

Mid-Year Check-In Review - Employee

Overview

The Mid-Year Check-In provides an opportunity for you and your manager to ensure your goal plan is on track for the year and to discuss key behaviors and actions in relation to our core values.

Who Does This: Employee

Things to Know:

- This process occurs once per year. After the Mid-Year Check-In process is launched, you will receive an Inbox task to complete your Self Evaluation.
- A status is required to show your progress towards each of your goals. Comments on each goal and competency are not required but recommended.
- Your completed Self Evaluation will route to your Manager for review. Your Manager will add comments in the Manager Evaluation and meet with you to discuss your Mid-Year Review.
- The Mid-Year Review does not include any ratings from your leader but instead is intended to be used in a conversation with your leader about your performance year to date.



Inbox
2 items

Self Evaluation: Mid-Year Check-In 2020: Eric Employee
1 minute(s) ago - Effective 12/31/2020

1

Step 1

Choose the **Self-Evaluation Mid-Year** Inbox task

EMPLOYEE INSTRUCTIONS:

The 2020 mid-year check-in is an opportunity for you and your manager to ensure your goal plan is on track for the year and to discuss key behaviors and actions in relation to our core values. To begin the process, please click on "*Get Started*" below, and you will be guided through each section of the self-evaluation. You will have an opportunity to review your evaluation in entirety before submitting.

For detailed instructions, refer to the Mid-Year Review job aid on the [Workday Help](#) page.

Get Started

2

Step 2

Read the instructions on the welcome page. Click on **Get Started** to proceed.

Complete Self Evaluation

Self Evaluation: Mid-Year
Check-In 2020: Eric Employee

Actions

01/01/2020 - 12/31/2020

Goals and Objectives

Better Today, Better Together, B...

Overall

Review and Submit

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.

Goal * Normal B *I* U A v :☰ 🔗 ↗

Goal details here 3

Description Normal B *I* U A v :☰ 🔗 ↗

Goal description here

Due Date 12 / 31 / 2020 4

Category x Quality 5

Status On Schedule 6

Employee

Comment Format B *I* U A v :☰ 🔗 ↗

7

> **History 8**

Remove 9

Next 10 Close

Save for Later

Step 3
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 4
Review the due date and update if needed.

Step 5
Review the category and update if needed.

Step 6
Review and update the status to indicate your progress on the goal.

Step 7
Enter comments on your progress including challenges and accomplishments.

Step 8 (optional)
Expand the History section to see the details of any changes made to that goal

Step 9 (optional)
If the goal is no longer valid or is a duplicate of another goal, click **Remove** to delete this goal from your template.

Repeat steps 3 – 9 above to update your remaining goals.

Step 10
Click **Next** to move to the next section.

Better Today, Better Together, Better Tomorrow

Competency	Description	Employee Evaluation
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.	Comment 11
2. Collaborative	We collaborate to solve our customers' most complex challenges. We think globally and act locally.	Comment
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.	Comment
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.	Comment
5. Cultivates Innovation	We are inspired by our legacy of innovation. We evaluate to meet the challenges of the future.	Comment

Employee Summary **12**

Comment

Format **B** *I* U **A**

13

Step 11

Review each competency and the associated values statements describing *The CoorsTek Way* which drives our behaviors and actions. Add comments for each competency to provide details on how your behaviors reflect our values. Comments are not required but recommended.

Step 12

Add any comments (optional) in the Employee Summary box of this section to reflect your overall evaluation of your competencies.

Step 13

Click **Next**.

Overall

EMPLOYEE INSTRUCTIONS:

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 so far this year. This can 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 *

Format **B** *I* U **A**

14

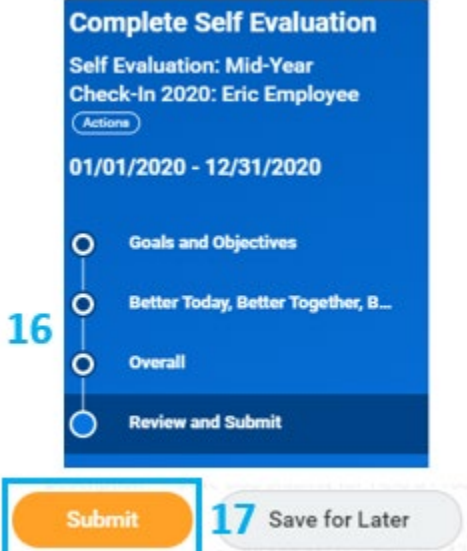
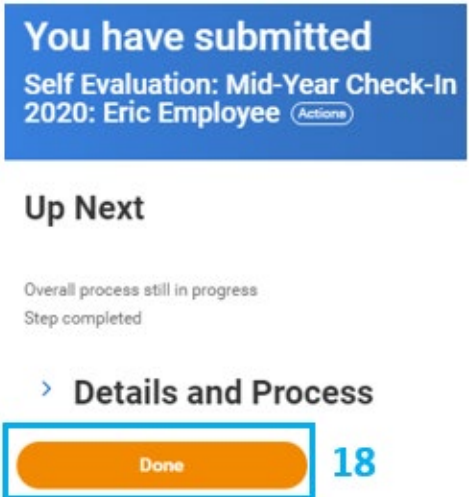
15

Step 14

Add a **required** overall comment

Step 15

Click **Next**.

	<p>Step 16 Review your Mid-Year Evaluation to ensure you are satisfied with your entries.</p> <p>Step 17 Click Submit.</p>
	<p>Step 18 Click Done.</p>

FAQ's

What happens next? Your Mid-Year Check-In will route to your Manager. Your Manager will complete the manager evaluation and will schedule a 1:1 to discuss your progress.

Who can see my Mid-Year Review? The Mid-Year Review is visible you, your management chain, and HR.

Why are there no ratings in my Mid-Year Review? The Mid-Year Review is the catalyst for a conversation between you and your Manager to acknowledge accomplishments, assess progress to date, discuss adjustments needed, and identify remaining priorities. Ratings only occur during the Annual Review process.

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

Will I have a Mid-Year Review if I was hired this year? All eligible employees hired on or before May 1 will have a Mid-Year Check-In.