Assess Potential and Talent Matrix

Assessing Potential is necessary prior to viewing your team's talent matrix report. The talent matrix will plot team members according to their most recent performance evaluation and the potential rating entered by the manager in Workday.

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- Assess Potential

- View the Talent Matrix

Assess Potential

Potential for a team member can be entered or updated at any time.

1. Enter **Assess My Team's Potential** in the global search. Select the supervisory organization to be assessed. Do not assess **Job Management (JM)** supervisory organizations. These are typically contracted workers who do not participate in performance evaluations or succession planning.

2. Click in the **Potential** field for a team member and select a potential option.

3. Assess only those who should appear in the Talent Matrix report. Team members who do not have a potential rating will not plot in the Talent Matrix report.

4. Do not enter ratings in the **Review Rating** column. Ratings come from the Performance Appraisal and do not appear in the assessment area.

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View the Talent Matrix

The Talent Matrix report is a visual of you team's performance rating and potential rating in a 9-box format. Managers can view their team's matrix at any time to understand who is ready to advance at UVA, who is struggling, and who is on track with their career goals. Addition context is below the screenshot of the matrix.

Organizations UVA Special Care .

Include Subordinate Organizations No

Not Shown 3
Total 12

1 Employee is missing a potential or performance rating. Click to view.

> Saved Searches

5 Applied filters can be saved for repeated use.

2 Click the number for information on the workers in the section.

Current Search

Save | Clear All

> Location

> Management Chain

> Potential - Completed Rating

> Job Profile

> Hiring Source

> Original Hiring Manager

> Worker Type

3 Hover on the label for guidance on workers in the section.

Key Expertise 1 | Leading Talent 2 | Ready for Advan... 2

Dependable Con... 1 | Value Contributor 2 | Emerging Talent 1

Performance Pr... 0 | Performance Adj... 0 | Job Fit Challenge 0

4 For large groups, use filters to refine 9-Box participants.

11/16/23

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Each number below corresponds with the number in the screenshot above.

1. Click the number to view the worker and their years in their current position vs. at UVA. Two reasons for workers to not plot on the matrix:

    a. The potential rating is missing and [must be entered](#) for the employee to appear in the matrix.

    b. The worker does not have a performance evaluation rating.

2. There may be several workers plotted in a single section. Click the number for the list of names and years of service. Use the two dropdown filters to see additional information about the workers in the section. Click on the resulting numbers to view who is associated with the information.

3. Hovering displays a short description of who should plot in the section and how to approach management of workers at this level.

4. The filters will assist in focusing on groups of people when there are large teams. Example: filter to all clin 3s/4s with high potential ratings when identifying candidates for promotion or succession planning,

    If multiple filters are applied and will be used again, the filter group can be saved, titled, and then accessed from the saved searches with a single click. This is an advantage when multiple supervisory organizations are being reviewed by leadership teams during succession planning.