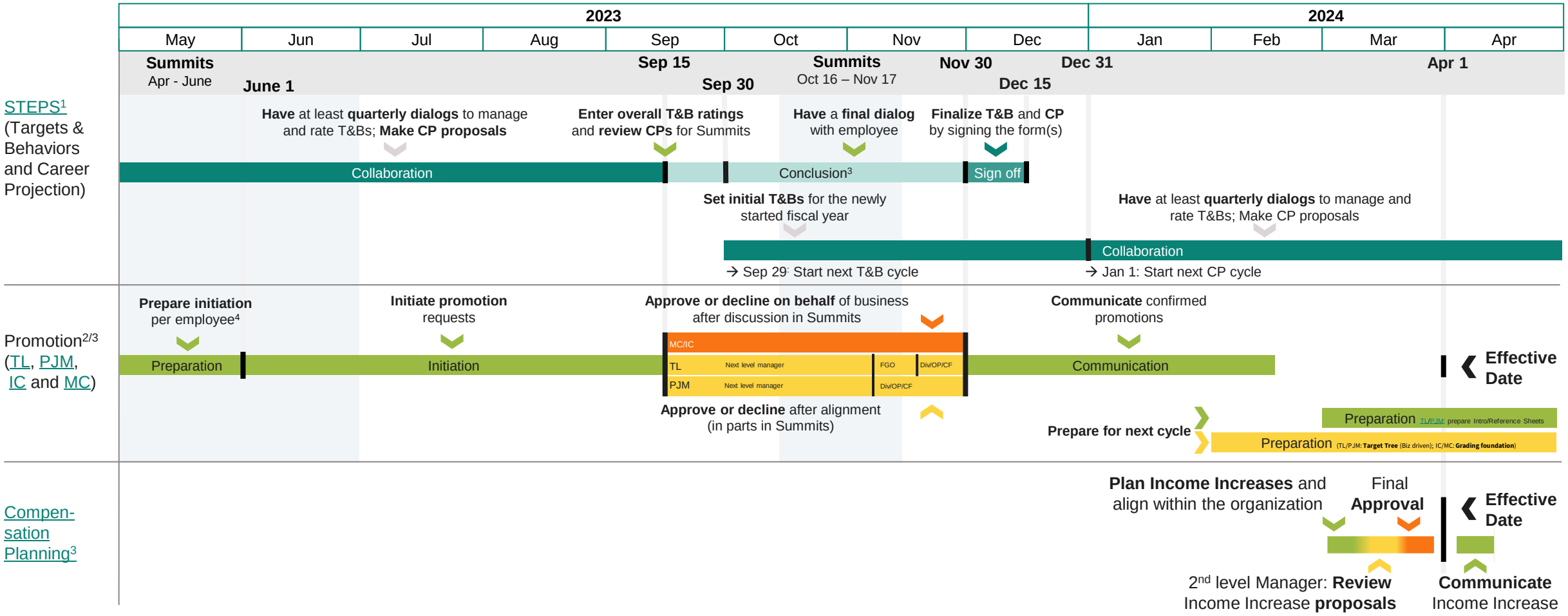
HR Timeline 23/24



Employee & Manager
Employee
Manager
Biz Resp. / Approver
HR

Abbreviations: T&B = Targets & Behaviors | CP = Career Projection | IC = Individual Contributor | MC = Management Career | TL = Technical Ladder | FGO = Functional Group Owner | Div/OP/CF = Division/Operations/Central Function | PJM = Project Management; Footnotes: [1] T&B and CP are separate processes and forms | [2] for TL and PJM: timeline applies also for New Nominations | [3] only manager (and/or HR) has access to data | [4] TL/PJM: prepare Intro/Reference Sheets; IC/MC: select Job Code from Job Catalogue

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Infineon will be switching to a functional organisation

Therefore the roles of the managers within the STEPS process will change **with the new cycle FY23/24***

While the fundamental components remain unchanged:

- our STEPS philosophy
- the process
- continuous dialogs
- the timeline

* if the legal manager is also the functional manager, there will be no change

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Change of responsibilites for STEPS process

- The cycle FY22/23 needs to be finished by the legal manager
- The functional manager will lead the process starting with the new cycle 23/24

Legal Manager*		Functional Manager
No active role	Set targets	Full responsibility
No active role	STEPS tool	Full responsibility
No active role	Evaluation	Full responsibility
No active role	Dialog with EE	Full responsibility
No active role	Decision / Escalation	Full responsibility
No active role	**Follow-up** (e.g., Development)	Full responsibility
No active role	Career Projection	Full responsibility

- **The legal manager will remain access to the STEPS forms.**
  For Germany & Austria: The legal manager can be included in the process if requested by the employee and/or functional manager. For more details please see the general workers council agreement.

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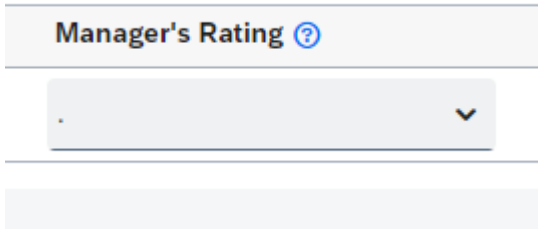
What is new in the process?

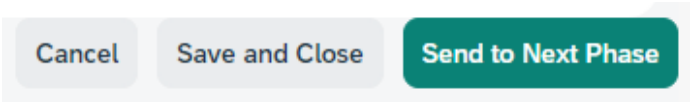
Targets & Behaviors

- One rating field for the evaluation of the individual goals
- Evaluation only to be made by functional manager via the “managers rating”-field



Routing

- Functional managers can route the form in the “Conclusion”-Phase and “Sign off”-Phase
- Functional managers can route the form back into the “Collaboration”-Phase if routed by accident
- Functional managers can route the Career Projection Form starting FY24/25 (available from Jan `24 onwards)



Career Projection

- To create a Career Projection form, functional managers can either:
  - ask their employee to create the form
  - issue an IT-Ticket to open the form

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Mandatory Trainings

Functional Manager
based
outside of Germany or Austria
(e.g. Malaysia, USA, Portugal)

Employee
based
in Germany or Austria
(e.g Regensburg, Villach)

- Functional managers that are based outside of Germany & Austria and are leading employees in Germany or Austria need to participate in mandatory trainings
- Training participation needs to be finished before the functional manager is allowed to evaluate the employee (according to local STEPS agreement)
- The trainings are not mandatory for employees based in Germany or Austria

1

Participate in the STEPS live upskill session **“STEPS in a functional organization”**

2

Participate in the live training **“Intercultural working in a functional organization – Focus on STEPS // Germany & Austria”**

3

Evaluate your employee

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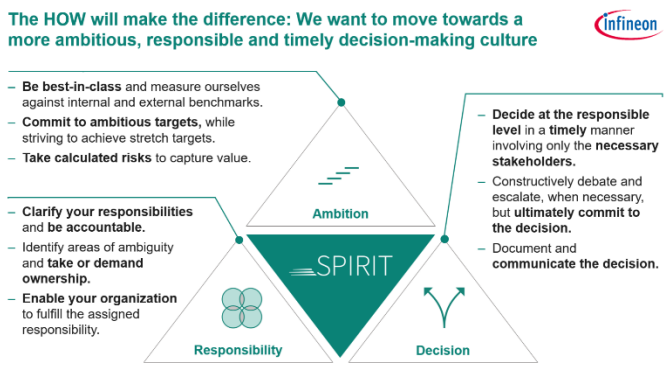
Targets of GG16+ Employees need to include a Business Performance Target (BPT)

SPIRIT



– The business performance target is an overarching goal for the entire function that clearly and measurably contributes to improve our business performance.
– Every business area and function at Infineon, starting with EMG level, must define one business performance target.
– **This is applicable for all GG16+ Employees on all careers**

1

Manager:
Ask for BPT of your division/area/ function/department

2

Manager & GG16+ Employee:
Enter the BPT in your STEPS form and use the BPT-Checkbox

☑ Business Performance Target

3

Manager & GG16+ Employee:
Differentiate into an ambitious commit as well as a stretch target

* Details: How to measure the target, what is helpful to achieve this target:	Ambitious commit target & stretch target

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