

GUIDE TO ENTERING MY 10X JOURNEY IN FUSION

Employee Guide

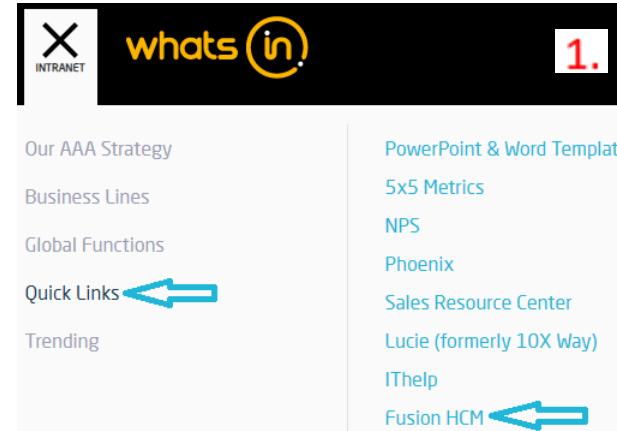


GETTING STARTED

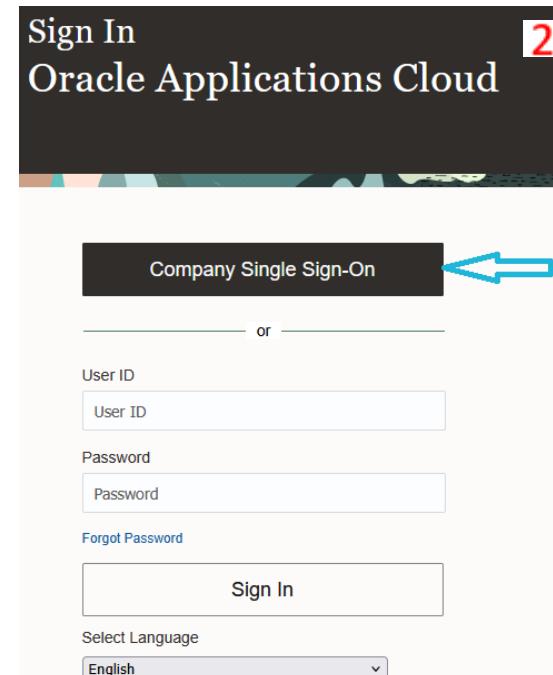
Employees can access Fusion from any **web browser**, **mobile device**, or **Tablet** for complete functionality.

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

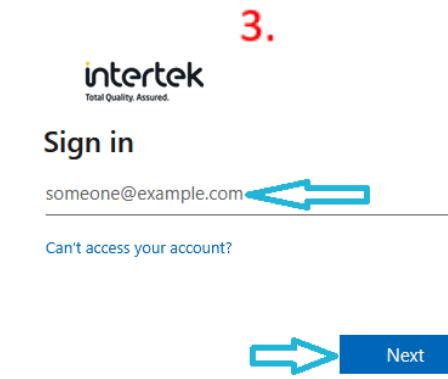
For questions about completing the steps related to goals and performance, first review this guide in its entirety, and then reach out to your Regional HR Business Partner if you need further assistance.



1. The screenshot shows the WhatsIn intranet homepage. On the left, there's a sidebar with 'Our AAA Strategy', 'Business Lines', 'Global Functions', 'Quick Links' (which is highlighted with a blue arrow), and 'Trending'. On the right, there's a list of links: 'PowerPoint & Word Templates', '5x5 Metrics', 'NPS', 'Phoenix', 'Sales Resource Center', 'Lucie (formerly 10X Way)', 'ITHelp', and 'Fusion HCM' (which is highlighted with a blue arrow).



2. The screenshot shows the 'Sign In' page for 'Oracle Applications Cloud'. At the top, it says 'Sign In' and 'Oracle Applications Cloud'. Below that is a 'Company Single Sign-On' button (highlighted with a blue arrow). Further down, there's a 'User ID' input field, a 'Password' input field, a 'Forgot Password' link, a 'Sign In' button, and a 'Select Language' dropdown set to 'English'.



3. The screenshot shows the 'Sign in' page for 'intertek Total Quality Assured'. It has a 'Sign in' logo and a 'Sign in' button. Below the button is a text input field containing 'someone@example.com' (highlighted with a blue arrow). There's also a 'Can't access your account?' link and a 'Next' button with a blue arrow pointing to it.



4. The screenshot shows the 'Enter password' page for 'intertek Total Quality Assured'. It has a 'Password' input field (highlighted with a blue arrow) and a 'Forgot my password' link. At the bottom is a 'Sign in' button with a blue arrow pointing to it.

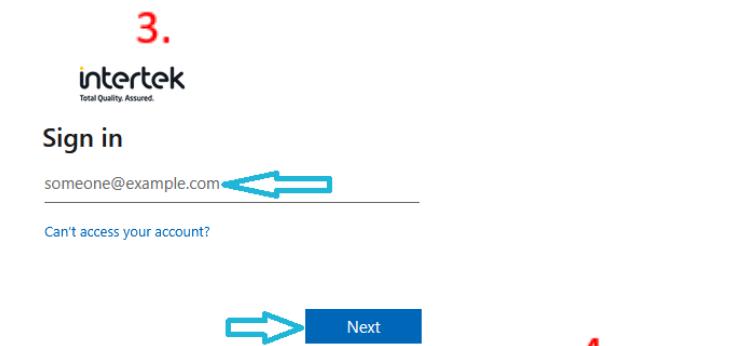
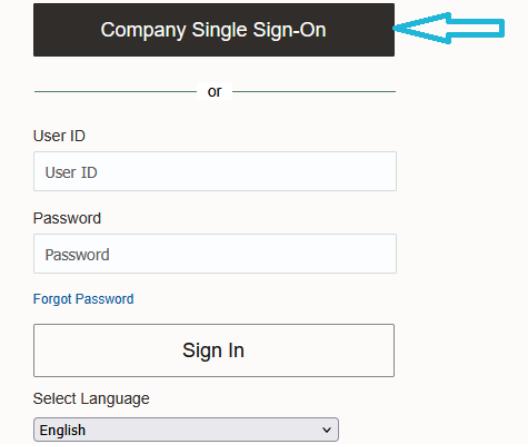
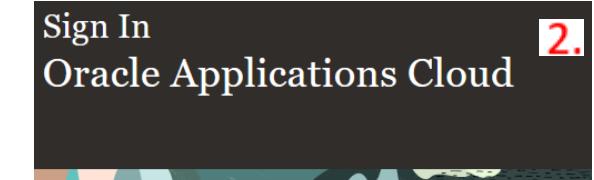


GETTING STARTED

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



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

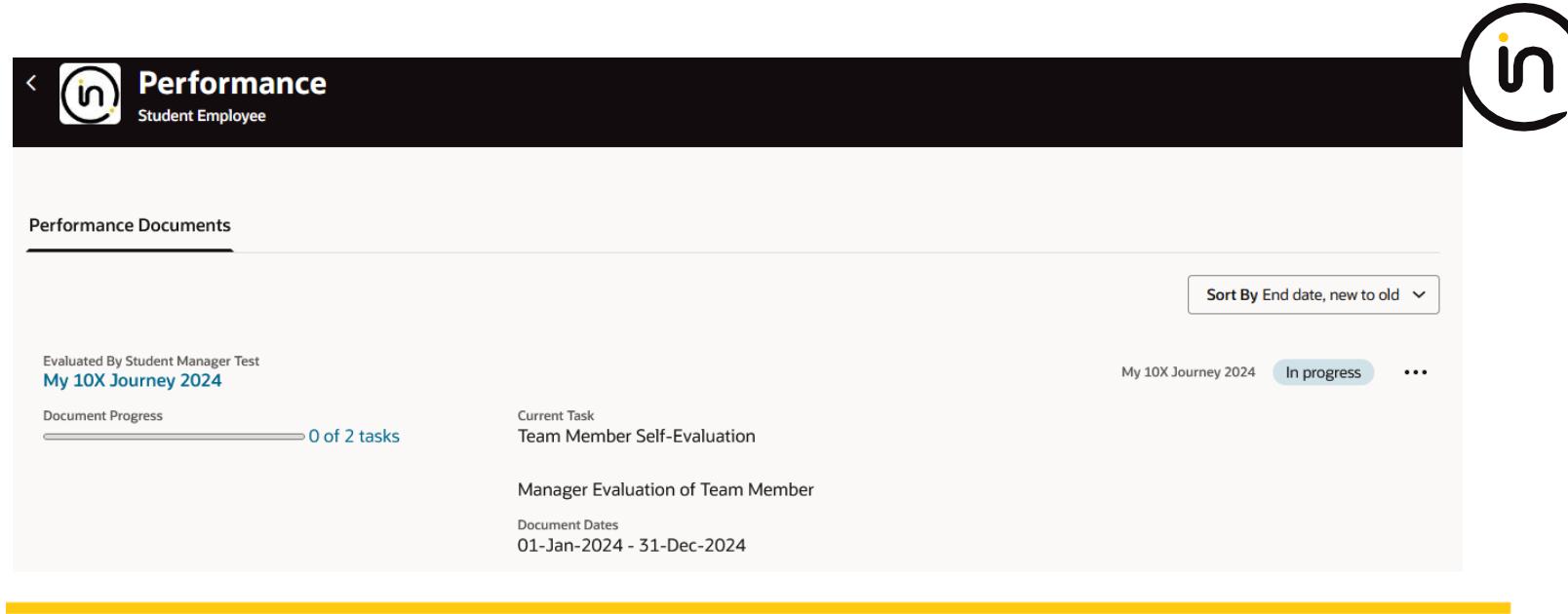
A screenshot of the My 10X Journey app interface. At the top is a black header with the In logo and the text 'Student Employee'. Below is a white content area with two cards. The left card is titled 'My 10X Journey Goals' with a camera icon and the subtext 'Set and manage your performance and development goals.' The right card is titled 'My 10X Journey Performance' with a bar chart icon and the subtext 'View performance documents and complete related tasks.' A blue arrow points to the 'My 10X Journey Performance' card.

MY 10X JOURNEY 2024–2025

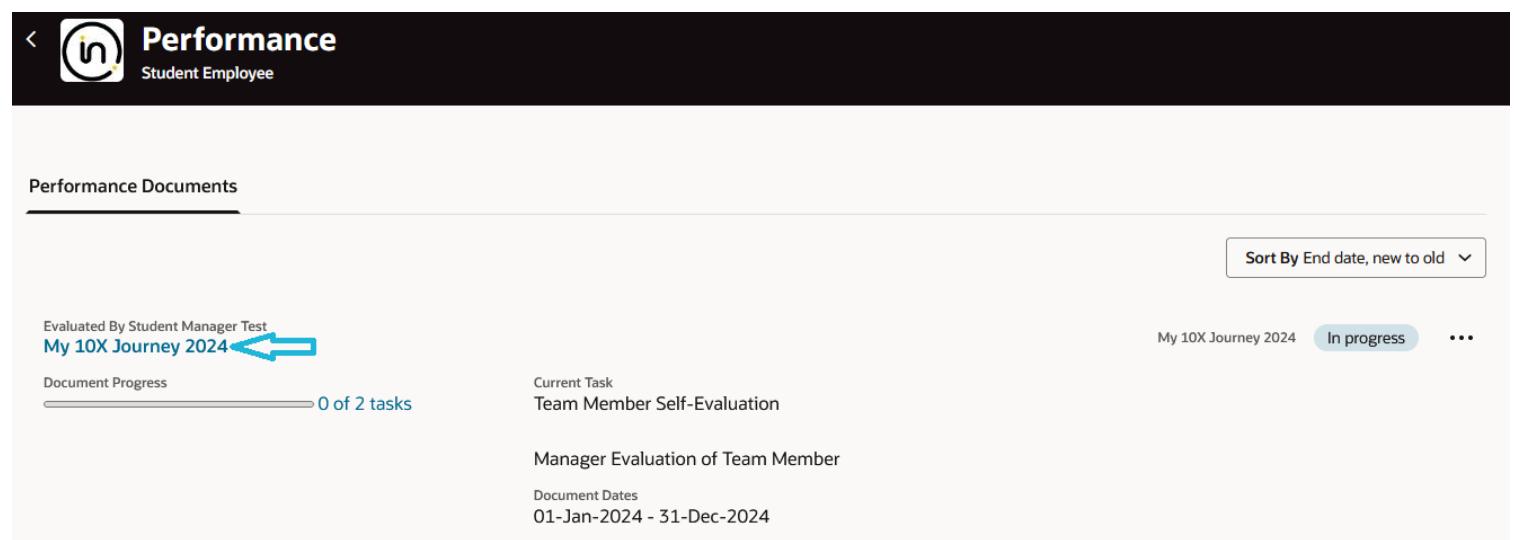
You can see different Review Periods, use latest review period **My 10X Journey 2024**.

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 a web-based performance management system. At the top, there is a navigation bar with a logo and the text "Performance Student Employee". Below this, a section titled "Performance Documents" is displayed. A document titled "My 10X Journey 2024" is listed, evaluated by "Student Manager Test". The document progress is shown as 0 of 2 tasks. To the right, there is a "Current Task" section for "Team Member Self-Evaluation" and a "Manager Evaluation of Team Member" section. The document dates are listed as "01-Jan-2024 - 31-Dec-2024". A "Sort By End date, new to old" dropdown is visible in the top right corner.



This screenshot is identical to the one above, showing the "Performance Documents" page. The "My 10X Journey 2024" document is highlighted with a blue arrow pointing to its title. The rest of the interface, including the task list, evaluation sections, and date range, remains the same.

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

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

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

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

 Submit

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**

The image shows a screenshot of the Fusion dashboard. At the top, a blue arrow points down to the 'Me' tab, which is highlighted in blue. Below the tabs are sections for 'QUICK ACTIONS' and 'APPS'. In the 'APPS' section, a yellow arrow points down to the 'My 10X Journey' icon, which is also highlighted in yellow. A yellow horizontal bar is positioned below the 'APPS' section. Below this bar is a dark grey box containing the 'in' logo and the text 'Student Employee'. At the bottom, there are two white boxes: 'My 10X Journey Goals' (with a blue arrow pointing to the text) and 'My 10X Journey Performance'.

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.

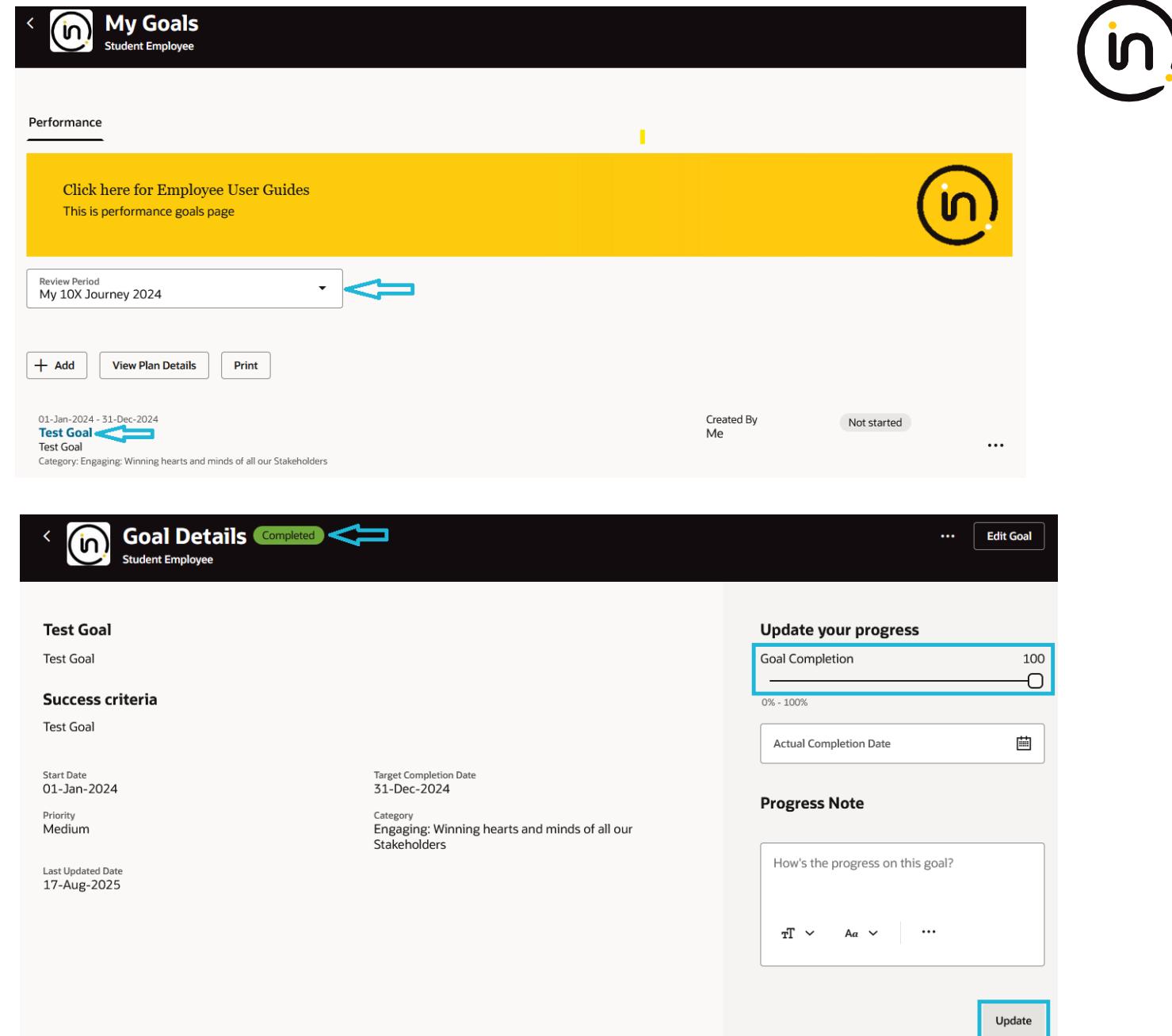
My 10X Journey Performance

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

Test Goal

Test Goal

Success criteria

Test Goal

Start Date: 01-Jan-2024

Priority: Medium

Last Updated Date: 17-Aug-2025

Target Completion Date: 31-Dec-2024

Category: Engaging: Winning hearts and minds of all our Stakeholders

Update your progress

Goal Completion: 100

0% - 100%

Actual Completion Date

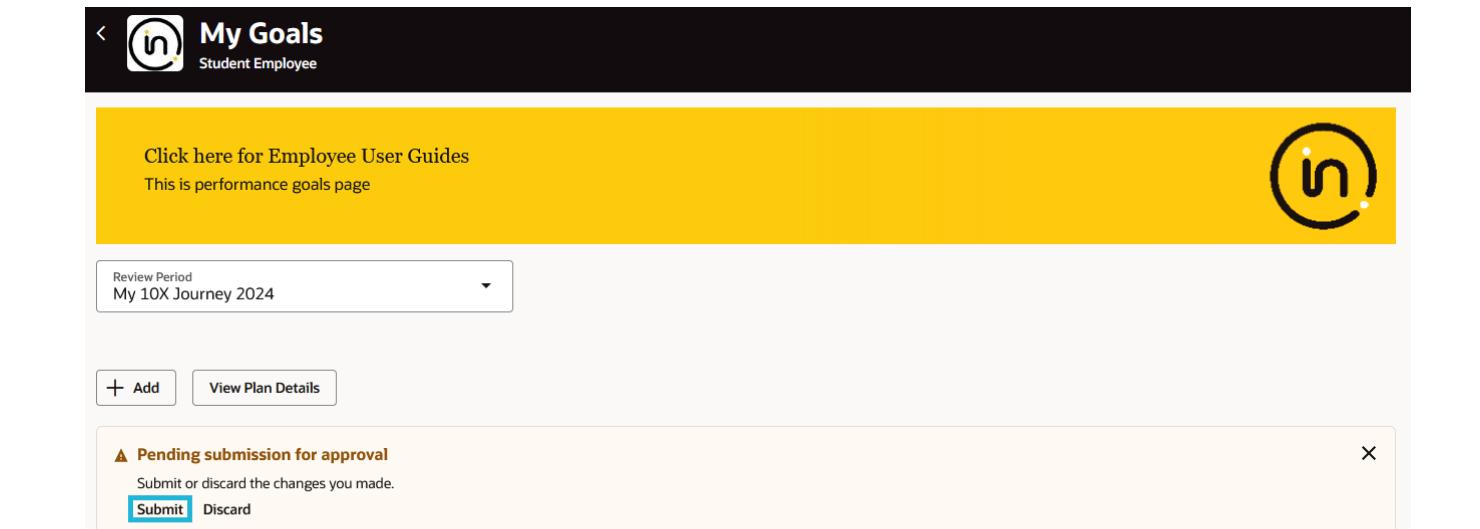
Progress Note

How's the progress on this goal?

Update

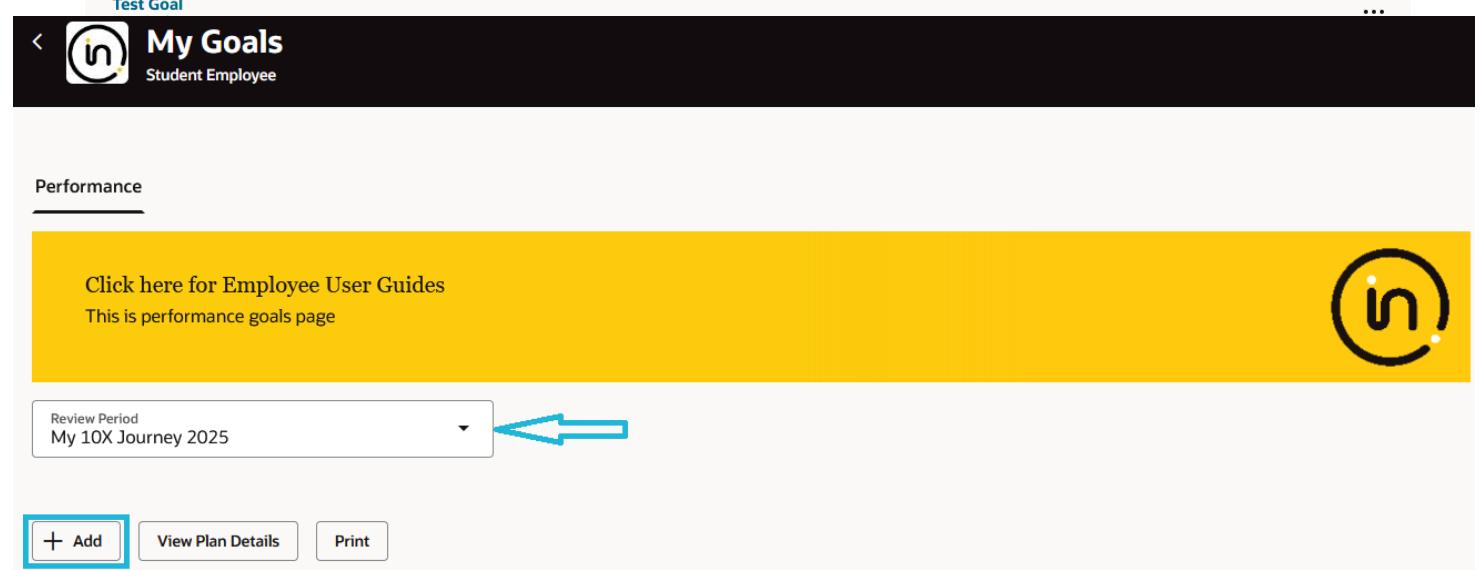
START MY 10X JOURNEY 2025

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**



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

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

Cancel Add



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

1 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

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

Document Dates
01-Jan-2024 - 31-Dec-2024

My 10X Journey 2024 Completed

Performance Documents

Sort By End date, new to old

Evaluated By
My 10X Journey 2023

Document Dates
01-Jan-2023 - 31-Dec-2023

My 10X Journey 2023 Completed

Performance Documents

Sort By End date, new to old

Evaluated By
My 10X Journey 2022

Document Dates
01-Jan-2022 - 31-Dec-2022

My 10X Journey 2022 Completed

Performance Documents

Sort By End date, new to old

Evaluated By
My 10X Journey 2021

Document Dates
01-Jan-2021 - 31-Dec-2021

My 10X Journey 2021 Completed

Performance Documents

Sort By End date, new to old

Evaluated By
My 10X Journey 2020

Document Dates
01-Jan-2020 - 31-Dec-2020

My 10X Journey 2020 Completed

intertek

Total Quality. Assured.