



Baxter



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



- Collaborative process to set and document employee's performance vs. expectations.
- It allows managers to give fair and accurate feedback, focused on development
- To document the priorities and associated actions to be taken by the employee and manager to continuously improve performance and close capabilities gaps.
- 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

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

Our HR Transformation Journey Continues...



Phase I: W Core HCM & Compensation +

- ✓ Launched in January 2018

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



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



* 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



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!



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



- **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.



Employee	Title	Managing:
Jake Lee	Executive VP, Sales & Marketing Executive Management Group	3
Logan McNeil	Chief Human Resource Officer Executive Management Group	5
Maximilian Sc...	Chief Operating Officer Executive Management Group	7
Oliver Reynolds	Chief Information Officer Executive Management Group	3
Olivia Price [C]	Executive Assistant Executive Management Group	6
Teresa Serrano	Chief Financial Officer Executive Management Group	8

- 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)

The screenshot shows the Baxter Home Page. At the top left is the Baxter logo. The main area has three main sections: "Announcements" (1 item), "Inbox" (6 items), and "Applications" (8 items). The "Announcements" section shows a message from Workday. The "Inbox" section shows two feedback messages. The "Applications" section lists "Talent and Perf...", "Talent", "Team Performa...", "Pay", "Inbox", "Favorites", "Directory", and "Personal Inform...".



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

The screenshot shows the Worker Profile page for "Edith Employee Associate". It includes sections for "Actions" (Phone, Email, Team), "Summary", "Job", "Performance" (with yellow star icons), and "Career".

Navigation Basics

The screenshot shows the Workday Home Page for 'Molly Manager'. At the top right, there are three icons: a star, a bell with a notification count of 2, and an envelope with a notification count of 1, all enclosed in a green box. Below these are sections for 'Announcements' and 'Inbox'. The 'Inbox' section is highlighted with a green box and contains a message from 'Edith Employee' about managing goals. A dashed arrow points from the 'Inbox' icon at the top right to the bell icon.

- 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 screenshot shows the Workday Home Page for 'Edith Employee'. The search bar at the top is highlighted with a green box. Below it is a 'Welcome' message and sections for 'Announcements' and 'Applications'.

- 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

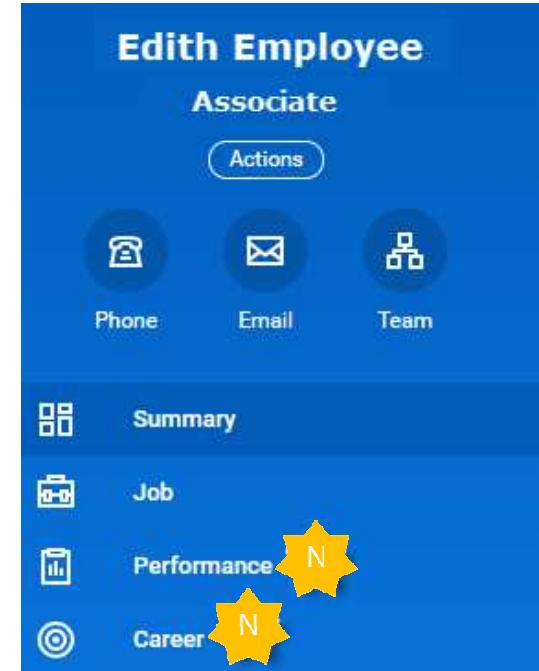
What is new with the addition of

 Talent & Performance?



New Profile Sections on Worker Profile

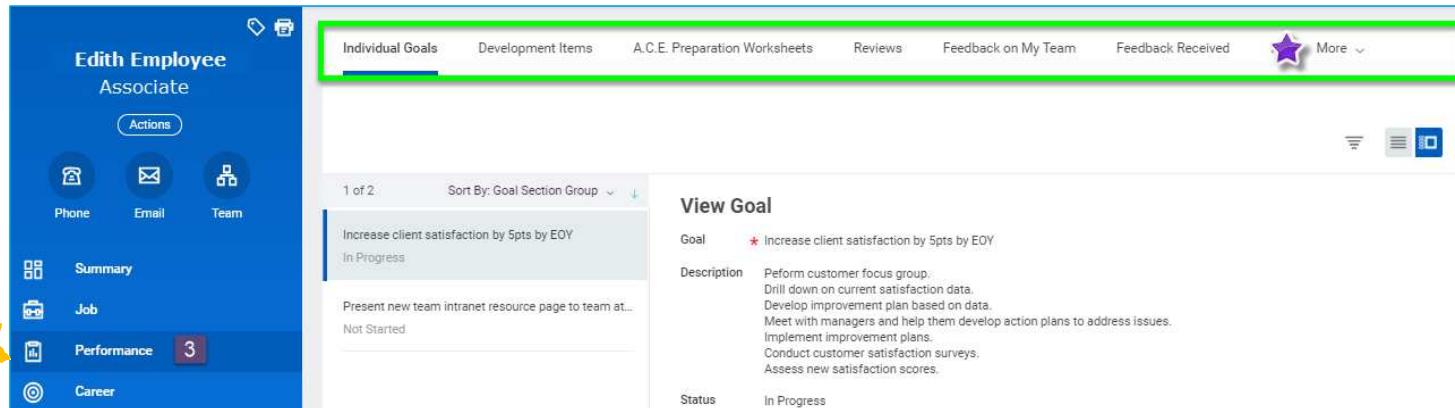
- Performance
 - Career



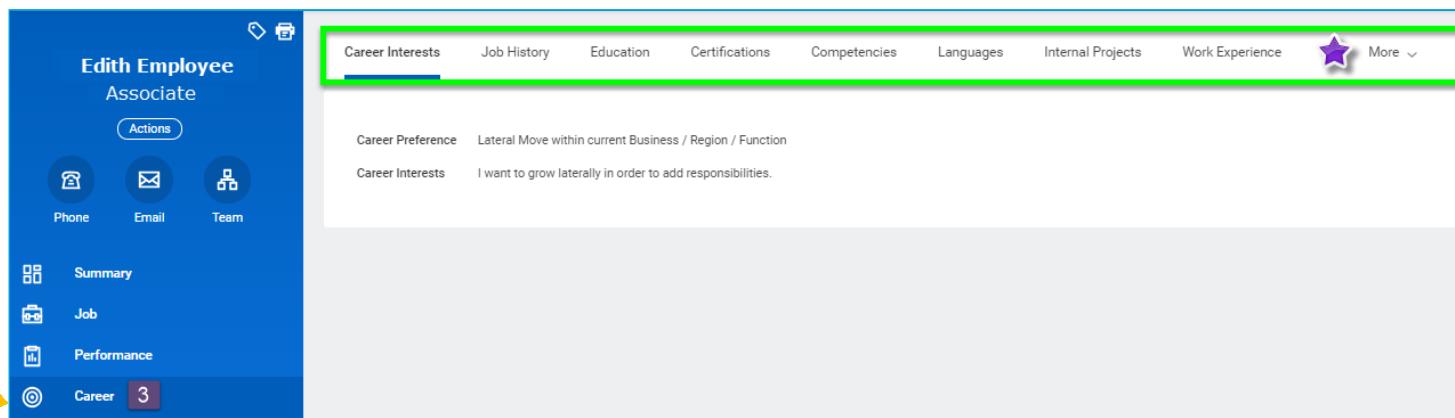
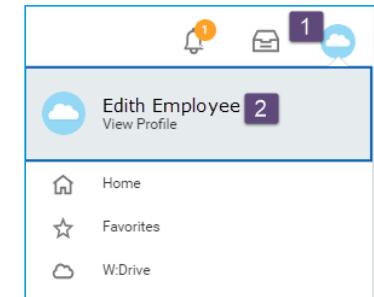
New Applications on Workday Homepage

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



A screenshot of the Baxter worker profile interface. On the left, there's a sidebar with icons for Phone, Email, Team, Summary, Job, Performance (with a red '3' badge), and Career. The main area shows a navigation bar with tabs: Individual Goals (highlighted with a green box), Development Items, A.C.E. Preparation Worksheets, Reviews, Feedback on My Team, Feedback Received, and More. Below this, a 'View Goal' section displays a goal titled 'Increase client satisfaction by 5pts by EOY' (Status: In Progress). Another goal is listed below it: 'Present new team intranet resource page to team at...' (Status: Not Started). To the right, there's a 'View Goal' section with a detailed description of the first goal.



A screenshot of the Baxter worker profile interface. On the left, there's a sidebar with icons for Phone, Email, Team, Summary, Job, Performance (with a red '3' badge), and Career. The main area shows a navigation bar with tabs: Individual Goals, Development Items, A.C.E. Preparation Worksheets, Reviews, Feedback on My Team, Feedback Received, and More. Below this, a 'View Goal' section displays a goal titled 'Increase client satisfaction by 5pts by EOY' (Status: In Progress). Another goal is listed below it: 'Present new team intranet resource page to team at...' (Status: Not Started). To the right, there's a 'View Goal' section with a detailed description of the first goal.



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)

The screenshot shows the Workday homepage with a blue header bar. On the left, there's a sidebar with a puzzle piece icon labeled "Applications" (16 items) and a user icon labeled "Talent and Performance". A yellow starburst badge with the letter "N" is overlaid on the sidebar. The main content area has a blue header "Talent and Performance".

Track My Goals

- Not Started: Present new team intranet resource page to team at large by Q3. Due Date: 10/01/2018. Status: In Progress: Not Started.
- In Progress: Increase client satisfaction by 5pts by EOY. Due Date: 12/31/2018. Status: In Progress: In Progress.

[View More](#)

Anytime Feedback

1	Feedback Given
0	Feedback Received

[Give Feedback](#)

Feedback

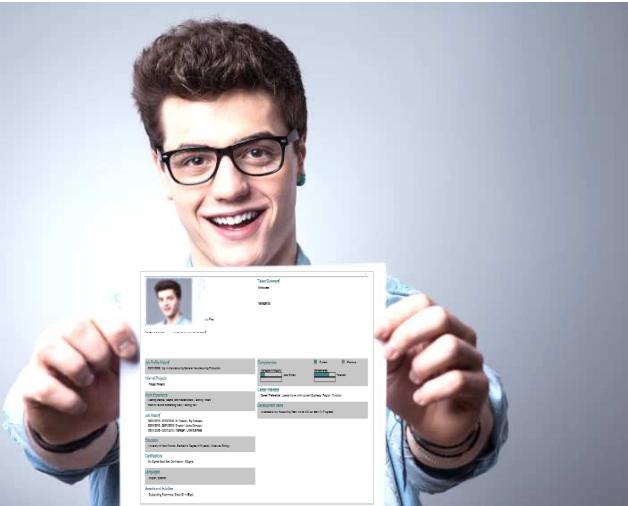
- Get Feedback on Self
- Give Feedback

Performance

- My Individual Goals
- Development Items
- Start A.C.E. Preparation Worksheet
- Reviews

Career

- View My Skills
- Skills and Experience
- Career Interests



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

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

Remember:



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



Logan McNeil

Chief Human Resources Officer

21001

Organization: Human Resources (Joy Banks)

Manager(s): Joy Banks

Position: Chief Human Resources Officer

San Francisco

Location:

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 - 05/31/2018 | 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 position | Bard
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

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

The screenshot shows the Baxter Employee Profile interface. On the left, there's a sidebar with icons for Phone, Email, Team, Summary, Job, Performance, and Career (which is highlighted with a green border). The main area has a header with 'Edith Employee' and 'Associate'. Below the header is a navigation bar with tabs: Career Interests, Job History, Education, Certifications, Competencies, Languages, Internal Projects, Work Experience, and More (with a dropdown arrow). Under the 'Career Interests' tab, there are sections for 'Career Preference' (Lateral Move within current Business / Region / Function) and 'Career Interests' (I want to grow laterally in order to add responsibilities.). At the bottom, there are two callout boxes: one yellow box with a purple star containing a tip about populating fields from a BaxTalent Profile PDF, and one grey box with a purple star containing a tip about using the 'More' menu.

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 screenshot shows the 'Edith Employee' profile page. The 'Career' tab is selected. Under 'Career Interests', it says 'none entered'. An 'Edit' button is highlighted with step 2. A callout box with step 3 points to the 'Career Preference' dropdown. Another callout box with step 4 points to the 'Career Interests' text area. A third callout box with step 5 points to the 'Submit', 'Save for Later', and 'Cancel' buttons.

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 & Positions*.
5. Click **Submit**.

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



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

The screenshot shows the 'Job History' tab selected in the navigation bar. A callout bubble contains a tip: 'TIP: Use Upload My Experience to pull in information from an existing resume or BaxTalent Profile in .pdf'. Numbered steps 1 through 11 are overlaid on the interface.

- 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.
- 11. Click Submit.

How To Complete



TIP:
Use Upload My
Experience to pull in
information from an
existing resume or
BaxTalent Profile in .pdf



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

The form fields are numbered 1 through 11. A dashed arrow points from step 5 to a calendar overlay showing May 2019, with the date 05/29/2019 highlighted.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Job Title: 3
Company: 4
Create New: 5
Start Date: 5
End Date: 6
Responsibilities and Achievements: 7
Location: 8
Reference: 9
Contact Information: 10
Submit: 11



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

Create New <input checked="" type="checkbox"/>
Company Name <input type="text"/> *

Talent Profile: My Education

Edith Employee
Associate
Actions
Email Team
Summary
Job Performance
Career
Compensation
Pay Contact
More (2)

1 Education

Career Interests Job History **1** Education Certifications Competencies Languages Internal Projects Work Experience

none entered

2 Add Upload My Experience



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



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.

If you cannot find the school, check here

School Name *

School Location

School Type

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**

Country * 3

School * 4

If you cannot find the school, check here

Degree 5

Degree Received 6

Field of Study 7

First Year Attended YYYY 8

Last Year Attended YYYY 9

Grade Average 10

11 **Submit**

Talent Profile: My Certifications

The screenshot shows the 'Certifications' tab selected in the top navigation bar. A large button labeled 'Add' is highlighted with a blue box and the number '2'. The main content area displays a message 'none entered'.

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)

The form includes fields for Country (United States of America), Certification (marked required with an asterisk), a checkbox for 'If you cannot find the certification, check here' (unchecked), Certification Number, Issued Date, and Expiration Date. Step 8 points to the 'Attachments' section, and step 9 points to the 'Submit' button.

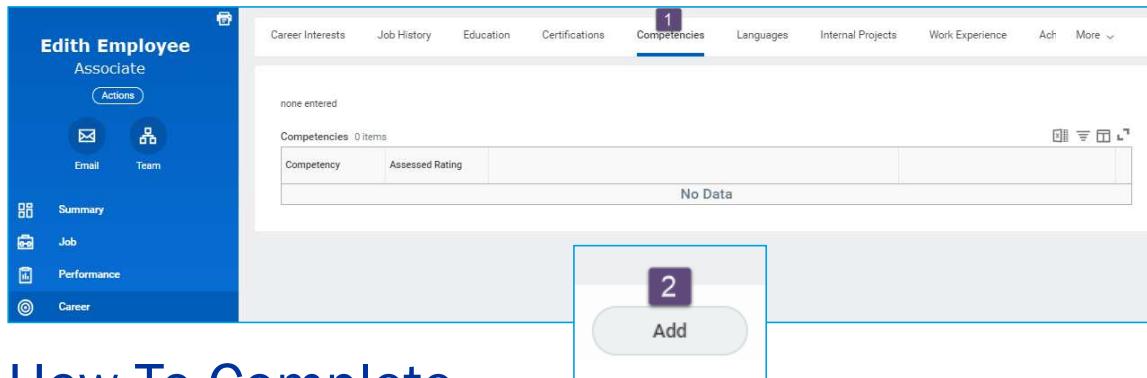


TIP: Can't find the certification you are looking for? Click the If you cannot find the certification, check here checkbox and enter the issuer and name.

The form shows two input fields: 'Issuer' and 'Name', both marked with an asterisk, with a checked checkbox above them.

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.



Edith Employee
Associate

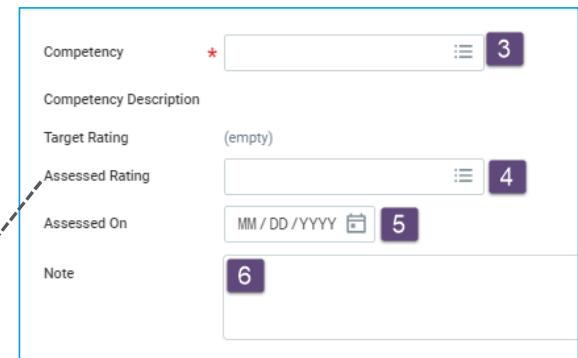
Career Interests Job History Education Certifications **1 Competencies** Languages Internal Projects Work Experience Ach More

none entered

Competencies 0 items

Competency	Assessed Rating
No Data	

2 Add



Competency **3**

Competency Description

Target Rating (empty)

Assessed Rating **4**

Assessed On **5**

Note **6**

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 own self-assessment for each competency and not a rating/assessment provided by your manager or Baxter.

- Less Skilled
- Skilled
- Talented
- Overused Skill

Talent Profile: My Languages

The screenshot shows the 'Languages' tab selected in the top navigation bar. A message 'none entered' is displayed. Below it is a large 'Add' button labeled '2'. To the left, there's a sidebar with 'Edith Employee' (Associate), 'Actions' (Email, Team), and links to 'Summary', 'Job', 'Performance', and 'Career'. Below the main area is a table for adding languages:

*Language	Native	*Ability	Proficiency	Note	Assessed On
<input type="text"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5 <input type="button" value="+"/> 6	<input type="button" value="select one"/> 7	<input type="button" value="select one"/> 8	<input type="text"/> 9 <input type="button" value="+"/> 10

Two callout boxes provide definitions for 'Ability' and 'Proficiency':

- Ability**
 - Verbal
 - Written
- Proficiency**
 - Basic
 - Intermediate
 - Fluent

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



The screenshot shows the 'Internal Projects' tab selected in the top navigation bar. Below it, a message says 'none entered'. In the center, there is a large 'Add' button with the number '2' inside a blue box.

The form consists of several input fields: 'Internal Project *' (number 3), 'Description' (number 4), 'Start Date' (number 5), 'End Date' (number 6), 'Project Leader' (number 7), and a 'Submit' button (number 8) at the bottom right.

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



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

The screenshot shows the 'Edith Employee' profile page. The 'Work Experience' tab is highlighted with a blue border. Below it, the 'none entered' message is displayed. A callout box labeled '2' points to the 'Add' button.

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**

The form has fields for 'Work Experience *' (with a red asterisk), 'Experience Level', and 'Note'. A callout box labeled '3' points to the first field, '4' points to the second, and '5' points to the note area. A callout box labeled '6' points to the 'Submit' button.

Experience Level:

- Leading Self
- Leading Others
- Leading Leaders

Talent Profile: My Achievements and Travel



The screenshot shows the 'Achievements' tab selected in the navigation bar. A message 'none entered' is displayed. Below the message are two buttons: 'Add Award and Activity' and 'Add Publication'. The 'Add Award and Activity' button is highlighted with a blue box and a number '2'.

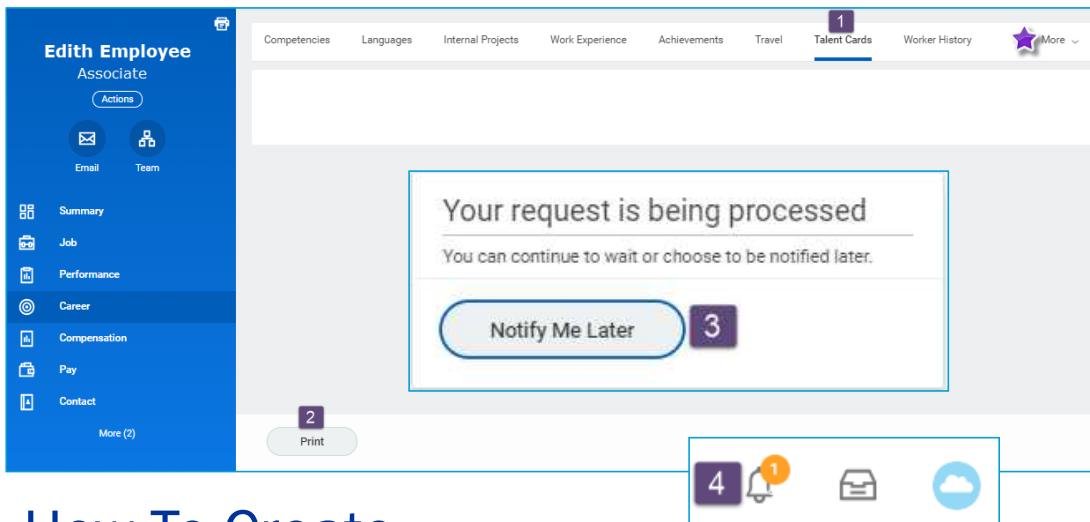
Workday allows you to capture any functional, departmental and/or organizational **Awards, Achievements or other Recognitions** you have received at Baxter.

The screenshot shows the 'Travel' tab selected in the navigation bar. A message 'none entered' is displayed. Below the message is an 'Edit' button, which is highlighted with a blue box and a number '2'. To the right, there are three input fields: 'Are you willing to travel? * Yes' (with a dropdown menu), 'What amount of time?' (with a dropdown menu), and 'Additional Information' (with a text area). The 'Additional Information' field is highlighted with a blue box and a number '5'.

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



A screenshot of the Workday interface for an employee named Edith Employee. The left sidebar shows various navigation options like Summary, Job, Performance, Career, Compensation, Pay, and Contact. A blue box highlights the 'Actions' button under Associate. The main content area shows a progress message: 'Your request is being processed. You can continue to wait or choose to be notified later.' Below this is a 'Notify Me Later' button. Numbered callouts point to: 1) The 'Talent Cards' tab in the top navigation bar; 2) The 'Print' button at the bottom; 3) The 'Notify Me Later' button; and 4) The notification icon in the bottom right corner.

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.



A screenshot of a Talent Card PDF for Logan McNeil. It includes a profile picture, basic information (Name, Location, Time in Position, Length of Service, Citizenship), and sections for Job Profile History, Internal Projects, Work Experience, Job History, Education, Certifications, Languages, and Awards and Activities.

Logan McNeil
Chief Human Resources Officer
21001
Organization: Human Resources (Joy Banks)
Manager(s): Joy Banks
Position: Chief Human Resources Officer
San Francisco
Location:
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 position | 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

Talent Profile

Summary Section

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

The screenshot shows the 'Edith Employee' profile page. On the left, there's a sidebar with icons for Phone, Email, Team, and four tabs: Summary (highlighted with a green box), Job, Performance, and Career. The main content area has sections for Location (Manager), Employee ID, Cost Center, and Job Details (Employee ID: Baxter (José Almeida) >>, Organization: Baxter, Position: Business Title). On the right, there's a large box with 'Statements' and 'Skills' sections, both with 'Add' buttons. A green box highlights the 'Statements' section, and another green box highlights the 'Skills' section. Dashed lines point from the text descriptions on the right to these highlighted areas.

Summary Section: Talent Statements

Add Talent Statement

For help, refer to the Help Guide on entering [Talent Data](#).

Quick Tip: In the 'Statement' area, provide a summary about yourself and your professional experience in a few words.

Note: If you see 'No Items' under Type then you have already added your statement previously. Click 'Cancel' to go back and 'Edit' your existing talent statement.

Type **1** **2**

Statement **3** **4**

5

How To Complete

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

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

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

Statements

About Me

With 10 years accounting experience, I have successfully lead teams and projects as well as created and implemented new programs that impacted and promoted change.

Add

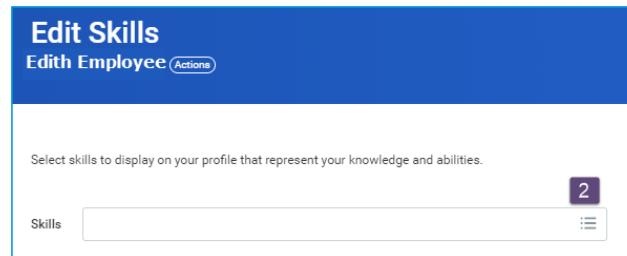
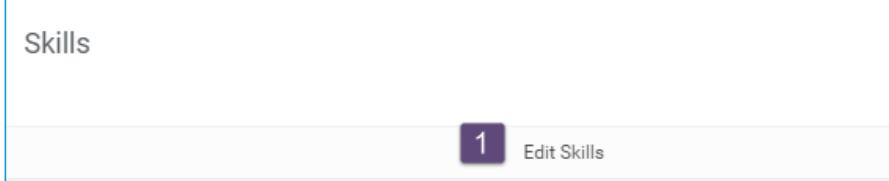
Edit

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.

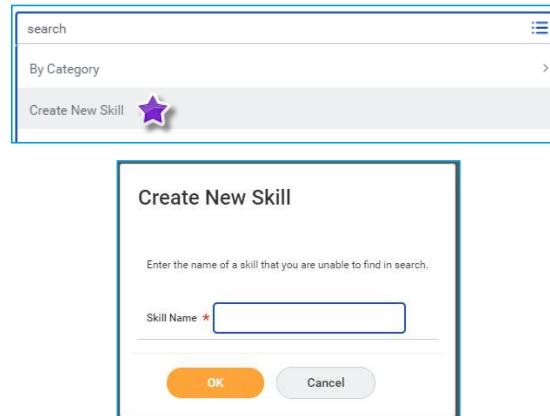
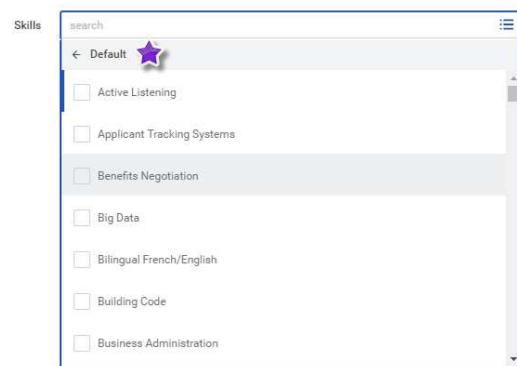
Summary Section: My Skills



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

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

The screenshot shows the 'Edith Employee Associate' profile page. On the left, there's a sidebar with icons for Phone, Email, and Team. Below that are tabs for Summary, Job, Performance (which is highlighted with a green box), Career, Compensation, Pay, and Contact. At the bottom of the sidebar are 'More (2)' and an 'Edit' button. The main area has a header 'Individual Goals' with a green box around it, followed by 'Development Items', 'A.C.E. Preparation Worksheets', 'Reviews', 'Feedback on My Team', and 'Feedback R...'. Below the header is a table titled 'View Goal' showing two goals: 'Increase client satisfaction by 5pts by EOY' (In Progress) and 'Present new team intranet resource page to team at large by Q3' (Not Started). The goal details include a description, status, and due date.

The screenshot shows the 'Talent and Performance' application interface. It features a grid of icons: 'Applications' (16 items), 'Talent and Performance' (selected and highlighted with a green box), 'Talent', and 'Team Performance'. To the right is a sidebar with sections for Feedback, Performance (highlighted with a green box), and Career.

The screenshot shows the 'Talent and Performance' application interface. In the center, there's a 'Track My Goals' section with a table for 'Not Started', 'In Progress', and 'Completed' goals. To the right is a 'Feedback' section with 'Anytime Feedback' (1 given, 0 received) and a 'Give Feedback' button. The sidebar on the right includes links for Feedback, Performance (highlighted with a green box), and Career.

Goals: Setting and Updating

My Individual Goals
Edith Employee Actions

Information Items

Add 1

Add Goal

Goal * Format B I U A 2

Description Format B I U A 3

Status select one 4

Due Date MM / DD / YYYY 5

Submit Save for Later 6

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.

1 of 2 Sort By: Goal Section Group

In Progress

Not Started

1

Edit Goal

Goal * Format B I U A 2

Description Format B I U A

Status In Progress 3

Due Date 12 / 31 / 2018 4

3

Submit



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

The image displays three separate windows titled "Edit Goal" illustrating different status levels for a goal:

- Top Window (Saved for later):** Shows a goal entry with the status "Saved for later". The status is highlighted with a green border. The goal description is "Update team website and resource center by Q3...".
- Middle Window (Pending approval):** Shows a goal entry with the status "Pending approval". The status is highlighted with a green border. The goal description is "Increase client satisfaction by 5pts by EOY". Below the description, a detailed list of tasks includes: Perform customer focus group, Drill down on current satisfaction data, Develop improvement plan based on data, Meet with managers and help them develop action plans to address issues, Implement improvement plans, Conduct customer satisfaction surveys, and Assess new satisfaction scores.
- Bottom Window (Draft):** Shows a goal entry with the status "Draft". The status is highlighted with a green border. The goal description is "Perform customer focus group".

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.

The top screenshot shows a worker profile for 'Edith Employee Associate'. The 'Performance' tab is selected, showing 1 goal. A callout box labeled '3' points to the 'Archive Goals' button. The bottom screenshot shows a modal dialog titled 'Archive Goals' with two sections: 'Active' (2 items) and 'Archived' (1 item). In the 'Active' section, two goals are listed with checkboxes; the second goal's checkbox is checked. In the 'Archived' section, one goal is listed with a checkbox. At the bottom of the dialog are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a callout box labeled '5'.



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



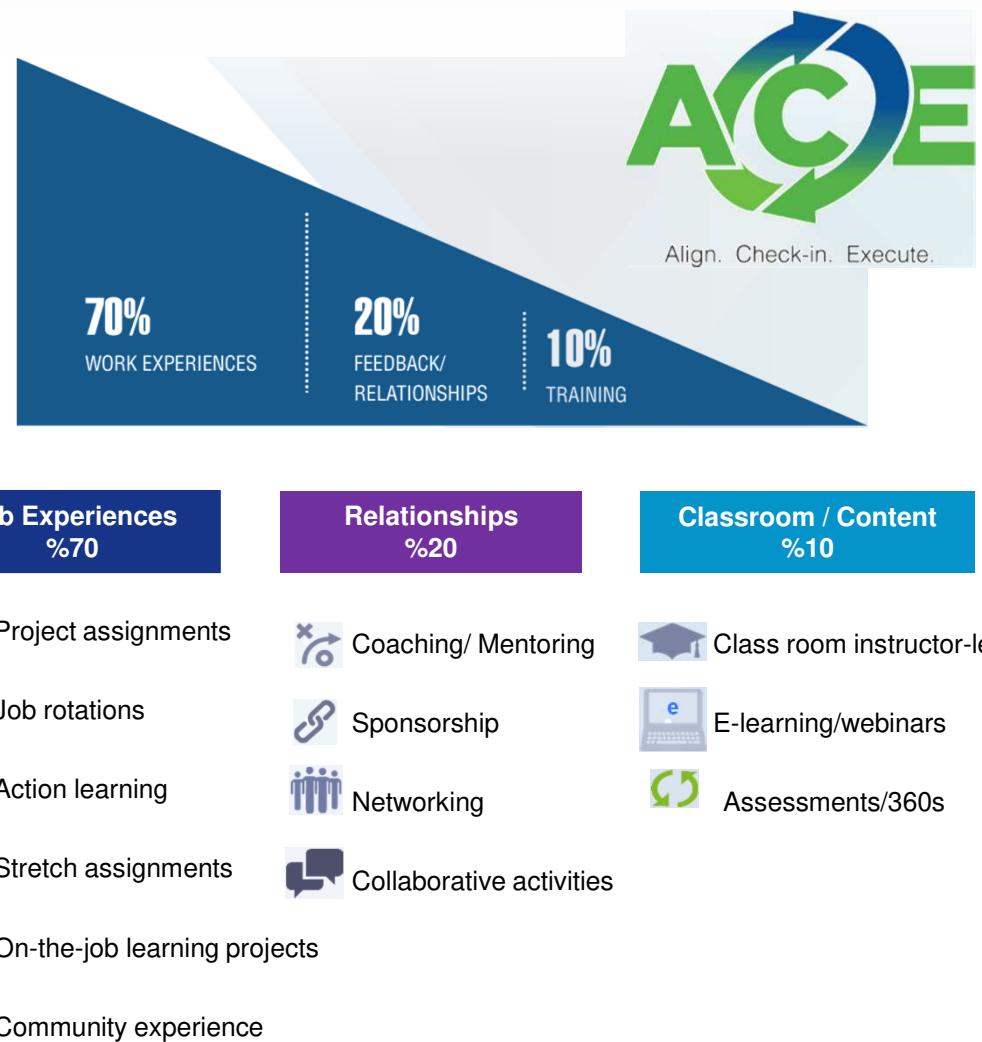
4. Development Items

⚠ *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**



Two ways to Access your Development Items

(known in BaxTalent as Development Plan)

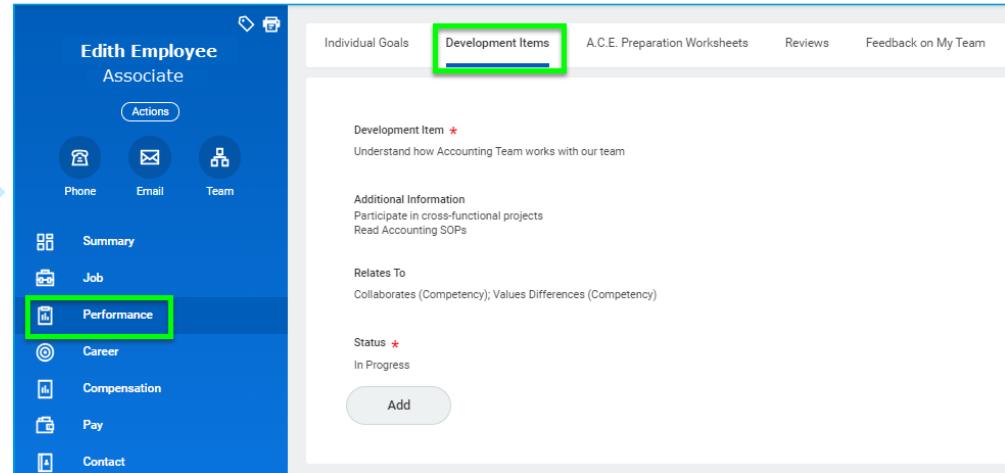
Main Access:

Worker Profile > Performance >
Development Items

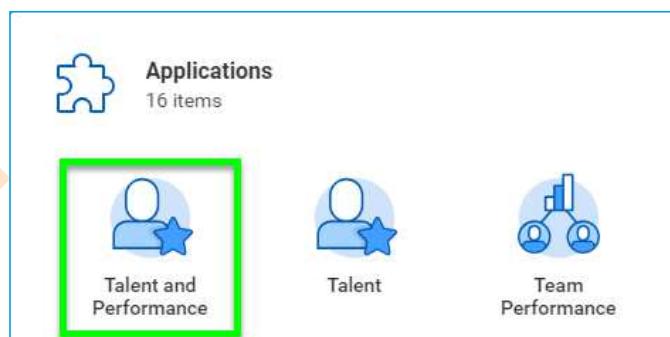
- Or -

Shortcut:

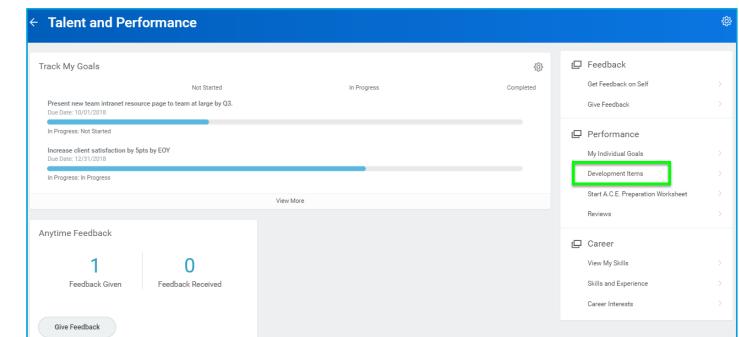
Talent and Performance
Application >
Development Items



The screenshot shows the 'Edith Employee Associate' profile page. On the left, there's a sidebar with icons for Phone, Email, Team, Summary, Job, Performance (which is highlighted with a green box), Career, Compensation, Pay, and Contact. The main content area has tabs at the top: Individual Goals, Development Items (which is highlighted with a green box), A.C.E. Preparation Worksheets, Reviews, and Feedback on My Team. The 'Development Items' tab is active, displaying a form for adding a new item. The form fields include 'Development Item *' (with the placeholder 'Understand how Accounting Team works with our team'), 'Additional Information' (with the placeholder 'Participate in cross-functional projects Read Accounting SOPs'), 'Relates To' (with the placeholder 'Collaborates (Competency); Values Differences (Competency)'), and 'Status *' (set to 'In Progress'). There's also an 'Add' button.



The screenshot shows the 'Talent and Performance' application interface. On the left, there's a card for 'Applications' (16 items) and three other cards: 'Talent and Performance' (highlighted with a green box), 'Talent', and 'Team Performance'. The 'Talent and Performance' card contains a sub-section titled 'Development Items'.



The screenshot shows the 'Talent and Performance' application interface. On the left, there's a card for 'Development Items' (highlighted with a green box). The main content area shows 'Track My Goals' with two items: 'Present new team intranet resource page to team at large by Q3' (Not Started) and 'Increase client satisfaction by 5pts by EOY' (In Progress). Below that is a 'Anytime Feedback' section showing 1 Feedback Given and 0 Feedback Received. The right side has navigation links for 'Feedback', 'Performance', and 'Career'.

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.

The screenshot shows the 'My Development Items' page for 'Edith Employee'. Step 1 highlights the 'Add' button. Step 2 highlights the 'Development Item' input field. Step 3 highlights the 'Additional Information' section. Step 4 highlights the 'Relates To' dropdown. Step 5 highlights the 'Category' dropdown. Step 6 highlights the 'Start Date' date picker. Step 7 highlights the 'Status' dropdown. Step 8 highlights the 'Status Note' text area. Step 9 highlights the checkmark icon in the top right corner. A callout box labeled 'Category:' lists: Work Experience (70%), Feedback & Relationships (20%), Training (10%). Another callout box labeled 'Status:' lists: In Progress, Not Started, Completed, Cancelled.

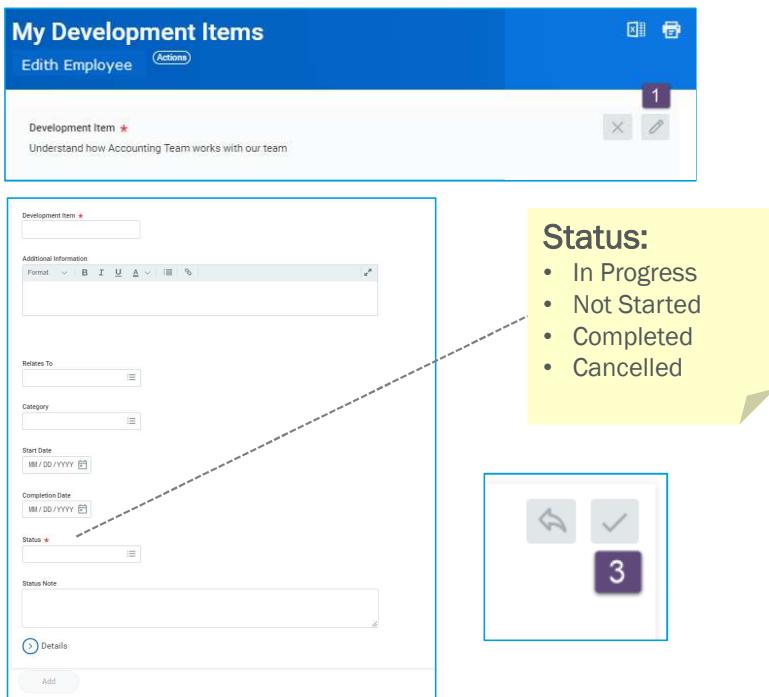
TIP:
Use the **Relates To** field
to link the Development
Item to a [Baxter
Leadership Competency](#)
-or-
to a [Core Experience](#)

Development Items do not require approval.

Development Items: Update and Delete

How To Update

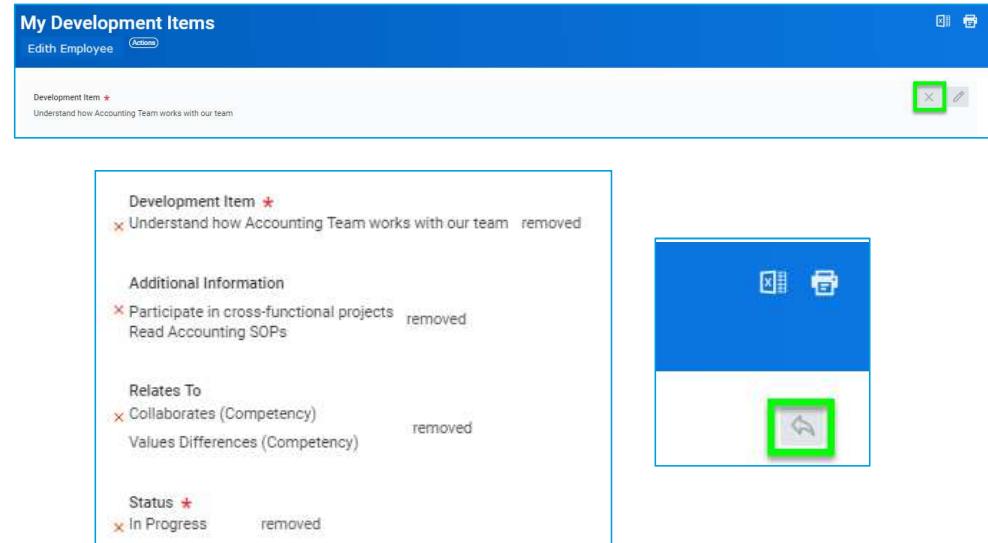
1. Click the **edit icon** to update a development item.
2. Update the development item, where applicable.
Development Item and Status Required
3. Click the **Checkmark** to save.



The screenshot shows the 'My Development Items' page for 'Edith Employee'. At the top right, there is an 'Actions' button with a pencil icon. Below it, a development item card is displayed with a red asterisk next to 'Development Item'. The card contains the text 'Understand how Accounting Team works with our team'. In the bottom right corner of the card, there is a purple box with the number '1'. A dashed arrow points from this box to a larger callout box labeled 'Status:' which lists four options: 'In Progress', 'Not Started', 'Completed', and 'Cancelled'. Another dashed arrow points from the 'Status' field in the main form to a blue box containing three icons: a back arrow, a checkmark, and the number '3'. This indicates a sequence of steps: 1. Click edit icon, 2. Update status, 3. Click checkmark to save.

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.



The screenshot shows the 'My Development Items' page for 'Edith Employee'. At the top right, there is an 'Actions' button with a trash icon. Below it, a development item card is displayed with a red asterisk next to 'Development Item'. The card contains the text 'Understand how Accounting Team works with our team'. In the bottom right corner of the card, there is a green box with the number '2'. A dashed arrow points from this box to a blue box containing three icons: a back arrow, a checkmark, and the number '3'. This indicates a sequence of steps: 1. Click X icon, 2. All components show red X, 3. Click checkmark to remove, 4. Click back arrow to undo.



5. Feedback

- Why Feedback?
 - ✓ Requested (On Self or On Worker) – Known as *Request Feedback*
 - ✓ Anytime (Unsolicited) – Known as *Provide Feedback*

Why Feedback?

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



Two ways to Get Feedback On Self



Main Access:

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

Edith Employee Associate

Actions

Phone Email Team

Summary Job Performance Career Compensation Pay Contact More (2)

Reviews Feedback on My Team Feedback Received Feedback Requested Feedback Given Archived Goals More

Feedback Received 2 items

Date	From	Question	Feedback
07/23/2018	Carl Colleague	Based on the recent work you & I did together, could you please provide some feedback on what's <u>not</u> going well about my performance?	I enjoyed working with you very much and appreciate your ability to manage tasks. Something you could consider is how you communicate the list of tasks that need to be completed. Direct and succinct might not go over for all team members; some may need persuasion. The direct nature did get us completed, though!
07/23/2018	Carl Colleague	Based on the recent work you & I did together, could you please provide some feedback on what's going well about my performance?	During our work together on Team Delta, you were instrumental in helping the team remove roadblocks. I appreciate your ability to inspire other teams to get on board with the project. By eliminating the political red tape, we moved a lot faster than expected. Thank you!

Get Feedback

- Or -

Shortcut:

Talent and Performance Application >
Get Feedback on Self

Applications 16 items

Talent and Performance Talent Team Performance

← Talent and Performance

Track My Goals

Not Started In Progress Completed

Present new team intranet resource page to team at large by Q3.
Due Date: 10/01/2018
In Progress: Not Started

Increase client satisfaction by 5pts by EOY
Due Date: 12/31/2018
In Progress: In Progress

View More

Anytime Feedback

1 Feedback Given 0 Feedback Received

Give Feedback

Feedback Get Feedback on Self Give Feedback

Performance My Individual Goals Development Items Start A.C.E. Preparation Worksheet Reviews

Career View My Skills Skills and Experience Career Interests

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.

The Feedback on Self template auto-populates two suggested questions that you can edit (if needed).

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.

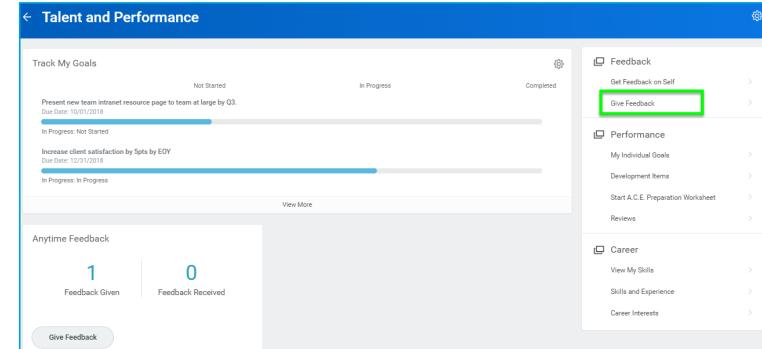
The screenshot shows the Baxter software interface. In the top navigation bar, there is a logo for 'Baxter' and a search bar. On the right side of the header, there are icons for notifications, messages, and other system functions. A blue banner at the top says 'Inbox'. Below it, there is a list of items in the inbox, with the first item being 'Give Feedback Edith Employee' (marked with a purple box labeled '2'). The main content area shows a detailed view of this item. It includes a 'Question' section asking for feedback on performance, a 'Feedback' rich-text editor, and a 'Decline?' checkbox with a purple star icon next to it. Below this, there is another identical section for providing feedback. At the bottom of the screen, there are four buttons: 'Submit' (highlighted with a purple box labeled '4'), 'Save for Later', 'Decline All', and 'Cancel'.

How to Give Anytime Feedback - Unsolicited

(known in BaxTalent as Provide Feedback)

Main Access:

Team Performance Application >
Give Feedback

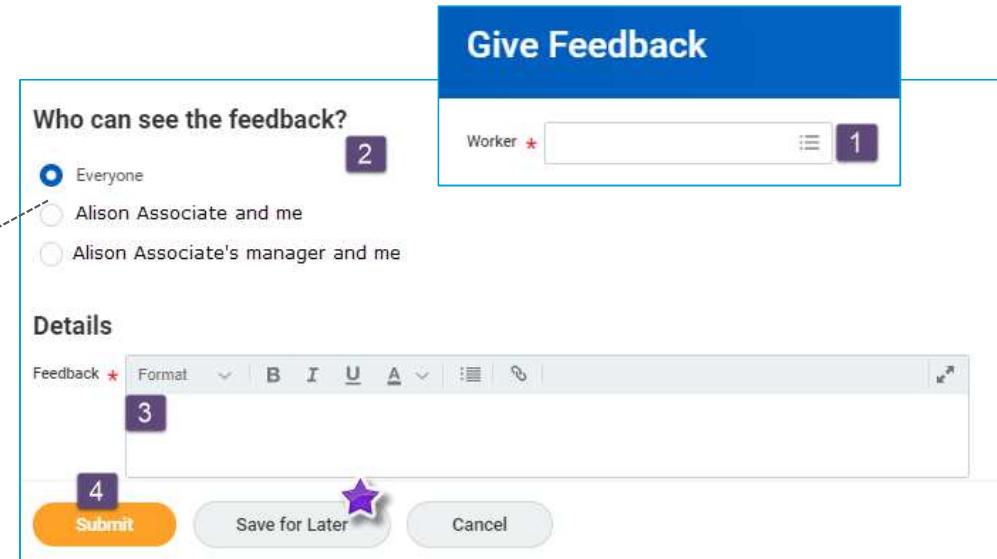


How To Complete

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



Give Feedback

Worker * 1

Who can see the feedback?

Everyone 2

Alison Associate and me

Alison Associate's manager and me

Details

Feedback * 3

Format

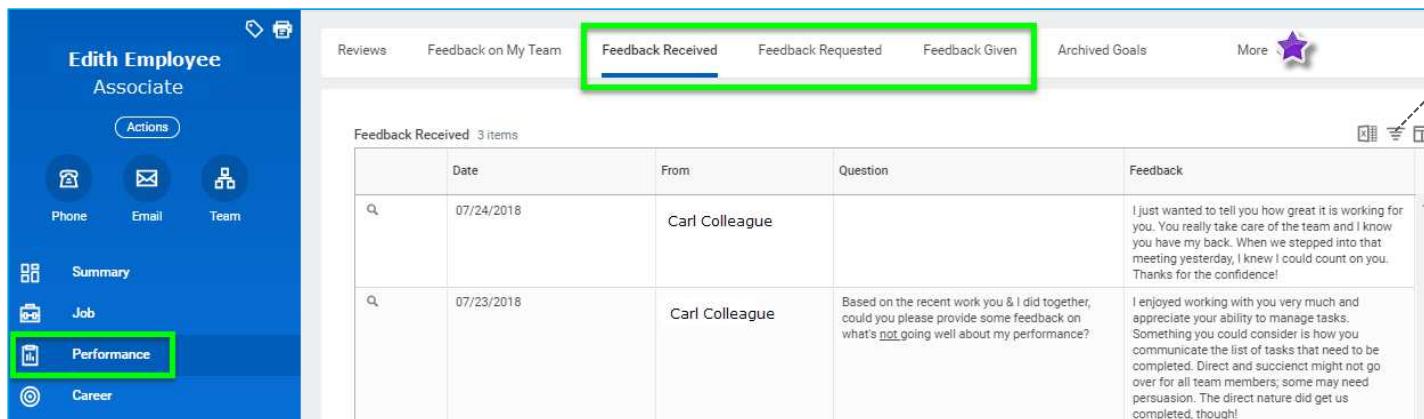
B I U A

Submit 4 Save for Later Cancel 

Accessing Feedback (Requested AND Unsolicited)

How To Access

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



The screenshot shows the Baxter Worker Profile interface. On the left, there's a sidebar with icons for Phone, Email, Team, Summary, Job, and Performance (which is highlighted with a green box). The main area shows a navigation bar with tabs: Reviews, Feedback on My Team, Feedback Received (highlighted with a green box), Feedback Requested, Feedback Given, Archived Goals, and More (with a purple star icon). Below this is a table titled "Feedback Received 3 items". The table has columns for Date, From, Question, and Feedback. Two rows of data are visible:

	Date	From	Question	Feedback
Q	07/24/2018	Carl Colleague		I just wanted to tell you how great it is working for you. You really take care of the team and I know you have my back. When we stepped into that meeting yesterday, I knew I could count on you. Thanks for the confidence!
Q	07/23/2018	Carl Colleague	Based on the recent work you & I did together, could you please provide some feedback on what's <u>not</u> going well about my performance?	I enjoyed working with you very much and appreciate your ability to manage tasks. Something you could consider is how you communicate the list of tasks that need to be completed. Direct and succinct might not go over for all team members; some may need persuasion. The direct nature did get us completed, though!



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



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

- Export to Excel
- Filter
- Edit Grid Preference



Align. Check-in. Execute.

5. A.C.E.

- What Is A.C.E?

 A.C.E. Preparation Worksheets (OPTIONAL)

- How to Start and Complete Summary and Submit
- How to access previous worksheets

 Viewing A.C.E. Journal – From your Manager

* 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.



ACE		PERFORMANCE	
SETTING EXPECTATIONS	PERFORMANCE	PERFORMANCE	PERFORMANCE
OUR CULTURAL VALUES <ul style="list-style-type: none"> Compassion for patients Celebrate and play to win Drive results, integrity and accountability Learn quickly and adapt to change Courage to fail fast and forward Take ownership, act local Ethics and compliance in everything we do 	WHAT NOW? <ul style="list-style-type: none"> How can we make any of your goals a reality? What are you most excited about the conversation? Do we have shared common goals? What are the key responsibilities that lead to success? What makes you most proud? What might get in the way of you achieving your goal? Are your goals clear? 	HOW TO "PROVE IT" <ul style="list-style-type: none"> Are you achieving what you said? What are you delivering faster? What are you delivering better performance? What are your competencies required to achieve success or exceed expectations? What are your challenges? What can you measure to help you achieve your goal? 	MANAGERS & DRAWDERS <ul style="list-style-type: none"> What energies you have available? What are your passions? What impact do you want to have? What areas of your work do you need to improve? What technologies can you use to increase efficiency and effectiveness?
Baxter	Baxter Confidential - For Internal Use Only	STEP IT UP	STEP IT UP
ONGOING FEEDBACK	HITTING A WALL	HOW I DO	STRENGTHS & OPPORTUNITIES
CHECK IN <ul style="list-style-type: none"> What is going well? What have you achieved? What is not going well? What do you expect from me? What can I do to support you? Ethics and compliance in everything we do 	TAKING A PULSE <ul style="list-style-type: none"> What is getting in the way of you achieving your goal? What does your manager help you with? What can you do to manage the barrier and how? What are the next steps? 	HITTING A WALL <ul style="list-style-type: none"> What are the results of your current challenges? What are your specific challenges? What are the barriers holding you back? What can you do to resolve these challenges? What are the next steps? 	STRENGTHS & OPPORTUNITIES <ul style="list-style-type: none"> What key skills or competencies do you have? What do you need to develop? What do you need additional support or resources for? What do others see in your strengths? What are your "hidden gems"? What are your strengths? What are your opportunities you gain or lose?
Baxter	Baxter Confidential - For Internal Use Only	STEP IT UP	STEP IT UP
ACE		DEVELOPMENT	
PLANNING DEVELOPMENT	DEVELOPMENT	DEVELOPMENT	DEVELOPMENT
OUR LEADERSHIP COMPETENCIES <ul style="list-style-type: none"> Empathy Financial Acumen Strategic Acuity Management Acuity Change Innovation Global Perspective Curiosity Drive Engagement Values Differentiation 	CAREER PLANNING <ul style="list-style-type: none"> What are your career aspirations? What do you want to do with your career? What are your interests? What are your skills? What are your interests? 	SKILLS & INTERESTS <ul style="list-style-type: none"> What role is the result of your interests? What are your specific interests? 	COMPETENCIES <ul style="list-style-type: none"> What are the results of your competencies? What are your specific competencies?
Baxter	Baxter Confidential - For Internal Use Only	NETWORKING & MENTORING	PERSONAL BRAND
DEVELOPMENT ACTIONS	PROJECT LEAD	ROLE EXPANSION	SKILL DEVELOPMENT
STRETCH ASSIGNMENT <ul style="list-style-type: none"> WHAT'S new in a leadership role? WHAT'S a one-time assignment or project that requires you to learn something new? WHAT'S a task force? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? 	PROJECT LEAD <ul style="list-style-type: none"> WHAT'S new in a leadership role? WHAT'S a one-time assignment or project that requires you to learn something new? WHAT'S a task force? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? 	ROLE EXPANSION <ul style="list-style-type: none"> WHAT'S new in a leadership role? WHAT'S a one-time assignment or project that requires you to learn something new? WHAT'S a task force? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? 	SKILL DEVELOPMENT <ul style="list-style-type: none"> WHAT'S new in a leadership role? WHAT'S a one-time assignment or project that requires you to learn something new? WHAT'S a task force? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility? WHAT'S a role that requires the employee who is performing well and are ready to take on more responsibility?
Baxter	Baxter Confidential - For Internal Use Only	LATERAL MOVES	SKILL DEVELOPMENT

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



Main Access:

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

The screenshot shows the 'Edith Employee Associate' dashboard. On the left, there's a sidebar with icons for Phone, Email, Team, Summary, Job, Performance (which is highlighted with a green box), Career, Compensation, Pay, and Contact. Below the sidebar is a 'More (2)' link. At the top, there are tabs for Individual Goals, Development Items, A.C.E. Preparation Worksheets (which is also highlighted with a green box), Reviews, Feedback on My Team, Feedback Received, and Filter. Under the A.C.E. Preparation Worksheets tab, it says 'Completed: 1 item'. There's a table with one row: 'Review' (with a 'View' button) and 'Start Date: 08/01/2018' and 'End Date: 08/31/2018'. At the bottom right of the main content area, there's a 'Start My A.C.E. Preparation Work...' button.

- Or -

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

The screenshot shows the 'Applications' screen with 16 items. It features three main icons: 'Talent and Performance' (highlighted with a green box), 'Talent', and 'Team Performance'. Each icon has a blue circular profile picture with a white star.

The screenshot shows the 'Talent and Performance' application screen. It includes sections for 'Track My Goals' (with a progress bar for 'Present new team retreat resource page to team at large by Q3'), 'Anytime Feedback' (with 1 Feedback Given and 0 Feedback Received), and a sidebar with options like 'Feedback', 'Performance' (with 'Start A.C.E. Preparation Worksheet' highlighted with a green box), and 'Career'.

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.

Start My A.C.E. Preparation Worksheet

Edith Employee [Actions](#)

For help, refer to the Help Guide on [Feedback & A.C.E.](#)

Quick Tip: Click the box next to 'Review Template' and type in the month you would like to create your A.C.E. Check-in Preparation Worksheet for

Review Template ***** 1

Period Start Date ***** MM / DD / YYYY

Period End Date ***** MM / DD / YYYY

Open

3

> Details and Process

2

Cancel

Done

4

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

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. What obstacles are getting in your way?
4. Other – *to include any other topic to be discussed during your check-in*

A.C.E. Check-in Questions

Question
What is going well?

1 

Employee Evaluation

Answer

Question
What is going well?

2 

Employee Evaluation

Answer 


A lot forward movement on Project Phoenix. I have buy-in from all of the Stakeholders and was able to secure the budget needed.

3 

4 

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

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

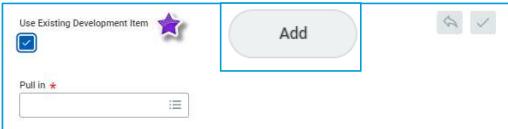
Workday allows you to view **feedback received** and **development items** within your A.C.E. Preparation Worksheet.

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 Existing Development Item** checkbox and select an item from the **Pull In** dropdown.

Feedback

All Feedback

Anytime Feedback 1 1
Requested Feedback 1

2

Next

Development Items

Development Item *

Understand how Accounting Team works with our team

1



Additional Information

Participate in cross-functional projects
Read Accounting SOPs

2

Next

Relates To

Collaborates (Competency); Values Differences (Competency)

Status *

In Progress

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.

A.C.E. Check-in Questions

1 Question
What is going well?

Employee Evaluation
Answer
A lot forward movement on Project Phoenix. I have buy-in from all of the Stakeholders and was able to secure the budget needed.

Question
What is not going well?

Employee Evaluation
Answer
I could really use some help with dates. I feel like the plan may be too aggressive and I am under estimating the amount time this project will take. Especially due to team participant's workload.

Question
What obstacle(s) are getting in your way?

Employee Evaluation
Answer
None yet but I anticipate that I will be getting a "I'm too busy right now" from the team.

Question
Other topics?

Employee Evaluation
Answer
Can you help me identify a good project plan that I can use as a baseline?

Feedback

All Feedback
Anytime Feedback 1
Requested Feedback 1

Development Items

Development Item *
Understand how Accounting Team works with our team

Additional Information
Participate in cross-functional projects
Read Accounting SOPs

Relates To
Collaborates (Competency); Values Differences (Competency)

Status *
In Progress

2 Submit Save for Later Close

Add

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



Main Access:

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

Review	Review Period	Start Date	End Date	Action
A.C.E. Preparation Worksheet September 2018: Edith Employee	09/01/2018 - 09/30/2018	09/01/2018	09/30/2018	<button>View</button>
A.C.E. Preparation Worksheet August 2018: Edith Employee	08/01/2018 - 08/31/2018	08/01/2018	08/31/2018	<button>View</button>

- Or -

Shortcut:
Talent and Performance
Application >
Reviews

Applications
16 items

Talent and Performance

Talent and Performance

Track My Goals

Not Shared

In Progress: Not Started

In Progress: In Progress

Anytime Feedback

1 Feedback Given | 0 Feedback Received

Feedback

Performance

Career

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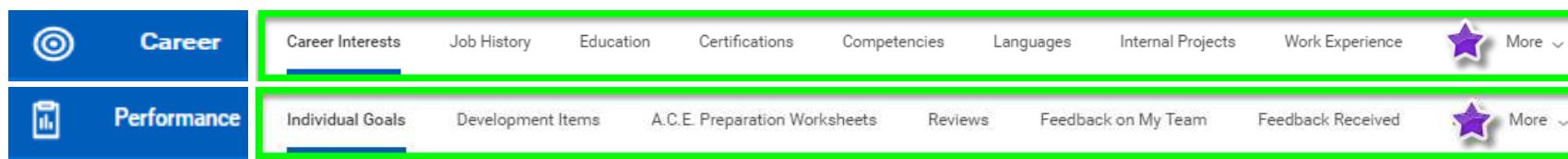
Key Takeaways and Next Steps

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



Key Takeaways - BASICS

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



- 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

The screenshot shows the Workday interface for an employee named Edith Employee. The left sidebar has tabs for Summary, Job, and Performance, with Performance highlighted by a green box. The main content area shows a list of individual goals under the heading "Individual Goals".



Employee profile for Logan McNeil, Chief Human Resources Officer. The profile includes basic information, job history (from 01/01/2000 to present), internal projects, work experience, job history, education, certifications, languages, and awards.

Logan McNeil
Chief Human Resources Officer
01/01/001
Organization: Human Resources (Joy Banks)
Manager(s): Joy Banks
Position: Chief Human Resources Officer
Location: San Francisco
Time in Position: 10 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
01/01/2016 | Chief Human Resource Officer
02/01/2016 - 02/01/2017 | Vice President, Human Resources
01/01/2000 - 02/01/2016 | Chief Human Resources Officer

Internal Projects
Job Loading, Compotency Review, Bonitas 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 | Coors Cole
04/09/2018 - Present | Lead position | Dior
11/16/2017 - Present | Company / Testcenter | MADDOY 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- 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



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

Key Takeaways (cont.)



Start My A.C.E. Preparation Worksheet

Edit Employee [Actions](#)

For help, refer to the Help Guide on [Feedback & A.C.E.](#)

Quick Tip: Click the box next to 'Review Template' and type in the month you would like to create your A.C.E. Check-in Preparation Worksheet for

Review Template 1 

Period Start Date MM / DD / YYYY

Period End Date MM / DD / YYYY

ACE
Align. Check-in. Execute.

2 **Submit** Cancel

- **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>



[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](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)



- **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>



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

Next Steps

What



Download and save information from BaxTalent to reference in the future.

When

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!