

















# Step-by-Step: PPM Mid-Year

Access **Workday** from the **HR portal**. Under **My HR** in the **Application Launcher** click on **Workday** to see your home page.



You prepare for your PPM Mid-Year dialogue in Workday. After you **A) have completed** and submitted your self evaluation your manager gets an action in the Workday inbox to reflect on the outcomes of your dialogue. Once your manager submits the input you can **B) acknowledge** your PPM Mid-Year document and open Philips University to **C) create your Development Plan** on priorities for development captured in Workday. You can always **D) find your PPM Mid-Year documents in Workday** later.

## A) How to complete my MidYear self evaluation in Workday


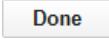




1. After Mid-Year starts in Workday you can find an action related to it in your Inbox. Click the My Account icon  on the home page and select **Inbox** to find it.
2. Click  to take you through the steps.  
 *Note. If you stop editing at any time before clicking submit your input will be saved. You can continue where you left off next time you click the action in your Workday inbox.*
3. In the **Goals – check-in** section click  and then click  to indicate the status of your goal.  
 *Note. Also be aware that you can set maximum 5 goals.*
4. In the **Comment** box, add comments about your achievements and your plans to deliver on your goal.
5. Click  to view or edit your progress notes where you record specific achievements or milestones met related to your goal.
6. Click  after updating the status of your goals.
7. In **Our competencies** section click  to edit.
8. Click  and choose a **Competency** that reflects one of your strengths relative to your job which you want to enhance. Answer the question in the **Answer** box.
9. Click  and choose the **Competency** that reflects a gap which you want to improve upon. Answer the question in the **Answer** box. Click  to move to next section.
10. In **Job-specific competencies** section click  to enter an answer to the question in the **Answer** box. Click  to move to next section
11. In **Other aspects of my role** section click  to enter an **Answer** to the question. Click  to move to next section







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12. In the **Development items – turning insights into action** section you add up to 3 **Development items**. Click  to add a **Development Item** and any **Additional Information** on why this is a development priority for you. Click .
13. Update the **Status** if needed
14. If relevant in **Relates to** click  to select a **Work Experience** from the dropdown to link your priority for development to one of the key capabilities for Philips now and in the future. Under the group **Suggested** you can find the Work Experience items that you indicated as part of your Talent Card for easy reference.
15. Repeat step 14 -16 to add up to three development items.
16. Click  to go to the summary page.
17. On the summary page, review your self evaluation, once final, click . After submitting, your self evaluation will be sent to your manager for review. Your input is part of your preparation for the PPM Mid-Year dialogue with your manager. To temporarily save you self evaluation and to continue again later click .

## B) How to acknowledge my PPM Mid-Year document in Workday

1. After your manager submits his/her input with the outcome from your PPM Mid-Year dialogue find the action related to Mid-Year in your **Inbox**. To go to your Inbox click the My Account icon  on the home page and select **Inbox** to find the action.
2. This is your final PPM Mid-Year document. You can read through your managers input before you in the **Acknowledgement** section click  to enter your acknowledgment status and any comments.
3. Click  and then
  - If you agree with the content select **Sign and Agree**
  - If you do not fully agree select **Sign and Read**
4. Click  to complete your PPM Mid-Year document. It is now visible in your profile under the **Performance** tab.

Now you are ready to go to Philips University and create your Development Plan based on the Development items captured in Workday. See instructions in the section ‘C) How do I create my Development Plan in Philips University?’ on next page.














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## C) How do I create my Development Plan in Philips University?

1. On your Workday homepage click the Philips University icon . Select the **Philips University** link.
2. On Philips University home page click the **My Development Plan** box or the **My Learning** tab and select **Development Plans** from the dropdown.
3. For your **Development Plan** under Options, click on  to edit.  
 *Note. If you click  you will cancel your Development Plan and not be able to create or edit it.*
4. Go to the **Add Objective** section and click  **Add Objective** to capture the key actions for each development item from Workday.
5. In the **Objective Title** box enter a development item captured in your PPM Mid-Year document in Workday.
6. Click  to **Add Action Steps** to capture how you will achieve your development items. For each development item you capture up to three action on how you will learn to achieve this development item following the 70-20-10 principle. For each **Action Step** enter what you will do, select the applicable type of the activity from the drop-down
  - 70% LEARNING BY DOING, that is on the job e.g. stretch assignment
  - 20% LEARNING FROM OTHERS, e.g. being coached
  - 10% FORMAL LEARNING EXPERIENCES, e.g. classroom training or e-learningand select a date for desired completion.
7. Click  to add any formal trainings in Philips University related to your 10% Formal learning experience. In the title box enter a search term and click **Search**  to get a list of the available trainings in Philips University matching your search criteria.
8. To select a training click the plus button  in front of the training.
9. Repeat step 4-9 for the three development items captured in your Mid-Year document in Workday.
10. Click **Submit**  to save your Development Plan, it is a living document that you can keep up to date with the progress you are making on each activity for your development items.

 *Note. Once your Development Plan is ready you can execute the 10% of formal learning by registering yourself to the training you wish to complete.*


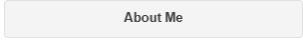





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## D) Where can I find my PPM Mid-Year document after completion?

1. Click the Personal Information icon  on your home page.
2. Click on  under **View**.
3. Click the **Performance** tab.
4. In the Review table click  to view your PPM Mid-Year document in Workday.
5. Click  to request your PPM Mid-Year document in PDF. It will take some time for Workday to generate the PDF, once ready you can find it by clicking the My Account icon  and selecting **Notifications**.



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