

# **PMGM – manual for IL employees**



# Performance and goal management

**Performance management and Goal management standardises approach to management, leadership, and development of IL employees.**

- **The new module features:**
  - Setting of goals and their continuous evaluation, regular communication of superiors with their teams.
  - Giving feedback and request for feedback from internal/external co-workers.



# Performance and goal management

- **The new module features:**

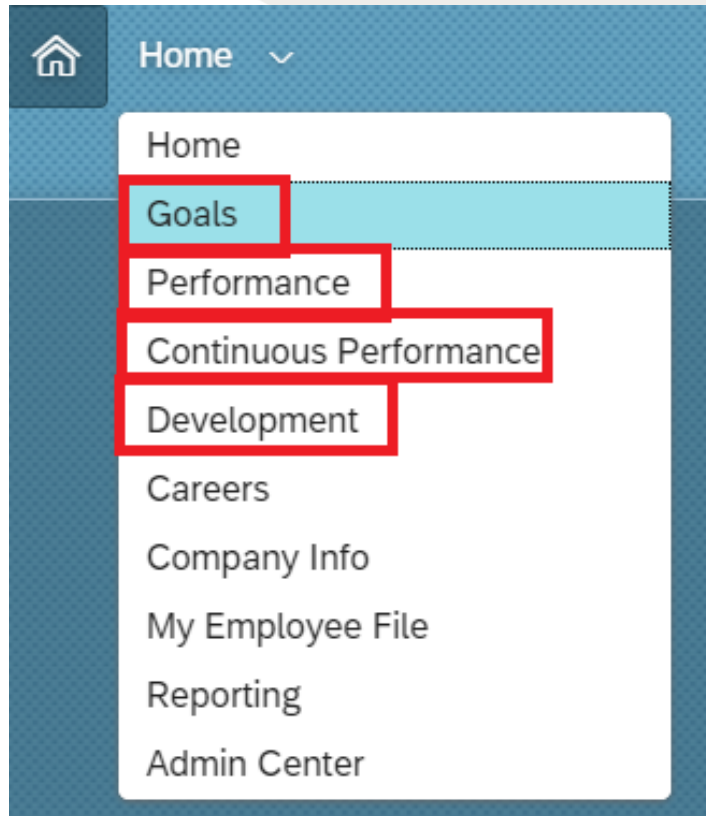
- 
- Planning of activities for personal development and to improve performance.
  - Continuous evaluation of achievements and a possibility to link them to specific goals.
  - A mobile app enabling continuous performance evaluation.
  - Non-stop access to data in PMGM via the Internet for both superiors and IL employees.



# Performance and goal management

- PMGM will allow superiors to use performance management as a tool of continuous evaluation and to develop individuals and teams so that they can achieve both the department and company goals.

# PMGM overview



**GOALS** – use this section to see your goals (including team goals towards which you should contribute), you can also comment on the goals and make partial edits (e.g. change status)

**PERFORMANCE** – in this section you can see your evaluation form and complete self-assessment in terms of performance/development goals and competencies

**CONTINUOUS PERFORMANCE (CPM)** – use this section to: regularly communicate with your superior, link achievements and activities to goals, and request or submit feedback.

**DEVELOPMENT** - use this section to see your development goals (similar to the Goals section which shows performance goals)



# PERFORMANCE GOALS

# Logging into myFox, selecting sections



myFOX

Please log in to begin using SuccessFactors for foxconnchs, or you can enter a different company ID. Both your username and password are case-sensitive.

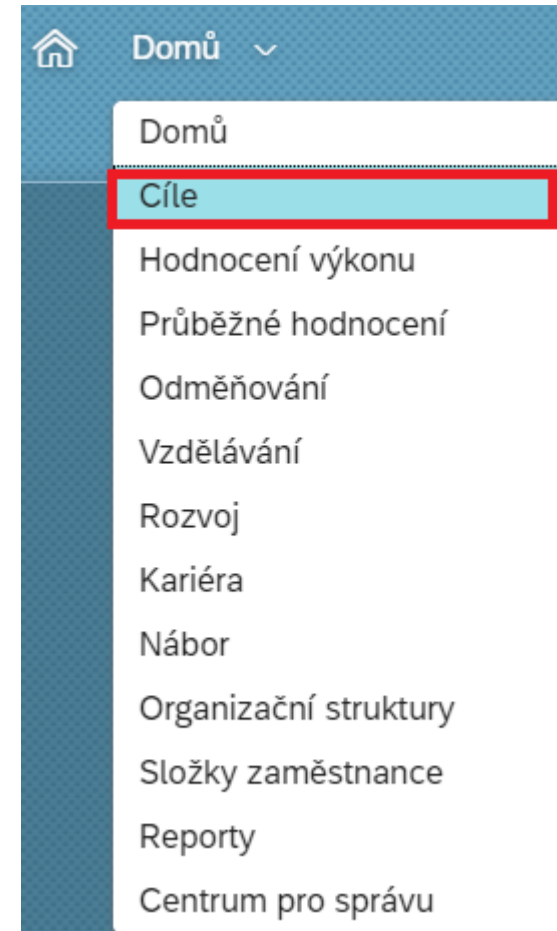
AdminMM

.....

Log in

Activate Mobile App Using QR Code

1) Enter your credentials (user name and password)



Domů

Domů

Cíle

Hodnocení výkonu

Průběžné hodnocení

Odměňování

Vzdělávání

Rozvoj

Kariéra

Nábor

Organizační struktury

Složky zaměstnance

Reporty

Centrum pro správu

2) Select Goals

Here you will find your performance goals. You can update them throughout the year.



# Finding your goals

The screenshot shows the 'myFOX' Goals page for user 'Jana Včerejší'. The interface includes a navigation bar, a search bar, and a list of goals. Callouts provide instructions on how to interact with the system:

- Select the current year:** A red box highlights the '2020 Goals' dropdown menu.
- See the overview of your performance and development goals:** A large callout points to the main content area.
- See achievements (given that they are linked to specific goals):** A callout points to the 'CPM Achievements' column in the goal table.
- See the goal's metric:** A callout points to the 'Metric' column in the goal table.
- Edit the goal:** A callout points to the 'Edit' button next to the goal 'Sjednocení procesu XY'.
- „Public“ goals can be seen by colleagues from other departments:** A callout points to the 'Public' status of the goal.
- You can continuously comment on the status of the goal. Click **Post** submit, submitted comments are seen by your superior.** A callout points to the 'Comments' section of the goal.
- See the weight, due date, and completeness of the goal, which can be changed:** A callout points to the 'Weight', 'Start Date', 'Due Date', and 'Complete' columns in the goal table.
- Edit the goal:** A callout points to the 'Post' button at the bottom right of the goal details.

Visibility	Goal Name	Metric	Weight	Start Date	Due Date	Complete	Status	CPM Achievements	Action
Public	Nový koncept vstupního školení	Rozložit vstupní školení do dvou dnů, každou oblast budou školit specialisti.	30.0%	06/01/2020	01/31/2021	0.0%	Not Started	0	
Public	Sjednocení procesu XY	Jednotný fungující systém	10.0%	05/01/2020	12/31/2020	25.0%	On Target	1	

myFOX

FOXCONN



# Editing goals

Edit Goal

Edit your goal below.

Fields marked with \* are required.

Type: Personal

\* Goal Name: Plánování bez plánovačů

\* Description: Detailnější popis cíle

\* Metric: Automatizace plánovacího procesu

\* Weight: 60.0%

\* Start Date: 05/01/2020

\* Due Date: 12/31/2020

\* Complete:  %

\* Status:

Cancel

See the goal's details. A correctly defined goal has all the fields completed

Change the completeness of the goal (in %) and its status (there are 6 statuses available)

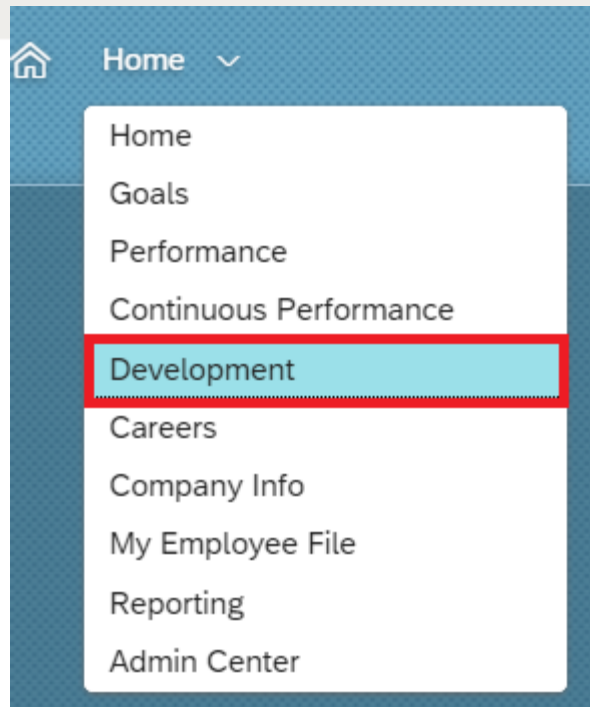
Metrics are set with the following question: How do we know a goal is completed? Good metrics are important

Save edits by clicking **Save Changes**



# DEVELOPMENT GOALS

# Development goals



Select  
**Development**

Here you can see your development goals. These can be updated throughout the year.

Compared to performance goals, development goals are different in the following aspects:

- 1) Weight is not set in %
- 2) Development goals are linked to competencies (they are created by superior after mutual discussion)
- 3) They contain purpose

*Which of your competencies need to be improved to reach your development goals?  
Development goals are generally longer-term than performance goals.*

# Finding your development goals

The screenshot shows the 'myFOX' Development Goals page. At the top, there is a navigation bar with a home icon, 'Development' dropdown, a search bar, and user information for 'Jana Včerejší'. Below this, the user's profile 'Jana Včerejší' is shown with a dropdown menu for '2020 Development Goals'. A callout points to this menu, stating: 'The layout is the same as for performance goals'. Below the profile, there is an 'Introduction' section with a link to 'Edit Development Goals below. For help click [HERE](#)'. The main content area displays a table of development goals. One goal is visible: 'Být dobrým prezentérem v anglickém jazyce'. A callout points to the 'Edit' link next to the goal title, stating: 'Edit the goal'. The goal details include: 'Public', 'Description: Být dobrým prezentérem v anglickém jazyce', 'Due Date: 12/31/2021', 'Status: Not Started', 'Competencies: Zlepšit úroveň AJ minimálně na úroveň B2. Do konce roku 2021 zrealizovat alespoň 10 anglických prezentací.', 'Metric: General skillset', and 'CPM Achievements: 0'. A callout points to the 'Competencies' and 'Metric' columns, stating: 'Here you can see which competency needs to be developed. Metrics are used to measure whether the goal was completed.' At the bottom of the goal card, there is an 'Alert' section and a 'Comments' section with a 'Comment' input field and 'Cancel' and 'Post' buttons. A callout points to the 'Comments' section, stating: 'You can continuously comment on the status of the goal.'

Visibility	Development Goal	Description	Due Date	Status	Competencies	Metric	Purpose	CPM Achievements	Action
Public	Být dobrým prezentérem v anglickém jazyce	Být dobrým prezentérem v anglickém jazyce	12/31/2021	Not Started	Zlepšit úroveň AJ minimálně na úroveň B2. Do konce roku 2021 zrealizovat alespoň 10 anglických prezentací.	General skillset		0	Edit

# Finding and editing development goals

## Edit Development Goal

### Edit Development Goal

Fields marked with \* are required.

* Development Goal:	Být dobrým prezentérem v anglickém jazyce
* Competencies:	Initiative
* Description:	Detailnější popis....
* Metric:	Zlepšit úroveň AJ minimálně na úroveň B2. Do konce roku 2021 zrealizovat alespoň 10 anglických prezentací.
* Start Date:	05/01/2020
* Due Date:	12/31/2021
Status:	<input type="text" value="Not Started"/>
Purpose:	General skillset

See the goal's details. A correctly defined goal has all the fields completed.

Change the status according to the goal's current status (there are 6 statuses available)

The layout is similar to performance goals

Metrics must be specific. In this example: a specific level of English and the number of delivered presentations





# TEAM GOALS

# Team goals I

Team goals can be found in the same place as performance goals

See the goal's details by clicking **View goal detail**

myFOX

Jana Včerejší

2020 Goals

Introduction

Edit Goals below. For help click [HERE](#)

Displaying 1–3 of 3 Goals

Total Weight: 100.0%  
(Min:3, Max:5)

Visibility	Goal Name	Metric	Weight	Start Date	Due Date	Complete	Status	CPM Achievements	Action
Public	Nový koncept vstupního školení	Rozložit vstupní školení do dvou dnů, každou oblast budou školit specialisti.	30.0%	06/01/2020	01/31/2021	0.0%	Not Started	0	<a href="#">View goal detail</a> <a href="#">Add goal to Outlook</a>



# Team goals II

**Detail View of Goal for Jana Včerejší**

[Return to Goal Plan for Jana Včerejší](#)

Type: Team

Goal Name: Nový koncept vstupního školení

Description: Detailnější popis požadavků na změnu konceptu vstupního školení.

Metric: Rozložit vstupní školení do dvou dnů, každou oblastovou úroveň specializaci

Weight: 30.0%

Start Date: 06/01/2020

Due Date: 01/31/2021

Complete: 0.0%

Status: **Not Started**

Comment:

**Assignees:**

User
Anna Fialová
Jana Včerejší

**Audit History:**

Date	Action	User
04/25/2020	Created	Tomáš Marrý displayed

See the goal's details

See who else has the same team goal assigned

See when the goal was assigned by your superior