

MY 10X JOURNEY FOR MANAGERS

Overview



OVERVIEW OF 10X JOURNEY GOALS AND PERFORMANCE



The 10X Journey process, including goals and performance management, is documented in Fusion electronically.

Please review the 2024-2025 timeline provided for an overview of employee and Manager tasks.

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.

THE 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
Update your 2024 Goal Plan progress and create a draft of your 2025 Goal Plan in Fusion	Ask the employee to complete their 2024 Performance module, and suggest 2025 Goals, in Fusion, <u>in advance of your meeting</u>
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

INTERTEK'S MY 10X JOURNEY



Planning – Goal Setting

Expectations Established

Goals should be SMARTER:

Specific yet provide an opportunity to Stretch, the goal must be explicitly defined

Measurable yet Meaningful, the goal must have quantitative OR qualitative criteria

Attainable yet Ambitious, challenging yet achievable

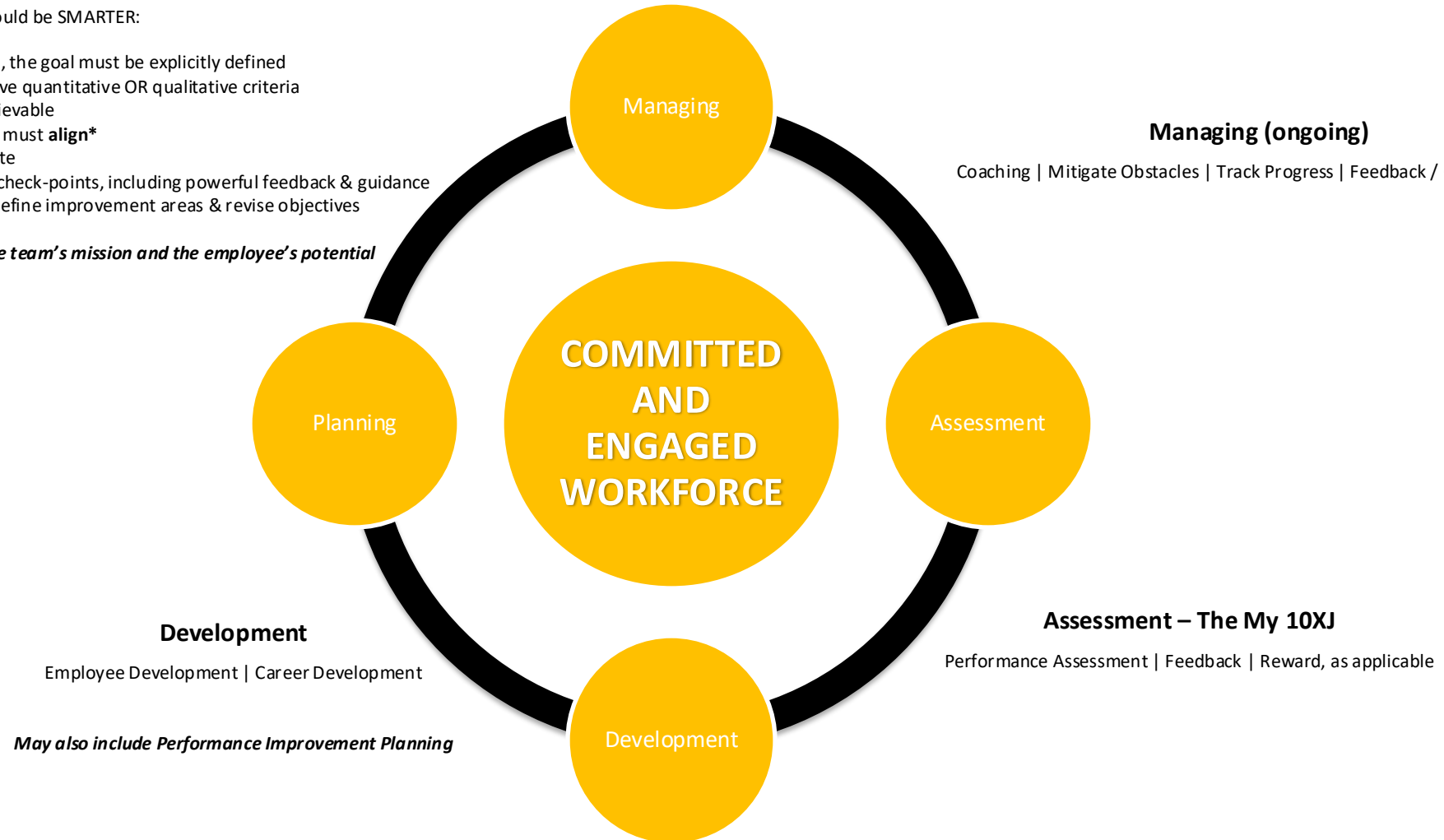
Relevant yet Recognized/Rewarding, the goal must **align***

Timely, the goal must have a start and end date

Enriching/Evaluated, assessment by multiple check-points, including powerful feedback & guidance

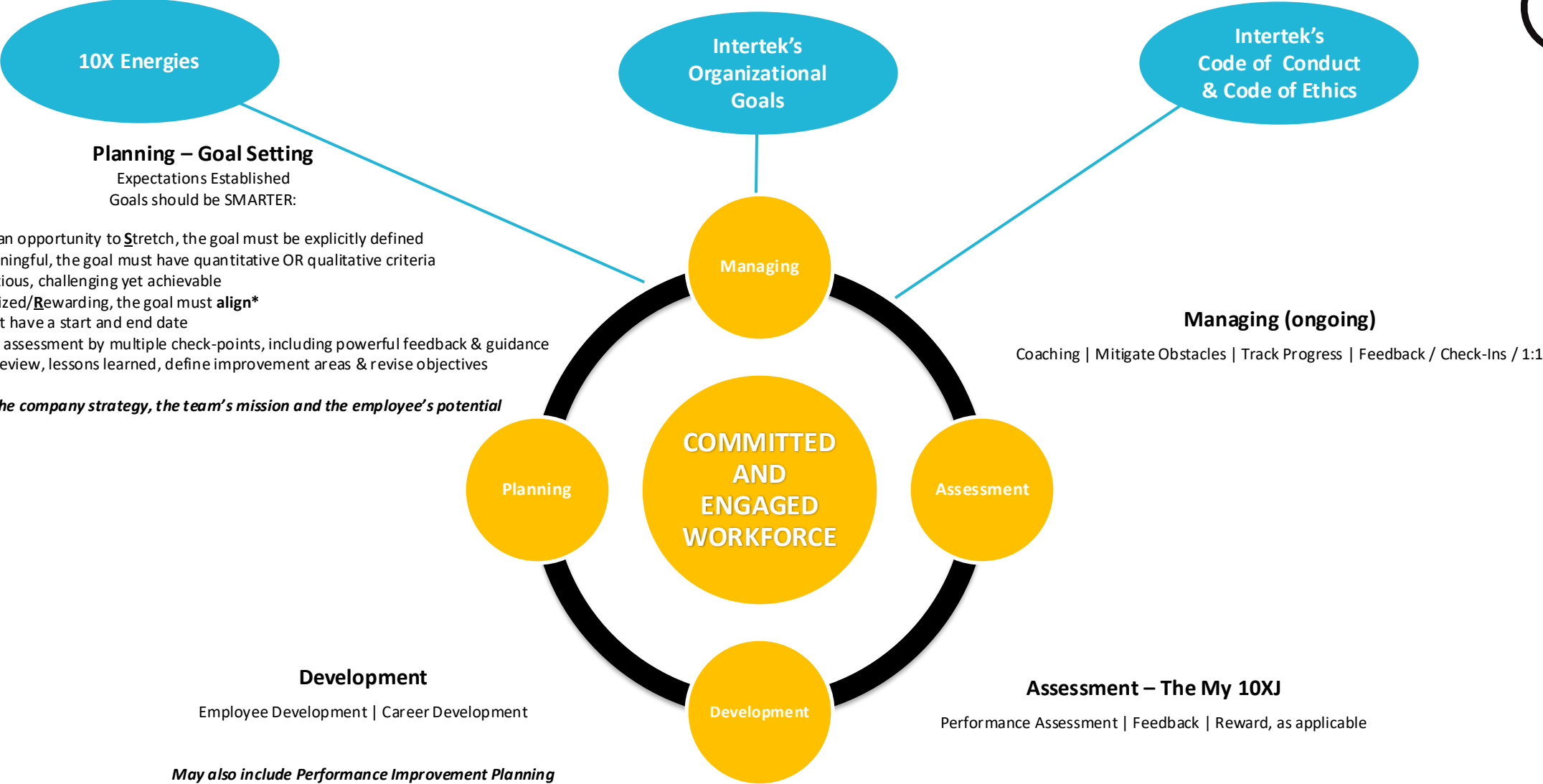
Reviewed, detailed review, lessons learned, define improvement areas & revise objectives

**Align to the company strategy, the team's mission and the employee's potential*



The My 10X Journey Lifecycle

INTERTEK'S MY 10X JOURNEY



The My 10X Journey Lifecycle

Why Are 10XJs Important?



- Recognize accomplishments
- Guide progress
- Review performance

Why Are 10XJ's Important? *continued*



- Set goals
- Identify areas for improvement
- Discuss career advancement

10X Journey Benefits for the Organization



- Employee engagement
- Employee development
- Feedback
- Motivation
- Documentation

10X Journey Benefits for the Employee



- Direction
- Visibility
- Feedback
- Input
- Motivation
- Engagement
- Professional Development & Personal Growth

MY 10X JOURNEY FOR MANAGERS

Prepare for a useful 10XJ Evaluation

Be a Coach, Not a Judge



My 10X Journey Fusion Flow/Steps



1. Prepare
2. Conduct
3. Agree
4. Enter Comments / Feedback in Fusion
5. Route Back to the Employee in Fusion



INTERTEK'S MY 10X JOURNEY PROCESS

As a Coach...

- You will help your employees recognize and celebrate achievements
- You will identify problems that prevent them from meeting goals
- Together you will generate solutions to those problems
- Together you will set new goals that incorporate those solutions
- You will discuss ways to build on strengths
- You will help to unlock your employees' potential by supporting their growth and helping them to consider their personal career goals
- You will create a culture of energy and excitement within the organization



What does it mean to conceptualize leadership as coaching?



MY LEADERSHIP ENGAGEMENT CHECKLIST

I am not just any leader. I am an Intertek leader. I will always give the 6 Intertek energies to everyone I interact with. It is a privilege to lead. I will ensure that I invert the pyramid and engage every person on my team, every day.

MY TEAM WILL BE HIGH PERFORMANCE BECAUSE:
I check regularly to ensure that each team member is clear on what is expected of them
I make sure each team member has the tools / equipment to do his / her work well
I give each team member the opportunity to play to their strengths
I create a culture of acknowledgement appreciation recognition
I care for team members in a genuine way
I always listen to everyone's opinions with an open mind
I regularly spend time reminding each team member of why their work is so vital to the team and the Company's success
I do not accept poor performance from anyone
I create an environment of trust, friendship and belonging
I encourage each team member's development
I have regular discussions with each team member about their progress
I invest the time to enable each team member to develop meaningful growth plans and follow up regularly

Manager Completes the 10XJ: Preparation

- Review the job description to make sure it is accurate and current
- Gather and review documentation
- Conduct the 10XJ meeting
- Complete the 10XJ performance evaluation document
 - Include constructive feedback
 - Do not hold feedback hostage
- Remember that all employees are unique
- During the meeting ask Powerful Questions





1st Guiding Principle for Managers

- Gather information on employees throughout the year
- Keep documentation (manual / electronic)
- Direct and Indirect Observations
- E-mails
- Handwritten notes
- Work results
- Attendance records

Focus on:
Performance
Behavior



2nd Guiding Principle for Managers

- Offer Constructive Feedback
 - Specific
 - Honest
 - Timely
 - Helpful
 - Ongoing
 - Offers Support

Difference Between Constructive, Destructive, Positive and Negative Feedback

Constructive feedback focuses on the common goal while destructive feedback deviates from the common goal. Positive feedback is use of positive language, affirmative optimistic words of appreciation whereas negative feedback is use of harmful, damaging, disapproving language with harsh tone of voice.

3rd Guiding Principle for Managers

- Do not hold feedback hostage
 - Set it Free!
 - Timely feedback
 - No surprises



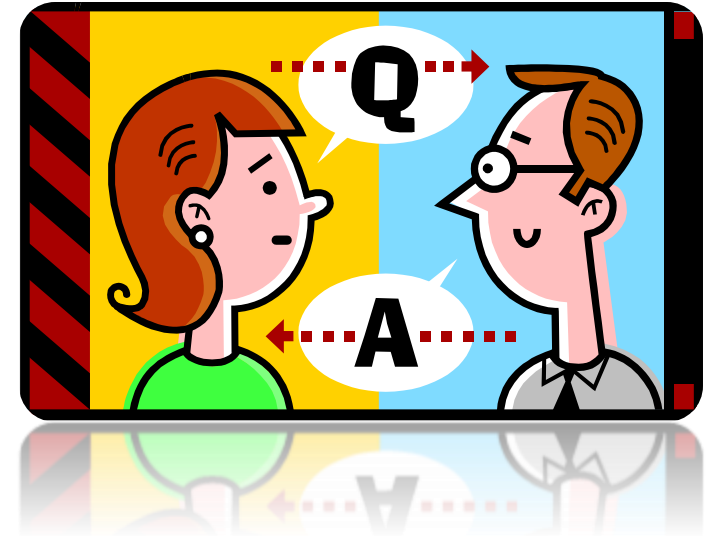
4th Guiding Principle for Managers



- Remember that Employees are Unique
 - Work may be similar, but performance is not

5th Guiding Principle for Managers

- During the 10XJ Meeting Ask Powerful Questions
 - Supports 2-way conversations
 - Allows employees to “think” instead of “react”
 - Builds trust and openness



Powerful Questions

- What's one thing that I can do better for you?
- What would a “good job” look like?
- How do you like being recognized when you do good work?



6th Guiding Principle for Managers



- Keep Evaluations Positive
 - Reward for performance
 - Constructive feedback for development



7th Guiding Principle for Managers

- Be Willing to Accept Feedback
 - Allow employees to:
 - Share their ideas
 - Ask Questions

Active Listening				
Not only hearing what the other person is saying, but working to understand their point of view (and working to understand before working to be understood)				
Pay attention	Show you are listening	Provide feedback	Defer Judgement	Respond Appropriately

MY 10X JOURNEY FOR MANAGERS

Guide to Entering the My 10X Journey in
Fusion

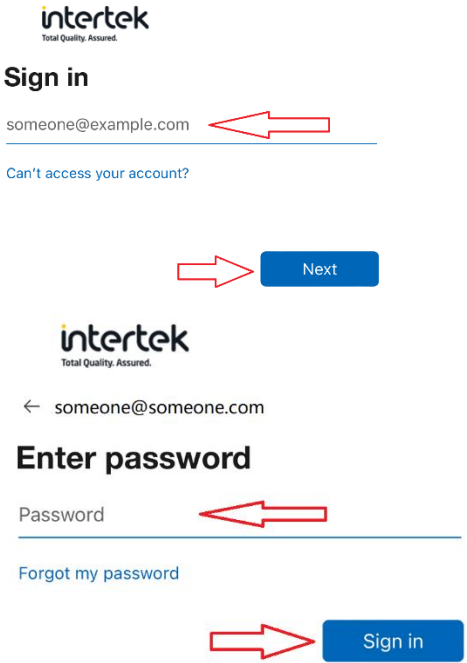
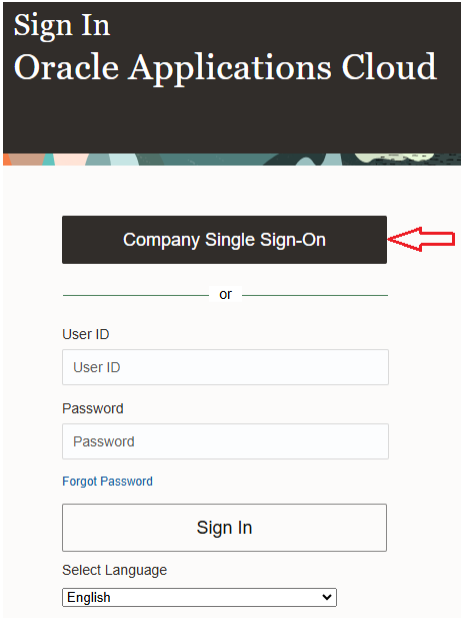
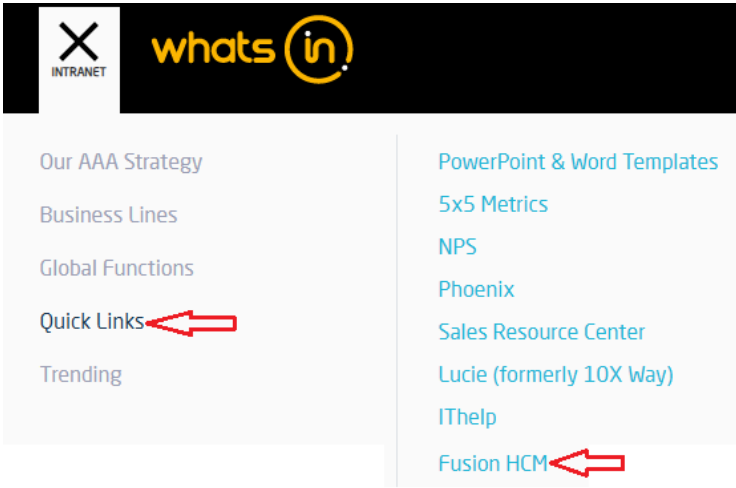


GETTING STARTED

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.



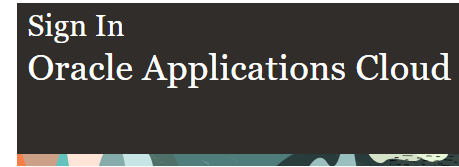
GETTING STARTED



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 HCM Cloud App from your app store
3. Within the HCM Cloud 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



Company Single Sign-On

or

User ID

Password

Forgot Password

Sign In

Select Language

English

Primary

intertek

Sign in

someone@example.com

Can't access your account?

Next

Sign-in options

Primary

intertek

← someone@someone.com

Enter password

Password

Forgot my password

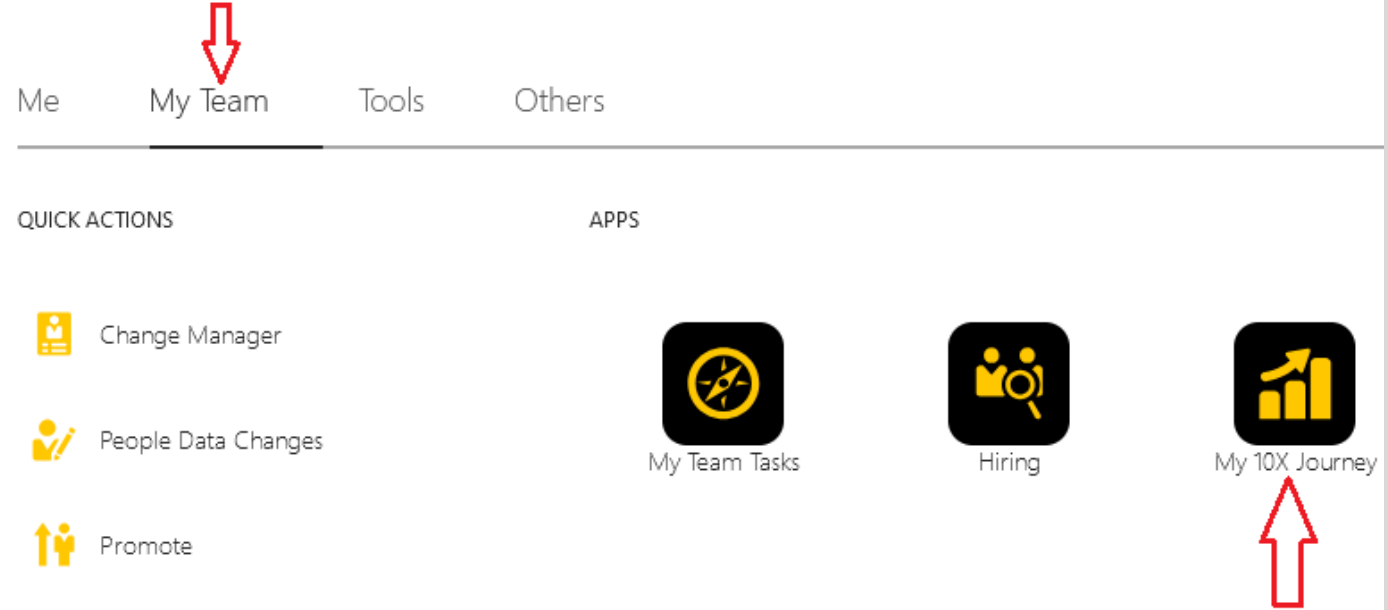
Sign in

REVIEWING YOUR TEAM'S MY 10X JOURNEY

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

- You will also receive notifications when information has been submitted by your direct reports
- This notification serves to remind you to **log into** Fusion, **review** the information submitted, and **action** accordingly.

Good evening, Student Manager



The screenshot shows the Fusion homepage interface. At the top, there is a navigation bar with four tabs: 'Me', 'My Team', 'Tools', and 'Others'. A red arrow points down to the 'My Team' tab. Below the navigation bar, the page is divided into two main sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section contains three items: 'Change Manager' (with a person icon), 'People Data Changes' (with a person and pencil icon), and 'Promote' (with a person and up arrow icon). The 'APPS' section contains four app icons: 'My Team Tasks' (with a compass icon), 'Hiring' (with a magnifying glass over people icon), and 'My 10X Journey' (with a bar chart and up arrow icon). A red arrow points up to the 'My 10X Journey' app icon.

VIEWING AND ENTERING PERFORMANCE



- After clicking on the '**My 10X Journey**' tile your list of direct reports will appear.
- Your default view will be the **Goals and Performance Overview** section.
- Please be sure the correct review period is visible. If not, please change the Review Period to **My 10X Journey 2024** where you will see the status of the Performance Document for each employee.

The screenshot displays the 'Goals and Performance Overview' page. A dark sidebar on the left contains three menu items: 'Goals and Performance Overview' (selected), 'Career Overview', and 'Evaluate Performance'. The main content area has a top header 'Goals and Performance Overview' with a back arrow. Below this, a 'Review Period' dropdown menu is set to 'My 10X Journey 2024'. The 'My Team' section includes a search bar, a 'Show Filters' link, and an 'Add Performance Goal' button. A list of team members is shown, with the first entry being 'Student Employee' (Inspector - WA), with details for Person Number (2073623), Assignment Number (E2073623), and Job Name (Inspector - WA). At the bottom, a 'Performance Documents' section shows a green checkmark and 'My 10X Journey 2024'. On the right side, a 'Performance Goals' summary indicates '0 of 0 completed'.

Goals and Performance Overview

Review Period: My 10X Journey 2024

My Team

Search Person [] Show Filters

[] Add Performance Goal

[] **Student Employee**
Inspector - WA
Person Number: 2073623
Assignment Number: E2073623
Job Name: Inspector - WA

Performance Documents
✓ My 10X Journey 2024

Performance Goals
0 of 0 completed

VIEWING AND ENTERING PERFORMANCE



- To view the self-evaluations completed by your direct reports and to begin entering your manager comments for each of your direct reports, click on **Evaluate Performance** and then click on **All-in One Evaluations (New Page)**

← Evaluate Performance All-in-One Evaluations

Review Period My 10X Journey 2024

Performance Documents

Search Person Hide Filters

Saved Search ManagerViewFacetedSea Save Actions Sort By End Date - Latest to Oldest

- Please be sure the correct review period is visible. If not, please change the Review Period to **My 10X Journey 2024**
- In the **'My Personal Growth Plan'** area, change the **Status** to **All Statuses**

VIEWING AND ENTERING PERFORMANCE



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

Completed

 Employee & Manager Review is Completed

Available to Evaluate

 Employee Review is Completed, Pending Manager Review

Employee did not Complete Employee Self-Evaluation

- If the Status is **Completed**, this means that the Employee Self-Evaluation and the Manager Review are both completed.
- If the status is **Available to Evaluate**, the Employee **Completed the Self-Evaluation** and the information is ready for **Manager Review**.
- If the status is blank, the Employee did not **Complete Employee Self-Evaluation**.
- ***Please note, the Employee Self-Evaluation must be completed prior to the Manager completing the Manager Evaluation***

VIEWING AND ENTERING PERFORMANCE



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

My 10X Journey 2024



CancelSubmit

Review Period
My 10X Journey 2024

Performance Document
My 10X Journey 2024

My Personal Growth Plan

Sort ByAll StatusesNot Available YetAvailable to EvaluateCompleted

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

VIEWING AND ENTERING PERFORMANCE



- To enter/view Manager Comments, click on **Manager Notes**.

The screenshot displays the 'My 10X Journey 2024' interface. At the top, there are 'Cancel' and 'Submit' buttons. Below, there are dropdowns for 'Review Period' and 'Performance Document', both set to 'My 10X Journey 2024'. The main section is titled 'My Personal Growth Plan' and includes a 'Sort By' dropdown and filters for 'All Statuses', 'Not Available Yet', 'Available to Evaluate', and 'Completed'. A table lists team members with columns for Name, Evaluation Status, Team Member, and Manager. The first row shows 'SE Student Employee Inspector - WA' with a 'Completed' status and a 'Manager' column containing a 'Manager Notes' link, which is highlighted with a red arrow. To the right, a 'Manager Questionnaire' form is shown with a 'Manager Section' heading, also highlighted with a red arrow. The form includes instructions and sections for 'Managers overall feedback on the delivery of Performance and Personal Growth' and 'Managers commitment to support Performance and Personal Growth'. At the bottom right, a 'Done' button is highlighted with a red arrow.

- After entering the **Manager Comments**, click **Done** on the bottom right side.
- Once you click **Done**, the Manager comments will be saved.
- The Manager can then click **Submit** at the top right side of the page which will complete the **Manager Evaluation** for that Employee.
- If the Manager needs to complete a **Manager Evaluation** for multiple Employees, the manager can click on the **Manager Notes** for each Employee, enter the **Manager Evaluation** comments, and then click Done, once all of the **Manager Evaluations** are completed then the Manager can click **Submit** to submit all of the completed evaluations at the same time.*

MY 10X JOURNEY FOR MANAGERS

Reviewing Your Team Goals



REVIEWING YOUR TEAM'S GOALS

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

- You will also receive notifications when information has been submitted by your direct reports
- This notification serves to remind you to **log into** Fusion, **review** the information submitted, and **action** accordingly.

Good evening, Student Manager

The screenshot shows the Fusion homepage interface. At the top, there is a navigation bar with four tabs: 'Me', 'My Team', 'Tools', and 'Others'. A red arrow points down to the 'My Team' tab. Below the navigation bar, there are two main sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section contains three items: 'Change Manager' (with a person icon), 'People Data Changes' (with a person and pencil icon), and 'Promote' (with a person and up arrow icon). The 'APPS' section contains three items: 'My Team Tasks' (with a compass icon), 'Hiring' (with a magnifying glass over people icon), and 'My 10X Journey' (with a bar chart and up arrow icon). A red arrow points up to the 'My 10X Journey' app icon.



VIEWING YOUR TEAM'S GOALS

- After clicking on the 'My 10X Journey' tile your list of direct reports will appear.
- Your default view will be the **Goals and Performance Overview** section.
- To review the **2025 Goals** please make sure the correct review period is visible. If not, please change the Review Period to **My 10X Journey 2025** where you will see the status of the **2025 Goals** for each employee.
- Click the link (# of # Completed) under **Performance Goals** to see the **Goals** for each employee.

Goals and Performance Overview

Review Period: My 10X Journey 2025

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

VIEWING YOUR TEAM'S GOALS



- To view the full details of the goals your direct report has submitted, click on **'See Details'** located next to 'Your approval is required'.

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.

Sort By Display Sequence

Test

Status In progress

Last Update 16-Dec-2024

- Managers will receive an email notification every time a goal is updated, edited, deleted, or added by their direct reports. This notification serves to remind you to **log into** Fusion, **review** the information submitted, and **action** accordingly.
- You can also click on the Bell icon located in the top right-hand corner of your Fusion homepage to view your notifications of the new goals your direct reports have submitted that are pending your review and approval.

VIEWING YOUR TEAM'S GOALS



- After clicking on the **'See Details'** link you will have 4 options to respond to the submissions:
 1. Edit Info
 2. Request Information
 3. Approve
 4. Reject
- **PLEASE NOTE:** If you click **Reject** **ALL** of the **Goals** will be **DELETED** therefore, please use the **Request for Information** function if you would like to have your direct report make any changes.

The screenshot displays a web interface for 'My 10X Journey 2025' under the 'Student Employee' profile. At the top, there are four buttons: 'Edit Info', 'Request for Information', 'Approve', and 'Reject', each with a red arrow pointing to it. Below these buttons is a yellow warning banner that reads 'Approval in Progress'. The main content area is titled 'Student Employee Goal Plan Approval Request'. It states: 'Worker Student Employee has submitted My 10X Journey 2025 for your approval'. Below this, there are two rows of information: 'Review Period: My 10X Journey 2025' and 'Goal Plan: My 10X Journey 2025'. A section titled 'Added Goals' lists a goal named 'Test' with the following details:

Goal Name	Description	Success Criteria
Test	Test	Test

Below the goal details, there is a table with the following information:

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

ENTERING COMMENTS FOR YOUR TEAM'S GOALS



- Click **Edit Info**, and then click the pencil icon next to each goal
- Add your comments for each goal in the **Manager Comments** section
- Once completed, click **Save**, which is located at the bottom of the page.
- After you enter comments for all goals click **Submit**.

<

SE

My 10X Journey 2025
Student Employee

Edit Info

Request for Information

Approve

Reject

Approval in Progress

SE

Goals
Student Employee

Review Period

My 10X Journey 2025

Goal Plan

My 10X Journey 2025

My 10X Journey 2025

+ Add

⚠ Your approval is required. [See details.](#)

Submit

Actions

Sort By

Display Sequence

☐ Test

Test

Status

In progress

Last Update

16-Dec-2024

✎

ADDING NEW GOALS FOR YOUR TEAM

- You can also add new goals for your direct report(s).
- After clicking on the **Edit Info** link, click **Add** shown in the top right of the screen.
- Please be sure to **Save** your edits and additions.
- Once all changes are made, click **Submit**. You will also be given an option to add any final comments prior to returning the goals to your employee.
- After entering your final comments, click **Submit** again. This will notify your direct report that you have commented on and approved their goals.
- Your direct reports can 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.

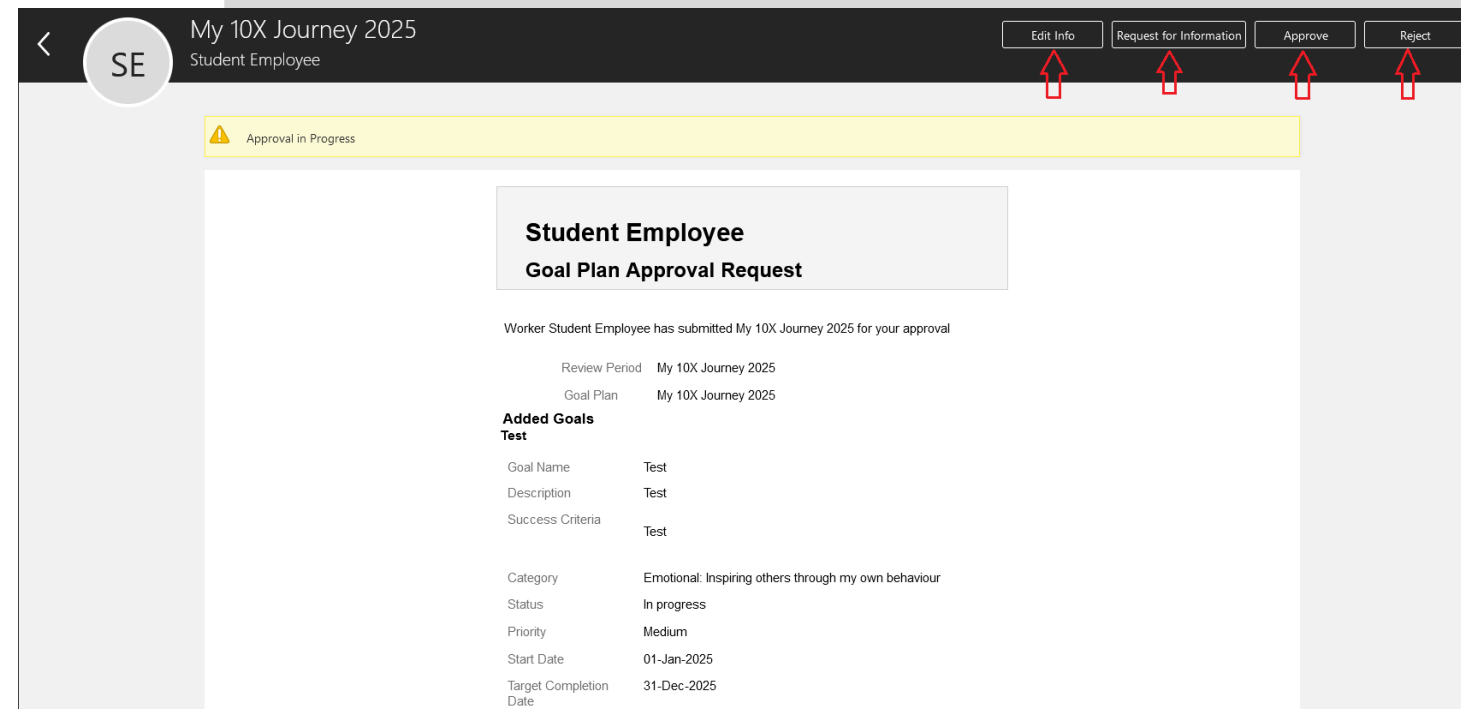
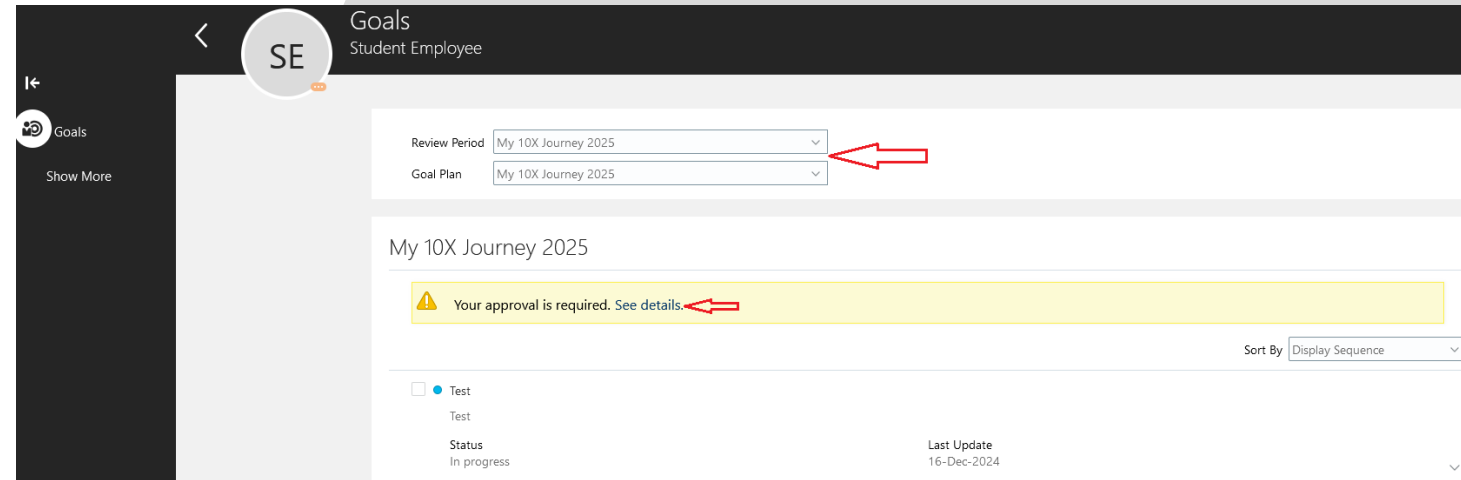


This screenshot shows the 'Goals' page for a Student Employee (SE). The page has a dark header with the title 'Goals' and the user's name 'Student Employee'. Below the header, there are two dropdown menus: 'Review Period' and 'Goal Plan', both set to 'My 10X Journey 2025'. The main content area is titled 'My 10X Journey 2025'. On the right side of this title, there is a yellow button with a plus sign and the text '+ Add', indicated by a red arrow. Below the title, there is a yellow warning box with a triangle icon and the text 'Your approval is required. See details.' To the right of this box is a yellow button with the text 'Submit', also indicated by a red arrow. Below the warning box, there is a section titled 'Actions' with a dropdown menu set to 'Test'. To the right of this section, there is a 'Sort By' dropdown menu set to 'Display Sequence'. Below the 'Actions' section, there is a table with two columns: 'Status' and 'Last Update'. The 'Status' column shows 'In progress' and the 'Last Update' column shows '16-Dec-2024'. A red arrow points to a pencil icon in the top right corner of the table.

This screenshot shows the 'Add Additional Info' page for a Student Employee (SM). The page has a dark header with the title 'Add Additional Info' and the user's name 'Student Employee'. Below the header, there is a large text area for 'Comments'. Below the comments area, there is a section titled 'Attachments' with a dashed box containing a green upload icon and the text 'Drag files here or click to add attachment'. In the top right corner of the page, there are two buttons: 'Submit' and 'Cancel', both indicated by red arrows.

APPROVING GOALS FOR YOUR TEAM

- View the full details of the goals your direct report has submitted, by clicking on the **‘See Details’** link located next to ‘Your approval is required’.
- Click **Approve**.
- You will be given an option to add any final comments prior to returning the goals to your employee.
- After entering your final comments, click **Submit** again. This will notify your direct report that you have approved their goals.
- Your direct reports can then log into Fusion and check the comments you have made on their goals.
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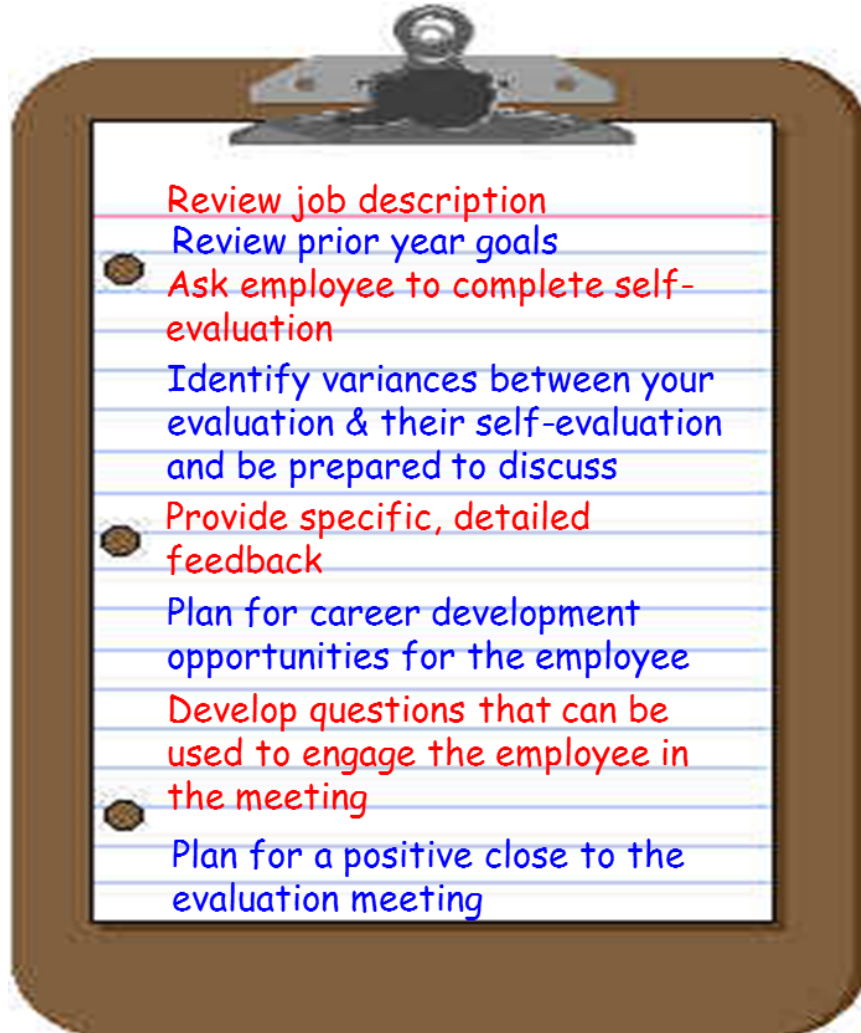


MY 10X JOURNEY FOR MANAGERS

Recap and Reminders



Manager Checklist





INTERTEK'S MY 10X JOURNEY PROCESS

My 10XJ Quick Notes



- **Newly Hired Employees** – An employee hired after October 1, 2024, **will not** be eligible for merit adjustments however Goals must still be established
- **Recently Received Promotions** – An employee that has received a promotional increase effective on or after October 1, 2024, **will not** be eligible for merit adjustments unless otherwise specified by management
- **Leaves of Absence** – Managers must still complete their portion of the 10XJ and once the employee returns from Leave, conduct the 10XJ meeting; the merit adjustment will be applied once the employee returns from leave, if/as applicable

INTERTEK'S MY 10X JOURNEY PROCESS



Timeline



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.

intertek

Total Quality. Assured.