

Quick Reference Guide

Performance Objectives



Every employee is empowered to own their performance journey with the support of their managers as the first step towards realizing their career aspirations.

Your contribution

Agreeing your objectives gives you the chance to understand how your role and your contribution drive Sodexo's results. Your individual performance is directly linked to Sodexo's achievements.

At Sodexo we use the SMART (Specific, Measurable, Attainable, Relevant and Timely) methodology to help set objectives that you can track and be recognized for.

Performance objectives are for you and your manager to agree. Ideally, two or three objectives should suffice to describe what you can do in supporting Sodexo's ambition during the fiscal year.

How to make the most out of your objective setting conversation:



Build clarity. Having regular check-ins with your manager to discuss progress is an excellent practice to build clarity. Agree a cadence for those regular meetings that suits both you and your manager.



Make sure your objectives are SMART. To clearly articulate and record what is required of your role for the next fiscal year, make sure you have asked all necessary questions to describe your objectives. Alternatively you can also use the Objectives Library to browse templates to edit.



Check the weighting. The weight you assign to each of your Performance objectives describes their importance and the time commitment needed to deliver them. As a reminder, your total Performance objectives' weight should be 30 percent if you are bonus eligible, or 100 percent in all other cases. SuccessFactors will give you a warning if your total objective weight is above the total percent allocation.

Quick Reference Guide: Performance Objectives

Are your objectives SMART?

At Sodexo, performance conversations start with setting objectives that are clear and transparent for both you and your manager. They become your reference point during the fiscal year so that at any time you can evaluate if you are on the right track towards achieving them.

To define clear objectives and track performance outcomes, make sure your objectives are SMART. Use the questions to the right to put them to the test.

S	M	A	R	T
SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIMELY
Are your objectives clear and concise?	What does success look like? How will you quantify it?	Can you achieve your objectives? Are they ambitious? What support will you need?	Do they align with the overall business objectives?	What is your delivery timeframe? Can you specify any key milestones?



Quick Reference Guide: Performance Objectives

The SuccessFactors Home Page

When navigating to Performance objectives within the system there are a few ways to access the form.

In SuccessFactors, you set your Performance objectives through the **Your Contribution** or **Your Contribution Plan** form.

1 Select the **Home** dropdown menu and click **Performance**.

OR

2 Select **Review Your Performance** under **For you Today**.

The screenshot displays the SuccessFactors Home Page interface. At the top left, the 'sodexo' logo is visible. A 'Home' dropdown menu is open, with the 'Performance' option highlighted by a red box and a red '1' next to it. The main header area features a 'Good morning!' greeting. Below this, there are 'Quick Actions' buttons for 'My Team', 'My Profile', 'Reminders', and 'Favorites'. The 'For You Today' section contains two cards: 'Review Your Performance' (highlighted with a red box and a red '2') and 'Finish Your Profile'. The 'Review Your Performance' card shows 'FY24 Your Contributions Plan', 'Objectives Setting', 'No due date', and a 'Go to Form' link. The 'Finish Your Profile' card shows 'You have completed 60%' and a 'Go to Your Profile' link. At the bottom, there is an 'Organizational Updates' section.

Quick Reference Guide: Performance Objectives

You Contribution Plan

Your Contribution Plan is the name of the Sodexo performance process in SuccessFactors.

- 1 The **Route Map** displays all steps included in the Your Contribution Plan.
- 2 Use the menu under the employee's name to navigate through objective setting.

The screenshot displays the 'FY24 Your Contributions Plan for ENAEL Talent Comp KIBUNA' page. At the top, there is a search bar and navigation icons. Below the title, there is a user profile for 'ENAEL Talent Comp KIBUNA'. A navigation menu is highlighted with a red box, containing 'Route Map', 'Introduction', 'Employee Information', 'Financial Objectives', and 'Performance Objectives'. Below this, the 'Route Map' section is highlighted with a red box, showing a sequence of steps: 1. Objectives Setting (with a red box around it), 2. Objective Delivery, 3. Preparation, 4. Year End Conversation, and 5. Sign-off. Below the 'Route Map' is the 'Introduction' section, followed by 'Employee Information' which lists details such as Last Name (KIBUNA), First Name (ENAEL), Title (GRD_G1_Management_2), Department (DATA FACTORY (4036)), and Manager (LICKMA Talent Comp YEPA).

Quick Reference Guide: Performance Objectives

Financial Objectives

This employee is bonus eligible; **Financial Objectives** are available for them and their manager to view.

They are shared at the beginning of the fiscal year and will not be updated if the employee circumstances change. In this case, they will only be applicable for part of the year in addition to any updated financial objectives resulting from the change. The employee final bonus calculation and statement will account for any change that has occurred during the fiscal year.

Financial objectives will be preloaded and are not editable.

If an employee is not bonus eligible, their page will not include Financial objectives.

DEV*
sodexo Performance

Search for actions or people

FY24 Your Contributions Plan for ENAEL Talent Comp KIBUNA

ENAEL Talent Comp KIBUNA

Route Map Introduction Employee Information **Financial Objectives** Performance Objectives

Financial Objectives

Here your financial objectives are displayed. These are linked to your bonus eligibility and are not editable. They are shared at the beginning of the fiscal year and might not be applicable if your role or scope changes.
At the end of the fiscal year, you will be prompted to share views on how your individual results have contributed to these financial objectives.

Performance Objectives

Performance objectives represent what you and your manager have agreed should be your deliverables during this fiscal year.
Remember to write them so that they are Specific, Measurable, Achievable, Realistic and Timely (SMART) to allow you and your manager to realistically evaluate achievement.

Performance	50.0% of total score
1.1 Stay on track with department budget over the next fiscal year.	Net Started
Each month, I will distribute a budget report that shows our department's current expenses in comparison to our allotted annual budget and I will highlight areas where we are overspending. Based on our current spending, I will offer suggestions on how to cut expenses so that we are back within budget.	

Objective Details	Achievements
Objective (overall description)	Stay on track with department budget over the next fiscal year.
Start Date	09/01/2023
Objective Weight	50.0%
Due Date	08/31/2024
Expected results	Each month, I will distribute a budget report that shows our department's

Quick Reference Guide: Performance Objectives

Adding a Performance Objective

Performance objectives are objectives have been agreed upon with your line manager.

You will return to this page to update or modify objectives during the year.

- 1 To add an objective, select **Add Objective**.

The screenshot displays the SODEXO Performance Objectives interface for user ENAEL Talent Comp KIBUNA. The page is titled 'FY24 Your Contributions Plan for ENAEL Talent Comp KIBUNA'. It features a navigation bar with 'Performance' and a search bar. The main content area is divided into 'Financial Objectives' and 'Performance Objectives'. The 'Performance Objectives' section is highlighted with a red box and contains a '+ Add Objective' button. Below this, a performance objective is listed: '1.1 Stay on track with department budget over the next fiscal year.' with a weight of 50.0% and a due date of 08/31/2024. The objective description is: 'Each month, I will distribute a budget report that shows our department's current expenses in comparison to our allotted annual budget and I will highlight areas where we are overspending. Based on our current spending, I will offer suggestions on how to cut expenses so that we are back within budget.'

Objective (overall description)	Start Date	Objective Weight	Due Date	Expected results
Stay on track with department budget over the next fiscal year.	09/01/2023	50.0%	08/31/2024	Each month, I will distribute a budget report that shows our department's

Quick Reference Guide: Performance Objectives

Adding a Performance Objective

A **Performance Objective** is one that the employee creates.

- 1 The **Library Objective** allows the employee to select from a library of objectives with suggested metrics.
- 2 Select **Personal Objective**.

The screenshot displays the SODEXO Performance Objectives interface. The main page is titled "FY24 Your Contributions Plan for ENAEL Talent Comp KIBUNA" and shows the "Financial Objectives" section. A red box highlights the "+ Add Objective" button in the top right corner. A modal dialog box titled "Create a New Objective" is open, showing two options: "+ Personal Objective" (highlighted with a red box and labeled "2") and "+ Library Objective" (highlighted with a red box and labeled "1"). The dialog box also includes a "Cancel" button at the bottom right.

DEV*
sodexo

Performance

Search for actions or people

FY24 Your Contributions Plan for ENAEL Talent Comp KIBUNA

ENAEL Talent Comp KIBUNA

Route Map Introduction Employee Information **Financial Objectives** Performance Objectives

Financial Objectives

Here your financial objectives are displayed. These are linked to your bonus eligibility and are not editable. They are shared at the beginning of the fiscal year and might not be applicable if your role or scope changes.
At the end of the fiscal year, you will be prompted to share views on how your individual results have contributed to these financial objectives.

Less

+ Add Objective

Create a New Objective

Choose what type of objective to add.

2 + Personal Objective
Personal Objectives allow you to make up your own objective and assign any metrics you want.

1 + Library Objective
Library Objectives are selected from an organized library with suggested metrics.

Cancel

Objective Weight 50.0%
Due Date 08/31/2024
Expected results: Each month, I will distribute a budget report that shows our department's

Quick Reference Guide: Performance Objectives

Adding a Performance Objective

Fields marked with a red asterisk require completion before saving the objective.

- 1 Enter the **Objective Description**.
- 2 Enter the **Expected Result**.
- 3 The **Start Date** and **End Date** are set with the fiscal year dates.
- 4 Enter the **Object Weight**.
Performance objectives weight should be no more than 30% in total.
- 5 Enter the **Percent Complete**.
This number should reach 100% once the objective is completed.
- 6 Enter the **Status** of the objective.
- 7 Click **Save Changes** before leaving this page.

The screenshot shows the 'Add Objective' form in the SODEXO system. The form is titled 'FY24 Your Contributions Plan for ENAEL Talent Comp KIBUNA'. It contains several fields: 'Objective (overall description)', 'Expected results', 'Start Date', 'Due Date', 'Objective Weight', '% Complete', and 'Status'. Red boxes and numbers 1 through 7 highlight these fields in the order they should be filled. The 'Save Changes' button is also highlighted with a red box and the number 7.

Field	Value
* Objective (overall description)	
* Expected results	
* Start Date	09/01/2023
* Due Date	08/31/2024
* Objective Weight	
% Complete	0.0 %
Status	Not Started

Quick Reference Guide: Performance Objectives

Adding a Performance Objective

Before sending, you have the option to add a message to the notification your manager receives.

- 1 Add your message in the **Email Notifications Comments** field.
- 2 When complete, click **Send To** button.

This will send the form to your manager who can review the objectives and approve them by moving the form to the **'Objectives Delivery'** step.

The screenshot shows the SODEXO Performance Objectives interface. At the top, there is a search bar and navigation icons. The main heading is "FY24 Your Contributions Plan for ENAEL Talent Comp KIBUNA". Below this is a "Route Map" section with four steps: 1. Objectives Setting, 2. Objective Delivery, 3. Preparation, and 4. Year End Conversation. The current step is "Send To LICKMA Talent Comp YEPA". A message states: "You're about to send this form to the next person(s) specified in the workflow." Below this is a section titled "Forward Form to LICKMA Talent Comp YEPA" with a text input field labeled "Email Notification Comments" (highlighted with a red box and a red '1'). At the bottom right, there is a blue button labeled "Send To LICKMA Talent Comp YEPA" (highlighted with a red box and a red '2'), along with "Send and Open Next Form" and "Cancel & Return to Form" buttons.

Quick Reference Guide: Performance Objectives

Editing a Performance Objective

To edit an existing objective:

- 1 Click on the **Pencil** icon beside the objective name. Make any necessary changes.
- 2 Click **Save Changes**.

The screenshot displays the SODEXO Performance Objectives interface. The main view shows a list of objectives under the heading "FY24 Your Contributions Plan for ENAEL Talent Comp KIBUNA". One objective, "1.2 Client Retention Strategy", is highlighted. A red box labeled "1" points to the pencil icon next to the objective name. Below the main view, an "Edit Objective" dialog box is open, showing the details of the selected objective. The dialog box has a red border and a red box labeled "2" pointing to the "Save Changes" button at the bottom right. The dialog box contains the following fields:

- Type: Personal
- * Objective (overall description): Stay on track with department budget
- * Expected results: Each month, I will distribute a budget report that shows our department's current expenses in comparison to our allotted annual budget and I will highlight areas where we are overspending. Based on our current spending, I will offer suggestions on how to cut expenses so that we are back within budget.
- * Start Date: 09/01/2023
- * Due Date: 08/31/2024
- * Objective Weight: 10 %
- % Complete: 0.0 %

The dialog box also includes a "spell check..." link and buttons for "Save as New", "Cancel", and "Save Changes".

Quick Reference Guide: Performance Objectives

Adding a Performance Objective

- 1 Back on the form, the newly created objective is now visible.

After entering in all objectives, they are ready to be viewed by the manager for approval.

- 2 When complete, click **Send To** button.

The screenshot displays the SODEXO Performance Objectives interface for ENAEL Talent Comp KIBUNA. The page title is "FY24 Your Contributions Plan for ENAEL Talent Comp KIBUNA". The user profile is "ENAEL Talent Comp KIBUNA". The navigation tabs include "Route Map", "Introduction", "Employee Information", "Financial Objectives", and "Performance Objectives".

Two performance objectives are listed:

- Objective 1.2:** Client Retention Strategy. Description: Identify, execute and run 5 customer education webinars this quarter with 10+ attendees and 80%+ satisfied/very satisfied rate. Objective Weight: 10.0%. Due Date: 08/31/2024. % Complete: 0.0%.
- Objective 1.3:** Grow the number of monthly users of SDXmobile app by 1,000 within Q1 of the next fiscal year. Description: Optimizing SDXmobile listing and creating targeted social media campaigns, which will begin running in February, on three social media platforms: LinkedIn, Twitter, and Instagram. Growing our app usage will ultimately increase sales. Objective Weight: 10.0%. Due Date: 08/31/2024. % Complete: 0.0%.

At the bottom of the interface, there are three buttons: "Cancel", "Save and Close", and "Send To LICKMA Talent Comp YEPA".