Baxter

workday

Talent & Performance

Welcome

Training for Employees

September 2018

Performance Management at Baxter

We are building a culture of continuous feedback through A.C.E..

Align. Check-in. Execute.

A.C.E. is our approach to driving a **culture of continuous feedback** between managers and employees through regular check-ins.

- ✓ Change of mindset
- ✓ Rating-less
- ✓ Focus on feedback and development
- ✓ Engagement driver
- ✓ Shared responsibility

Goal Setting & Alignment

- Collaborative process to set and document employee's performance vs. expectations.
- It allows managers to give fair and accurate feedback, focused on development

Development Planning

- To document the priorities and associated actions to be taken by the employee and manager to continuously improve performance and close capabilities gaps.

TRP & Succession

- Process to place and develop talent based on sustained performance and potential.
- Determines depth review plans, development and talent movements, and retention risk mitigation plans

W Talent & Performance is now enabling a streamlined process, while increasing alignment and transparency.

Our HR Transformation Journey Continues...

Workday is **replacing BaxTalent*** Performance & Talent for **all Baxter employees** globally

workday.

Phase I : W Core HCM & Compensation + HRCENTRAL HRCENTRAL SUPPORT

✓ Launched in January 2018

Phase II : W Talent & Performance

Go-Live: **September 24**, 2018

Includes **new functionalities** that support the HR Transformation and our culture of continuous feedback.

- ✓ **Consistent and value-added** talent management practices in **one place**
- ✓ **Greater visibility** to performance goals and progress
- ✓ Streamlined and **simpler way to execute monthly A.C.E. Check-ins**
- ✓ **Transparency** between managers and employees
- ✓ **Self-service** acceleration
- ✓ Increased and "real-time" **access to HR information**, reporting and data

ACE
Align Check-in Execute

!

* No data will be transferred from BaxTalent into Workday. BaxTalent (Perf.) will remain in **read only mode** until the end of the year.

Agenda for Today

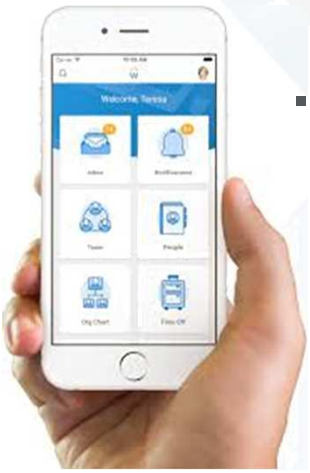
Training for Employees

1. Navigation Basics
2. Talent Profile
3. Goals
4. Development Items
5. Feedback
6. A.C.E

Throughout today's session, watch for:

- **Tips**
- N **What's New**
- **What's Different**
- ! **Recommendation**
- **For Managers Only**

What’s NEW for Employees and Managers?

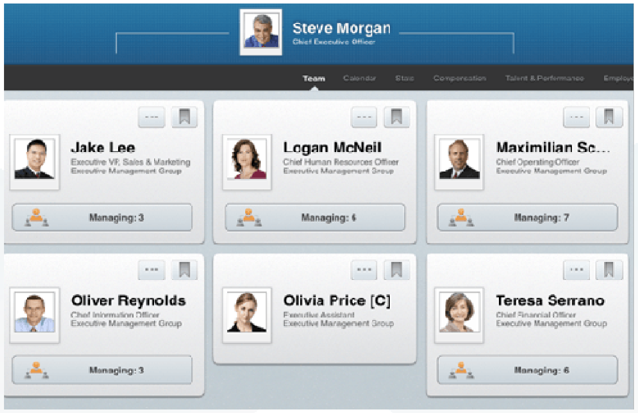


- Talent and Performance module available in the **Workday mobile App.**
  Provide instant feedback, prepare for your monthly A.C.E. Check-in and more!

- **A.C.E.** Preparation worksheets, Journals and Feedback **online**. No offline documents needed anymore.

- Increased **transparency and alignment:** A.C.E. Check-in Journal will now be visible to the employee upon submission by their manager.

- Information in **one system;** improved **user experience** and enhanced **talent profile** to capture talent data.



- Direct access to **real-time data** via **standard reports** for employees and people managers.

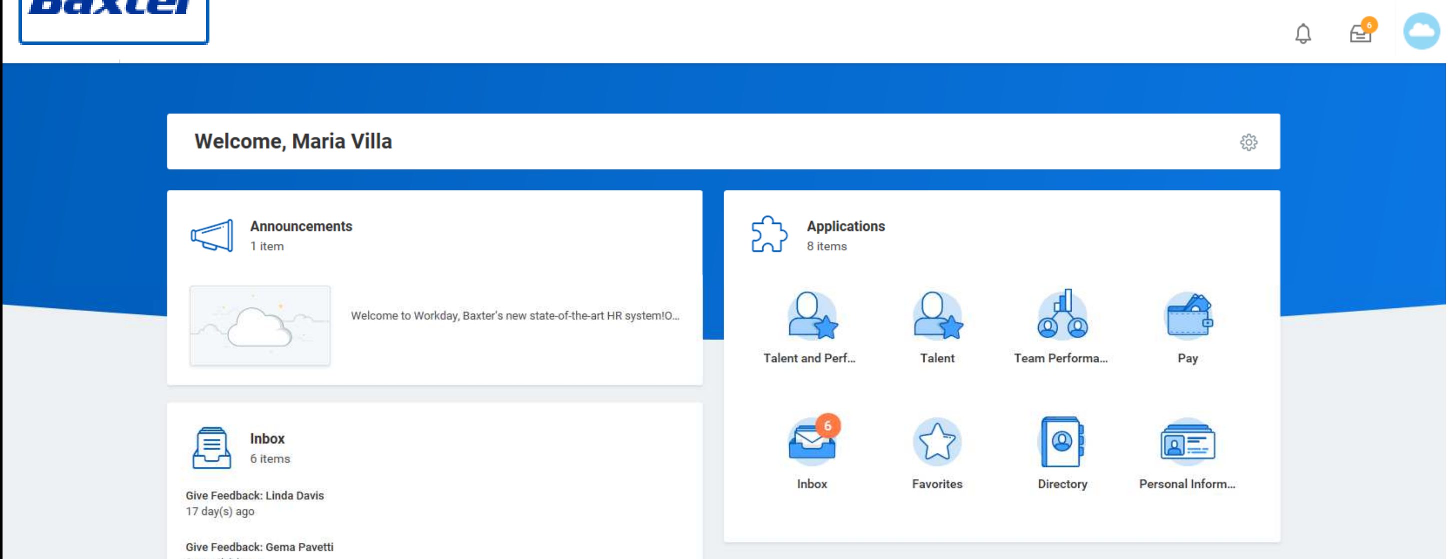
1. Navigation Basics

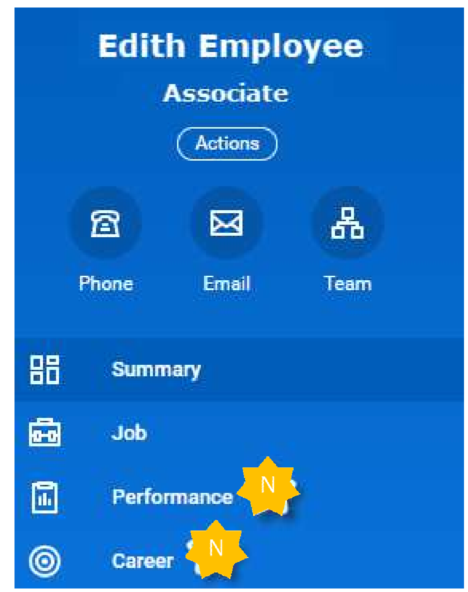
- Home Page and Profile
- Inbox and Notifications
- Search Functionality
- New Items - Talent & Performance

Navigation Basics

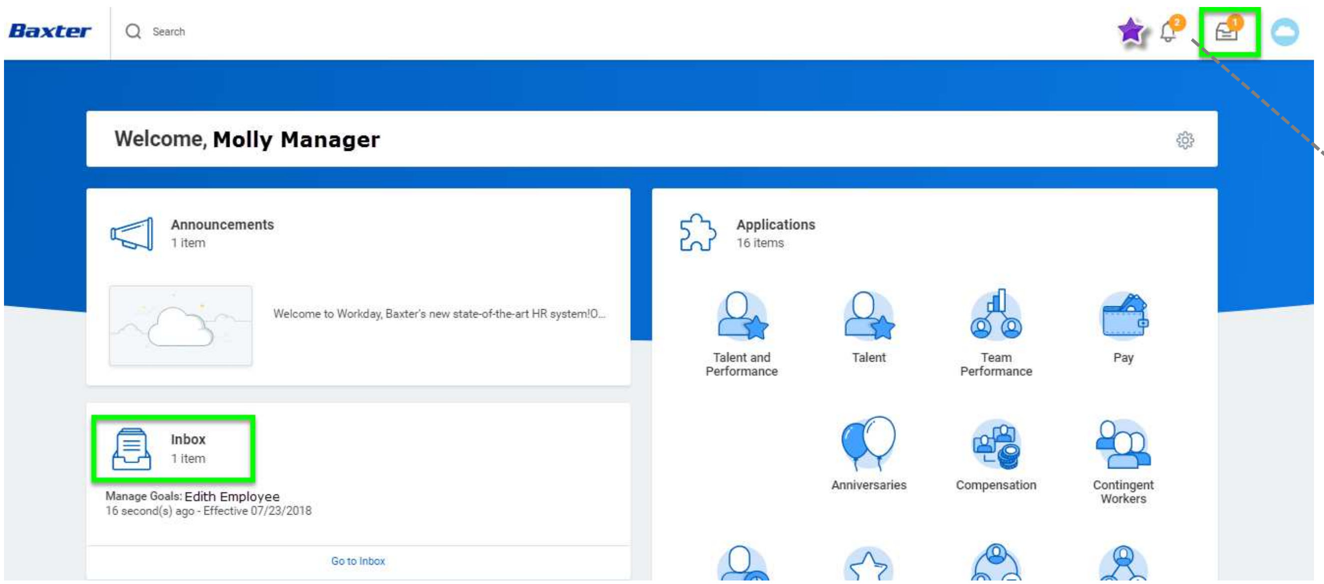
- Click the **Baxter logo** (top-left) to access the Home Page (Announcements, Inbox and Applications)

Click your **Photo**> View Profile, to access your Worker Profile

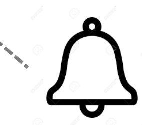




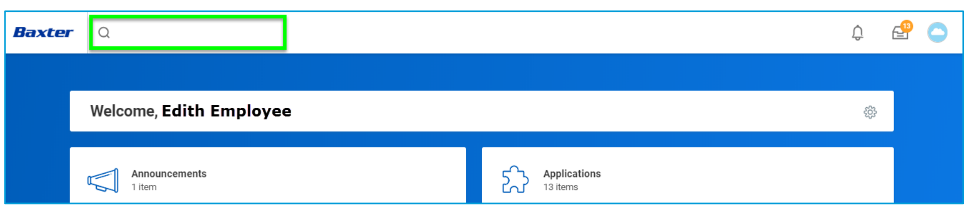
Navigation Basics



- You can access your **Inbox** in two main ways from your Home Page.
- Your **Inbox** contains items that **require your action.**



★ **TIP:** The **bell** icon represents notifications from the system; no action is necessary.

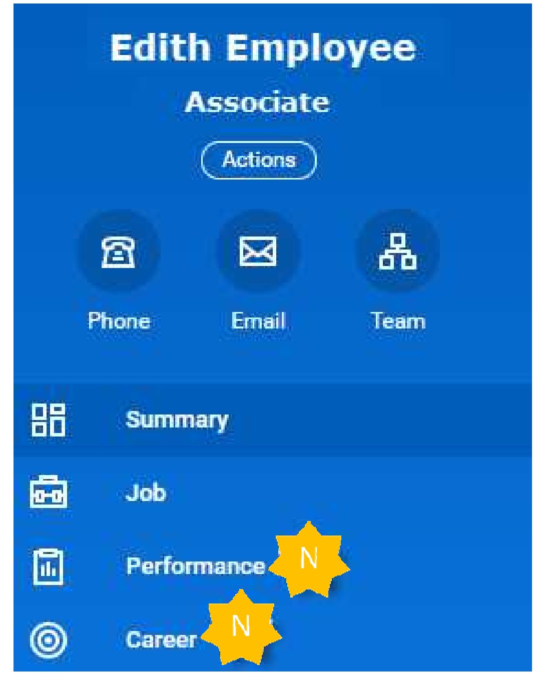


- The system uses **smart search functionality.**

★ **TIP:** No need to type the full name of the task or report to find what you are looking for.

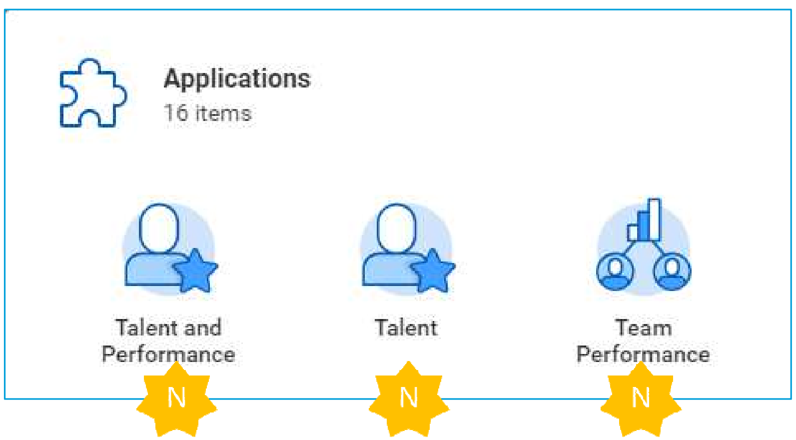
Navigation Basics

What is new with the addition of Talent & Performance?



New Profile Sections on Worker Profile

- Performance
- Career

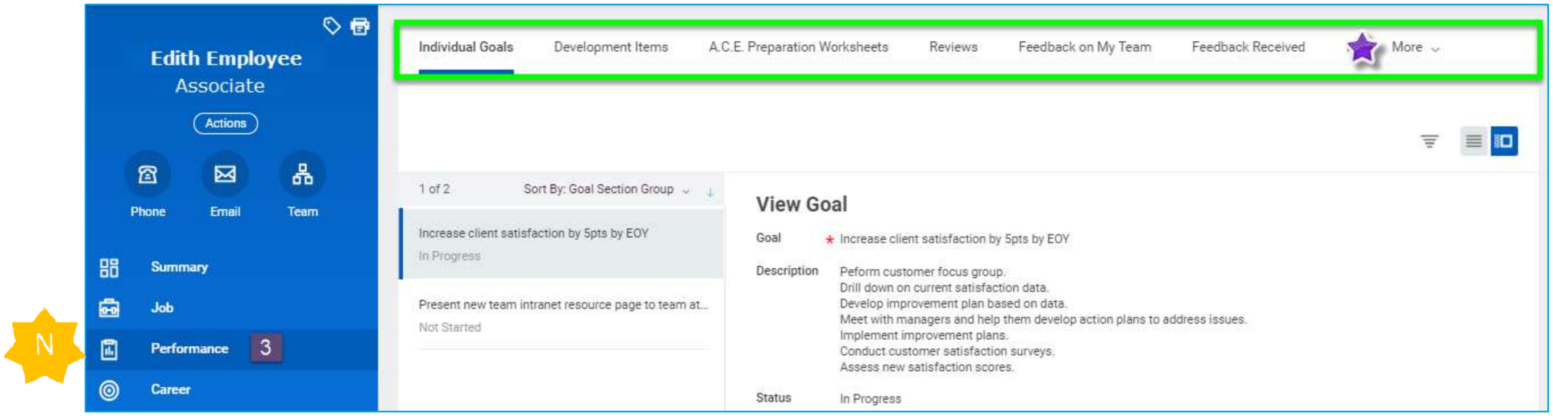


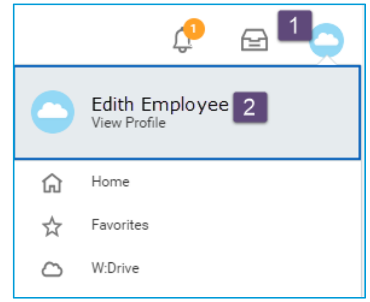
New Applications on Workday Homepage

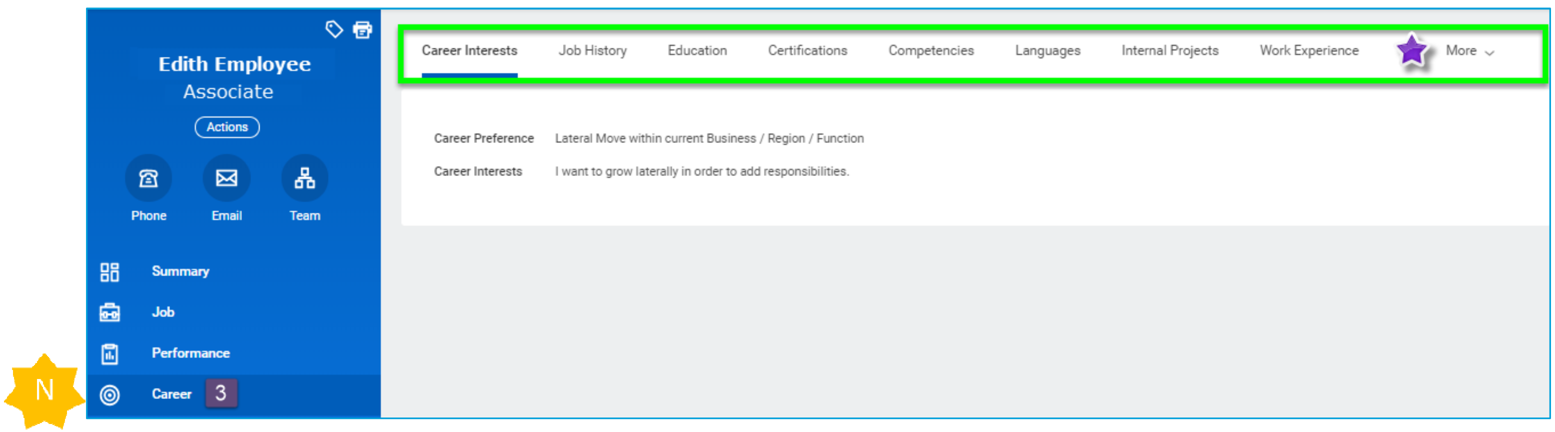
1. Talent and Performance (for All Employees)
2. Talent (for Managers)
3. Team Performance (for Managers)

New Profile Sections on Worker Profile:

Performance and Career



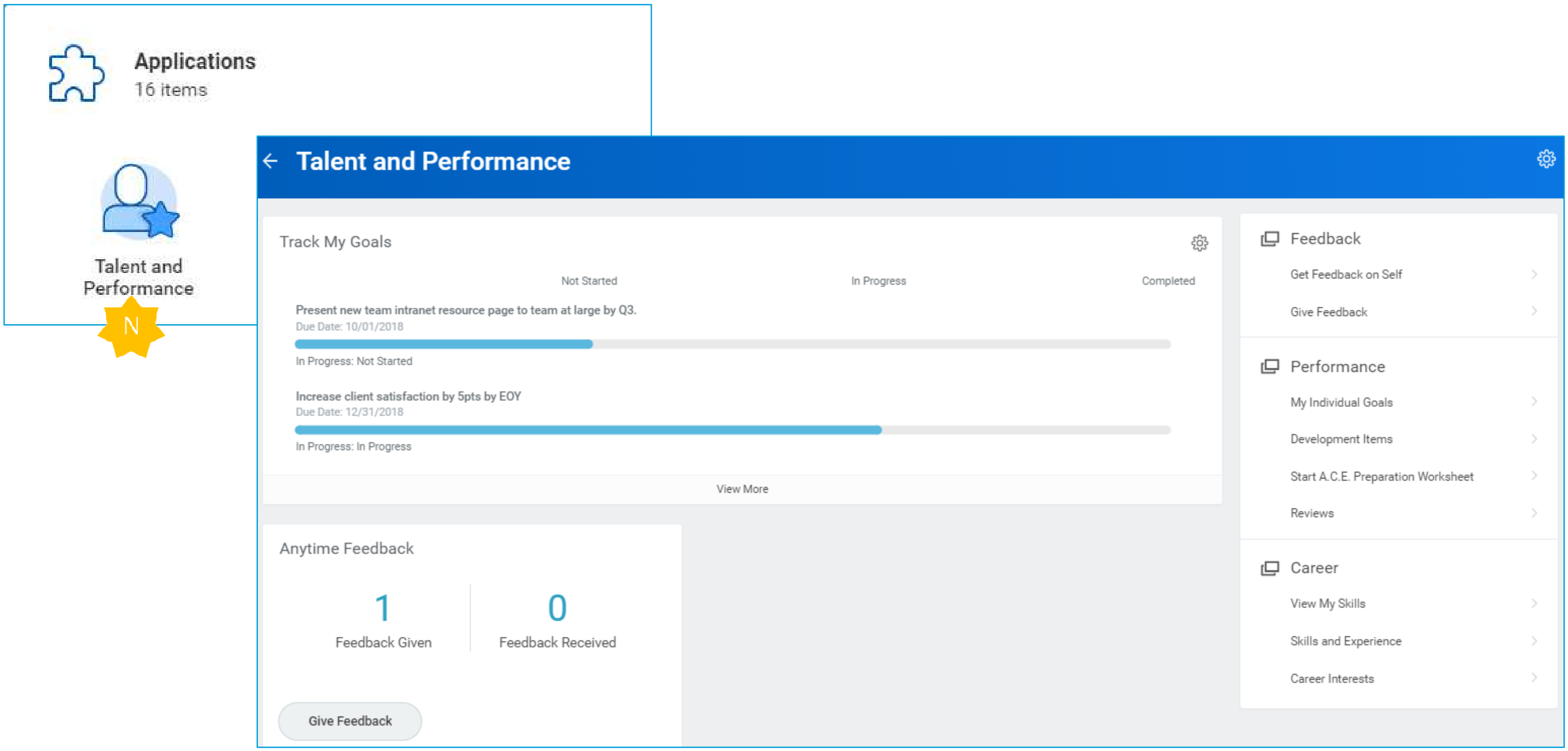


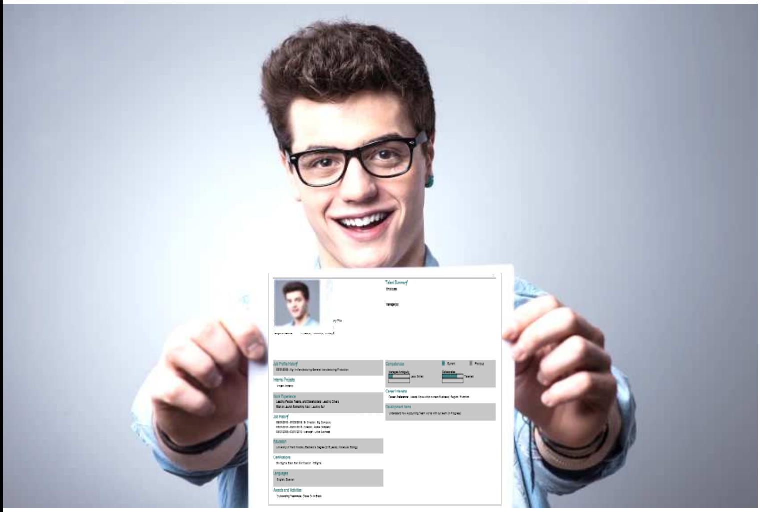


TIP: Can't find the item you are looking for? Click **More** to expand the menu.

New Applications on Workday Homepage:

Talent and Performance (for All Employees)





2. Talent Profile

- Why Is It Important?
- Components - How To Complete
- Summary Section

!

The Talent Profile is the first and most important task you will need to complete in the system

Baxter

Talent Profile: Why Is It Important?

The Talent Profile is the center of your career development at Baxter.

It is your **internal resume**, where you can document your work experience, degrees, skills, accomplishments, career aspirations, and more.

Benefits of having an updated Talent Profile in Workday:

- ✓ Keep accurate tracking of your achievements and career progression
- ✓ Provide your manager and other leaders at Baxter with information to support your development plans and discussions
- ✓ It will be the only version of your resume accepted to apply for an internal position


Logan McNeil
Chief Human Resources Officer
21001
Organization: Human Resources (Joy Banks)
Manager(s): Joy Banks
Position: Chief Human Resources Officer

Location:	San Francisco
Time in Position:	18 year(s), 7 month(s), 5 day(s)
Length of Service:	18 year(s), 7 month(s), 5 day(s)
Citizenship:	United States of America

Job Profile History
01/01/2018 | Chief Human Resources Officer
06/01/2016 - 12/31/2017 | Vice President, Human Resources
01/01/2000 - 05/31/2016 | Chief Human Resources Officer

Internal Projects
Job Leveling, Competency Review, Benefits program re-design

Work Experience
Payroll Processing Experience | Up to 3 Years
C/C++ Programming Skills | Up to 3 Years
Merger & Acquisition Experience | 5 + Years

Job History
04/10/2018 - 04/11/2018 | HR Manager | Coca Cola
04/08/2018 - Present | test postiion | Baird
11/16/2017 - Present | Company Testertest | MADDY TESTER

Education
California Career College | MBA | Business Administration
Georgetown University | B.S. | Art History
McGill University | B.A. | Astrophysics

Certifications
Certification Names - Cert Issues | 06/30/2018
CDP-I: Disaster Preparedness - American Board for Certification in Homeland Security | 09/07/2019
Global Professional in Human Resources (GPHR) - HR Certification Institute | 07/15/2012
Certified Payroll Professional (CPP) - American Payroll Association | 05/15/2011

Languages
French, Spanish, Bengali, Irish, Italian

Awards and Activities

Remember:

The Talent Profile is the first and most important task you will need to complete in the system

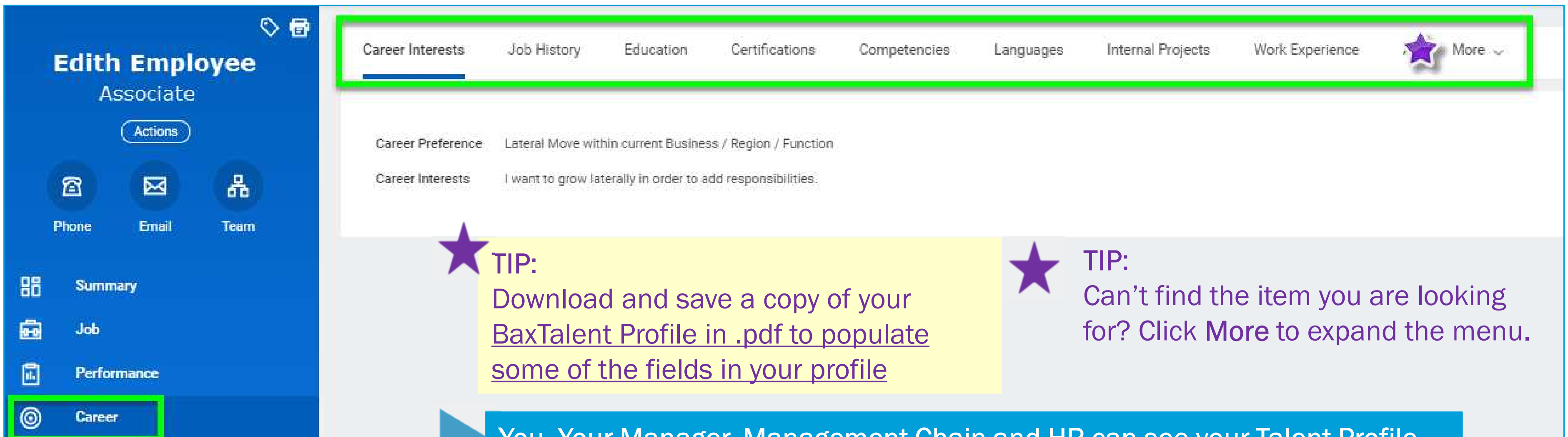
Your Talent Profile

Sections of Your Talent Profile

- Career Interests
- Job History
- Education
- Certifications
- Competencies
- Languages
- Internal Projects
- Work Experience
- Achievements
- Travel
- Talent Cards
- Worker History

How To Access

Worker Profile > Career

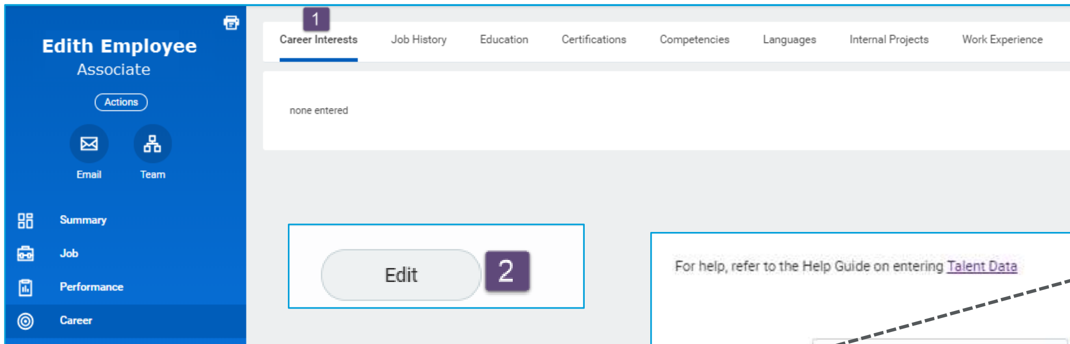


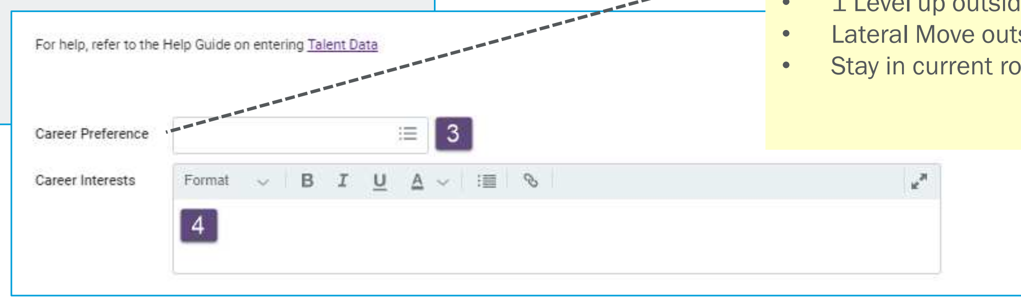
TIP:
Download and save a copy of your [BaxTalent Profile in .pdf to populate some of the fields in your profile]

TIP:
Can't find the item you are looking for? Click **More** to expand the menu.

You, Your Manager, Management Chain and HR can see your Talent Profile.

Talent Profile: My Career Interests (known in BaxTalent as *Career Aspirations*)





The **Career Preference** field refers to the move you would like to take next:

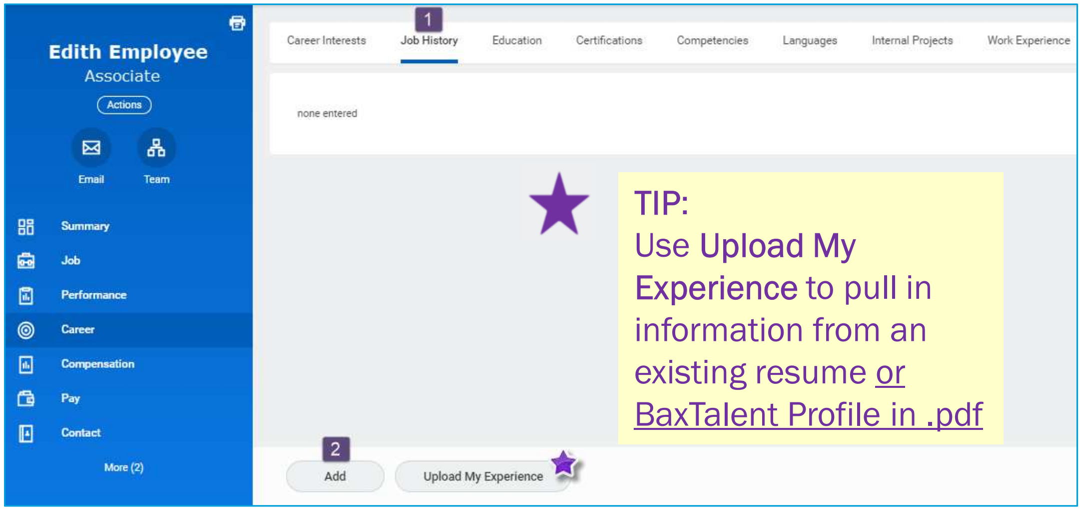
- 1 Level up within current B/R/F
- Lateral Move within current B/R/F
- 1 Level up outside of current B/R/F
- Lateral Move outside of current B/R/F
- Stay in current role

How To Complete

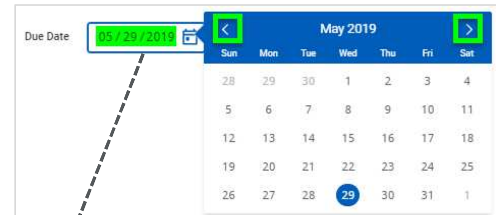
1. Click **Career Interests.**
2. Click **Edit.**
3. Select a **Career Preference** - *know in BaxTalent as* ***Preferred Next Move***
4. Enter additional information about your **Career Interests** - - *know in BaxTalent as* ***Preferred Roles & Postions***.
5. Click Submit.

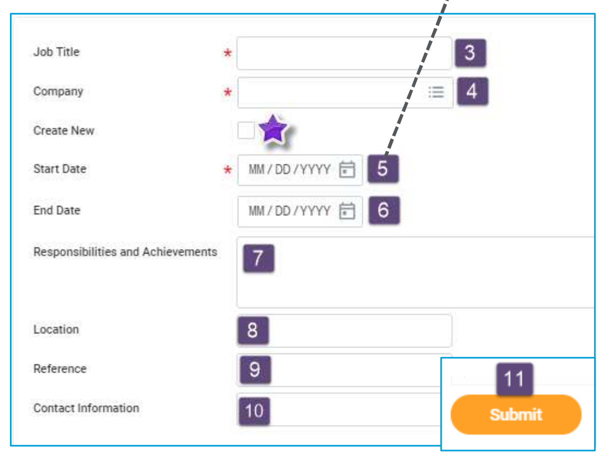
TIP:
Not ready to submit? Click the **Save for Later** button and save as a draft. You can access it from your Workday **Inbox** later.

Talent Profile: My Job History



TIP: Entering a date far in the past and don't want to scroll through months and years? **Manually enter the date**





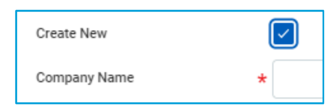
How To Complete

1. Click **Job History.**
2. Click **Add.**
3. Enter a **Job Title.** *Required*
4. Select a **Company.** *Required*
5. Select a **Start Date.** *Required*
6. Select an **End Date**, if applicable.
7. Enter **Responsibilities and Achievements.**
8. Enter a **Location.**
9. Enter a **Reference.**
10. Enter **Contact Information.**

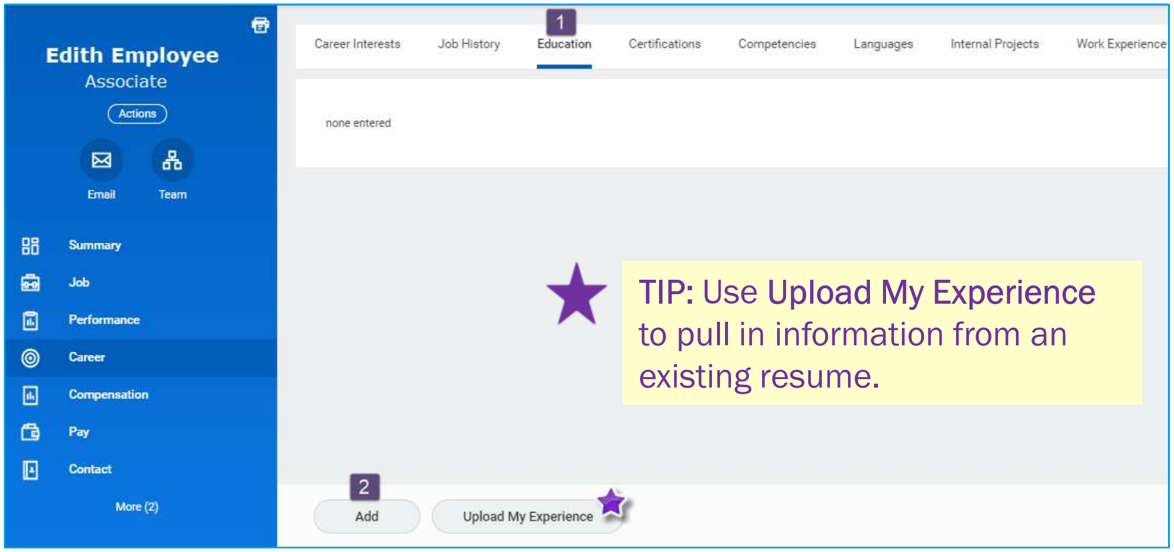
**Repeat steps 2-10 to add more records*

11. Click **Submit.**

TIP: Can't find the company you are looking for? Click the **Create New** checkbox and enter the company name.



Talent Profile: My Education



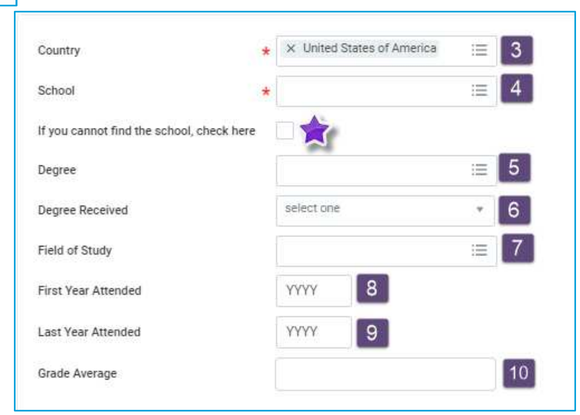
TIP: Use **Upload My Experience** to pull in information from an existing resume.

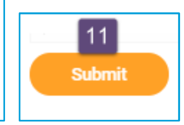
How To Complete

1. Click **Education.**
2. Click **Add.**
3. Select a **Country.** *Required*
4. Select a **School.** *Required*
5. Select a **Degree.**
6. Indicate if **Degree Received.**
7. Select **Field of Study.**
8. Enter **First Year Attended.**
9. Enter **Last Year Attended.**
10. Enter **Grade Average.**

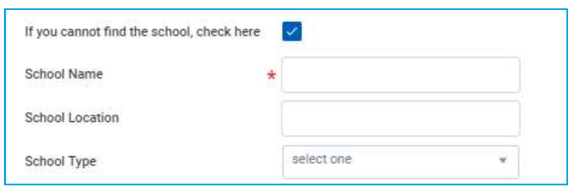
**Repeat 2-10 to add more records*

11. Click **Submit**

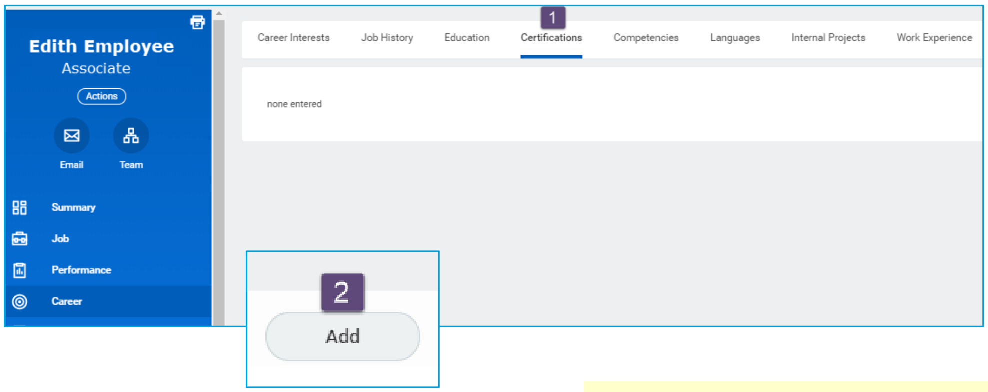




TIP:
Can't find the school you are looking for? Click the **If you cannot find the school, check here** checkbox and enter the school name, location and type.



Talent Profile: My Certifications



How To Complete

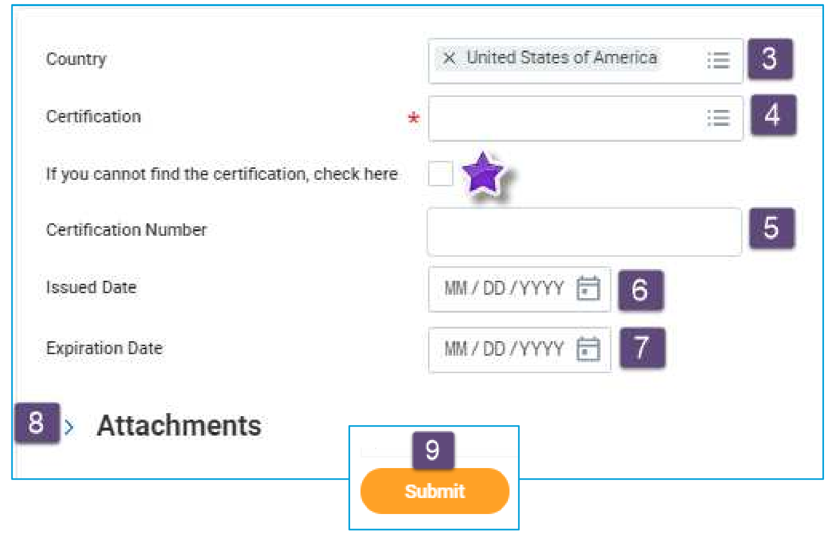
1. Click **Certifications.**
2. Click **Add.**
3. Select a **Country.**
4. Select a **Certification.** *Required*
5. Enter **Certification Number.**
6. Enter **Issued Date.**
7. Enter **Expiration Date.**
8. Add an **Attachment** – if applicable.

* *Repeat steps 2-8 to add more records*

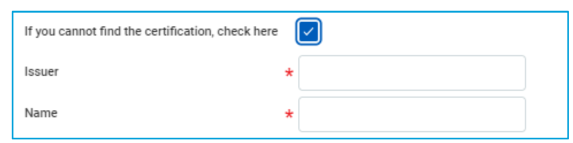
9. Click **Submit**

Use this section to record any **technical and functional certifications.**

e.g. PMP – Project Management Professional (issuer by PMI)

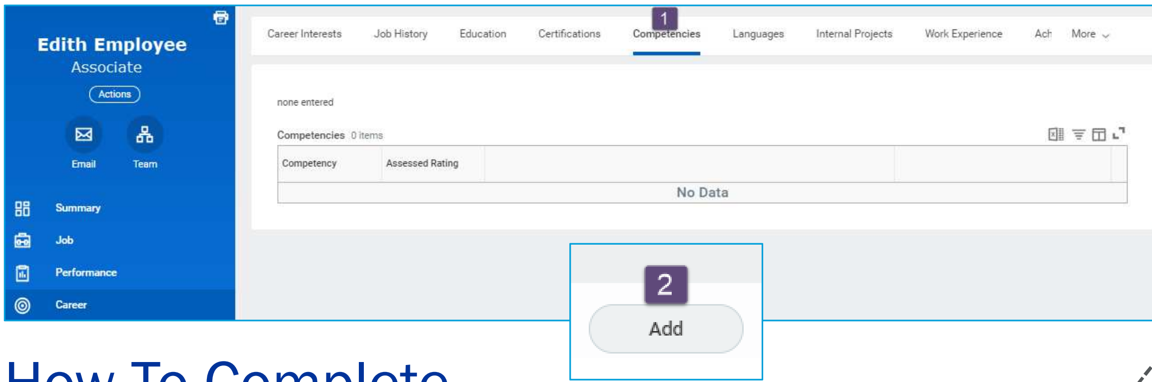


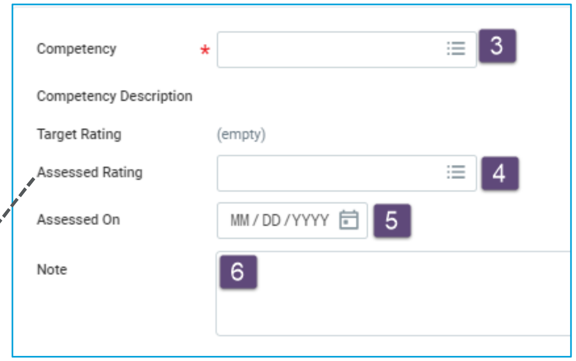
TIP: Can't find the certification you are looking for? Click the **If you cannot find the certification, check here** checkbox and enter the issuer and name.



Talent Profile: My Competencies

Employees own & manage their Competency self-assessment in Workday, and need to get alignment on their assessment with their managers via monthly A.C.E. Check-ins. Managers do not override the employee's assessment in the system.





How To Complete

1. Click **Competencies.**
2. Click **Add.**
3. Select a **Competency.** *Required*
4. Select the **Assessed Rating.**
5. Enter **Assessed On Date.**
6. Enter a **Note.**

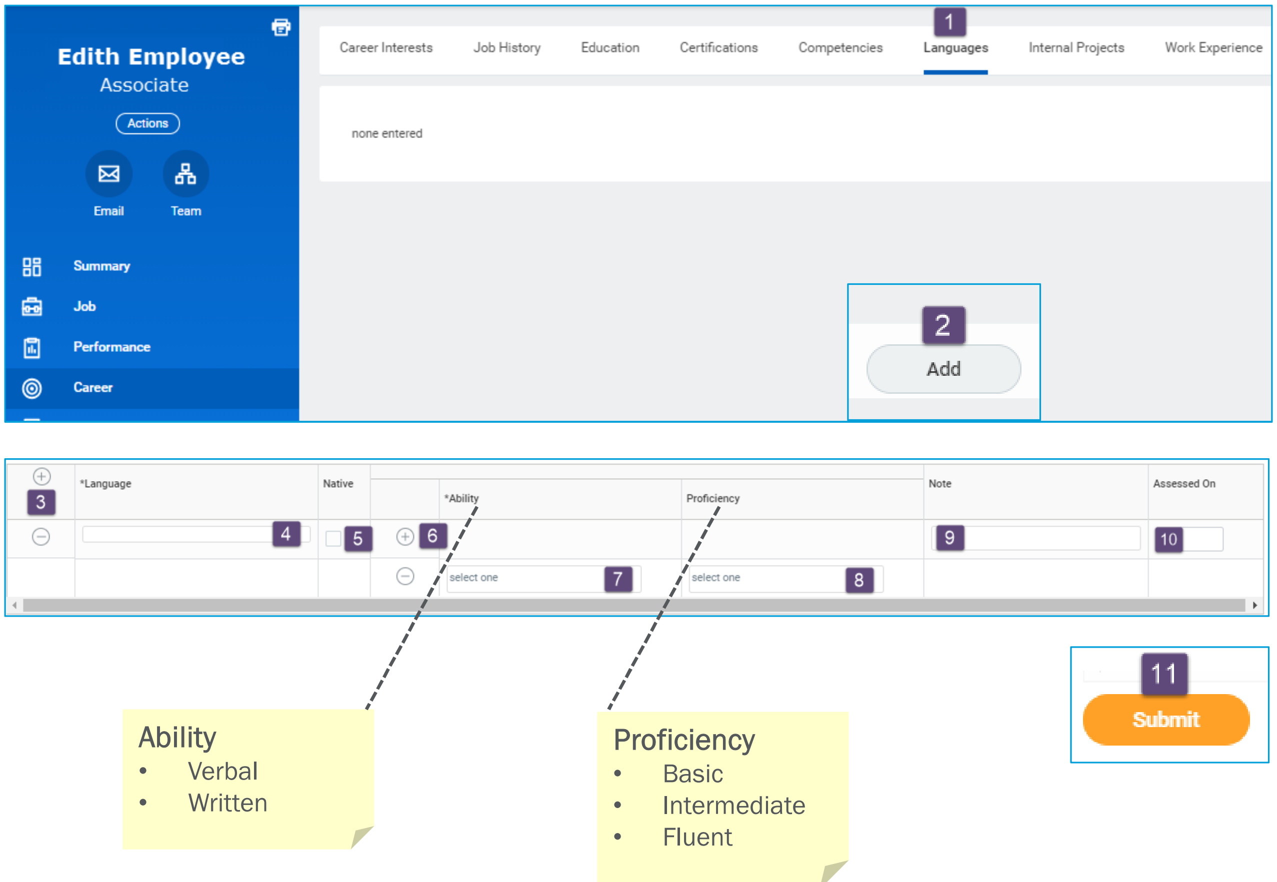
** Repeat steps 2-6 to add more records*

7. Click **Submit**

The **Assessed Rating** is your <u>own self-assessment</u> for each competency and not a rating/assessment provided by your manager or Baxter.

- Less Skilled
- Skilled
- Talented
- Overused Skill

Talent Profile: My Languages



How To Complete

1. Click **Languages**.
2. Click **Add**.
3. Click the **+** to add a row to the language list.
4. Select a **Language**.
5. Indicate if **Native**, if applicable.
6. Click the **+** to add ability types.
7. Select an **Ability** (Verbal, Written)
8. Select a **Proficiency**, per ability.

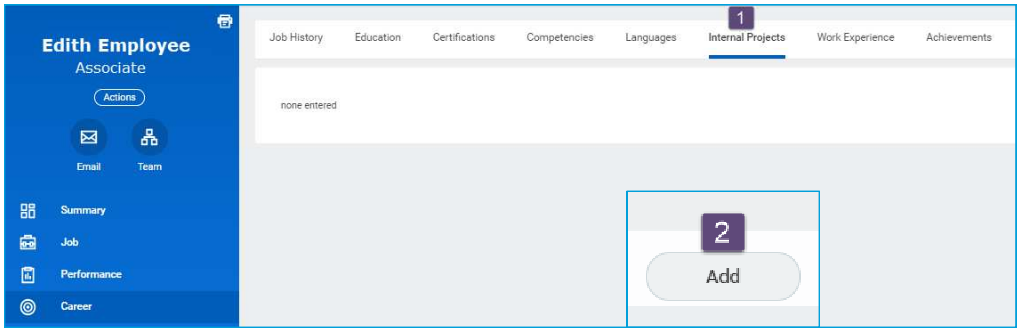
** Repeat steps 6-8 to add more abilities*

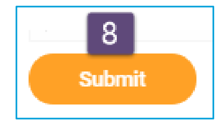
9. Add a **Note**, if applicable.
10. Enter an **Assessed On** date.

** Repeat steps 3-10 to add more languages*

11. Click **Submit**

Talent Profile: My Internal Projects





How To Complete

1. Click **Internal Projects.**
2. Click **Add.**
3. Enter an **Internal Project.** *Required*
4. Enter **Description.**
5. Enter **Start Date.**
6. Enter **End Date.**
7. Enter the **Project Leader.**

** Repeat steps 2-7 to add more projects*

8. Click **Submit**

Workday allows you to document any **projects** you participated in at Baxter and **significantly added value.**

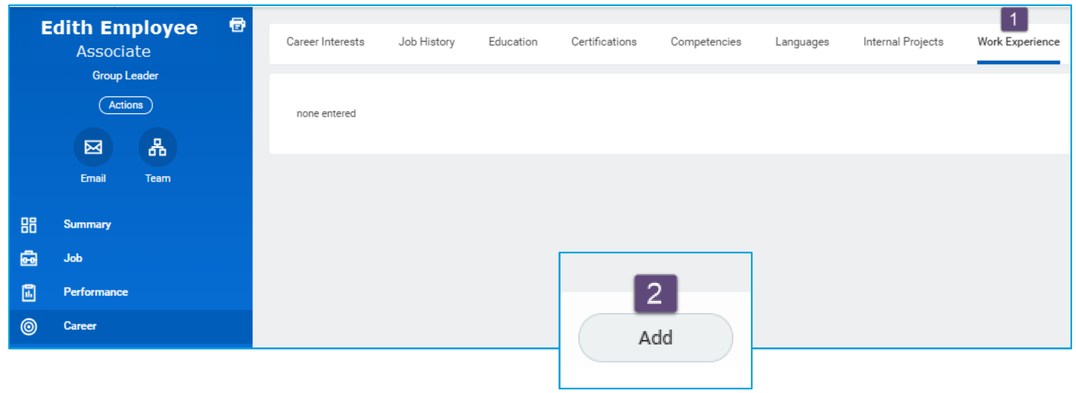
Example: SharePoint Migration 2016

Talent Profile: My Work Experience

N

Baxter considers these as “experience accelerators”

1. Start or launch something new
2. Close something down
3. Turn something around
4. Leading people, teams and stakeholders
5. Managing budget and/or P&L

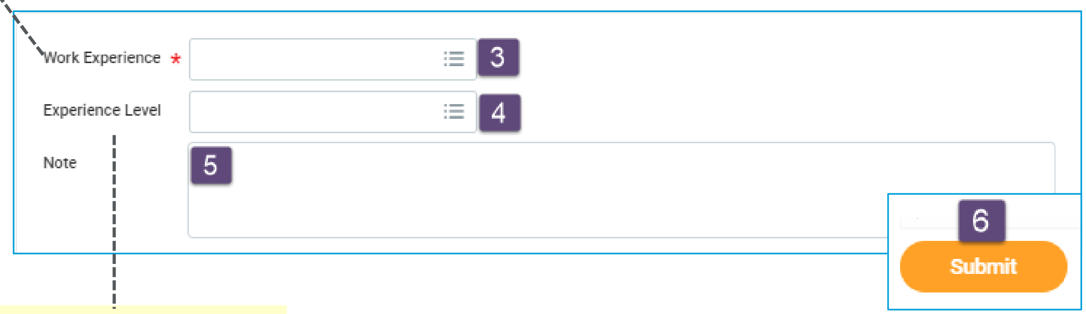


How To Complete

1. Click **Work Experience.**
2. Click **Add.**
3. Select a **Work Experience.** *Required*
4. Select an **Experience Level.**
5. Enter **Notes**, if applicable.

** Repeat steps 2-5 to add more work experience*

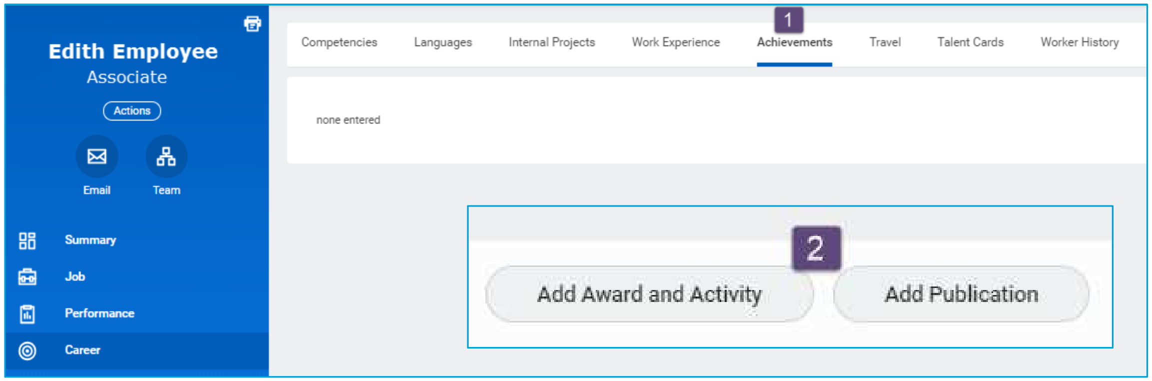
6. Click **Submit**



Experience Level:
- Leading Self
- Leading Others
- Leading Leaders

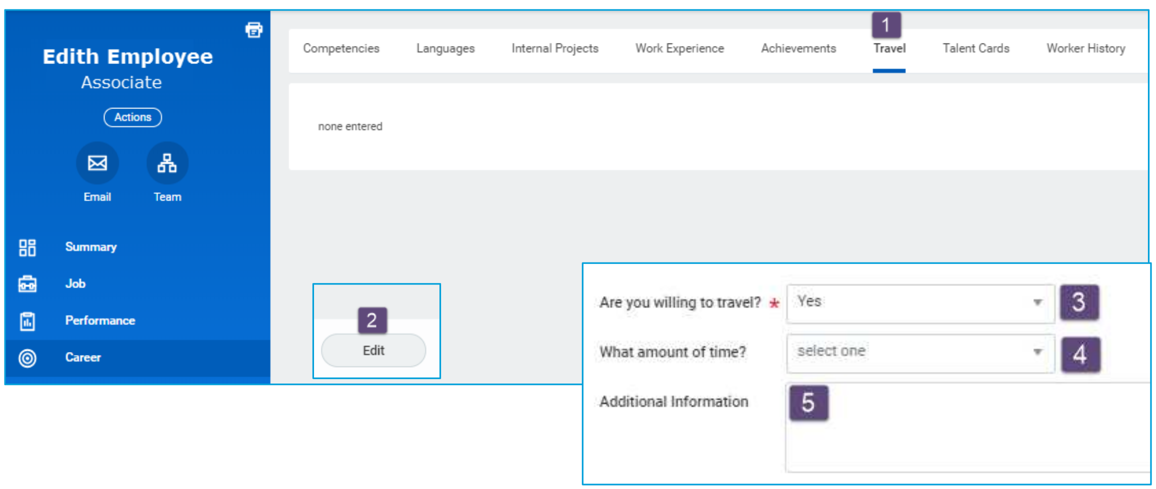
Talent Profile: My Achievements and Travel

N



Workday allows you to capture any functional, departamental and/or organizational **Awards, Achievements or other Recognitions** you have received at Baxter.

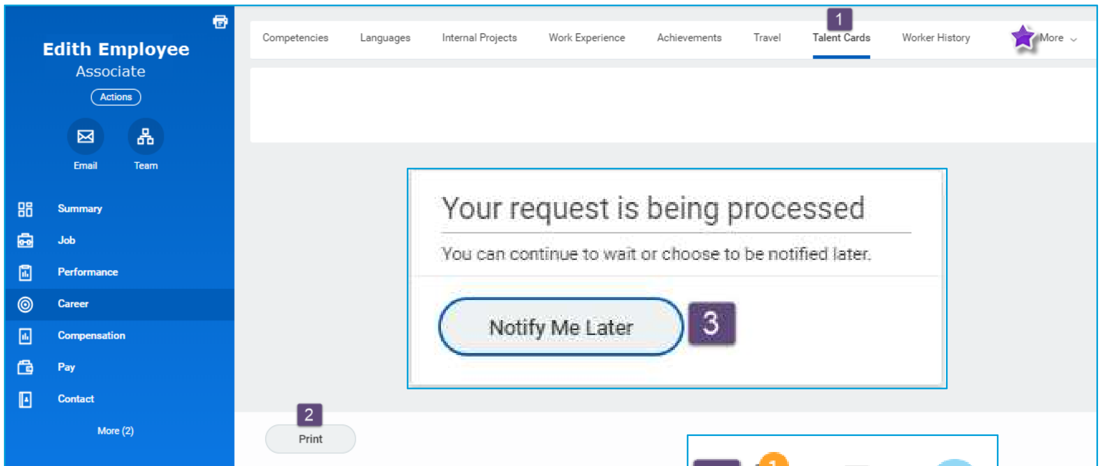
Workday allows you to capture any **Articles, Blogs or Magazines** (etc.) you have published

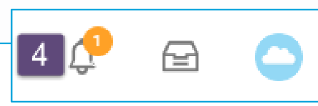


This allows you to indicate your **willingness to travel** in your role

Talent Profile: Talent Card

The Talent Card is The PDF version of your Talent Profile





Logan McNeil
Chief Human Resources Officer
21001
Organization: Human Resources (Joy Banks)
Manager(s): Joy Banks
Position: Chief Human Resources Officer

Location:	San Francisco
Time in Position:	18 year(s), 7 month(s), 5 day(s)
Length of Service:	18 year(s), 7 month(s), 5 day(s)
Citizenship:	United States of America

Job Profile History
01/01/2018 | Chief Human Resources Officer
06/01/2016 - 12/31/2017 | Vice President, Human Resources
01/01/2000 - 05/31/2016 | Chief Human Resources Officer

Internal Projects
Job Leveling, Competency Review, Benefits program re-design

Work Experience
Payroll Processing Experience | Up to 3 Years
C/C++ Programming Skills | Up to 3 Years
Merger & Acquisition Experience | 5 + Years

Job History
04/10/2018 - 04/11/2018 | HR Manager | Coca Cola
04/08/2018 - Present | test postiion | Baird
11/16/2017 - Present | Company Testertest | MADDY TESTER

Education
California Career College | MBA | Business Administration
Georgetown University | B.S. | Art History
McGill University | B.A. | Astrophysics

Certifications
Certification Names - Cert Issues | 06/30/2018
CDP-I: Disaster Preparedness - American Board for Certification in Homeland Security | 09/07/2019
Global Professional in Human Resources (GPHR) - HR Certification Institute | 07/15/2012
Certified Payroll Professional (CPP) - American Payroll Association | 05/15/2011

Languages
French, Spanish, Bengali, Irish, Italian

Awards and Activities

How To Create

1. Click **Talent Card.**
2. Click **Print.**
3. Click **Notify Me Later.**
4. Click your Workday **Notification icon.**

The PDF version of your Talent Card will be in your notifications.

TIP:
You will most likely need to click the **More** button to find this item.

Talent Profile

Summary Section

Baxter

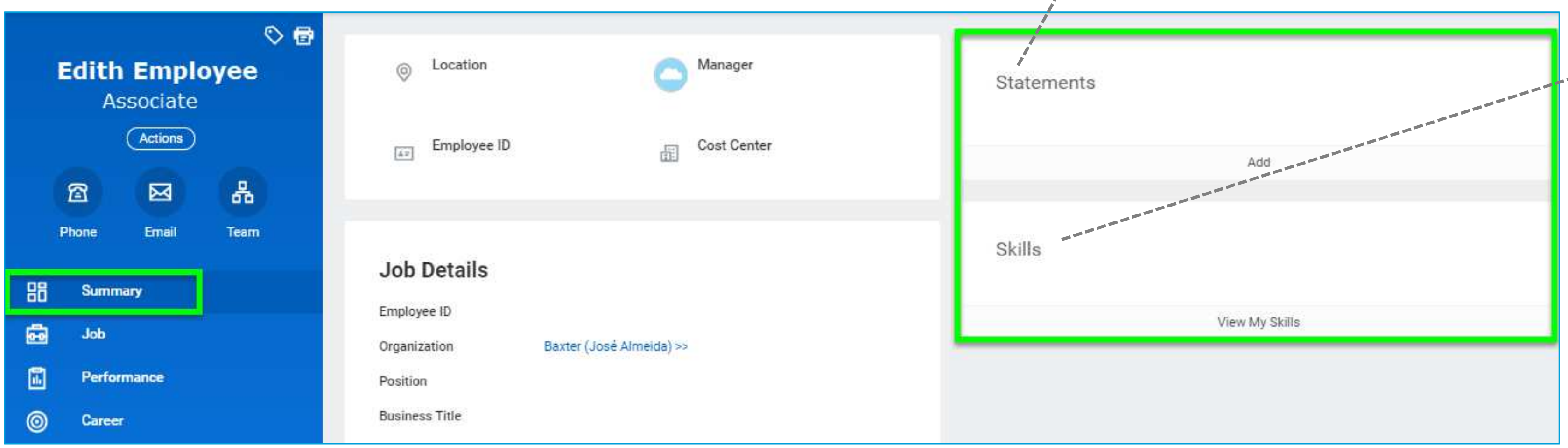
Summary Section: Talent Statements & Skills

How To Access

Worker Profile > Summary > **Statements**

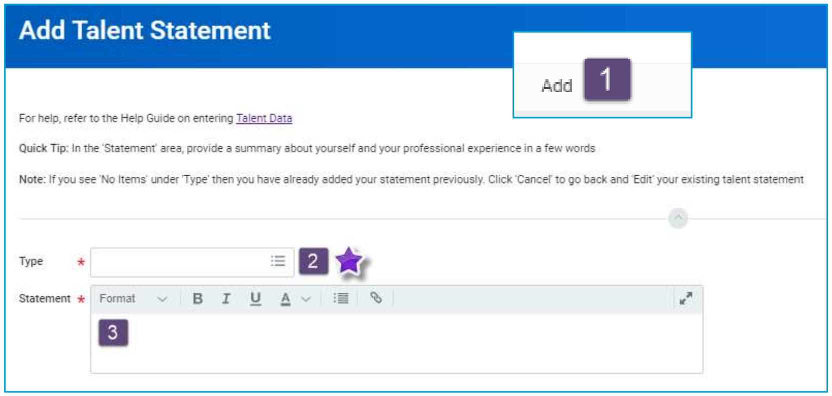
Worker Profile > Summary > **Skills**

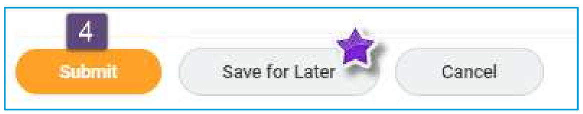
Talent Statements allows you to provide a summary about yourself and your professional experience in a few words

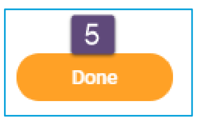


Skills allows you to list all of the skills you possess

Summary Section: Talent Statements



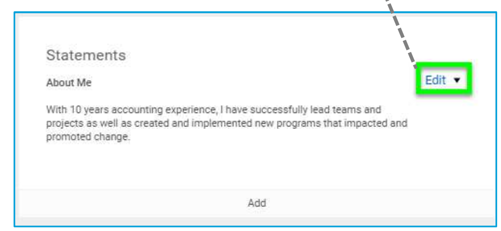




How To Complete

1. Click **Add**.
2. Select a **Type**. *Required*
3. Add a Statement. *Required*
4. Click **Submit**.
5. Click **Done**.

To edit a Talent Statement, click the **Edit** link.

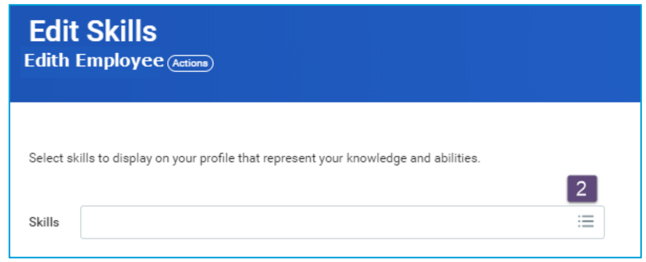


TIP:
If there is no pick list under **Type** you already have a statement about yourself.

TIP:
Not ready to submit? Click the **Save for Later** button and save the statement as a draft. You can access it from your Workday Inbox later.

Your Manager, Management Chain and HR can see your Talent Statement.

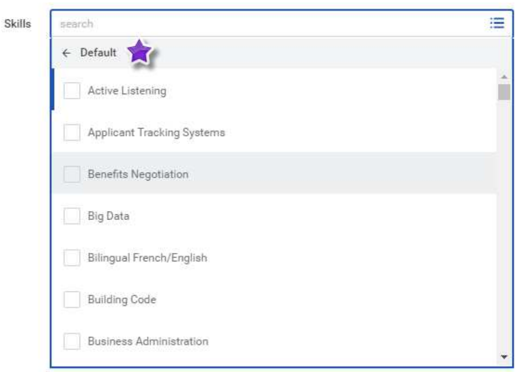
Summary Section: **My Skills**

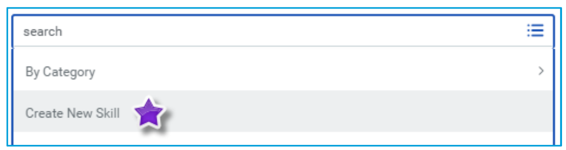


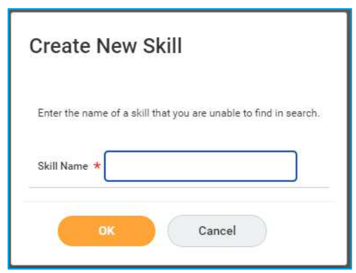
How To Complete

1. Click **Edit Skills.**
2. Select a Skill or Skills from the **Skills** dropdown.

** Baxter uses a "Default" category for all skills.*







TIP:
Can't find the skill you are looking for? Select "Create New Skill" from the dropdown, enter a new Skill Name in the popup and click OK.

It is recommended that you search the Skill dropdown list thoroughly before adding a new skill.

3. Goals

- Goal Setting
- How To Access
- Setting and Updating
- Archiving

Baxter

Goal Setting & Alignment

What is it?

- Process of **defining and documenting employee performance goals** for the year.
- Collaborative process of **coordinating goals to ensure they are consistent and integrated** up, down and across the organization.

Why?

- To **set performance expectations** between managers and employees
- To **assess employee performance** in a fair and consistent manner
- To **ensure the correct prioritization** of our job activities and efforts

!

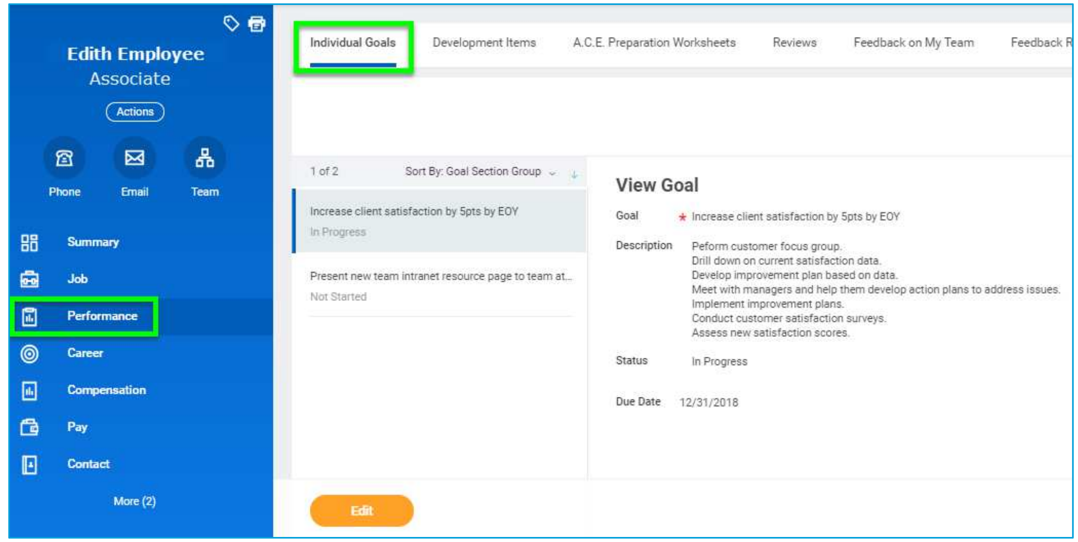
Keep in mind the following when managing your goals:

- Contribution to accomplishing the organization's goals
- 4 to 6 goals
- Coordinated with your manager's goals
- Include both What and How
- SMART framework
- Goals require approval from your manager

Two ways to **Access** your **Goals**

Main Access:

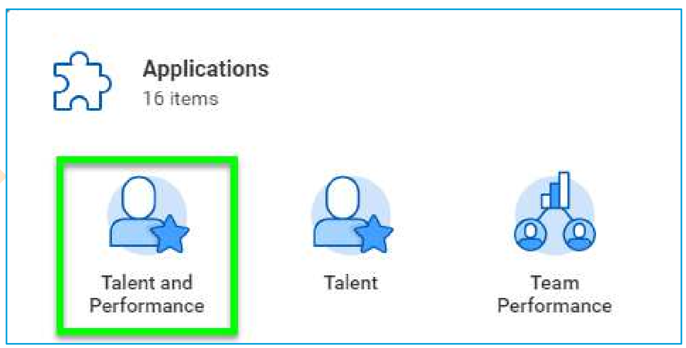
Worker Profile > Performance > Individual Goals

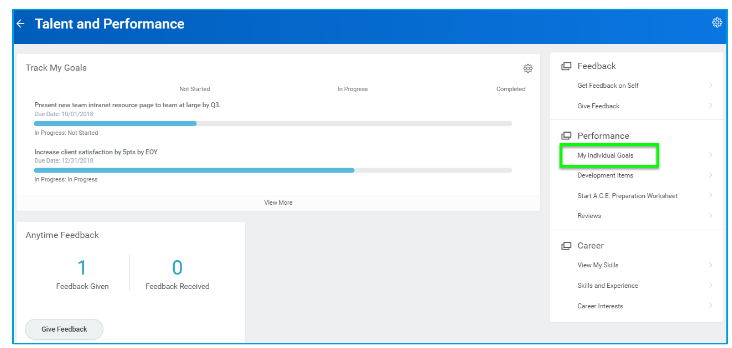


- Or -

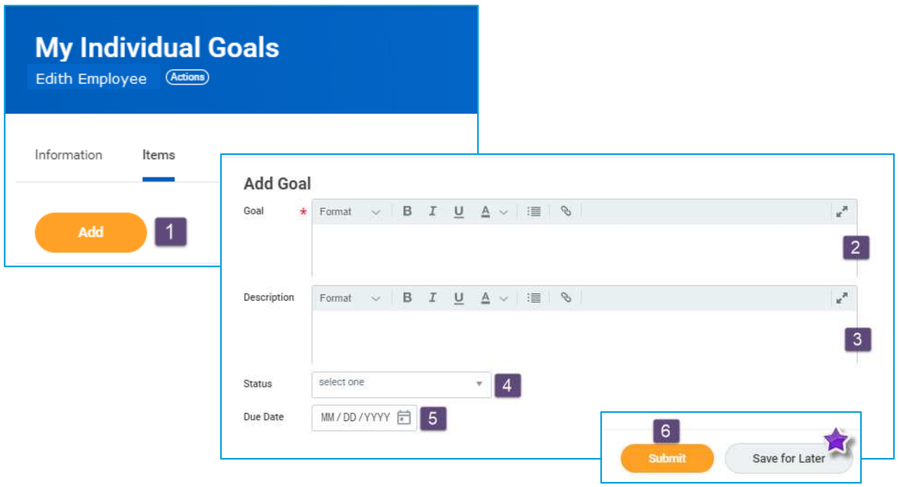
Shortcut:

Talent and Performance Application > My Individual Goals





Goals: **Setting** and **Updating**



How To Set

1. In the **Items** tab - Click **Add.**
2. Enter a **Goal.** *Required*
3. Enter a goal **Description.**
4. Select a **Status.**
5. Enter a **Due Date.** *Required*

* *Repeat steps 1-5 for multiple goals*

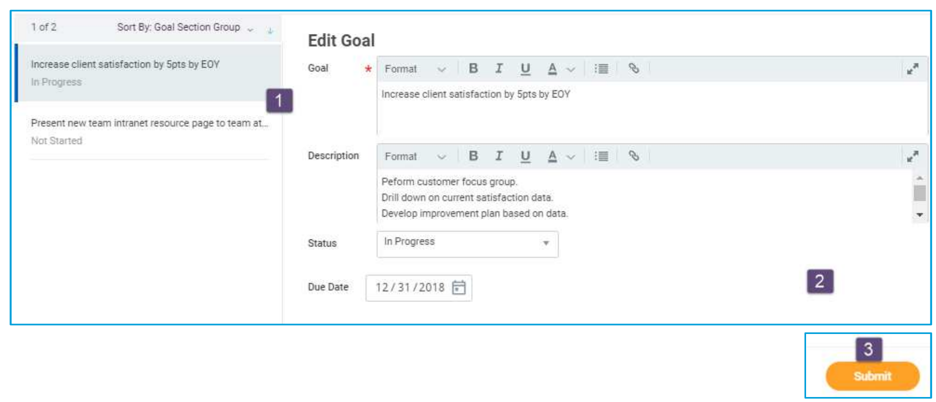
1. Click **Submit.**

★ TIP: Not ready to submit? Use the Save for Later button to save a draft.

Throughout the year, priorities can change and some Goals may need to be updated.

How To Update

1. Click the goal to be updated.
2. Update, where applicable. *Goal Name and Due Date Required*
3. Click the **Submit** button.



All goals (and updates) are submitted to manager for review and approval.

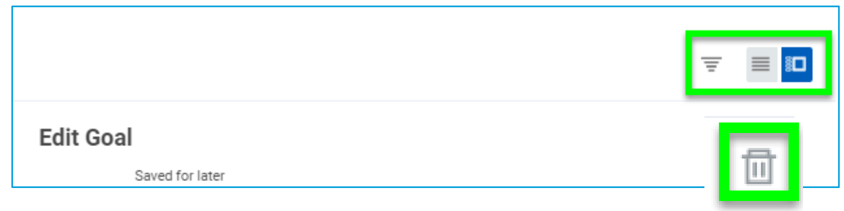
Goals: Notes on View and Status

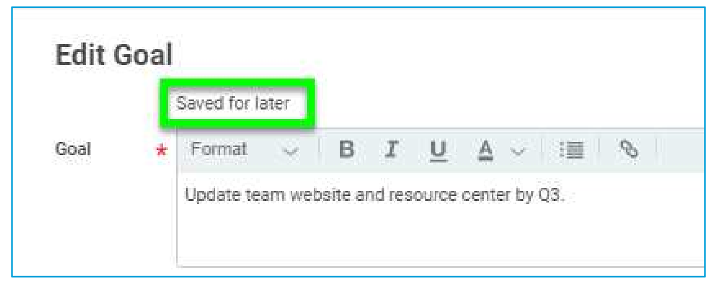
Notes on Goals…

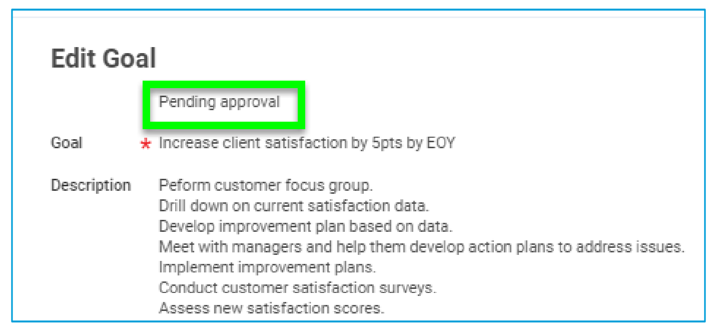
- There are two ways to view goals - **list or grid.**
  List view is default and grid has filtering capability.
  Click the icons above your goals to toggle between the views.

- Goals that are still in draft mode will display as **Saved for Later.**

- Goals that have been submitted and not yet approved will display as **Pending Approval.**
  - You cannot change/edit a goal that is pending your manager's approval







Goals: Archiving

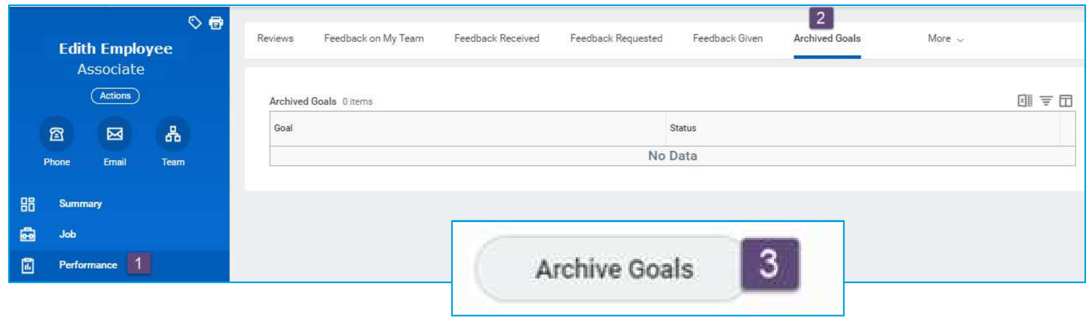
Goals are not tied to a calendar year – once you complete a goal, you can archive it

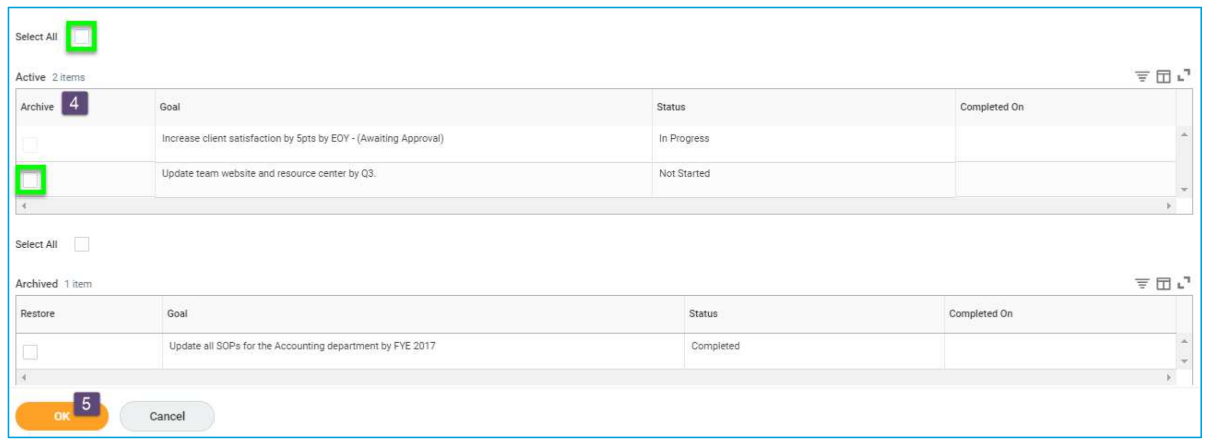
Only Approved goals can be archived

How To Archive

1. Click Performance from Worker Profile.
2. Click **Archived Goals** tab.
3. Click **Archive Goals** button.
4. Select goals using the checkboxes.
5. Click **OK**.

** Follow steps to restore any previously archived goals.*





All archive requests are submitted to manager for review and approval.

4. Development Items

Formerly known as Development Plan

- Development Framework
- How To Access
- Add
- Update and Delete

Development at Baxter

- A **shared responsibility** between managers and employees
- A **process over time**...not just an annual event
- **Focused on goals** important to both employees and managers at Baxter
- Achieved through **work experiences, feedback and relationships** and **training**
- Comprised of **long-term career aspirations** and **short-term development goals**
- At least one of the **monthly A.C.E. Check-ins must be focused on development**

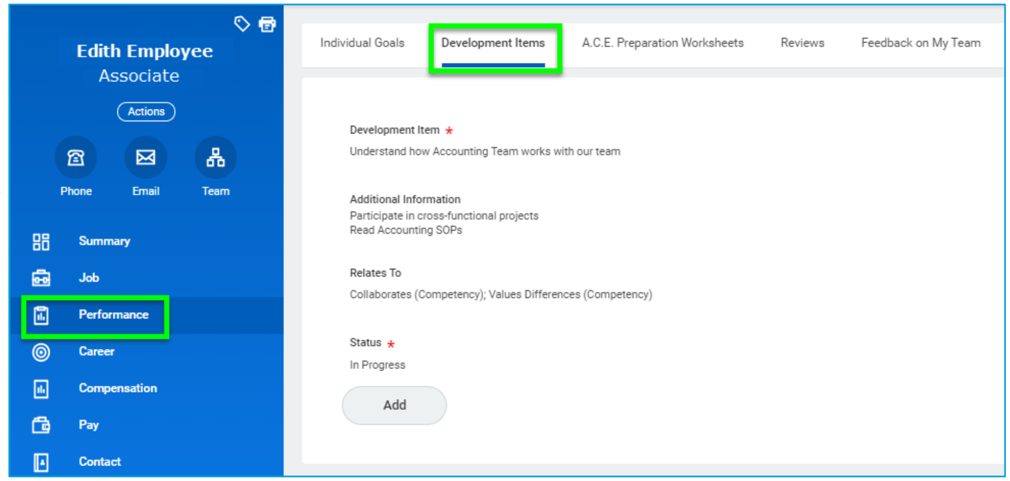
Job Experiences %70	Relationships %20	Classroom / Content %10
Project assignments	Coaching/ Mentoring	Class room instructor-led
Job rotations	Sponsorship	E-learning/webinars
Action learning	Networking	Assessments/360s
Stretch assignments	Collaborative activities	
On-the-job learning projects		
Community experience		

Two ways to **Access** your **Development Items**

(known in BaxTalent as Development Plan)

Main Access:

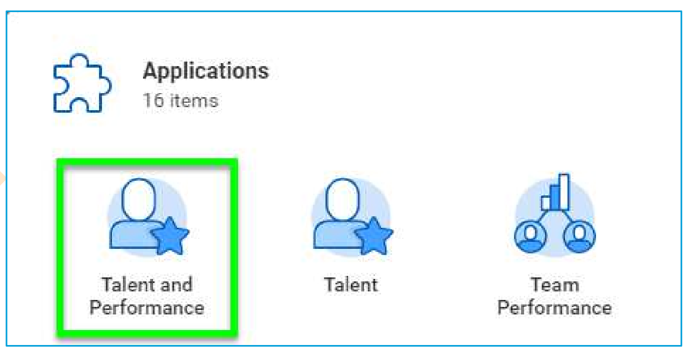
Worker Profile > Performance > Development Items

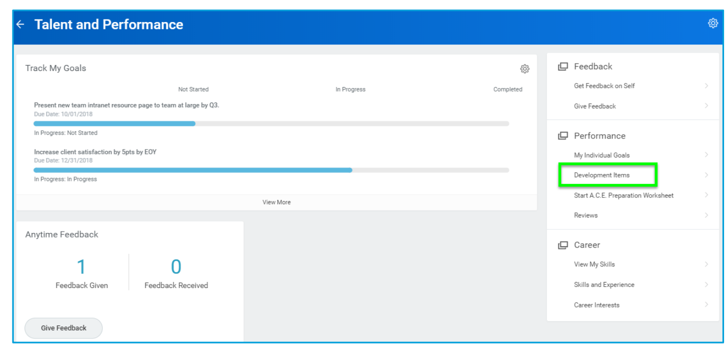


- Or -

Shortcut:

Talent and Performance **Application** > Development Items





Development Items: **Add** (Create)

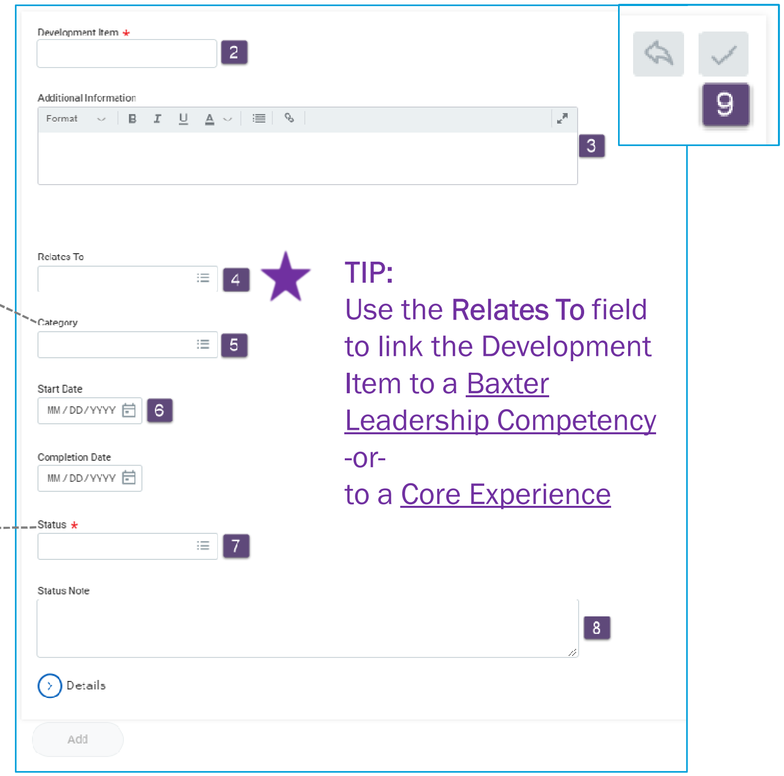
How To Add

1. Click **Add**.
2. Enter a **Development Item**. *Required*
3. Enter **Additional Information**.
4. Select a **Relates To** item.
5. Select a **Category**.
6. Enter a **Start Date**.
7. Select a **Status**. *Required*
8. Enter a status **Note**.
9. Click the **Checkmark**.

** Repeat steps 1-9 for multiple items.*

Category:
- Work Experience (70%)
- Feedback & Relationships (20%)
- Training (10%)

Status:
- In Progress
- Not Started
- Completed
- Cancelled



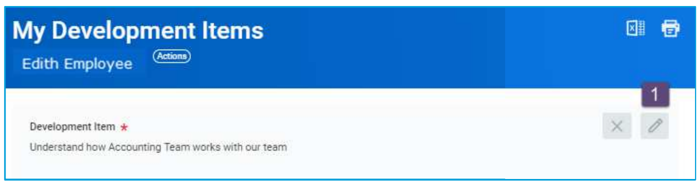
TIP:
Use the **Relates To** field to link the Development Item to a Baxter Leadership Competency
-or-
to a Core Experience

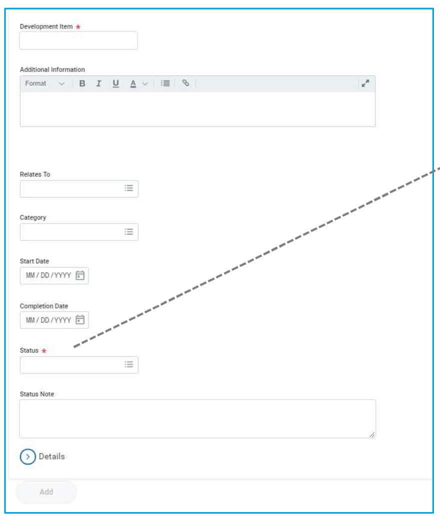
Development Items do not require approval.

Development Items: **Update** and **Delete**

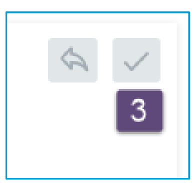
How To Update

1. Click the **edit icon** to update a development item.
2. Update the development item, where applicable.
   Development Item and Status Required
3. Click the **Checkmark** to save.



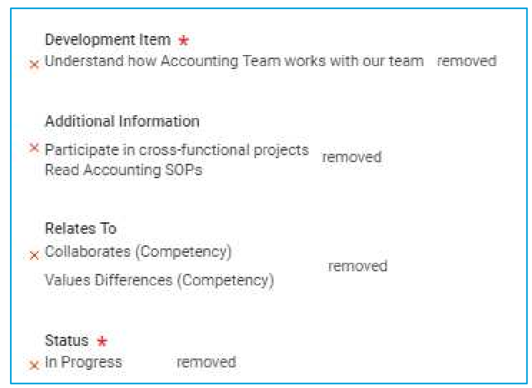


Status:
- In Progress
- Not Started
- Completed
- Cancelled



How To Delete

1. Use the **X** icon
2. All development item components will display a **red X**
3. Navigate away from the page and the development item will be removed.
4. Use the undo icon to restore the development item.



5. Feedback

- Why Feedback?

✓ Requested (On Self or On Worker)– *Known as Request Feedback*

✓ Anytime (Unsolicited) – *Known as Provide Feedback*

Why Feedback?

ACE
Align. Check-in. Execute.

Feedback is a gift.

- It is a **driver of engagement** and is the baseline of the **culture of transparency and continuous feedback** we are promoting, as part of the goal to be a **Top Quartile company**
- It includes **any information** you get about **yourself.**
- It's how we **learn** about ourselves from our **experiences** and from **other people.**
- It is critical for **managers to gather feedback** about their employees as they provide them with coaching and guidance

Positive feedback,
is an opportunity to **recognize**
and **build on successes.**

Constructive feedback
highlights **opportunities**
for improvement.

Recognition tools at Baxter

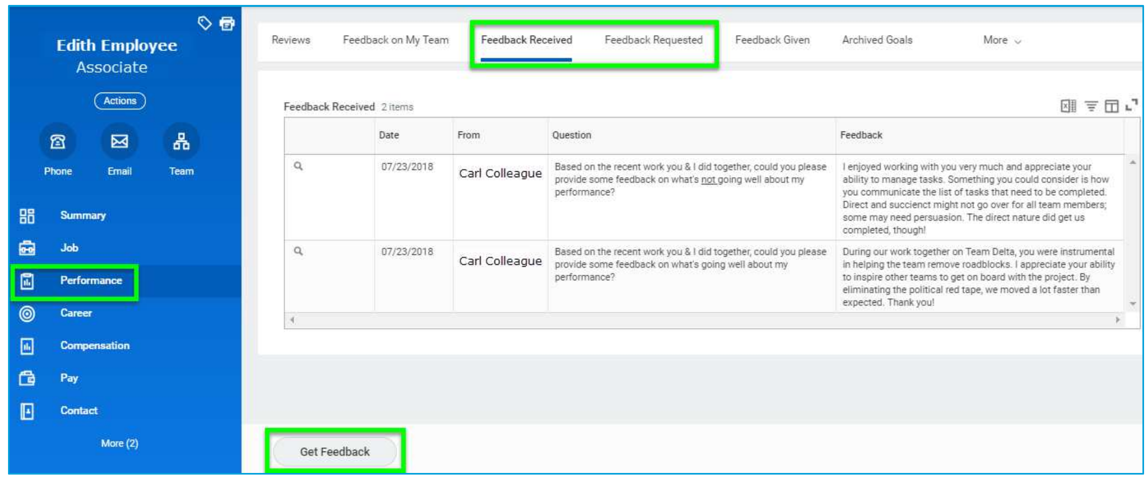
CULTURE LEVERS
Speed Courage
Simplicity Collaboration

my manager cares
It Matters.

Two ways to **Get** Feedback **On Self**

Main Access:

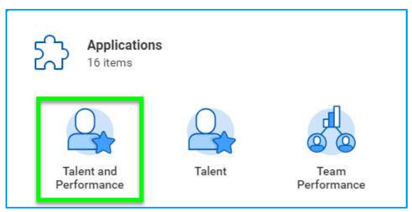
Worker Profile > Performance > Feedback Received or Feedback Given > Get Feedback

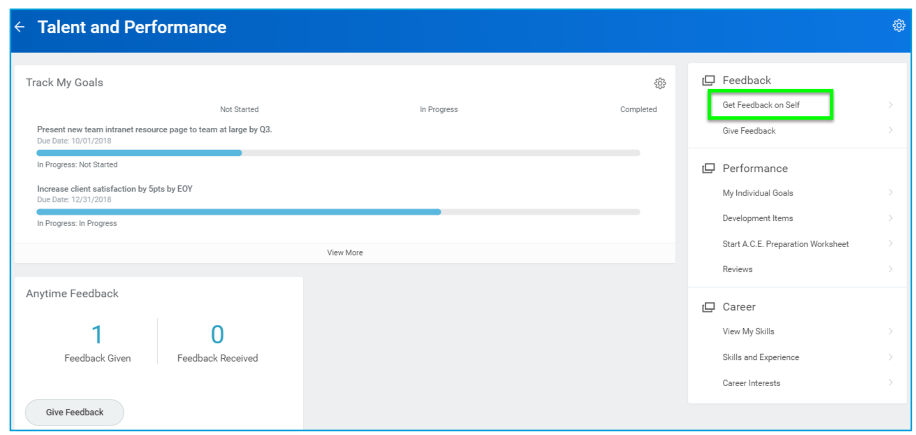


- Or -

Shortcut:

Talent and Performance **Application** > Get Feedback on Self





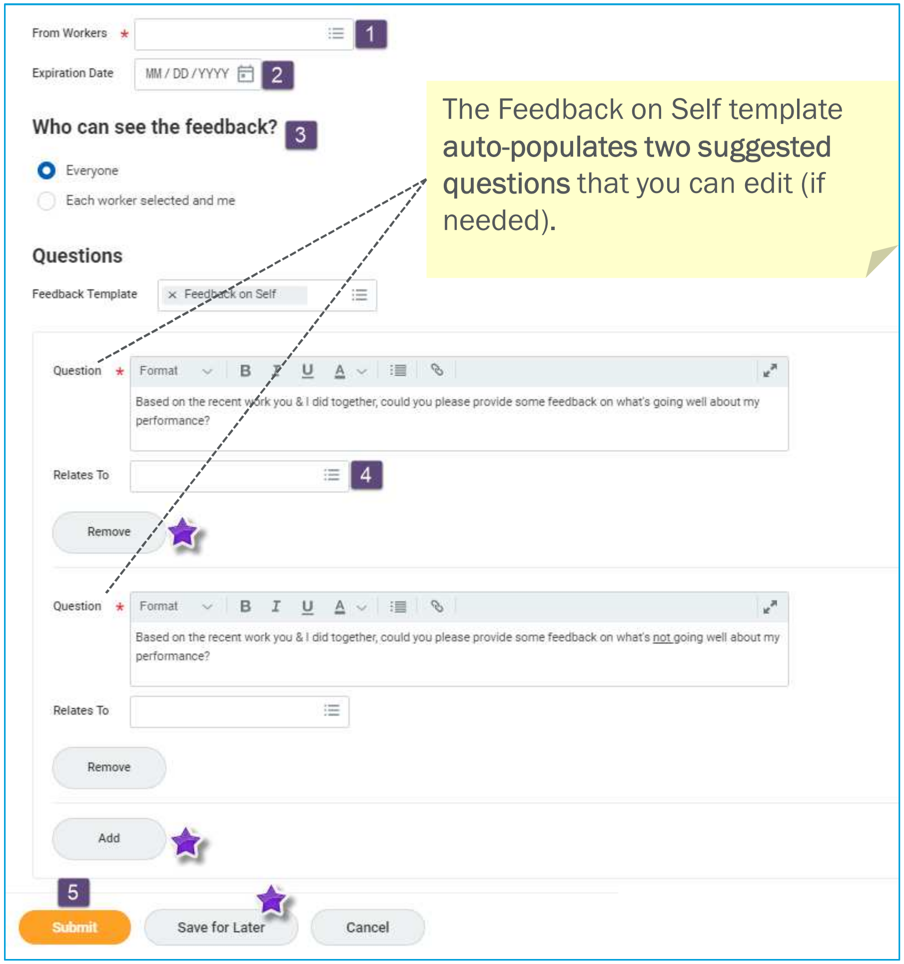
Get Feedback On Self (known in BaxTalent as Request Feedback)

How To Get

1. Select a feedback giver in the field **From Worker** (or workers). *Required*
2. Enter an **Expiration Date.**
3. Select **Who Can See The Feedback.**
4. Select a **Related To** item (Competency).
5. Click the **Submit** button.

Everyone includes:
1. Manager
2. 1-over Manger
3. Employee
4. Feedback Giver

TIPS:
- You can **Remove** or **Add** questions..
- Click **Save for Later** to save the request as a draft.



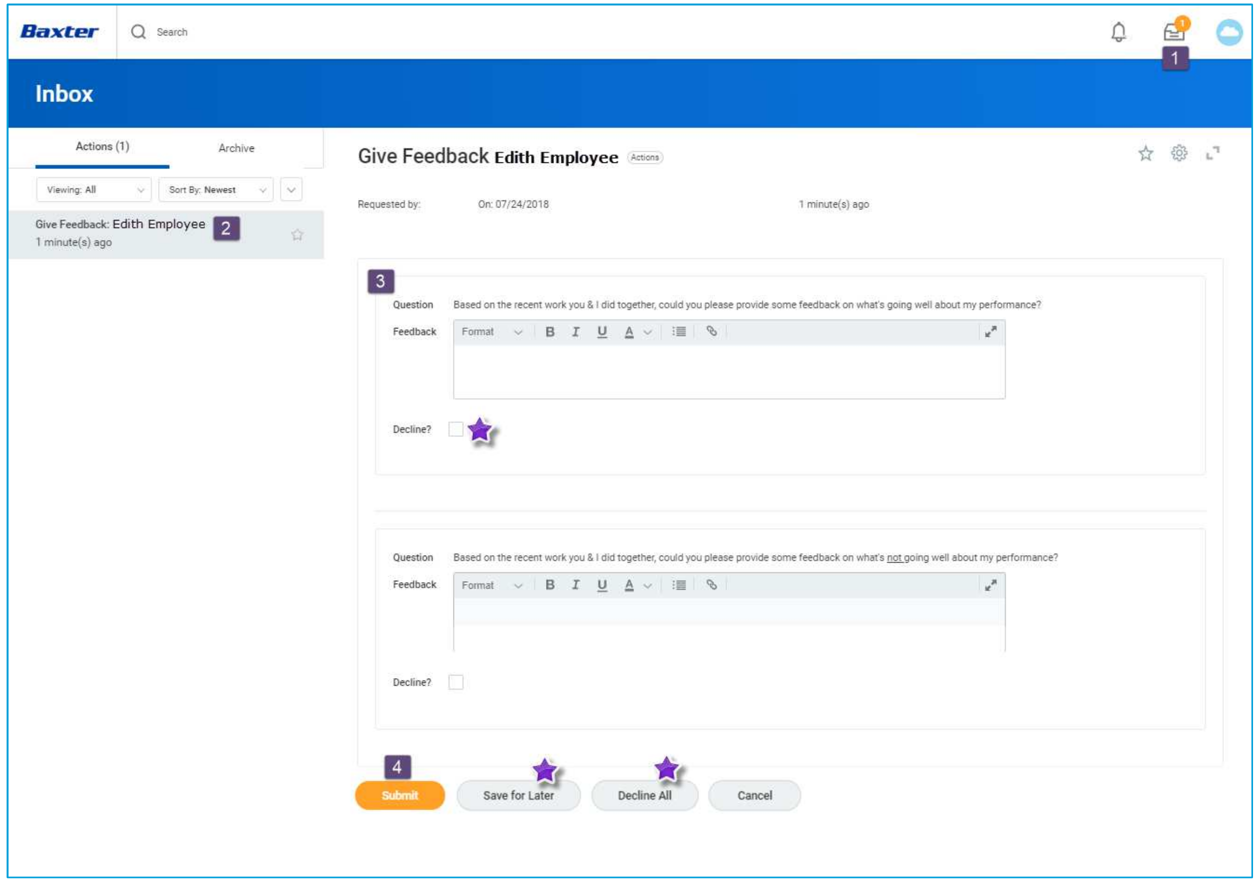
Give Requested Feedback On Coworker

How To Complete

1. Access your **Inbox**.
2. Select the inbox item.
3. Provide feedback.
4. Click the **Submit** button.

TIP:

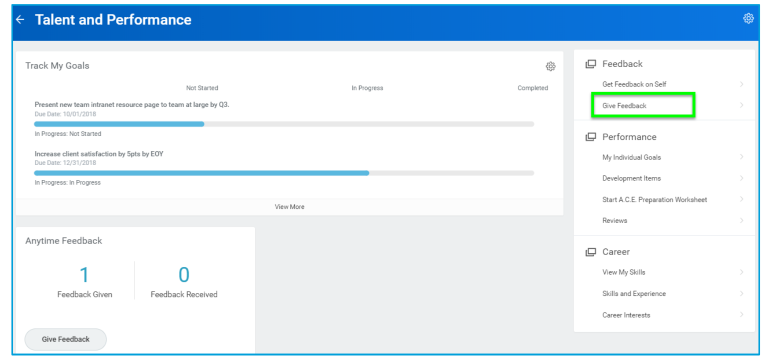
- Use **Decline** checkbox to indicate you do not want to answer a question.
- Use **Decline All** to decline giving feedback.
- Use **Save for Later** to save your response as a draft.



How to **Give Anytime Feedback** - Unsolicited

(known in BaxTalent as Provide Feedback)

Main Access:
Team Performance Application > Give Feedback

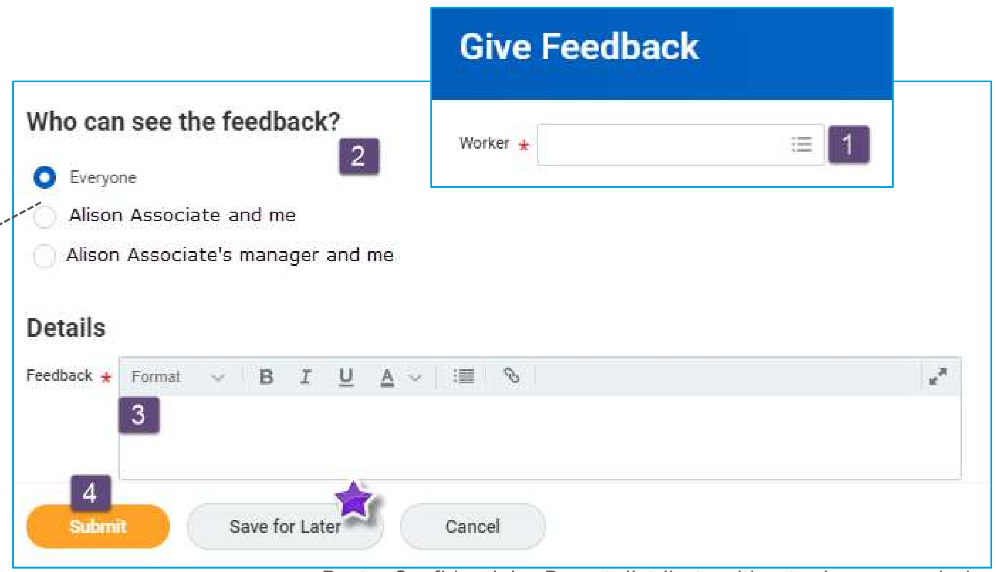


How To Complete

1. Select a **Worker** to give feedback to. *Required*
2. Select **Who Can See The Feedback.**
3. Enter feedback. *Required*
4. Click the **Submit** button.

Everyone includes:

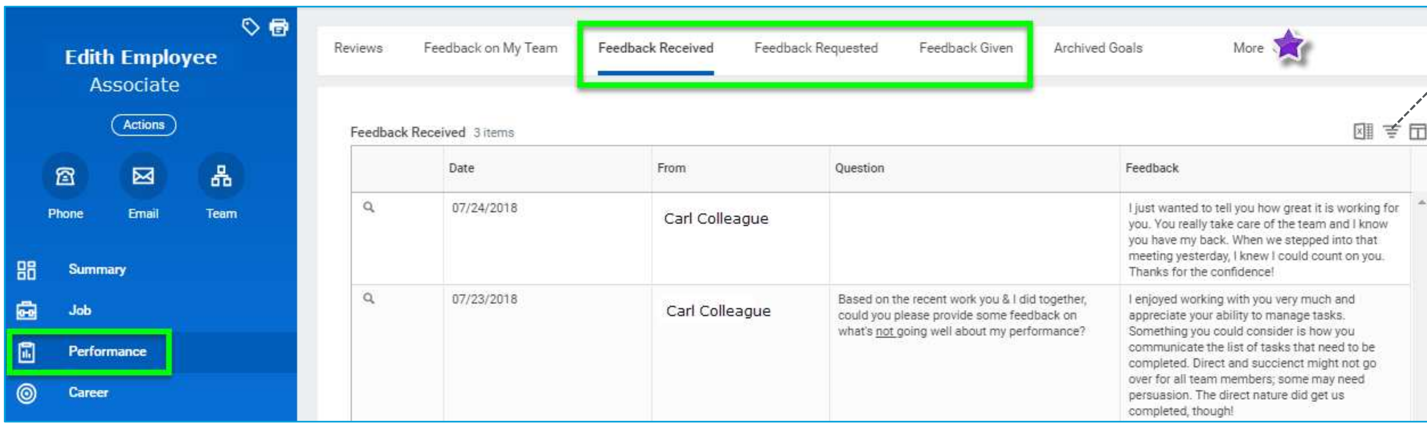
1. Manager
2. 1-over Manger
3. Employee
4. Feedback Giver

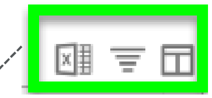


Accessing Feedback (Requested AND Unsolicited)

How To Access

Worker Profile > Performance > (Select a tab from the menu)





Feedback list could get long. Use icons above to help you:

- Export to Excel
- Filter
- Edit Grid Preference

TIP: Can't find the item you are looking for? Click **More** to expand the menu.

Align. Check-in. Execute.

5. A.C.E.

- What Is A.C.E?
- N A.C.E. Preparation Worksheets (OPTIONAL)
  - How to Start and Complete Summary and Submit
  - How to access previous worksheets
- N Viewing A.C.E. Journal– From your Manager

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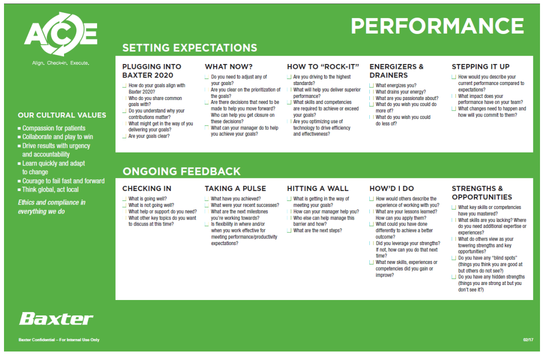
* Unless a performance issue needs to be documented

A.C.E.: Align. Check-in. Execute

A.C.E. is our approach to driving a culture of continuous feedback between managers and employees through regular check-ins that:

1. Occur monthly (15-60 min), at a minimum
2. Focus on thoughtful conversations around performance and development using the following key questions:
    - What is going well?
    - What is not going well?
    - What obstacles are getting in your way?
3. Set clear expectations on what will be executed on between check-ins

Managers should gather feedback about their employees before the monthly A.C.E. Check-ins.

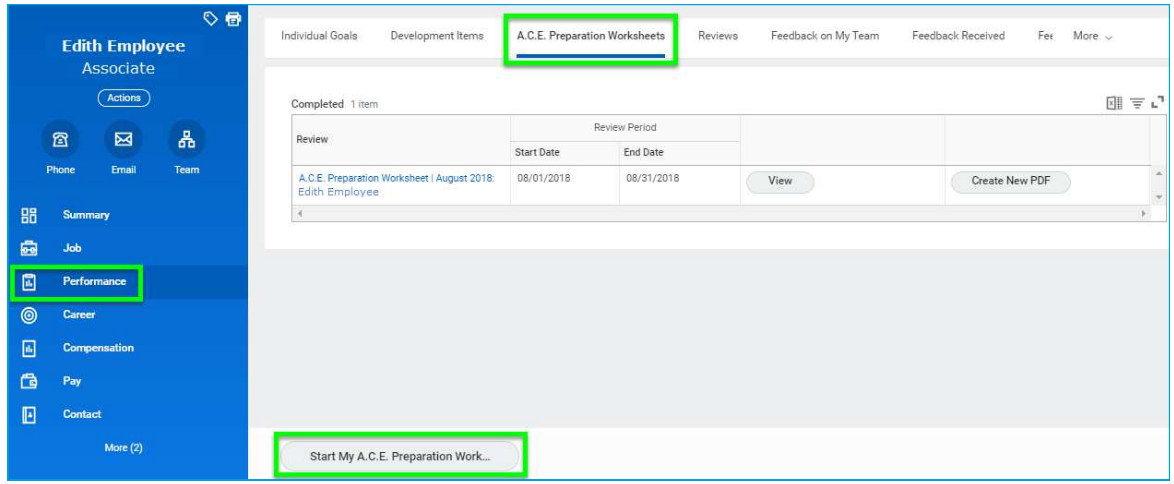


Two ways to **Start** your **A.C.E. Preparation Worksheet**

N

Main Access:

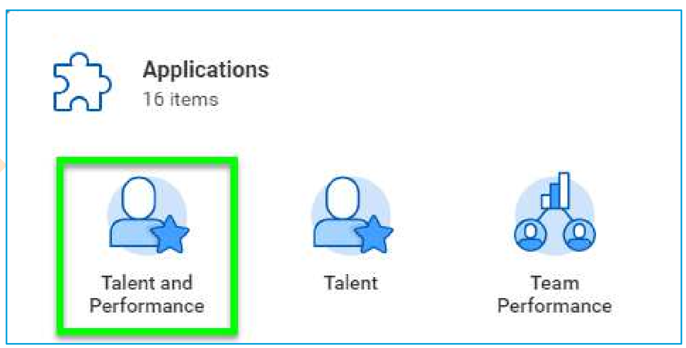
Worker Profile > Performance> A.C.E. Preparation Worksheets > Start My A.C.E. Preparation Worksheet

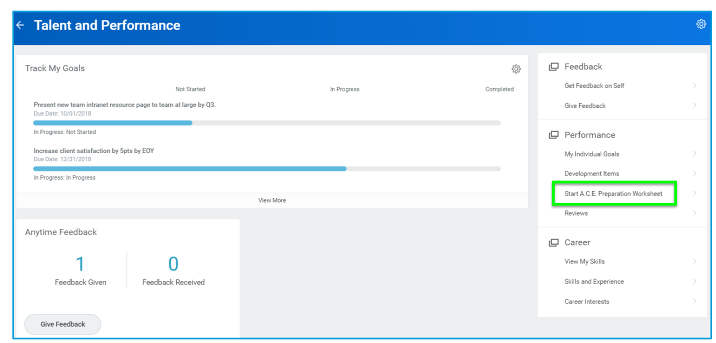


- Or -

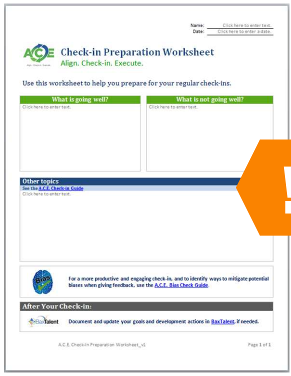
Shortcut:

Talent and Performance **Application** > Start A.C.E. Preparation Worksheet





A.C.E. Preparation Worksheet: How to **Start**

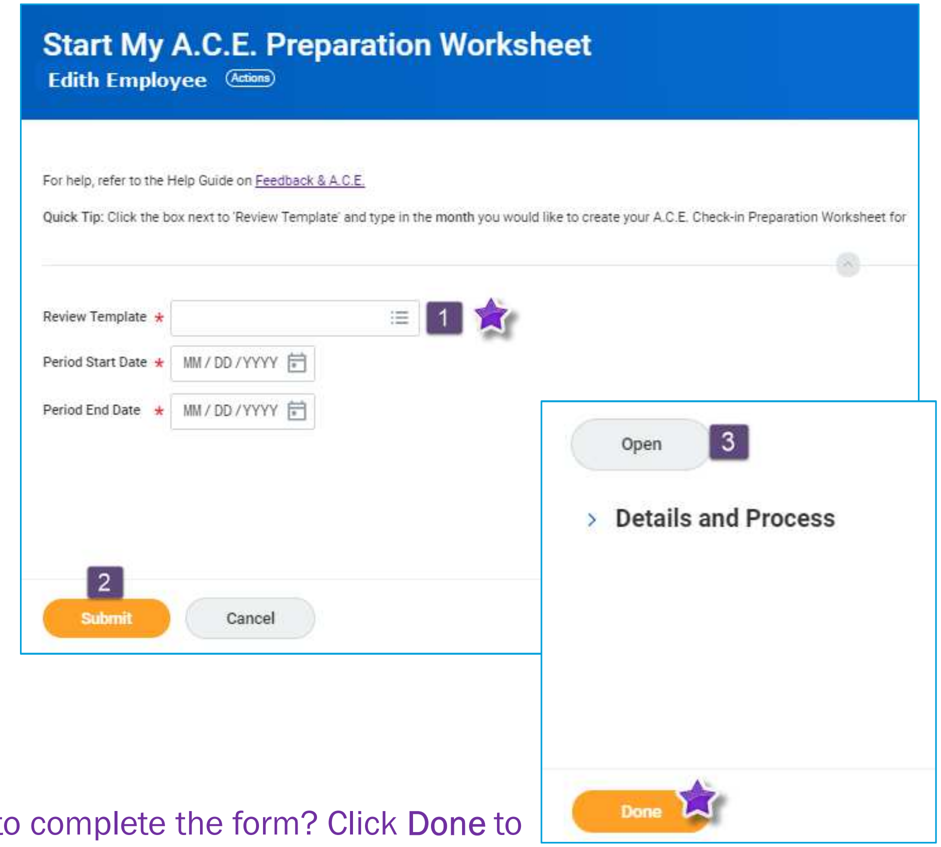


The A.C.E. Preparation Worksheet is an excellent resource to help you prepare for the monthly Check-in with your manager.

It replaces the paper (offline) version of the template and it continues to be Optional.

How To Start

1. Select the month **Review Template.** *Required*
   The period start and end dates will auto-populate based on the template you choose.
2. Click **Submit.**
3. Click **Open**



TIP:
Worksheets are month-specific. Type the month you would like to create your A.C.E Preparation Worksheet to quickly access a relevant template.

TIP:
Not ready to complete the form? Click **Done** to save the form as a draft. You can access it from your Workday Inbox later.

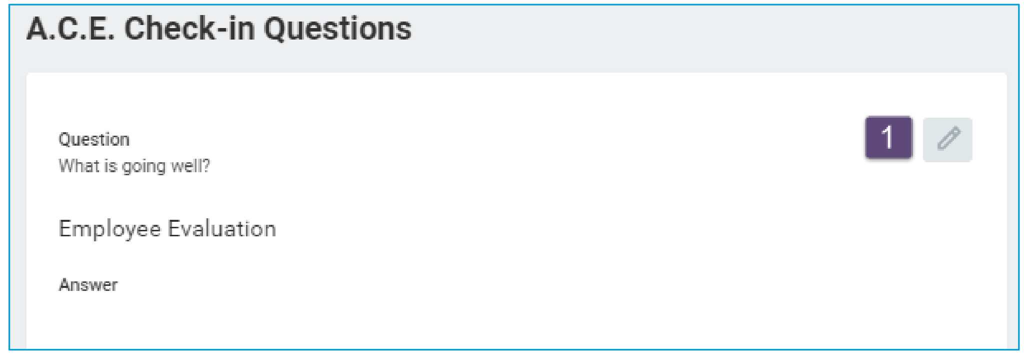
A.C.E. Preparation Worksheet: How To **Complete** N

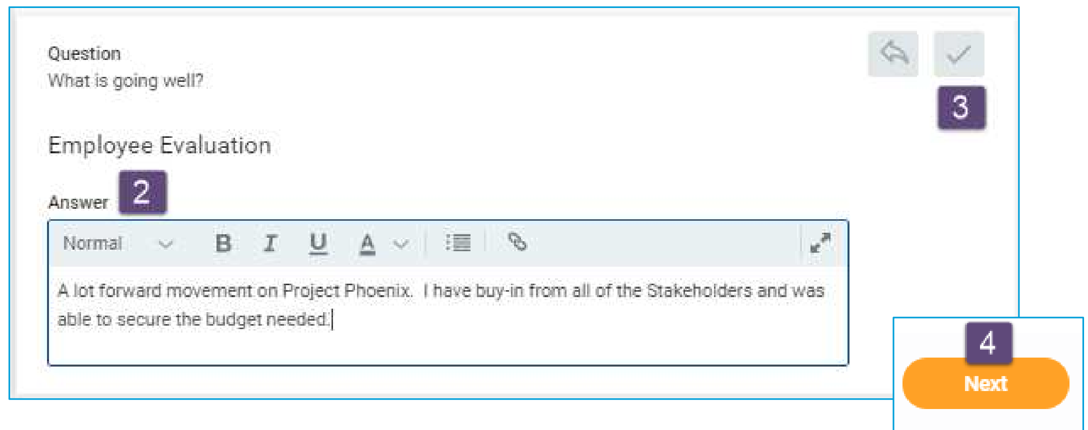
How To Complete

1. Click **edit** icon per question to access a text box.
2. Provide response in **Answer** text box.
3. Click the **Checkmark** to save.
4. Click **Next**.

ACE check-in questions:

1. What is going well?
2. What is not going well?
3. N What obstacles are getting in your way?
4. Other – *to include any other topic to be discussed during your check-in*

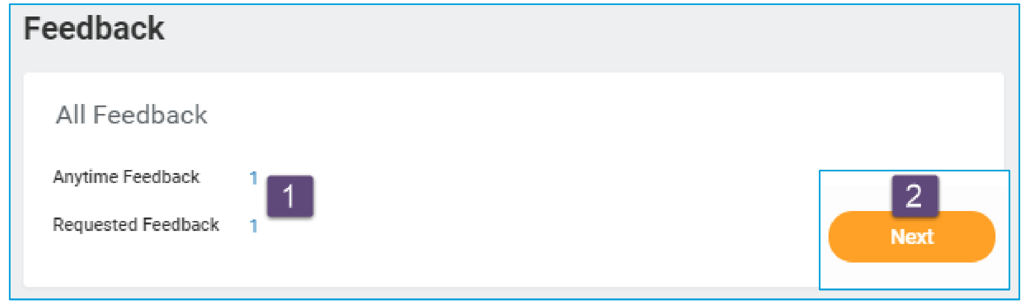




It is not required that you answer all of the questions but it is highly recommended.

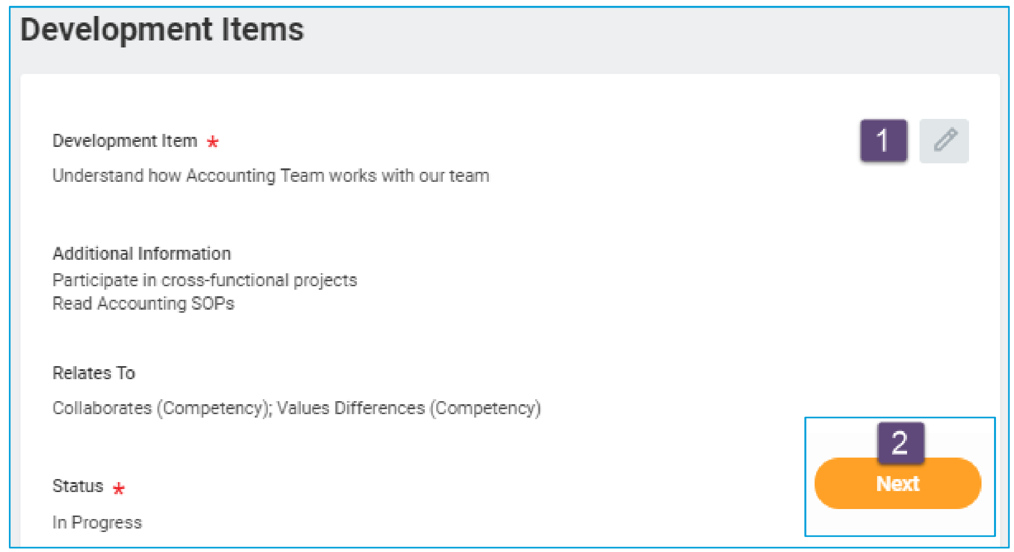
A.C.E. Preparation Worksheet: How To Complete

Workday allows you to view **feedback received** and **development items** within you're A.C.E. Preparation Worksheet .



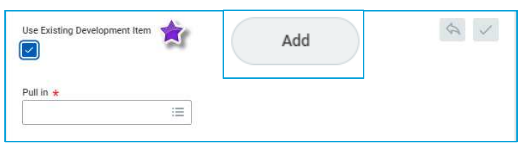
Feedback

1. Click the count next to **Anytime Feedback** and/or **Requested Feedback** to view feedback received over the past four months.
2. Click **Next.**



Development Items

1. In Progress development items will auto-populate.
2. Click **Next**



TIP: To add Completed, Cancelled or Not Started development items, click the **Add** button, click **Use Exisiting Development Item** checkbox and select an item from the **Pull In** dropdown.

A.C.E. Preparation Worksheet:
Summary and Submit

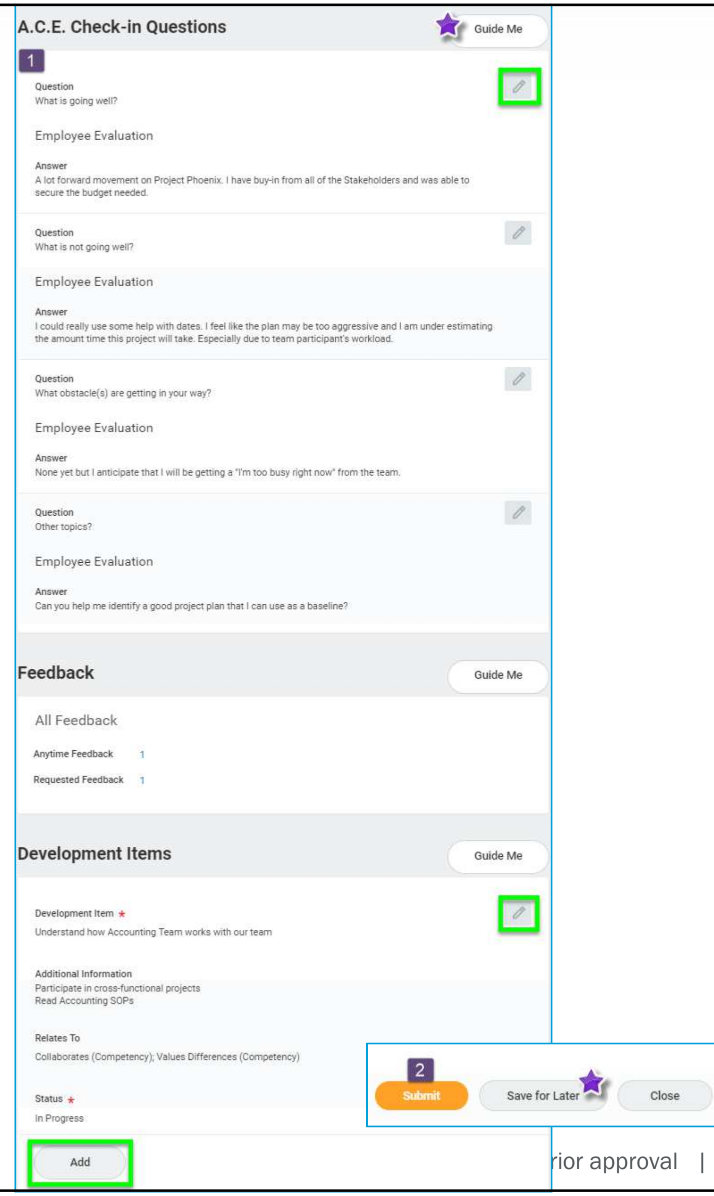
A summary view of your A.C.E. Preparation Worksheet will appear.

1. Review your entries. **Edit** and/or **Add**, where applicable.
2. Click the **Submit** button to share with your Manager.

> Once submitted, **your Manager will be able to view your completed A.C.E. Preparation Worksheet**

TIP:
Summary view too long? Click the **Guide Me** button to return to the guided view for a specific section.

TIP:
Not ready to submit? Click the **Save for Later** button and save the worksheet as a draft.
You can access it from your Workday Inbox later.

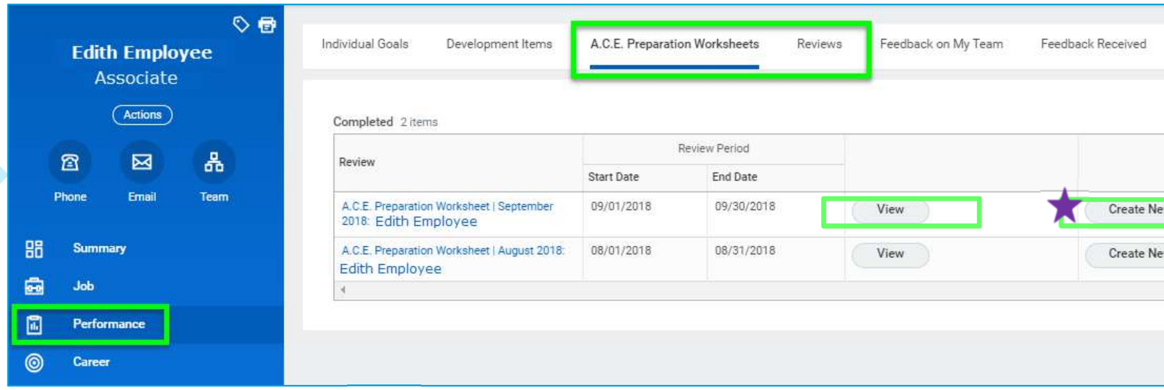


Two ways to **Access** your **Previous** A.C.E. Preparation Worksheet

N

Main Access:

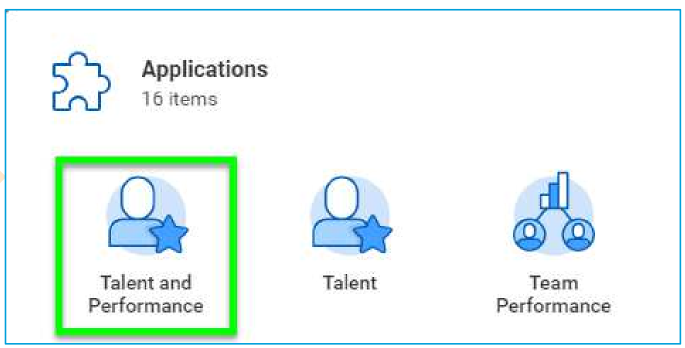
Worker Profile > Performance> A.C.E. Preparation Worksheets or Reviews

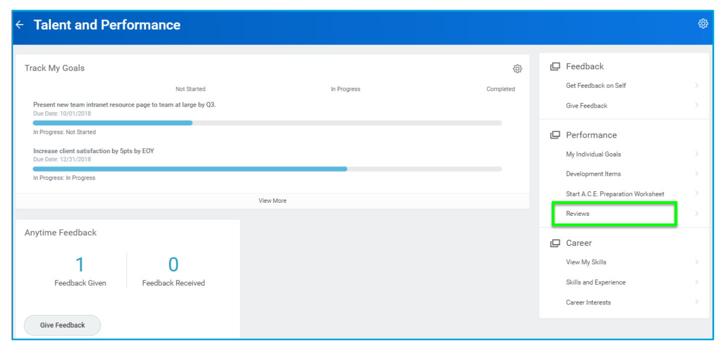


TIP:
Want a copy of your worksheet? Click the **Create New PDF** button. The printout will be in your Workday notifications.

- Or -

Shortcut:
Talent and Performance **Application** > Reviews





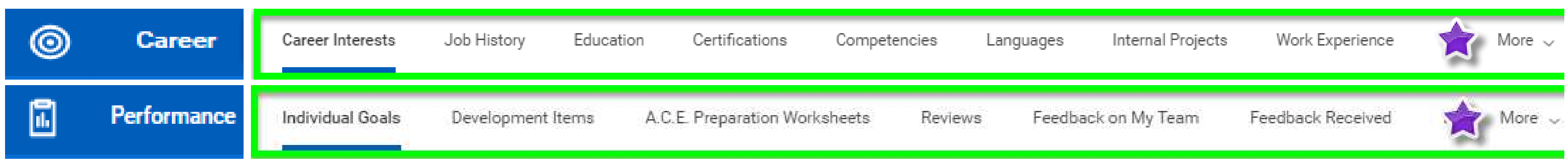
Key Takeaways and Next Steps

- Talent Profile
- Goals
- Development Items
- Feedback
- A.C.E.

Key Takeaways - BASICS

workday.

- We are expanding Workday's capabilities with the introduction of Talent & Performance
- Go Live date: September 24
- Two new sections:

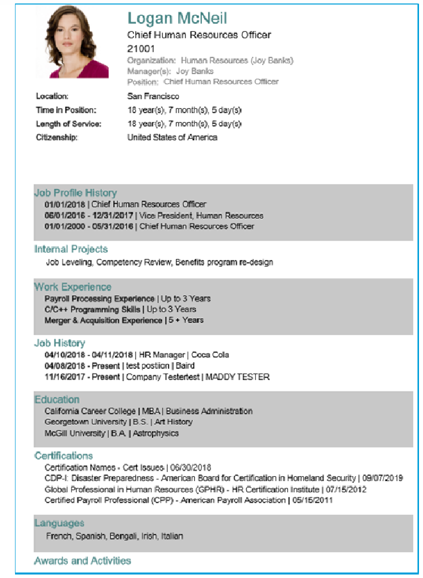


BaxTalent

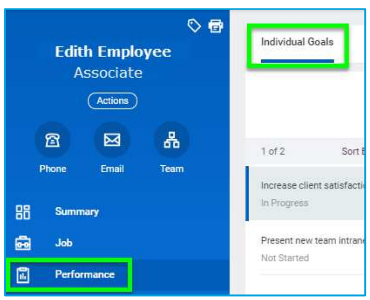
- Workday will replace BaxTalent (Performance) for all Baxter employees globally*
- The information in BaxTalent will not transfer to Workday
- BaxTalent will be read-only from September 14 – December 31, 2018

**Excluding Germany*

Key Takeaways



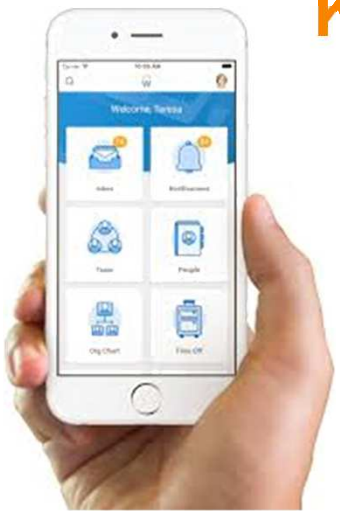
- Talent Profile:
  - ✓ Center of career development at Baxter – your **internal resume**
  - ✓ Mark your calendar! **Complete your Talent Profile Sept. 24 – Nov 30 .**
  - ✓ Tip! download a pdf version of your BaxTalent Profile to upload into Workday

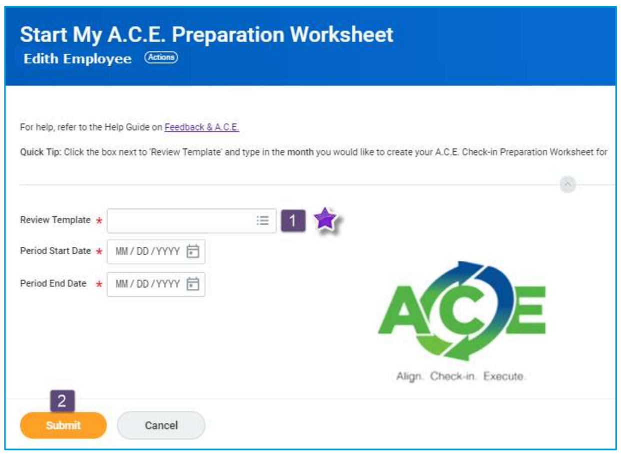


- Goals:
  - ✓ Continue to execute your 2018 goals
  - ✓ Input and manage your goals in Workday beginning in 2019
- Development Items (known as Development Plan):
  - ✓ Remember to follow the 70/20/10 Development Framework
  - ✓ Input and manage your development items in Workday beginning in 2019

! BaxTalent will be read-only from September 14 – December 31 2018

Key Takeaways (cont.)





- Feedback:
  - ✓ Great resource to promote our culture of continuous feedback
  - ✓ If you used the Feedback functionality in BaxTalent, you'll notice some changes in this section of the module, so explore it to familiarize yourself with it (also available in the Mobile App!)
- A.C.E. Preparation Worksheets and Journal:
  - ✓ Continue to prepare for your monthly A.C.E. Check-in (and share your notes with your manager), now in Workday
  - ✓ Managers can continue to document the A.C.E Journal online: *now visible for you*
  - ✓ These are optional tools – you can start using them for the October A.C.E.Check-in and moving on

Resources & Support

- MyCareer:
  https://connect.baxter.com/sites/functions/HR/MyCareer

HRCENTRAL

https://leplb0360.portal.hewitt.com/web/baxter/hrp-flyout
home?linkId=HRBPOPRTL_DIRECT_HR_VIEW&technicalNameForLink=HRBPOPRTL_DIRECT_HR_VIEW&userFriendlyNameForLink=null&domain=Ben-CM&baseClientIndicator=Client

BaxTalent

- How to download and archive employee data from BaxTalent:
  https://connect.baxter.com/sites/functions/HR/MyCareer/Shared%20Documents/Download%2c%20Archive%20Employee%20Data%20from%20BaxTalent.pdf

HRCENTRAL SUPPORT

- Continue to contact HR Central Support to get assistance with Workday Talent & Performance Modules when we go live

Next Steps

What	When
Download and save information from BaxTalent to reference in the future.	BaxTalent will be read-only mode until Dec.31
Start using the module and familiarizing with its functionalities – Create your Talent Profile	September 24

Baxter

Thank You!