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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, in advance of your meeting
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 **S**tretch, the goal must be explicitly defined
Measurable yet **M**eaningful, the goal must have quantitative OR qualitative criteria
Attainable yet **A**mbitious, challenging yet achievable
Relevant yet **R**ecognized/**R**ewarding, the goal must **align***
Timely, the goal must have a start and end date
Enriching/**E**valuated, 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

Managing (ongoing)

Coaching | Mitigate Obstacles | Track Progress | Feedback / Check-Ins / 1:1

Assessment – The My 10XJ

Performance Assessment | Feedback | Reward, as applicable

Development

Employee Development | Career Development

May also include Performance Improvement Planning

The My 10X Journey Lifecycle

INTERTEK'S MY 10X JOURNEY

10X Energies

Intertek's Organizational Goals

Intertek's Code of Conduct & Code of Ethics

Planning – Goal Setting

Expectations Established
Goals should be SMARTER:

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Assessment – The My 10XJ

Performance Assessment | Feedback | Reward, as applicable

The My 10X Journey Lifecycle

INTERTEK'S MY 10X JOURNEY PROCESS

Why Are 10XJs Important?

- Recognize accomplishments
- Guide progress
- Review performance

INTERTEK'S MY 1OX JOURNEY PROCESS

Why Are 10XJ's Important? *continued*

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

INTERTEK'S MY 10X JOURNEY PROCESS

10X Journey Benefits for the Organization

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

INTERTEK'S MY 1OX JOURNEY PROCESS

10X Journey Benefits for the Employee

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

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MY 10X JOURNEY FOR MANAGERS

Prepare for a useful 10XJ Evaluation

Be a Coach, Not a Judge

INTERTEK'S MY 10X JOURNEY PROCESS

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 1OX 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

INTERTEK'S MY 10X JOURNEY PROCESS

What does it mean to conceptualize leadership as coaching?

10X ENGAGING AND DEVELOPING OUR PEOPLE

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

INTERTEK'S MY 10X JOURNEY PROCESS

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

INTERTEK'S MY 1OX JOURNEY PROCESS

1st Guiding Principle for Managers

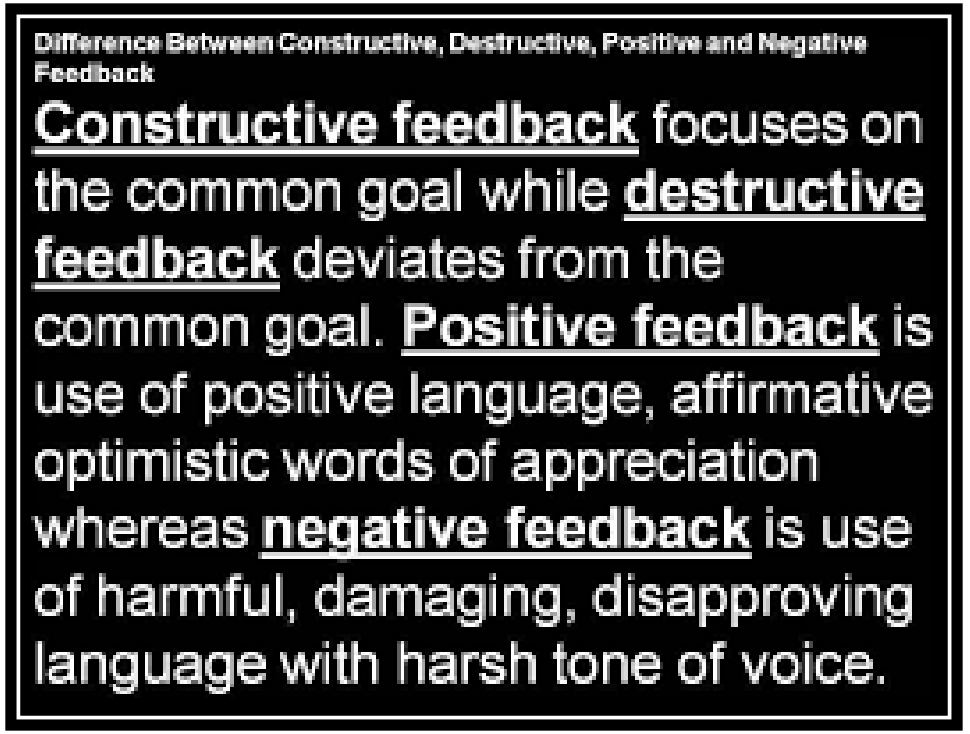
- Gather information on employees throughout the year
- Keep documentation (manual / electronic)
- Direct and Indirect Observations
- E-mails
- Handwritten notes
- Work results
- Attendance records

Focus on:
Performance
Behavior

INTERTEK'S MY 1OX JOURNEY PROCESS

2nd Guiding Principle for Managers

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



INTERTEK'S MY 1OX JOURNEY PROCESS

3rd Guiding Principle for Managers

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

INTERTEK'S MY 1OX JOURNEY PROCESS

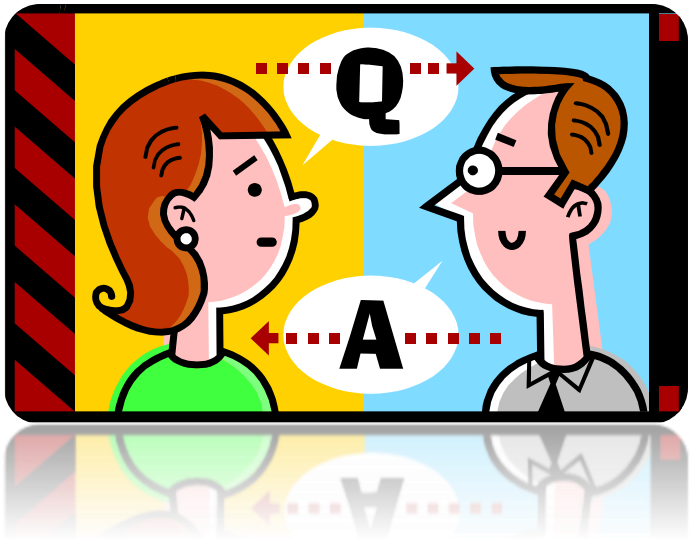
4th Guiding Principle for Managers

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

INTERTEK'S MY 10X JOURNEY PROCESS

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



INTERTEK'S MY 1OX JOURNEY PROCESS

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?

INTERTEK'S MY 1OX JOURNEY PROCESS

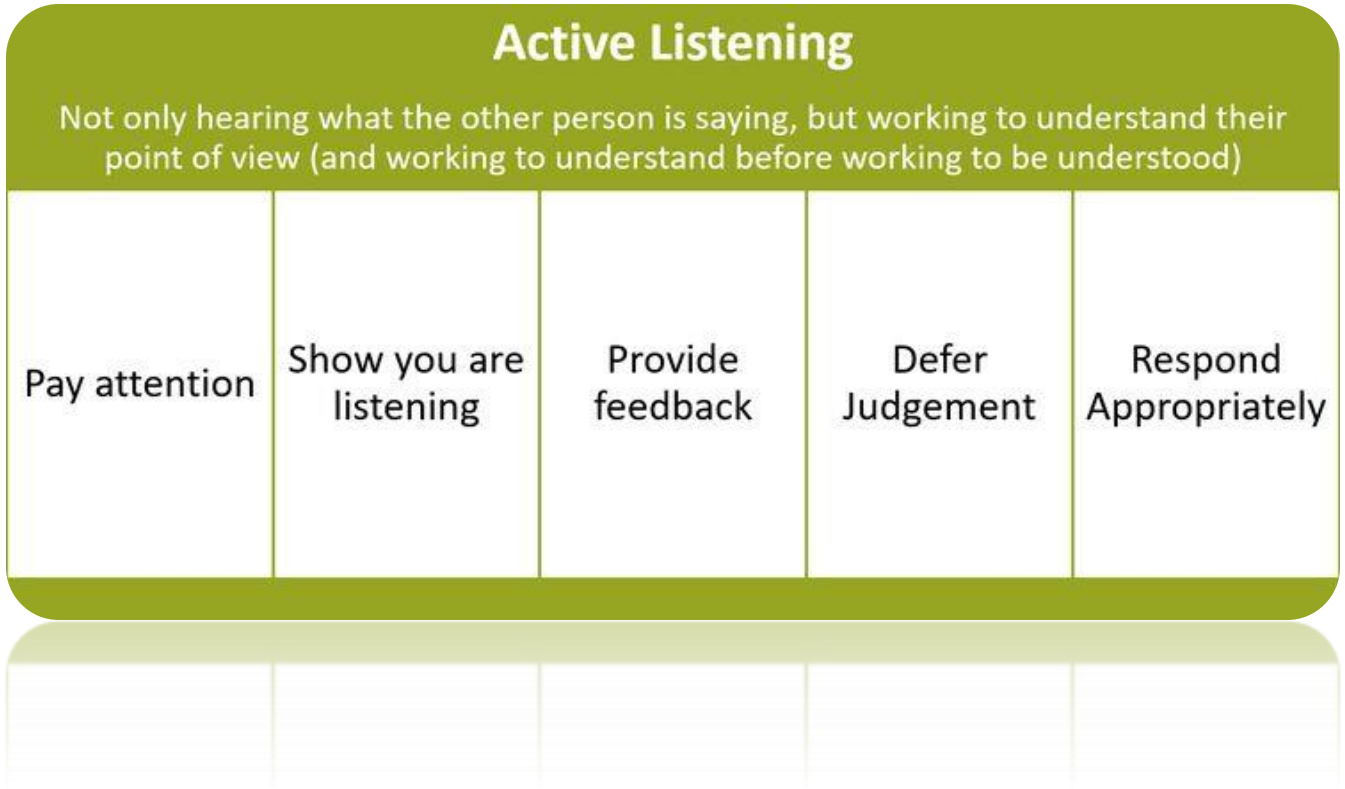
6th Guiding Principle for Managers

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

INTERTEK'S MY 1OX JOURNEY PROCESS

7th Guiding Principle for Managers

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



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MY 10X JOURNEY FOR MANAGERS

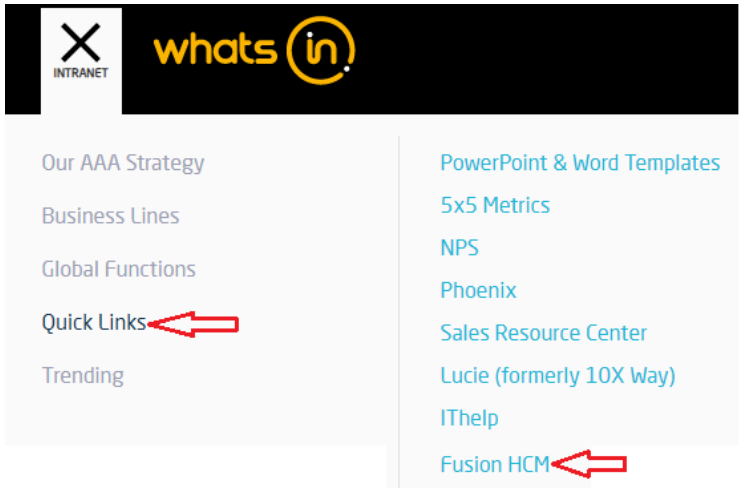
Guide to Entering the My 10X Journey in Fusion

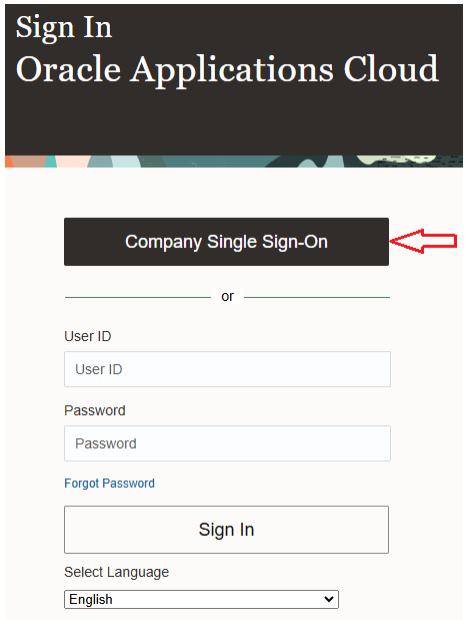
GETTING STARTED

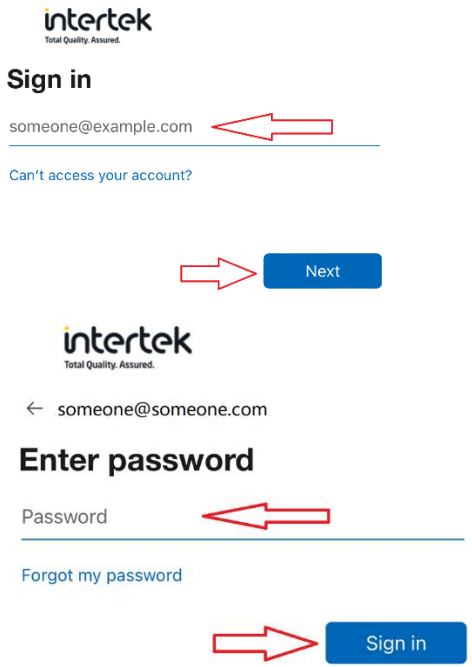
Employees can access Fusion from any **web browser**, **mobile device**, or **tablet** for complete functionality.

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.





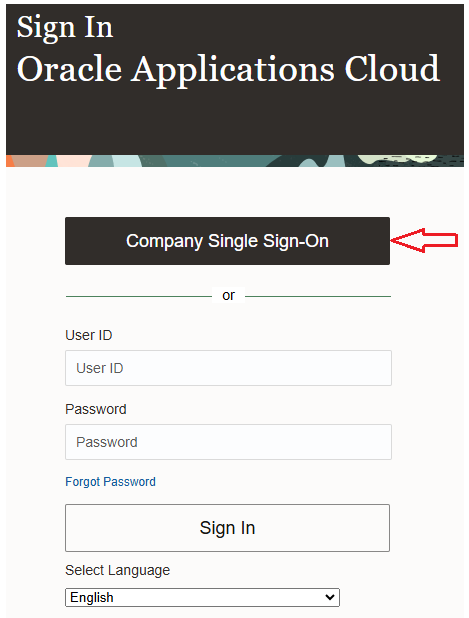


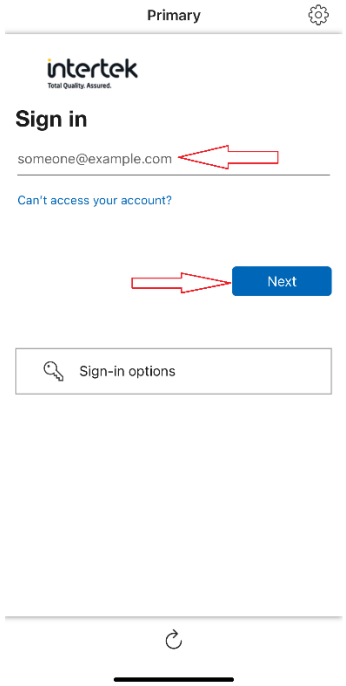
GETTING STARTED

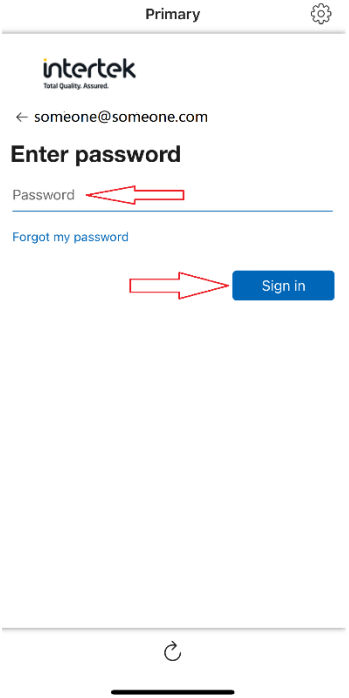
To access the Fusion module on a **mobile device**

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



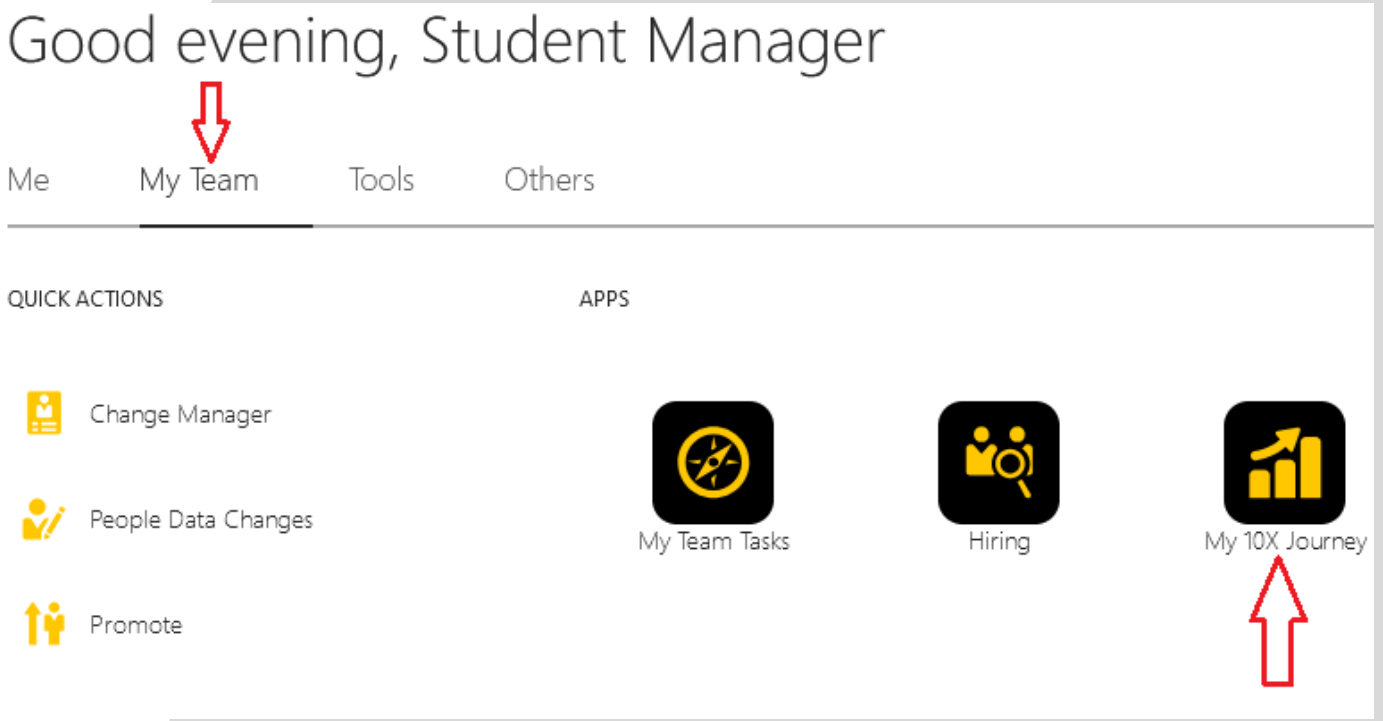




REVIEWING YOUR TEAM'S MY 10X JOURNEY

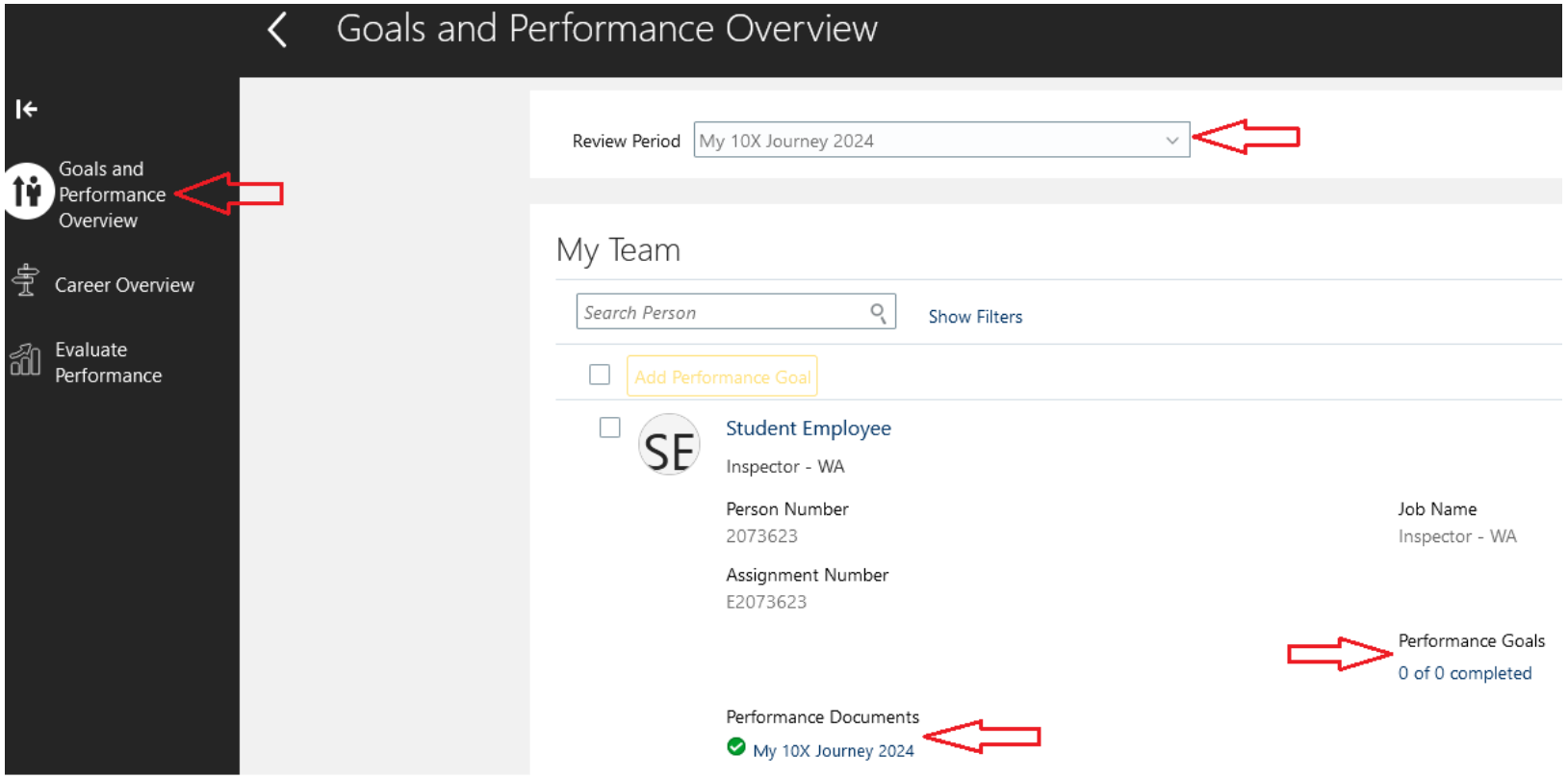
On the Fusion homepage, under the **'My Team'** tab, click **'My 10X Journey'**

- 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.



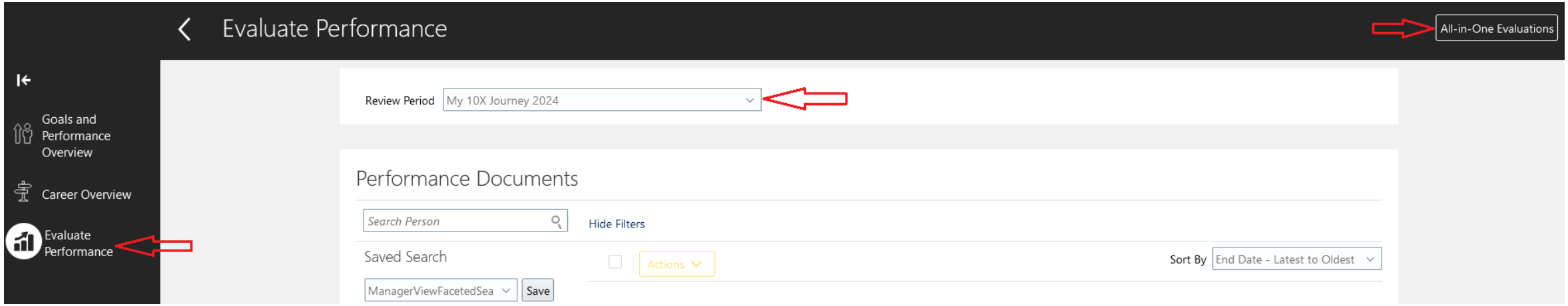
VIEWING AND ENTERING PERFORMANCE

- 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.



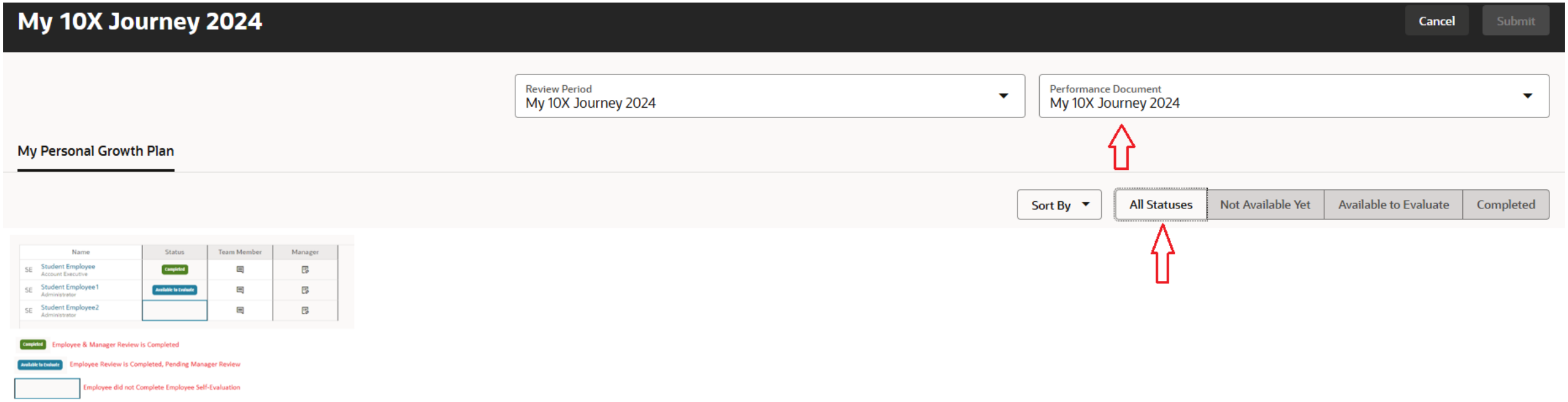
VIEWING AND ENTERING PERFORMANCE

- 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)**



- 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**

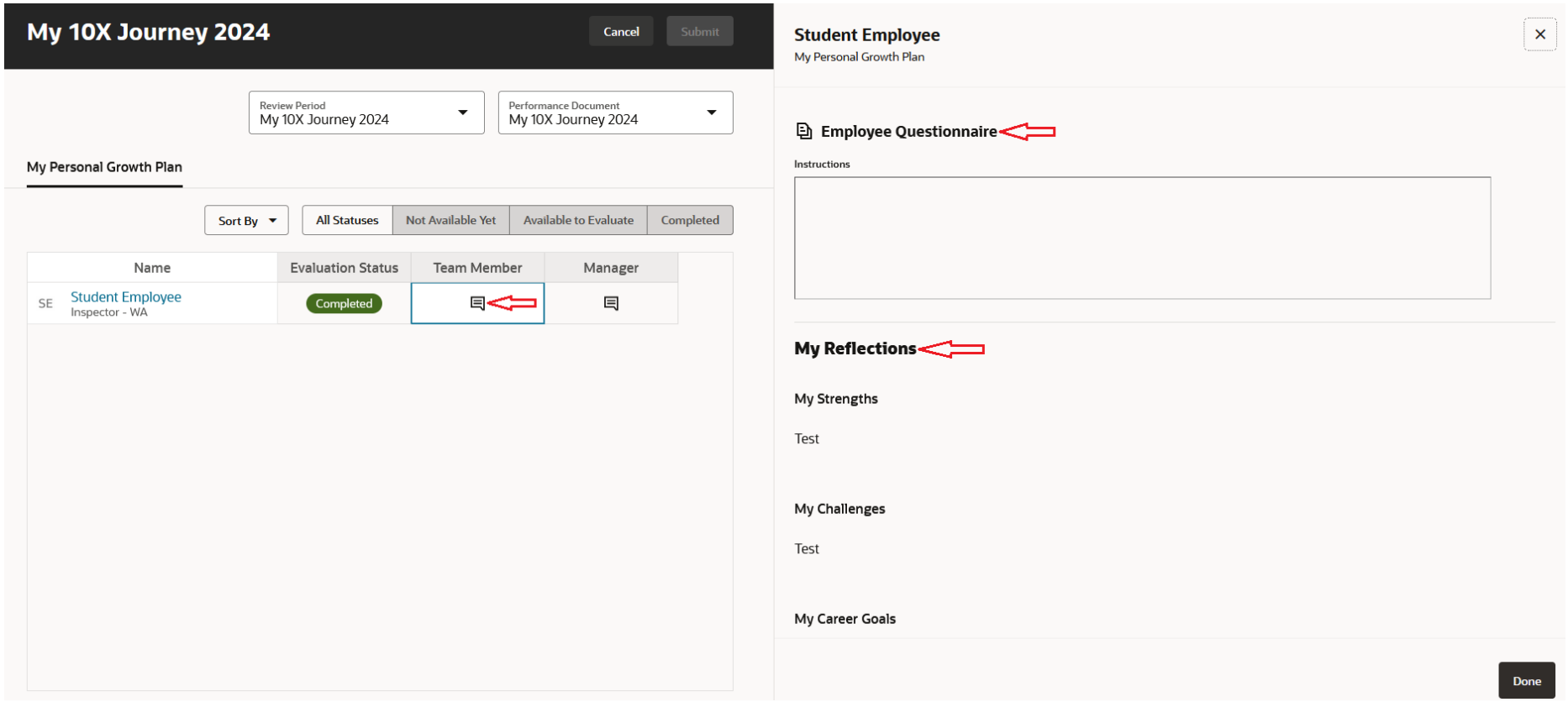
VIEWING AND ENTERING PERFORMANCE



- 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*

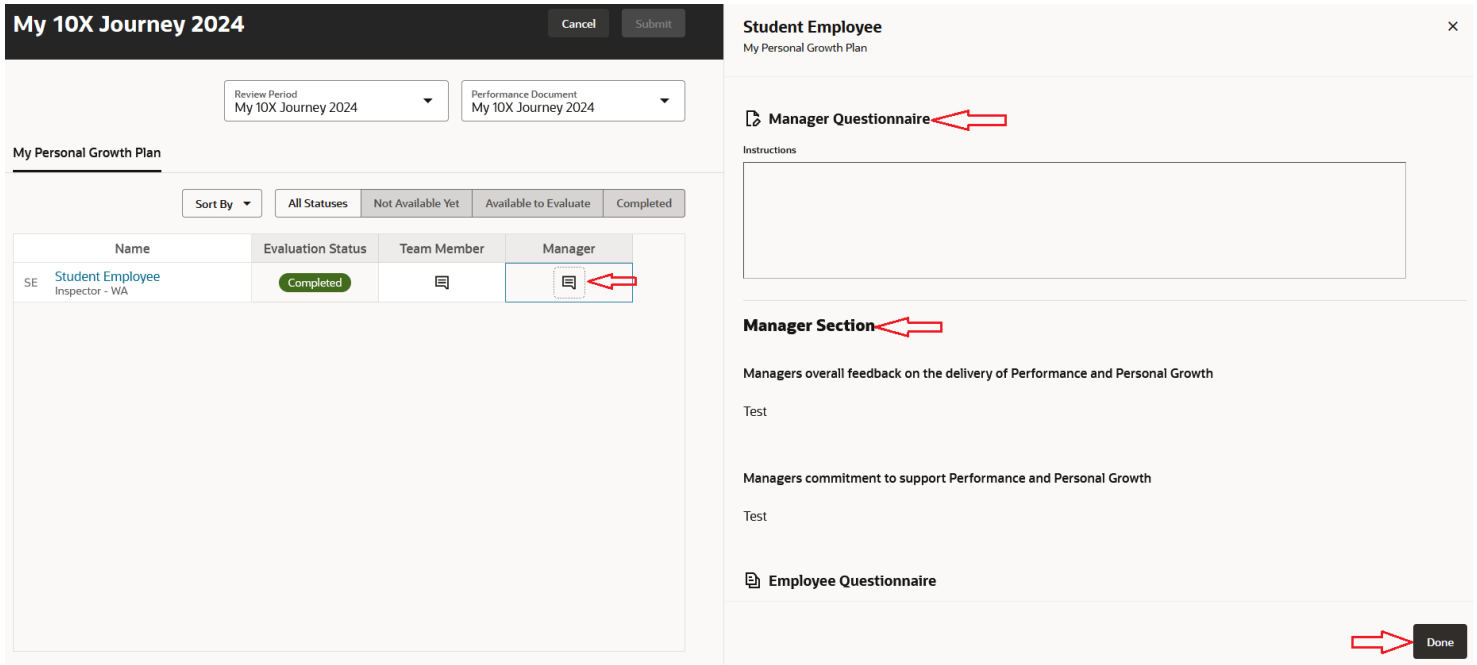
VIEWING AND ENTERING PERFORMANCE

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



VIEWING AND ENTERING PERFORMANCE

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



- 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 **Manger 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.*

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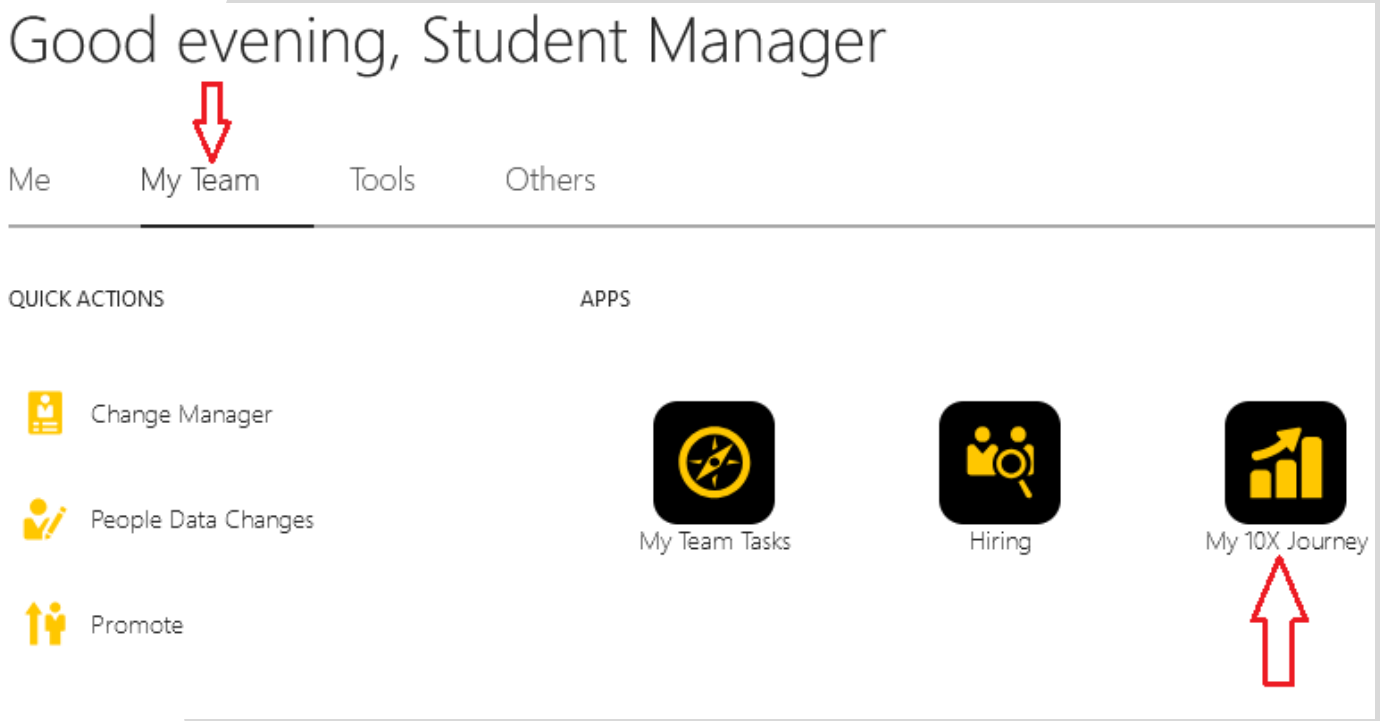
MY 10X JOURNEY FOR MANAGERS

Reviewing Your Team Goals

REVIEWING YOUR TEAM'S GOALS

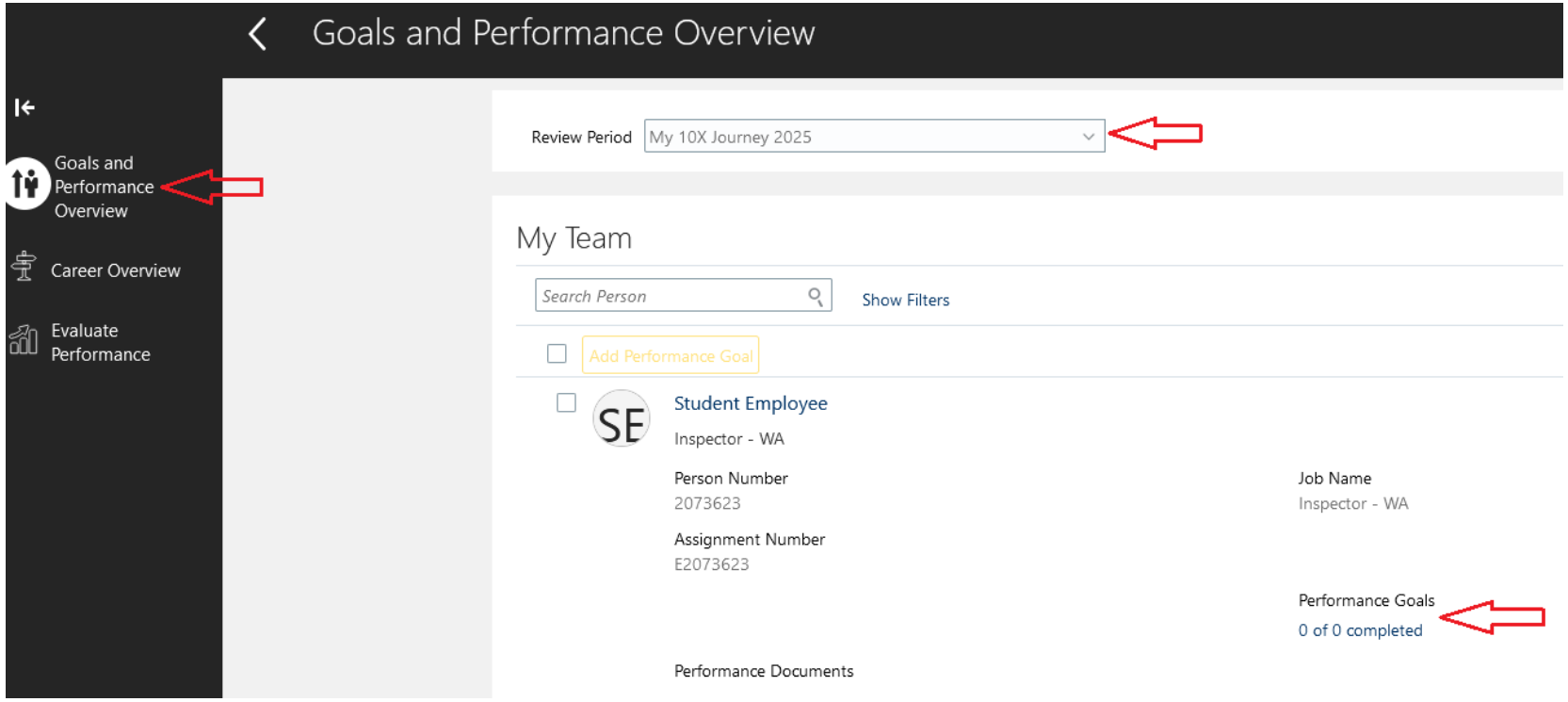
On the Fusion homepage, under the **'My Team'** tab, click **'My 10X Journey'**

- 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.



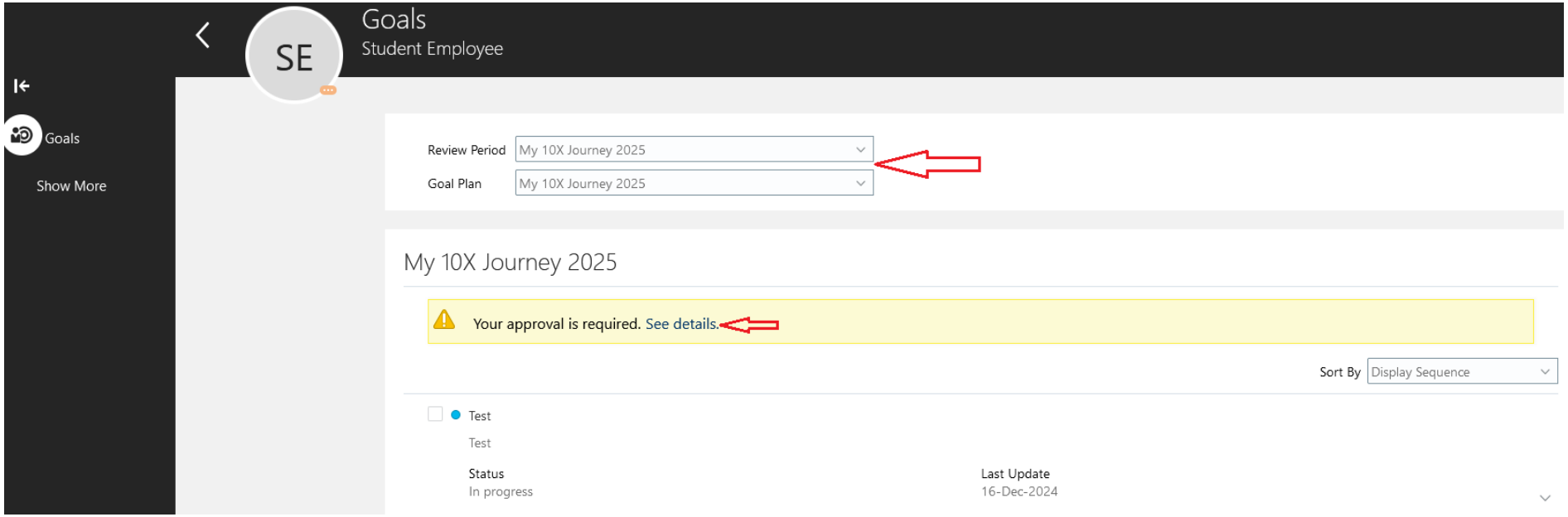
VIEWING YOUR TEAM'S GOALS

- 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.



VIEWING YOUR TEAM'S
GOALS

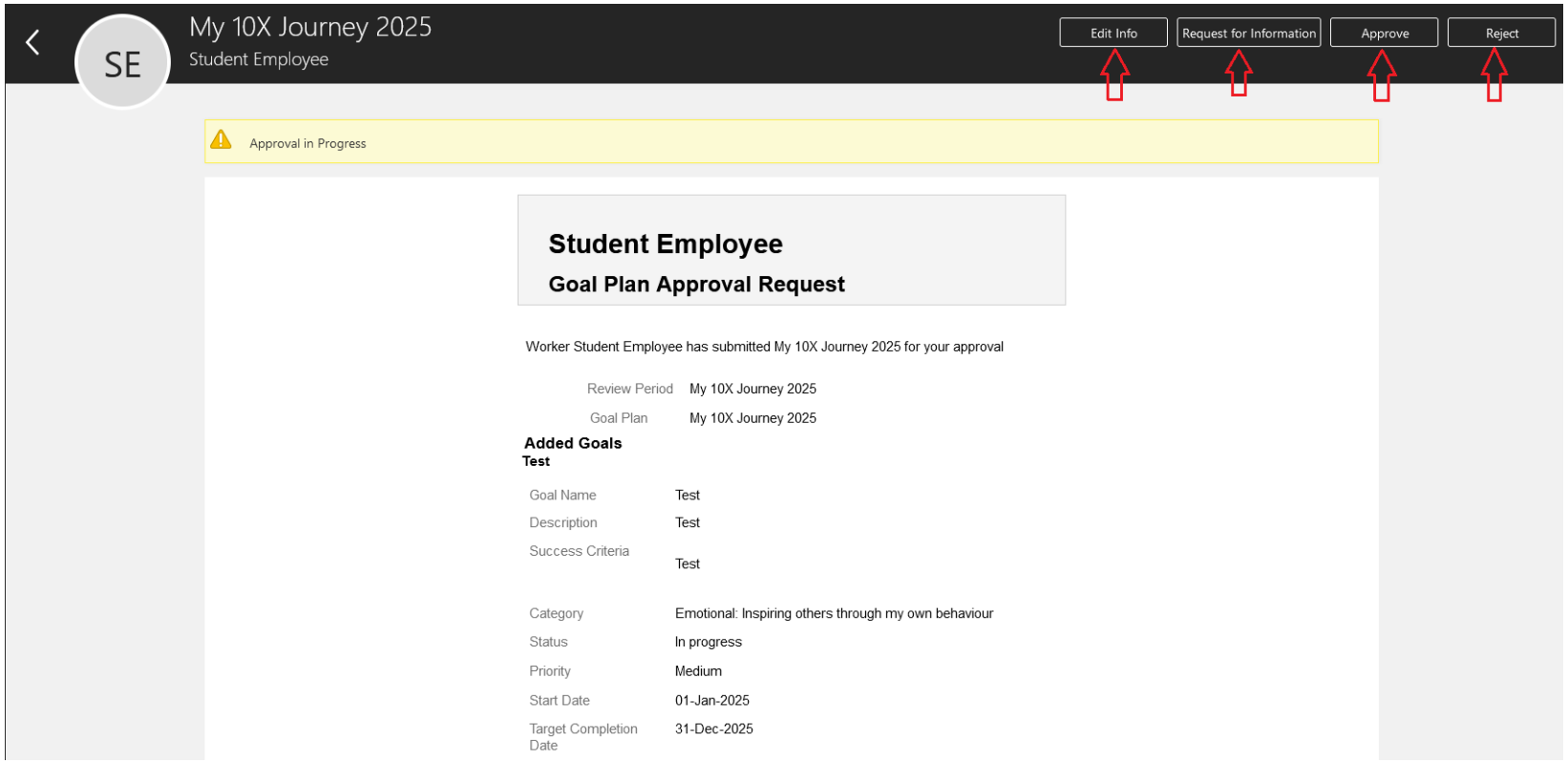
- To view the full details of the goals your direct report has submitted, click on '**See Details**' located next to 'Your approval is required'.



- 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.

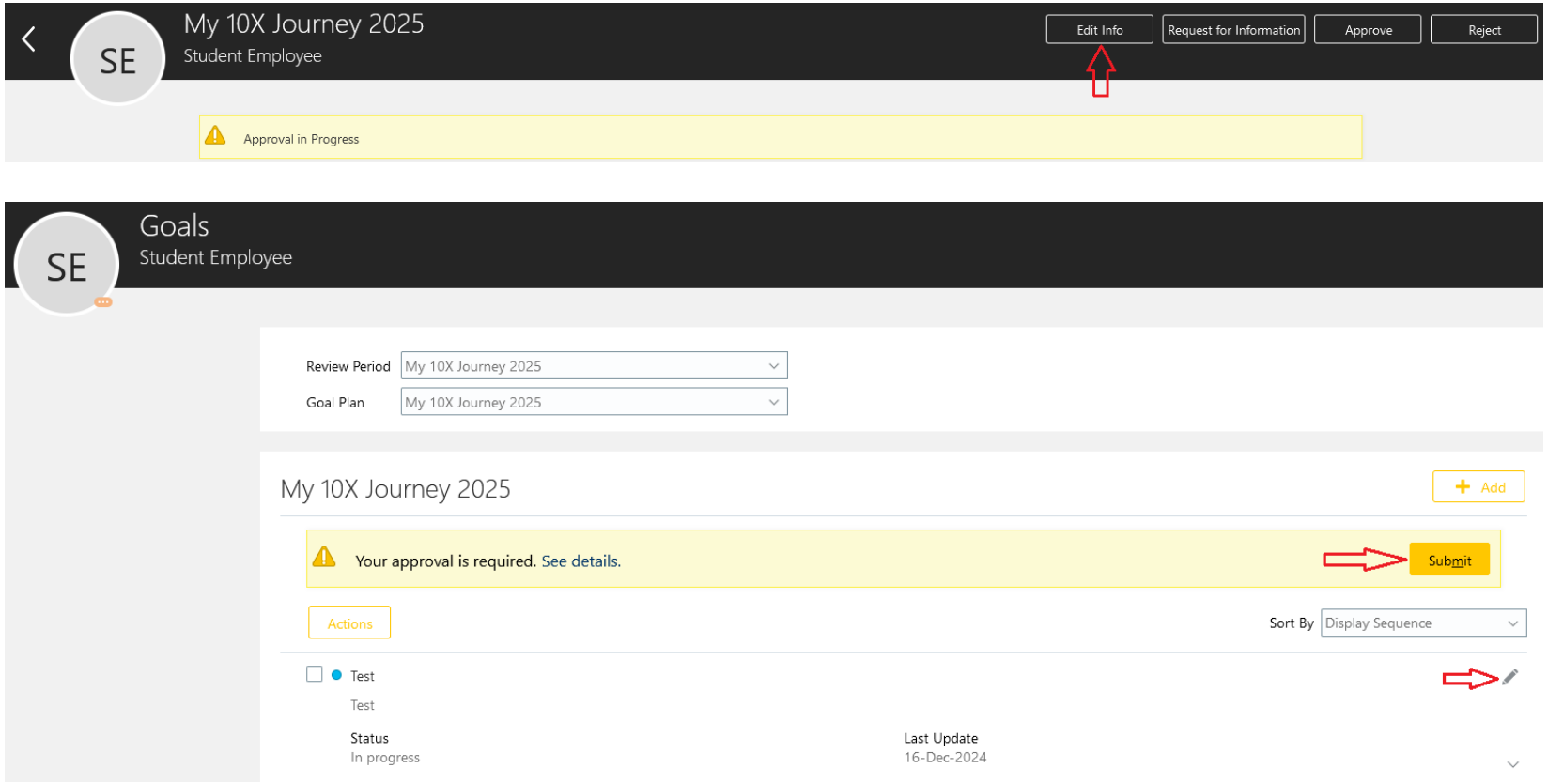
VIEWING YOUR TEAM'S GOALS

- 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.



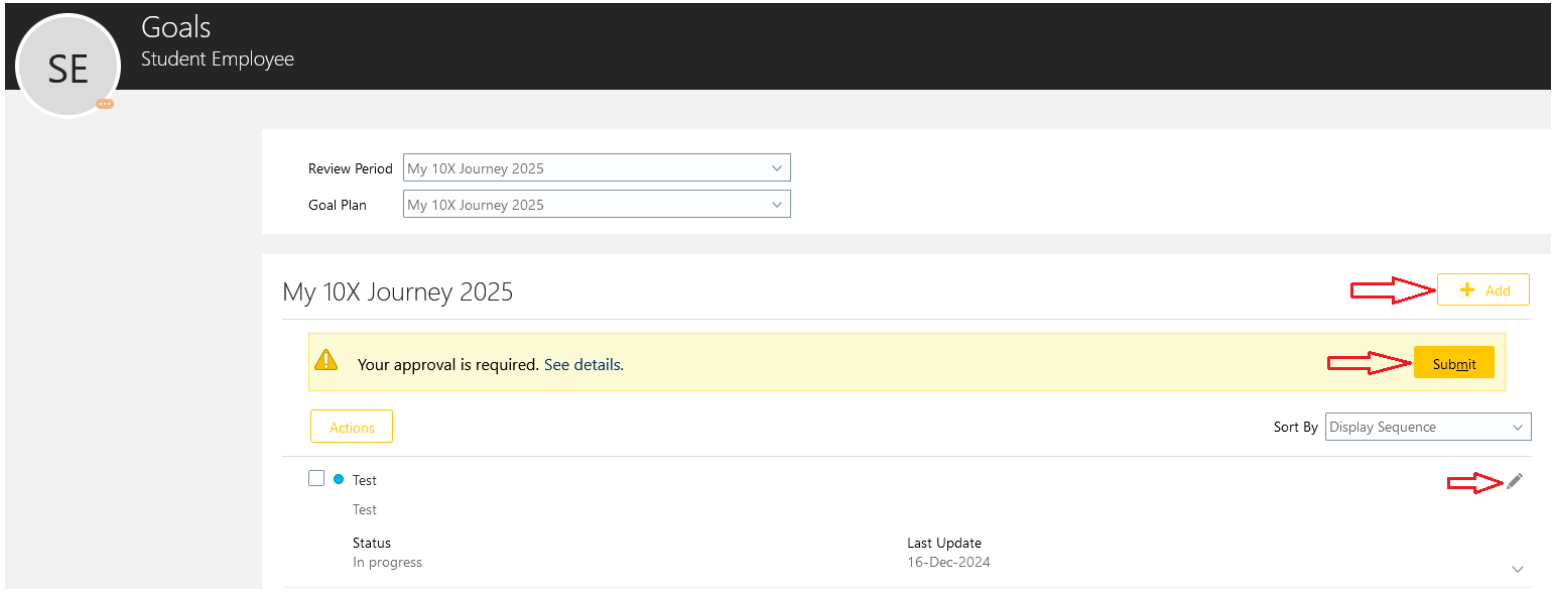
ENTERING COMMENTS FOR YOUR TEAM'S GOALS

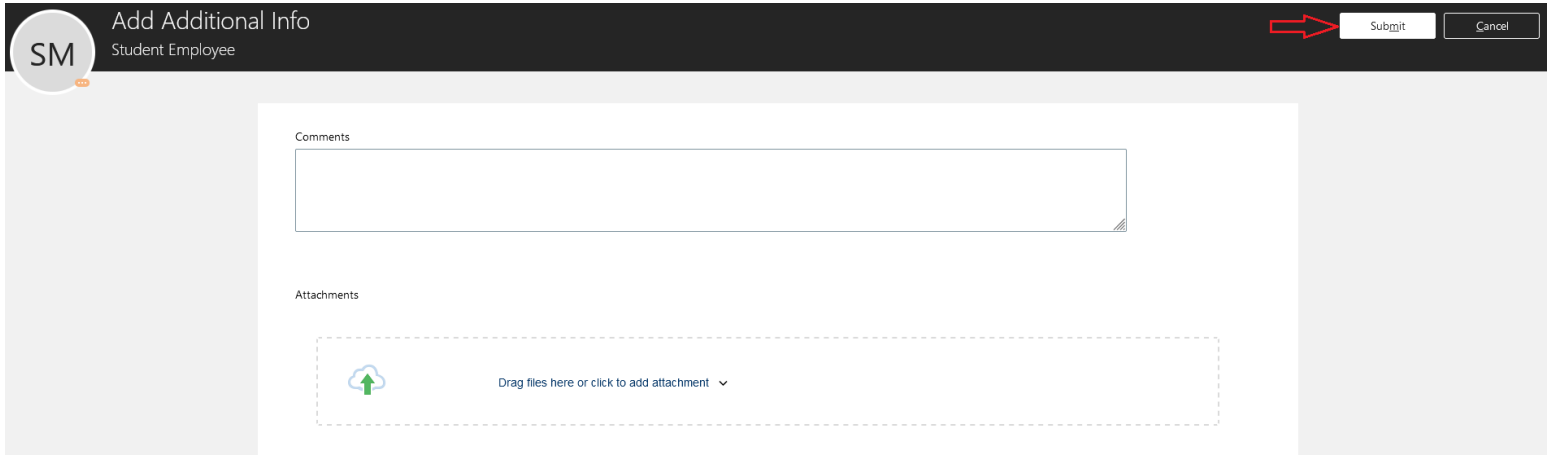
- Click **Edit Info**, and then click the pencil icon next to each goal
- Add your comments for each goal in the **Manager Comments** section
- Once completed, click **Save**, which is located at the bottom of the page.
- After you enter comments for all goals click **Submit**.



ADDING NEW GOALS FOR YOUR TEAM

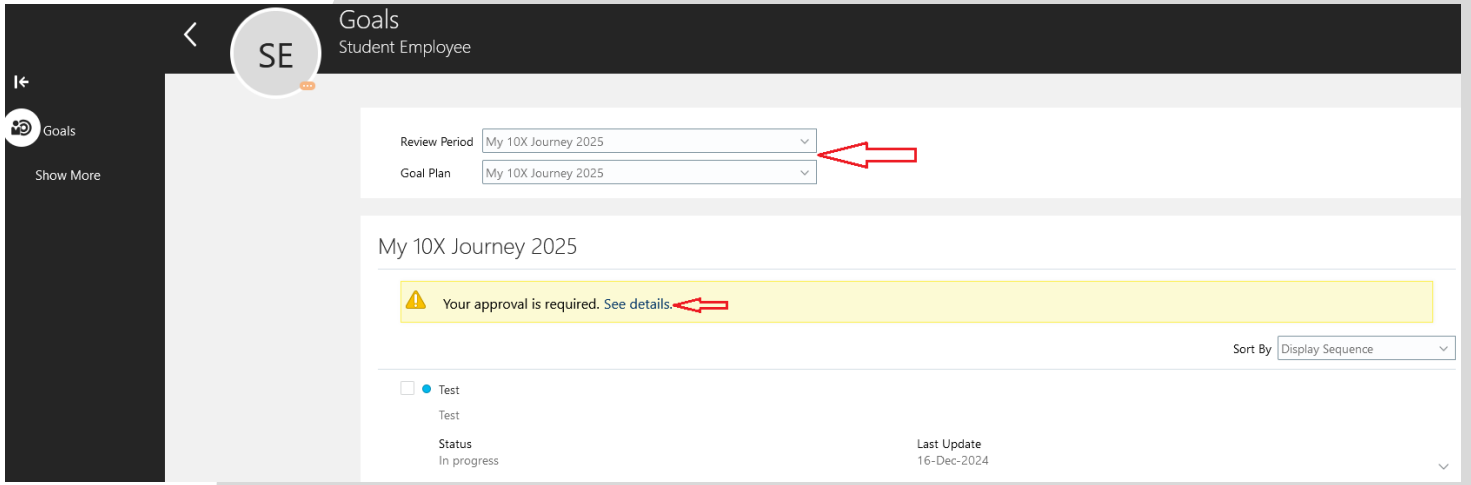
- You can also add new goals for your direct report(s).
- After clicking on the **Edit Info** link, click **Add** shown in the top right of the screen.
- Please be sure to **Save** your edits and additions.
- Once all changes are made, click **Submit**. You will also be given an option to add any final 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.

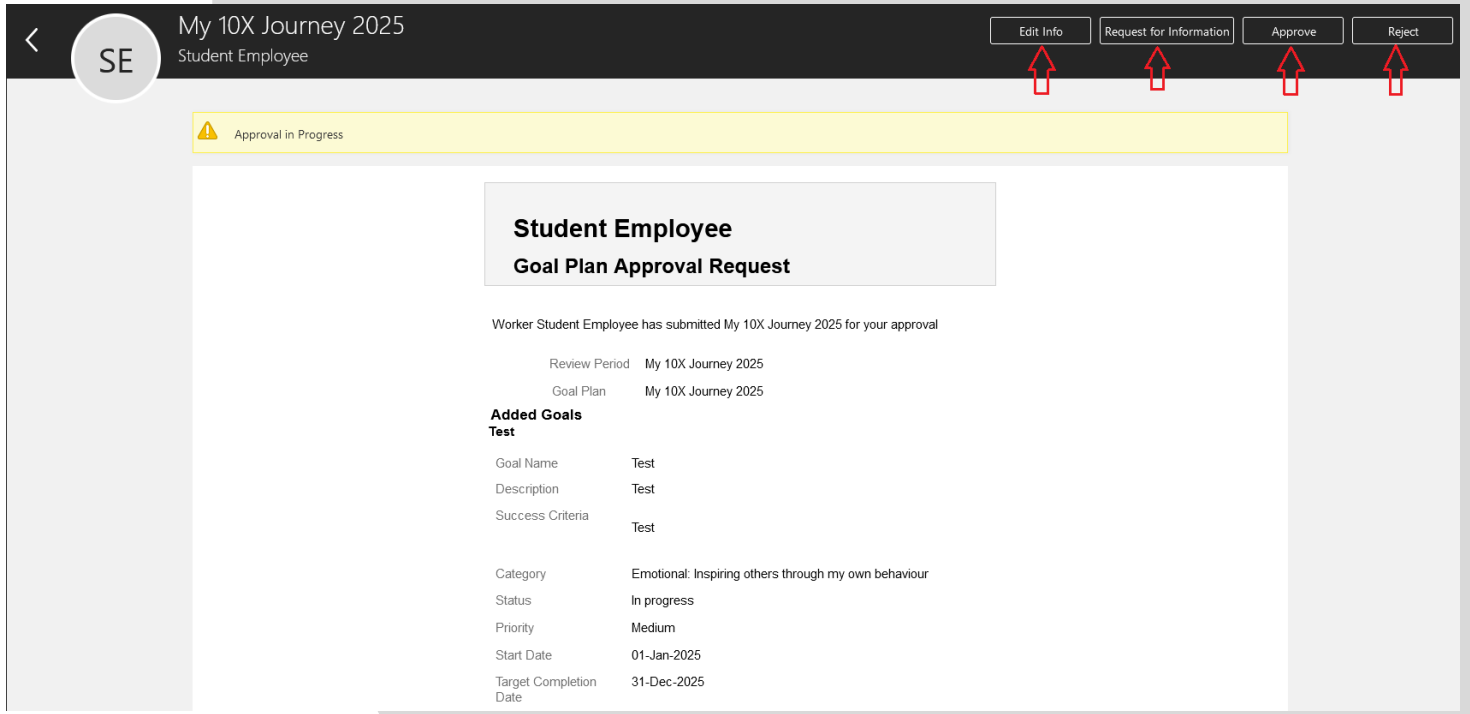




APPROVING GOALS FOR YOUR TEAM

- 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.
- Both employee and manager can continually update these throughout the year as they progress through to completion.





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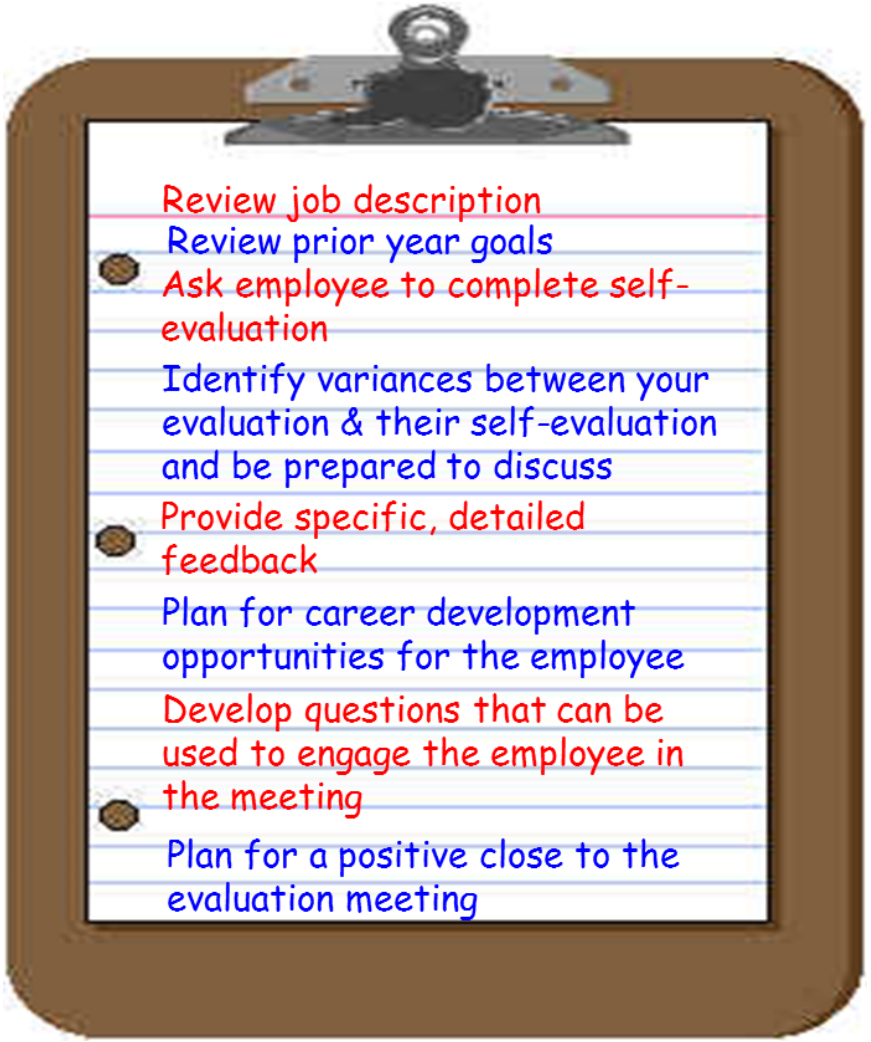
MY 10X JOURNEY FOR MANAGERS

Recap and Reminders

INTERTEK'S MY 1OX JOURNEY PROCESS

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 1OX 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.

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