Performance Management | Employee Job Aid

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Click Here — When you see a **Yellow Note**, click the link to be taken to the Appendix or another place in this job-aid for definitions and additional information.

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When you see the **Back** symbol, click the link to go back to the section you were working on.

Frequently Asked Questions (FAQs)

General (FAQ)

What is the time period for the annual Performance Reviews?

January 1st – December 31st, 2016

Who participates in the annual Performance Review?

All Non-Exempt level employees and above (excluding hourly employees) including temporary and interns on Polaris' payroll hired on or before 12/1/16. Employees hired as of 12/2/16 will not receive a Performance Review in Workday.

Workday – General Questions (FAQ)

How much can I write in the open text boxes?

You can enter an unlimited amount of text in the text boxes. However, we want to make sure you focus on conciseness and quality rather than writing unnecessary details in the text box.

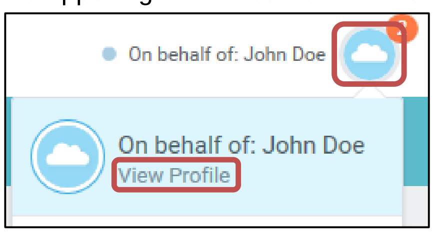
Does Workday have spell-check?

No. if you want to ensure you are spelling words correctly, we recommend starting in a word document and then cut and paste text into the text boxes within Workday.

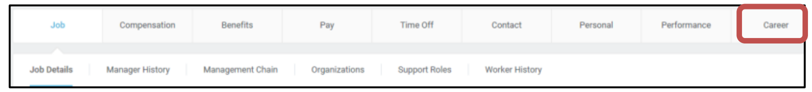
Workday – Career Profile (FAQ)

Once I submit my Career Profile, where can I view, edit, and/or add additional career information?

1. Navigate to your Employee Profile by clicking on your name/picture in the upper-right hand corner. Click on **View Profile.**



2. From the menu on your profile, click on the **Career** tab



3. Navigate to the section(s) you wish to edit.

In regards to short-term relocation, are you asking if I will be ready to move in 0-12 months, or if I am willing and able to move right now for 0-12 months?

We are asking if you are willing and able to move right now if a short-term assignment was offered for 0-12 months.

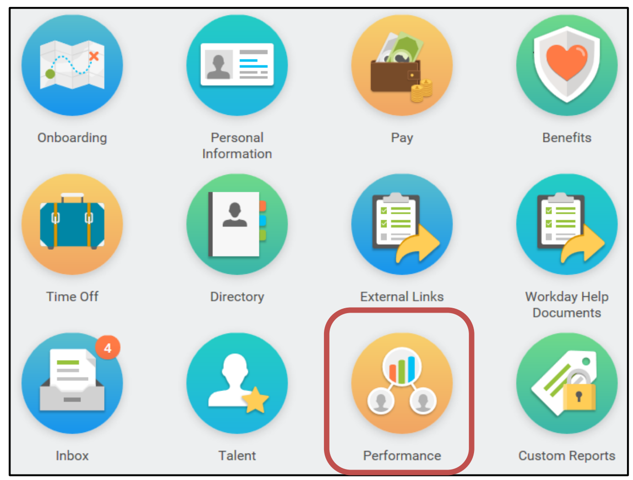
In regards to long-term relocation, are you asking if I will be ready to move in 12+ months or if I am willing and able to move right now for 12+ months?

We are asking if you are willing and able to move right now for 12+ months.

Workday – Self Evaluation (FAQ)

How do I view and print my current and/or past Performance Reviews?

1. To view a consolidated list of all *active* goals, click on the **Performance worklet** from the Workday homepage



2. Under **My Reviews**, you will see a list with your current and past Performance Reviews. Select the review you wish to view/print.

Do I have to acknowledge my Performance Review in Workday if I don't agree with the information my manager entered?
Yes. The acknowledgment step does not mean you agree with what your manager entered. Rather, you are stating you have taken part in the process. If you don't agree with the information entered in your annual Performance Review, we recommend you discuss with your manager and/or HR Business Partner. You also have the option to add comments when completing the acknowledgement step.

Potential Ratings (FAQ)

If I'm not mobile today but will be in 3+ years, can I be classified as a High Potential?
No. Since there are many factors that feed into determining potential (mobility being one of them), this rating is dynamic and can be updated at any time throughout the year. If you are not mobile now, you would not receive the High Potential rating. If/when that changes for you, you would have the opportunity to be rated High Potential in consideration with all of the High Potential criteria.

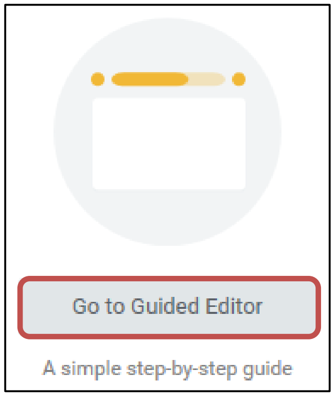
To be classified as a High Potential am I required to be globally mobile?
Yes, in most cases. The High Potential rating indicates high mobility without a lot of restrictions. However, there are many critical roles within each country so it will depend on the type of role you are in and aspire to be in. Our business strategy will drive where future positions will be located and the types of experience needed for these roles. Some will require global experience, some may not.

If I agree to unrestricted mobility, will I have the opportunity to evaluate opportunities before I accept the position?
Yes, you will have the opportunity to evaluate the opportunity in total. Having said that, we do not want individuals to say they are open to mobility, when they really aren't. We want an open dialogue between manager and employee so we can understand the lay of the land and strategize to match business needs with individual career paths as we evolve to an $8B organization.

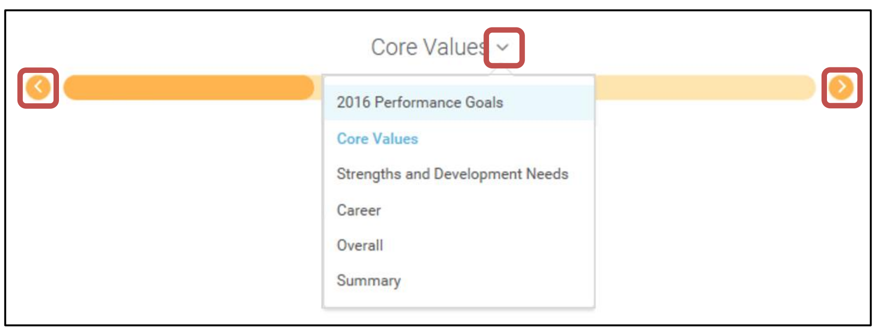
Navigating the Performance Management Process

Note: Workday is an easy, intuitive system to use. Many of the same icons will be used throughout the different steps of the performance management process.

We recommend using the **Guided Editor** when you start each portion of the performance review until you become familiar with the system.



You may easily navigate through different sections of your career profile and/or performance review by using the **Dropdown Arrow** in the section header at the top of your page. You may also use the golden arrows to go to the **Previous section** or the **Next section**.



When navigating the system, please use the Next and Back buttons found at the bottom of the page. __**DO**__ __**NOT**__ use the back button located in your browser.

Adding Information

1. Use the **Add icon** Add to add information on a page.
2. To search a pre-populated list, click on the **Prompt icon** to search options.
3. Click the **Save icon** to save the information you added.
4. Click the **Undo icon** to remove the most recent data entered.

Fields with a red star * are required to be filled out before you can move on.

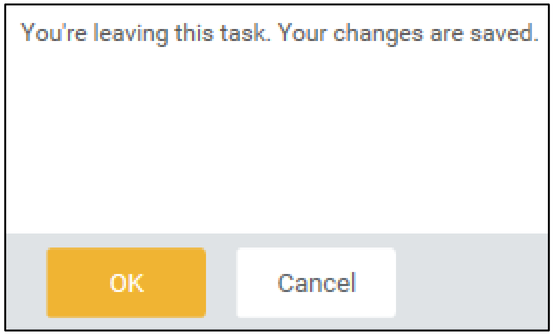
Changing Information

1. Once you have added a record and clicked out of the box you can go back in to edit the information. Click the **Edit Pencil** to edit.
2. If you wish to delete the information you entered, click the **Delete icon** found next to the pencil within each record added.

Saving Information to Return Later

General Workday Navigation

1. You do not need to complete the Career Profile or Performance Review in one sitting. Information is saved in Workday as you add it.



2. When you log back into the system and return to your Career Profile or Performance Review, click on the **Continue where I left off** button.

Note: If you have saved information to complete at a later time, please remember to go back in and submit your information once it is complete, as it is not visible to HR or your Manager until submitted.

Please remember to use the **"Save for Later"** button so you do not lose any content. Workday will automatically log you out after being inactive for 5 minutes. If your content has not been saved, you may lose it.

[Click here to view Contact Information]

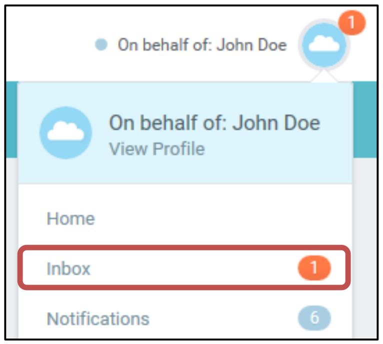
Workday Icon Summary

General	
Arrow	*Click to view options*
Checkbox	*Click to select (you can select multiple items)*
Delete Icon	*Click to delete information/fields*
Dropdown Arrow	*Click to view additional details/fields*
Edit Pencil	*Click to edit information*
Prompt Icon	*Click to view options*
Save Icon	*Click to save information*
Select Button	*Click to select (you can only select one option)*
Undo Icon	*Click to undo recently entered information*
Navigation	
Next Section	*Click to move to the next section*
Previous Section	*Click to go back to the previous section*
Activity Stream	
Gray Comment Box	*There are no comments on this goal's Activity Stream*
Gray Comment Box with Lines	*There are existing comments on this goal's Activity Stream*
Orange Comment Box	*There are existing comments on this goal's Activity Stream*

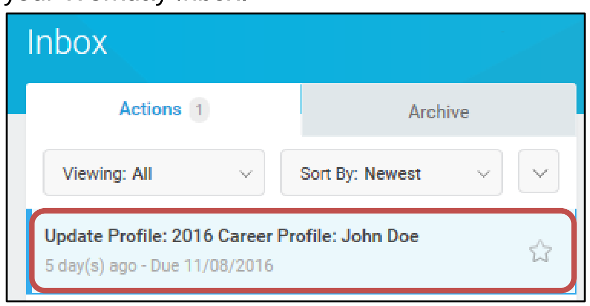
Add/Update External & Internal Job History

You can upload your education directly by importing a copy of your résumé. Click Here for instructions.

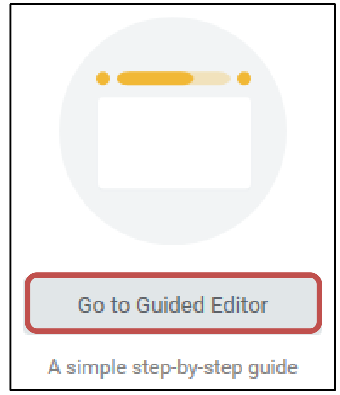
1. You will receive a task in your **Workday Inbox** to complete your **Career Profile**. Under **My Account** click on **Inbox**.



2. Select the **Update Profile: 2016 Career Profile** task under **Actions** in your Workday Inbox.

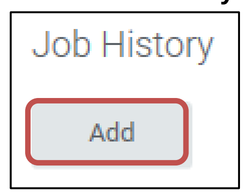


3. In order to complete your Career Profile step-by-step, click on **Go to Guided Editor**.



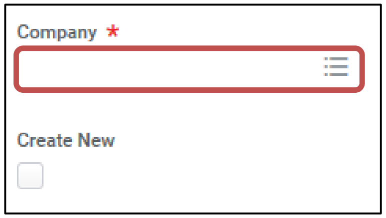
4. In the **Job History** section, enter your external and internal (Polaris) job history information.

5. Under **Job History** click the **Add icon**.

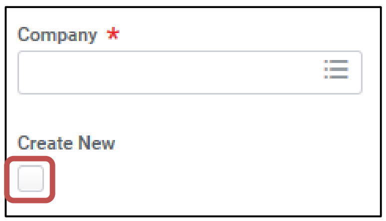


6. Enter your **Job Title**:

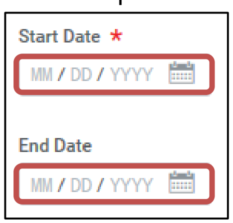
7. Enter the **Company** name. Click the **Prompt icon** under **Company** and start typing the Company name into the search bar. Hit 'enter' to pull up search results and select the correct option.



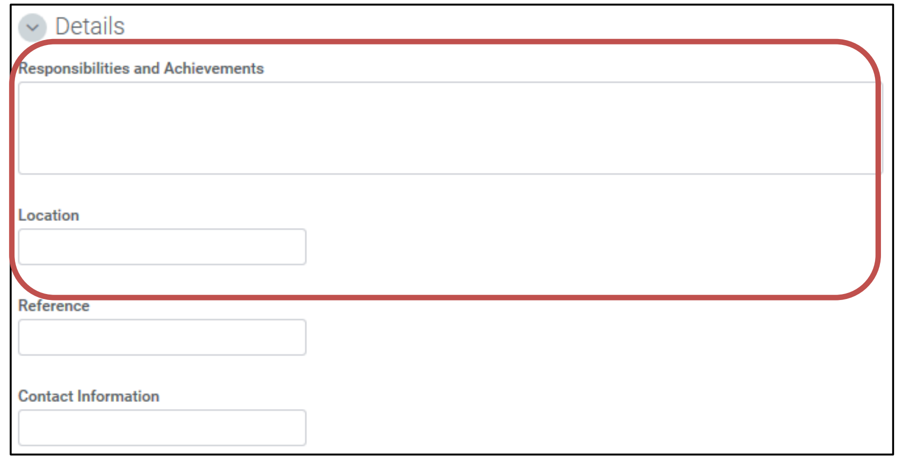
8. If the company name does not appear, check the box under **Create New**.



9. Enter the position start date and end date (if applicable).



10. Click the **Arrow** next to **Details** to add additional job information.



Note: You will only need to enter information under *Responsibilities and Achievements* & *Location.* Adding a *Reference* and *Contact Information* is not required.

11. To edit a previously entered position, click the **Edit pencil** to the right of the job, and adjust the information as necessary.

12. When you are done entering information related to this position, click the **Save icon** to save the information you just added.

13. Click the **Undo icon** to remove the most recent data entered.
14. If you would like to add another position, click **Add** at the bottom of the page, and repeat the steps above.

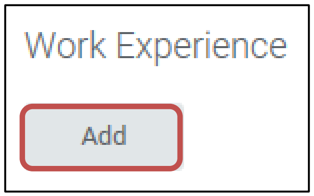
15. When you have completed this section, click the **Next** button.

Add/Update Work Experience

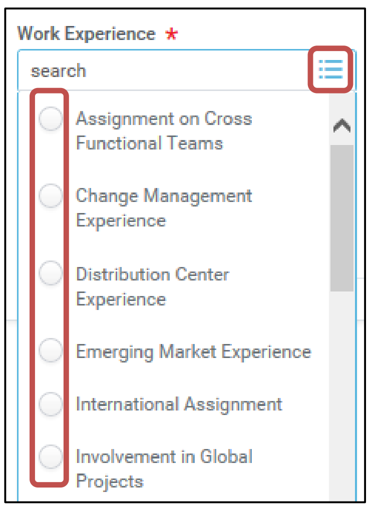
In this section you will capture critical work experiences, such as global assignments, experience working with mergers & acquisitions, etc.

Note: Work experience options are liminted to the pre-populated list provided. If none apply, leave this section blank.

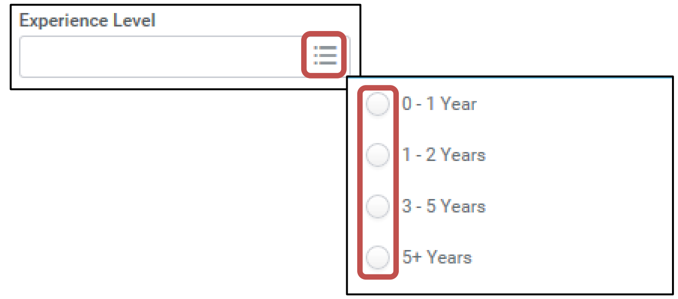
1. Under **Work Experience** click the **Add icon.**



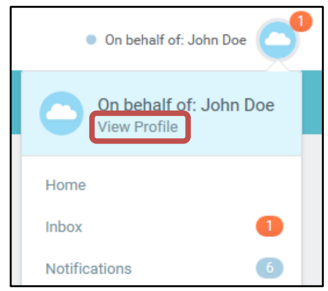
2. Click the **Prompt icon** under **Work Experience** to view the list of work experience options. *You are only able to enter one at a time.* Use the **Select button** to choose the correct option.



3. Click the **Prompt icon** under **Experience Level** and select the appropriate option.



16. Under **My Account** click on **View Profile**



17. Click the **Arrow** next to **Details** to add any comments related to this experience (optional).

18. When you are done entering information related to this experience, click the **Save icon** to save the information you just added.

19. If you would like to add additional work experiences, click **Add** at the bottom of the page, and repeat the steps above.

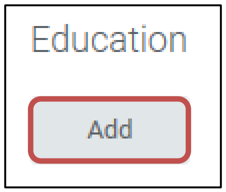
20. When you have completed this section, click the **Next** button.

Add/Update Education

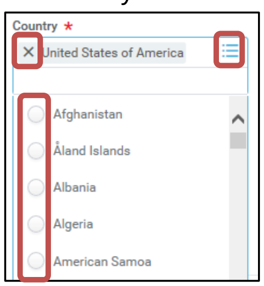
You can upload your education directly by importing a copy of your résumé. Click Here for instructions.

Note: List schools in chronological order, beginning with your High School diploma.

1. Under **Education** click the **Add icon**.

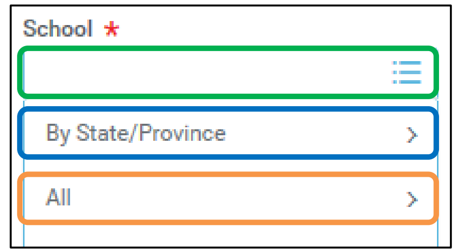


2. Enter the **Country** this school is located in. *United States of America* is the default country. If this is correct, move onto the next step. To change the country, click the **X** to remove *United States of America*. Click the **Prompt icon** under **Country** and use the **Select button** to choose the country the correct location.



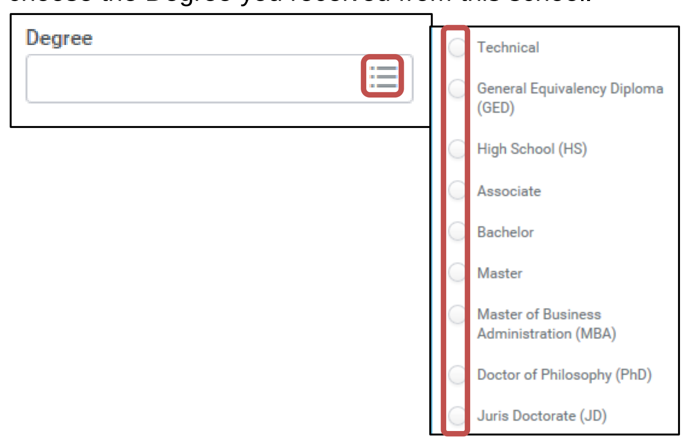
3. Click the **Prompt icon** under **Job Profile**:
   a. Start typing the name of the school in the Search bar.
   b. Search a list of schools by State/Province. Click the State/Province the school is located in, and search a list of schools for that State/Province *alphabetically*.
   c. Search a list of all schools *alphabetically* by clicking All.

   Use the **Select button** to choose the correct school.

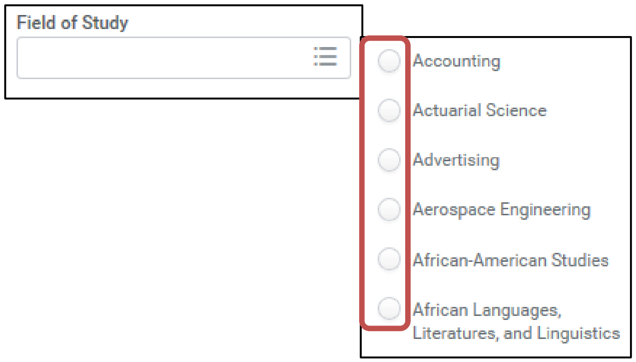


Note: In order to add your High School information, you will need to check the **Checkbox** next to **Other**. High Schools are not included in the pre-populated list.

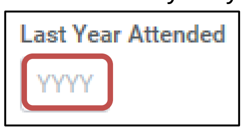
4. Click the **Prompt icon** under **Degree** and use the **Select button** to choose the Degree you received from this school.



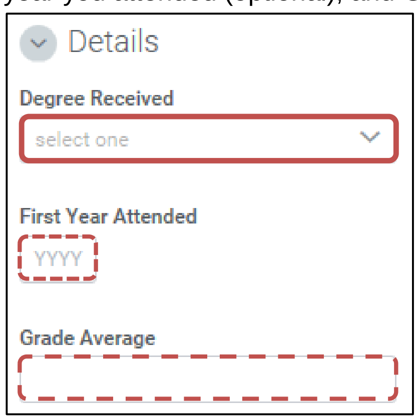
5. Click the **Prompt icon** under **Field of Study** and use the **Select button** to choose the correct Field of Study.



6. Enter the last year you attended this school:



7. Click the **Arrow** next to **Details** and add the **Degree Received,** first year you attended (optional), and GPA (optional).



8. When you are done entering information related to this school/degree, click the **Save icon** to save the information you just added.

9. To edit a previously entered school, click the **Edit pencil** to the right, and adjust the information as necessary.

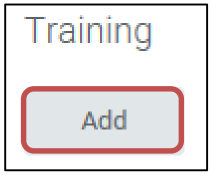
10. If you would like to add another school/degree, click **Add** at the bottom of the page, and repeat the steps above.

11. When you have completed this section, click the **Next** button.

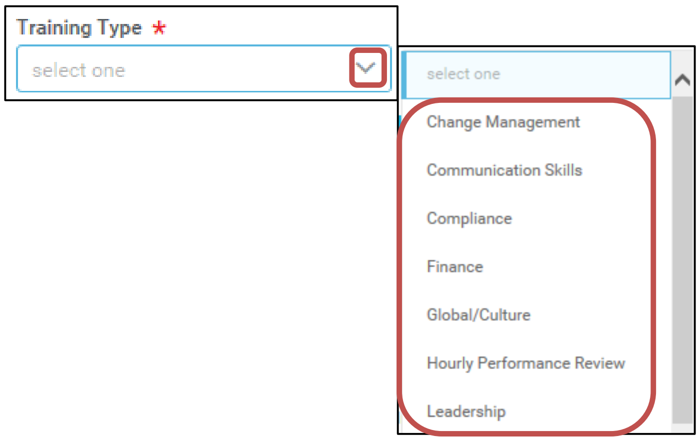
Add/Update Training

In this section you will add trainings you have completed that directly apply to your career and future job interests.

1. Under **Training** click the **Add icon**.

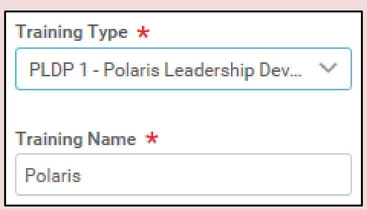


2. Click the **Dropdown arrow** under **Training Type** and select the appropriate training/category from the pre-populated list.

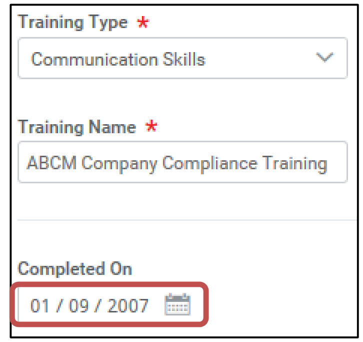


3. Under **Training Name**, enter the name of the training.

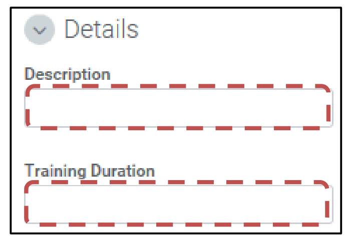
Note: For core Polaris trainings (i.e. PLDP, SAPL, Next Generation, etc.) please enter "Polaris" as the course name in the *Training Name* field:



4. Enter the **Completed On** date if you are aware of it. *Note: Month/Day/Year are all required if you enter a date.*



5. Click the **Arrow** next to **Details** and add a description and duration if the training (optional).



6. When you are done entering information related to this training program, click the **Save icon** to save the information you just added.
7. To edit a previously entered training, click the **Edit pencil** to the right, and adjust the information as necessary.
8. If you would like to add another training, click **Add** at the bottom of the page, and repeat the steps above.
9. When you have completed this section, click the **Next** button.

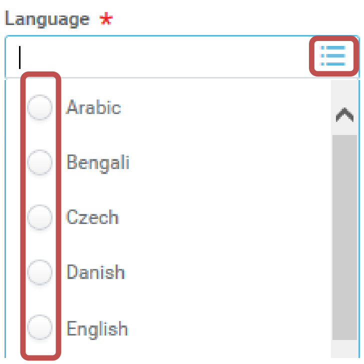
Add/Update Language(s)

In this section you will add your language abilities and overall proficiency for each language.

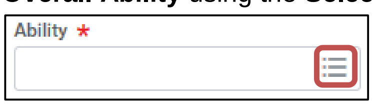
Note: Add all languages that apply, *including* your native language.

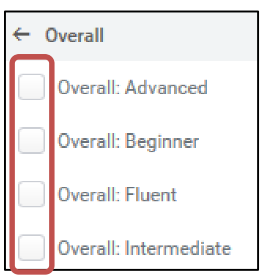
1. Under **Language** click the **Add icon**.

2. Click the **Prompt icon** under **Language** and use the **Select button** to select an option.



3. For each language entered, you are required to enter an **Ability level**. Click the **Prompt icon** under **Ability**, then select the appropriate **Overall Ability** using the **Select button**.





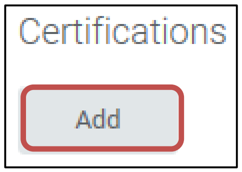
4. When you are done entering information related to each language, click the **Save icon** to save the information you just added.
5. To edit a previously entered language, click the **Edit pencil** to the right, and adjust the information as necessary.
6. If you would like to add another language, click **Add** at the bottom of the page, and repeat the steps above.
7. When you have completed this section, click the **Next** button.

Add/Update Certifications

In this section you will add any applicable certification(s) you have achieved.

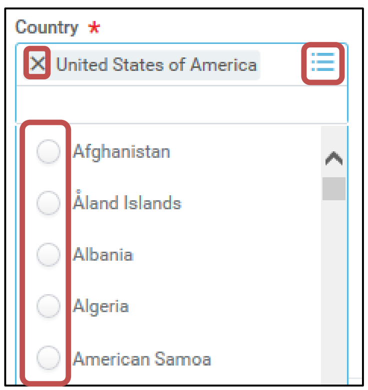
> ***Note:*** If you have any patents, you will add them in the Awards section (next).

1. Under **Certifications** click the **Add icon**.



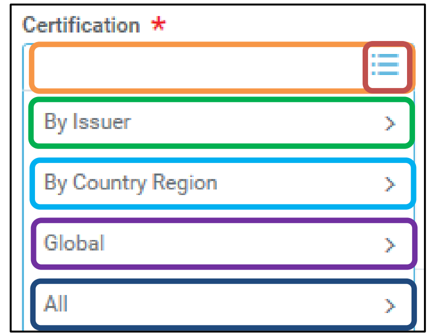
2. Enter the **Country** where this certification was achieved. United *States of America* is the default country. If this is correct, move onto the next step. To change the country, click the **x** to remove *United States of America*.

   Click the **Prompt icon** under **Country** and use the **Select button** to choose the correct location.

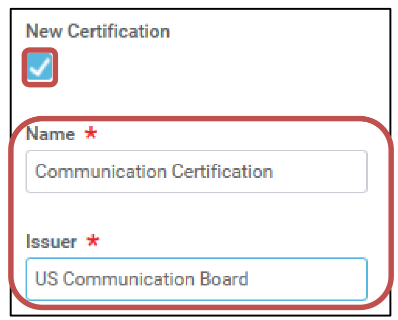


3. Click the **Prompt icon** under **Certification** and find the certification name either by typing in the **Search bar**, searching **by Issuer**, searching **by Country Region**, searching for an international certification on the **Global** menu, or by searching **All** alphabetically.

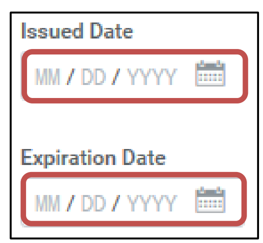
   Use the **Select button** to choose the correct certification.



4. Use the **New Certification checkbox** to add a new certification, and enter the Name and Issuer.



5. Enter the **Issued Date** and **Expiration Date** (if applicable)



6. To edit a previously entered certification, click the **Edit pencil** to the right, and adjust the information as necessary.

7. When you are done entering information related to each certification, click the **Save icon** to save the information you just added.

8. Click the **Undo icon** to remove the most recent data entered.

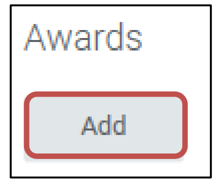
9. If you would like to add another certification, click **Add** at the bottom of the page, and repeat the steps above.

10. When you have completed this section, click the **Next** button.

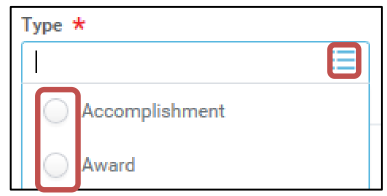
Add/Update Awards

In this section you will add any applicable work related awards and/or patents you have earned.

1. Under **Awards** click the **Add icon**.

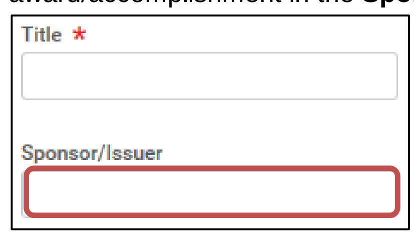


2. Click the **Prompt icon** under **Type**, and use the **Select button** to categorize as either an *Accomplishment* or an *Award*.



3. Enter the **Title** of the award/accomplishment.

4. Enter the name of the institution/organization that issued the award/accomplishment in the **Sponsor/Issuer** box.



5. Enter the date the award/accomplishment was received in the **Start Date** field. You can disregard the **End Date** field under Details.

1. To edit a previously entered award, click the **Edit pencil** to the right, and adjust the information as necessary.

2. When you are done entering information related to each certification, click the **Save icon** to save the information you just added.

3. Click the **Undo icon** to remove the most recent data entered.

4. If you would like to add another award, click **Add** at the bottom of the page, and repeat the steps above.

5. When you have completed this section, click the **Next** button.

Career Profile Summary

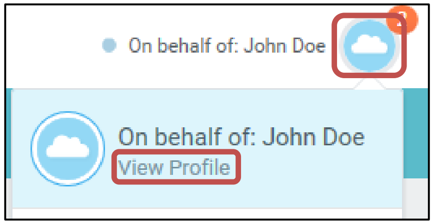
After entering your information for each step in the Career Profile process, you will be taken to the **Career Profile Summary** page. Here, you will see a summary of your entire updated Career Profile. Be sure to read through all of the information and ensure that it is correct and up-to-date. Use the **Edit pencil** to make any necessary changes. After you have confirmed that the information is accurate and up-to-date, click **Submit** at the bottom of the page.

Once I submit my Career Profile, where can I view, edit, and/or add additional career information?

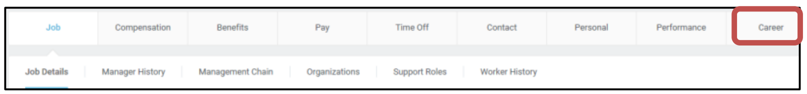
Updating Career Profile Using "Upload My Experience" *(After 12/22/2016)*

You can update your Job History and Education using "Upload My Experience" by uploading a copy of your résumé into Workday.

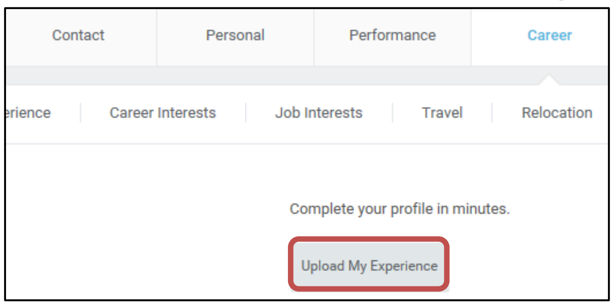
1. Navigate to your Employee Profile by clicking on your name/picture in the upper-right hand corner. Click on **View Profile.**



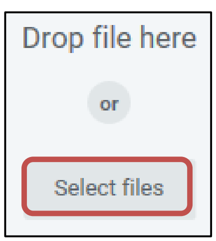
2. From the menu on your profile, click on the **Career** tab



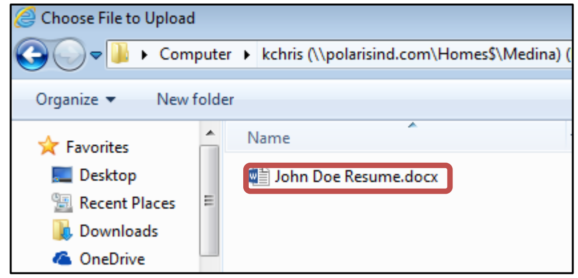
3. Under the **Professional Profile** tab, click on **"Upload My Experience"**



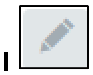
4. You will be asked to upload a file. Click on **Select files**.

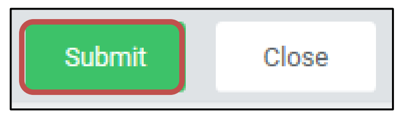


5. Select your résumé document and click **Open**.



6. Once the document has been uploaded, click **OK**.

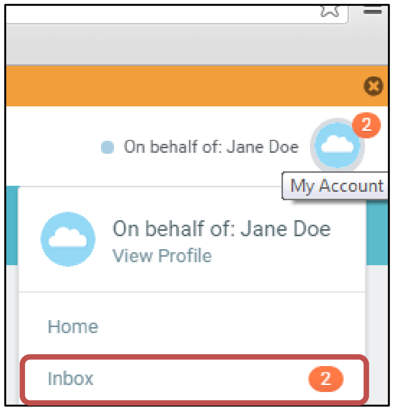
7. You will be asked to review your Education and Job History. Use the **Edit pencil**  to make any necessary changes. Once you have confirmed that the information is accurate and up-to-date, click **Submit** at the bottom of the page.



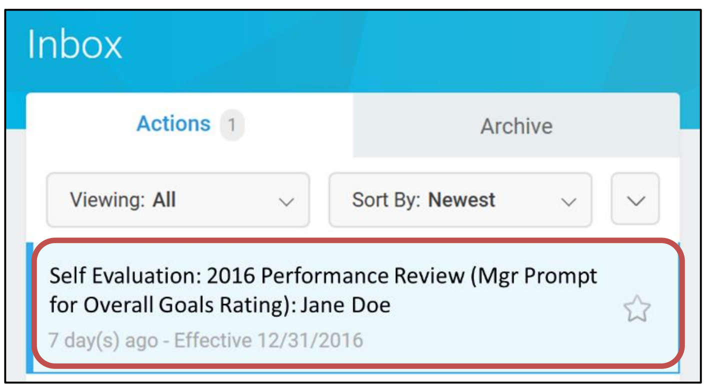
Note: This process will complete the Job History and Education portions of your Career Profile. You will still need to update the remaining portions of the Career Profile through the **Action** in your **Workday Inbox**. For instructions on completing this additional information, click here.

Complete Self-Evaluation

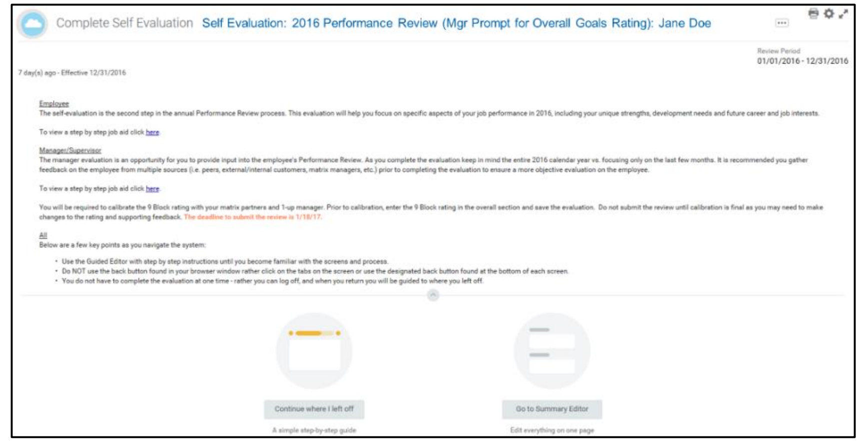
1. You will receive a notification in your **Workday inbox** to complete a self-evaluation. Access your inbox by going to the top right corner and clicking on the **My Account** icon. A dropdown list will appear that includes your **Inbox**. Click on **Inbox**.



2. While in your Inbox, under **Actions**, click on the task **Self-Evaluation: 2016 Performance Review**.



3. Review the description for how to complete the Self-Evaluation.



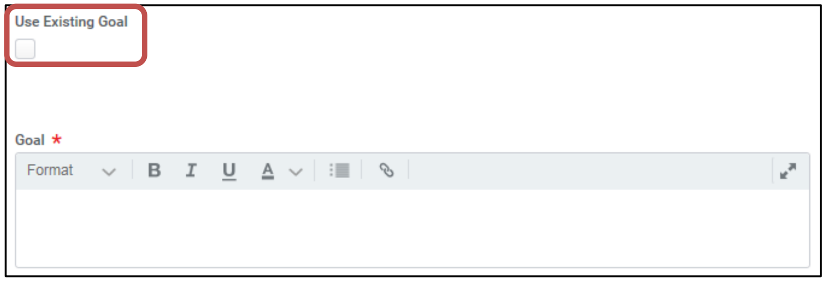
4. In order to get step-by-step instructions on how to complete your Self-Evaluation, click on **Go to Guided Editor**.

2016 Performance Goals

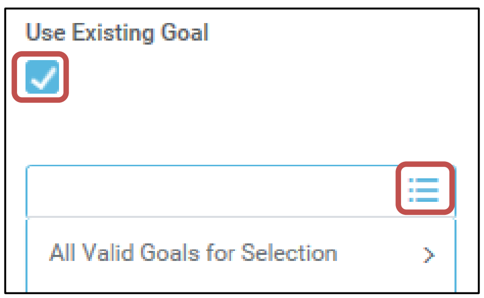
In this section you will reflect on goals for the current year (2016).

1. Click the **Add button** Add to add each goal.

2. To pull in an existing goal, click the **Use Existing Goal** checkbox.

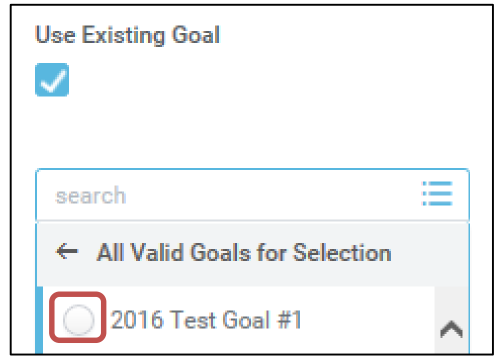


3. Then, click the **Prompt icon** and select **All Valid Goals for Selection** to view previously entered goals.

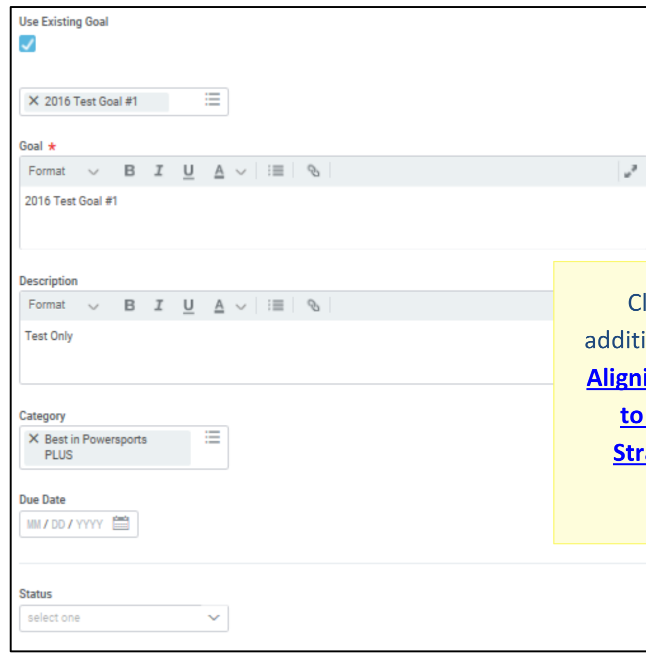


Employee's annual performance rating is represented through the Polaris 9 Block rating, which is a combination of values representation and performance on goals. [Click here to view the Polaris 9 Block ratings]

4. Use the **Select button** next to the goal you wish to pull in.



5. You may now adjust the information previously entered for that goal, or add additional information.



Click here to view additional information on [Aligning Individual Goals to Support Polaris' Strategic Objectives]

6. In the **Comment box**, provide a short response on whether you met, exceeded, or missed your goal.

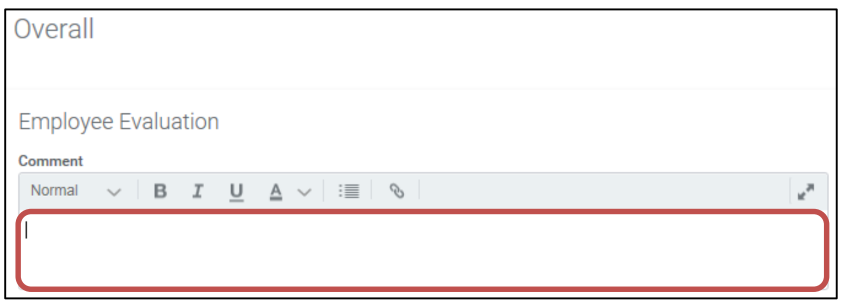
7. If you do not have any goals to pull in, and/or if you want to add new goals, click the **Add button** Add for each additional goal.

8. Click **Next** when you are done entering and updating all goals.

Core Values

Note: You Are NOT required to fill this section out.

However, if you would like to provide feedback on how you displayed the core values during the calendar year, click the **Edit Pencil** in the **Overall** section on the **Summary page** at the end of your self-evaluation and enter your comments at the bottom of the page.



Click here to view information on
[Polaris Core Values]

Strengths and Development Needs

Click the **Edit Pencil** to the right of each question to respond.

Career

Click the **Edit Pencil** to the right of each question to respond.

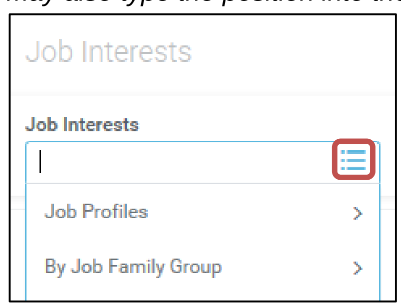
Click here to view information on
[Career Preference Levels]
[Polaris Potential Ratings]

Career Interests

Under ***Career Preference*** click the **Prompt icon** and select the highest career preference you hope to attain within Polaris.
Note: It is not necessary to add comments to the **Career Interests field. Your career interests will be noted in the **Job Interests** field.*

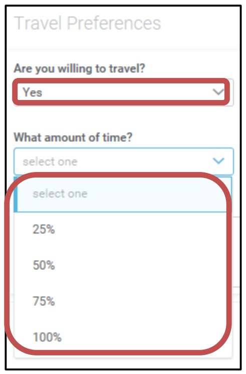
Job Interests

Under ***Job Interests*** use the **Prompt icon** to select the job profile(s) that interest you. Be sure these job interests are related to your long-term career goals, and interests that you may realistically prepare for.
**Note: You may search for jobs by Job Profile or Job Family Group. You may also type the position into the search field.*



Travel Preferences

Click the **Edit Pencil** to answer these questions. Select **Yes** or **No** (**DO NOT select Maybe**). If you select **Yes**, select the percentage of time you prefer to travel.



Click here to define:
[Short-Term Relocation]
[Long-Term Relocation]

Relocation Preferences

Click the **Edit Pencil** to answer these questions. Select **Yes** or **No**. If you select **Yes**, click on the **Prompt icon** and select all locations that apply. To add multiple locations, click on each location individually in the pop-up window.

Note: If you are open to relocating anywhere, please only select "Any Location"

Click **Next** when you are done entering your Career Preferences.

Overall

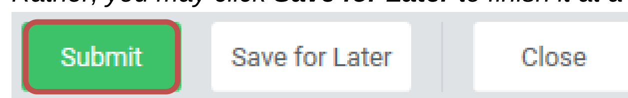
1. Click on the **Edit Pencil** to include any overall comments you would like to add as it relates to your overall performance throughout the previous calendar year.

2. Click **Next** when you are done entering any comments.

Click here for information on **How Employees Are Evaluated and Compensated at Polaris**

Complete the Self-Evaluation

1. Review your answers for each section. Once you have completed the self-evaluation and are satisfied with your responses, scroll to the bottom and click **Submit**.
   Note: You do not have to complete the self-evaluation at one time. Rather, you may click **Save for Later to finish it at a later time.*



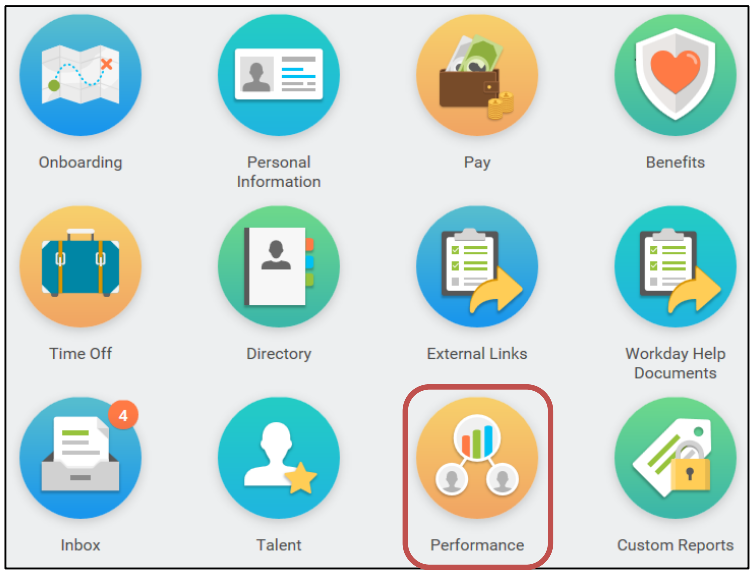
2. Upon submitting your self-evaluation, it will be directed to your manager for review. Click **Done** .

Adding 2017 Goals in Workday

Goals will be added and managed through the Performance worklet.

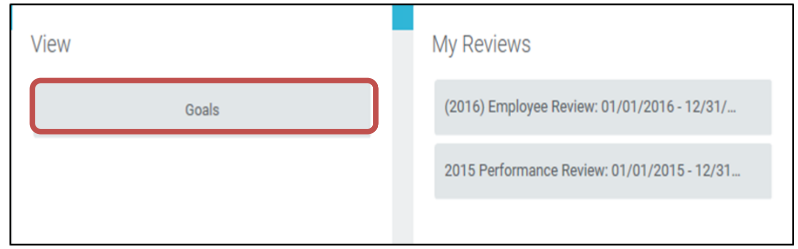
> ***Note:*** This is a change from past years, as you are not defining your future year's goals at the time you write your review. This change enables you to ensure that your individual goals align with the goals of your team, business/function, and support the overall Polaris strategic objectives. Be sure to align with your manager to make sure you are planning to work on the right things for the upcoming year.

1. From the Workday homepage, click on the



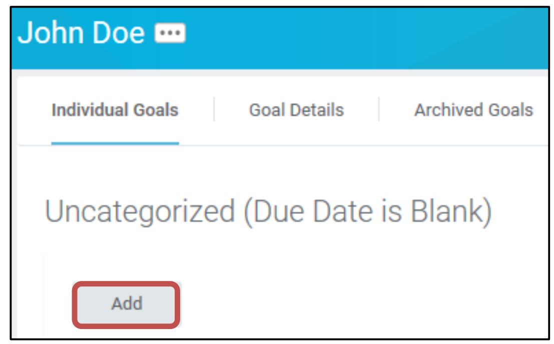
Click here to view information on
Setting Future Goals in Alignment with Polaris' Current Business Objectives

2. Under View, click on **Goals**.



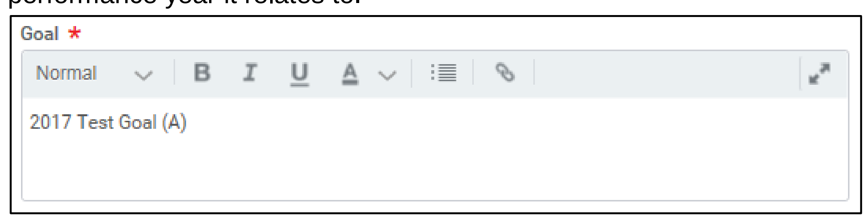
On this page, you will see a list of all of your active goals. These goals are organized by calendar year, going off of the due date. If no due date was assigned, these goals will be in the uncategorized section.

3. To add a new goal, click the **Add button** under the Uncategorized Goals section.

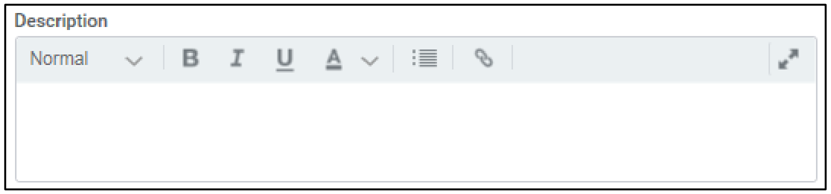


4. On the next screen, click the **Add button**

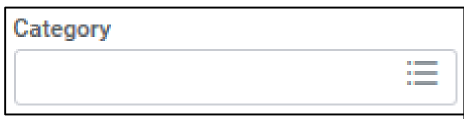
5. Define the goal title under the **Goal** section. We recommend adding the calendar year at the front of the goal title to easily recognize the performance year it relates to.

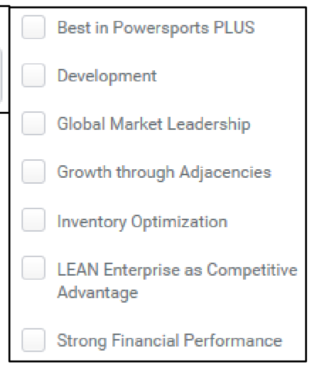


6. It may be helpful to provide further detail of each goal in the **Description** section.



7. Each goal should be assigned to a category to help link the goal to Polaris' strategic objectives. To assign a category to a goal, click the **Prompt icon** and select the appropriate category from the dropdown list.

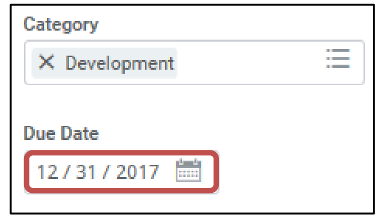




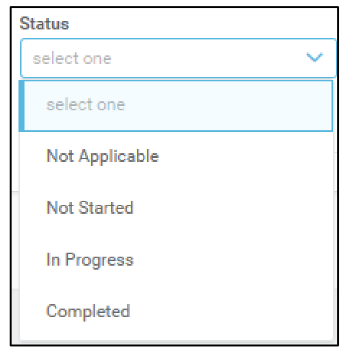
Note: We've introduced a new goal category this year called "Development," which supports you defining goals based on the development opportunities that may have mentioned in your performance review.

Click here to view additional information on **Aligning Individual Goals to Support Polaris' Strategic Objectives**

8. Remembering the importance of having Time-Bound goals using the SMART format, goals should be assigned a **Due Date**.



9. Under **Status**, you can indicate the current status of the goal, which should be updated throughout the year as you work on it. Click the **Dropdown Arrow** under Status and select the most applicable option.

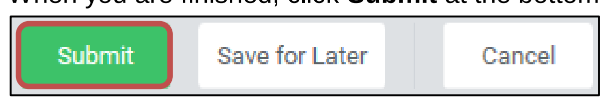


Click here to view information on **Tracking Goal Progress Throughout the Year**

10. When you are done entering information for this goal, click the **Save icon** to save the information you just added.

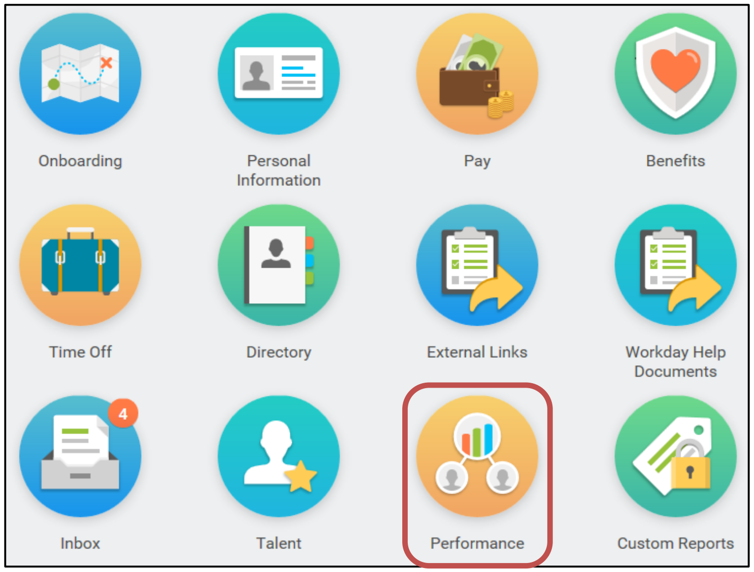
11. To edit a previously entered goal, click the **Edit pencil** to the right, and adjust the information as necessary.

12. To add a new goal, click the **Add button** and follow the steps above. When you are finished, click **Submit** at the bottom of the page.



Editing Goals

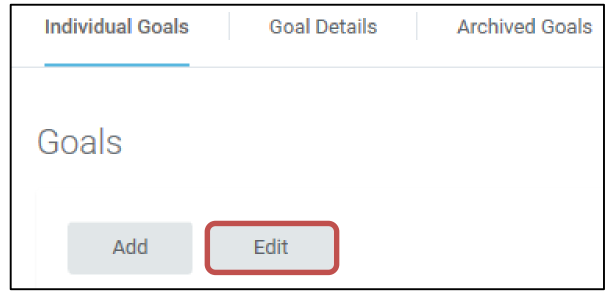
1. If you need to update your goal(s) at any time throughout the year, you can do so on the Individual Goals menu of the Performance worklet. Click on the **Performance worklet** on the Workday homepage:



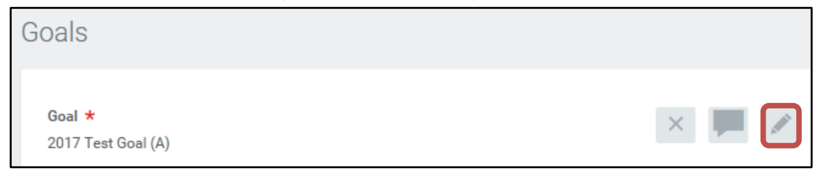
On this page, you will see a list of all of your active goals. These goals are organized by calendar year, going off of the due date. If no due date was assigned, these goals will be in the uncategorized section.

2. Under View, click on **Goals**

3. Goals are added and edited by category. To edit a goal for the current year, click the **Edit** button under **Goals**.

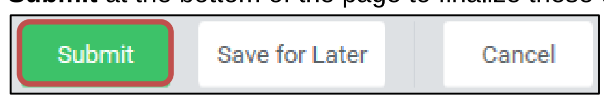


4. Here you will see a detailed list of all goals you added for the current year. To edit, click the **Edit pencil** to the right of the goal you wish to edit, and make changes as necessary.



5. When you are finished making all changes to your goal, click on the **Save icon** to save these changes.

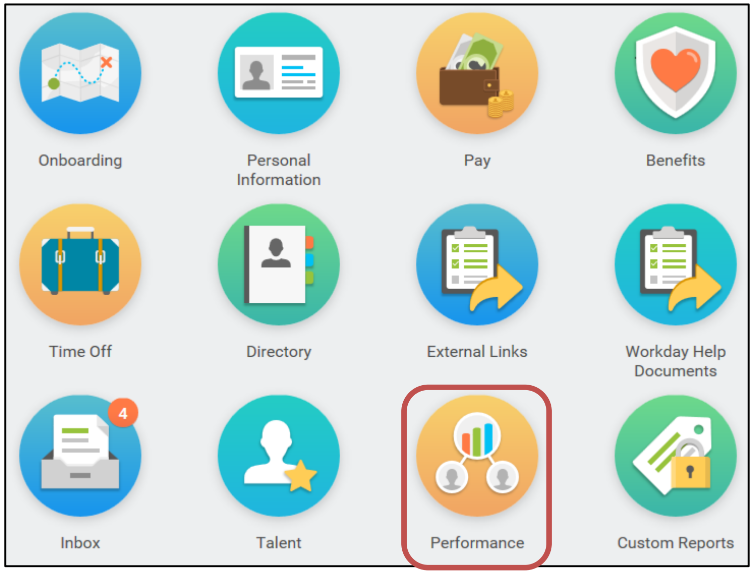
6. Once you have saved all changes to the goal(s) you wanted to edit, click **Submit** at the bottom of the page to finalize these updates.



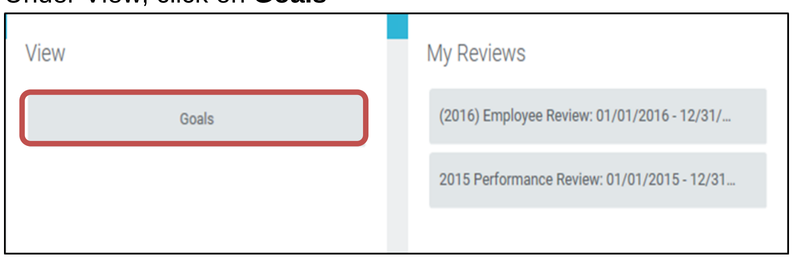
Add/Edit/Maintain Goals

Managing Goals

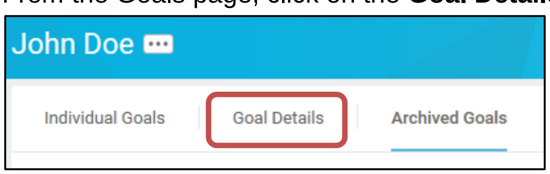
1. To view a consolidated list of all *active* goals, click on the **Performance worklet** from the Workday homepage



2. Under View, click on **Goals**



3. From the Goals page, click on the **Goal Details** tab



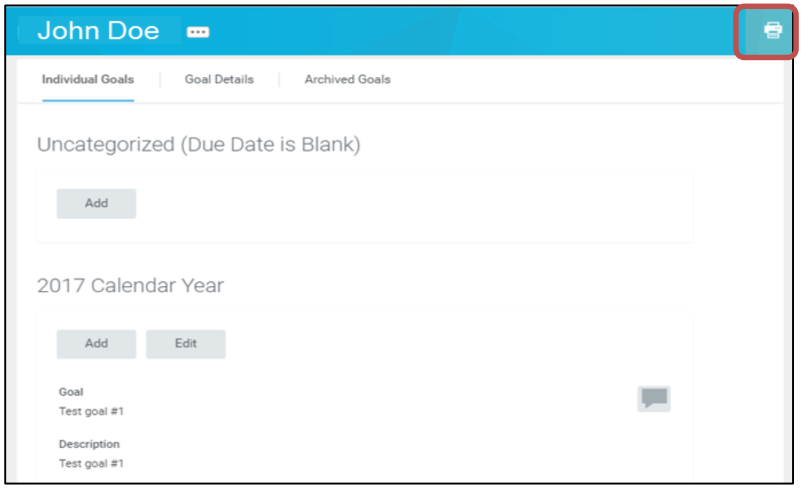
Here you will see a consolidated list of all of your active goals – in a simplified view. There are less details such as the goal description.

Note: Seeing all active goals may help employees recognize that they have some goals that are outdated; if this is the case, please see the **Archiving Goals** section of this job aid.

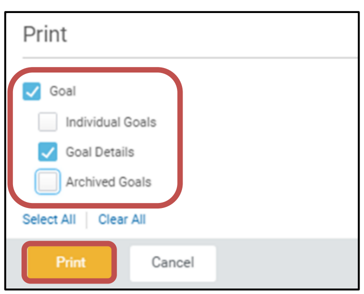
Employees can also add or edit goals while in the Goal Details view.

Printing Goals

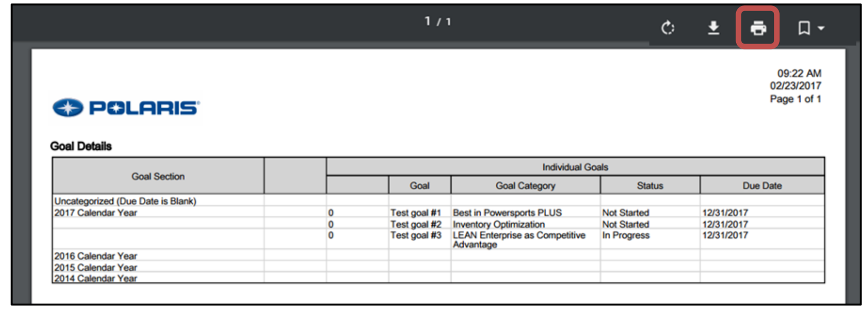
1. To print your *active* goals while in the **Performance worklet** from the Workday homepage, click on the **Print icon** .



2. Once you click on the **Print icon**, you will be asked to confirm the goals you want to print. Select the option(s) you desire and click **Print**:
   a. ***Individual Goals*** will export all detail associated with each active goal
   b. ***Goal Details*** will print a brief table-view list of the goals with limited detail
   c. ***Archived Goals*** will print a table of all goals that are no longer active



3. A PDF will then generate. Print the paper copy by clicking the print icon in Adobe:



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02/23/2017
Page 1 of 1

Goal Details

Goal Section		Individual Goals				
			Goal	Goal Category	Status	Due Date
Uncategorized (Due Date is Blank)						
2017 Calendar Year		0	Test goal #1	Best in Powersports PLUS	Not Started	12/31/2017
		0	Test goal #2	Inventory Optimization	Not Started	12/31/2017
		0	Test goal #3	LEAN Enterprise as Competitive Advantage	In Progress	12/31/2017
2016 Calendar Year						
2015 Calendar Year						
2014 Calendar Year						

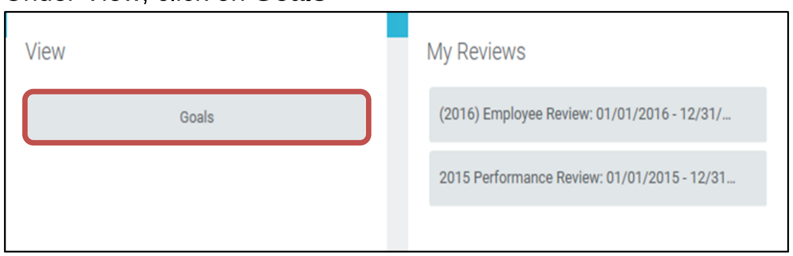
Note: When you print goals Individual Goals or Goal Details, all active goals will print. This may mean that if you have not archived any goals from previous years or those that are no longer applicable, they will also print because they are seen as active in the system. Please see the **Archiving Goals** section of this job aid.

Archiving Goals

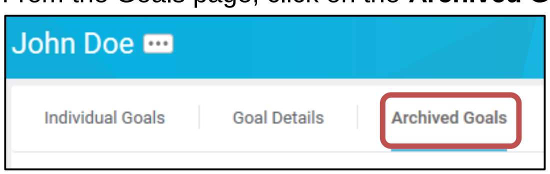
You can archive goals to no longer show outdated/obsolete goals as active.

4. From the Workday homepage, click on the **Performance worklet**

5. Under View, click on **Goals**

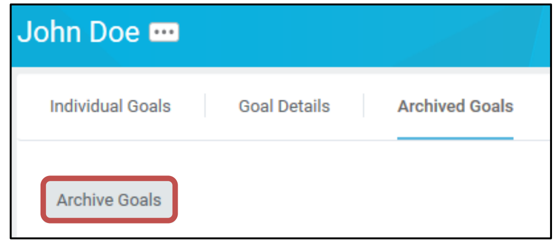


6. From the Goals page, click on the **Archived Goals** tab

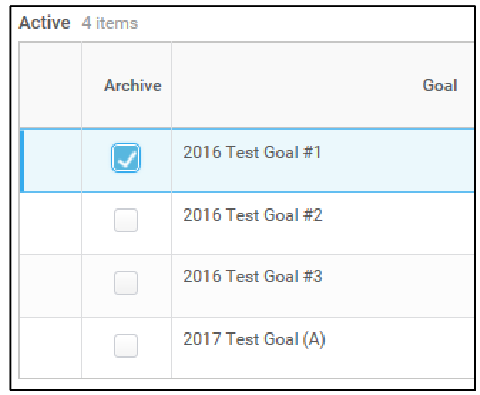


Here you will see a list of any goals you have previously archived, as well as an option to add new goals to your archived goals list.

7. Click on **Archive Goals**



8. Toward the top of the page, you will see a list of all active goals. Use the **Checkbox** under the archive column to select each goal that is outdated/obsolete.

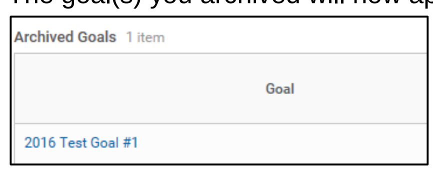


Active 4 items

	Archive	Goal
	☑	2016 Test Goal #1
	☐	2016 Test Goal #2
	☐	2016 Test Goal #3
	☐	2017 Test Goal (A)

9. Once you have selected all of the goals you want to archive, click **OK** at the bottom of the page.

10. The goal(s) you archived will now appear on the **Archived Goals** tab.



Archived Goals 1 item

Goal
2016 Test Goal #1

Tracking Goal Progress Throughout the Year

We encourage you to track your progress toward completing each goal by reviewing and clarifying goals and expectations with your manager, adding comments on the progress you're making on the goal, and updating the status of each goal throughout the year.

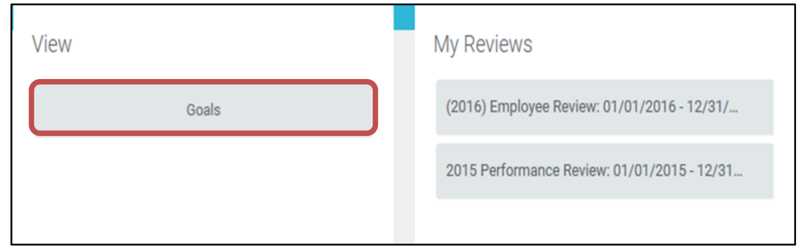
Using Comments/Activity Stream to Track Progress Toward Goals

You and your manager can add comments on each of your goals in order to track progress throughout the year. Both comments that you make and that your manager make will be visible to both of you when you view the goal(s) in Workday.

> ***Note:*** The Activity Stream/Comments do not automatically pull into performance review templates.

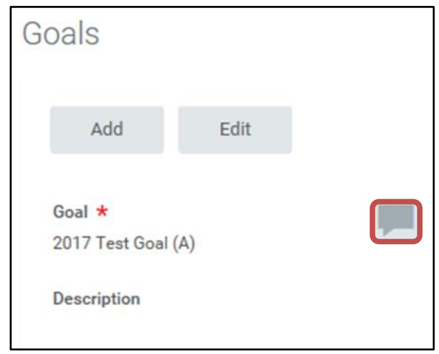
1. You can view your active goals and add/view comments in the Individual Goals menu of the Performance worklet. Click on the **Performance worklet** on the Workday homepage:

2. Under View, click on **Goals**

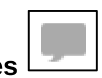


On this page, you will see a list of all of your active goals. These goals are organized by calendar year, going off of the due date. If no due date was assigned, these goals will be in the uncategorized section.

3. You will see a comment box to the right of each goal:

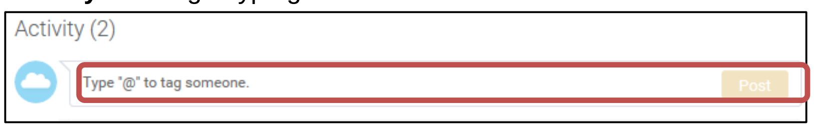


A **comment box <u>with</u> lines**  shows that there are already comments on this goal.

A **comment box <u>without</u> lines**  shows that no comments have yet been made on this goal.

4. To view existing comments, click the **comment box** to the right of each goal. An **Activity Stream** will appear with all existing comments.

5. To add a comment to the **Activity Stream**, click the box directly below **Activity** and begin typing:



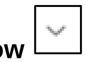
6. When you are done writing your comment(s) click **Post**

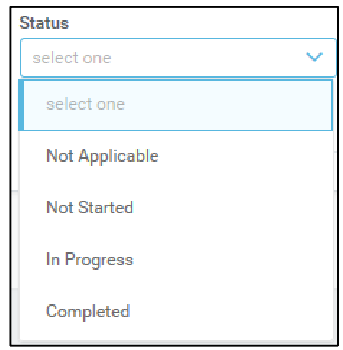
Note: You cannot use the tag functionality ("@Name") to share your comment with another person.

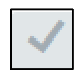
Updating Goal Status to Track Progress Toward Goals

You should update the **Status** of each goal throughout the year to show progress.

1. You can update the status of each goal to track progress by **Editing** your goal (Click Here for instructions on how to edit your goals).

2. While on the edit screen of the goal you wish to provide an updated status, click the **Dropdown arrow**  under Status and select the applicable status from the dropdown list:



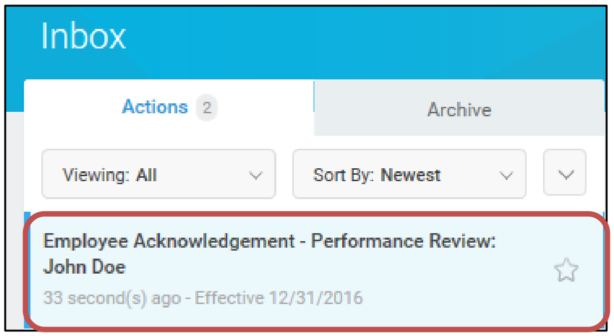
3. Once you have selected the new Status of this goal, click the **Save icon**  to save your changes.
4. When you are finished, click **Submit** at the bottom of the page

Employee Acknowledgement of Review Discussion

Employee Acknowledgement

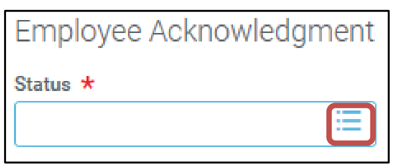
1. As the final step in the performance review process, you will need to acknowledge that you were given your review, and discussed the review with your manager.

2. Click on the **Action** in your **Workday Inbox** to complete the acknowledgement.



3. In the **Acknowledgement** section, click the **Edit pencil** .

4. Under **Employee Acknowledgement** click the **Prompt icon** below **Status**.



5. Click the **Select button** next to **I acknowledge**.

6. Click the **Save icon** to save your acknowledgement.

7. Click the **Submit** button at the bottom of the page.

The Acknowledgement task confirms participation in the review process. Once the manager submits the Manager Acknowledgement task, final review becomes visible to employee via the Employee Acknowledgement task. The employee will receive a task in Workday to acknowledge participation in the review process. Once both parties acknowledge the review, it becomes part of the employee record in Workday. Both the Employee and Manager may add comments to the Acknowledgement task before submitting; these comments will become a part of the review.

***Reminder*:** Managers and Employees must acknowledge review discussion by *March 17, 2017*

Click here to view information on **Manager & Employee Review Discussion**

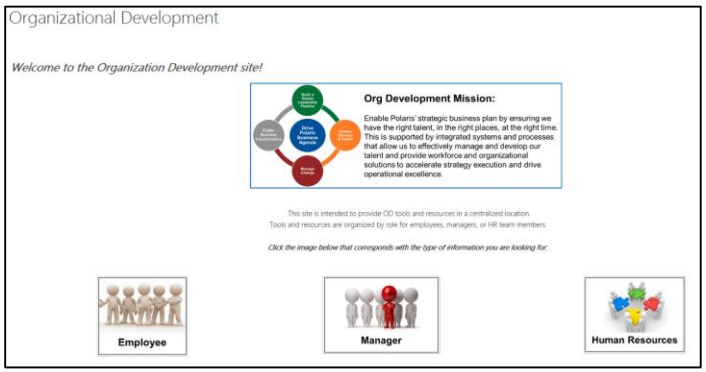
Do I have to acknowledge my Performance Review in Workday if I don't agree with the information my manager entered?

Employee Resources on the OD SharePoint Site

OD SharePoint Site

Performance Management Timeline
Performance Management Training Slides
Workday Job Aids *(Self Evaluation, Career Profile, Goals, etc.)*
Definitions & *More!*

Find it at:
Polaris Intranet > Resources > Human Resources > Organization Development > **Employee Resources**



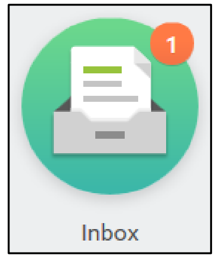
University of Polaris (LMS)

Recorded Training Videos

Find it at:
Polaris Intranet > Employee Resources > University of Polaris

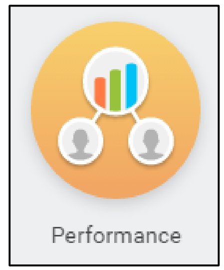
UNIVERSITY OF POLARIS

Employee Worklets in Workday



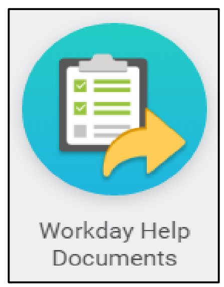
Receive tasks in your **Workday Inbox** to complete:

- Self-Evaluation
- Career Profile



Use the **Performance worklet** to:

- Manage Goals
- View All Performance Reviews



Visit the **Workday Help Documents worklet** for:

- How to complete general tasks in Workday
  Updating personal information, time off, etc.
- Performance Management Job Aids

Contact Information

Annual Performance Review & Compensation Process Questions

pmcompprocess@polaris.com

General Workday Questions

workdaycommunications@polaris.com

Definitions for Career Preference Levels

Definitions for Career Preference Levels

Employees should consider these levels and responsibility definitions when indicating their Career Preference:

Level	Responsibility
Individual Contributor	Leading self
Supervisor	Leading sub-team under manager
Manager	Leading individuals and/or supervisors
Director	Leading leaders
VP/GM	Leading departments within business/function
EVP/SVP/President	Leading business/function
CEO	Leading enterprise

Polaris 9 Block Overall Performance Rating – Performance (Goals) & Values

Polaris 9 Block – Performance & Values

Values

Performance (Goals)	**A** *Significant Strength*	**B** *Meets / Satisfactory*	**C** *Significant Development Required*
1 *Exceeds / Outstanding*	**Strength / Exceeds (A1)** – Recognized by others as being an example of excellence – Consistently demonstrate both superior performance and strong Polaris values in every day assignments – Can count on to consistently deliver results – Consistently exceed performance and values expectations in all areas	**Meets / Exceeds (B1)** – Consistently exhibit superior performance – Demonstrate Polaris values – Can count on to consistently deliver results and exceed performance expectations in all areas and values expectations in most areas – May not have experienced many different situations yet to exhibit values or new to their role	**Significant Development / Exceeds (C1)** – Consistently exhibit superior performance – Can count on to consistently deliver results – Inconsistently and insufficiently demonstrate Polaris values in every day assignments – Exceed performance expectations in all areas, but does not meet values expectations in most areas
2 *Meets / Satisfactory*	**Strength / Meets (A2)** – Consistently meets performance expectations, occasionally exceeding them – Recognized as consistently demonstrating strong Polaris values in every day assignments – Individuals still mastering some key skills and responsibilities may receive this rating	**Meets / Meets (B2)** – Consistently meet performance expectations, occasionally exceeding them – Demonstrate Polaris values. Meet values expectations in most areas – Individuals recently promoted or hired may receive this rating and may require some time and experience, coupled with coaching	**Significant Development / Meets (C2)** – Consistently meets performance expectations, occasionally exceeding them – Inconsistently and insufficiently demonstrate Polaris values in every day assignments – Does not meet values expectations in several areas
3 *Needs Improvement / Missed*	**Strength / Missed (A3)** – Cannot count on to consistently deliver results – Recognized as consistently demonstrating strong Polaris values in every day assignments – May be overwhelmed with changing role or expectations	**Meets / Missed (B3)** – Cannot count on to consistently deliver results – Demonstrate Polaris values. Meet values expectations in most areas – May need frequent guidance, prodding or oversight to produce results – May be overwhelmed with changing role or expectations	**Significant Development / Missed (C3)** – Cannot count on to consistently deliver results – Inconsistently and insufficiently demonstrate Polaris values in every day assignments – May need frequent guidance, prodding or oversight to produce results

"New Hire" rating may be used for those employed ***less than 6 months*** at time of the annual performance review ***(Polaris Hire Date of 6/1/16 or later)***.

Values Drive Performance Management

Values Drive Performance Management

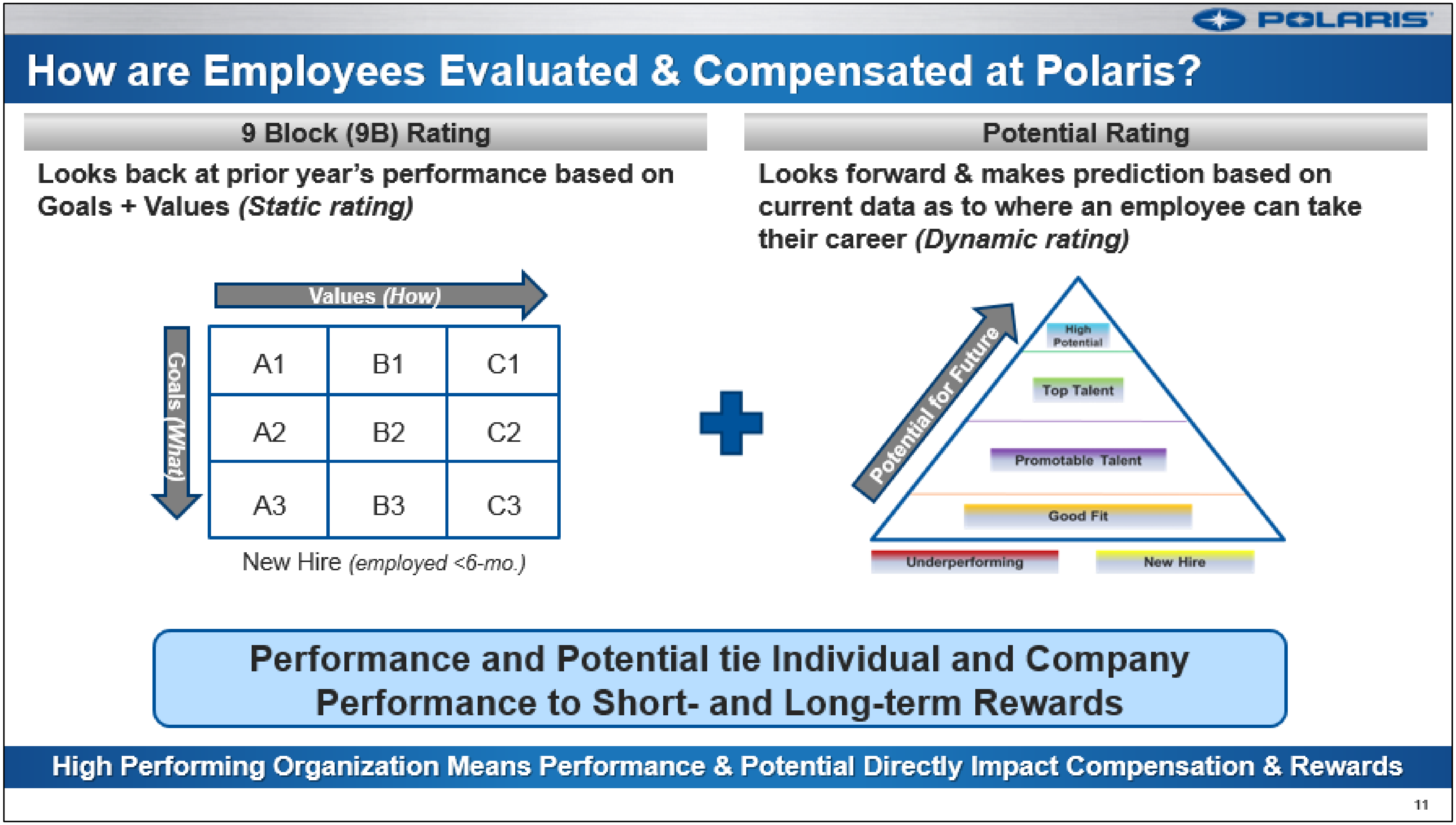
Polaris Values highlight expected behaviors in delivering goals. The Values are based on our Guiding Principles of Best People, Best Team, Safety & Ethics Always & Customer Loyalty:

Value	Definition	Value	Definition
Team Player	• Help each other be right, not wrong – be positive • Promote constructive conflict and debate without antagonism • Support team decisions and Polaris as a whole	**Leadership**	• Communicates effectively to achieve results • Inspires, empowers, guides and motivates • Recognizes and celebrates successes • Exhibits self-confidence
Innovation	• Values and supports innovation • Challenges the status quo • Takes risks and looks for unconventional solutions	**Integrity**	• Acts and behaves consistent with one's word • Acts honestly and earns trust • Operates with respect for the well being and life balance of others
Employee Development	• Takes responsibility for development of self and others • Provides coaching and feedback to improve performance • Focuses development to drive business results	**Passion for Excellence**	• Drives quality and continuous improvement • Operates with a sense of urgency • Strives consistently to achieve the highest standards
Customer Focus	• Delivers value for the customer • Actively pursues customer inputs • Listens and adapts to meet customer needs	**Problem Solver**	• Identifies issues • Makes timely decisions/recommendations, executes • Uses sound, strategic judgment • Values simplicity

8

Aligning Goals to Support Polaris' Strategic Objectives

How are Employees Evaluated & Compensated at Polaris?



Manager & Employee Complete Review Discussion

POLARIS

Manager & Employee Complete Review Discussion *(Complete in Feb./Mar. 2017)*

- Review performance & comp.
- Discuss & finalize new goals
- Discuss career aspirations & potential

Review Discussion

Facilitate a quality discussion between manager & employees

Look back at goal accomplishments/misses & values representation with overall summary

Review compensation & recognize how it reflects overall performance & values

Finalize goals for 2017 performance year & plan to manage throughout the year

Discuss career interests/aspirations, how those tie to potential & what development could look like

Plan follow-up discussions as needed to monitor track goals, as well as to discuss career/development

Review Discussions Must Be Completed By March 10, 2017 *(Profit Sharing Day)*

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Setting Future Goals Based on Polaris' Business Objectives

Setting Future Goals Based on Polaris' Business Objectives

Aligning Goals to Polaris' Business Objectives

Employees and managers work together to define individual goals based on Polaris' business objectives:

Polaris Business Objectives
↓
Business/Function Goals
↓
Team/Department Goals
↓
Individual Goals

How to Successfully Set Goals

The SMART goal format enables you have a clear plan for how to accomplish your goal:

Goals should be:	Definition
Specific	Clearly defined actions & outcomes
Measurable	Defining the goal objective with results that can be measured
Achievable	Goals should be attainable but should also be challenging
Results-Focused	Measures outcomes/impact instead of activities
Time-bound	Specific, clear date of completion

What do I want to accomplish?

When do I want to do it?

How am I going to get it done?

Goals Link Individual Performance to Company Performance

19

How Does Potential Tie in?