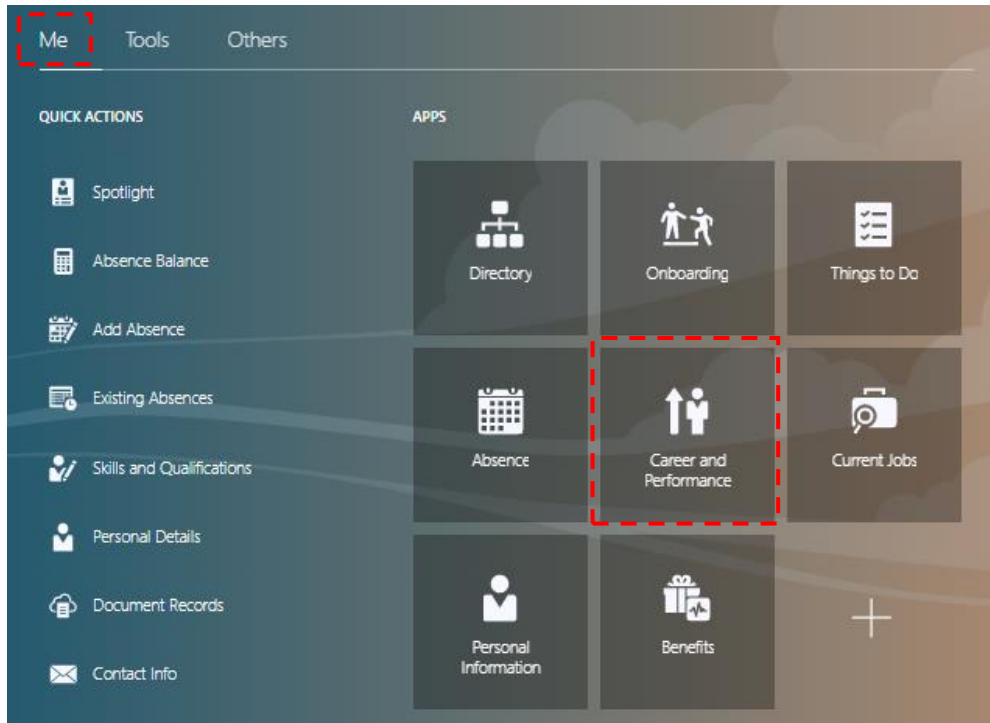


ZinZai Connect

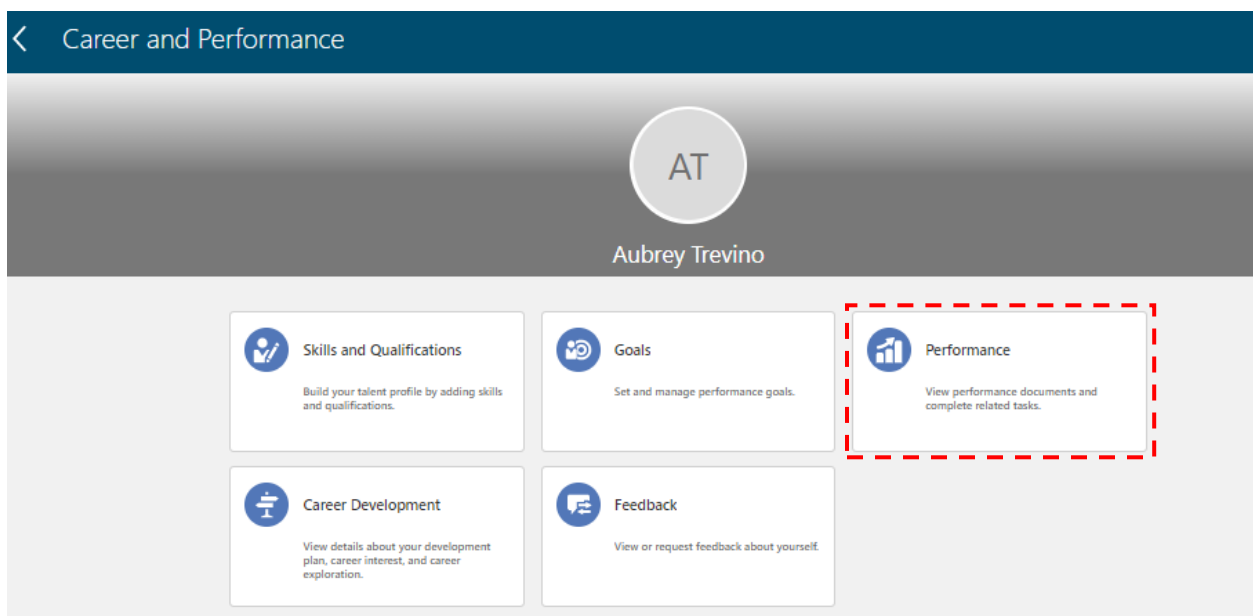
Employee Guide : Connect Conversation

Employee Creates a Document

Step 1: Select **Me** > **Career and Performance**



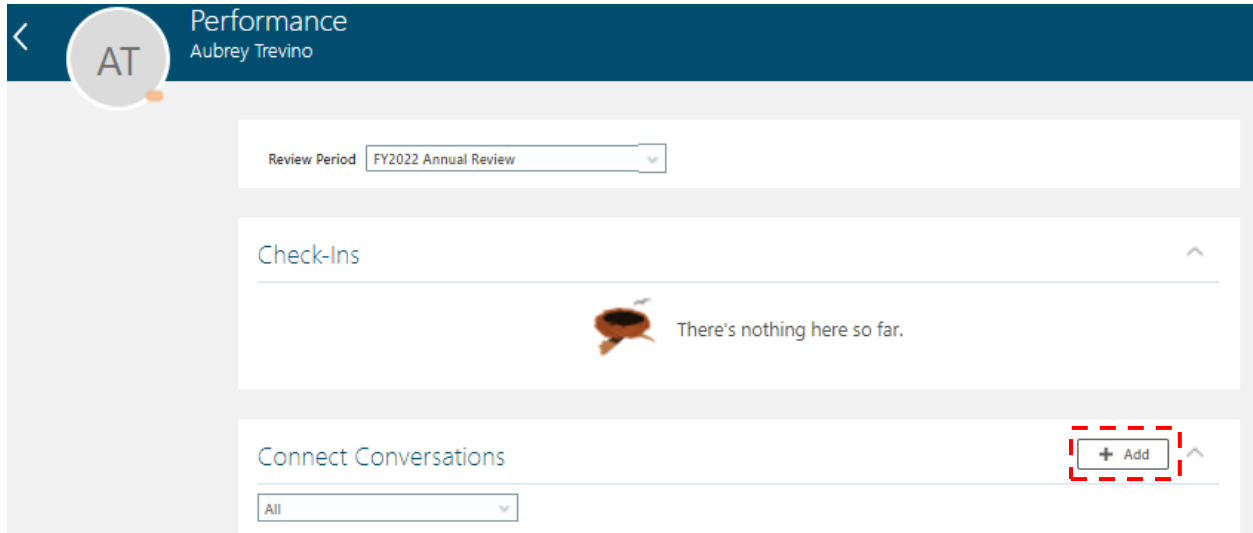
Step 2: Click **Performance**



ZinZai Connect

Employee Guide : Connect Conversation

Step 3: In the **Connect Conversations** section, select **Add**



Performance
Aubrey Trevino

Review Period: FY2022 Annual Review

Check-Ins

There's nothing here so far.

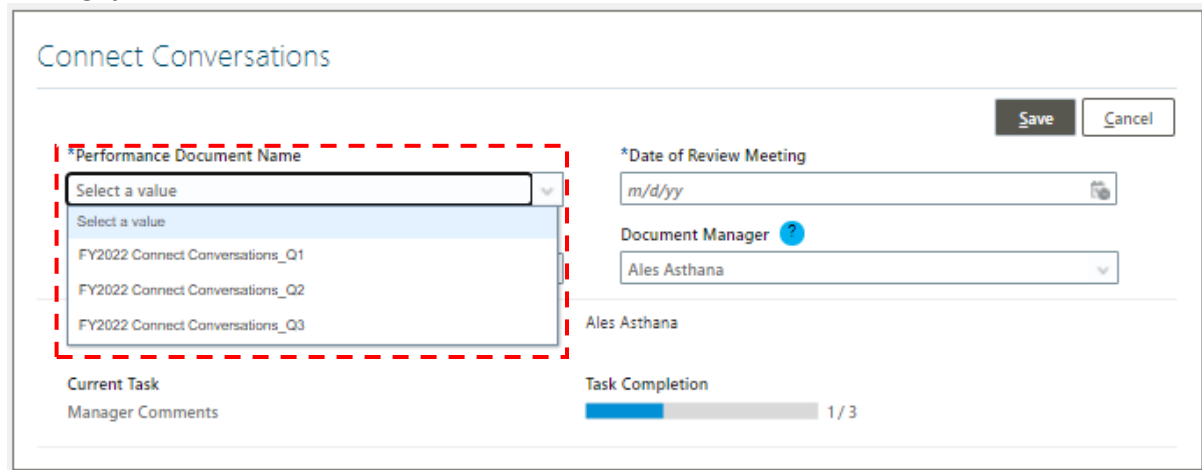
Connect Conversations

All

+ Add

Step 4: In the **Performance Document Name** dropdown menu, select the **Connect Conversations Document**

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.



Connect Conversations

Save Cancel

*Performance Document Name

Select a value

Select a value

FY2022 Connect Conversations_Q1

FY2022 Connect Conversations_Q2

FY2022 Connect Conversations_Q3

*Date of Review Meeting

m/d/yy

Document Manager ?

Ales Asthana

Ales Asthana

Current Task

Manager Comments

Task Completion

1 / 3

ZinZai Connect

Employee Guide : Connect Conversation

Step 5: Select the **Date of Review Meeting**, Enter **Description**, if applicable & Select the **Document Manager**, if applicable (Line Manager is the Document Manager by default)

Connect Conversations

*Performance Document Name
Select a value
Select a value
FY2022 Connect Conversations_Q1
FY2022 Connect Conversations_Q2
FY2022 Connect Conversations_Q3

*Date of Review Meeting
m/d/yy

Document Manager ?
Ales Asthana

Ales Asthana

Current Task
Manager Comments

Task Completion
1 / 3

Save Cancel

Step 6: Click “Save”

Connect Conversations

*Performance Document Name
Select a value
Select a value
FY2022 Connect Conversations_Q1
FY2022 Connect Conversations_Q2
FY2022 Connect Conversations_Q3

*Date of Review Meeting
m/d/yy

Document Manager ?
Ales Asthana

Ales Asthana

Current Task
Manager Comments

Task Completion
1 / 3

Save Cancel

ZinZai Connect

Employee Guide : Connect Conversation

Step 7: In the **Connect Conversations** section, select the **Connect Conversation Document name** hyperlink

Connect Conversations + Add ^

All

FY2022 Connect Conversations_Q1	Ales Asthana	***
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Current Task

Employee Comments

Manager Comments

Task Completion

0 / 3

All Tasks

- Employee Comments
- Manager Comments
- Share Connect Conversation

Step 8: Select **Comments** next to **Connect Conversation Questionnaire**

Employee 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

Step 9: Enter **Comments**

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).







Employee Comments

Font 2 B I M      

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

2. What could you have done differently for greater impact ?







Employee Comments

Font 2 B I M      

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

3. What are your key deliverables and the expected business impact for the coming period ?







Employee Comments

Font 2 B I M      

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

4. What will you do in the upcoming period to learn and grow ?

Employee Comments

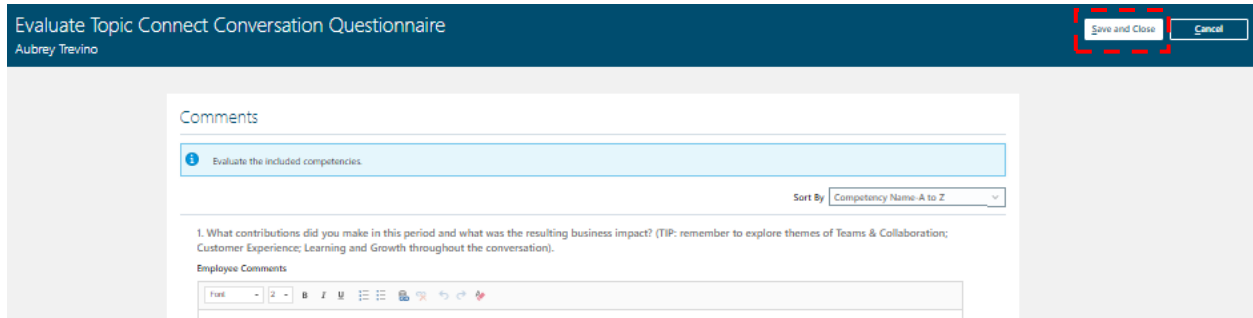
Font 2 B I M      

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

ZinZai Connect

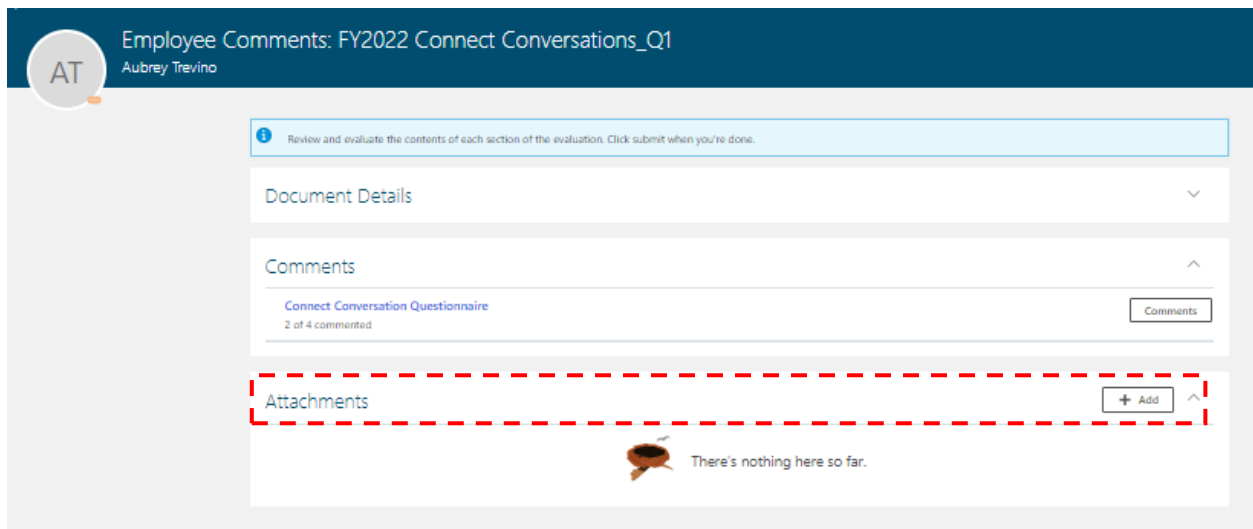
Employee Guide : Connect Conversation

Step 10: Select **Save and Close**



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

Note: When adding an attachment, select **Save to save** the added attachment. If any attachment exists, **Edit** button instead of **Add** button is displayed but this will still allow you to add more attachments if applicable.



Step 12: Select **Submit**

