

Annual Review - Employee

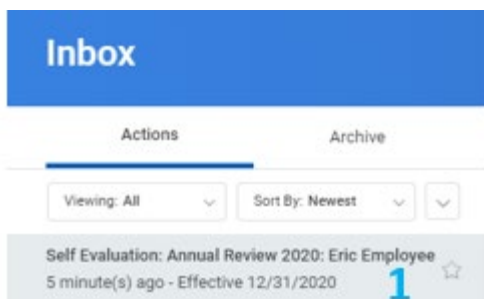
Overview

The Annual Review is an opportunity for you and your Manager to evaluate your performance over the previous year. Your Manager will give you ratings based on WHAT you have accomplished (your goals) and the WAY you've approached your work (Competencies).

Who Does This: Employee

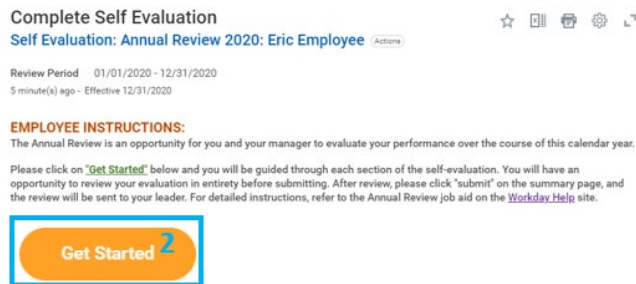
Things to Know:

- This process occurs once per year. After the Annual Review process is launched, you will receive an Inbox task to complete your Self Evaluation.
- The annual review is also supported on a mobile device.
- Comments on each goal and competency are optional but suggested.
- You must submit 4-5 active goals to your leader. Deferred or cancelled goals cannot be submitted. At least one goal must be Developmental.
- Your completed Self Evaluation will route to your Manager for review. Your Manager will add comments and ratings in the Manager Evaluation and meet with you to discuss your Annual Review.
- After your performance discussion with your manager, you will receive an Inbox task to acknowledge your completed Annual Review. You will have the opportunity to provide final comments at this time.



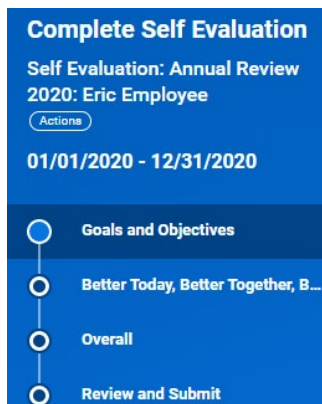
Step 1

Choose the Inbox task **Self Evaluation: Annual Review**.



Step 2

After reviewing the Employee Instructions, click on **Get Started**.



The *Guided Experience* will take you through each section of your evaluation. The left side of your screen will highlight the section you are currently editing. You do have the capability to move between review sections by selecting it from the left side of your screen.

Goals and Objectives

EMPLOYEE INSTRUCTIONS:

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Active goals with due dates in the current year will pre-populate below. You may update, add, or delete goals based on direction from your manager as you complete your self-evaluation. Please update the status for each goal and enter comments on your progress for discussion with your manager. Comments are not required but recommended.

If a goal is no longer relevant for this performance review cycle, you should click on "Remove" to delete that goal from your review template. You are required to have a goal in the Development category. You are also required to submit 4-5 goals to your leader.

When you are satisfied with your Goals and Objectives section, you can click "Next" to proceed to the next review section. You can also click "Save for Later" and this task will remain in your inbox until you are ready to take further action.

NOTE: You will receive an error when clicking "Next" or "Save for Later" if you do not have a goal in the required Development category and/or if you do not have the required 4-5 goals. You will also get an error if you have not selected a status for each goal.

Step 3

Please read the help text instructions titled **EMPLOYEE INSTRUCTIONS** at the top of the Goals and Objectives section. This text will provide guidance on how to complete this section as well as the required fields that must be completed.

The screenshot shows a form for creating a goal. It includes a 'Goal' field with a rich text editor (callout 4), a 'Description' field with a rich text editor (callout 5), a 'Due Date' field with a calendar icon (callout 5), a 'Category' dropdown menu (callout 6), a 'Status' dropdown menu (callout 7), and an 'Employee Comment' field with a rich text editor (callout 8). There is also a 'History' section (callout 9) with a 'Remove' button (callout 10) and a 'Next' button (callout 11) highlighted with a red box.

Step 4

Review your goal and description. Make any needed changes to the goal or description. Any changes made will be recorded in the History section of the goal. You can view changes by expanding the History section under the goal.

Step 5

Review the due date (required) and update if needed. Only goals with a 2020 due date populate in the review template

Step 6

Review the category (required) and update if needed.

Step 7

Review and update the status (required) to indicate your progress on the goal.

Step 8

Enter comments on your progress including challenges and accomplishments. Comments are optional but recommended to provide details to your leader.

Step 9 (optional)

Expand the History section to see the details of any changes made to that goal

Step 10 (optional)

If the goal is no longer valid or is a duplicate of another goal, click **Remove** to delete this goal from your template. You must submit between 4-5 goals or you will receive an error.

Repeat steps 4-10 above to update your remaining goals.

Step 11

Click **Next** to proceed to the next review section. You can also click **Save for Later** and the task will remain in your inbox until you are ready to take further action.

Better Today, Better Together, Better Tomorrow

EMPLOYEE INSTRUCTIONS: 12

Our values define us as a company and guide us on how we need to interact with each other on a daily basis. The themes of the CoorsTek Way and the values represented within reflect the behaviors and actions that we want to express in our interactions with each other and our customers. These statements support how we work together, how we value our differences, and how we create a company where we all belong and reflect the communities we serve.

Please review the competencies and the related values statements below. Comments are not required but recommended. Your comments will help assist your leader in conducting a thorough evaluation.

When you are satisfied with the Better Today, Better Together, Better Tomorrow section, you can click **"Next"** to proceed to the next review section. You can also click **"Save for Later"** and this task will remain in your inbox until you are ready to take further action.

Step 12

Please read the help text instructions titled **EMPLOYEE INSTRUCTIONS** at the top of the *Better Today, Better Together, Better Tomorrow* section. This text will provide guidance on how to complete this section.

Competency	Description
1. Customer-Oriented	We provide outstanding value for our customers, teammates, families, communities, and world. We deliver leading-edge solutions to improve the lives of people in the communities we serve.
2. Collaborative	We collaborate to solve our customers' most complex challenges. We think globally and act locally.
3. Courageous	We share responsibility, risk, opportunity, and reward. We push the limits of what's possible. We value the inherent worth and dignity of every individual.
4. Accountable/Ownership	We act with consistency, honesty, and respect. We take pride in what we do. We commit to near-term results with a long-term view.
5. Cultivates Innovation	We are inspired by our legacy of innovation. We evolve to meet the challenges of the future.

Employee Evaluation

Comment

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Step 13

Review each competency and the associated values statements describing *The CoorsTek Way* which drives our behaviors and actions.

Step 14 (optional)

Add comments for each competency to provide details on how your behaviors reflected our values. Comments are not required but recommended.

Step 15

Click **Next** to proceed to the next review section. You can also click **Save for Later** and the task will remain in your inbox until you are ready to take further action.

Overall

EMPLOYEE INSTRUCTIONS: 16

Clear expectations and simple, honest conversations are the key to performance management. Therefore, you are required to include a comment below regarding your overall performance this year, which should be used during the discussion with your manager.

After adding your required comment, click **"Next"** and you will have the opportunity to review your entire evaluation before submitting to your manager. You can also click **"Save for Later,"** and this task will remain in your inbox until you are ready to take further action.

Employee

Comment *

Normal

Required Overall Comment 17

18

Back

Next

Save for Later

Close

Step 16

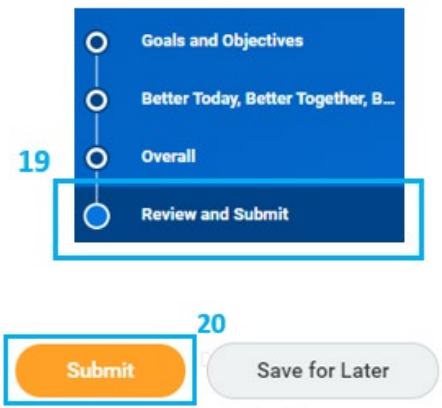
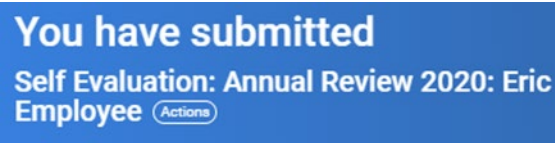
Please read the help text instructions titled **EMPLOYEE INSTRUCTIONS** at the top of the *Overall* section. This text will provide guidance on how to complete this section.

Step 17

Add a comment (required) about your overall performance for the year.

Step 18

Click **Next** to proceed to the next review section. You can also click **Save for Later** and the task will remain in your inbox until you are ready to take further action.

	<p>Step 19 All sections of your self-review are visible in the “review and submit” step. Review your evaluation to ensure you are satisfied with your entries.</p> <p>Step 20 Click Submit to complete the process. You can also click Save for Later and the task will remain in your inbox until you are ready to take further action.</p>
	<p>You will receive an on-screen message showing that your self-evaluation has been submitted.</p>

FAQs

What if I get an error when I submit my review? You may get an error message if you do not complete all required fields (*) during your self-review. You will also get an error if you do not meet the goal requirements. You must submit a status for 4-5 goals. Goals must be active (i.e deferred or cancelled should not be included). One of these goals must be a Development goal.

What happens next? Your Annual Review will route to your Manager. Your Manager will complete the Manager Evaluation and performance rating calibration will be completed by the management team. After this is completed, your manager will meet with you to discuss your performance.

Who can see my Annual Review? The Annual Review is visible you, your management chain, and HR. Your review will be visible to you once your manager has completed the discussion.

Where can I see the completed Annual Review? The Annual Review is visible to you in the Talent and Performance worklet and on your Profile in the Performance Profile Group.

Will I have an Annual Review if I was hired within the prior year? All employees hired on or before November 1 will have an Annual Review.

How will my Annual Review impact my pay? Merit increases will be one of the ways we reward performance. Managers will consider individual performance and pay position within an employee’s pay range when making merit increase recommendations. Your rating will be part of the input to the merit process.