ZinZai Connect

Employee Guide: Connect Conversation

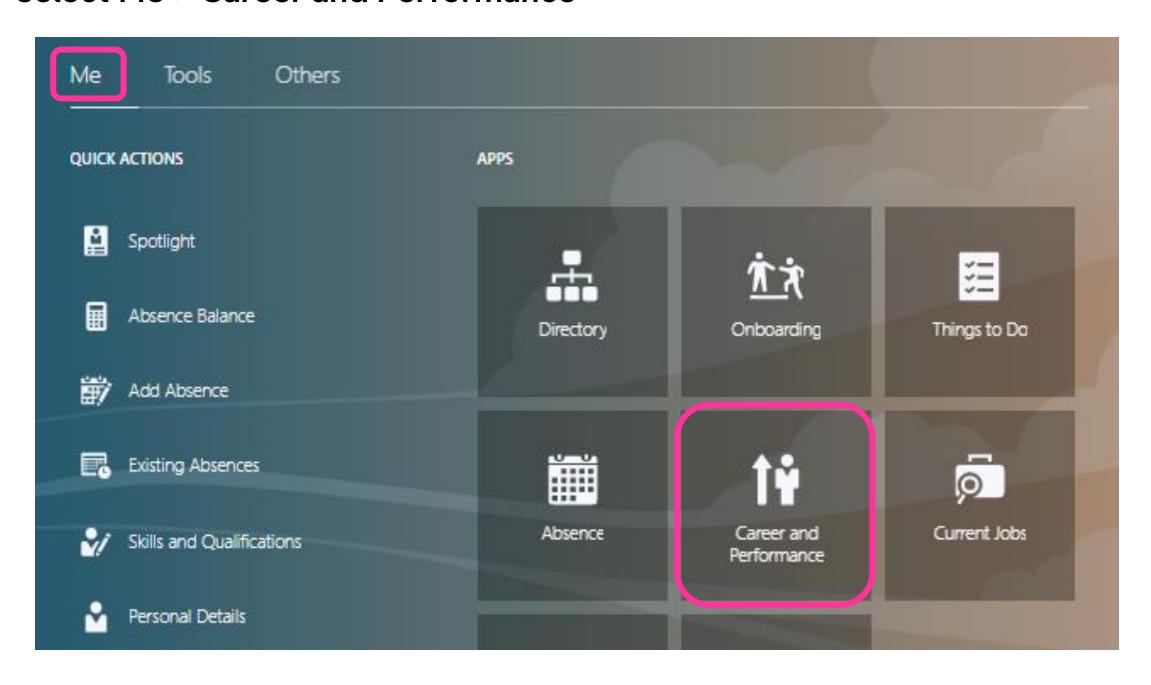




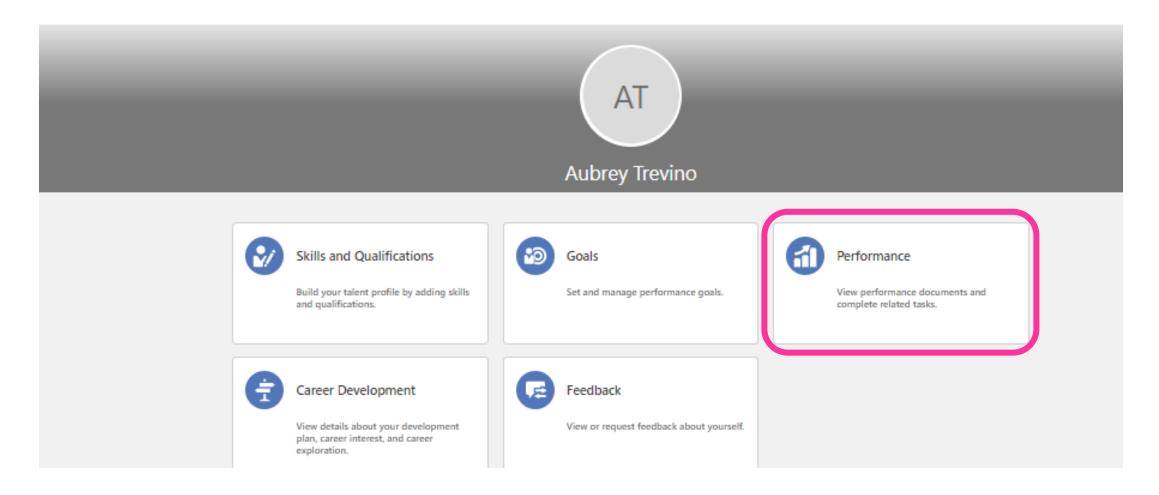
Employee Creates a Document

Step 1:

Select Me > Career and Performance



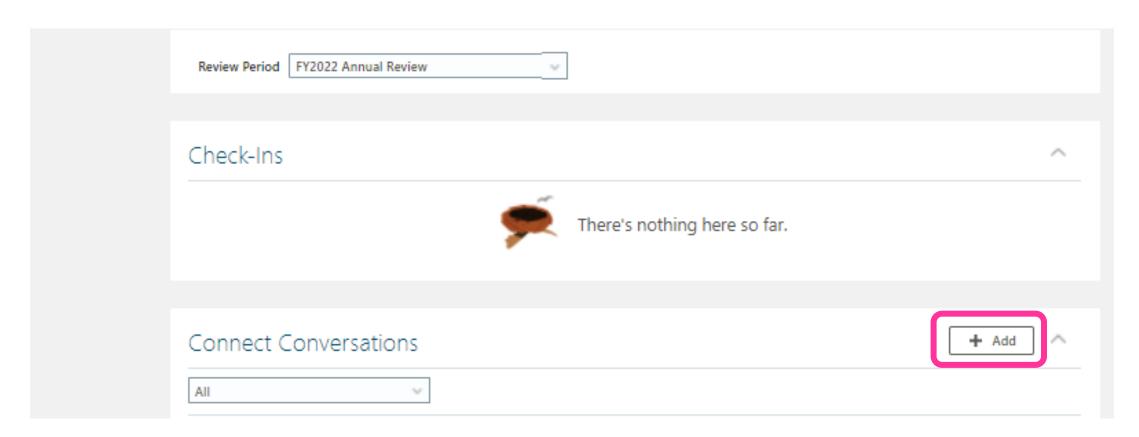
Step 2:Click **Performance**





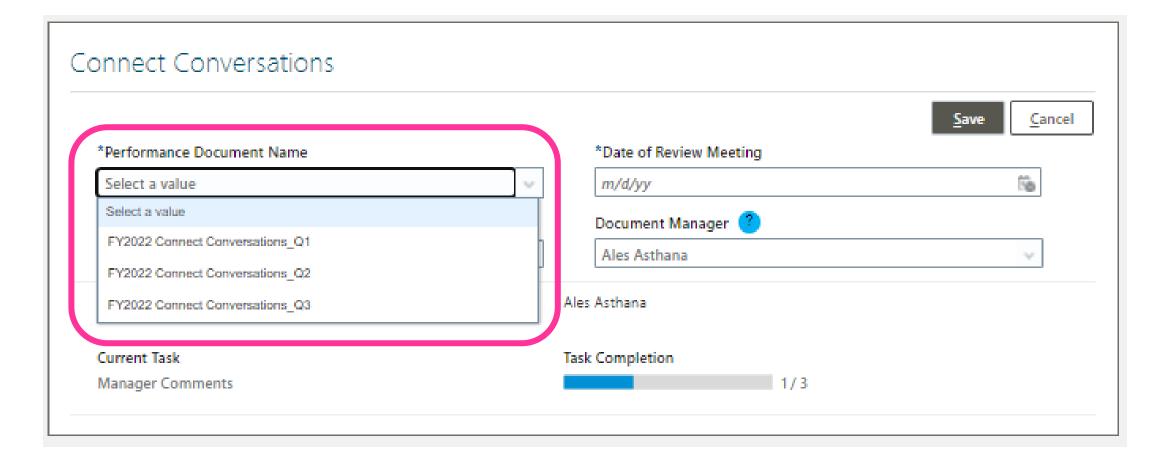
Step 3:

In the Connect Conversations section, select Add



Step 4:

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



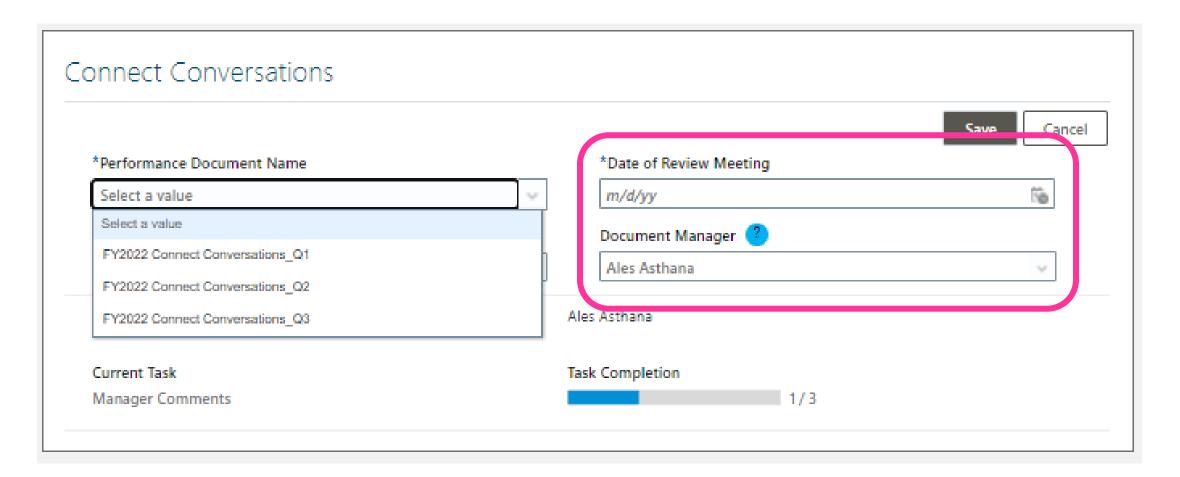
Note:

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.

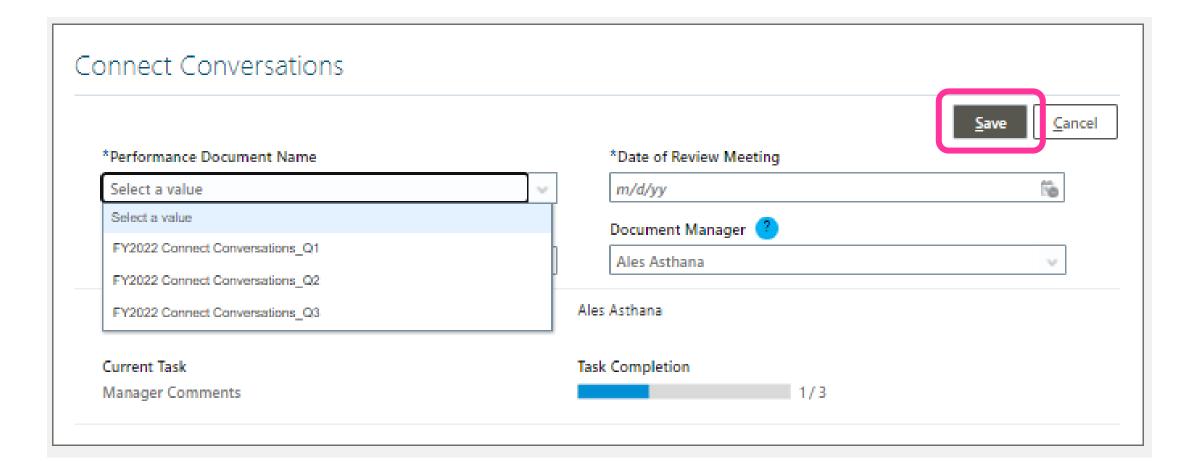


Step 5:

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



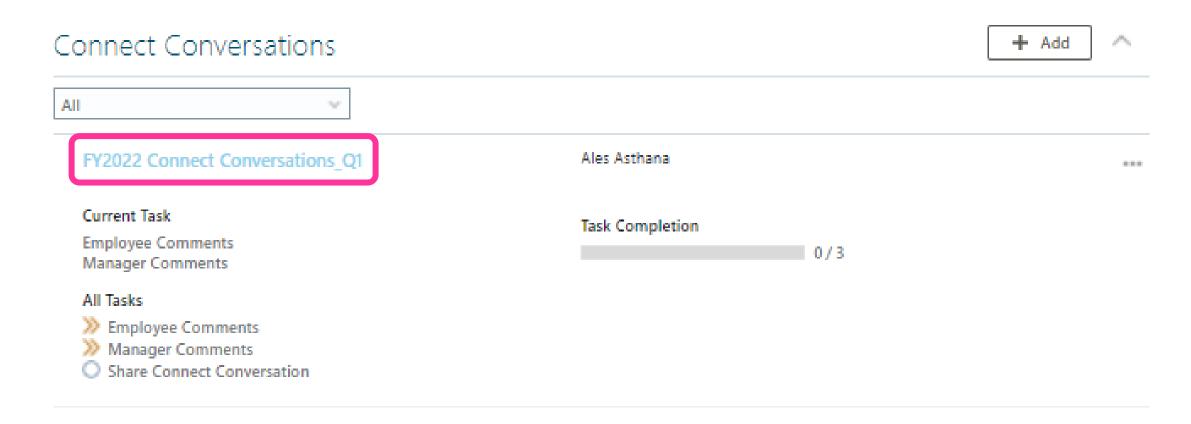
Step 6: Click "Save"





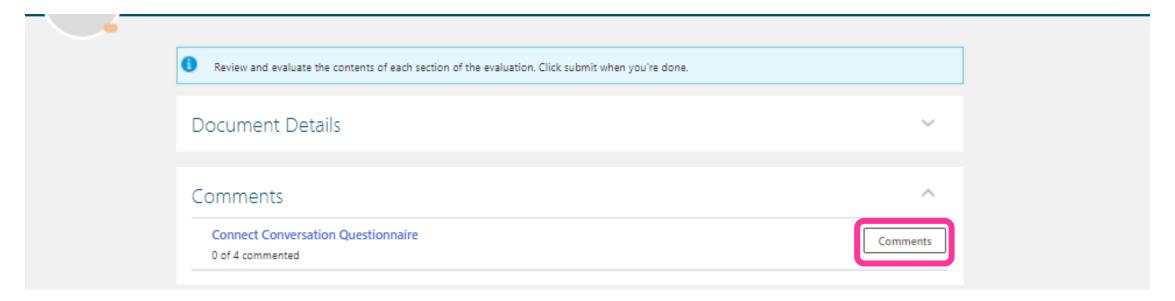
Step 7:

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



Step 8:

Select Comments next to Connect Conversation Questionnaire



Step 9:

Enter Comments

 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).

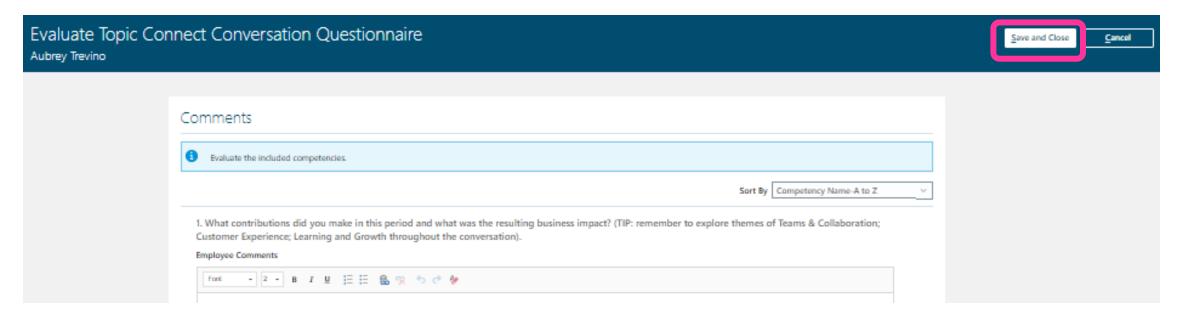
Employee Comments





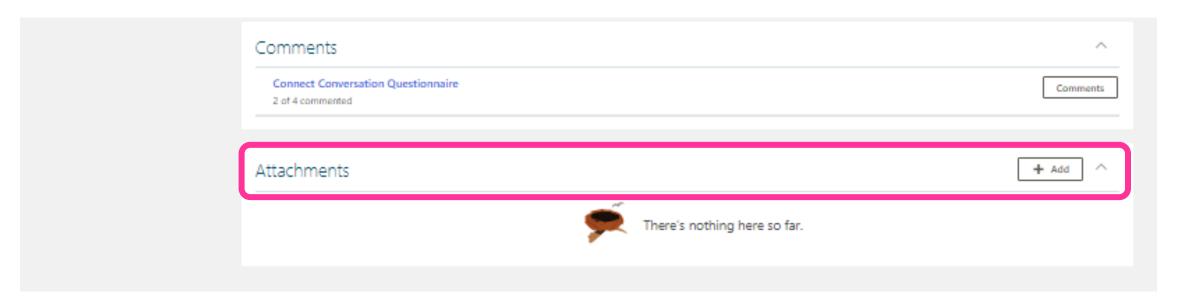
Step 10:

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

