

EMPLOYEE YEAR-END REFERENCE

QUICK REFERENCE GUIDE

Year-End is the time to take stock of your accomplishments during the year and document results. You should review your progress against documented performance objectives, enter any year-end performance comments into CareerManager and submit the comments to your manager in preparation for the performance conversation.

ACCESSING YOUR YEAR-END PERFORMANCE FORM

To access your Year-End Performance form, do one of the following:

- 1 Click on **Employee Year-End Review** from your **To Do** list on the homepage, or
- 2 Select **Performance and Leading at Hess** from the **Home** menu and click on the **Year-End Performance Review** link for your current review.

ENTERING YOUR YEAR-END COMMENTS

- 3 Each of your objectives will be listed on the form along with the objective details, such as description, weighting, and current status of the objective.

Depending on the number of performance objectives, you may have to scroll down to see and comment on each objective.

- 4 Click in the **Comments** section on the left side of section, just under the objective title and description to enter comments against each of your objectives. Note - this section is titled with **Your Name and Comment**. The section may look like it is unavailable; you simply have to click into the section to activate. You can enter up to 4,000 characters in each comments field.

If you entered comments into your objectives (from the Objectives page) – you will be able to view and copy and paste those comments from each individual objective into your year-end form, if desired.

- 5 Click on the **Edit** link in order to view any comments you entered on your objectives and to cut and paste them. You can also use the **edit** function to update your objectives at this time.



The screenshot illustrates the user interface for accessing and editing year-end performance forms. It is divided into several sections:

- Step 1:** A 'To Do' list on the homepage showing 'Employee Year-End Review for Andrew Z Bernard'.
- Step 2:** The 'Home' menu with 'Performance and Leading at Hess' selected.
- Step 3:** The 'My Forms' section showing a table of performance reviews. The table has columns for Form Title, Employee, Step, Date Assigned, Step Due Date, Form Start Date, Form End Date, Form Due Date, Last Modified, Sent From, and Action. A specific form for '2013 Year End Objective Performance Review for James A Halpert' is highlighted.
- Step 4:** The 'Introduction' and 'Objectives (75%)' section of the form. It includes an 'Introduction' section and a list of objectives. One objective is highlighted: 'Become more accurate with time and process reporting so that our error metrics show < .5 pct error rate year over year'. The objective details show a description, target/expected outcome, and weight.
- Step 5:** The 'Edit Objective' dialog box, which allows users to edit the objective details, including the description, target/expected outcome, weight, start date, and due date. It also includes a field for 'Employee Comments'.

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ENTERING LEADING AT HESS COMPETENCIES COMMENTS

6 If you are accountable for the Leading at Hess competencies, the Leading at Hess section will be displayed on your performance review form. The displayed competencies will be for your specific proficiency level.

Enter comments in the Leading at Hess Overall Comments section related to how you felt you demonstrated the Leading at Hess competencies during the performance year.

7 You can use the **Save and Finish Later** button at the bottom of the form to save your work without submitting the form to your manager. Your comments will **not** be visible until you submit the form.

SUBMITTING YOUR YEAR-END FORM

8 Click on the **Submit Self Review** button on the bottom of the page once you have completed your year-end comments. You must submit your form in order for your manager to view your comments and complete the year-end process. Although managers can enter comments while you are still working on your own comments, they can't complete the process until you have finished your piece.

FINAL SIGN-OFF

At the end of the performance cycle, you will have the opportunity to provide a final sign-off of the review. At this time, you will be able to see all comments entered by your direct (and functional) manager as well as your final performance rating.

9 Click on the **Employee's Signature** link on your **To Do** list. Note, this button will only be available once your manager has sent the review back to you for final sign-off.

10 Click on the **Sign** button.

Leading at Hess (25%)

Leading at Hess sets the standard for the way we approach our work and interact with each other. Explain how well you exhibited the nine Leading at Hess competencies as you worked towards accomplishing your objectives. Remember that your manager will assess you against the Leading at Hess competencies as part of your overall performance review.

Up Through Band 3 Direction: Demonstrates Encouragement
 Doesn't hold back anything that needs to be said; provides complete and "actionable" positive and constructive feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and candidly; communicates candidly with management about possibilities and problems; directly and promptly addresses issues.

Up Through Band 3 Direction: Inspires Innovation
 Is good at bringing the creative ideas of others to market; has good judgment about which suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out. Willing to challenge established procedures, paradigms; introduces creative ideas through a natural curiosity and inquisitive thinking; considers and communicates future impacts; courageously shares thoughts and opinions; finds ways to include diverse voices into the conversation to ensure the right outcome.

Up Through Band 3 Direction: Thinks Strategically
 Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans; Understands the corporate strategy and our industry; is eager to understand and can communicate how role fits into the broader strategy and results of the company; proactively seeks knowledge about markets and competitors to anticipate future opportunities for change; gains new knowledge of surrounding roles to grow personal knowledge and perspective.

Leading at Hess Section Overall Comment 6
 Andrew's Comment

Save and Finish Later Submit Self Review

9 **To Do** ▾

Employee Signature for Andrew Z Bernard

2013 Year End Performance Review for Andrew Z Bernard

3.5-4.0 Met Expectations #0

Comment not provided

Bands 4-5 Results: Makes Quality Decisions
 Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; most of the suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions. Seeks input from a broad range of people to gain unique perspectives and judgment; most of their solutions and suggestions turn out to be correct and accurate when judged by others for advice and solutions.

Official Rating 4
 Consistently demonstrated behaviors effectively
 Comment not provided

Leading at Hess Section Overall Comment
 Andrew's Comment: Andrew has not commented yet
 Manager's Comment: Mattie has not commented yet

Signatures
 Once the review is completed you will be able to electronically sign the form. Your electronic signature will be stored in this section of the form.

Andrew's Comment

Sign