

# Connect Quick Guide for Employees

Leverage this quick guide to make the most of your Connects.

## The Importance of Connects

Connects are a central element of our Performance and Development (P&D) approach. They are an opportunity for you to align on expectations with your managers and partner in determining opportunities for your continued learning, growth and development. The time you invest in the process will help you find ways to increase your impact on your team, business, and customers.

Connects are structured opportunities for you and your manager to:



**Align** on expectations, priorities, success measures, and opportunities for impact.



**Reflect** on and recognize your contributions to business results, achieved against your commitments, and how you accomplished the results.



**Identify** opportunities to learn, grow, and deliver greater impact in your role and build a foundation for your career development.



**Develop** a shared understanding of how employees are doing in their role.

## Keep in mind...

- It's important to have regular 1:1s with your manager throughout the year. Consider having ongoing career check-ins with your manager outside of your Connect conversations.
- If you will have a new manager, prioritize a Connect with your prior manager before changing roles, and have a Connect with your new manager in the first 30 days. That way, you'll be set up for success in your new role.



Check out the [sample Connects on HRweb](#) for how to write a Connect.

# Top 5 tips to maximize Connects

## 1 Think broadly about who can give you feedback

- Use the [Perspectives tool](#) to gather feedback from a variety of colleagues – peers, leaders, and others who you partner closely with – to ensure you get diverse insights into your strengths and development opportunities.
- Use feedback from your colleagues to identify opportunities for growth as you move forward in your role and your career.

## 2 Focus on highlighting what you've accomplished relative to each of your core priorities

- Share your most important contributions over the past period and connect them to your core priorities—or key areas of focus—and be sure to include associated measures of success and specific metrics, where possible.
- Be succinct; capture the most important impact you've had, and where you've added the most value, instead of listing all activities.

## 3 Clearly identify 3–5 individual core priorities plus the companywide core priorities for the coming period

- Review and update your core priorities each time you have a Connect—as we navigate a dynamic and hybrid work environment, it's more important than ever to revisit these so that you and your manager are aligned on expectations.
- Core Priorities include 3–5 individual Core Priorities, plus the companywide core priorities (Diversity and Inclusion (D&I), Security, and for managers, the Manager Core Priority).
- Leverage the D&I Core Priority guidance in the Connect tool to make an intentional commitment on how you'll drive impact around diversity and inclusion.
- Leverage the [Security Core Priority](#) guidance to help activate and customize your security commitments.
- Identify clear success measures for the period ahead, which provides a roadmap for how you'll assess your impact in your next Connect.

## 4 Let your manager know what's top of mind for you so you can continue the conversation

- Think about what support you need to be successful in your role and to achieve your career goals and share this with your manager.
- Use the **Conversation Starters** section to flag topics for more focused conversations to support your success.
- Meet with your manager regularly outside of Connects to track your progress and identify areas where more support is needed.

## 5 Demonstrate a growth mindset in your Connect conversation

- Be open-minded and ask questions to understand—Connect conversations are an important opportunity for you and your manager to align on how you're doing in your role and what's expected in the upcoming period.
- Make it a two-way conversation and give feedback to your manager too. Share one thing they could do better to support you.

# Resources

## Connect Resources and FAQs

Guidance and tips to help you prepare for these critical conversations.

[Learn more](#)

## Sample Connects

Examples of what a quality Connect includes.

[Learn more](#)

## D&I Core Priority

Guidance on the D&I Core Priority.

[Learn more](#)

## Security Core Priority

Guidance on the Security Core Priority.

[Learn more](#)

## Career Resources

Guidance and resources for your career goals and opportunities.

[Learn more](#)

## Hybrid Workplace Resources

Resources to explore or modify a hybrid work arrangement with your manager.

[Learn more](#)

## OKR/P&D Resources

Guidance on differences between OKRs and our P&D approach, including core priorities and Connects.

[Learn more](#)