

## How to prepare for the (digital) performance review 2025

The annual performance review is your chance to reflect on your successes, challenges and goals. The new digital performance review makes everything more transparent and easier. This checklist will help you to optimally prepare for the meeting and ensure that you think of everything.

### Checklist for employees

#### My 2025 performance review will...

- ... performed on paper. → continue at 1)
- ... carried out digitally. → continue with 2)

If you don't know, ask your manager.

#### 1 On paper

Contact your manager. They can give you the paper form so that you can prepare for the interview.

##### 1.1 Preparation

- I would like to assess myself in preparation for the interview.**

*Use the paper form for preparation. At [emag.bellfoodgroup.com](http://emag.bellfoodgroup.com) you will find various translations in the 'Preparation' section.*



- I would like to evaluate my manager in preparation for the interview.**

*Use the paper form for preparation (section: Feedback from the employee to the manager).  
Remember: Feedback to your manager is mandatory.*

##### 1.2 Interview and signature

Bring your prepared paper form to the interview. Sign your manager's form by hand after the interview.

## 2 Digital

### I have...

- ... a personal work computer. → continue with 3)
- ... no personal work computer. → continue at 4)

## 3 Digital: With personal work computer

The interview form will be opened by your local HR in January. You will then receive an invitation by e-mail. Click on the link and log in to the digital performance review platform with your single sign-on.

You can also access the eMAG platform via the following link: [eMAG platform](#)

### 3.1 Preparation

- I would like to assess myself in preparation for the interview.**  
*Open your interview form on [the digital performance review platform](#) and the self-assessment. Your manager will only see your assessment during the interview. Then save the form.*
- I would like to evaluate my manager in preparation for the interview.**  
*Open your interview form on the [digital performance review platform](#) and fill in your manager's assessment. Your manager will only see your assessment during the interview.  
Remember: Feedback to your manager is mandatory. Then save the form.*

### 3.2 Interview and signature

At the interview, your manager will all notes in the digital form. After the interview, you will receive another email asking you to sign the form digitally. Log in to the digital performance review platform, read through the form and sign it digitally.

### 3.3 Help

- My single sign-on is not working. → Please contact your local IT.
- I don't see my digital performance review form. → Please contact your manager.
- My data on the digital performance review platform is incorrect. → Please contact your manager.

## 4 Digital: Without personal work computer

- I would like to talk to my manager must not register on the digital performance review platform. → continue at 5)
- I would like to register on the digital performance review platform before the interview with my manager and I would like to...
  - on a business device\*. → continue at 6)  
\* e.g. kiosk PC or kiosk tablet
  - on my private device. → continue at 7)

## 5 Without login before performance review meeting

You do not want to register in advance on the digital performance review platform. If you would still like to look at the form before the interview, you can find the form at [emag.bellfoodgroup.com](https://emag.bellfoodgroup.com) in the 'Preparation' section.



Please keep this in mind:

-If you have never registered on the eMAG platform before the interview, please bring the sheet with your access data with you to the interview. After the interview, you will need to log in to the [eMAG platform](https://emag.bellfoodgroup.com) once and sign the interview digitally. You can find video instructions at [emag.bellfoodgroup.com](https://emag.bellfoodgroup.com).



[emag.bellfoodgroup.com](https://emag.bellfoodgroup.com)

–Feedback to your manager is mandatory. If you do not wish to complete the evaluation digitally in advance, prepare for the feedback using the paper form at [emag.bellfoodgroup.com](https://emag.bellfoodgroup.com) and share it verbally with your manager.

## 6 Preparation on a business device

You want to use a kiosk PC or a kiosk tablet to prepare for the performance review.

- I have access to a business device. → continue at 7.1)
- I **don't have** access to a business device or I don't know, how to get a kiosk PC/kiosk tablet. → Contact your or your local HR department.

## 7 Preparation on a private device

log in to [the digital performance review platform](https://emag.bellfoodgroup.com) from a private device, you need to set up multi-factor authentication (MFA). You can find all the information on how to set up MFA at [emag.bellfoodgroup.com](https://emag.bellfoodgroup.com).



[emag.bellfoodgroup.com](https://emag.bellfoodgroup.com)



eMAG platform

## 7.1 Preparation

- I would like to assess myself in preparation for the interview.**

Open your interview form on [the digital performance review platform](#) and the self-assessment. Then save the form. Your manager will only see your assessment during the interview.

At [emag.bellfoodgroup.com](http://emag.bellfoodgroup.com) you will find video instructions on how to fill out the form.



[emag.bellfoodgroup.com](http://emag.bellfoodgroup.com)



eMAG platform

- I would like to evaluate my manager in preparation for the interview.**

Open your interview form on the [digital performance review platform](#) and fill in your manager's assessment. Your manager will only see your assessment during the interview.

Remember: Feedback to your manager is mandatory. Then save the form.

At [emag.bellfoodgroup.com](http://emag.bellfoodgroup.com) you will find video instructions on how to fill out the form.



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eMAG platform

## 7.2 Interview and signature

At the interview, your manager will enter all notes on the digital form. After the interview, you must sign the form digitally. Log in to the [digital performance review platform](#), read through the form and sign it digitally.

At [emag.bellfoodgroup.com](http://emag.bellfoodgroup.com) you will find video instructions on how to sign the form digitally.



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