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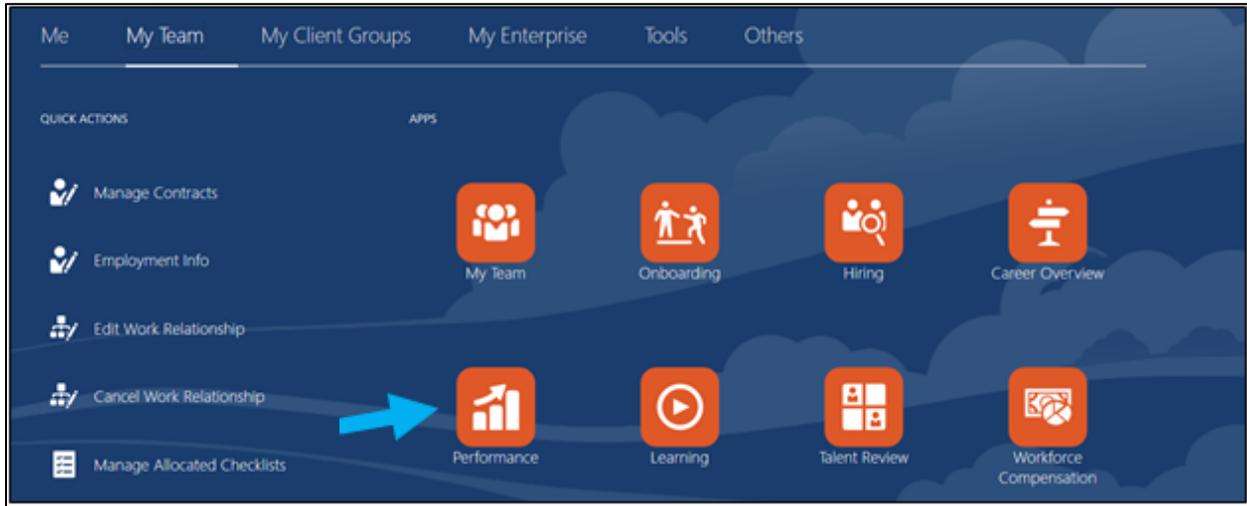
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Manager Evaluation of Employee

From the 'My Team' section, click the **Performance** icon.



From here managers can:

- View current and completed evaluations
- Review specific tasks
- Evaluate employees

Click the document name to evaluate an employee (this will be different each quarter.)



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Click **Evaluate** in the evaluation topics section.

Document Details

Evaluation Topics

Production Skills 1 of 17 rated 1 of 17 commented	Evaluate
Essential Skills 0 of 7 rated 0 of 7 commented	Evaluate
Attendance 0 of 1 rated 0 of 1 commented	Evaluate
Manager Calculated Rating (0.00)	Employee Calculated Rating (0.00)
Safety Violations 0 of 1 rated 0 of 1 commented	Evaluate
Manager Calculated Rating (0)	Employee Calculated Rating
Questionnaire	Evaluate

Managers can review the employee's ratings and participant feedback from this screen.

Click **Edit** to complete the employee's evaluation. Managers can click **Save** and return to the document for completion as needed. *Character limit is 4000 characters per text box

Ratings and Comments

Helper - Ceiling wires-bridging

Helper I: Competent to install ceiling wires with different anchor systems: twist, shot, screw, lag eye screws, bar joists; wires must be 6" off wall and spaced 4' on center or per job specifications, wires must be hanging in a straight line, bridged properly when obstructions overhead, length of wires per ceiling elevation Helper II: Consistently productive

Manager Proficiency Level 3 - Exceeds Expectations	Employee Proficiency Level 2 - Meets Expectations
Manager Comments test	
Employee Comments	

Show Proficiency Level Descriptions

Helper - Identifies and properly handles trade materials
Demonstrates knowledge of trade materials including names, applications, gauges, sizes, shapes; demonstrates competence handling materials

Manager Proficiency Level	Employee Proficiency Level
Manager Comments	
Employee Comments	

Show Proficiency Level Descriptions

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Click **Edit** in the Overall Summary section to provide an overall rating and comments.



Click **Edit** in the attachments section to review or upload supporting documents, if applicable.



Click **Submit** at the top of the screen to prompt the next step in the performance process.

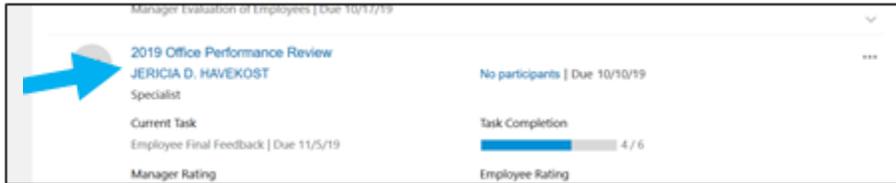


Manager Confirms Review Meeting Held

After managers have met with each employee to discuss performance, managers will document the meeting date inside of MyMAREK.

Navigate to 'My Team' Performance.

Select the performance document and employee for which you are progressing to the next step of the process.



A screenshot of a performance review card. At the top, it says "2019 Office Performance Review" and "JERICIA D. HAVEKOST". Below that, it lists "Specialist", "Current Task", "Employee Final Feedback | Due 11/5/19", and "Manager Rating". On the right side, it says "No participants | Due 10/10/19", "Task Completion" with a progress bar at 4/6, and "Employee Rating". A blue arrow points to the top left corner of the card.

Click **Indicate Meeting Held**.



A screenshot of the "Information" section. It features a blue icon of a person with a magnifying glass, the text "Information", and the instruction "Select the date of the review meeting." On the right side, there is a grey button labeled "Indicate Meeting Held". A blue arrow points to this button.

Select the date you held the review meeting. Click **Submit**.



A screenshot of the "Confirms Review Meeting Held" form. The title "Confirms Review Meeting Held" is at the top, with a "Submit" button to its right. Below the title, it says "IDEN". The main section is titled "Details" and contains a form field for "Meeting Held Date" with the value "10/25/19". A blue arrow points to this date field.

Manager Shares Performance Document

Manager evaluation of employees are not visible until the manager completes the “Share and Release” step in the process.

Navigate to ‘My Team’ Performance.

Select the performance document you want to share.

Click **Share and Release**.



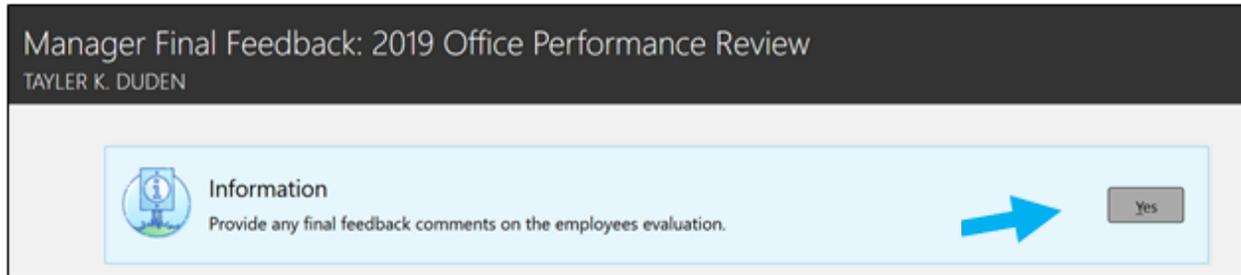
Manager Final Feedback

Providing manager final feedback is the last step in the performance process. Employees will need to provide final feedback before the manager completes this action.

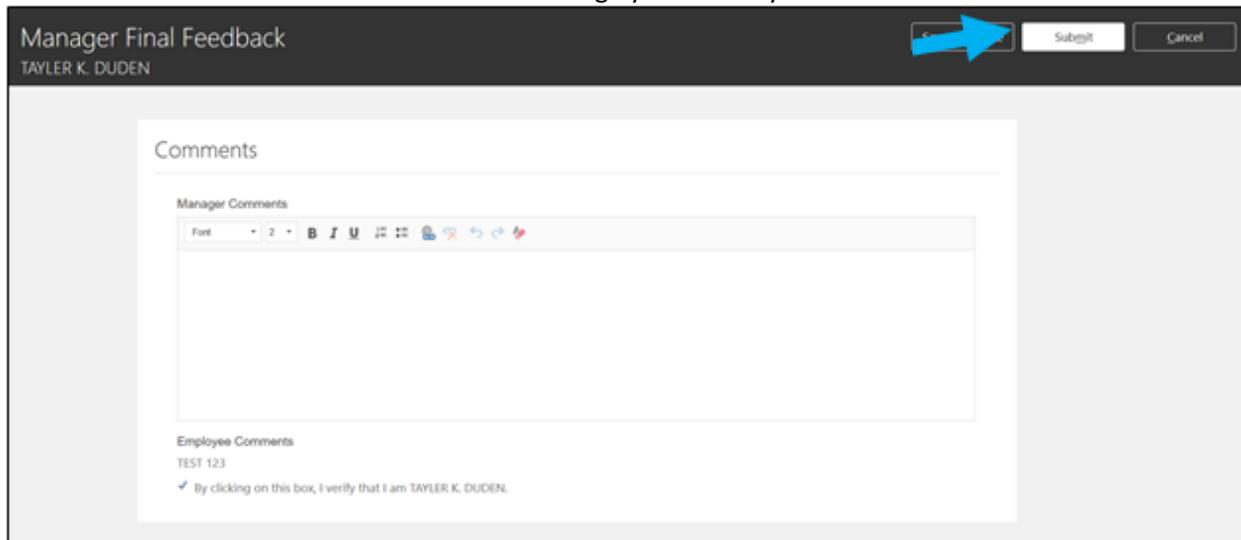
Navigate to 'My Team' Performance.

Select the performance document you want to complete.

Click **Yes**.



Document final comments and click to acknowledge your identity.



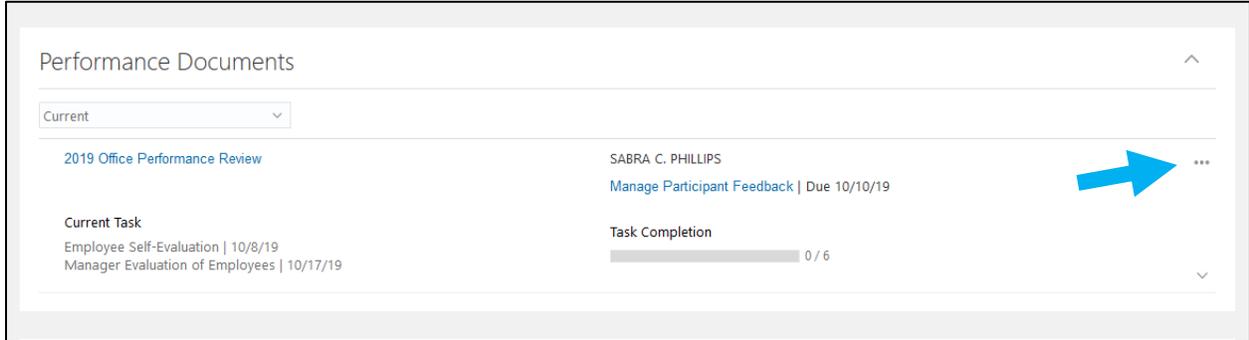
Click **Save and Close** to return to the final feedback later.

Click **Submit** to finalize the employee performance process.

Manage Participant Feedback

Employees and managers can request participant feedback for additional comments and insight on an employee's performance evaluation.

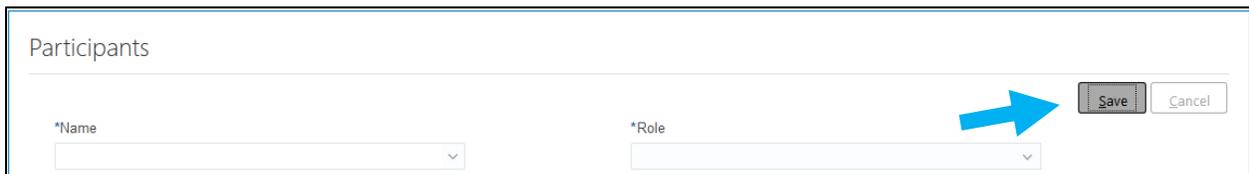
Navigate to the current performance document. Click the 



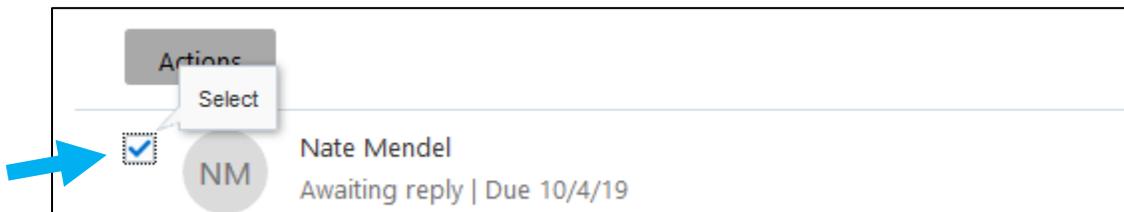
Click **Manage Participant Feedback**



Click **Add**, search by participant name, select role then click **Save**.

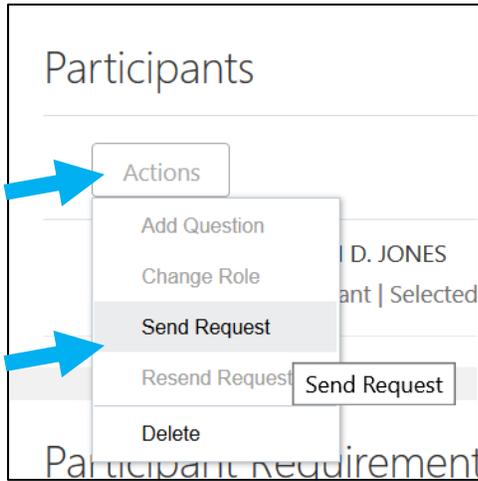


Select the check box next to the participant's name.



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Click **Actions**.

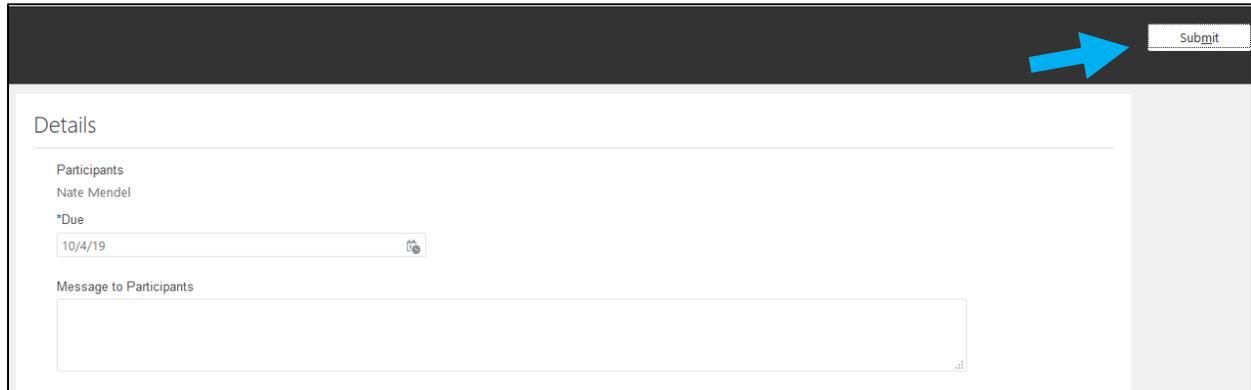


Click **Send Request**.

Select Due Date.

Enter message to participant.

Click **Submit**.

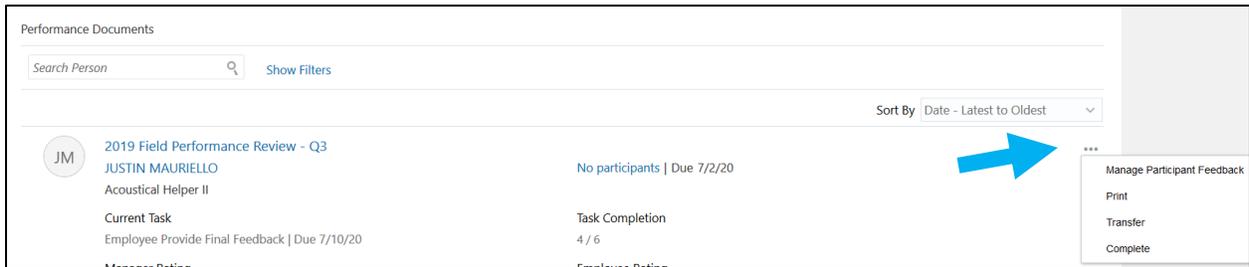


Transfer Performance Document

Managers can transfer an employee's performance review to another manager if necessary. Completing this action will reassign the performance document, completed comments and associated tasks to the new manager.

If you transfer the performance document, you will no longer have access to evaluate or view the evaluation for this employee.

Navigate to the current performance document. Click the 

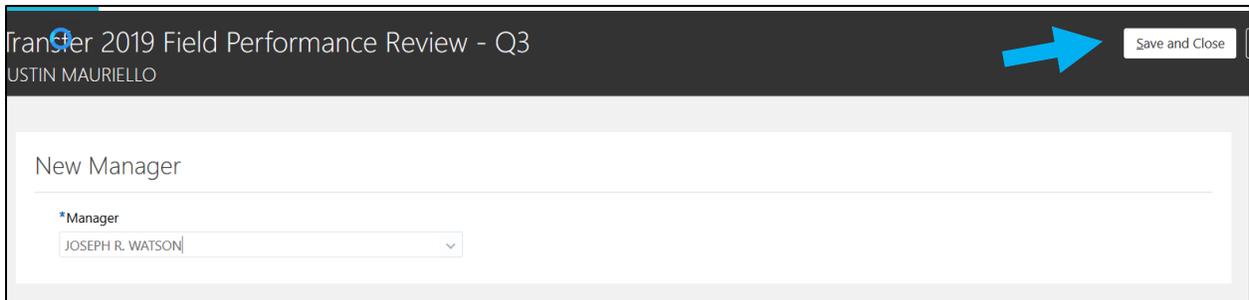


The screenshot shows a list of performance documents. The first document is titled "2019 Field Performance Review - Q3" for Justin Mauriello, an Acoustical Helper II. It has no participants and is due on 7/2/20. Below the name, it shows a current task: "Employee Provide Final Feedback" due on 7/10/20, with 4 out of 6 tasks completed. A blue arrow points to the three-dot menu icon to the right of the document name. The dropdown menu is open, showing options: "Manage Participant Feedback", "Print", "Transfer", and "Complete".

Click **Transfer**

Search and select for the new manager's name.

Click **Save and Close**.



The screenshot shows the "Transfer" dialog box for the "2019 Field Performance Review - Q3" document for Justin Mauriello. A blue arrow points to the "Save and Close" button in the top right corner. Below the document title, there is a section titled "New Manager" with a search bar. A dropdown menu is open, showing "JOSEPH R. WATSON" as the selected option.