

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, leaders are only required to complete this task for any direct report at the manager or 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**.

The screenshot displays the Workday interface. At the top, there is a navigation bar with a 'MENU' icon, the Workday logo, a search bar, and a user profile icon. The main content area is divided into a left sidebar and a right pane. The sidebar shows a list of tasks, with the task 'Assess My Team's Potential: Michael Scott on 10/24/2024' highlighted. The right pane shows the details of this task, including a table with columns for Employee, Potential, Retention, Loss Impact, Readiness For Role Move, and Strengths. The table lists three employees: Angela Martin, Dwight Schrute, and Stanley Hudson. Each row has a 'select one' dropdown for each column.

Employee	Potential	Retention	Loss Impact	Readiness For Role Move	Strengths
Angela Martin Accountant	select one	select one	select one	select one	
Dwight Schrute Assistant to the Regional Manager	select one	select one	select one	select one	
Stanley Hudson Sales Representative	select one	select one	select one	select one	

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

Strengths	Development Opportunities	Notes
<div>Example Text</div> <div>Format Text</div>		

5. Lastly, under **nominations**, a leader can nominate a team member for a specific role.

- Click the  below nominations, on the left side.
- In the **Job Profile** field, type or select the specific job profile for which you would like to nominate the team member.





Nominations

	*Job Profile	Readiness
		
	<div> <div>director, finan</div> <div> <div>Search Results (3)</div> <div> <div> <input checked="" type="radio"/> WW-1067-1 - Finance Director </div> <div> <input type="radio"/> WW-1098-1 - Director Financial Systems </div> <div> <input type="radio"/> WW-1067-2 - Sr Finance Director </div> </div> </div> </div>	
		
		

- 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**.

Nominations		
	*Job Profile	Readiness
(+)		
(-)	× WW-1067-1 - Finance Director	<div>Search</div> <div><input type="radio"/> Ready Later 3 to 5 years</div> <div><input type="radio"/> Ready Soon 2 to 3 years</div> <div><input type="radio"/> Ready Now 0 to 1 year</div>
(+)		
(+)		

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



?

Readiness For Role Move

Strengths

select one

select one

select one