

# MID-YEAR REVIEW

## *Coming Mid July!*

Dear all

Last year we successfully introduced *Splash Recruit*, so enhancing the automation and tracking of how we bring new people into the Colart family. One of the objectives for 2020 is to increase *Splash* functionality further by supporting the dialogues of continuous improvement process through progress reviews – so removing the need for emPerform, our previous standalone review system.

Over the last few months, whilst the implications of COVID-19 have been a big focus for the team, in the background we have been building the *Splash Perform* system ready for its launch in October and the start of the 2020 progress review window.

Of course, between now and then we have the **mid-year review** activity and whilst it would have been ideal to have *Splash Perform* ready, we decided to spend more time testing the system so that you have a smooth transition. For this reason we will instead ask you to have off-line discussions with your line managers as explained below:

### 1. **What is happening?**

The off-line form can be found [here](#) and clear instructions on how to complete the form are explained in the document for information. We are working to download your 2020 objectives directly to *Splash Perform* and, in the meantime, they will be cascaded to you via your Line Manager in preparation for the Mid-Year discussion.

### 2. **When should the reviews take place?**

Whilst normally in June, for this year, the Mid-Year review window is from mid-July until end September. Having said this, it is good to know that many Line Managers have already started planning and actioning these one-to-one meetings.

### 3. **Why are mid-year reviews important?**

Having a continuous conversation with our line manager about how we are doing is important to not current but also future success. We therefore believe the mid-year review is an important formal touch point for this discussion and underpins our commitment to continuous learning and development.

#### 4. How do I access past reviews?

Unfortunately, because the systems are different, we cannot transfer past information in Splash Perform so the review details for prior years will be held by your local HR team should you need to refer to them.

#### 5. Will *Splash Perform* look very different?

The good news is that whilst the functionality is new to Splash many of the features will seem familiar though hopefully simpler to use than emPerform...something many of you have asked for!

The review tools will be found under the **My Development** tab and here is a sneak preview of what is coming:

The screenshot displays the user interface for Harsa Beagley. The navigation menu includes Home, My Details, My Absence, My High Fives, My Development (highlighted), Talent Acquisition, and Notices & Policies. The main content area is divided into several sections: Objectives Progress (None), Next Objective For Review (2020 develop and appraisal system), Review Date (31 Mar 2020), Training Requests (Completed: None), Performance Review (Current: Ongoing, Status: Draft), 360 Reviews (None), and Development Discussions (0). Each section has a 'View Details' button.

As mentioned, we will launch *Splash Review* ready for the full year review window from 1<sup>st</sup> November to end February. More information will follow towards the end of August with details for the launch including news how we will be training you to use the new tool. This training is an important step to ensure we live up to our aim to make *Splash* the “go to” place for everything related to people. This is also why we believe the roll out of the system to EVERYONE in Colart is critical.

If you have any questions regarding the mid-year review of future functionality of Splash, please talk to your line manager or local HR business partner.

Regards

Global HR Team