



Name of the Document:

TALENT MANAGEMENT PROCEDURE

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1. PURPOSE

The purpose of this procedure is to evaluate the business results and the potential of our employees for the future within the framework of our Talent Management model, identify and manage the talents that make a difference.

2. CONTENT

It covers all administrative staff.

3. DESCRIPTIONS

4. APPLICATION

4.1. Competence Model

4.1.1. The Competence Model is our values that consist of the competences we define as "Observable behaviors that reveal high work performance" and constitute our corporate culture.

4.1.2. The competencies identified in this context are as follows:

Basic Competences:

- Team Work and Cooperation
- Effective Communication
- Compliance with Corporate Policies and Rules
- Corporate Loyalty and Belonging
- Being Open to Suggestion and Development
- Individual Efficiency and Motivation

Functional Competences

- Resource Management
- Representation Ability
- Research & Development
- Openness to Learning and Development
- Innovation
- Analytical Thinking
- Process Design
- Project Management
- Solving Problems and Giving Decisions
- Time Management
- Effective Reporting
- Compliance with Procedures and Processes

For Commercial Team

- Customer Orientation
- Conflict management
- Ability of persuasion
- Self-motivation power

Managerial Competences

- Leadership
- Decentralization/delegation
- Performance management
- Risk and opportunity management
- Crisis management



- Cost management
- Using Initiative
- Educating (Coaching)

4.2. Competence management system

- 4.2.1.** 180 ° evaluation system is applied in the Competence Management process.
- 4.2.2.** The 180 ° evaluation process involves the evaluation of the parties who can observe the behaviors expected of the person from different angles.
- 4.2.3.** In other words, each employee performs his/her self-assessment and is evaluated by the manager.
- 4.2.4.** Strong and open areas for each employee are determined with this application. Strengths are reinforced through development planning and areas open to improvement are improved.
- 4.2.5.** It is one of our most important responsibilities to ensure that our employees are able to use their potentials in the right places with competency and performance results, and to move our institution to the future by offering them opportunities to develop themselves at the end of this process.

4.3. Talent Pool

- 4.3.1.** It is aimed to improve, reward our employees and increase their motivation within the scope of the talent pool formed after systematic evaluation of employee performance and competencies.
- 4.3.2.** Talent Management Form is used in the process of identifying talent pool candidates.
- 4.3.3.** Some of the talent pool applications include:
- Leader development programs
 - Special prizing
 - Prioritization in promotions
 - Coaching
 - Expansion of responsibility area, rotation application
 - Trainings for technical knowledge
 - On-the-job training
 - Applications to increase motivation
 - Guidance via feedback
 - Special prizing

4.4. Career Planning

- 4.4.1.** You are given the opportunity to change career paths or move to a higher position with the experience gained or to continue your career path in a different unit.
- 4.4.2.** Accordingly, Horizontal or Vertical Career movements are implemented in Career Planning processes. The measurement and evaluation process starts in line with the qualifications required by the position and the transition criteria between levels in the Horizontal or Vertical Career Movement of the employee.
- 4.4.3.** The following criteria are analyzed in this direction and the evaluation processes of the employees who are approved are completed:
- Competency and Performance Evaluation Results
 - Professional Perspective (Experience content covering the working area of the position)
 - Education and Certificate Information
 - Foreign Language Level
 - Personal Treats
 - Experience Year



- 5. RELATED DOCUMENTS**
- 5.1.** Career Management and Backup Procedure
- 5.2.** Talent Management Form