

# Organizing my working life

## Annual Performance Review (EAP)

### The new appraisal process

- Employee performance is now assessed on 3 criteria with a scale of 3 levels.

The result determines the calculation of the performance bonus for eligible employees (% of your STIP).

### Individual achievements (maximum 4 or 5 objectives)

- These objectives must be personal, quantifiable and achievable within the set time frame. They can be changed. In that case, don't forget to update TalentLink. For example, if a project is cancelled, the objective has to be deleted.

### Contribution to the overall success

- Your colleagues and line managers assess how you support your colleagues' ideas and team work which contributes to Schneider Electric's overall success.
- Discuss this with your manager to be sure you understand and express this in a clear and concrete objective.

### Conduct

- The values for conduct are represented by the word IMPACT: Inclusion, Mastery, Purpose, Action, Curiosity and Teamwork.

### Our recommendations

- Check with your manager** regularly. You don't have to wait for your annual performance review. For example: Have a face-to-face with your manager halfway through the year to discuss your progress towards your objectives and revise them if necessary.
- Preparing for you interview** (TalentLink tool). Take the time to present concrete examples of your accomplishments. Seek advice from the people you have worked with.
- Argue your case.** Objectify your results qualitatively and quantitatively, including those related to behaviour. If an objective is not achieved, recall the unfavourable context, emphasize the time spent and your efforts, or even negotiate the removal of this objective. Be precise and explain yourself. This will be taken into account if there is a problem in the future.
- Negotiate your salary** and (if applicable) your STIP. Argue on the basis of your results and a potential wage gap.
- This is also the time to **review your job description** and your job group/grade.
- Don't leave your EAP without understanding the appraisal.** In the event of disagreement, use your right to reply in writing afterwards in the TalentLink form.

Keep a PDF version of all your interviews.

3 criteria	3-level scale		
	Work in progress	Stable	Excellent
<b>Individual achievements</b> Team	Developing the skills and behaviors required to bring to the team, business and customers.	Stable contribution to the team, business or customers: some objectives are partially met and others are exceeded.	Excellent impact on the success of the team, the business and customers. Results reflect the ambitious objectives and almost always exceed expectations.
<b>Contribution to overall success</b> Sharing, taking initiatives, giving credit, etc.	Needs additional support to meet job requirements	Supports and builds on the ideas of colleagues for achievement as a team	Constantly helps others generate and realise new ideas with exponential positive impact for the team, business or customers.
<b>Conduct</b> reflects the company's values	Coaching and feedback via regular constructive discussion to improve reflection of Schneider Electric's values	<ul style="list-style-type: none"><li>Reflects the Schneider Electric's values.</li><li>Individual responsibility, team motivation</li><li>Uses judgement to overcome obstacles</li></ul>	<ul style="list-style-type: none"><li>Promotes company values</li><li>Assumes responsibilities and all the details</li><li>Anticipates future challenges</li></ul>

