



## MANAGER GUIDE – ENTERING MY 10X JOURNEY IN FUSION

Intertek's annual Goals and Performance management is documented in Fusion electronically. Documenting this process online ensures that you have instant access to this information on a continuous basis so you can use the system to track and update throughout the year. This does not detract from the value and importance of having meaningful conversations with your team.

### TIMELINE FOR ANNUAL REVIEW

#### December 2024:

Employees will review and update their **2024 Goals**, *draft* their **2025 Goals** and update their **2024 Performance** document in Fusion.

#### January 2025:

Managers will schedule and conduct in-person, Microsoft Teams, or telephone **meetings to discuss 2024 Goals and Performance**.

#### February 2025:

Employees will *finalize* their **2025 Goals** and **2024 Performance and Growth Plan** and submit to their Manager for final review and approval in Fusion.

#### February 2025:

Managers will review, edit and/or approve the 2025 Goals and the 2024 Performance & Growth Plan and share the document with the employees in Fusion.

### PROCESS FOR MY 10X JOURNEY

EMPLOYEE	PEOPLE MANAGER
Look at the last performance review and notes from 1:1 meetings. Where has performance gone well and where can it be strengthened?	Look at the last performance review and notes from 1:1 meetings
Consider what key themes are developing and prepare your notes	Consider what key themes are developing and prepare your notes
<b>Update your 2024 Goal Plan progress and create a draft of your 2025 Goal Plan in Fusion</b>	<b>Ask the employee to complete their 2024 Performance module, and suggest 2025 Goals, in Fusion, <u>in advance of your meeting</u></b>
Think of what support you can ask for which will help you be successful	Plan where and when the meeting will be and ensure invites are sent in advance
Consider what your aspirations are and be ready to share them	Plan your time and ensure the time is dedicated, with no interruptions
Consider what development you think you need to stay ahead in your role and ready to achieve the plans for the business	Consider the plans and targets for the coming year – what does this individual need to do to contribute to this? Be clear on this year's expectations
	Consider the development the employee should undertake to keep them ahead



## Accessing Fusion

Log into Fusion <https://hcog.fa.em2.oraclecloud.com/hcmUI/faces/FuseWelcome> and click 'Company Single Sign On'. On the next screen enter your Intertek email address and network password.

Our AAA Strategy  
Business Lines  
Global Functions  
**Quick Links**

PowerPoint & Word Templates  
5x5 Metrics  
NPS  
Phoenix  
Sales Resource Center  
Lucie (formerly 10X Way)  
ITHelp  
**Fusion HCM**

Sign In  
Oracle Applications Cloud

**intertek**  
Total Quality Assured.

**Sign in**

someone@example.com

Can't access your account?

**Next**

**intertek**  
Total Quality Assured.

← someone@example.com

**Enter password**

Password

Forgot my password

**Sign in**

To access Fusion module on a **Mobile Device**

1. From web browser on your mobile device, navigate to <https://hcog.fa.em2.oraclecloud.com/hcmUI/faces/FuseWelcome>
2. Download the HCM Cloud App from your App Store and enter the url - <https://hcog.fa.em2.oraclecloud.com/hcmUI/faces/FuseWelcome>

Click on **Company Single Sign On** and enter your Intertek's Username and Password to Sign In.

Sign In  
Oracle Applications Cloud

Primary

**intertek**  
Total Quality Assured.

**Sign in**

someone@example.com

Can't access your account?

**Next**

**Sign-in options**

Primary

**intertek**  
Total Quality Assured.

← someone@example.com

**Enter password**

Password

Forgot my password



## REVIEWING YOUR TEAM'S 10X JOURNEY PERFORMANCE/GROWTH PLAN

On the Fusion homepage, under 'My Team' tab click 'My 10X Journey'.

*You will also receive notifications when your direct reports have been submitted to you reminding you to log into Fusion to review and action.*

Good evening, Student Manager

Me    My Team    Tools    Others

QUICK ACTIONS

Change Manager

People Data Changes

Promote

APPS

My Team Tasks

Hiring

My 10X Journey

## Viewing and entering PERFORMANCE

Your list of direct reports will appear, and it will default to **Goals and Performance Overview**, please change the Review Period to **My 10X Journey 2023** where you can see the status of the **Performance Document** for each employee.

Goals and Performance Overview

My Team

Search Person

Show Filters

Add Performance Goal

Student Employee

Inspector - WA

Person Number: 2073623

Assignment Number: E2073623

Job Name: Inspector - WA

Performance Goals: 0 of 0 completed

Performance Documents: My 10X Journey 2024

Click on **Evaluate Performance** and click on **All-in-One Evaluations (New Page)** to view all your direct reports Performance document and **Complete Manager Evaluation**.



**Evaluate Performance**

Review Period: My 10X Journey 2024 (highlighted with a red arrow)

Performance Documents

ManagerViewFacetedSearch (highlighted with a red arrow)

All-in-One Evaluations (highlighted with a red arrow)

Change the Performance Document to **My 10X Journey 2024** and change the Status to **All Statuses** to view all employee's status (First the Employee needs to complete the Team Member Self-Evaluation for the Manager to Complete Manager Evaluation)

**My 10X Journey 2024**

Review Period: My 10X Journey 2024

Performance Document: My 10X Journey 2024 (highlighted with a red arrow)

Sort By: All Statuses (highlighted with a red arrow)

My Personal Growth Plan

Name	Status	Team Member	Manager
SE Student Employee Account Executive	Completed	✉	✉
SE Student Employee1 Administrator	Available to Evaluate	✉	✉
SE Student Employee2 Administrator	✉	✉	✉

Employee & Manager Review is Completed

Employee Review is Completed, Pending Manager Review

Employee did not Complete Employee Self-Evaluation

- If the Status is **Completed**, then Employee and Manager Review is Completed.
- If the status is **Available to Evaluate**, the Employee **Completed the Employee Review** and ready for **Manager Review**.
- If the status is blank, the Employee did not **Complete Employee Self-Evaluation**.

To view the comments entered by Employee, click on **Team Member Notes**.

**My 10X Journey 2023**

Review Period: My 10X Journey 2023

Performance Document: My 10X Journey 2023

Sort By: All Statuses

My Personal Growth Plan

Name	Status	Team Member	Manager
SE Student Employee Account Executive	Completed	✉	✉
SE Student Employee1 Administrator	Available to Evaluate	✉	✉
SE Student Employee2 Administrator	✉	✉	✉

Employee Questionnaire

My Reflections

My Strengths

Test

My Challenges

Test

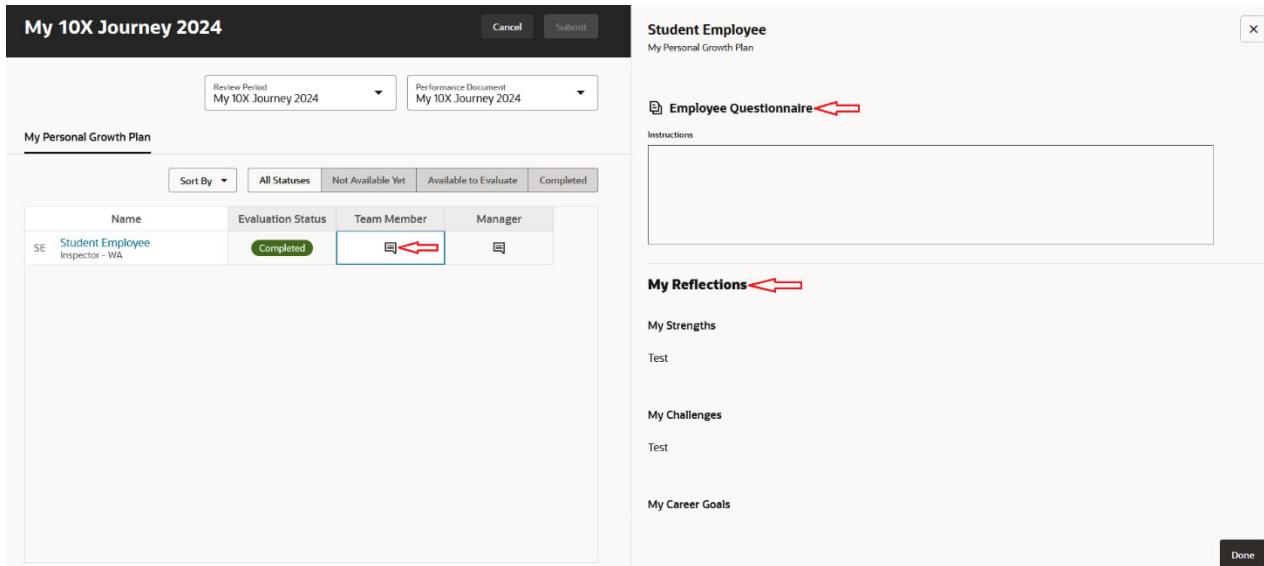
My Career Goals

Test

- To enter/view Manager Comments, click on **Manager Notes**.
- After entering **Manager Comments**, click **Done** on the bottom right side.



- Once you click **Done**, the Manager comments will be saved.
- Once the Manager completes entering **Manager Review**, the Manager can click **Submit** on the top right side of the page which will complete the **Manager Evaluation** for that **Employee**.
- If the Manager needs to complete the **Manager Evaluation** for multiple Employees at the same time, the manager can click on **Manager Notes** for each Employee, enter **Manager Evaluation**, and click **Done**, once the **Manager Evaluation** is completed then the Manager can click **Submit**.



**My 10X Journey 2024**

Cancel Submit

Review Period: My 10X Journey 2024 Performance Document: My 10X Journey 2024

My Personal Growth Plan

Sort By All Statuses Not Available Yet Available to Evaluate Completed

Name	Evaluation Status	Team Member	Manager
SE Student Employee Inspector - WA	Completed		

**Student Employee**  
My Personal Growth Plan

**Employee Questionnaire**

Instructions

**My Reflections**

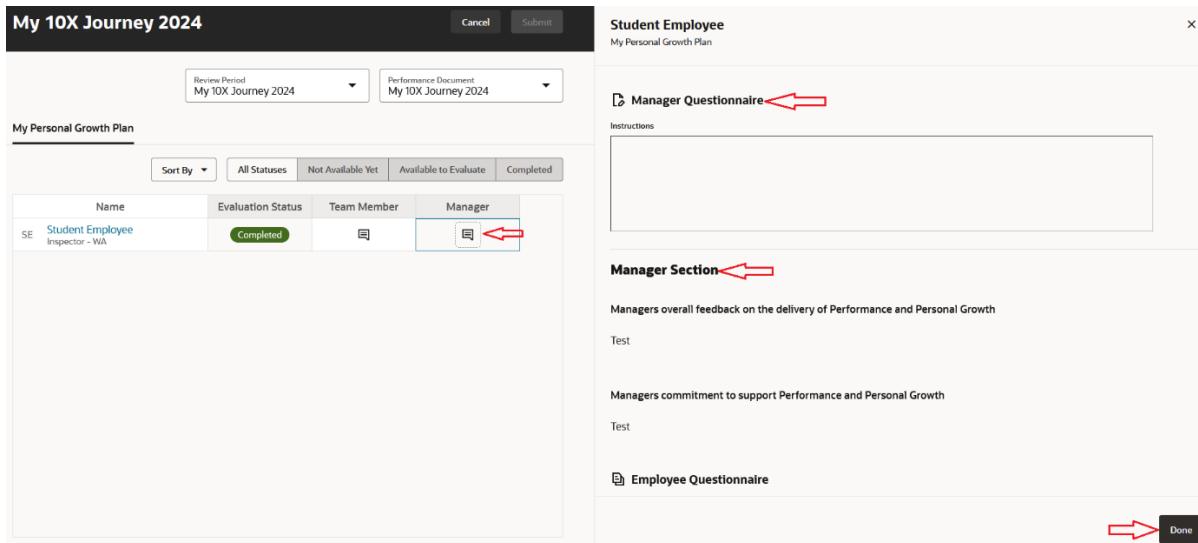
My Strengths  
Test

My Challenges  
Test

My Career Goals

Done

To enter/view Manager Comments, click on Manager Notes



**My 10X Journey 2024**

Cancel Submit

Review Period: My 10X Journey 2024 Performance Document: My 10X Journey 2024

My Personal Growth Plan

Sort By All Statuses Not Available Yet Available to Evaluate Completed

Name	Evaluation Status	Team Member	Manager
SE Student Employee Inspector - WA	Completed		

**Student Employee**  
My Personal Growth Plan

**Manager Questionnaire**

Instructions

**Manager Section**

Managers overall feedback on the delivery of Performance and Personal Growth  
Test

Managers commitment to support Performance and Personal Growth  
Test

**Employee Questionnaire**

Done

## Viewing and entering Goals

On the Fusion homepage, under 'My Team' tab click 'My 10X Journey'.

*You will also receive notifications when your direct reports have been submitted to you reminding you to log into Fusion to review and action.*



Your list of direct reports will appear, and it will default to **Goals and Performance Overview**, the Review Period will default to **My 10X Journey 2024** where you can see the status of the **Performance Goals** for each employee.

Good evening, Student Manager

Me    My Team    Tools    Others

QUICK ACTIONS    APPS

- Change Manager
- People Data Changes
- Promote

- My Team Tasks
- Hiring
- My 10X Journey

Click the **link** (0 of 0 Completed) below on Performance Goals to see the Goals for each employee.

### Goals and Performance Overview

My Team

SE	Student Employee	Inspector - WA	Job Name
Person Number	2073623	Inspector - WA	
Assignment Number	E2073623		

Performance Goals  
0 of 0 completed

Click on **'See Details'** where it states **'your approval is required'** to open the full details of the goals your direct report has submitted.

### Goals

Student Employee

My 10X Journey 2025

Your approval is required. See details

Test	Test	Last Update
<input type="checkbox"/>	Test	16-Dec-2024



Managers will receive an email notification every time a goal is updated, edited, deleted, or added by their direct reports. Use this as a prompt to log into Fusion and navigate to the Goals section (or click on the notifications in the Bell icon on the top right-hand side) to show new goals your direct reports have submitted that are pending your review and approval.

You then have 4 options to respond to the submissions; **Edit Info**, **Request Information**, **Approve** or **Reject**, if you click **Reject** then all the Goals will be **Deleted**, instead, click on **Request for Information** if you want the employee to make changes.

My 10X Journey 2025  
Student Employee

Approval in Progress

**Student Employee**  
**Goal Plan Approval Request**

Worker Student Employee has submitted My 10X Journey 2025 for your approval

Review Period: My 10X Journey 2025  
Goal Plan: My 10X Journey 2025

**Added Goals**  
Test

Goal Name	Test
Description	Test
Success Criteria	Test
Category	Emotional: Inspiring others through my own behaviour
Status	In progress
Priority	Medium
Start Date	01-Jan-2025
Target Completion Date	31-Dec-2025

After you click **Edit Info**, click the pencil icon next to each goal and add your comments on the Goal in the **Manager Comments** section at the bottom of the page and click **Save**. Repeat for each goal, once you enter comments for all Goals click **Submit**.

My 10X Journey 2025  
Student Employee

Approval in Progress

**Goals**  
Student Employee

Review Period: My 10X Journey 2025  
Goal Plan: My 10X Journey 2025

My 10X Journey 2025

Your approval is required. See details.

Actions

Sort By: Display Sequence

Submit

Goals  
Student Employee

Review Period: My 10X Journey 2025  
Goal Plan: My 10X Journey 2025

My 10X Journey 2025

Your approval is required. See details.

Actions

Sort By: Display Sequence

Submit

Test  
Status: In progress  
Last Update: 16-Dec-2024



## \* Results & My Learnings

Results of my learning:  
A<sup>2</sup> v A! v B I  $\sqsubseteq$   $\sqsupseteq$   $\sqsubset$   $\sqsupset$   $\leftrightarrow$   $\neg$

Test

You can also add new goals for your direct report. Once you have clicked Edit Info on the first page in the previous step, click **Add** shown in the top right of the screen. **Save all your edits and additions**. Once all changes are made, click **Submit** as shown below. In the below screen add any final comments to return to your employee and click **Submit** again. This will notify your direct report that you have commented on and approved their goals.

Goals

Student Employee1

SE

Review Period: My 10X Journey 2024

Goal Plan: My 10X Journey 2024

**My 10X Journey 2024**

+ Add

Submit

Actions

Sort By Display Sequence

Test

Test

Status: Not started

Last Update: 04-Dec-2023

Edit

Abcd

Test

Status: Completed

Last Update: 03-Dec-2023

Edit



SM Add Additional Info  
Student Employee

Comments

Attachments

Drag files here or click to add attachment

Submit Cancel

This screenshot shows a user interface for adding additional information. At the top, there's a logo with 'in' and a 'SM' initials. The title 'Add Additional Info' and 'Student Employee' are displayed. Below this, there are two main input fields: 'Comments' (an empty text area) and 'Attachments' (a box with a cloud icon and the placeholder text 'Drag files here or click to add attachment'). At the bottom right are 'Submit' and 'Cancel' buttons, with 'Submit' being highlighted with a red border.

To approve goals without editing or adding any further information in, click **Approve** and in the next screen add any generic comments and click **Submit**.

Your direct reports will then log into Fusion and check the comments you have made on their goals. Both employee and manager can continually update these throughout the year as they progress through to completion.

**The MY 10X JOURNEY is a continuous / ongoing process—use the system to track, update and add more goals to your direct reports throughout the year**