

This instruction explains step-by-step why and how access to the old GROW reports is organized differently in the new system.



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Introduction

In order to fulfill their roles effectively, managers and employees need access to the right information and resources. At the same time, we must handle personal data with care and take into account the capabilities and limitations of our current systems. That is why access to GROW reports is organized as follows.

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Which access?

- The employee has access to their own GROW reports at all times.
- The current manager may view at least the completed GROW interviews that have been conducted with the employee.
- If an employee does not change position, the new manager may at least view the employee's most recent completed GROW report in order to continue agreements and assess the employee's performance.
- If an employee does change position, the new manager may not, in principle, view the employee's old GROW reports.
- **More access:** in the case of a development program or formal HR process, the (new) manager may be given access to the complete history of GROW reports, including appendices. This is preceded by an assessment by the HR advisor as to the extent to which this access is necessary.

The following applies to old completed R&O reports and GROW reports that have been transferred from previous systems to the Talent en Ontwikkelplatform (TOP) and can be found via the menu within TOP (top left) under my employee file:

- These can be viewed by the employee.
- These cannot be viewed by the manager.
- The manager can request the latest report from the ASSC Personnel Service Point. The manager can also request the report from the employee.

For GROW reports that were started in TOP and can be found via the menu within TOP (top left) under GROW or via the GROW conversations tile on the TOP homepage, the following applies:

- These can be viewed by the employee.
- These can be viewed by the manager as long as this manager remains in place.
- A new manager can request access to the latest report from the ASSC Personnel Service Point. The manager can also request the report from the employee themselves.
- **More access:** the (new) manager submits the situation to the HR advisor, who assesses whether there is sufficient need to make previous R&O/GROW reports available to the manager. The HR advisor requests these reports from the ASSC (Servicepunt Personeel)