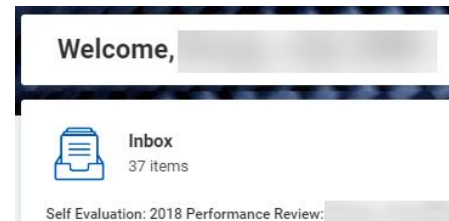


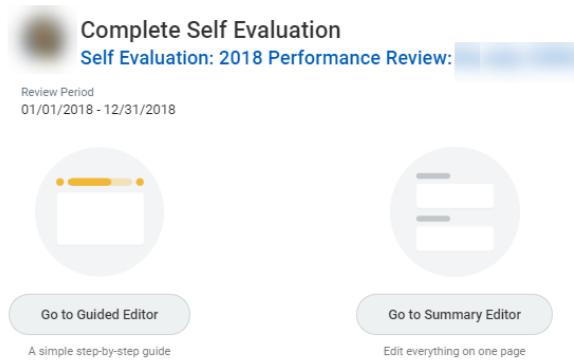
Tip Sheet: Year End Performance Review – Employee

This Tip Sheet will walk you through the steps to evaluate your performance against your goals and objectives this year. A status bar across the top of the page lets you know where you are in each step of the process.

After you log in to your Workday account, you will see an action item in your Workday inbox. Click this task to access your inbox.

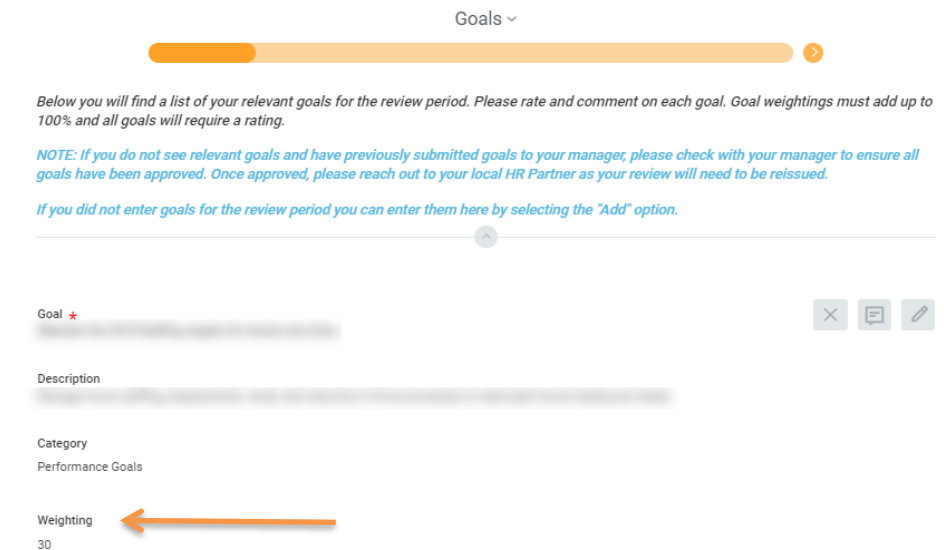


Workday provides a step-by-step **Guided Editor** to walk you through the self-assessment process. Select “Go to Guided Editor” to begin.



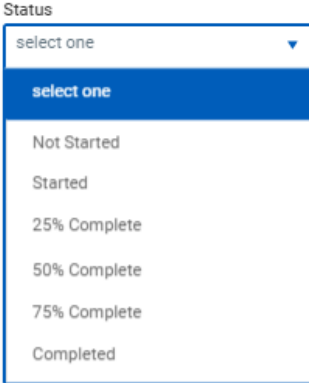
You will begin with the **Goals** portion. The goals you defined previously will be pulled in to the assessment form.

Important Note: the *Weighting of your goals MUST equal 100. If you entered your goals originally with no weighting, or the total weighting of all goals does not equal 100, you will need to adjust them in the “Weighting” field.*



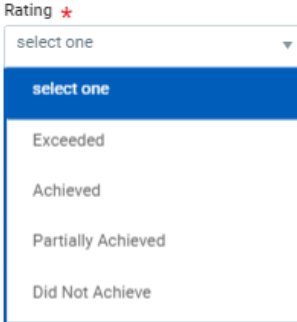
Click the **Edit** (Pencil) icon to open the fields to input your information.

Navigate to the **Status** field and click the drop down arrow to get a list of choices. Make your selection from the options listed.



A screenshot of a dropdown menu titled "Status". The menu is open, showing a list of options: "select one", "Not Started", "Started", "25% Complete", "50% Complete", "75% Complete", and "Completed". The "select one" option is highlighted in blue.

In the **Employee Evaluation** section for the goal, click the drop down arrow to get a list of rating to select from.



A screenshot of a dropdown menu titled "Rating *". The menu is open, showing a list of options: "select one", "Exceeded", "Achieved", "Partially Achieved", and "Did Not Achieve". The "select one" option is highlighted in blue.

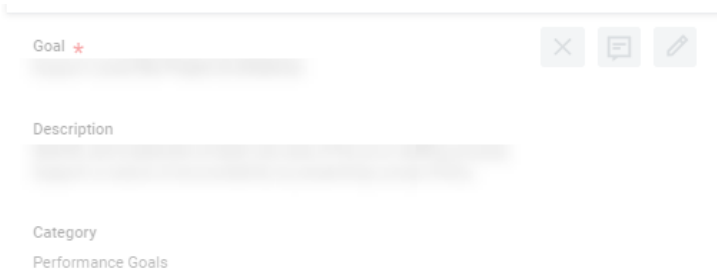
Finally, enter any **Comment** related to this goal for your manager to see.



A screenshot of a text area titled "Comment". The text area is empty and has a rich text editor toolbar above it with options for Format, Bold (B), Italic (I), Underline (U), Text Color (A), Bulleted List, Link, and Unlink.

Scroll down to repeat the process on the next goal. The text will appear gray until you click the **Edit** icon to open the text fields.

Complete the entries for each goal you have listed.



A screenshot of a goal entry form. The form has a "Goal *" field with a dropdown arrow, a "Description" field, and a "Category" field with the value "Performance Goals". There are icons for delete (X), edit (pencil), and save (checkmark) on the right side of the form.

Important Note: Do not click the Next button until you have completed all the goals on the page.




The next section to complete is the **Hexcel Values** assessment. It is divided into four sections – Accountability, Innovation One Hexcel, and Responsibility. Click the **Edit** icon to open the Employee Evaluation field. Please enter an evaluation to describe where you see strengths and growth opportunities relative to the values listed in each section.

This is a required field, denoted by the red star. You must enter an evaluation in order to continue.

As with the Goals section, proceed down the page to complete all the Values evaluations. Only when you have finished all four sections click the orange **Next** button to continue.

Hexcel Values ▾


Below you find the Hexcel Values section. Please enter an assessment for each value category. Each value category requires an evaluation.

Accountability 

- Honors commitments and gets results
- Pursues excellence and expects the same of others
- Strives to gratify customers and stakeholders

Employee Evaluation


. *

Innovation 

- Proactively makes decisions and takes action
- Promotes industry-leading products and/or benchmarks processes
- Uses curiosity and creativity to improve business results

Employee Evaluation


. *

One Hexcel 

- Coaches and/or encourages others on a regular basis
- Effective team member; Communicates openly and honestly
- Embraces individual's diversity and values their contributions

Employee Evaluation

. *

Responsibility 

- Adheres to the Code of Conduct
- Ensures that safety & environmental protections are practiced
- Operates to the highest ethical and legal standards

Employee Evaluation


. *

The next section to complete is your **Career Development** assessment. Click the **Edit** icon to open the entry fields.


Add a comment in the space provided for your **Key Strengths** and **Growth Opportunity**.

When you are finished, click the orange **Next** button to continue.

Career Development (Identified during goal setting) ▾

Strengths: Key strengths reflecting my background, work experiences, and recent achievements. 

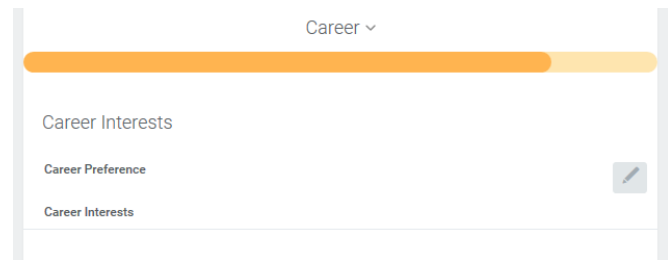
Employee Evaluation

Growth Opportunity: Identify two or three areas of skills, expertise, and experiences I need to develop in my job/career. 

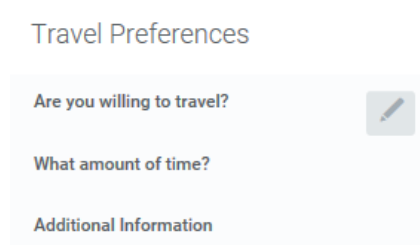
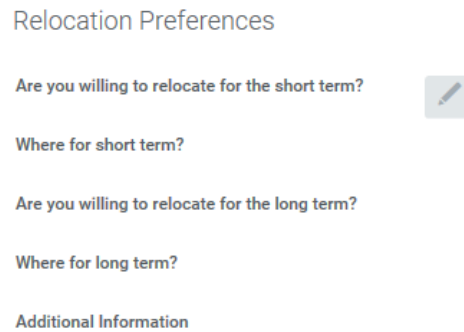
Employee Evaluation

Up next is your **Career Interests** assessment. Your entry from the prior year will pre-populate. Click the **Edit** icon to open the entry fields to make any updates to your prior comments.

If you are a new employee this year, this field will be blank. Enter your comments before moving on to the Travel and Relocation Preferences sections.



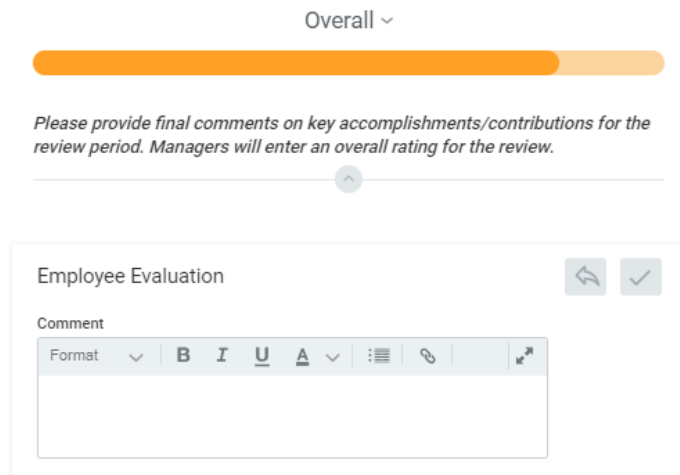
Your **Travel Preferences** and **Relocation Preferences** will carry over from the prior year also. Click the **Edit** icon to make any changes or enter the information new if this is your first year.

Fill in each of the areas required and click the orange **Next** button to continue.

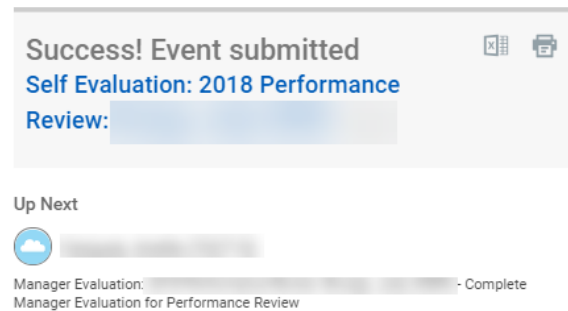
The final section to complete is the **Overall** assessment where you are asked to provide final comments on key accomplishments/contributions for the review period.

When this is complete, click the orange **Next** button to continue.



This will take you to the final summary page. Please carefully scroll through the information you entered. The **Edit** icon is available at each section if you wish to modify your responses before finalizing.

If you are satisfied with your assessment, click the orange **Submit** button to forward to your manager for next steps.



You also have the option to **Save for Later** if you wish to come back to this task and submit at that time. When you return to this task, click the **Continue where I left off** button to pick up at the last point you completed.

Your local Human Resources representative is available to answer any questions you may have about this process.