

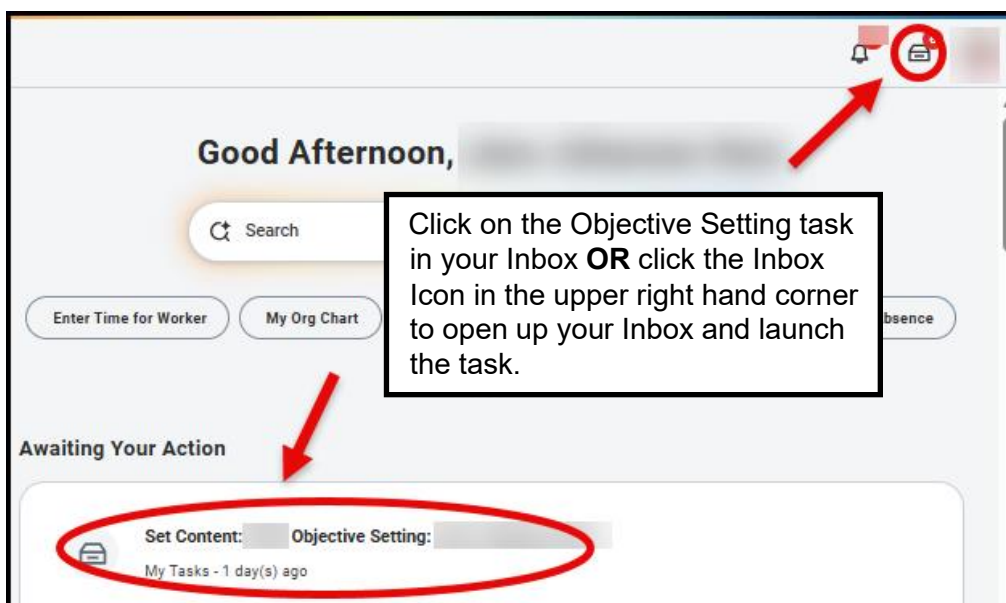
Employee User Guide for Objective Setting

This guide has been developed to help you work through the Objective Setting process. Each step you have to take is explained in this guide and supported with Workday screenshots.

If you have any trouble, please contact your HR business partner or email HR via hrteam@bioventusglobal.com.

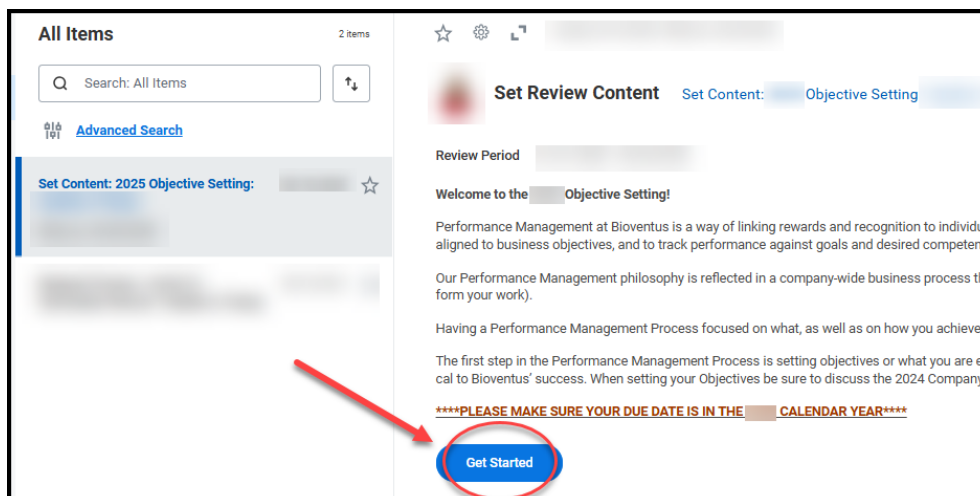
1. How to start

Once the organization wide process in Workday has been initiated, you will receive an email notification stating you need to log into the system to complete Objective Setting. Go to Workday and you will see the following screen:



2. Set Review Content

Click "Get Started"



3. Adding Objectives

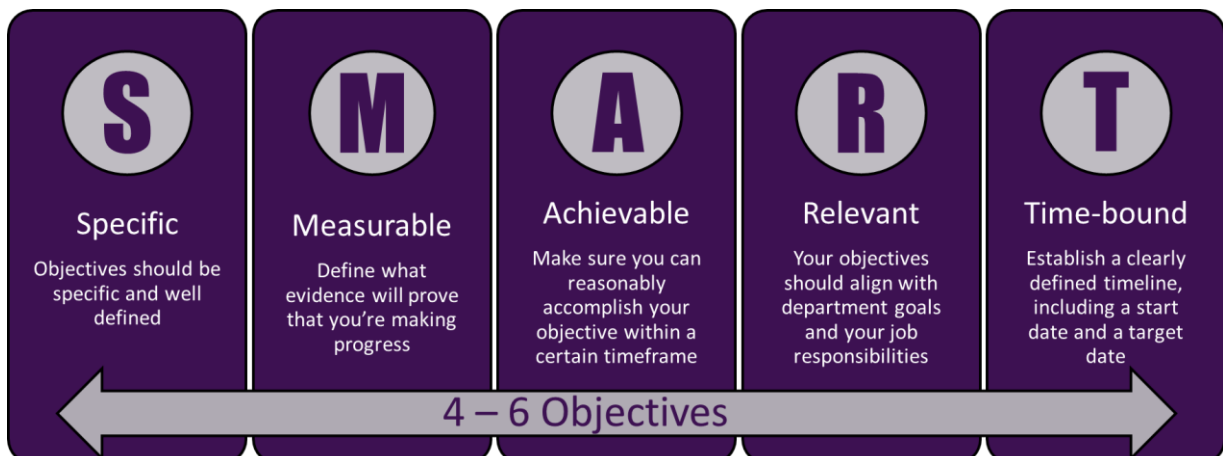
In this section, you will establish Objectives for the current performance year that align with your manager’s expectations, the Objectives of the company and written in a “SMART” format. We expect you to develop between **4-6 Objectives** for the year in addition to the one Bioventus Compliance Objective that is pre-populated for all employees with a 5% weighting.

Repeat these steps until you have added all of your objectives.

The screenshot shows the 'Set Review Content' interface. On the left, there is a section titled 'SET YOUR OBJECTIVES:' with instructions and a red circle around an 'Add' button, labeled with a purple circle containing the number 1. On the right, there is a form with several fields: 'Objective' (with a red asterisk and a 'Format' dropdown), 'Objective Action Plan' (with a 'Format' dropdown), 'Due Date' (with a calendar icon), 'Status' (with a 'select one' dropdown), and 'Weighting' (with a numeric input field). Each of these fields is labeled with a purple circle containing a number from 2 to 6. Below the form is a 'Remove' button and another 'Add' button, both circled in red and labeled with purple circles containing the number 7. To the right of the screenshot is a numbered list of instructions:

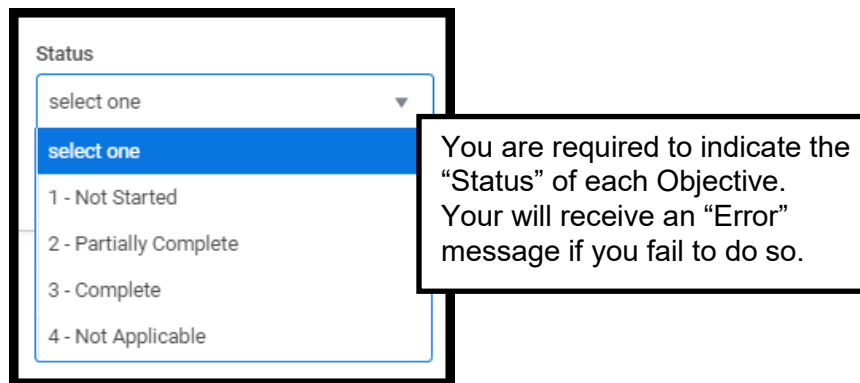
1. Select “Add” to create your 1st objective.
2. **Objective:** Describe your SMART objective here.
3. **Objective Action Plan:** Explain what milestones should be met or what actions you need to do to achieve your Objective.
4. **Weighting:** Assign a weight (%) to each Objective so that the total weighting of all objectives equals 100%.
5. **Due Date:** Indicate the due date for objective.
6. **Status:** Select the appropriate status from the drop down menu.
7. Select “Next” to add your next Objective.

What is a SMART Objective?



Pre-set Objectives (If applicable)

Some large groups of employees in the same role might have preset objectives established by their manager. If this is the case, you will see pre-populated Objective(s) when launching your Objective setting. Click on the objective to “open” up the input fields. The only field that will require additional input is the **Status** section.



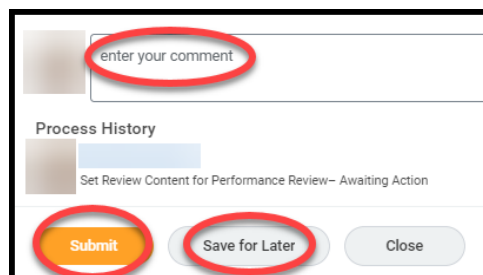
5. Submitting your Objectives

When you are finished defining your Objectives and have ensured all fields are complete, please press the “**Next**” button at the bottom of your screen.



A summary of all of your objectives will be displayed for your final review. Scroll to the bottom of the page:

- If you are ready to submit your Objectives to your manager for their review and approval, click on the “**Submit**” button.
- If you want complete at a later date, click on “**Save for Later.**” **The task will remain in your Inbox until successfully submitted.**



6. Solving issues with Errors

If you submit your review and an error message appears, select the red **Error** button and a description of the error will be displayed.

Most common errors...

- Objective percentages don't equal 100%
- Objective status is missing (Ex. "partially complete," "not started," etc.)

What's next?

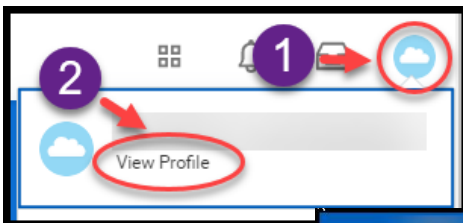
Once you submit your Objectives successfully, you will see the screen below and your Objectives will go to your manager for review.

If your manager approves your objectives, then the process is finished. We recommend a meeting with your manager to discuss your Objectives for annual planning purposes.

If your manager does not align with your proposed Objectives, they can send the task back to you with comments and/or adjustments. Make appropriate adjustments and re-submit.

7. Viewing your Objectives

You can view your Objectives after they have been submitted and approved in Workday on your personal profile page.



1. Select the cloud icon or your picture in the top right corner of the screen
2. Choose **"View Profile."**

These Objectives are what you will be evaluated on during both your mid-year and year-end review process.

Review	Review Period		
	Start Date	End Date	
2021 Objective Setting	01/01/2021	03/31/2021	View

3. Select **"Performance"** tab from the blue menu.
4. Choose the **"Performance Review"** tab.
5. Click **"View"** to see your completed objectives.