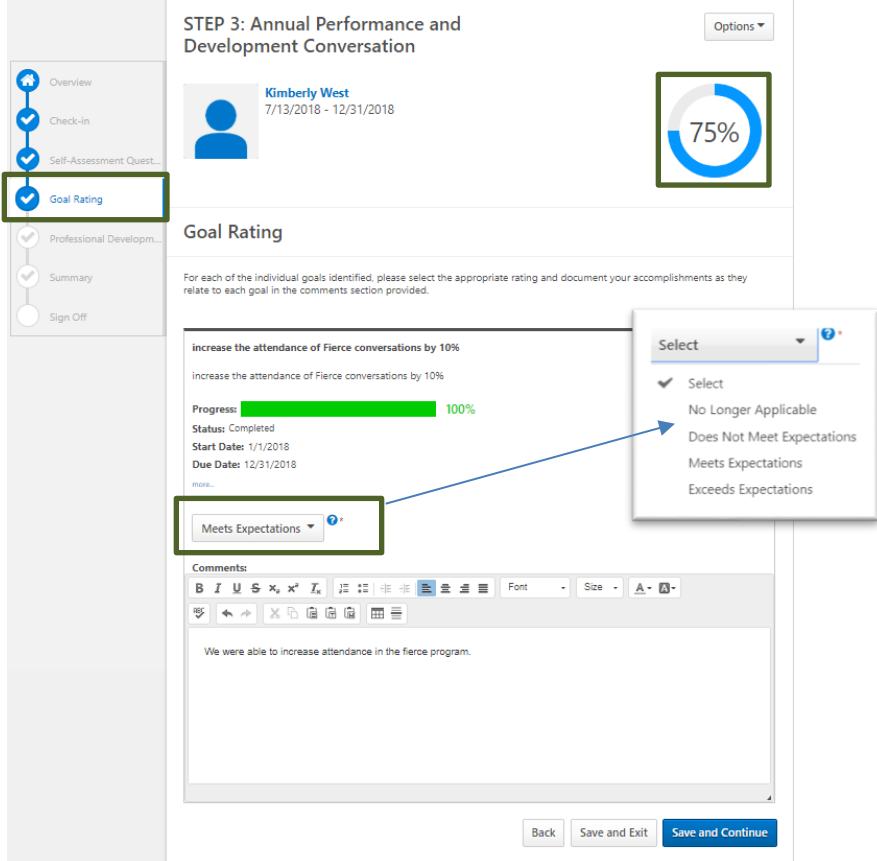
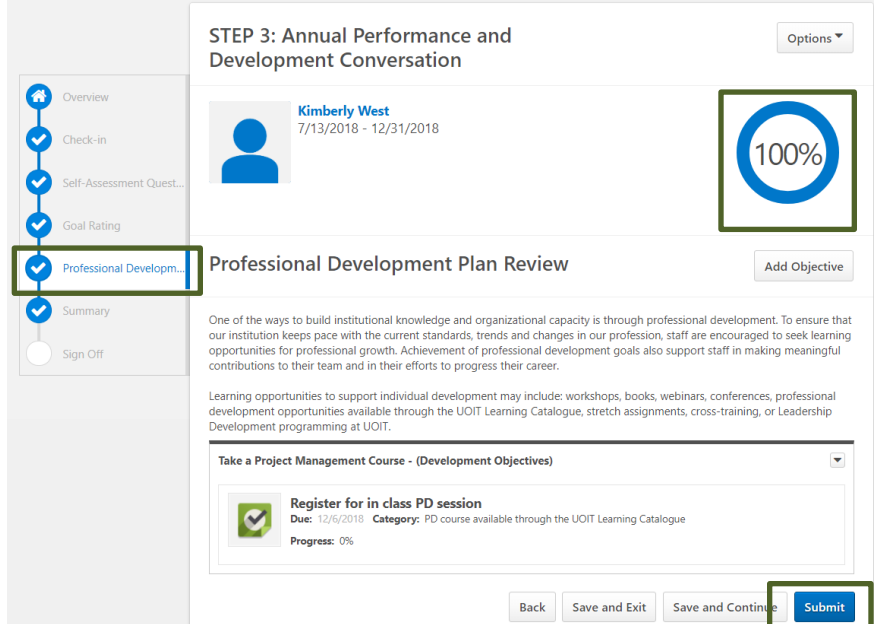


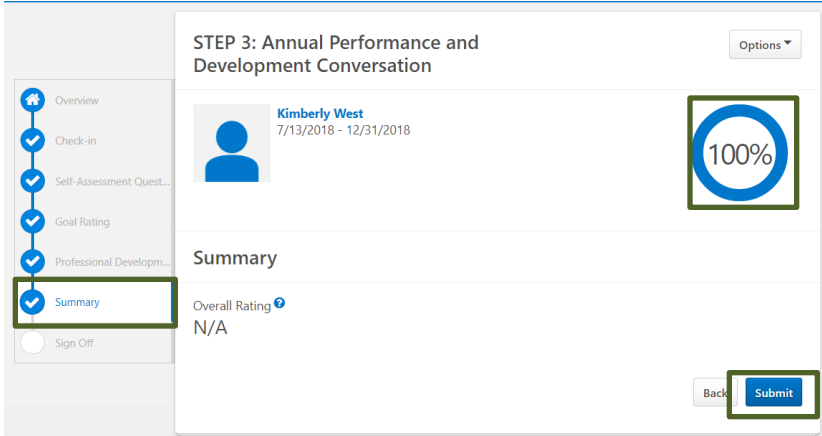
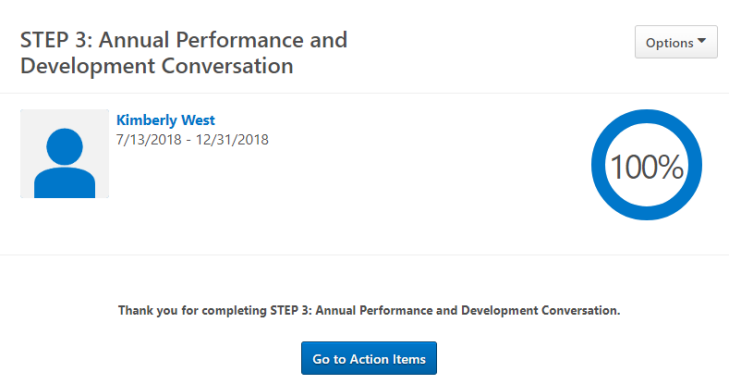
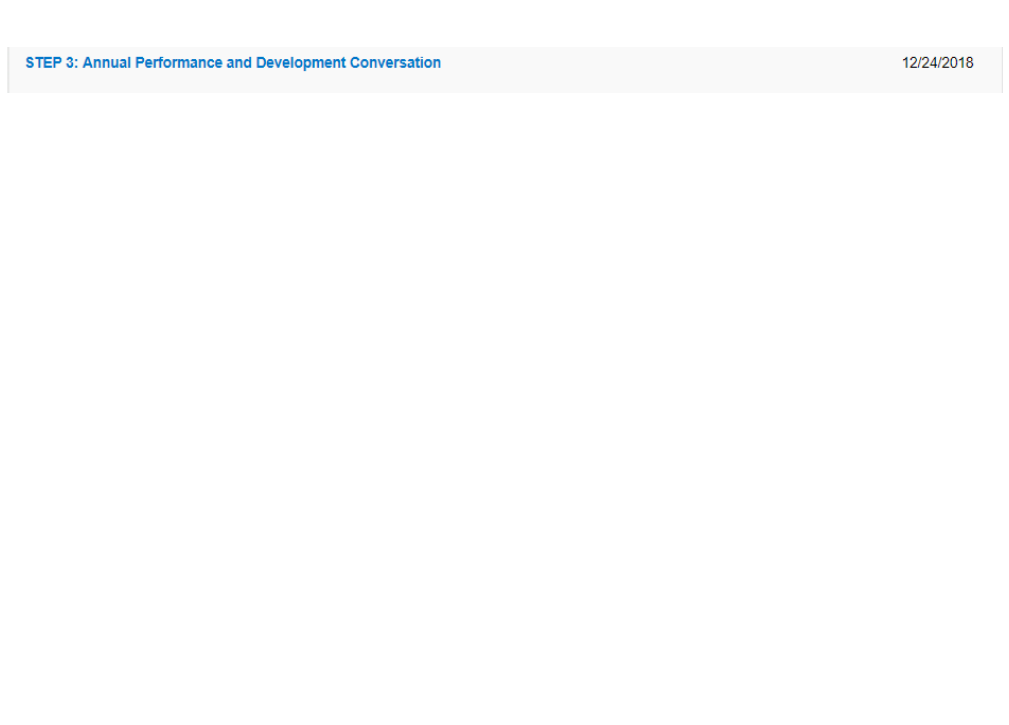
Figure 1: Annual Performance and Development Conversation Process

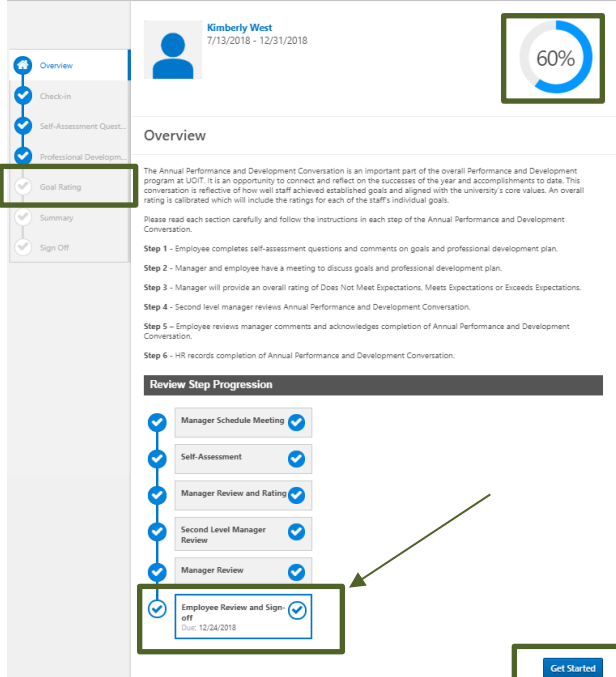
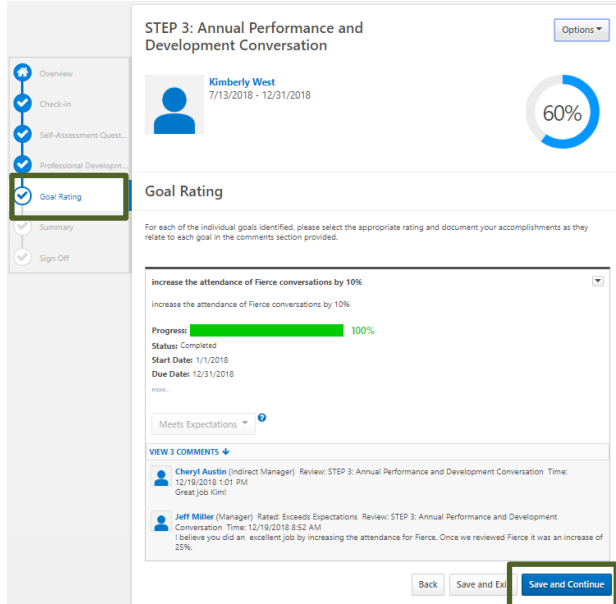
3. Completing Step 3 in Rally2Gether

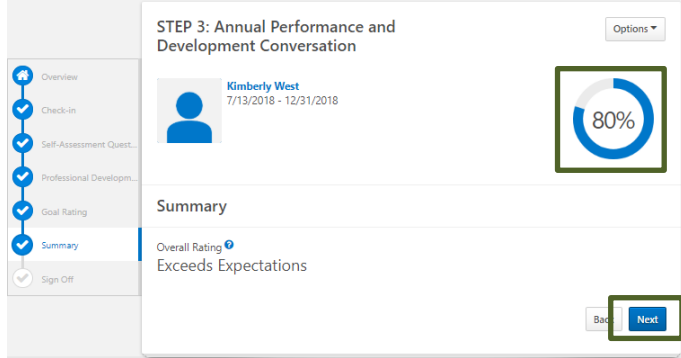
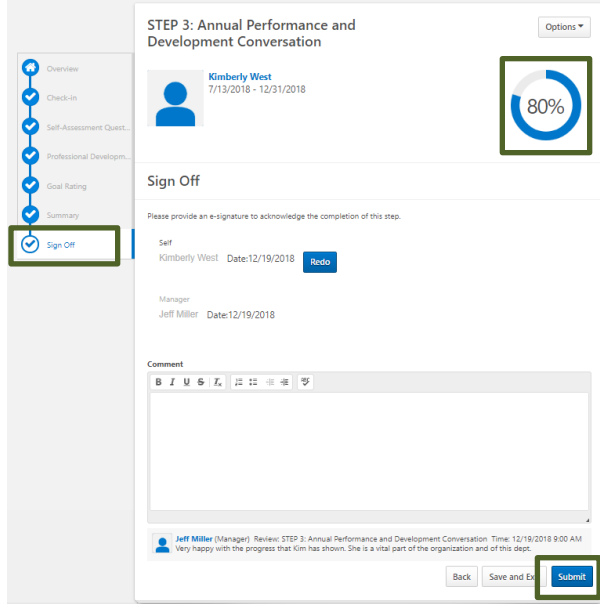
Action	Step to Execute
1 You will receive an email to complete Step 3: Annual Performance and Development Conversation	Receive Email in Outlook
2 Log In to My HR Connection and click on the related task – Step 3: Annual Performance and Development Conversation	
3 Read the Overview Scroll down and click Get Started to launch the Self-Assessment	

Action	Step to Execute
<p>4 Review the comments from the previous Step 2 – Check-in. This page is view only.</p> <p>Click Save and Continue</p>	

Action	Step to Execute
<p>4 The Goal Rating section opens to review progress of your goals and you are able to comment on the status of each goal.</p> <p>Click the dropdown arrow and select the option that best reflects your performance on this goal.</p> <p>Click Save and Continue</p>	
<p>5 Once you have completed the Self-Assessment portion of Step 3, you will be prompted to review your Professional Development Plan.</p> <p>Click Submit when you have completed your review of this section.</p>	

Action	Step to Execute
<p>6 Once you click submit on the prior page, you will be prompted to submit again.</p>	
<p>7 Once completed, you can return to your Action Items or Log Out.</p>	
<p>8 Once your Manager has reviewed the documentation. You will receive an email to return to the online platform and review your manager's comments and assessment.</p>	

Action	Step to Execute
<p>You are in the final stage of Step 3.</p> <p>You can review this section multiple ways. You can select Get Started, to review what has been entered by your manager, or simply click on Goal Rating in the sidebar menu.</p>	
<p>Once in Goal Rating, you can see your manager's comments and rating.</p> <p>Click Save and Continue.</p>	

Action	Step to Execute
<p>Once in Summary, you are able to view your Overall Rating.</p> <p>Click Next.</p>	
<p>Select the Sign Off checkbox beside your name to acknowledge that you have reviewed the comments and rating for Step 3: Annual Performance and Development Conversation.</p> <p>Click Submit.</p> <p>Click Submit again.</p>	
<p>Once you have Signed Off, you have completed your Annual Performance and Development Conversation.</p> <p>Click Exit.</p>	