



my★macy's
portal

Leadership Performance Review

Sample Walkthrough

Nick Zedlar
Macy's Systems and Technology
Enterprise Portal Team

March, 2011

Welcome Sheet.1



[LPR Help](#)

✔ You have successfully logged in to the LPR.

Purpose

The LPR helps you assess your current leadership skills and build a plan for improved performance. It provides you an opportunity for ongoing conversations with your manager about your leadership development.

Process

The four steps are:

1. **Assessment** – Assess your (or your direct report's) current leadership skills.
2. **Development Plan** – Build a plan for improved performance.
3. **Submission** – Submit the LPR for manager and HR review.
4. **Signature** – Electronically sign the LPR after a conversation with your manager.

Tips

- The **Summary** button allows you to see and print detailed Core Element ratings, the Development Plan and comments at any time as they become available.
- The **LPR Help** button directs you to online LPR and technical assistance.

Verification

Before proceeding with your self-assessment, please confirm that the following information is correct:

- **Your Name:** Mary Eisen-Blomqvist (B023456)
- **Your Manager's Name:** Catherine Anderssen (B012345)
- **Your Talent Pipeline Level:** Leading Self

If any of these are incorrect, you should not proceed at this time. Please contact your HR manager, <system inserts HR manager's name here>.

If everything is correct, you may now:

- [Access your LPR](#)

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Manager: Catherine Anderssen (B012345)
Pipeline Level: Leading Self



Assessment

There are five Core Elements associated with each Success Factor. Choose a Core Element, read each behavior and select the one that best describes your leadership performance. If you need help, click on the "LPR Help" button above. Click on each Core Element before continuing.

Success Factor 1 of 4: Know Our Business			
Core Elements	Ratings		Behaviors
Select a core element below.	EXEC	MGR	Choose the behavior below that best describes the selected core element.
Gets our industry	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> IE – Ineffective Fails to seek clarification about personal and team goals <input checked="" type="radio"/> GE – Generally Effective Seeks to understand expectations for self and team <input type="radio"/> CE – Consistently Effective Understands what is expected; can articulate personal and team goals <input type="radio"/> HE – Highly Effective Helps others understand team objectives and how they can contribute
Knows where we are going and why	<input checked="" type="radio"/>	<input type="radio"/>	
Analyzes each situation	<input type="radio"/>	<input type="radio"/>	
Makes sound decisions	<input type="radio"/>	<input type="radio"/>	
Understands how we define success	<input type="radio"/>	<input type="radio"/>	

Save & Close

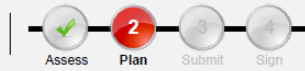
Save & Next

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Development Plan

A development opportunity could be a gap between where you are now and where you want to be, or it could be a way to leverage strengths more fully.

Development Plans are to be designed and implemented by the individual with feedback from the manager. You will be able to revise your Development Plan after your conversation with your manager. After the plan has been submitted (after the conversation with your manager), and you have affixed your electronic signature, you will be only be able to view (and not edit) your LPR in the system.

Goal 1

Development

Choose a behavior to strengthen and/or leverage.

Success Factor

Know Our Business

Core Element

Knows where we are going and why

Behavior

- Fails to seek clarification about personal and team goals
- Seeks to understand expectations for self and team
- Understands what is expected; can articulate personal and team goals
- Helps others understand team objectives and how they can contribute

Resources and Strategies


How are you going to learn? How are you going to leverage?

Measurement

How will you know you've accomplished it (milestones and criteria for success)?

Timeline

What is your target completion date?

00/00/00  10

Goal 2

Development

Choose a behavior to strengthen and/or leverage.

Success Factor

Know Our Business

Core Element

Knows where we are going and why

Behavior

- Fails to seek clarification about personal and team goals
- Seeks to understand expectations for self and team
- Understands what is expected; can articulate personal and team goals
- Helps others understand team objectives and how they can contribute

Resources and Strategies


How are you going to learn? How are you going to leverage?

Measurement

How will you know you've accomplished it (milestones and criteria for success)?

Timeline

What is your target completion date?

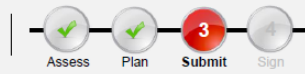
00/00/00  10

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Submission

The summary below shows your completion status for each Success Factor and Development Plan item. Click a link to view details.

Completion		
Assessment		
Success Factor		
Know Our Business	✔ Complete	
Achieve and Innovate	✘ Incomplete. You must rate all Core Elements.	
Collaborate	✔ Complete	
Develop Our Talent	✘ Incomplete. You must rate all Core Elements.	
Development Plan		
	Goal 1	Goal 2
Development	✔ Complete	✔ Complete
Resources and Strategies	✔ Complete	✘ Incomplete.
Measurement	✔ Complete	✘ Incomplete.
Timeline	✔ Complete	✘ Incomplete.
Career Aspirations	ℹ This information is optional. You may leave it blank, if you wish, and still submit your LPR.	

You cannot submit until all elements are complete. The [Summary](#) (see button at upper right) allows you to see and print detailed Core Element ratings, the Development Plan and comments, as they become available.

Back

Close

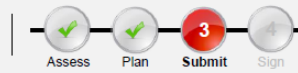
Submit

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Submission

The summary below shows your completion status for each Success Factor and Development Plan item. Click a link to view details.

Completion		
Assessment		
<i>Success Factor</i>		
Know Our Business	✓ Complete	
Achieve and Innovate	✓ Complete	
Collaborate	✓ Complete	
Develop Our Talent	✓ Complete	
Plan		
	<i>Goal 1</i>	<i>Goal 2</i>
Development	✓ Complete	✓ Complete
Resources and Strategies	✓ Complete	✓ Complete
Measurement	✓ Complete	✓ Complete
Timeline	✓ Complete	✓ Complete
Career Aspirations	✓ Complete	

You cannot submit until all elements are complete. The [Summary](#) (see button at upper right) allows you to see and print detailed Core Element ratings, the Development Plan and comments, as they become available.

Back

Close

Submit

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Signature

To complete the LPR process, please check the box and verify your electronic signature with your password. Feel free to add comments below, then click "Sign" to forward the form to your manager.

Verification

User Name Mary Eisen-Blomqvist (B023456)

Password

The Leadership Performance Review has been discussed with me by my manager.

Individual Comments (optional)

Please use the section below to provide any additional comments. (Optional; 250 character limit)

Back

Close

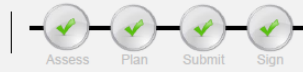
Sign

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LPR Complete

✔ You successfully signed and submitted this LPR on 00/00/00 at 12:51 PM.

Regular conversation with your manager regarding progress on your development plan should continue. You or your manager may see opportunities to provide you with feedback, and you may want to seek additional feedback.

At the annual performance appraisal process, you and your manager will update on the Development Plan. Together, you explore progress and identify additional opportunities for development and continued growth.

You can view and print your LPR at any time by logging back into the system and clicking on the "Summary" button above.

Close

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Pipeline Level: Leading Self





Summary

Print











This is a real-time snapshot of all aspects of the Leadership Performance Review (LPR), including signature statuses, ratings (including Overall, if available), details of the Development Plan and the individual's career aspirations and comments, as applicable.

Signatures

Executive	Manager
 Signed by Mary Eisen-Blomqvist (B023456) on 00/00/00 at 2:33 PM	 Unsigned

Assessment

Success Factor: Know Our Business

Ratings		Core Elements	Behaviors			
EXEC	MGR		Ineffective (IE)	Generally Effective (GE)	Consistently Effective (CE)	Highly Effective (HE)
		Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet
		Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet
		Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet
		Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet
		Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet

Success Factor: Achieve and Innovate						
Ratings		Core Elements	Behaviors			
EXEC	MGR		Ineffective (IE)	Generally Effective (GE)	Consistently Effective (CE)	Highly Effective (HE)
CE	GE	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet
GE	CE	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet
HE	IE	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet
GE	CE	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet
CE	GE	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet

Success Factor: Collaborate						
Ratings		Core Elements	Behaviors			
EXEC	MGR		Ineffective (IE)	Generally Effective (GE)	Consistently Effective (CE)	Highly Effective (HE)
CE	GE	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet
GE	CE	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet
HE	IE	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet
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CE	GE	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet	Lorem ipsum sit dolor amet Lorem ipsum sit dolor amet

Development Plan

Goal 1

Development

Choose a behavior to strengthen and/or leverage.

- **Success Factor**
Know Our Business
- **Core Element**
Knows where we are going and why
- **Behavior**
Understands what is expected; can articulate personal and team goals

Resources and Strategies

How are you going to learn? How are you going to leverage?

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Measurement

How will you know you've accomplished it (milestones and criteria for success)?

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Timeline

What is your target completion date?

Goal 2

Development

Choose a behavior to strengthen and/or leverage.

- **Success Factor**
Know Our Business
- **Core Element**
Knows where we are going and why
- **Behavior**
Seeks to understand expectations for self and team

Resources and Strategies

How are you going to learn? How are you going to leverage?

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Measurement

How will you know you've accomplished it (milestones and criteria for success)?

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Timeline

What is your target completion date?

Career Aspirations

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam dignissim sagittis tempus. Integer non turpis erat, eu gravida turpis. Phasellus consectetur ultricies quam, sit amet tincidunt nulla feugiat eget. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam dignissim sagittis tempus. Integer non turpis erat, eu gravida turpis. Phasellus consectetur ultricies.

Individual Comments

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam dignissim sagittis tempus. Integer non turpis erat, eu gravida turpis. Phasellus consectetur ultricies quam, sit amet tincidunt nulla feugiat eget. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam dignissim sagittis tempus. Integer non turpis erat, eu gravida turpis. Phasellus consectetur ultricies.

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Print

Close