

2024 PERFORMANCE REVIEW SELF-EVALUATION GUIDE

Getting Started

1. Start by logging in to [myHR Portal](#) using **Company Single Sign-On** and access the Homepage.
2. Once logged in, under the **'Me'** tab click on the **Career and Performance** icon.
3. Select the **Performance** icon.
4. Click on **Performance Documents**.

The screenshot displays the myHR portal interface. At the top left is the 'myHR portal' logo. A search bar at the top right contains the text 'CAR Search for people and actions'. Below the search bar, the user is greeted with 'Good morning,'. A navigation bar shows 'Me' (highlighted with a red box and a red '2') and 'Tools'. Under the 'Me' tab, there are two sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section includes links for Personal Details, Document Records, Contact Info, Family and Emergency Contacts, My Organization Chart, and My Public Info. The 'APPS' section includes icons for Directory, Pay, Career and Performance (highlighted with a red box), Personal Information, Opportunity Marketplace, and Roles and Delegations. Below the 'Me' tab, there are four main content cards: Skills and Qualifications, Goals, Performance (highlighted with a red box and a red '3'), and Career Development. At the bottom, there is a 'Check-Ins' section with a dropdown menu showing 'Performance Documents' (highlighted with a red box), an '+ Add' button, and a 'Sort By' dropdown.

Review Your Goals

1. Click on **Update your Goals** to review your goals set at the beginning of the year to refresh your memory, guide your responses to performance review questions, and provide a solid basis for validating your achievements and progress.

Important Note: If you did not set goals for the year, no goals will be displayed for review.

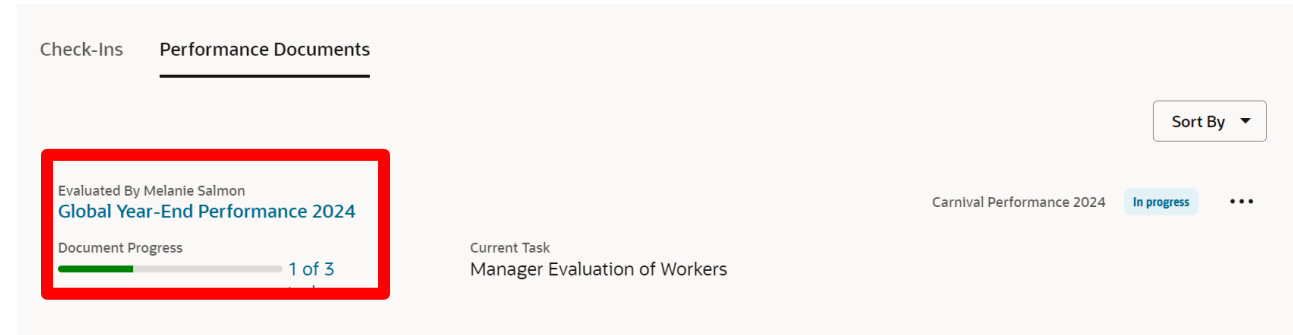
2. If desired, click on the goal to **Update your Progress** and track your achievements. Click **Update** to save your update.

The screenshot displays the 'Worker Self-Evaluation' interface. At the top, there's a navigation bar with a back arrow, 'ND' logo, and 'Worker Self-Evaluation' title. Below it, 'Performance Document Global Year-End Performance 2024' is shown. A red box highlights a card with the text 'Track and measure your achievements', 'Update your goals', and 'Go to Goal Center', with a red '1' next to it. Below this, there are dropdown menus for 'Review Period' (Carnival Performance 2024) and 'Goal Plan' (Global Goal Plan), along with '+ Add' and 'View Plan Details' buttons. A table lists goals, with a red arrow and '2' pointing to the first goal: 'ENHANCE JOB PERFORMANCE' (Strive to improve overall performance in the role), created by 'Me' and 'Not started'. The second goal is 'DEVELOP NEW SKILLS' (Work on acquiring new skills relevant to the job). Below the table, the 'Goal Details' view for 'ENHANCE JOB PERFORMANCE' is shown, including start and target dates, priority, and target outcomes. A red box highlights the 'Update your progress' section, which includes a progress slider (0% to 100%), a 'Test Update' text area, and an 'Update' button with a red arrow pointing to it.

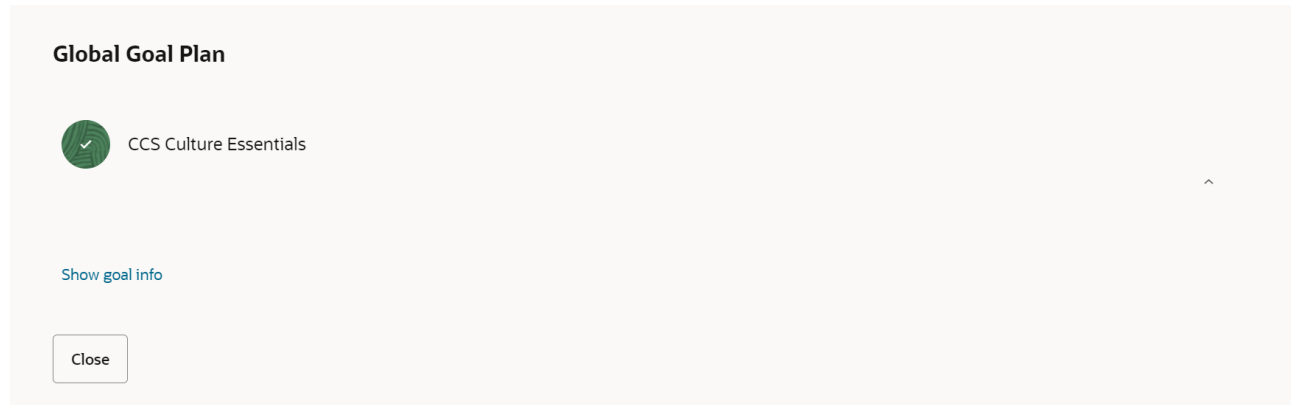
Starting your review

1. Click on **Global Year-End Performance 2024** to start the review.
2. Under **Global Goal Plan** click on each goal to review your goals set at the beginning of the year to refresh your memory, guide your responses to performance review questions, and provide a solid basis for validating your achievements and progress.

Important Note: If you did not set goals for the year, no goals will be displayed for review.



The screenshot shows a user interface for 'Performance Documents'. At the top, there are two tabs: 'Check-Ins' and 'Performance Documents', with the latter being selected. On the right side, there is a 'Sort By' dropdown menu. Below the tabs, there is a card for 'Global Year-End Performance 2024'. This card is highlighted with a red border. It contains the text 'Evaluated By Melanie Salmon', 'Global Year-End Performance 2024', and 'Document Progress' with a progress bar showing '1 of 3'. To the right of this card, there is a 'Current Task' section titled 'Manager Evaluation of Workers'. In the top right corner, there is a 'Carnival Performance 2024' section with an 'In progress' status and a three-dot menu icon.



The screenshot shows a user interface for 'Global Goal Plan'. The title 'Global Goal Plan' is at the top. Below it, there is a green circular icon with a white checkmark, followed by the text 'CCS Culture Essentials'. Below this, there is a link that says 'Show goal info'. At the bottom, there is a 'Close' button.

Starting Your Self-Evaluation

1. Start by expanding the Summary section under **Performance and Culture**.
2. Complete all three sections shown (**Performance**, **Culture** and **Additional Feedback**) by answering the questions displayed under each section.
3. Click '**Save and Close**' once finished with the three sections.

Note: You may disregard the Overall Summary section as no input is required.

Optional: You may attach any additional supporting documents to highlight your performance.

4. Once you are ready, on the top right corner, click **Submit** to finish your self-evaluation.

Important Note: Your manager won't be able to see your self-evaluation until you click Submit. You cannot change comments once you have submitted your evaluation.

The screenshot shows the 'Worker Self-Evaluation' interface for 'Global Year-End Performance 2024'. The interface is divided into a left sidebar and a main content area. The sidebar contains a 'Summary' button (1) and a 'Performance and Culture' section. The main content area shows the 'Performance and Culture' section with a 'Summary' dropdown (2) and three text input fields for 'Performance', 'Culture', and 'Additional Feedback'. The 'Submit' button (4) is in the top right corner, and the 'Save and Close' button (3) is at the bottom. A red box highlights the 'Performance and Culture' section and the 'Save and Close' button.

Worker Self-Evaluation

Edit Document Dates 4

Submit

Performance Document Global Year-End Performance 2024

Review employee goals
Go to Goal Center

Review and evaluate the employee on e

Global Goal Plan

Performance and Culture

Summary 1

Performance and Culture

Summary 2

Questionnaire for Alejandro Tellechea

Performance

How successfully did the employee contribute to the goals of the company and their department? What are some of the employee's major accomplishments? Did the employee contribute to the department's success (KPIs, metrics)? Did they meet their individual goals or objectives? For VP and above: How successful was the leader at improving operational processes, achieving efficiency gains or cost reductions, and launching new initiatives and innovations

B I U S | | | | |

Enter a maximum of 10000 characters. Required

Culture

How successfully did the employee embody our Culture Essentials and Brand Values? Consider all six Culture Essentials and identify specific examples of the employee exhibiting them. Did the employee help foster an engaging, inclusive, ethical, and compliant culture? For VP and above: Does the leader embody and promote the company's values and mission? Did they meet their culture survey targets?

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Enter a maximum of 10000 characters. Required

Additional Feedback

Please provide any additional feedback you may have. What is working, what can be improved upon, and what is impeding progress? For VP and above: How successful was the leader in creating a clear vision and strategic direction for their department? Did they lead, motivate, and develop their team? How well do they understand (and how quickly can they adapt to) industry trends, competitors, and emerging opportunities? Are they able to build and maintain positive relationships with key stakeholders in the company and across the industry? What role have they played in driving innovation, business growth, or financial performance?

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Enter a maximum of 10000 characters. Required

3 Save and Close Cancel

Next Steps

1. Your leader will be notified that you have submitted your self-evaluation so that they may start their leader portion, followed by the performance conversations.
2. You can view and check the progress of your submitted Year-End Evaluation by following the same steps you used to initiate it, and then clicking on the document progress tasks.
3. To print your performance evaluation, click on "...", then click on **Print**.

The screenshot shows a performance evaluation interface. At the top, it displays "Global Year-End Performance 2024" and "Carnival Performance 2024 In progress". A "Document Progress" bar shows "1 of 3 tasks" completed, with a red box and the number "2" highlighting this text. Below the bar, the "Current Task" is "Manager Evaluation of Workers". On the right, a menu with three dots is highlighted with a red box and the number "3", and a "Print" option is visible. A "Document progress" modal is open, showing a magnifying glass icon and a list of tasks: "Worker Self-Evaluation" (Completed), "Manager Evaluation of Workers" (Ready), and "Share Performance Document" (Not started). A red arrow points from the "1 of 3 tasks" text to the modal.

Task	Status
Worker Self-Evaluation	Completed
Manager Evaluation of Workers	Ready
Share Performance Document	Not started