

ZinZai Connect

Manager Guide:
Connect Conversation

FUJITSU

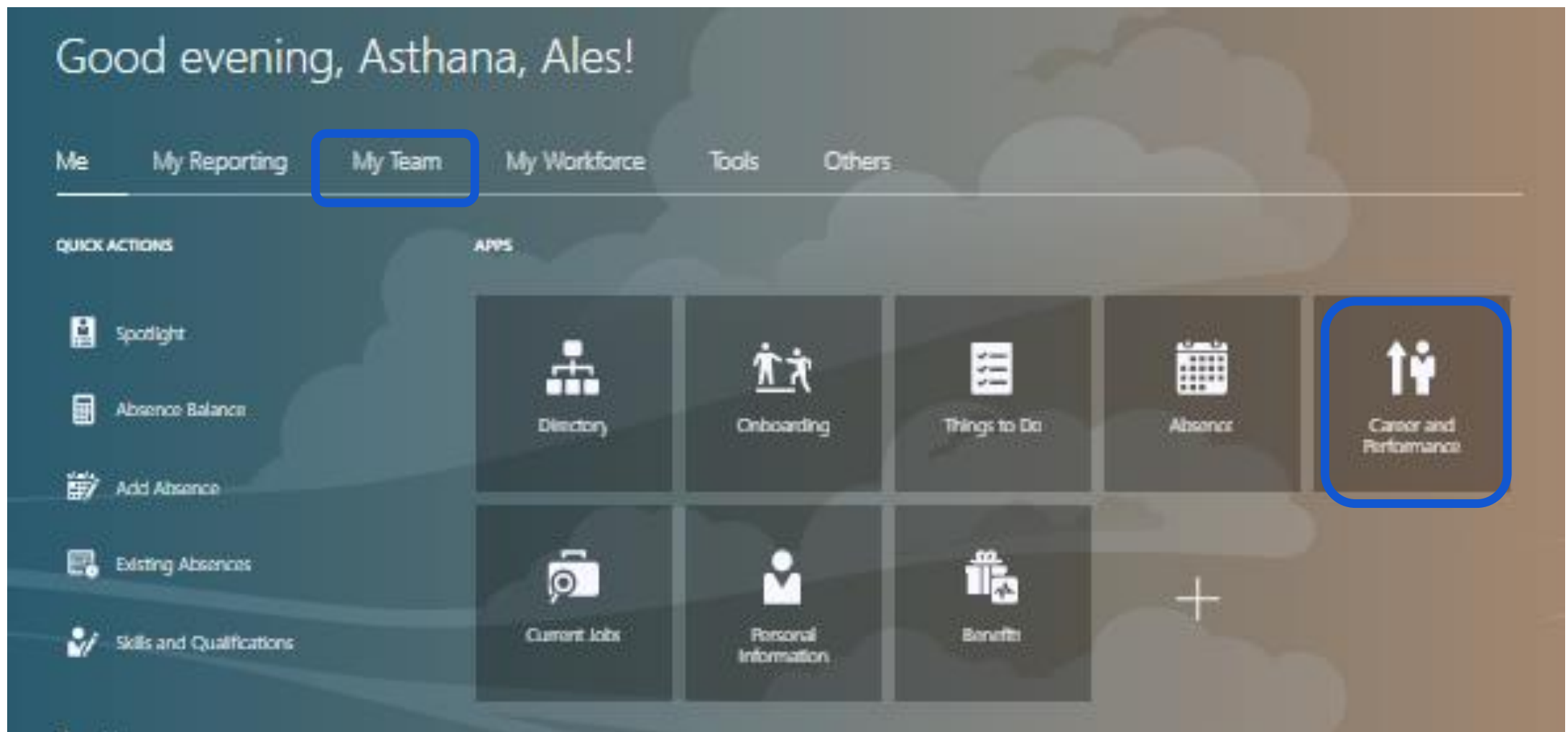


Manager Guide: Connect Conversation

Manager creates a Connect Conversation Document

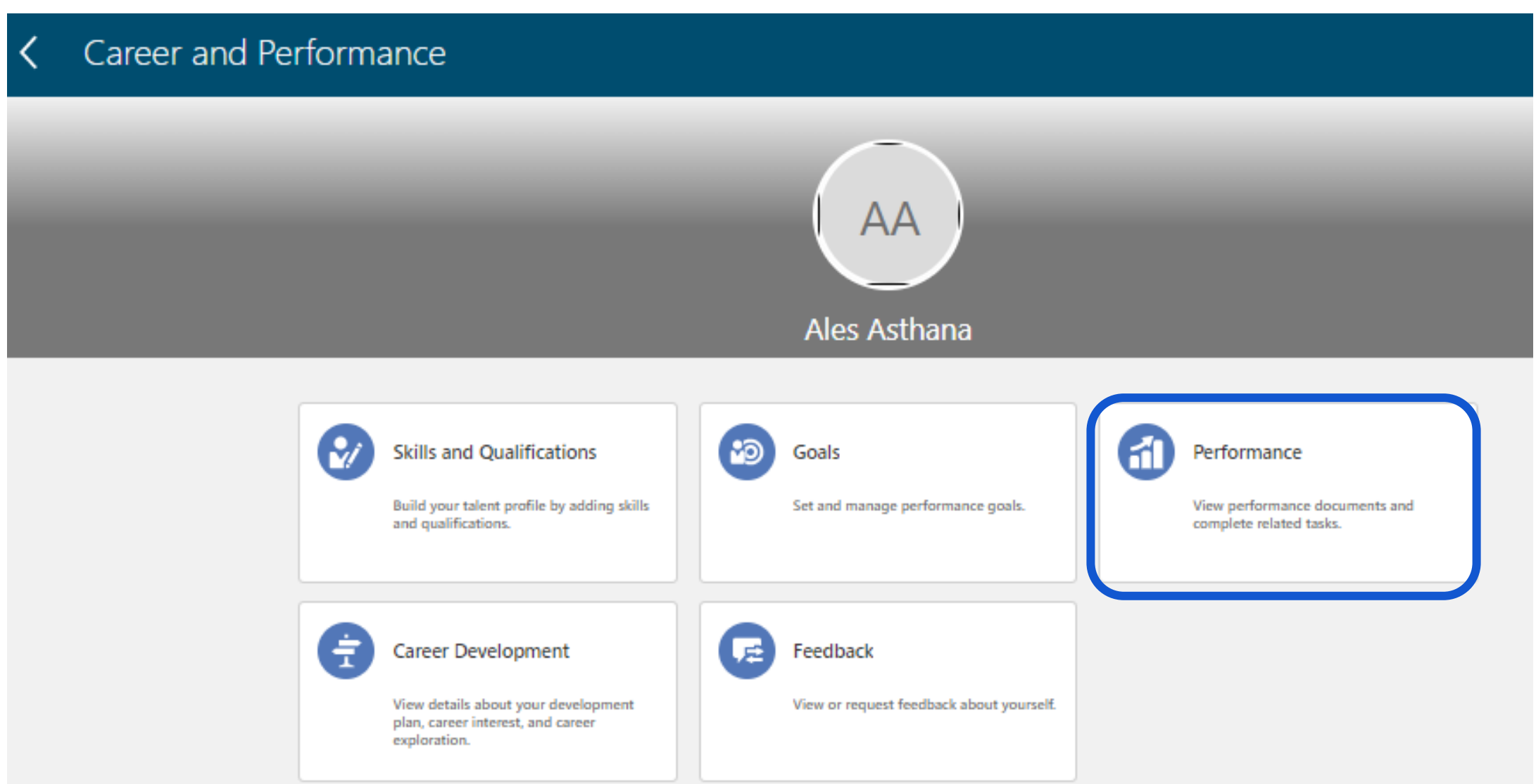
Step 1:

Select **My Team** > **Career and Performance**



Step 2:

Click **Performance**

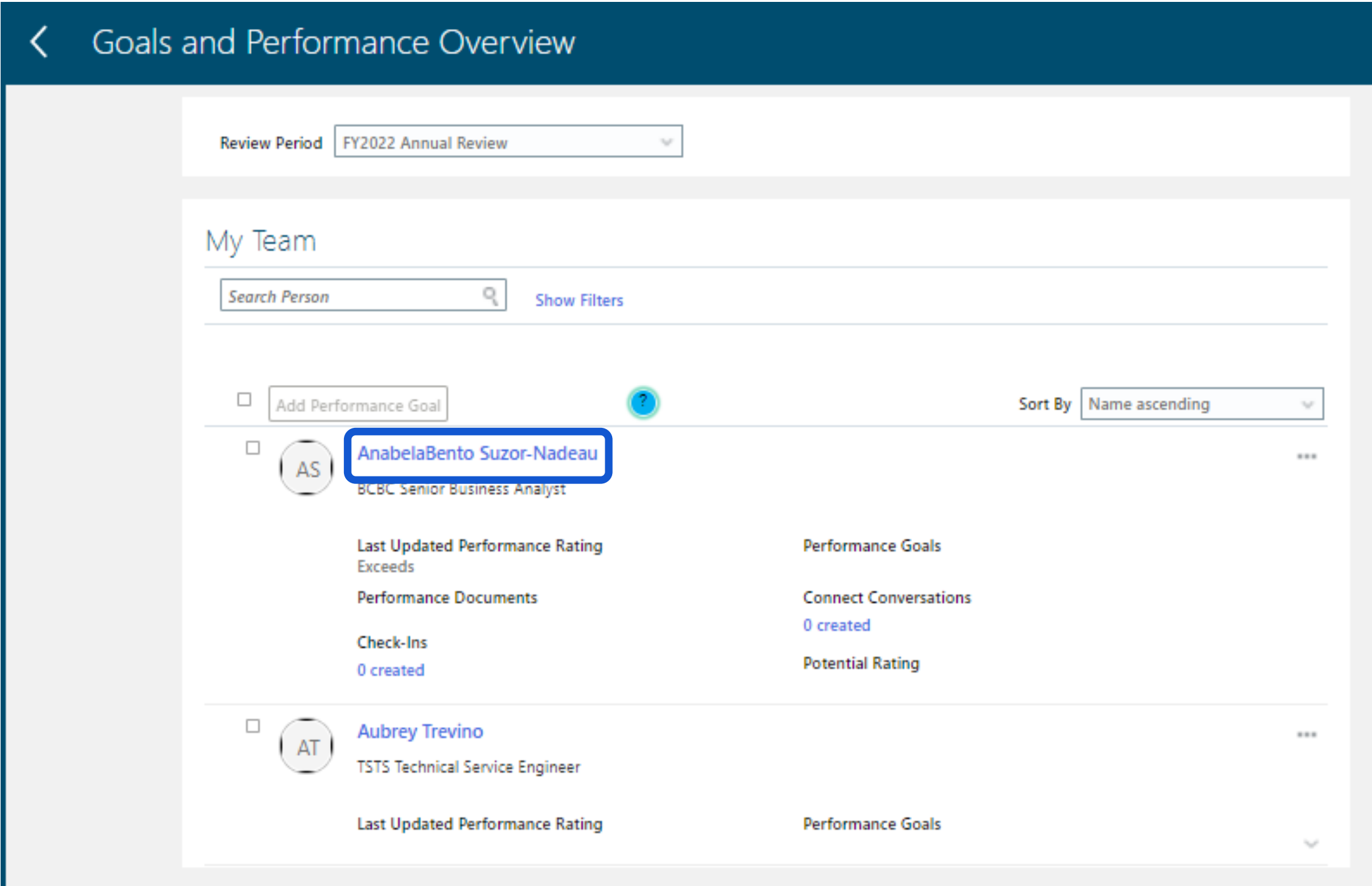


Manager Guide: Connect Conversation



Step 3:

Enter employee name in **Search Person** field then select the **Search** icon,
Select the **Employee Name** hyperlink



Note:

if access is for a **Performance Manager**, Select **Show Filters**, In the **Manager Type** filter, select **Performance Manager**

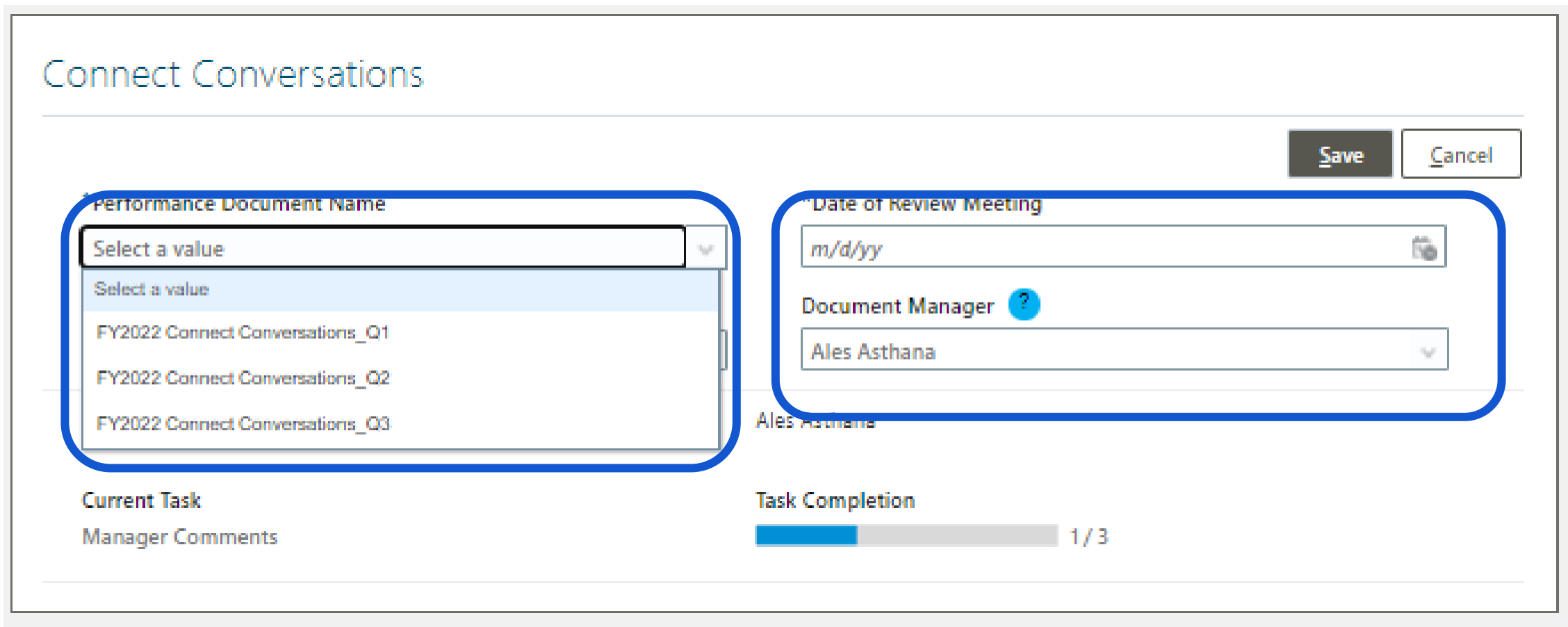
Step 4:

In the **Connect Conversations** section, select **Add**



Step 5:

Select the **Performance Document Name** dropdown menu > select the **Connect Conversations Document** > Select the **Date of Review Meeting** > Enter **Description**, if applicable > Select the **Document Manager**, if applicable



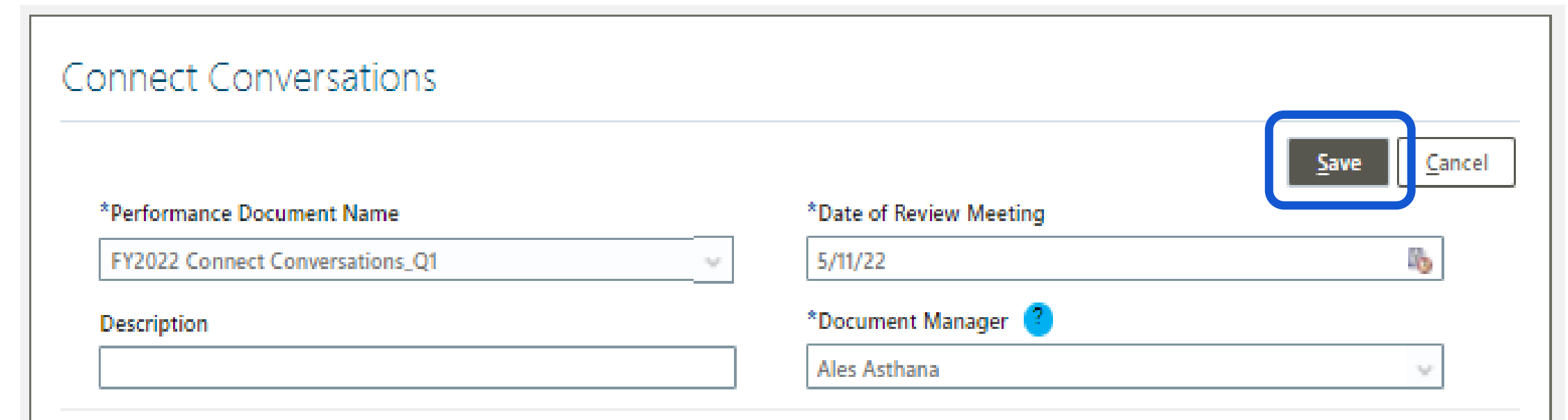
Note:

Only Connect Conversation for Q1 – Q4 will be available. Connect Conversation for Q4 (Connect Conversation_Annual) will only be available during the last quarter of the fiscal year. This will include “Rating” field.

Line Manager is the **Document Manager** by default. **Performance** Manager needs to assign himself as the **Document Manager** to have access to the Connect Conversation tasks.

Step 6:

Select **Save**



Manager submits comments

Step 7:

In the **Connect Conversations** section, select the **Connect Conversation Document name hyperlink**

Connect Conversations

Transfer

FY2022 Connect Conversations_Q1

By Ales Asthana

Current Task

Manager Comments

All Tasks

Employee Comments

Manager Comments

Share Connect Conversation

Task Completion

1 / 3

All

+ Add

Note:

if the employee is on long leave, the manager can bypass the document to be able to proceed in adding comments to the Connect Conversation document: In **the Connect Conversations** section, select the Action Ellipsis (...) next to the Connect Conversation Document then select **"Bypass Self-Evaluation"**

Step 8:

Select **Comments** next to **Connect Conversation Questionnaire**

AT

Manager Comments: FY2022 Connect Conversations_Q1

Aubrey Trevino

Print

Submit

Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details

Comments

Connect Conversation Questionnaire

0 of 4 commented

Comments

Attachments

5

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Step 9:
Enter **Comments**

Comments

Evaluate the included competencies.

Sort By Competency Name-A to Z

1. What contributions did you make in this period and what was the resulting business impact? (TIP: remember to explore themes of Teams & Collaboration; Customer Experience; Learning and Growth throughout the conversation).

Manager Comments

Font 12 Bold Italic Text Color Background Color Bulleted List Numbered List Indent Left Indent Right Link Unlink Image

Paragraph: 0, Words: 0, Characters (with HTML): 0

Employee Comments

Text

Step 10:
Select **Save and Close**

AT

Evaluate Topic Connect Conversation Questionnaire
Aubrey Trevino

Save and Close Cancel

Comments

Step 11:
Expand the **Attachments** section, then **Add attachments**, if applicable


Comments

Connect Conversation Questionnaire
4 of 4 commented

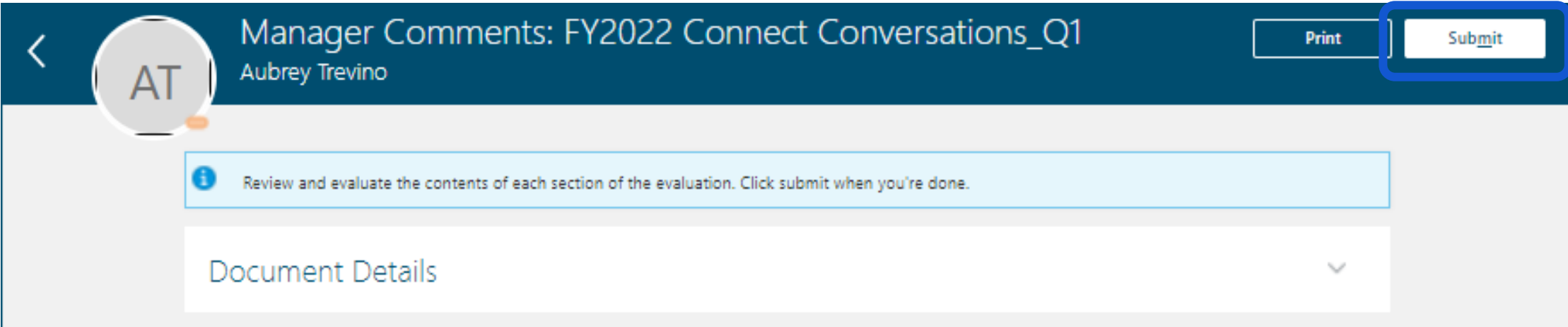
Comments

Attachments

+ Add

 There's nothing here so far.

Step 12:
Select **Submit**

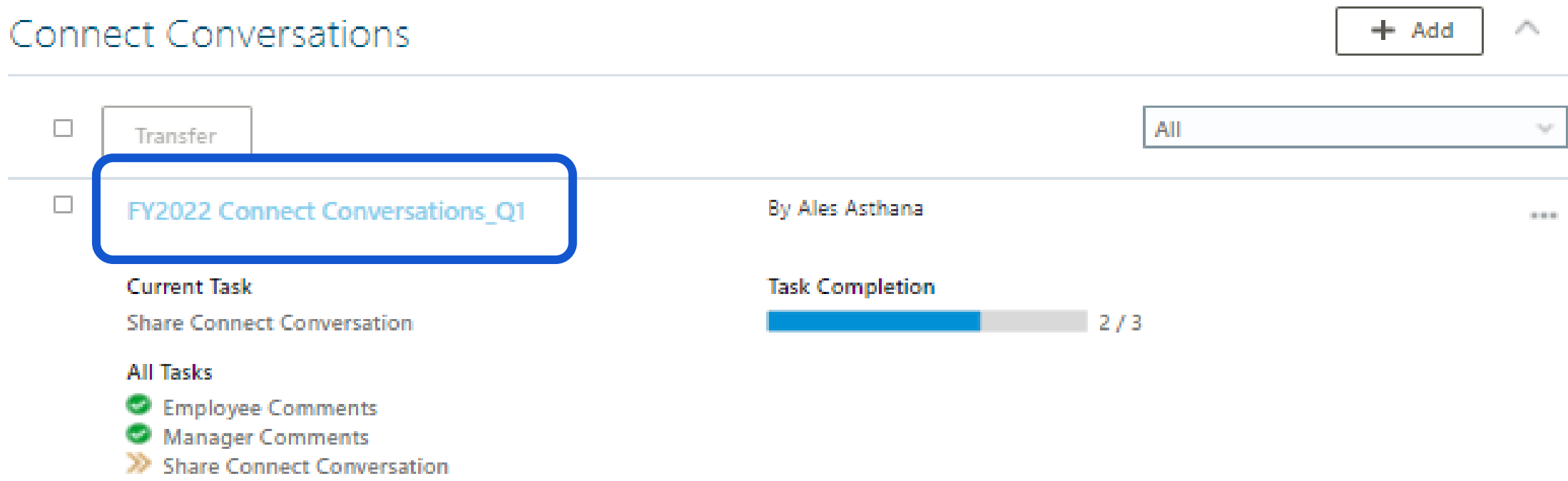


Manager shares Connect Conversation document to employee

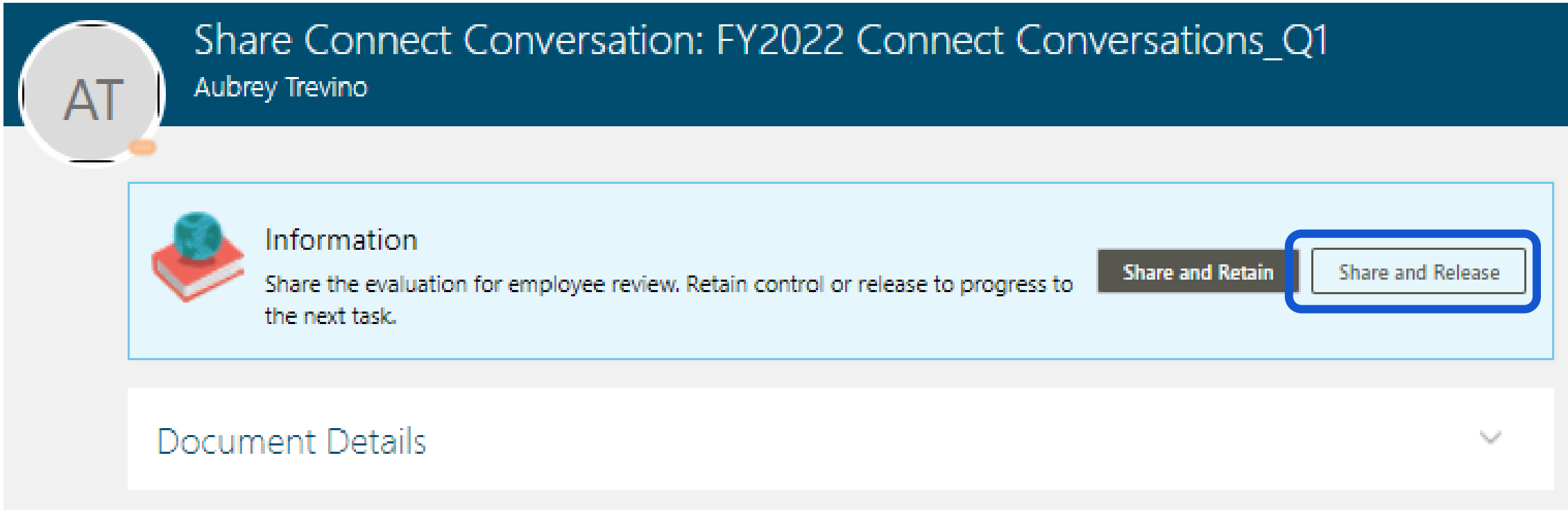
Step 13:
Go to **My Team > Career and Performance**

Note:
if access is for a **Performance Manager**, Select **Show Filters**, In the **Manager Type** filter, select **Performance Manager**

Step 14:
Enter employee name in **Search Person** field then select the **Search icon >**
Select the **Employee Name** hyperlink > In the **Connect Conversations** section, select the **Connect Conversation Document** name hyperlink



Step 15:
Select **Share and Release**



Step 16:
Enter **Comments**, if applicable

Step 17:
Select **Submit**

