

GUIDE TO ENTERING MY 10X JOURNEY IN FUSION

Employee Guide

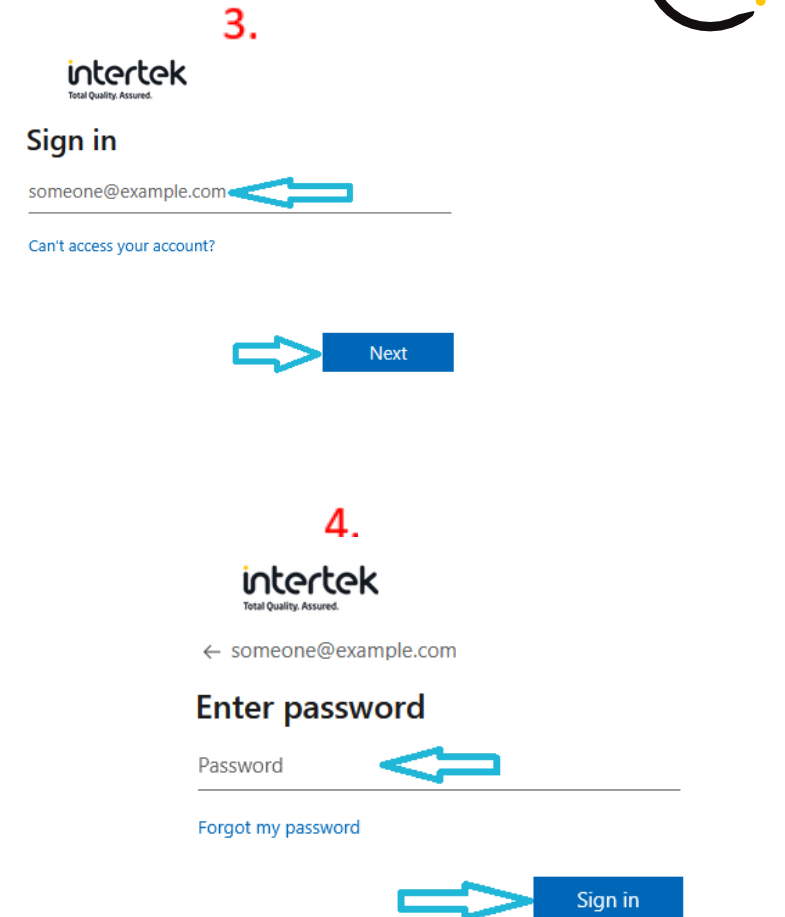
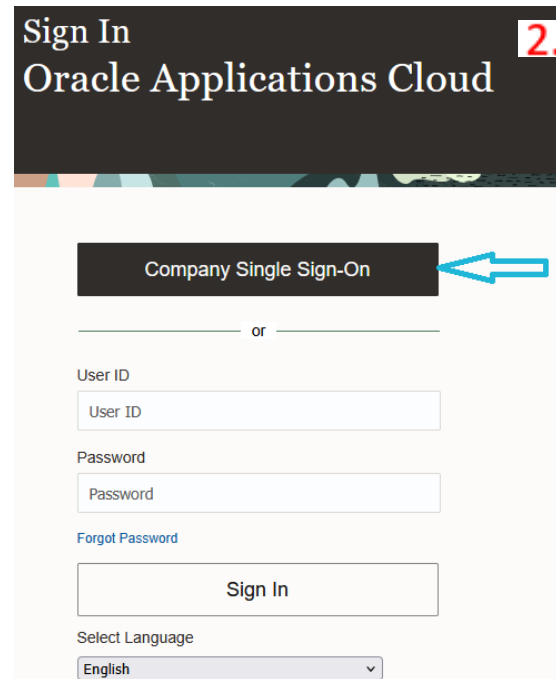
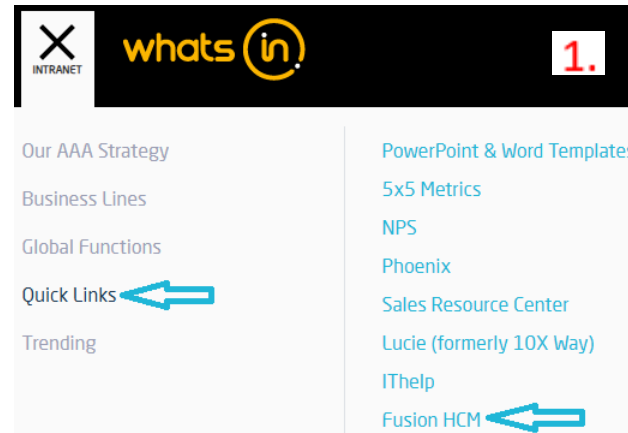


GETTING STARTED

Employees can access Fusion from any **web browser**, **mobile device**, or **Tablet** for complete functionality.

1. From the WhatsIn homepage, select **Fusion HCM** under the **Quick Links** menu
2. Select **Company Single Sign-On**
3. Enter your Intertek username and password to sign in

For questions about completing the steps related to goals and performance, first review this guide in its entirety, and then reach out to your Regional HR Business Partner if you need further assistance.



GETTING STARTED

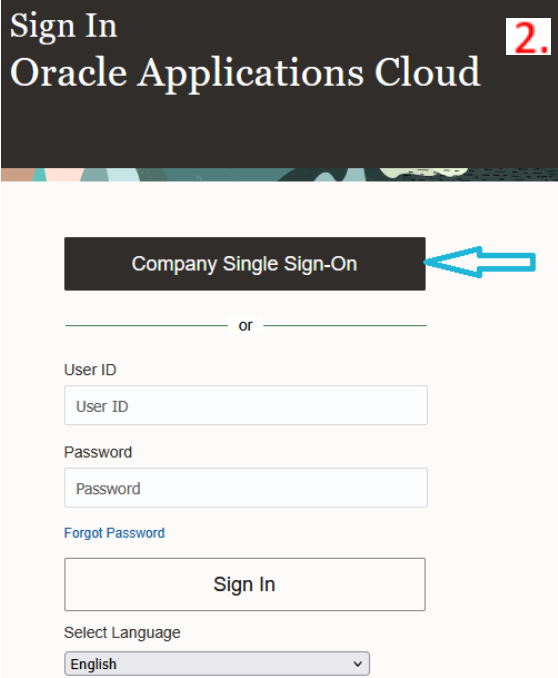
To access the Fusion module on a **mobile device**

- 1. From web browser, navigate to <https://hcog.fa.em2.oraclecloud.com/hcmUI/faces/FuseWelcome>
- 2. Download the **Oracle Fusion Application** from your app store
- 3. Within the **Oracle Fusion Application** homepage, search for <https://hcog.fa.em2.oraclecloud.com/hcmUI/faces/FuseWelcome>

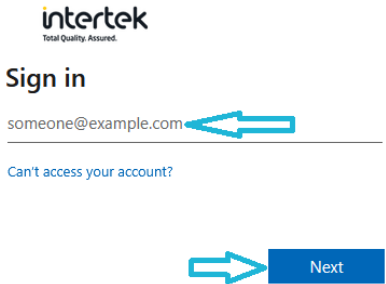
Click on Company Single Sing On & enter your Intertek Username and Password to Sign In



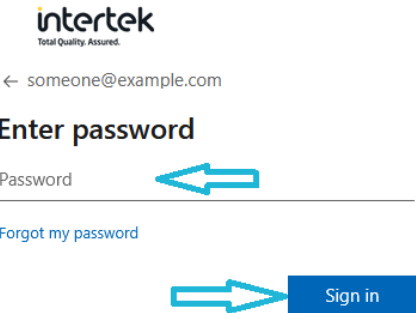
1.



3.



4.



MY 10X JOURNEY 2024–2025

You can click on **Employee** and **Manager** Guides on the Home page to view on how to enter **Goals and Performance**

VIEWING & ENTERING MY 10X JOURNEY PERFORMANCE

To complete the **My 10X Journey 2024 Performance**, under **Me** click **My 10X Journey App** then Click on **My 10X Journey Performance**.

⇒ Please complete your My 10X Journey - For Employee and Manager Guides - click here !



Good afternoon, Student Employee



Me

Tools

Others

QUICK ACTIONS



Personal Details



Contact Info

APPS



Directory



My Tasks



My 10X Journey



Student Employee



My 10X Journey Goals

Set and manage your performance and development goals.



My 10X Journey Performance

View performance documents and complete related tasks.

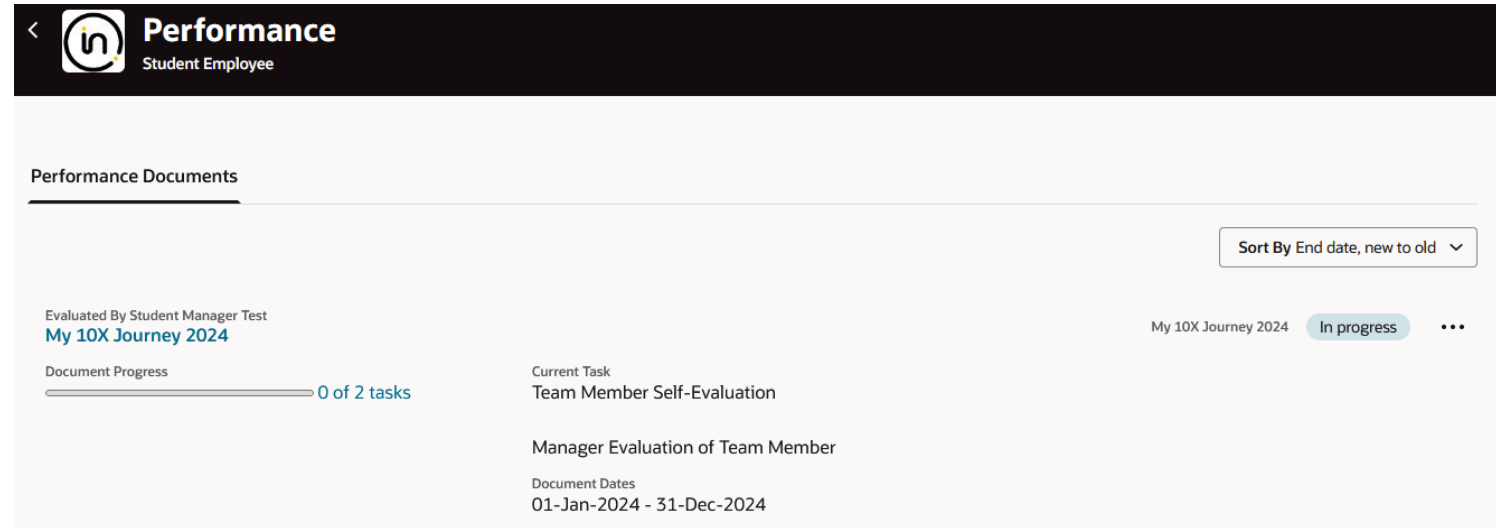


MY 10X JOURNEY 2024–2025

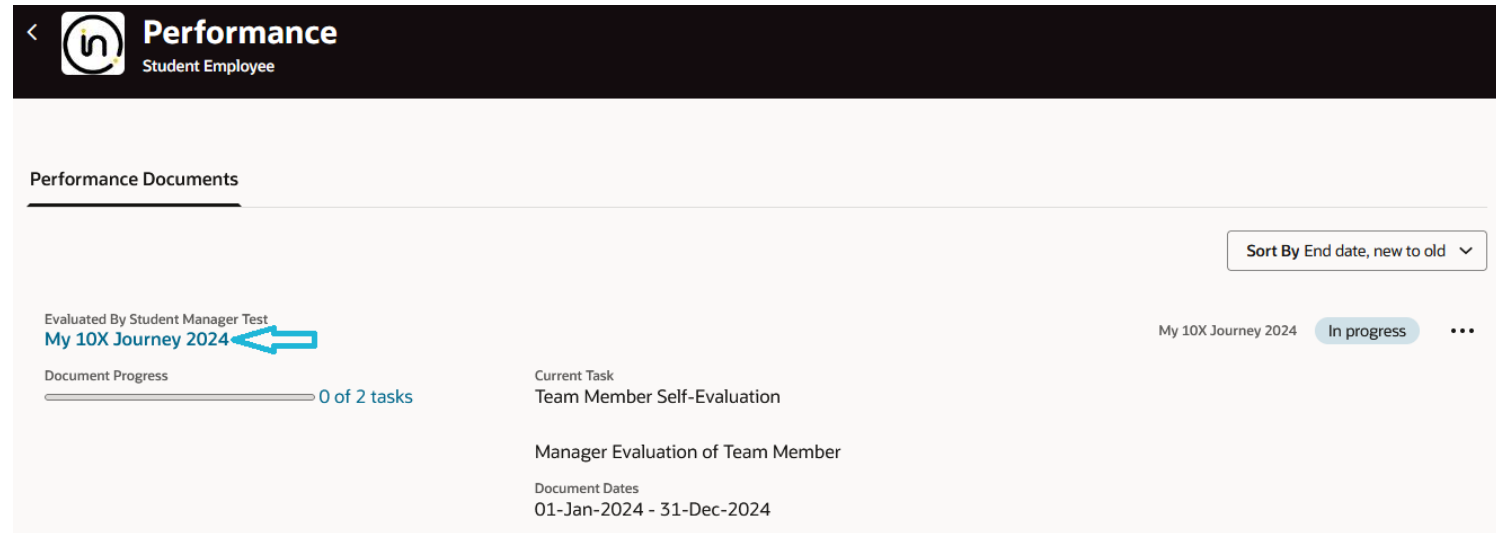
You can see different Review Periods, use latest review period **My 10X Journey 2024**.

You need to complete the **Team Member Self- Evaluation**.

To complete the evaluation as an employee, click on **My 10X Journey 2024** which will take you to your My Questionnaire area.



The screenshot shows the 'Performance' page for a 'Student Employee'. The header includes a back arrow, a logo, and the title 'Performance Student Employee'. Below the header, the 'Performance Documents' section is visible. It features a 'Sort By End date, new to old' dropdown menu. The main content area displays 'Evaluated By Student Manager Test' and 'My 10X Journey 2024'. A progress bar indicates '0 of 2 tasks' completed. To the right, it shows 'Current Task: Team Member Self-Evaluation', 'Manager Evaluation of Team Member', and 'Document Dates: 01-Jan-2024 - 31-Dec-2024'. A status indicator shows 'My 10X Journey 2024' as 'In progress'.



This screenshot is identical to the one above, but with a blue arrow pointing to the 'My 10X Journey 2024' link in the 'Evaluated By Student Manager Test' section.



MY 10X JOURNEY 2024–2025

Provide comments in the following areas:

- My Reflections
 - My Strengths
 - My Challenges
 - My Career Goals
- My Growth Plan
 - Last year's Growth Plan
 - Progress on last year's Growth Plan
 - My Learnings – What went well? What could have been done differently?
 - This year's Growth Plan

Click **Save & Close** to save your work and come back later to complete (**Note: This will not be visible to your manager until it is submitted).

After completing all sections, click **Save & Close**.

Remember to print for your 10X Journey discussion with your manager.


Team Member Self-Evaluation

Student Employee

Performance Document: My 10X Journey 2024 Evaluated By: Amanda Benson

Submit

Please click here for OUR AAA STRATEGIC PRIORITIES AND ENABLERS



Review and evaluate each topic in your performance document.

My Personal Growth Plan

Evaluation questionnaire

Questionnaire for Student Employee

Instructions

My Reflections

My Strengths

Required

My Challenges

Required

My Career Goals

Required

My Growth Plan

Last Year's Growth Plan

Required

Progress on last year's growth plan

Required

My Learnings - What went well? What could have been done differently?

Required

This year's growth plan

Required

Save and Close



Cancel



MY 10X JOURNEY 2024–2025




Once you **complete** the Evaluation section, please click **Submit** for your manager to review.




Team Member Self-Evaluation

Student Employee

Submit

Performance Document My 10X Journey 2024 Evaluated By Student Manager Test

Please click here for
OUR AAA STRATEGIC PRIORITIES AND ENABLERS



Review and evaluate each topic in your performance document.

My Personal Growth Plan

VIEWING AND ENTERING MY 10X JOURNEY GOALS

Employee View:

1. From Fusion dashboard under **Me** click **My 10X Journey App**
2. Click on **My 10X Journey Goals**

Good afternoon, Student Employee



Me

Tools

Others

QUICK ACTIONS



Personal Details



Contact Info

APPS



Directory



My Tasks



My 10X Journey



Student Employee



My 10X Journey Goals

Set and manage your performance and development goals.



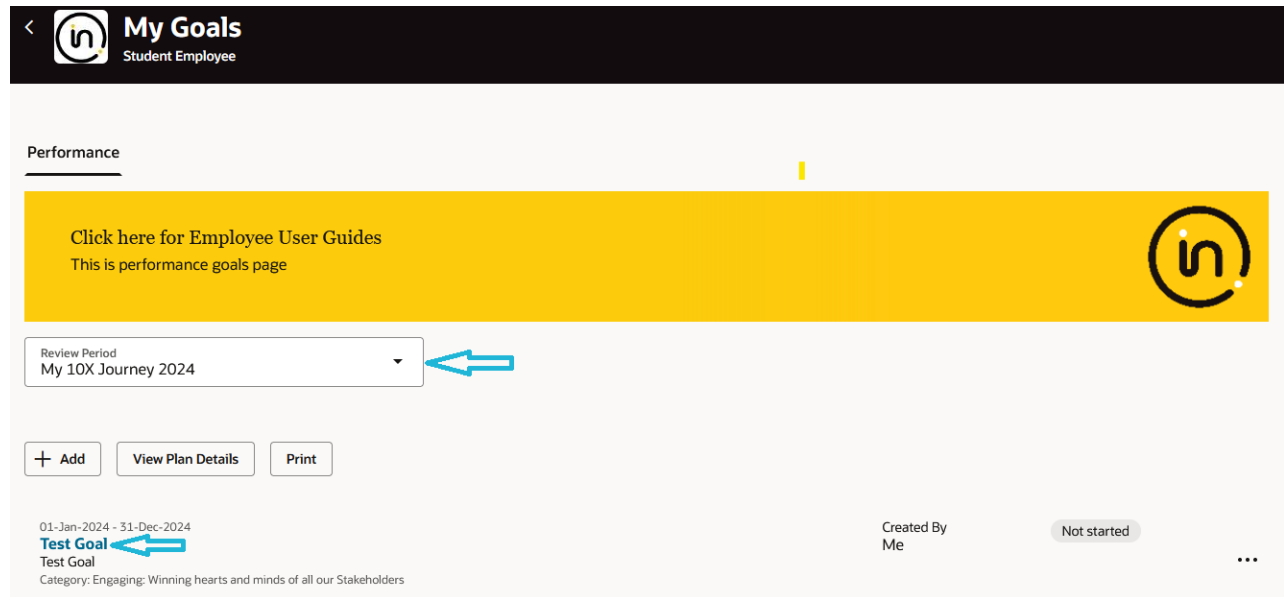
My 10X Journey Performance

View performance documents and complete related tasks.

START MY 10X JOURNEY 2025

Prior to creating goals for **2025**, ensure that your **2024** goals and results have been completed and recorded.

1. Change the Review Period to **My 10X Journey 2024** goal plan (**not applicable for employees hired in current year**)
2. Click on each goal name, then **change** the Completion to 100% on each goal you wish to update
3. You can add, Actual Completion Date, Progress Note and click **Update**



My Goals
Student Employee

Performance

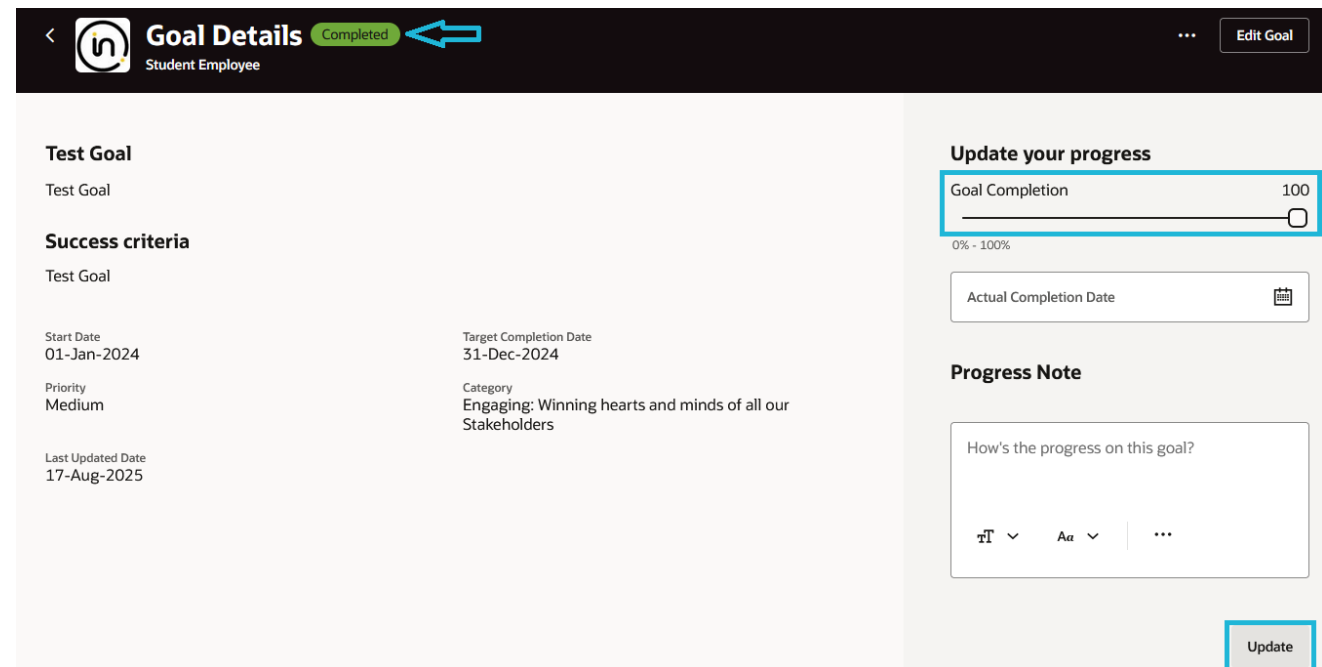
Click here for Employee User Guides
This is performance goals page

Review Period
My 10X Journey 2024

+ Add View Plan Details Print

01-Jan-2024 - 31-Dec-2024
Test Goal
Test Goal
Category: Engaging: Winning hearts and minds of all our Stakeholders

Created By Me Not started



Goal Details Completed
Student Employee

Test Goal
Test Goal

Success criteria
Test Goal

Start Date
01-Jan-2024

Target Completion Date
31-Dec-2024

Priority
Medium

Category
Engaging: Winning hearts and minds of all our Stakeholders

Last Updated Date
17-Aug-2025

Update your progress

Goal Completion 100
0% - 100%

Actual Completion Date

Progress Note

How's the progress on this goal?

Update



START MY 10X JOURNEY 2025

4. Go back to previous page where you have all the **Goals** then Click **Submit**

1. Toggle between **current**, **previous**, and new **Goal Plans**

2. Select **My 10X Journey 2025**

3. Click **Add Goal**

****Tip: To toggle between Goal Plans, select the down arrow under Review Period**

The image displays two screenshots of the 'My Goals' interface for a Student Employee.

Top Screenshot: The header shows 'My Goals' and 'Student Employee'. A yellow banner contains the text 'Click here for Employee User Guides' and 'This is performance goals page'. Below the banner, a dropdown menu for 'Review Period' is set to 'My 10X Journey 2024'. There are two buttons: '+ Add' and 'View Plan Details'. A yellow alert box states 'Pending submission for approval' with the instruction 'Submit or discard the changes you made.' and buttons for 'Submit' and 'Discard'. At the bottom, it shows 'Created By Me' and a 'Completed' status.

Bottom Screenshot: The header is the same. The 'Review Period' dropdown is now set to 'My 10X Journey 2025'. A blue arrow points to the dropdown arrow. The '+ Add' button is highlighted with a blue box. The 'View Plan Details' and 'Print' buttons are also visible.

ADD GOALS TO MY PLAN

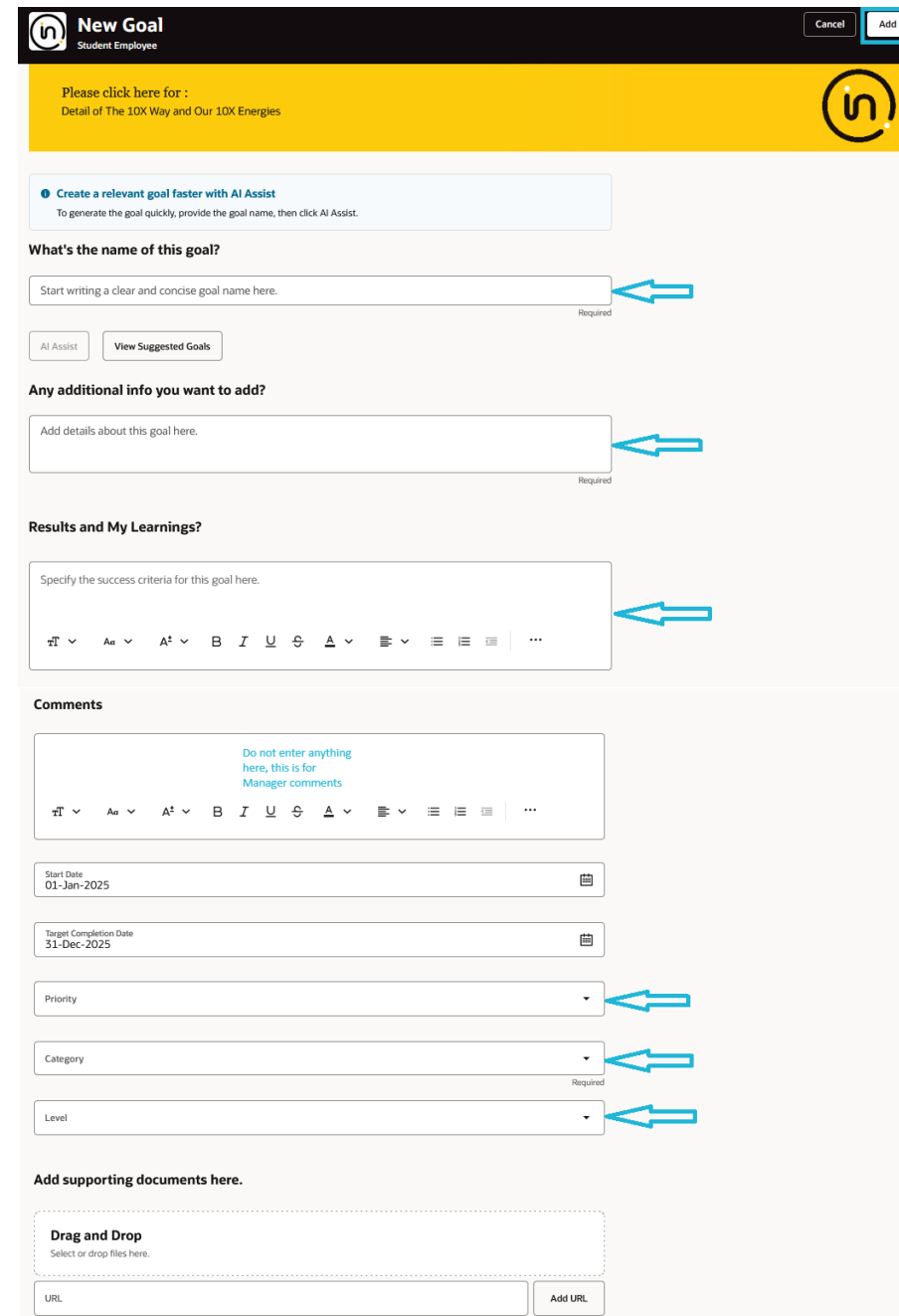
1. Create a name for the goal to be added.
2. The date range for these goals should default to **01.Jan.2025 – 31.Dec.2025**.
3. Choose the appropriate Category the goal is meeting.
4. Set the priority level of your goal.
5. Indicate the completion percentage and status, if applicable.
6. Add additional comments in '**Any additional info you want to add**' and add your **Results & My Learnings** in this section.
7. **Do not enter anything in the comments section, this is for Manager Comments.**
8. Click on the **Add** button at the top right-hand corner of the screen. Add as many goals as necessary by following this process.
9. After entering all Goals, click **Submit**.

▲ Pending submission for approval

Submit or discard the changes you made.

Submit

Discard



New Goal
Student Employee

Cancel Add

Please click here for :
Detail of The 10X Way and Our 10X Energies

Create a relevant goal faster with AI Assist
To generate the goal quickly, provide the goal name, then click AI Assist.

What's the name of this goal?

Start writing a clear and concise goal name here. Required

AI Assist View Suggested Goals

Any additional info you want to add?

Add details about this goal here. Required

Results and My Learnings?

Specify the success criteria for this goal here.

Comments

Do not enter anything here, this is for Manager comments

Start Date
01-Jan-2025

Target Completion Date
31-Dec-2025

Priority

Category Required

Level

Add supporting documents here.

Drag and Drop
Select or drop files here.

URL Add URL





TIPS FOR CREATING GOALS



Click on - Please click here for: Detail of the **10X Way** and our **10X Energies**.

Once you have **Completed** reading the **10X Energies**, click on **Close** on the top right side

**New Goal**
Student Employee

Please click here for : 

Detail of The 10X Way and Our 10X Energies

Create a relevant goal faster with AI Assist

To generate the goal quickly, provide the goal name, then click AI Assist.

What's the name of this goal?

Start writing a clear and concise goal name here.

Required

AI Assist

View Suggested Goals

Suggested goals

Use a suggested goal to quickly align to a shared goal and contribute to the organization's success.

After others align their goals to a suggested goal, you can see them listed here.

Please click here for :

SMART...ER:

Specific/Stretching, Measurable/Meaningful, Attainable/Ambitious, Realistic/Relevant, Time Bound/Timely, Enriching/Evaluated, Reviewed/Rewarding/Recognized

THE 10X WAY

- Communication
- Simplification
- Sales Effectiveness
- Self-performance management
- Margin Accretive Innovation
- Engaging and developing our people
- Doing Business, The Right Way

OUR 10X ENERGIES

- **Inspirational:** Creating an aspirational vision and the plan to deliver it
- **Pioneering:** Harnessing our entrepreneurial spirit to exceed customer expectations
- **Emotional:** Inspiring others through my own behaviour
- **Engaging:** Winning hearts and minds of all our stakeholders
- **Winning:** Consistently outperforming all competitors, big and small
- **Right:** Integrity without compromise. Everyday. Everywhere



TO VIEW COMPLETED OR PREVIOUS YEAR PERFORMANCE DOCUMENTS

To view current year **Completed** Performance document click on “**My 10X Journey 2024**” which will take you to next page where you can see the completed document and print.

Click on preferred year performance document “**My 10X Journey XXXX**” which will take you to the next page where you can view completed performance document and print

Performance Documents		
Sort By End date, new to old ▾		
Evaluated By My 10X Journey 2024		My 10X Journey 2024 Completed ...
Document Dates 01-Jan-2024 - 31-Dec-2024		
Performance Documents		
Sort By End date, new to old ▾		
Evaluated By My 10X Journey 2023		My 10X Journey 2023 Completed ...
Document Dates 01-Jan-2023 - 31-Dec-2023		
Evaluated By My 10X Journey 2022		My 10X Journey 2022 Completed ...
Document Dates 01-Jan-2022 - 31-Dec-2022		
Evaluated By My 10X Journey 2021		My 10X Journey 2021 Completed ...
Document Dates 01-Jan-2021 - 31-Dec-2021		
Evaluated By My 10X Journey 2020		My 10X Journey 2020 Completed ...
Document Dates 01-Jan-2020 - 31-Dec-2020		

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Total Quality. Assured.