

## Frequently Asked Questions

### 1. Which tool will I use for performance review, myCompass or manual form?

If you are at least a staff level or above, pay class SI to SVIII, you will use myCompass for your performance review process. Otherwise, you will use the usual pen and paper appraisal where performance criteria are already laid down.

### 2. What happens if I did not create objectives or if my objectives were not approved in time for performance review?

Unfortunately, you cannot proceed to self review if you do not have approved objectives to rate in the first place. In such case, you can coordinate with HR Talent Management to consider opening your Objective Setting for approval if the deadline has lapsed.

If you still failed to have your objectives approved, you will be subjected to unilateral rating. Unilateral rating though cannot be a 3 or Fully Complies to be fair with employees who complied with this exercise.

### 3. If my objectives have changed during the performance period, will that mean that I failed?

Not necessarily. Business priorities can change during performance period and so are your objectives. Please ensure that you captured these events in your critical incident log so you can clearly describe what has transpired when performance review comes. There is also a portion in your performance review where you can enumerate your other achievements in lieu of your previous targets for consideration.

### 4. Who will review and approve my performance?

Both your administrative and functional reporting lines will evaluate your performance. However, your functional reporting lines will have the full responsibility and accountability to consolidate all inputs and integrate into one performance review. Hence, the functional reporting lines are the ones set-up in myCompass to complete your performance review.

### 5. What is the difference between Administrative and Functional reporting lines?

Your Administrative reporting line is to whom you report for day-to-day transactions and directions. While your Functional reporting line is to whom you report for functional responsibilities and accountabilities.

For example, a Planning Engineer assigned to a project. The administrative superior could be the project manager or whoever the Planning Engineer would report to on a daily basis

while in the project. The functional superior on the other hand, would be the mother unit in homebase.

**6. What if I changed superiors within a performance period?**

First, you have to determine whether your superior is an Administrative reporting line or Functional. If he/she is an administrative superior then there is no change in the set-up of reporting lines in myCompass. On the other hand, if you are transferred from one mother unit to another, then your objectives and performance review will be transferred to your new mother unit. In both cases, your current mother unit (functional) will get and consolidate performance inputs from your previous superiors, regardless whether administrative or functional.

**7. Why is my performance review assigned to functional reporting line when it's the administrative reporting line who sees my actual work?**

Your functional reporting line or your mother unit has the expertise to discern whether the services you provided to the project are within the standards. It is also the responsibility of the mother unit to ensure that you are equipped to deliver and support the project. These responsibilities are kept and monitored across different projects to guarantee that competent servicing to projects are approximately the same.

**8. Why do we still need to calibrate the ratings when we have a clear guideline on how to rate performance based on achievement of objectives?**

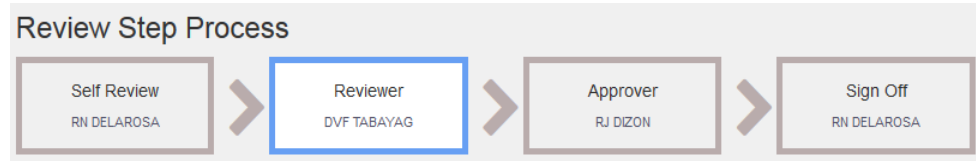
The calibration is done to ensure that performance is rated on an aligned mindset across organization, thereby addressing common rating errors such as high raters and low raters amongst others. We would like to differentiate also the high performers from the rest.

**9. What if my functional reviewer (mother unit) is a low rater even if the co-reviewer (project) provides a lot of positive inputs about me, will I get to see both perspectives for the sake of transparency and fairness?**

The final rating that you will see in your performance review is one and the same of your functional reviewer and co-reviewer. There is no mother unit's rating and project's rating.

**10. To whom should I follow up if my performance review is not done?**

You can check your reporting lines in myCompass. Go to Performance tab and see the names of your Reviewer and Approver under Review Step Process.



**11. What should I do if I disagree on the final rating?**

We encourage you to have an open conversation with your mother unit to get clarity on how you were rated on objectives and values.

Remember that the final rating that you will see in myCompass is the one deliberated by your division and department heads. It means that the management in your division all agreed on that final rating and changing it might be possible on extreme cases.