

How to Confirm Your Mid-Year Calibration Discussion - Quick Guide

[German](#) | [Italian](#) | [Mandarin](#) | [Portuguese](#) | [Spanish](#)

The following steps will walk you through how to confirm your mid-year calibration discussion in the TTMS.

How to Log in to TTMS

1. Navigate to the [TTMS](#) login page.

How to Confirm Your Mid-Year Calibration Discussion

1. On your TTMS To-Do List, click on **2022 Mid-Year Calibration**
2. You should now be taken to a screen that displays your 2022 Business and Professional Development objectives. **If you and your Manager have discussed any changes that need to be made to your existing goals, you can do so from this screen by clicking on the pencil icon next to each objective name.**

Please review your business and professional development objectives with your manager. You can update your objectives (if necessary) by clicking on the pencil icon within this form. All changes will automatically be reflected on your objective plan. When your mid-year discussion with your manager has been completed, please click on the button located at the bottom of this form.

Business Objectives
1.1 Safety Leadership ✎
Terex Injury/Illness rate = 1.58

Objective Details Other Details

Objective Name	Safety Leadership	Goal Weight	10.0%
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Team Member Results and Comments

3. Once you have made any edits that you and your manager have agreed upon (or agreed that your objectives do not require any changes), scroll to the bottom of the page and select the button titled, “Confirm Discussion of Objectives & Career Goals”. Please note that you must click on the confirm discussion button even if you have not made any edits to your objectives.

Confirm Discussion of Objectives & Career Goals

4. The final step is to confirm that your mid-year discussion has taken place.

Confirm Discussion of Objectives & Career Goals ☺

You're about to submit this form for completion. A copy of the form will be sent to your Completed folder.

Cancel & Return to Form **Confirm Discussion of Objectives & Career Goals**

***Once this button has been selected, you have officially completed the mid-year calibration process!**

How to Confirm Your Mid-Year Calibration Discussion - Quick Guide

For Managers - Tracking Your Team Progress

1. If you have direct reports who will be participating in Mid-Year Calibration, you can track their progress right from your home page! Managers will now see a tile that shows a pie chart of how many TM's have confirmed their discussions and who are still outstanding.



2. If you click on piece of the chart that you would want to view, you will be able to see the names of the Team Members and their current status.

Team Member Last Name	Team Member First Name	Status	Form Title	Form Due Date
Anderson	Alex	Completed	2015 Performance	Apr 13, 2016
Anderson	Alex	Completed	2015 Performance	Apr 10, 2016
Anderson	Alex	Completed	2015 Performance	Mar 25, 2016

Questions?

For questions related to the mid-year calibration process at your location, please contact your local HR Manager.

For questions related to TTMS, please contact TalentSystemSupport@terex.com

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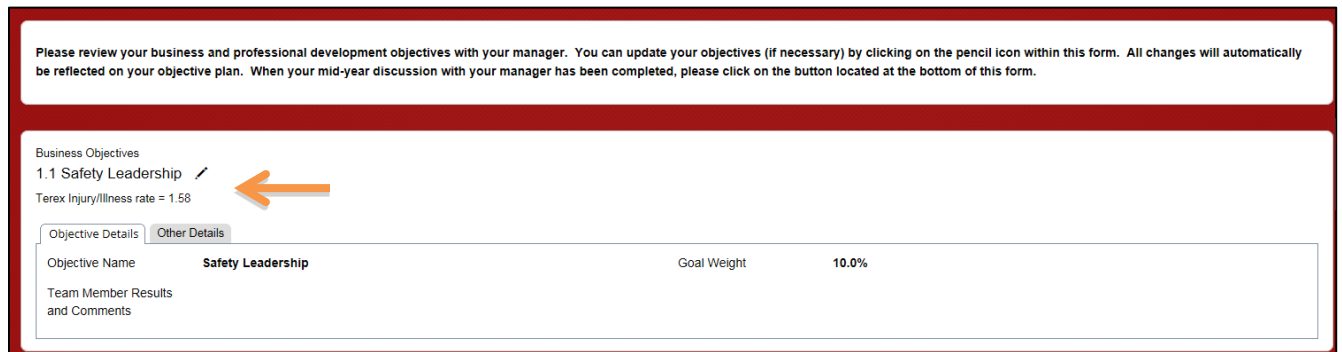
Diese Kurzanleitung beschreibt die erforderlichen Schritte, um die Durchführung Ihres Gesprächs mit Ihrem Vorgesetzten bezüglich der Feinabstimmung Ihrer Ziele zur Jahresmitte im TTMS zu bestätigen.

Anmeldung im TTMS:

1. Gehen Sie auf die [TTMS](#)-Anmeldeseite.

Bestätigung des Gesprächs zur Feinabstimmung Ihrer Ziele zur Jahresmitte

1. Klicken Sie in Ihrer To-Do-Liste auf *2022 Mid-Year Calibration*.
2. Sie werden auf eine Seite weitergeleitet, auf der Ihre Geschäftsziele und Ihre Ziele für Ihre berufliche Entwicklung für 2022 aufgelistet sind. Falls Sie und Ihr Vorgesetzter Änderungen Ihrer bisherigen Ziele vereinbart haben, können Sie diese hier dokumentieren, indem Sie auf den Stift neben dem jeweiligen Ziel klicken.



Please review your business and professional development objectives with your manager. You can update your objectives (if necessary) by clicking on the pencil icon within this form. All changes will automatically be reflected on your objective plan. When your mid-year discussion with your manager has been completed, please click on the button located at the bottom of this form.

Business Objectives
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Objective Details | Other Details

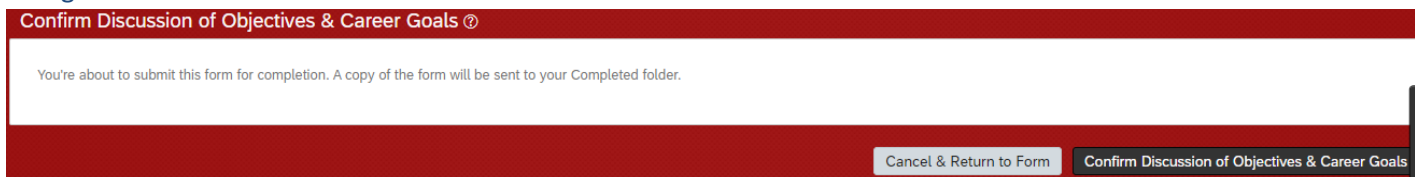
Objective Name	Goal Weight
Safety Leadership	10.0%

Team Member Results and Comments

3. Sobald Sie die mit Ihrem Vorgesetzten vereinbarten Änderungen eingetragen haben (oder falls Sie sich geeinigt haben, dass keine Änderungen erforderlich sind), scrollen Sie zum Ende der Seite und klicken Sie auf die Schaltfläche „Confirm Discussion of Objectives & Career Goals“ (Bereit zur Bestätigung des Gesprächs). Bitte beachten Sie, dass Sie die Schaltfläche auch dann anklicken müssen, wenn Sie keine Änderungen Ihrer Ziele vereinbart und demzufolge keine Eintragungen vorgenommen haben.

Confirm Discussion of Objectives & Career Goals

4. Der letzte Schritt ist die Bestätigung, dass Ihr Gespräch zur Feinabstimmung Ihrer Ziele zur Jahresmitte stattgefunden hat.



Confirm Discussion of Objectives & Career Goals ⓘ

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Cancel & Return to Form | **Confirm Discussion of Objectives & Career Goals**

***Sobald diese Schaltfläche betätigt wurde, haben Sie die Mid-Year-Calibration formell abgeschlossen!**

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Für Manager – Verfolgung der Fortschritte Ihres Teams

1. Falls direkt an Sie berichtende Teammitglieder an der Mid-Year-Calibration teilnehmen, können Sie deren Fortschritte direkt von Ihrer TTMS-Startseite aus verfolgen! Bei Managern erscheint auf der Startseite ein Fenster, in dem ein Kreisdiagramm anzeigt, wie viele Teammitglieder ihre Gespräche bereits bestätigt haben und wie viele Bestätigungen noch ausstehen.



2. Durch Klick auf den entsprechenden Teil des Kreisdiagramms werden die Namen der Teammitglieder und deren aktueller Status aufgelistet.

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Haben Sie Fragen?

Sollten Sie Fragen zur Mid-Year-Calibration an Ihrem Standort haben, wenden Sie sich bitte an Ihren HR-Manager vor Ort.

Bei Fragen zum TTMS schreiben Sie bitte an TalentSystemSupport@terex.com.

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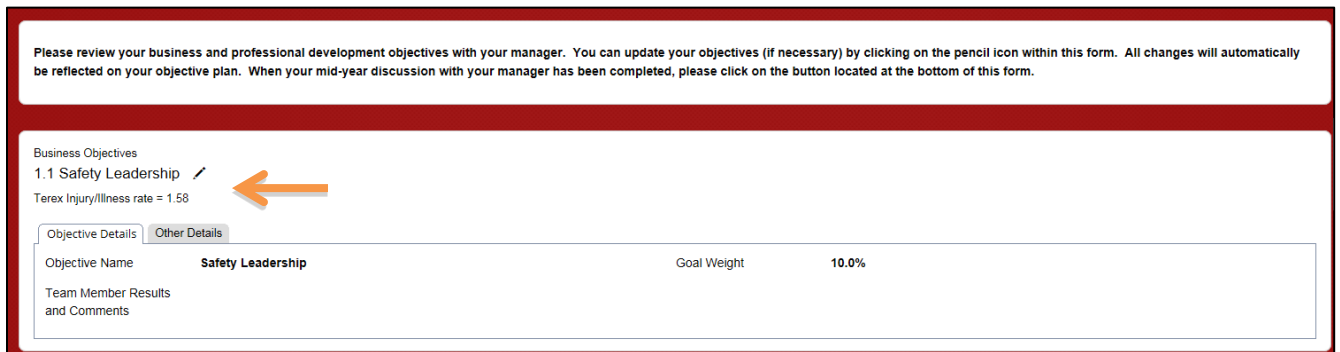
I seguenti passaggi ti saranno da guida per confermare su TTMS l'avvenuta discussione della messa a punto di metà anno.

Come accedere a TTMS

1. Passa alla pagina di accesso a [TTMS](#).

Come confermare la discussione sulla messa a punto di metà anno su TTMS

1. Nel tuo elenco Azioni su TTMS, fai clic su Messa a punto di metà anno 2022.
2. Verrà visualizzata una schermata che mostra i tuoi obiettivi 2022 di business e di sviluppo professionale. **Se tu e il tuo manager avete parlato di eventuali modifiche da apportare ai tuoi attuali obiettivi, puoi inserirle in questa schermata facendo clic sull'icona della matita accanto al nome di ogni obiettivo.**



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Objective Details | Other Details

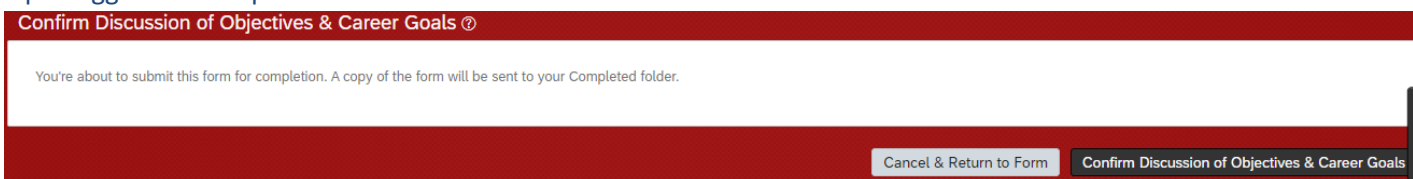
Objective Name	Goal Weight
Safety Leadership	10.0%

Team Member Results and Comments

3. Dopo aver effettuato tutte le modifiche che tu e il tuo manager avete concordato (oppure se avete concordato che gli obiettivi non richiedono alcuna modifica), scorri fino in fondo alla pagina e seleziona il pulsante intitolato "Conferma discussione di obiettivi e obiettivi di carriera". Tieni presente che devi fare clic sul pulsante di conferma discussione anche se non hai apportato modifiche ai tuoi obiettivi.

Confirm Discussion of Objectives & Career Goals

4. Il passaggio finale è quello di confermare che la discussione di metà anno è avvenuta.



Confirm Discussion of Objectives & Career Goals ⓘ

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*** Dopo aver premuto questo pulsante, il processo di messa a punto di metà anno risulta ufficialmente completato!**

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Per manager - come seguire i progressi del tuo team

1. Se ci sono persone che dipendono direttamente da te e parteciperanno alla messa a punto di metà anno, puoi seguire i loro progressi dalla tua pagina principale! I manager potranno ora vedere una scheda che mostra un grafico a torta su quanti membri del team hanno confermato le loro discussioni e quanti sono ancora in sospeso.



2. Se fai clic sulla parte del grafico che ti interessa, potrai vedere i nomi dei membri del team e il loro stato attuale.

Export CSV Excel				
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Domande?

Per domande relative al processo di messa a punto di metà anno nella tua sede, rivolgiti al responsabile locale delle Risorse umane.

Per domande relative al TTMS, rivolgiti a TalentSystemSupport@terex.com

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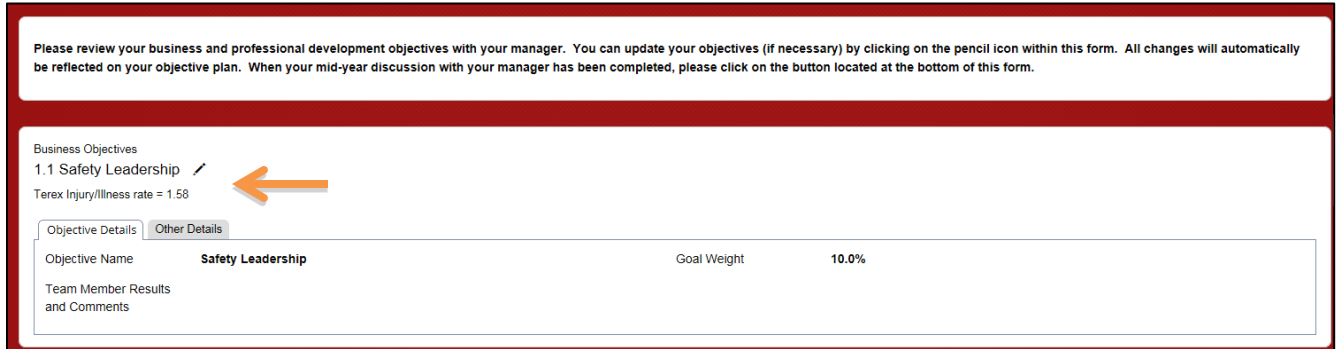
以下步骤将引导您在 TTMS 中确认年中校准讨论。

如何登录 TTMS

1. 前往 [TTMS](#) 登录页面。

如何确认您的年中校准讨论

1. 在 TTMS 待办事项列表中，单击在 2022 年中校准
2. 您现在应该来到一个屏幕，显示您 2022 年的业务和专业发展目标。如果您和您的经理讨论后需要对您现有的目标作出任何更改，您可以在这个屏幕操作，点击每个目标的名称旁边的铅笔图标。



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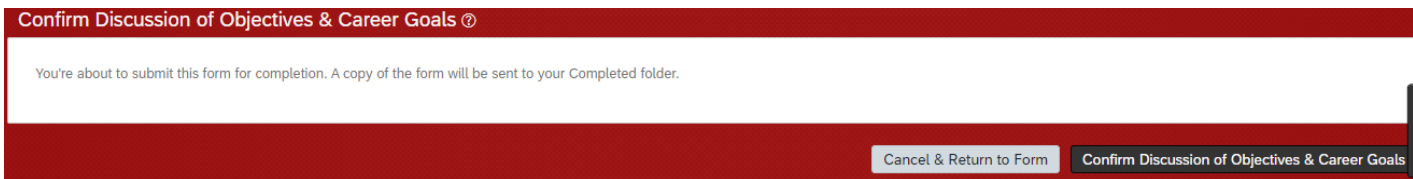
Objective Name	Goal Weight
Safety Leadership	10.0%

Team Member Results and Comments

3. 一旦您进行了您和您的经理同意的任何编辑（或同意您的目标不需要任何更改），滚动到页面底部并选择标题为“确认讨论目标和职业目标”的按钮。请注意，即使您没有对目标进行任何编辑，也必须单击确认讨论按钮。

Confirm Discussion of Objectives & Career Goals

4. 最后一步是确认您已经进行年中讨论。



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* 一旦点击此按钮，您即已正式完成年中校准流程！

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经理 - 跟踪您的团队进度

1. 如果您有会参加年中校准的直接下属，您可以从您的主页跟踪其进展！经理现在将看到一个有饼图的贴片，显示有多少团队成员已经确认了讨论，还有多少人未做。



2. 如果您点击想要查看的一块饼图，就可以看到团队成员姓名和他们的当前状态。

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问题？

对于您所在地年中校准过程相关的问题，请联系您当地的人力资源经理。

对于和 TTMS 相关的问题，请联系 TalentSystemSupport@terex.com

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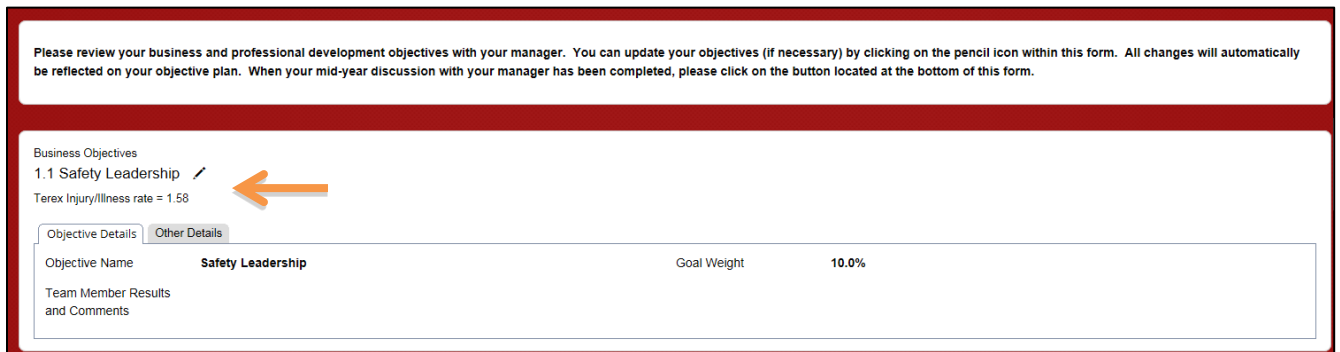
As etapas a seguir vão orientá-lo sobre como confirmar a sua discussão de calibragem semestral no TTMS.

Como entrar no TTMS

1. Navegue para a página de login do [TTMS](#).

Como confirmar a sua discussão da calibragem semestral

1. Na sua lista de afazeres do TTMS, clique em Calibragem Semestral de 2022.
2. Isso deverá abrir uma tela mostrando os seus objetivos de desenvolvimento comercial e profissional em 2022. **Se você e o seu gerente tiverem discutido quaisquer mudanças que precisem acontecer em suas metas do momento, você poderá fazê-las a partir dessa tela, clicando no ícone do lápis próximo ao nome de cada objetivo.**



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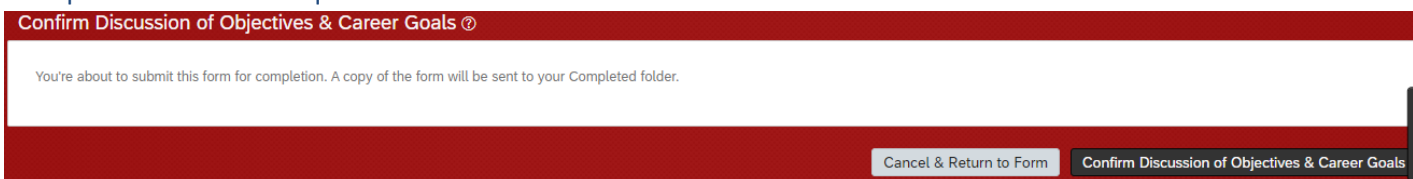
Objective Details | Other Details

Objective Name	Safety Leadership	Goal Weight	10.0%
Team Member Results and Comments			

3. Depois de fazer as edições com as quais você e seu gerente concordaram (ou concordaram que seus objetivos não exigem alterações), role até a parte inferior da página e selecione o botão intitulado "Confirmar discussão de objetivos e metas de carreira". Observe que você deve clicar no botão confirmar discussão mesmo que não tenha feito nenhuma edição em seus objetivos.

Confirm Discussion of Objectives & Career Goals

4. A etapa final é confirmar que a sua discussão semestral aconteceu.



Confirm Discussion of Objectives & Career Goals ⓘ

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Cancel & Return to Form | **Confirm Discussion of Objectives & Career Goals**

Ao clicar nesse botão, você terá oficialmente concluído o processo de calibragem semestral!

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Para gerentes - Controlando o progresso da sua equipe

1. Se você tiver subordinados diretos participando da Calibragem Semestral, poderá acompanhar o seu progresso já em sua página inicial! Os gerentes agora verão um bloco mostrando um gráfico de setores indicando quantos colaboradores confirmaram suas discussões e quantos ainda estão pendentes.



2. Se você clicar no setor do gráfico que deseja examinar, poderá ver os nomes dos colaboradores e o status de cada um.

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Perguntas?

Para perguntas relativas ao processo de calibragem semestral na sua unidade, entre em contato com o Gerente de RH local.

Para perguntas relativas ao TTMS, escreva para TalentSystemSupport@terex.com

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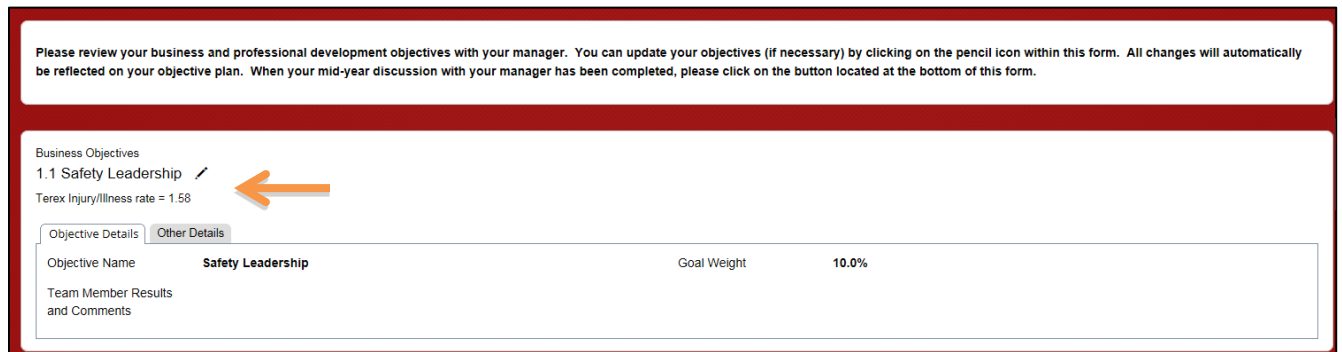
Los siguientes pasos le servirán de guía para confirmar la conversación sobre la evaluación del primer semestre de los objetivos anuales en TTMS.

Cómo conectarse a TTMS

1. Vaya a la página de inicio de sesión de [TTMS](#).

Cómo confirmar la conversación sobre la evaluación del primer semestre

1. En su lista de tareas por hacer de TTMS, haga clic en la evaluación del primer semestre de 2022.
2. Llegará a una pantalla en la que aparecen sus objetivos empresariales y de desarrollo profesional de 2022. Si usted y su jefe han hablado de la necesidad de modificar alguno de sus objetivos actuales, puede realizar la modificación en esta pantalla haciendo clic en el icono del lápiz junto al nombre de cada objetivo.



Please review your business and professional development objectives with your manager. You can update your objectives (if necessary) by clicking on the pencil icon within this form. All changes will automatically be reflected on your objective plan. When your mid-year discussion with your manager has been completed, please click on the button located at the bottom of this form.

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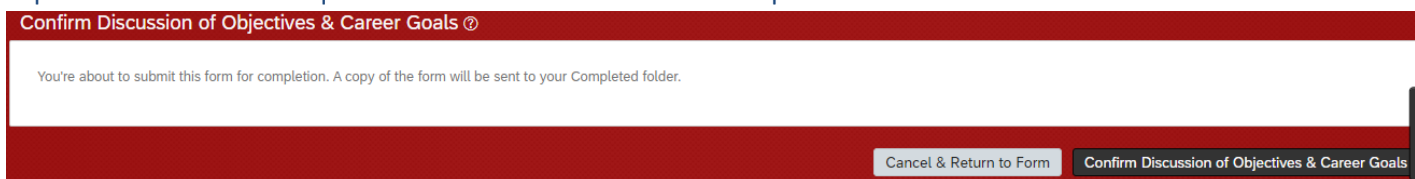
Objective Name	Goal Weight
Safety Leadership	10.0%

Team Member Results and Comments

3. Una vez que haya realizado las modificaciones que usted y su gerente acordaron (o acordaron que sus objetivos no requieren ningún cambio), desplácese hasta la parte inferior de la página y seleccione el botón titulado "Confirmar discusión de objetivos y metas profesionales". Tenga en cuenta que debe hacer clic en el botón de confirmación de debate incluso si no ha realizado ninguna modificación en sus objetivos.

Confirm Discussion of Objectives & Career Goals

4. El paso final es confirmar que ha mantenido la conversación del primer semestre.



Confirm Discussion of Objectives & Career Goals ⓘ

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Cancel & Return to Form | **Confirm Discussion of Objectives & Career Goals**

***Una vez seleccionado este botón, habrá finalizado oficialmente el proceso de evaluación del primer semestre.**

How to Confirm Your Mid-Year Calibration Discussion - Quick Guide

Para directores y jefes - Seguimiento del progreso de su equipo

1. Desde la página de inicio puede realizar el seguimiento del progreso de sus subordinados directos participantes en la evaluación del primer semestre. Los directores y jefes verán en una baldosa un gráfico de tarta con el número de ME que han confirmado su conversación y de los que aún no lo han hecho.



2. Si hace clic en una pieza del gráfico, verá los nombres de los miembros del equipo y su estado actual.

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¿Preguntas?

Para preguntas relacionadas con el proceso de evaluación del primer semestre en su planta u oficina, póngase en contacto con el Director de RR. HH. de su planta u oficina.

Para preguntas relacionadas con el TTMS, póngase en contacto con TalentSystemSupport@terex.com