2013-2014 Coaching Conversations and Compensation Planning - SaaS

*If your department has a different timeline for year-end processes please refer to your department specific timeline – check with your manager if you have questions.*

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| **Date** | **Action** |
| **November 18** | Coaching Conversations (CC) opens for year-end evaluations You will receive an email from [ccfeedback@citrix.com](mailto:ccfeedback@citrix.com)  Access Coaching Conversations either:   1. Through [myCitrite](http://webapps.citrite.net/SSO/Authoria.aspx) via myCitrite using CITRITE username (for example CITRITE/username) and password.   ***OR***   1. Via Citrix Receiver <http://go.citrite.net> clicking CC icon   ***OR***   1. Log-in direct at <https://citrix.hire.com/loginAction.action> and using username in all caps (for example USERNAME) and clicking “Forgot password”. When prompted, enter company name: Citrix. And you will get your pw emailed to you. |
| **December 6** | Attend a  webinar: [Sign-up Here](https://student.gototraining.com/rt/7014898833210517504)  All employees complete year-end self-evaluation in CC and click SUBMIT button [CC resource page](http://intranet.citrite.net/EmployeeResources/Career/CoachingConversations/Pages/year_end.aspx)  Once managers receive the form, they request feedback from others using [Multi-Rater Feedback](http://intranet.citrite.net/EmployeeResources/Career/CoachingConversations/User%20Documentation%20and%20Tutorials/Multi-Rater_Feedback_Process_Quick_Reference_Guide.pdf) |
| **December 31** | Managers complete and save year-end evaluation ratings for employees  (click SAVE button only – do not submit) [**Rating Scale**](http://mycitrite.citrite.net/EmployeeResources/Career/CoachingConversations/Documents/Printable_Rating_Scales_Rev_10_11.pdf) |
| **January 2-17** | Rating review by VP of each function  Update ratings in CC system as needed and finalize comments  [See the Leadership Blueprint guide](http://intranet.citrite.net/EmployeeResources/Career/LeadershipBlueprint/Pages/default.aspx) |
| **January 10** | Performance ratings move from CC system to compensation planning system and will continue to be transferred weekly through February 7. |
| **January 13** | Compensation planning system opens |
| **January 20-31** | Conduct year-end evaluation meetings with employees and click “ACCEPT” on form in system [Get tips here](http://intranet.citrite.net/EmployeeResources/Career/CoachingConversations/Pages/year_end.aspx)  Have employees submit 2014 goals using quarterly goal form in CC |
| **January 31** | Submit promotion nominations to HR |
| **Jan 13 – Feb 7** | Managers (through VP level) make compensation recommendations in the planning system (under “My Tasks”)  Jan 13-19  (first line managers)  Jan 20-31 (Sr Managers and Directors)  Feb 1-7  (VPs)  Feb 8-18 SVP final review |
| **February 8 – 18** | Senior VPs review and approve compensation and promotion recommendations |
| **February 15 – April 1** | SAP salary transactions freeze. No changes can be made to salaries. |
| **March 31** | Managers communicate approved merit increases (effective April 1) and/or promotions (effective April 2) to eligible employees. |