

Assess Potential – From Talent Review Inbox Task

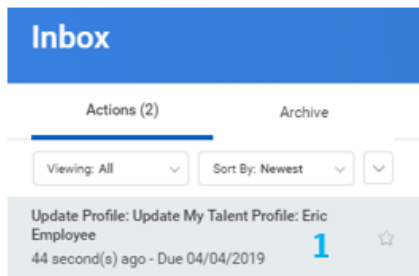
Overview

Each year, the Talent Review process will be launched to all employees. After each employee submits their Talent Profile, the manager will receive an inbox task to review the talent data provided by the employee.

Who Does This: Manager

Things to Know:

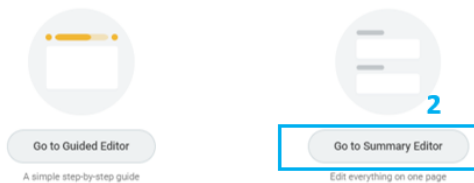
- You can only review the talent data submitted by the employee. If you wish for the employee to make updates, then you can “send back” the task to the employee.
- The Assess Potential section is not visible to the employee from the Talent Review inbox task, and it is also not visible to the employee after you complete and submit the task.



Step 1

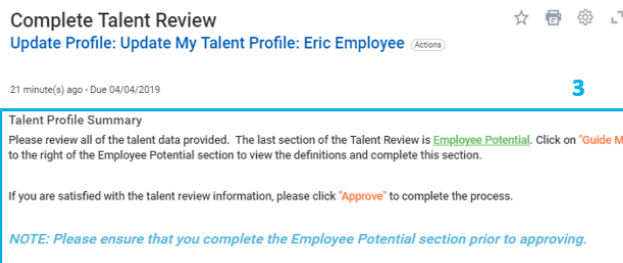
You will receive an inbox task for each of your direct reports who submits their talent profile as part of the Talent Review process.

Select the **Update my Talent Profile** task from your Workday inbox.



Step 2

Choose **Go to Summary Editor** to review the talent profile data submitted by your employee.



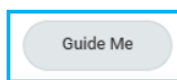
The summary of talent data will populate for your employee.

Step 3

Please carefully read the help text at the top of the summary page so you can complete the Employee Potential section prior to approving the Talent Review.

Employee Potential

4



Step 4

The last section on the summary page is Employee Potential. Click **Guide Me** to the right of that section to complete the potential for your employee.




The Employee Potential section will expand, providing definitions for use in assessing the potential of your employee. See the last page of this job aid for more details.

Step 5

Click on the pencil icon next to Employee Potential.

Potential **6**

select one  **7**

Achievable Level

select one

Retention

select one

Loss Impact

select one

Step 6

Select the drop-down box for each of the 4 sections and select the appropriate classification for your employee. See the last page of this job aid for more details.

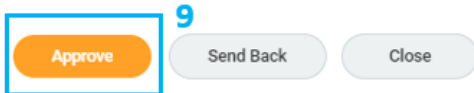
Step 7

Click the checkmark to save the data you have entered for Employee Potential.



Step 8

Click **Next** to continue.



Once again, the summary of talent data will populate for your employee and will include the Employee Potential data you selected.

Step 9

If you are satisfied with the data, select **Approve** to submit. You will be able to view the employee's talent data and potential through his/her Workday profile.



talent review status

At any time, managers can access the Talent Review Status Summary report to see key attributes of the talent review process for their team.

Type **Talent Review Status** into the Workday search bar.

| Photo | Worker | Talent Review | | Talent Profile | | |
|-------|--------|-----------------------------------------------------|--------|-------------------|-----------|--------------------|
| | | Event | Action | Is High Potential | Potential | Performance Rating |
| | | Update My Talent Profile (In Progress) | Review | | | |
| | | Update My Talent Profile (In Progress) | | | | Solid Performer |
| | | Update My Talent Profile (Successfully Completed) | | | Low | Needs Improvement |
| | | Update My Talent Profile (In Progress) | | | | |
| | | Update My Talent Profile (Successfully Completed) | | ✓ | High | Solid Performer |
| | | Update My Talent Profile (In Progress) | | | | Solid Performer |
| | | Update My Talent Profile (In Progress) | | | | Solid Performer |
| | | Update My Talent Profile (In Progress) | Review | | | Solid Performer |

The resulting report will provide you with the latest performance rating and most recent potential assessment for each employee.

You can also take action on any tasks currently assigned to you by selecting **Review** under the Action heading.

Assess Potential – Definitions

POTENTIAL

Select the likelihood of the employee developing into a successful leader with expanded responsibilities; choose from:

- Low
- Medium
- High

ACHIEVABLE LEVEL

Select the employee's ability to advance in relation to his or her current position; choose from:

- Achieved Highest Level
- 1-2 Levels
- 3-4 Levels

RETENTION

Select the risk of the employee leaving the organization; choose from:

- Low Risk
- Medium Risk
- High Risk

LOSS IMPACT

Select the impact to the organization if the employee were to leave; choose from:

- Minor Impact
- Moderate Impact
- Significant Impact

NOMINATIONS (Optional)

Click Add and type the title or partial name of a job that you believe the employee can attain. Also select a readiness level.

READINESS (Required for each Nomination entered)

Select the readiness level for the position in which you nominated the employee:

- Ready Now
- 1 year
- 2-3 years