

2024 PERFORMANCE REVIEW LEADER-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 'My Team' tab click on the **Performance** icon.
3. Find the team member you want to evaluate (using the search box or by scrolling through your team member's names) and click on **Global Year-End Performance 2024** to start their evaluation. You will have to do this for each team member.

Good morning,

Me **2** My Team My Client Groups Tools

QUICK ACTIONS APPS

Goals Performance Evaluate Performance Skills and Qualifications Team Journeys

My Team Journeys Hiring Career Overview Performance

Career and Performance Workforce Compensation Team Goals Center Line Manager Talent Dashboard

AT **3** Global Year-End Performance 2024 Carnival Performance 2024 In progress

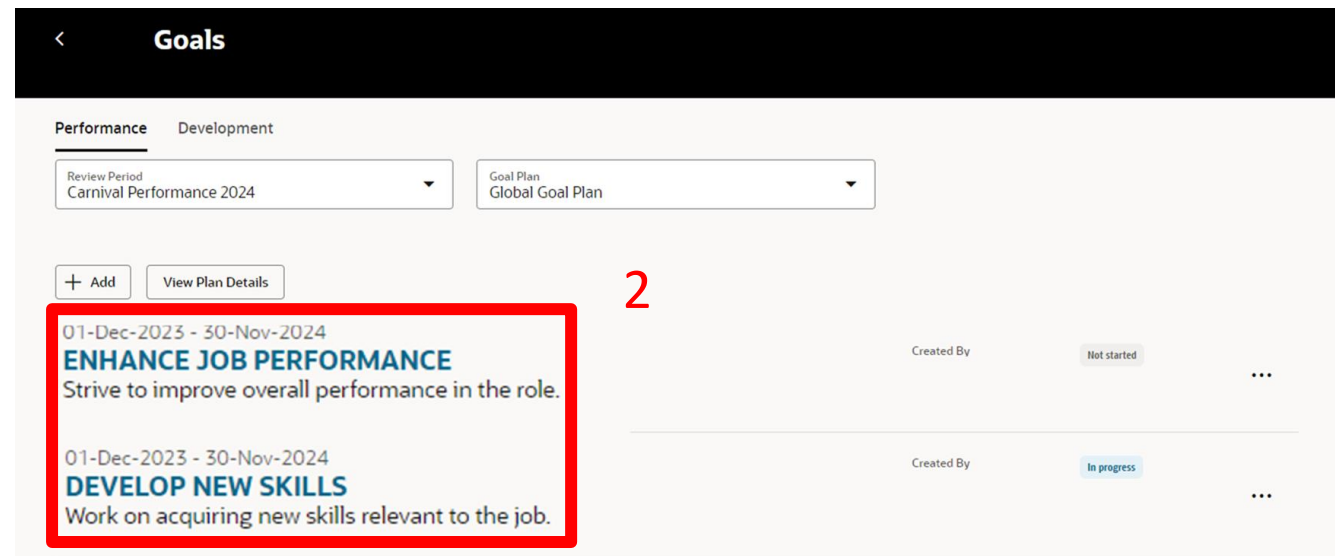
Document Progress 1 of 3 tasks

Current Task Manager Evaluation of Workers

Manager Rating Not rated yet

Review Team Member's Goals

1. Click on 'Review employee goals' to view your team member's the goals.
2. Make sure to review the goals set by your team members at the beginning of the year. This will help refresh your understanding of their objectives, guide you in assessing their performance, and provide a clear basis for evaluating their achievements and progress throughout the year.



Starting Your Leader-Evaluation

1. Start by expanding the Summary section under **Performance and Culture** to add your comments and view your team member's comments.
2. Complete all three sections shown (**Performance**, **Culture** and **Additional Feedback**) by answering the questions displayed under each section.

Important Note: To view your team member's comments, scroll to the bottom of the section. It's advisable to review their comments before adding your own, as their insights may provide valuable details and context that can help you better assess their performance.

3. Click **'Save and Close'** once finished with the three sections.

AT Manager Evaluation of Workers

Performance Document: Global Year-End Performance 2024

Edit Document Dates Submit

Review employee goals
Go to Goal Center

Review and evaluate the employee on each topic in this performance document.

Global Goal Plan

Performance and Culture

Summary 1

Performance and Culture

Summary

Show more info

2

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?

Leader Text

B I U S | | | | |

Enter a maximum of 10000 characters.

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?

Leader Text

B I U S | | | | |

Enter a maximum of 10000 characters.

Additional Feedback

Please provide any additional feedback you may have. What is working, what can be improved upon, and what is 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?

Leader Text

B I U S | | | | |

Enter a maximum of 10000 characters.

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?

Text

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?

Text

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?

Text

3

Save and Close Cancel

Rating Your Team Member

1. Expand the Summary section under **Overall Summary**.
2. Use the drop-down where it says **Manager Rating** and select a rating for your team member. Click on **'Show more info'** to expand the performance rating descriptors.

Important Note: If your employee was hired on September 1st, 2024 or later, they will not do a self-review. You will need to bypass their self-evaluation and go into the system to rate them as 'Too New to Rate' (comments should still be provided).

3. Your team member may have attached additional documents to highlight their performance. You will see their attachments in the Attachments section.
4. Once you're ready, on the top right corner, click **Submit** to finish your leader-evaluation.

Important Note: You cannot change comments once you have submitted your leader evaluation.

The screenshot shows the 'Manager Evaluation of Workers' interface. At the top right, there are buttons for 'Edit Document Dates' and 'Submit'. The 'Submit' button is highlighted with a red box and a red number '4'. Below the header, there is a section for 'Review employee goals' with a 'Go to Goal Center' link. The main content area is titled 'Overall Summary' and shows a 'Manager Rating' dropdown menu. The dropdown menu is open, showing options: 'Exceptional', 'Successful', 'Needs Improvement', and 'Too New to Rate'. A red circle highlights the 'Manager Rating' dropdown, and a red arrow points from it to the 'Performance rating descriptions' section. A red box highlights the 'Summary' section, and a red arrow points from it to the 'Manager Rating' dropdown. A red box highlights the 'Attachments' section, and a red arrow points from it to the 'Attachments' section. The 'Performance rating descriptions' section is expanded, showing descriptions for 'Exceptional', 'Successful', 'Needs Improvement', and 'Too New to Rate'. A red circle highlights the 'Overall Summary' section, and a red arrow points from it to the 'Performance rating descriptions' section.

Getting Ready for Performance Conversations

1. Once you submit your leader evaluation, you will no longer have access to edit the evaluation. The next step to follow is **Performance Conversations**. Schedule a meeting to review the evaluation with your team member.
2. Please **DO NOT CLICK** on Share and Release until the performance ratings have been calibrated.



Bypassing a Self-Review

Important Note: Bypassing a self-evaluation can only be done on 2 scenarios:

- Your team member did not submit their self-evaluation by October 18.
- Your team member was hired after September 1 which they will be considered 'too new to rate' and won't be doing a self-evaluation.

1. To bypass a self-evaluation, follow the same steps mentioned previously on how to find your team members evaluation.
2. Once you find the team member you want to bypass, click on the **three dots** to the right side and click '**Bypass Self-Evaluation**'
3. A second box will appear. Click on '**Bypass**'.
4. You will now be able to start your leader evaluation.

The screenshot displays a performance review interface for 'Global Year-End Performance 2024'. The top navigation bar includes a 'CS' icon, the document title, and a status 'Carnival Performance 2024 In progress'. Below the navigation, there is a 'Document Progress' indicator showing '0 of 3 tasks' and a 'Current Task' section with 'Worker Self-Evaluation', 'Manager Evaluation of Workers', and 'Manager Rating: Not rated yet'. A red box highlights a three-dot menu in the top right corner, which contains the options 'Bypass Self-Evaluation', 'Transfer Document', and 'Print'. Below this, a dialog box titled 'Bypass employee self-evaluation' is shown, with the text 'Sets the employee self-evaluation to complete, and lets you continue with your evaluation.' and a close button. The dialog box contains a 'CS' icon, the document title, and a text area labeled 'Add comments'. A red box highlights a 'Bypass' button at the bottom right of the dialog box.