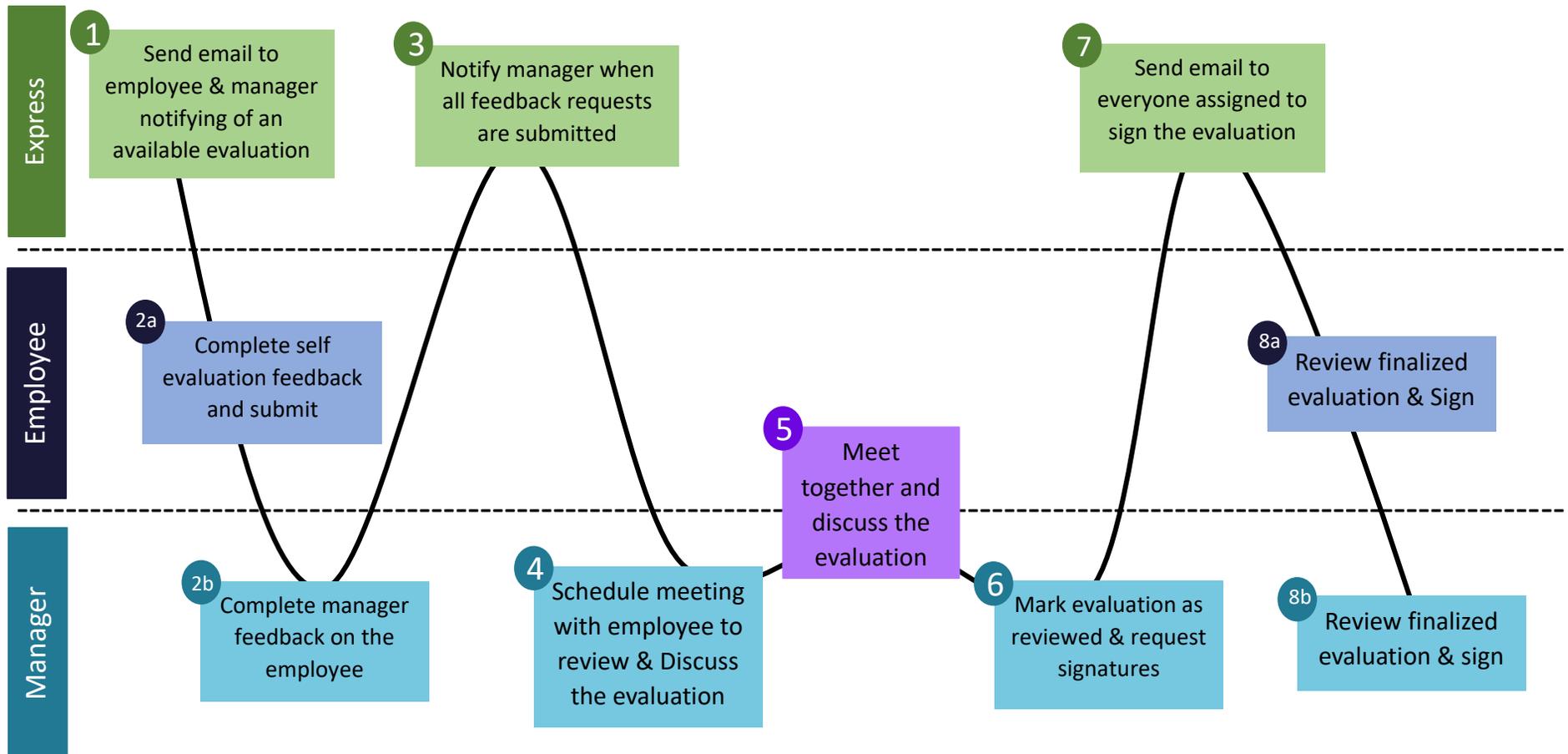
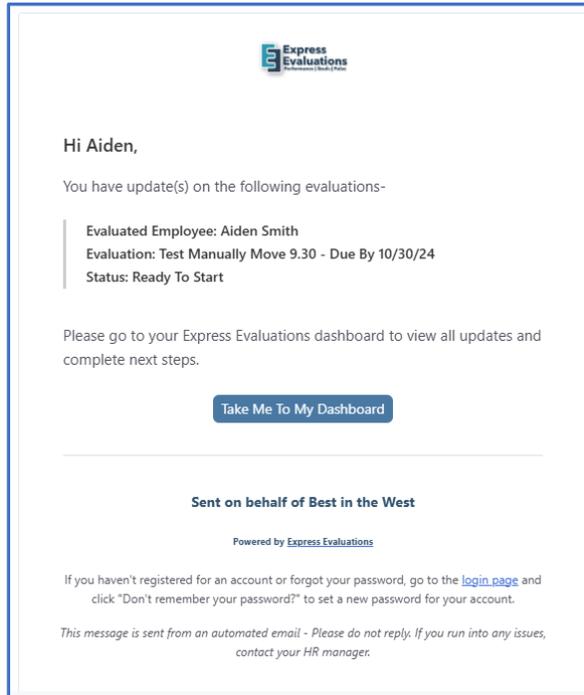


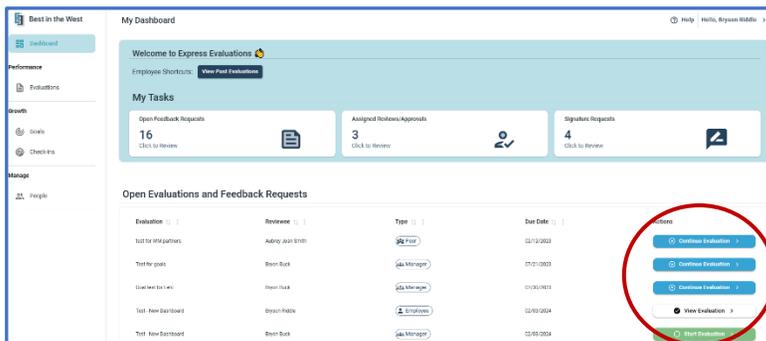
# Manager Evaluation Overview



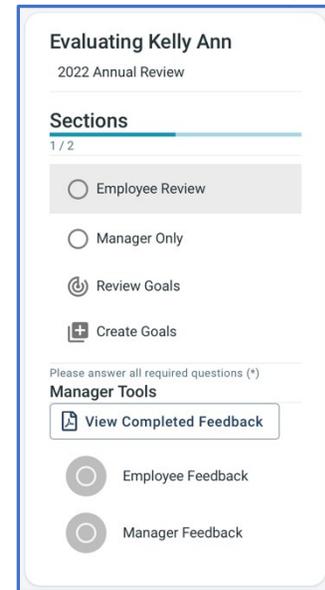
1. When an evaluation for you or someone you manage is available, you will receive an email notifying you of outstanding task. Go to your dashboard to review all outstanding items.



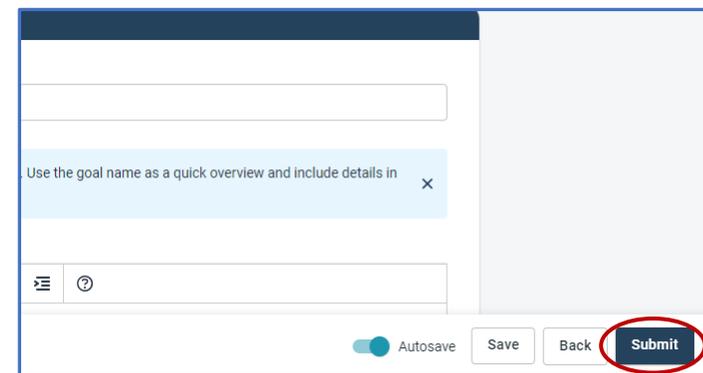
2. From your Dashboard click "Start Evaluation" to begin the evaluation for any of the employees you manage



3. Complete each section of the evaluation, including Review Goals and Create Goals, if applicable. You can also download a copy of the employees response, if the employee completed their self-evaluation before you.



4. Once all sections are completed (indicated with a checkmark next to each section), click "Submit" to complete your feedback request.



- After you submit an evaluation for an employee, schedule a time to meet with the employee to review the evaluation with them.
- If you need to add additional signers to the evaluation, click on "Request Additional Signers" and add employee(s) from the organization

2023-2024 Annual Review  
**Jess Egbert**

Reviewing Evaluation for Jess Egbert Mark As Reviewed And Ask For Signature

**Evaluation Information**  
Employee: **Jess Egbert**  
Reviewing Manager: **Nick Shorter**  
Employee Completed: **9/27/2024**  
Manager Completed: **9/27/2024**

**Scoring**  
Employee Score: **Developing**  
Manager Score: **Outstanding**

3 SECTIONS, 14 QUESTIONS  
**Feedback**

SECTION 1  
**Core Performance Evaluation**

★ Section Scoring Employee: 130/240 points Manager: 210/240 points

QUESTION 1  
Quality of Work: How would you rate the quality of work performed over the past evaluation period?

Mark As Reviewed And Ask For Signature Request Additional Signers Download PDF

- After meeting with the employee, click “Mark as Reviewed and Ask for Signatures”

2023-2024 Annual Review  
**Jess Egbert**

Reviewing Evaluation for Jess Egbert Mark As Reviewed And Ask For Signature

**Evaluation Information**  
Employee: **Jess Egbert**  
Reviewing Manager: **Nick Shorter**  
Employee Completed: **9/27/2024**  
Manager Completed: **9/27/2024**

**Scoring**  
Employee Score: **Developing**  
Manager Score: **Outstanding**

3 SECTIONS, 14 QUESTIONS  
**Feedback**

SECTION 1  
**Core Performance Evaluation**

★ Section Scoring Employee: 130/240 points Manager: 210/240 points

QUESTION 1  
Quality of Work: How would you rate the quality of work performed over the past evaluation period?

Mark As Reviewed And Ask For Signature Request Additional Signatures Download PDF

- All finalized evaluations can be reviewed by going to the finalized evaluation tab, on the evaluations page.

Best in the West

Dashboard

Performance **Evaluations**

All Evaluations My Assigned Evaluations **Finalized Evaluations**

Group By Team Department Location Job Title Manager Mismatched Manager Clear X

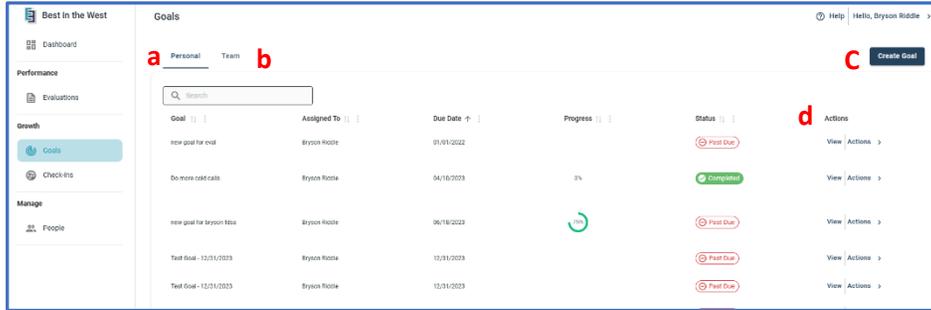
Search

Evaluation	Due Date	Completed	Employee Status
	Min	Max	
Regular Review Bryson Riddle	01/09/2022	01/08/2022	Bryson Riddle
Regular Eval - signature not required/no signature Bryson Riddle	01/09/2022	01/08/2022	Bryson Riddle

Regular Evaluation...

## GOALS

9. If your company is utilizing goals, you can review, edit, make comments, mark goals as completed, or create new goals for yourself, or any employee that reports to you or is in your downline within your organization.



Goal	Assigned To	Due Date	Progress	Status	Actions
new goal for eva	Bryson Riddle	01/01/2022		Post Due	View   Actions
Do more cold calls	Bryson Riddle	04/16/2023	5%	Completed	View   Actions
new goal for bryson rida	Bryson Riddle	06/16/2022		Post Due	View   Actions
Test Goal - 12/31/2023	Bryson Riddle	12/31/2023		Post Due	View   Actions
Test Goal - 12/31/2023	Bryson Riddle	12/31/2023		Post Due	View   Actions

- Personal – All of your goals will live here. Any goal you created during the evaluation flow, or goals created outside the evaluation flow will all appear here, including in progress, completed, and past due.
- Team – Goals for all employees who report to you (or are in your downline within your organization) will appear here. Goals created by the employees, or by you for your employees, will be housed here.
- Great Goal – If you need to create a new goal at any time, click “Create Goal” to get started. You can also create a goal for an employee.
- View | Actions – You can view goals and add additional comments, update the status to completed, or update/change the goal by clicking “actions”

10. If you have any questions about the evaluation process, contact your HR department. If you have any questions regarding the system itself, you can send an email to [support@expressevaluations.com](mailto:support@expressevaluations.com).