Manager Evaluation Overview





 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

Best in the West	My Dashboard				() Holp Hollo, Bryson Riddle →
En Deshtoed Performance Deswfb Coavis	Welcome to Express Evaluat Employee Shortcure: Www.Peel Pr My Tasks Open Peetback Requests 16 Clock to Review		Assigned Restmut Approvals 3 Click to Resterv	0	ngualan ingualan 4 Patri Patri
Manage <u>23.</u> Propie	Open Evaluations and Fee	dback Requests			
	Evaluation 11	Reviewee 11 i Aubrey Jean Smith Bryon Buck	Type 11 - 1 (Re Proc.) (au Manager)	Due Date ()	Contract Exclusion ()
	East lead for Leve Test - New Dantband Test - New Dantband	Nyon Nata Biyson Natie Biyon Buck	(La Maragar) (L Employee) (da Maragar)	07/00/0004 02/03/0024 02/03/0024	Continue Evaluation 2

 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.

Sectio	ons
1/2	
O	Employee Review
0	Manager Only
() ()	Review Goals
	Create Goals
Please an Manag	swer all required questions (*) er Tools
🖾 Vi	ew Completed Feedback
0	Employee Feedback

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





- 5. 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	Scoring	
Employee: Jeel Egbert Reviewing Manager: Nick Shorter Employee Completed: 9/27/2024 Manager Completed: 9/27/2024	Employee Score: Developing Manager Score: Outstanding	
s sections, sequestions Feedback		
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 ow	er the past evaluation period?	
	🔁 Mark As Reviewed And Ask For Sig ature 📑 Request	Additional Signatures 🔮 It swnload PDF

7. After meeting with the employee, click "Mark as Reviewed and Ask for Signatures"

ving Evaluation for Jess Egbert	Mark As Reviewe	nd And Ask For Signature
ation Information	Scoring	
Employee: Jess Egbert Reviewing Manager: Nick Shorter Employee Completed: 9/27/2024 Manager Completed: 9/27/2024	Employee Score: Developing Manager Score: Outstanding	
s sections, 14 questions Feedback		
Performance Evaluation		

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

Best in the West	Evaluations			
Dashboard	All Evaluations My As	ssigned Evaluations Finalized Evaluation	ions	
Performance	Group By Team Depart	ment Location Job Title Manager M	Vismatched Manager Clear X	
Evaluations	Q Search			
Growth	Evolution 1	Due Date 11	Completed and	Fereleure Otetus
(b) Goals		Min Max		Employee status $1_1 = 1_2$
Check-ins	Regular Review	01/09/2022	01/08/2022	Bryson Riddle
Manage				
2 People	Regular Eval - signature not required/no signature	01/09/2022	01/08/2022	🖉 Bryson Riddle
	Bryson Riddle			



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.

Best in the West	Goals					(2) Help Hello, Bryson Riddle >
Dashboard	A Personal Team					Create Goal
Performance	<u>ч</u> р					
Evaluations	Q. Search					
Growth	Goal 11	Assigned To	Due Date 🛧 🗄	Progress 1	Status 11	C Actions
🕲 Coals	new goal for eval	Bryson Riddle	01/01/2022		(Past Due)	View Actions >
Check-Ins	Do more cold cells	Bryson Riddle	04/10/2023	0%	Completed	View Actions >
Manage						
People	new goal for bryson fdsa	Bryson Ridcle	06/18/2023	25%	Past Due	View Actions >
	Test Goal - 12/31/2023	Bryson Riddle	12/31/2023		(Past Due	View Actions >
	Test Ooil - 12/31/2023	Bryson Riddle	12/31/2023		Past 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.
- b. 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.

