

## User Guide for Employee

### Key tasks:

|   |  |
|---|--|
| 1 | Manage My Employee Dialogue                          |
| 2 | Submit Employee Dialogue                             |
| 3 | Reopen Employee Dialogue                             |
| 4 | Print Employee Dialogue                              |
| 5 | View Trainings and My History of Submitted Trainings |
| 6 | View My Employee Dialogue History                    |

### 1. Manage My Employee Dialogue

The screenshot shows the 'Employee Dialogue System' interface. The top navigation bar includes 'Home', 'MBO Review', 'Performance Evaluation', 'Development Plan', 'New MBO', and 'Finish Dialogue'. The left sidebar contains 'My Employee Dialogue', 'Qualification Catalogue', 'History Records', and 'Administrator'. The main content area is titled 'Management by Objective for the year 2014' and shows a table for 'Function related objectives' and 'Personal related objectives'. The 'Function related objectives' table has columns for 'Measured Variable', 'Deadline', 'Weighting Factor', and 'Target Evaluation'. The 'Personal related objectives' table is empty. The 'Degree of Target Achievement' is shown as 1.00. The 'Print this Page' button is highlighted.

1. For objectives carried from last year, the employee is able to modify the weighting factor and the degree of fulfillment, if the project is cancelled or no process for some reason, the weighting factor must change to 0, the degree of fulfillment has to be 0.
2. To add a new objective, click the empty row to enter the text.
3. The Sum of the weighting factors must be 1, it will be calculated automatically
4. The Degree of target achievement will be calculated automatically
5. The employee is able to add or delete a functional/personal object by right clicking the table rows. Please note that only newly added objectives can be deleted!
6. Personal objective is optional for all employees.
7. Click "Print this Page" to print this page

*Please note: MBO Review page is optional for Tariff employee, but if you volunteer to fill this page, then the rules will be the same as mandatory*

### **\*\*Important: how to input data in MBO Review page**

Since this is the first year we use EDS, there will be no data for MBO of year 2014 in the "MBO Review" page. Please just fill in "Targets from 2014" for Function related objective and measured variable. Fill in the date in 2014 for deadline and the weighting factor have to be "1". Please fill in the result of your "Degree of Fulfillment" in 2014 which you align with your supervisor in the dialogue. Then you got the result of "Degree of Target Achievement".

For next year, the "New MBO" content will transfer to "MBO review" page automatically.

# VOLKSWAGEN

GROUP CHINA

Home MBO Review Performance Evaluation Development Plan New MBO Finish Dialogue

Performance Evaluation for the year 2014

Name: Feng, Danl Staff Code: 910001 Dept.: Compensation & Benefits

|                                     | far exceeds requirements            | exceeds requirements  | fully meets requirements         | partially meets requirements     | in need of improvement |
|-------------------------------------|-------------------------------------|-----------------------|----------------------------------|----------------------------------|------------------------|
|                                     | P1                                  | P2+                   | P2                               | P2-                              | P3                     |
| Expertise                           | Quality of work                     | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>  |
|                                     | Technical Knowledge and methodology | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>  |
|                                     | Process Orientation                 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>  |
|                                     | Problem-Solving Skills              | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>  |
|                                     | Development and Sharing Knowledge   | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>  |
| Cooperation and Leadership          | Cooperation                         | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>  |
|                                     | Communication Skills                | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>  |
|                                     | Leadership                          | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>  |
|                                     | Convincing and Asserting            | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>  |
| Entrepreneurial Thinking and Acting | Customer Orientation                | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>  |
|                                     | Economically efficient acting       | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>  |
|                                     | Engagement & Self-initiative        | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>  |
|                                     | Responsibility                      | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>  |
| Overall Performance                 |                                     | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>  |

Previous Page Next Page Clear Save Page Print this Page

1. Click "Performance Evaluation" tab and fill in the performance for each competence
2. Click "Save Page" to save the changes
3. The employee can click "Print this Page" to print out this page.
4. If you would like to change the choice you made, you can click "Clear all" button. Note: this action will delete all values in this page.

Please note: only leadership is optional for those who are not on leadership position, all the other criteria should be fulfilled.

Home MBO Review Performance Evaluation Development Plan New MBO Finish Dialogue

Dialogue Summary for the year 2014

Name: Feng, Danl Staff Code: 910001 Dept.: Compensation & Benefits

Degree of Target Achievement: 31.00% Target Category: T2 Overall Performance: P2

Potential

Development recommendations within 1 year: ☒ vertical(v) ☐ horizontal(h) ☐ remain on position(y)

Choose Development: please specify function/position: dadas

Development recommendations within 3 years: ☒ vertical(v) ☐ horizontal(h) ☐ remain on position(y)

Possible function or task: dadas

Development measures and activities

1. Expertise: Quality of work CS-207 Time and Stress Management(Chinese)

2. Cooperation and Leadership: Leadership CL-228 Seven Habits for Managers(EN)

3. Entrepreneurial Thinking and Acting: Customer Orientation CL-260 Customer Orientation (English)

4. English

5. Development Programs: dadas

6. idad

Special internal and external activities, honorary appointments and qualification

idad

Preferred operational area

Meeting date with supervisor: 2014-10-28

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1. Click "Development Plan" to fill in the related content in this page
2. Fill in development recommendations within 1 year
3. Fill in development recommendations within 3 years
4. Discuss with your supervisor the development measures and activities and fill in the related fields
5. Updating the field of "Special internal and external activities, honorary appointments and qualifications" for notifying senior management about any off-job activities and also update "Preferred operational area"
6. "Meeting date with supervisor" should be filled with the date when the dialogue happened
7. The employee can click "Print this Page" to print out this page.

Home MBO Review Performance Evaluation Development Plan New MBO Finish Dialogue

Management by Objective for the year 2015

Name: Feng, Danl Staff Code: 910001 Dept.: Compensation & Benefits

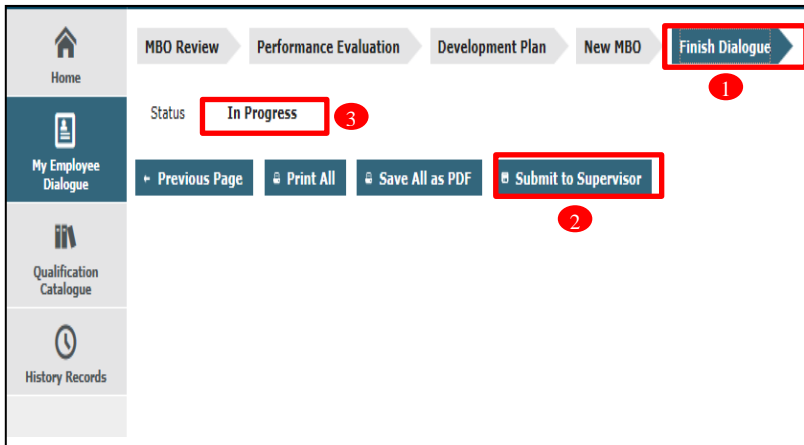
| Function related objectives  | Measured Variable | Deadline | Weighting Factor | Target Evaluation     |                    |
|------------------------------|-------------------|----------|------------------|-----------------------|--------------------|
|                              |                   |          |                  | Degree of Fulfillment | Target Achievement |
| dadas                        |                   |          | 0.7              | 0%                    | 0.00%              |
|                              |                   |          | 0.0              | 0%                    | 0.00%              |
|                              |                   |          | 0.0              | 0%                    | 0.00%              |
|                              |                   |          | 0.0              | 0%                    | 0.00%              |
|                              |                   |          | 0.0              | 0%                    | 0.00%              |
|                              |                   |          | 0.0              | 0%                    | 0.00%              |
|                              |                   |          | 0.0              | 0%                    | 0.00%              |
| Personal related objectives  |                   |          |                  |                       |                    |
|                              |                   |          | 0.0              | 0%                    | 0.00%              |
|                              |                   |          | 0.0              | 0%                    | 0.00%              |
|                              |                   |          | 0.0              | 0%                    | 0.00%              |
| Degree of Target Achievement |                   |          |                  | 0.70                  | 0%                 |

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1. Click "New MBO" to fill in the related content in this page.
2. The employee can only set up the objective, the degree of fulfillment is not editable.
3. Sum of the weighting factors must be 1, it will be calculated automatically
4. The employee can click "Print this page" to print out this page.

Please note: New MBO page is optional for Tariff employee, but if you volunteer to fill this page, then the rules will be the same as mandatory.

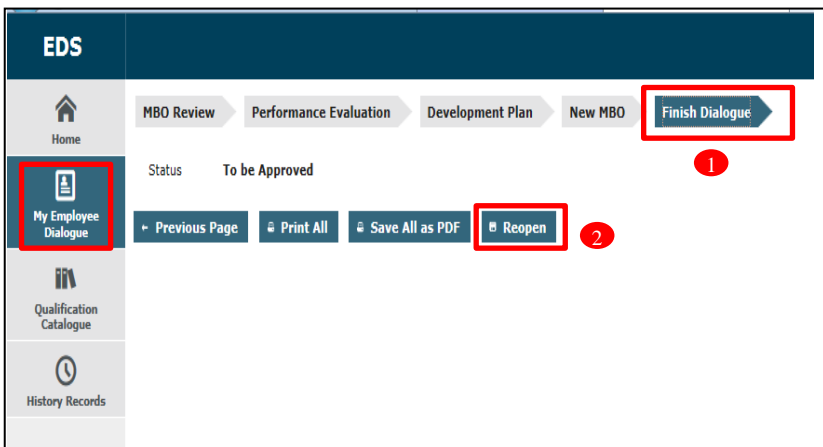
## 2. Submit Employee Dialogue



1. Click "Finish Dialogue" page to display this page.
2. Click "Submit to Supervisor" to submit Employee Dialogue
3. The status will change to Submitted to Supervisor"

*Please note: Only when the status is "Approved and Submitted to HR", you can print out the Employee Dialogue with the area for signature. You can keep the original after you and your supervisor sign it.*

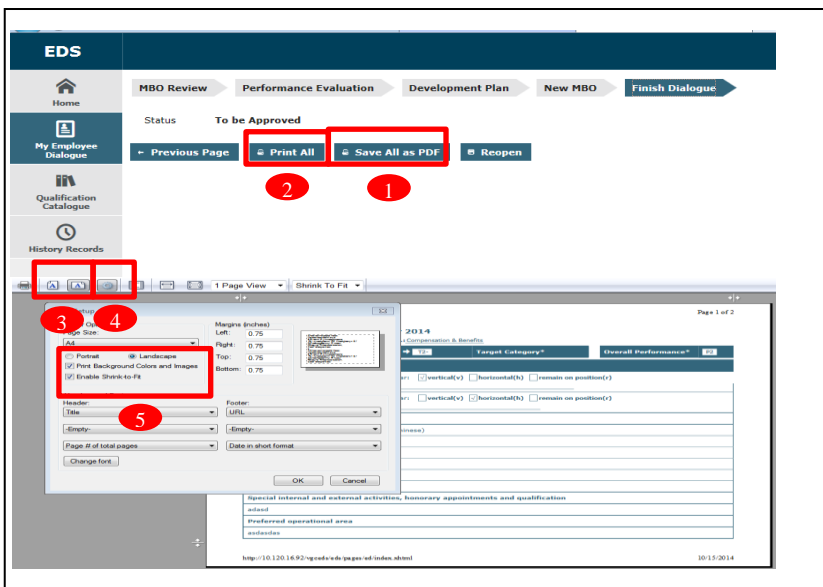
## 3. Reopen Employee Dialogue



1. Click "Finish Dialogue" page to display this page.
2. Click "Reopen" button to reopen the Employee Dialogue, but only when the status is "To be approved"

*Please note: If you still need to reopen the Employee Dialogue when it is already approved, you can send email to your supervisor ask for help to reopen it*

## 4. Print Employee Dialogue



1. Click "Save All as PDF" to save Employee Dialogue as PDF file to your computer
2. Click "Print all" to print out Employee Dialogue.
3. Click to set up the orientation of the form

*Please note: before printing out the Employee Dialogue, you have to set up the printing parameters as following to make sure the page of development plan will be printed correctly.*

4. Click to set up the printing parameters
5. make sure the selection of "print background color and images" is ticked. If it's not ticked, all the three selections in development recommendations will be ticked when printing out

## 5. View Trainings, development programs and My History of Submitted Training

EDS

1

Qualification Catalogue Submitted training

Expertise Cooperation and Leadership Entrepreneurial Thinking and Acting Development Program 2

My Employee Dialogue

Qualification Catalogue

History Records

Competence Code Name Price(RMB)

Quality of work C3.206 Time and Stress Management(English) 0.00

C3.207 0.00

C3.253 0.00

C3.204 To adapt to the changing market environment, enhance the competitiveness of the company, and improve staff capabilities to achieve the growth of both company and employees, this Employee Qualification Catalogue is made according to the Employee Handbook. It stipulates the requirements, processes and guidelines regarding qualifications and other professional development programs provided to the Employees by the company. 6800.00

C3.281 All qualifications and development programs should be aligned with Volkswagen Group China business strategy and the results of the Annual Employee or Management Dialogue, as well as any personal development plans of the Employee's supervisor and the responsible HR Training Function. 6800.00

C3.225 VGC HR manages the company's qualification applications, attendance and development with support of VGC HR as well as Audi China HR. Failure to adhere to the "Employee Qualification and Development Policy" can have disciplinary consequences. 4500.00

C3.226 The qualification needs are a result of the assessment of the personal competencies and technical competencies of the function compared to the competencies of the employees. This gap is analyzed in the Staff Catalogue. Further the Competency Profile of every Job Description gives orientation regarding the competencies needed for every function. This Catalogue shows the measures for both personal competencies and technical competencies improvement, which are of high importance in daily work at VGC. Each measure is listed to respective competency directly. 6200.00

C3.227 6200.00

C3.276 The company's HR Training is mainly responsible for organizing measures focused on personal competencies improvement. 2400.00

C3.279 For the improvement measures of special technical competencies, especially the measures which are not listed in this Catalogue, the main responsibilities basically belong to each department. 3900.00

C3.220 Please note that information within the catalogue concerning the supplier and the cost are for reference only. An invitation mail with detailed information is sent to the employees once a training event is organized. 1000.00

C3.221 1000.00

C3.222 Year HR VGC Personal & Management Development Team Volkswagen Group China. 1000.00

C3.223 1000.00

3

Training Overview

Dear Colleagues,

To adapt to the changing market environment, enhance the competitiveness of the company, and improve staff capabilities to achieve the growth of both company and employees, this Employee Qualification Catalogue is made according to the Employee Handbook. It stipulates the requirements, processes and guidelines regarding qualifications and other professional development programs provided to the Employees by the company.

All qualifications and development programs should be aligned with Volkswagen Group China business strategy and the results of the Annual Employee or Management Dialogue, as well as any personal development plans of the Employee's supervisor and the responsible HR Training Function.

VGC HR manages the company's qualification applications, attendance and development with support of VGC HR as well as Audi China HR. Failure to adhere to the "Employee Qualification and Development Policy" can have disciplinary consequences.

The qualification needs are a result of the assessment of the personal competencies and technical competencies of the function compared to the competencies of the employees. This gap is analyzed in the Staff Catalogue. Further the Competency Profile of every Job Description gives orientation regarding the competencies needed for every function. This Catalogue shows the measures for both personal competencies and technical competencies improvement, which are of high importance in daily work at VGC. Each measure is listed to respective competency directly.

The company's HR Training is mainly responsible for organizing measures focused on personal competencies improvement.

For the improvement measures of special technical competencies, especially the measures which are not listed in this Catalogue, the main responsibilities basically belong to each department.

Please note that information within the catalogue concerning the supplier and the cost are for reference only. An invitation mail with detailed information is sent to the employees once a training event is organized.

Year HR VGC Personal & Management Development Team Volkswagen Group China.

1. To view a training or development program, go to "Qualification Catalogue", then Qualification Catalogue tab.
2. Employee is able to view the trainings by clicking different competence groups and Development program tab
3. Click the detail icon for more information regarding the training or development program

Home

Qualification Catalogue Submitted training

My submitted training

Name Staff Code Training Code Training Name Training Price (RMB) Submitted to HR on

No items.

My Employee Dialogue

Qualification Catalogue

History Records

Go to "Qualification Catalogue", click "Submitted training" tab, all submitted trainings are listed in the table if there are any.

## 6. View My Employee Dialogue History

Home

My records

Name Year Staff Code Contract Position Overall P Target cat. and % Dev. recom. 1y/3y Status

No items.

My records after CAP

Name Year Staff Code Contract Position Overall P Target cat. and % Dev. recom. 1y/3y Status

No items.

My Employee Dialogue

Qualification Catalogue

History Records

Go to "History Records", all employee dialogue histories are listed