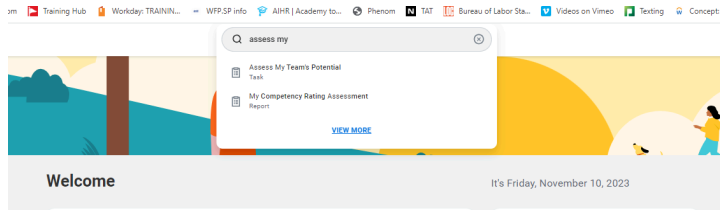


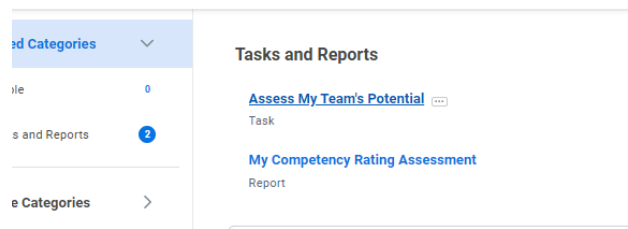
Performance: Assess Potential

Measuring performance and potential in your team is a key aspect of talent planning among your department and within the organization. It helps you identify the strengths and weaknesses of your team members, align their goals and expectations with the organization's vision and strategy, and develop their skills and career paths.

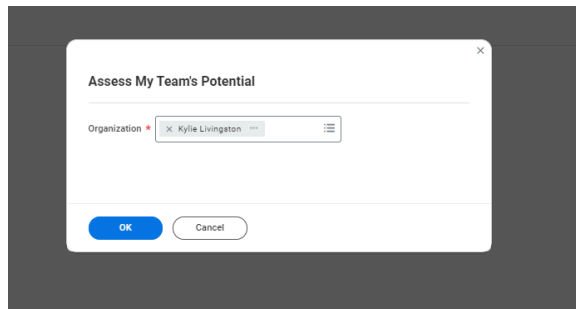
1. Log into Workday, type **assess my team's potential** in the search box and press **Enter**.



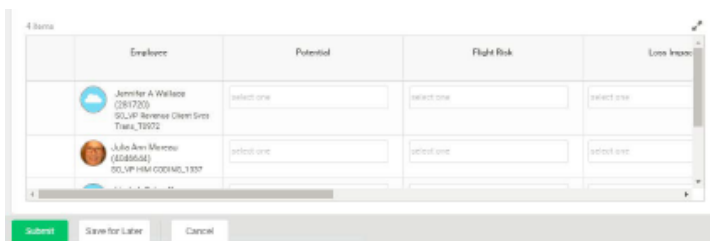
2. Click **Assess My Team's Potential** from the search results.



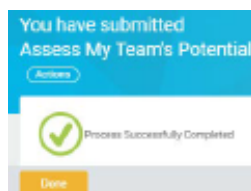
3. Type your name in the Organization box if it does not already appear. Click **Ok**.



4. Complete the form; for details on the form, see the next page



5. Click **Submit** when done
6. Process is complete; click **Done**



Employee	Potential	Retention	Loss Impact	Achievable Level	Notes	Nominations	
						*Job Profile	Readiness
Team Member name and position	select one	select one	select one	select one		+	

Potential

Select the Talent Classification for the team member. Choose from:

- Top Talent
- Emerging Talent
- Valued Talent
- Yet to be Determined

Retention

Select the risk of the team member leaving the organization. Choose from:

- High Risk
- Medium Risk
- Low Risk

Loss Impact

Select the impact to the organization if the team member were to leave. Choose from:

- Critical
- Significant
- Moderate
- Minor

Achievable Level

Select the team member's ability to advance in relation to their current position. Choose from:

- 2 or More levels
- 1 Level
- Expansion at Current Level
- Unclear

Notes

Use this to include any information that you would want to keep in mind regarding the assessment.

Add a **Job Profile** and **Readiness** by clicking the + sign to show the drop-down menu

Job Profile

If there is a job that the team member is ready to be developed/in development for, choose it from the list of jobs in the organization.

Readiness

Select the readiness level for the position in which you nominated for the position.

Choose from:

- Ready now
- 1 year
- Ready in 2 or more years

