

Performance: Annual Office Performance Review & Merit

ANNUAL PERFORMANCE REVIEWS AT TTC

At the end of each fiscal year, you have a year-in review performance discussion with your manager. These two-way, collaborative conversations should both recognize progress and accomplishments for the previous fiscal year as well as highlight desired actions towards high performance and growth in the next year. In addition to results achievement, an important foundation of the discussion is reflecting on how you demonstrated both the [People and Performance Values](#) of The Toro Company.

While this conversation is a formal way to close out the year, you should be continuously discussing progress and performance with your manager throughout the year.

PROCESS OVERVIEW




The visual below highlights the key elements of the TTC year-end office performance review process. Office Employees play an active role in the Self-Review, Performance & Merit Discussion and Employee Acknowledgement steps of the process.



BEGIN SELF-REVIEW

Your self-review consists of discussion questions, goals, development items, and supporting documents. To navigate between sections, use the orange progress bar, or the **Next** and **Back** buttons. On the last **Summary** page, you have the option to **Submit your Review** or **Save for Later**.

Use the following icons throughout your review:

- **Edit**  to add or update your comments.
- **Delete**  to delete your comments.
- **Save**  or click outside of the field to save.

From your **Inbox**, open your **Employee Self Review**. Your Self Review will consist of the following sections:

1. **Discussion Questions:** You will answer five questions that will summarize your performance and development for the year. This is an important section for you to provide comments that highlight your thoughts for the year, and where you and your manager should spend the majority of your conversation.
2. **Goals:** Your existing goals for the fiscal year in review will be displayed (pulled in based on the goal

'due date'). Ensure all your goals are up to date and reflect the current completion status. Provide any final comments regarding your goals in the **Comment** field found at the bottom of the section. Any updates made to your goals will automatically feed to your worker profile.

- 3. Development Items:** You will review and update your open development items and provide any overall comments in the **Comment** field found at the bottom of the section. Any updates made to your development items will automatically feed to your worker profile.
- 4. Supporting Documents:** If needed, use this space to attach any documents related to your performance.
- 5. Summary:** After doing a final review of all sections, you can choose to **Submit** your self-review or **Save for Later**.



Note: Once you submit, your form will advance to your manager, and you will not be able to make any further edits. If you have not submitted by the time the Employee Review window closes, the form will advance automatically at that time.

WHAT'S NEXT

Your Self-Review is now visible to your manager, who will review your comments as they reflect on your year and accomplishments. Your manager will schedule time with you for your annual performance review conversation during the allotted discussion window.

ACKNOWLEDGING YOUR PERFORMANCE REVIEW

Once you and your manager have had a chance to discuss your annual performance review, there will be a task in your **Inbox** for you to acknowledge that the discussion has taken place.

1. Open the **Employee Acknowledgement** item from your Inbox. Here you can view the full review, your manager's assessment and comments.
2. From the **Status** drop-down in the Employee Acknowledgement section, click to indicate your acknowledgement that the discussion has taken place. Enter any optional comments if needed.

Click **Submit**. The process is now complete.

ACCESSING PERFORMANCE REVIEWS

Completed performance reviews are visible to you (employee), your manager and Human Resources on the **Performance** tab of your **Worker Profile**. You can view or create a PDF of a past performance review as needed.

QUESTIONS?

Please leverage [Workday Help](#) or your HR Business Partner.