Assess My Team's Potential Job Aid

During the Talent Review Process, Workday will generate a task prompting leaders to **Assess My Team's Potential.** This will only be sent to leaders of team members at the manager and director level.

While the task will show all direct reports, this year, <u>leaders are only required to complete this task for any direct report at the manager or</u> director level.

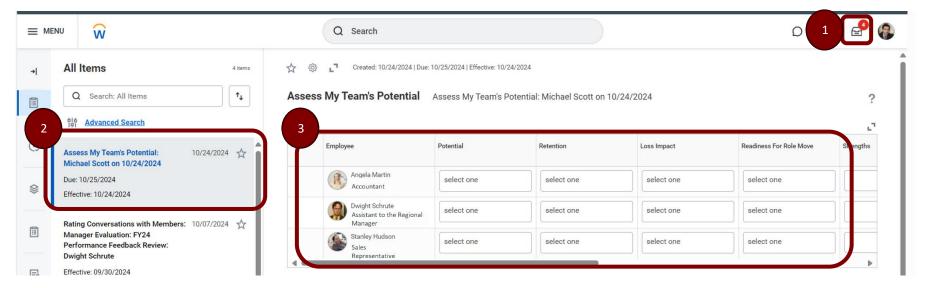
Purpose: The **Assess My Team's Potential** task is part of the Talent Review Process. After leaders have engaged in Career Conversations with their team members, they will answer a series of questions that will reflect in the placement on the 9-box. This information will also support conversations for engagement and development.



Workday Instructions

From the Home Page:

- 1. Click on Inbox.
- 2. Click the task Assess My Team's Potential.



3. For the first 4 areas, select from the drop-down menu to assess each a team member. Below are the definitions of each to guide your decision making.

a. Potential

- i. **High Potential:** Quick learner, adaptable, resilient, open to relocation, able to reach a 2 level stretch in 5 years, highly motivated for rapid growth.
- ii. **Potential:** Average learner, adaptable, resilient, may not want to relocate, can advance one level, motivated but with limited higher aspirations.
- iii. **At Potential:** Likely reached growth limit, limited learning agility, adaptability, and resilience, minimal potential for higher or different roles.

b. Retention

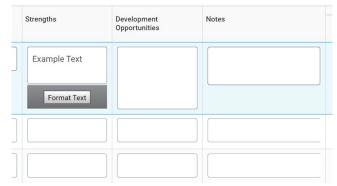
- i. High Risk: Likely to leave within 12 months.
- ii. Medium Risk: Average risk of leaving within 12 months.
- iii. Low Risk: Unlikely to leave within 12 months.

c. Loss Impact

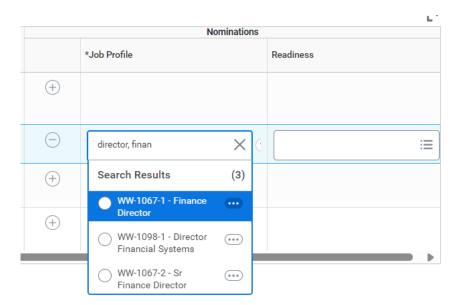
- i. Critical: Their departure within 12 months would significantly impact the business.
- ii. Moderate: Their departure within 12 months would moderately impact the business.
- iii. Minor: Their departure within 12 months would have a minor impact on the business.

d. Readiness for Role Move

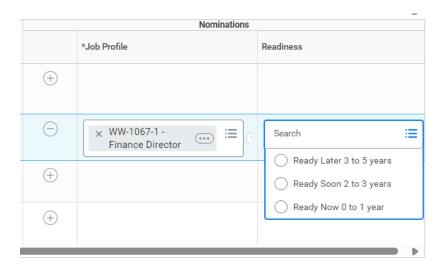
- i. Yes: Ready for a role move within 12 months.
- ii. No: Not ready for a role move within 12 months.
- 4. Next, you will have the option to type text in the following areas. Please be as specific as possible in your comments.
 - a. Strengths
 - **b.** Development Opportunities
 - c. Notes



- 5. Lastly under nominations, a leader can nominate a team member for a specific role.
 - a. Click the below nominations, on the left side.
 - b. In the **Job Profile** field, type or select the specific job profile for which you would like to nominate the team member.



c. Select from the drop-down under **Readiness**. Note: select the team member's readiness for this specific role, general readiness for role move should be assessed in the previous field **Readiness for Role Move**.



6. You can click the ? icon at the right of the task for more information on how to assess the specific criteria.

