## **Quick Reference Guide**

### 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 <u>Performance page</u> 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 *my*HR Portal 29 December. Team members will receive a notification when this is available to view.

#### **Quick guide to year-end conversations**



## **Quick Reference Guide**

# *my*HR portal

### 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'.

Career and Performance			
Add Anytime Document	Add Check-In Document	Add Development Goal	Add to Succession Plan
Add to Talent Pool	Career Development	Create Succession Plan	Feedback
20 Goals	Performance	Request Feedback	Skills and Qualifications

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

Historical Performance Rating		
Rating 3	Source Talent Profile	
<b>Year</b> 2022	Last Updated Date 24-Oct-2022	
Rating 3.5	Source Talent Profile	
<b>Year</b> 2023	Last Updated Date 10-Nov-2023	

### 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.
- 2. The notifications can be found by hovering over the **'bell icon'** or **'Things to Finish'** at the bottom of the homepage.



- 3. 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.

Overall Summary	🖍 Edit
Manager Comments	
Test	
Employee Comments	
Show Additional Info	
Evaluation Topics	^
Feedback	Evaluate
Behavioral Competencies	Evaluate
Manager Comments	
Test	
Employee Comments	
Performance Goals	Evaluate
Manager Comments	

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

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	

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