

# Splash Performance and Development Update



Dear all

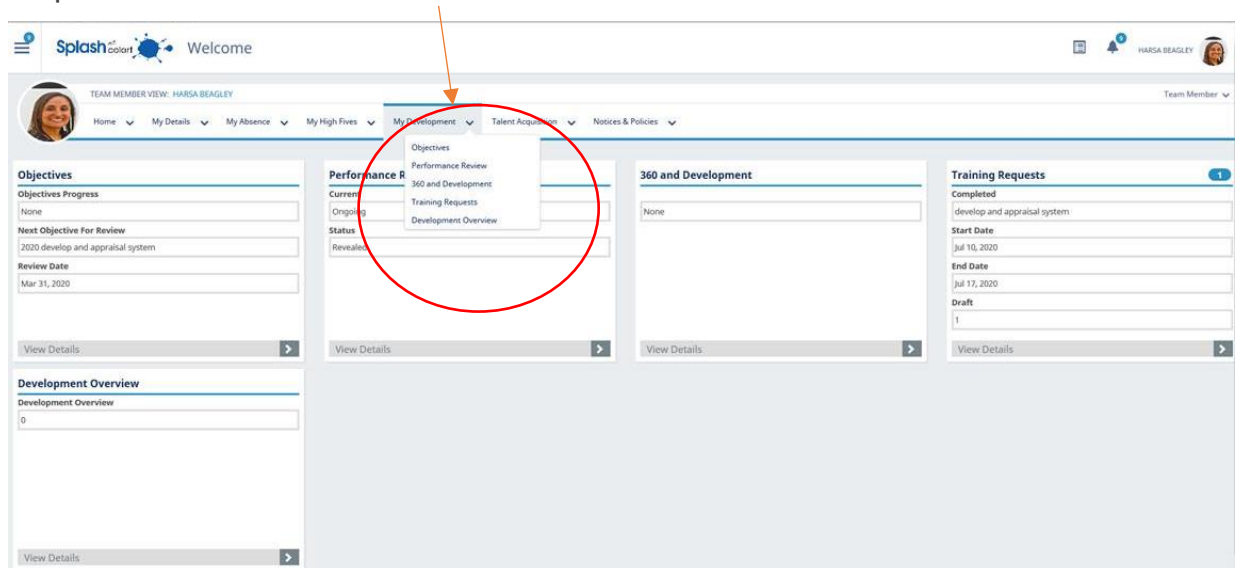
As the system development is almost complete, ready for Monday 2<sup>nd</sup> November launch, we wanted to share a further update together with the other activities which will be happening related to the appraisal process.

## ***What is Splash Perform?***

As a reminder, Splash Perform is the new tool in Splash that will be the “home” for all things related to your performance and the development of your performance ... in other words, *how* you do *what* you do and how you can do it *better*. This tool replaces the previous emPerform system that we were using.

## ***How will the tool look in Splash?***

The review tool will be found under the ***My Development*** tab in Splash and this tab will be made up of 5 sections which appear as options to choose from in a drop-down menu as show below: -



The main aim of each section is as follows:-

1. **Objectives** – With this function you can draft objectives for the future performance year to be agreed by your manager AND reflect on your performance against objectives for the current year again to be agreed by your manager
2. **Performance review** - With this function you use the 4 simple questions to reflect on **WHAT** you do in your job and **HOW** you do it. Once

completed, you can discuss your self-review with your manager who will add their reflections as appropriate.

3. **360 and development** - With this function you can request feedback from others in Colart and this feedback is then used for the development discussion to identify any development needs
4. **Training requests** - This function existed before but we have expanded it so you can request learning and development in line with job and business needs at any point during the year.
5. **Development overview** - With this function you can see a summary of development discussions that have taken place.

### ***How will I know how to use the system?***

We are creating bite-sized learning videos to guide you through the tool. These videos will be added to the Colart Academy by early October for ease of access. Additionally, in November, your local HR teams will run drop-in sessions with live demos.

### ***So, that's the tool....what about ensuring quality of the review discussion?***

This is a vital to the value of the discussions that take place during the review period. For this reason, we have developed short interactive virtual workshops for line managers to ensure we fully equip them with the tools to get the best out of the discussions. These workshops are planned for September/ October and run by your local HR team.....look out for the Teams invites.

In the meantime, we do hope you are continuing with the mid-year review process and sending completed forms to your local HR team who will monitor completion. As a reminder you have until end September for completion. As objectives from Emperform are in the process of being uploaded onto Splash Perform, any changes to current objectives from now will have to be made on Splash Perform once the system goes live – this is a really easy process and your local HR team will be on hand to guide you.

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

Regards

Global HR Team