

Manager – Year-End Conversation

End-of-year conversations are an important part of our performance cycle at Carnival UK. They provide an opportunity to reflect on achievement against goals and challenges over the year and allow us to look forward to the year ahead.

Before you start year-end conversations, have a look at our [Performance page](#) for support and guidance on preparing for your conversation.

During the conversation, you will discuss your team members performance and confirm their performance rating for the year. Final rating and comments will be available for team members to view on myHR Portal 29 December. Team members will receive a notification when this is available to view.

Quick guide to year-end conversations



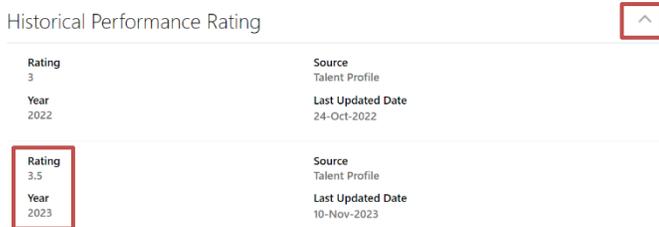
Manager – Year-End Conversation

How to view team members performance rating

- To view your team members final performance rating go to **'My Team'** – then under **Quick Actions** on the left click **'show more'** and then down to **'Career and Performance'** click **'Skills and Qualifications'**.

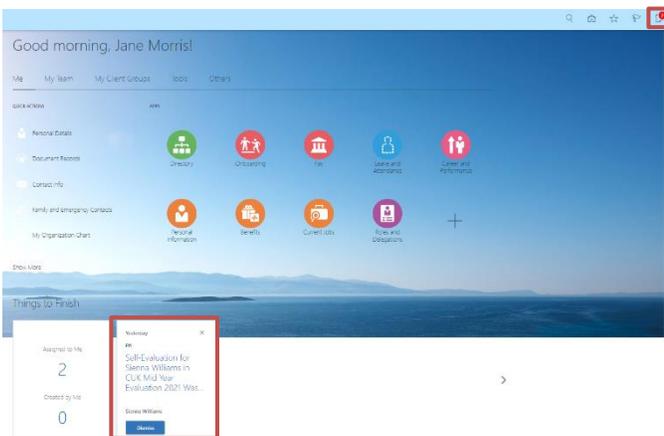


- Click on an employee – then click on the arrow on the right under **Historical Performance Rating**.



How to complete the Year-End Document

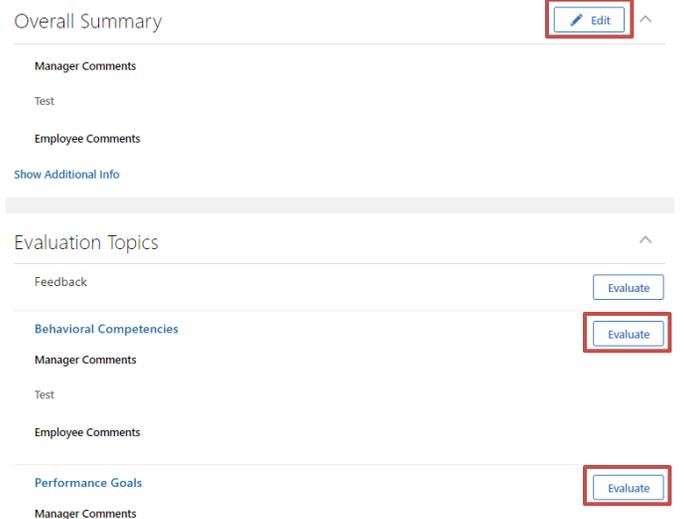
- Once your team member has completed their comments and submitted the document, you'll receive a notification in myHR portal and via email.
- The notifications can be found by hovering over the **'bell icon'** or **'Things to Finish'** at the bottom of the homepage.



- By clicking on one of the notifications, you will be directed to the team member's performance document.
- If you are completing your evaluation prior to your team member submitting their review, you can access the document through **My Team > Performance > Select the team members Year-End Conversation document**.



- You'll be taken through to the below page, click **Edit** or **Evaluate** to provide comments. The **Overall Summary** section is the only mandatory section for managers. However, there is an opportunity to provide comments in **Performance Goals** and **Behavioural Competencies**.



- Have a look at our [Performance page](#) for support and guidance on preparing for your conversation.
- Click **Save** once you've added your comments.
- Once you have had your conversation and added in any final comments, press **Submit**. **The task completion will show 2/3 complete.**

Warning: Manager evaluations can't be shared with the employee while it's locked for calibration.

CUK Year-End Conversation 2023 No participants

Current Task Task Completion

Share Performance Document 2 / 3

- The employee will receive a notification that you have completed the evaluation - **note comments and ratings will be automatically released on 29 December.**