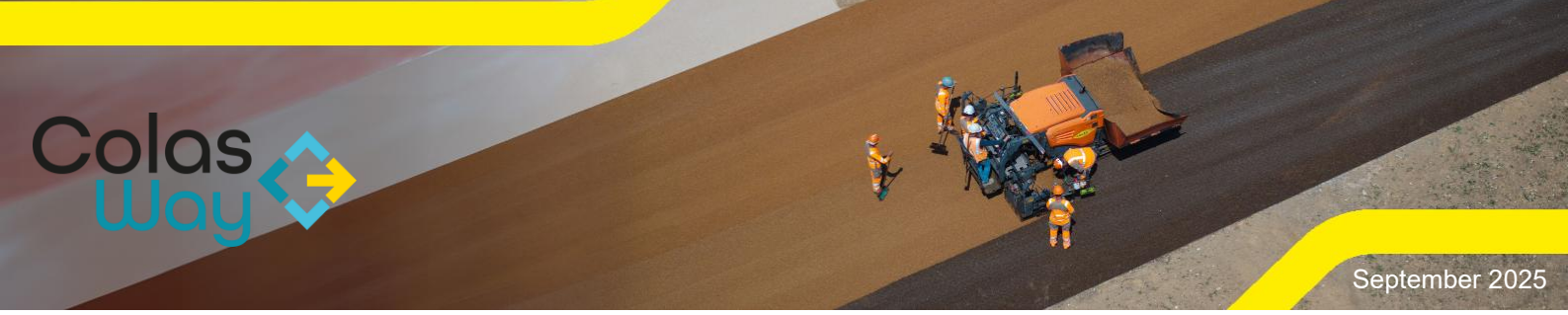


Q&A: The Performance Review Campaign in ColasWay - Employee

With **ColasWay**, our **Group Human Resources Information System**, the Performance Review is digital and takes place during a **'campaign'**, a **unique period, for all Executive and Staff Employees.**

The **target is to have 100% completion of Performance Reviews.**

We provide you this Q&A in order to **answer recurring questions**. This Q&A will be **regularly updated.**

You can find the rest of the documentation on Colas Share.

For all information regarding the Performance Review Campaign, refer to the dedicated user guide.

To discover or review the Performance Review process, check out the dedicated video!

Enjoy the Performance Review in ColasWay!

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C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

1. Navigation through ColasWay

1.1. How to access ColasWay?

You can access ColasWay from My Colas, the default home page of your Internet browser. For optimal use, we advise using **Microsoft Edge**.
You will **immediately** be connected without needing a username or password (SSO - *Single Sign On*).

2. Performance Review in ColasWay

2.1. I cannot access my form, what should I do?

When the campaign is launched, the form will be available on your ColasWay home page. If this is not the case:

1. It is possible that the form was sent to the next step by your Supervisor.
   You can find it in your ColasWay inbox. However, you will no longer be able to modify the information entered.
   Contact your Supervisor to ask him to go back to the previous step.

2. You arrived in the company after the campaign launch date. Since you are not included in ColasWay, you do not have a dedicated form.
   If you still want to conduct your Performance Review with your Supervisor (to set goals for the coming year, for example), **contact your HR department, who can generate an individual form for you.**

2.2. I have completed a step and want to go back, is it possible?

As an Employee, if you are **in step 3 "Employee's Acknowledgement"**, you can **return the form to step 2 "Supervisor's Acknowledgement"** if necessary.
To return the form to the previous step, click on the "**Return to Evaluation**" button at the bottom of the form.
Good practice: notify your Supervisor before performing this action.

If you've validated the form too quickly, contact your HR so that they can route the form to the desired step.

2.3. Is step 1 "Preparation" compulsory?

This step is mandatory and is essential in preparing for your discussions with your Supervisor on step 2, the Face-to-Face Review.

2.4. Who can view my preparation?

Your preparation at step 1 is saved in the Performance Review form. At this point, you cannot view your Supervisor's inputs and they cannot view yours. If you have a Matrix Manager, the same principle applies. Note that the Matrix Manager will not provide any final ratings; they only provide comments throughout the form.
Your self-assessment will only be visible by your Supervisor from step 2. They will not be able to modify it.
Comments related to each performance goal are visible to your Supervisor at all steps of the process.

2.5. In step 1 'Preparation', I have an error message on the form. I cannot do my preparation. What should I do?

The Preparation step cannot be performed simultaneously by you, your Supervisor and your Matrix Manager (if you have one). Your preparation is **temporarily unavailable** because either your Supervisor or Matrix Manager is currently on the form or has not closed it properly. We invite you to try it later.
If the error message persists, ask your Supervisor or Matrix Manager to click on the 'Save and close' button.

2.6. How are the skills that automatically return to the Performance Review determined?

In the Performance Review, the **6 automatic skills** are determined by your employment as an Employee. They come from a Global skills library and cannot therefore be modified.
In addition, a maximum of **4 additional skills** can be added by the Supervisor.

2.7. How does the skill weighting work?

The skills all have the same default weight. Each skill therefore has equal weight.
It is not possible to adjust the weight.

2.8. Do I have to weigh my goals? Why do I have an error message on the weighting of my goals?

Yes, the weighting of the objectives is compulsory. If not, an error message appears preventing you from moving to next step.
The system does not automatically calculate the weighting: you have to realign the weighting as Employee or Supervisor. The weighting of the objectives for the coming year must be equal to 100% to proceed to step 2.

Example:
My Supervisor set me an Objective "1" = 50%
As an Employee, I can set one or more goals for myself, the total sum of which = 50%

The final weighting of these objectives will be reviewed in step 2, the Face-to-face Review.

2.9. Can I add a performance goal to the previous period?

Adding a performance goal to the previous period can **only be done by your Supervisor.**

2.10. I do not see my objectives of the previous period so I cannot evaluate myself on this part. What should I do?

If your goals for the past year have not yet been pre-filled, **contact your Supervisor to fill them out**. Once the objectives have been entered in ColasWay, you will be able to assess yourself on the goals from the previous period. If no goal has been set for the past year, this section can be left blank.

2.11. Is the number of goals to be set for the upcoming year limited?

There is **no limit** to the number of goals you can set in the Performance Review. However, be sure to weigh them so that the **total goals are equal to 100%.** Otherwise, an error message will appear.

2.12. What is the character limit in comment boxes?

There is a limitation of **4000 characters** in all comment boxes.

2.13. I am asked to give my feedback on the performance of another Employee, how to proceed?

In order to give your feedback, simply **reply to the email or notification received**. It is important to use "**Reply to all**" when providing feedback, otherwise the feedback might not be considered. The person who contacted you will then receive a notification in ColasWay and will be able to read your feedback.

2.14. What is the final score considered in the Performance Review?

A **global indicative score is available**. This grade is automatically calculated from the Supervisor's grades only. The final grade is the one that your Supervisor assigns manually to assess your performance over the past year. The Matrix Manager does not give a grade.
As an Employee, you can view both grades. Only the Supervisor's grade will be used by the HR department to **support your development.**

2.15. What should I do if I cannot modify the form?

First identify at which step you are.
As an Employee:

- You can modify the form in **steps 1** (everything can be modified) **and 3** (comment box for the synthesis)
- It is normal that you cannot modify the form in **steps 2 and 4.**

If the change is not possible in step 1, make sure your Supervisor or Matrix Manager has saved and closed the form on their side.
If the change is not possible in step 3, create a ServiceNow ticket.

2.16. Will the forms be stored in ColasWay? How can I find past forms?

Yes, the Performance Reviews are saved in ColasWay. The completed Performance Reviews are available to both Supervisor and Employee **at any time**. There are **two ways to find history:**

- Go to **'My Forms'** in the **Home** drop-down menu > '**Completed'** section > Click on the Performance Review link
- Search the **'My Employee File'** > Access the **'Scorecard'** tab > Click on the Performance Review link

For more information, read the Classify Forms guide.

2.17. My Supervisor is absent, what is going to happen?

It is up to your local HR to decide what happens in this case. If the Supervisor is absent for a short period of time, they might decide to wait for their return to continue the performance process. In turn, if the Supervisor is absent for a long time, a delegation could happen, meaning that your Performance Review form would be transferred to another Supervisor who would conduct the Performance Review on behalf of your usual Supervisor. This does not impact your preparation or the process for you.

2.18. My Supervisor or Matrix Manager changed during the campaign, how does this reflect on my ColasWay Performance Review?

There are several scenarios:

- **Your Performance Review is in progress:** Once the connection has been made, your new Supervisor automatically recovers the Performance Review in progress and is in charge of completing it. The comments of your previous Supervisor are visible and cannot be modified.
- **Your Performance review has already been carried out:** Your new Supervisor has access to history via the Scorecard tab of your Employee File.
- **Your Performance Review has not been carried out:** Your new Supervisor can start the Performance Review.

2.19. I have a Matrix Manager and a Supervisor, what is the difference?

The Supervisor is the person who will conduct the Face-to-face interview with you and give the final rating. The Supervisor is mandatory in the Performance Review and their actions are mandatory.

On the other hand, the Matrix Manager is not mandatory and not all Employees have a Matrix Manager. For those who do, the Matrix Manager can write comments during the Preparation step (1st step of the form). The Matrix Manager can view the Supervisor's comments and ratings, but not the Employee's.

2.20. I relocate during the campaign; how does this reflect on my Performance Review?

- **In the event of geographic mobility**, your Supervisor will change
- **In the event of functional mobility**, your job code will change: the skills that are automatically uploaded will be those of your job **when the campaign is launched.**

2.21. I am an expatriate, am I affected by the ColasWay Performance Review campaign?

Yes, if you meet both of the following conditions:

- You are attached to an entity managed in ColasWay
- Your Supervisor is attached to a territory managed in ColasWay

If these two conditions are not met, your Performance Review will be done by paper form.