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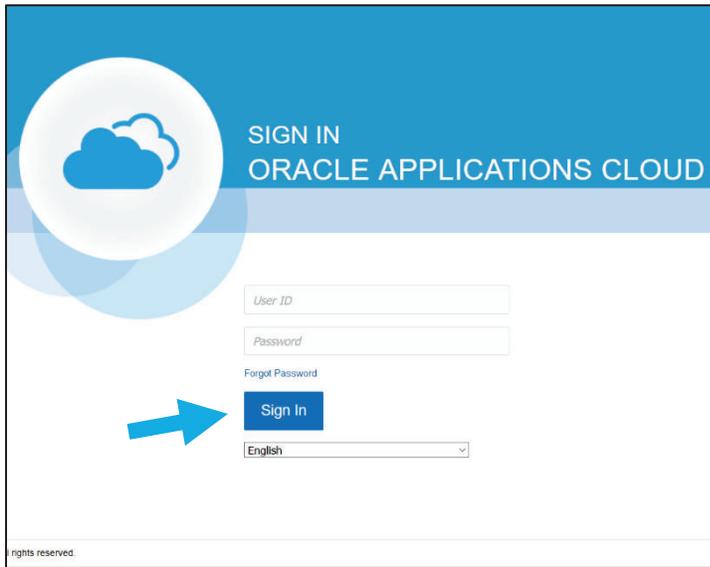
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Employee Self-Evaluation

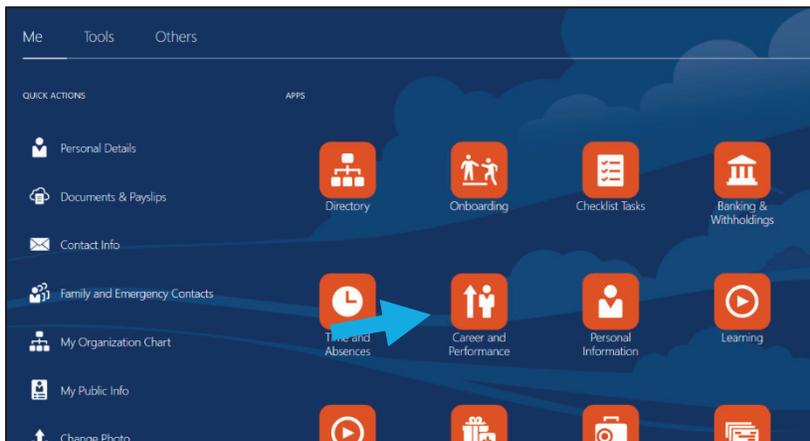
Log into MyMAREK (www.mymarek.com)

Username: Employee ID

Password: Your password



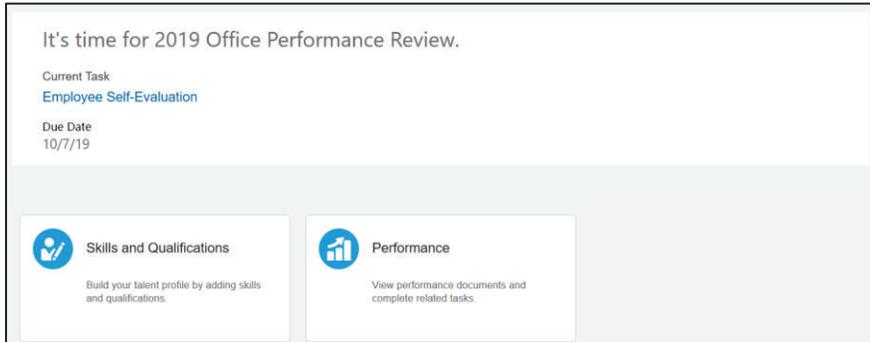
From the 'Me' section, click the **Career and Performance** icon.



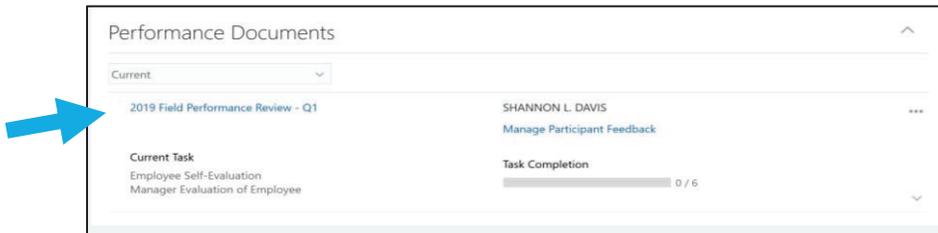
MyMAREK Performance Quick Guide

Employees arrive on the performance-landing page. From here employees can:

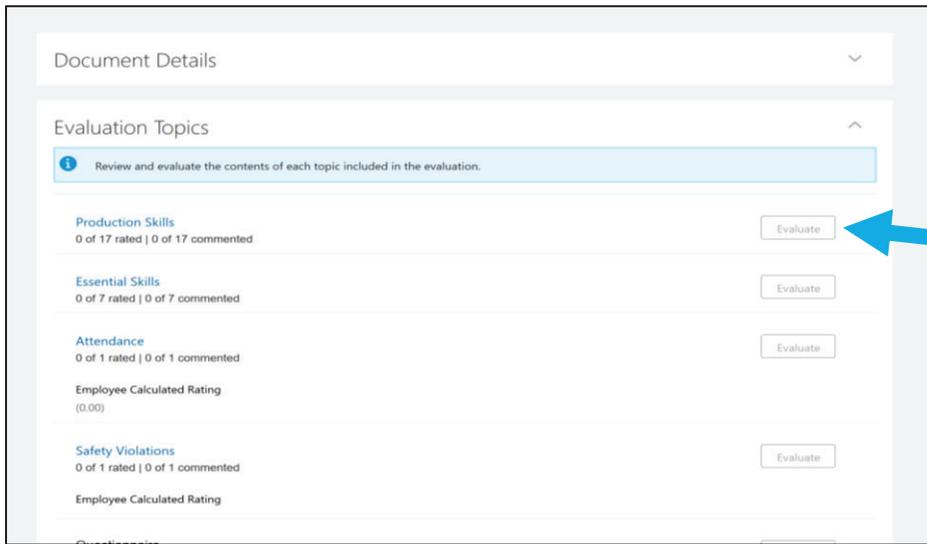
- Access their skills and qualifications page
- View current and completed Performance



Click **Employee Self-Evaluation**.



Click the **Evaluate** button of the Production Skills to complete the performance review.



MyMAREK Performance Quick Guide

Start evaluating the skills assigned to you based on your current level of experience and wages, read the definition of the skill according to each level and then proceed to evaluate accordingly.

Click **Show Proficiency Level Descriptions** to determine which rating to assign yourself.

The screenshot shows the 'Rate and Comment' section of the MyMAREK interface. At the top, there's a header with 'my MAREK' and a user profile for Justin Mauriello. Below the header, there's a 'Rate and Comment' section with a blue information box that says 'Evaluate the included competencies.' The main content area displays a skill description for 'Helper - Ceiling wires-bridging' and a dropdown menu for 'Employee Proficiency Level'. The dropdown menu is open, showing four options: '3 - Exceeds Expectations', '2 - Meets Expectations', '1 - Needs Improvement', and 'N/A'. A blue arrow points to the dropdown menu, and another blue arrow points to the 'Show Proficiency Level Descriptions' link below it.

Continue evaluating all the skills assigned to you, you will also see the next level skills, in other words you will see what needs to be learned and performed to move to the next level. Include additional notes in the comments section for each skill.

Once you're finished evaluating the Performance Skills, click the **Save and Close** button to continue the performance review.

The screenshot shows the 'Rate and Comment' section of the MyMAREK interface, focusing on the 'Employee Comments' section. The interface displays a text area for comments with a rich text editor toolbar. Below the text area, there's a 'Show Proficiency Level Descriptions' link and a dropdown menu for 'Employee Proficiency Level'. A blue arrow points to the 'Save and Close' button at the top right, and another blue arrow points to the 'Show Proficiency Level Descriptions' link.

MyMAREK Performance Quick Guide

Click the **Evaluate** button of the Essential Skills to complete the performance review.

The screenshot shows the 'Employee Self-Evaluation: 2019 Field Performance Review - Q1' interface. At the top, there's a navigation bar with the 'my MAREK' logo and a user profile for Justin Mauriello. Below the navigation bar, there's a 'Document Details' section and an 'Evaluation Topics' section. The 'Evaluation Topics' section contains a list of topics, each with an 'Evaluate' button. A blue arrow points to the 'Evaluate' button for 'Essential Skills'.

Topic	Rated	Commented	Action
Production Skills	0 of 17 rated	0 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
Employee Calculated Rating	(0.00)		
Safety Violations	0 of 1 rated	0 of 1 commented	Evaluate
Employee Calculated Rating			

Evaluate each skill by reading the definition for each level, if you're not sure if you're meeting or exceeding, click on **Show Proficiency Level Descriptions**.

Once you're done with all the skills click the **Save and Close** button to continue the performance review.

The screenshot shows the 'Evaluate Essential Skills' interface. At the top, there's a navigation bar with the 'my MAREK' logo and a user profile for Justin Mauriello. Below the navigation bar, there's a 'Rate and Comment' section. The 'Rate and Comment' section contains a dropdown menu for 'Employee Proficiency Level' and a 'Show Proficiency Level Descriptions' button. A blue arrow points to the 'Show Proficiency Level Descriptions' button.

Always seeks to improve
Exceeds: Proactively seeks feedback to improve him or herself, open to new ideas and innovation, consistently takes advantage of training opportunities, seeks out new challenges; seeks to learn new things Meets: Appreciates honest feedback to improve skills and/or behavior, is open to new ideas, takes advantage of training opportunities, seeks to learn new things Needs Improvement: Resistant to feedback or only accepts it begrudgingly, closed to new ideas, fails to take advantage of training opportunities

Employee Proficiency Level: [Dropdown]

Employee Comments: [Text Area]

Show Proficiency Level Descriptions

Consistently delivers quality work
Exceeds: Outstanding quality, work is consistent with job specifications and industry standards, someone the supervisor calls on to perform detail oriented or complex tasks Meets: Considers accuracy and appearance of work, is committed to producing a quality product and to continuous improvement, builds and installs right the first time, no-punch attitude Needs Improvement: Produces poor quality work or inconsistent quality (only sometimes), has to go back and fix things that were not built or installed right the first time

Employee Proficiency Level: [Dropdown]

MyMAREK Performance Quick Guide

Click the **Evaluate** button of the Attendance to complete the performance review.

The screenshot shows the 'Employee Self-Evaluation: 2019 Field Performance Review - Q1' interface for Justin Mauriello. Under the 'Evaluation Topics' section, there are four topics listed: 'Production Skills' (0 of 17 rated), 'Essential Skills' (0 of 7 rated), 'Attendance' (0 of 1 rated), and 'Safety Violations' (0 of 1 rated). Each topic has an 'Evaluate' button. A blue arrow points to the 'Evaluate' button for the 'Attendance' topic.

Evaluate your attendance for the previous year, here you have a section where you can post comments if you feel the need to further explain the reason for your rating.

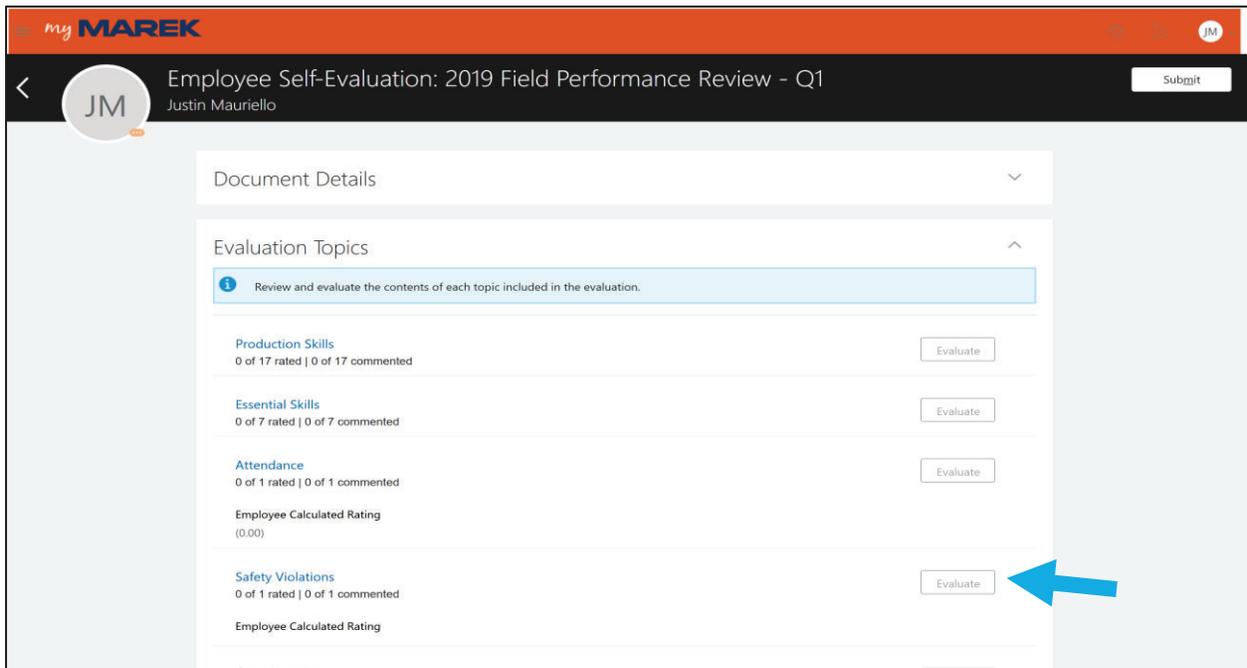
The number listed in the Summary section is the average hours worked per week over the last 52 weeks (1 year). If you have worked for MAREK less than a year, then the number is the average hours per week divided by 39 weeks.

Once you're done click the **Save** and **Close** button to continue with the performance review.

The screenshot shows the 'Evaluate Attendance' interface for Justin Mauriello. The 'Rate and Comment' section includes a dropdown menu for 'Employee Rating' and a text area for 'Employee Comments'. A blue arrow points to the 'Save and Close' button in the top right corner. Below the text area, there is a 'Show Performance Rating Descriptions' link and a 'Summary' section with a 'Calculate' button.

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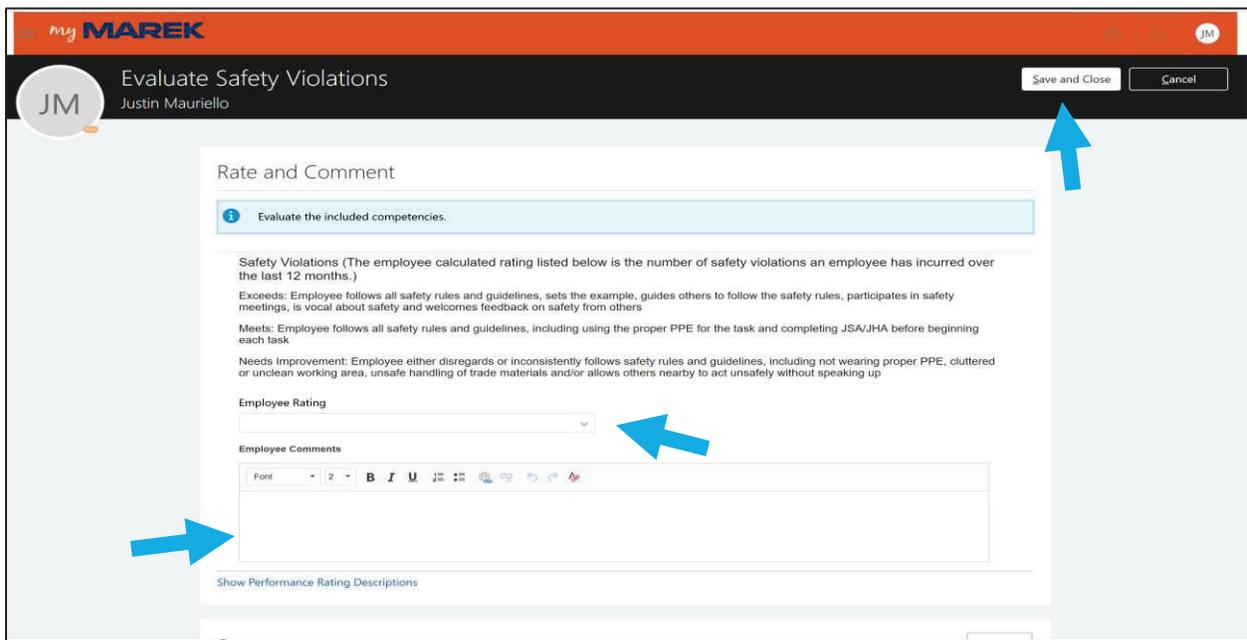
Click the **Evaluate** button of the Safety Violations to complete the performance review.



Evaluate your Safety performance for the previous year, here you have a section where you can post comments if you feel the need to further explain the reason for your rating.

The number listed in the Summary section is the number of safety violations (if any) that you have incurred over the last year.

Once you're done click the **Save and Close** button to continue with the performance review.



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Once you have evaluated each item, then you will rate yourself in the overall summary section. There is a comments box for you to use if you feel the need to further explain the reasoning for your rating, click **Save** when finished with the rating and comments.

Once you have completed all evaluation sections, click **Submit** to submit your self-evaluation to your supervisor. **Once submitted there is no going back.**

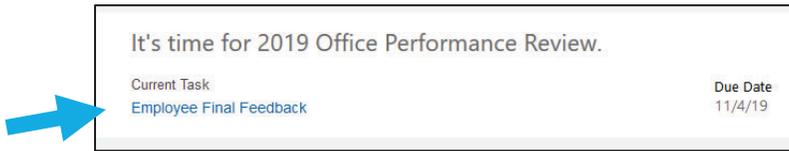
The screenshot displays the 'Employee Self-Evaluation: 2019 Field Performance Review - Q1' interface for Justin Mauriello. The top navigation bar includes a back arrow, a profile icon with 'JM', the user name 'Justin Mauriello', and a 'Submit' button. The main content area is divided into several sections: a progress indicator '(0.00)', 'Safety Violations' (0 of 1 rated | 0 of 1 commented), 'Employee Calculated Rating', and 'Questionnaire'. The 'Overall Summary' section is highlighted with a blue border and contains an 'Employee Rating' dropdown menu, a 'Save' button, a 'Cancel' button, and an 'Employee Comments' text area with a rich text editor. A 'Submit' button is located in the top right corner. Blue arrows point to the 'Save' and 'Submit' buttons.

Employee Final Feedback

Providing final feedback is the last step in the performance process for the employee to complete.

From the 'Me' section, click the **Career and Performance** icon.

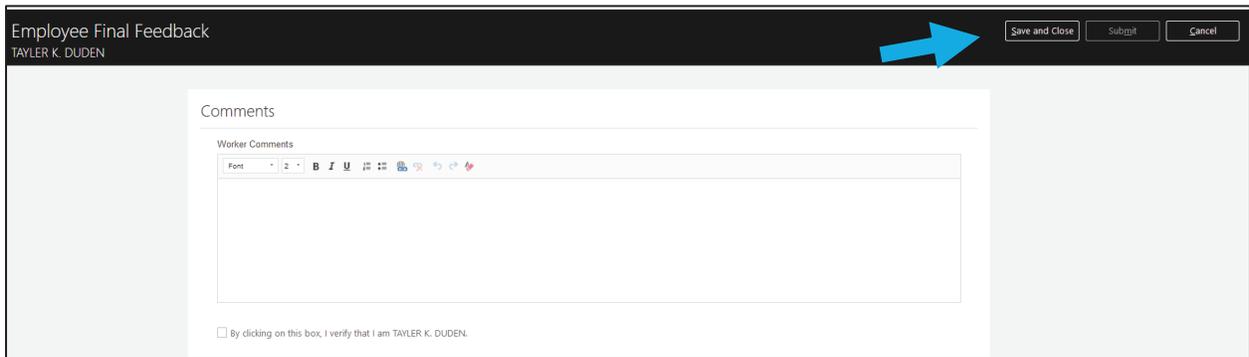
Click **Employee Final Feedback**.



Click **Yes**.



Document final comments and click to acknowledge your identity.



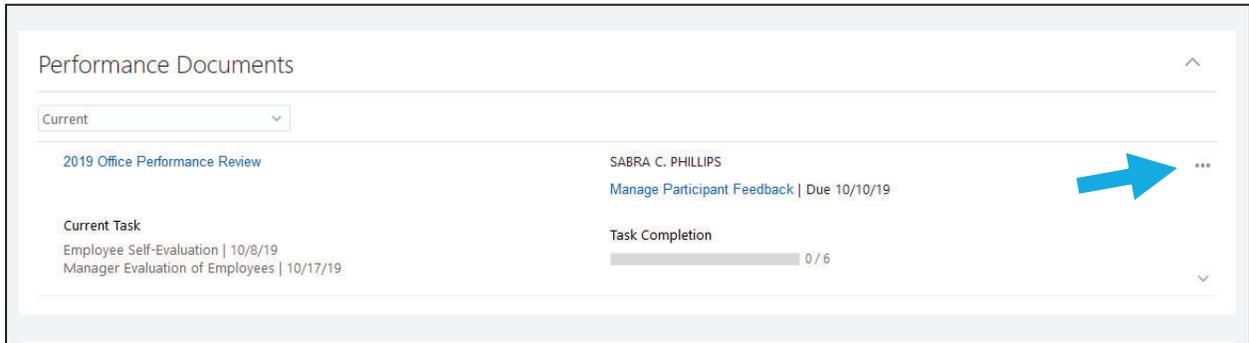
Click **Save and Close** to return to the final feedback later.

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 



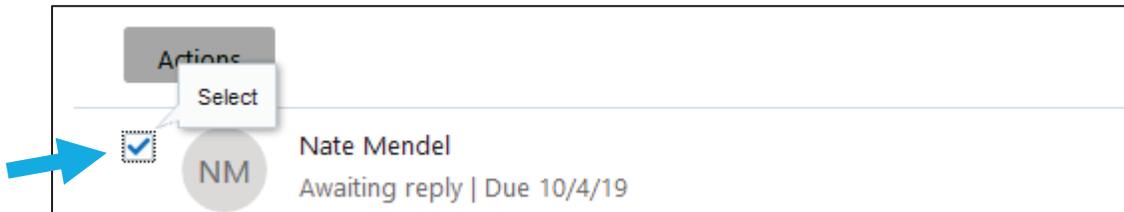
Click **Manage Participant Feedback**



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

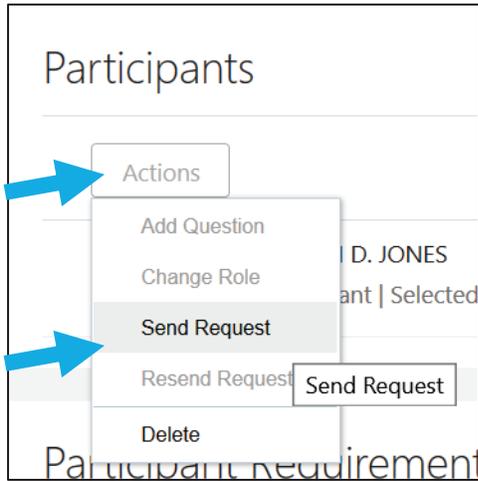


Select the check box next to the participant's name.



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Click **Actions**.

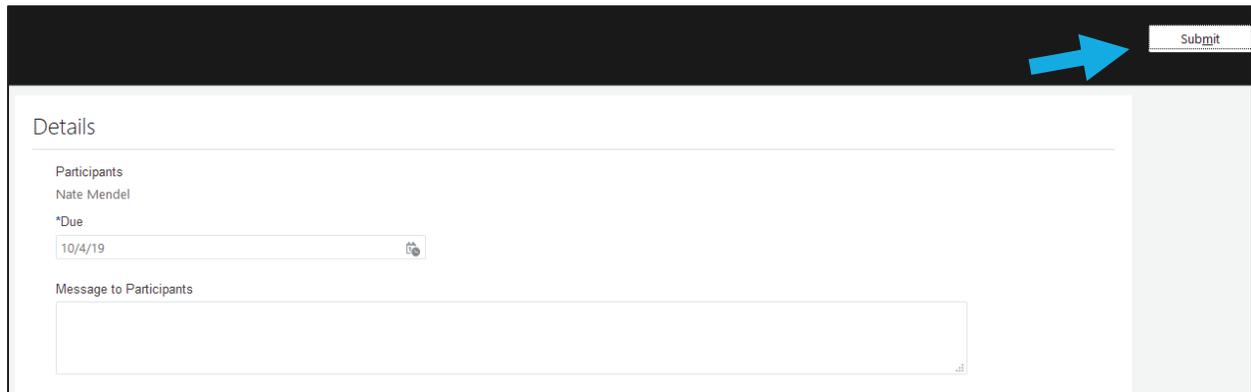


Click **Send Request**.

Select Due Date.

Enter message to participant.

Click **Submit**.



A screenshot of the 'Details' form in the MyMAREK interface. The form is titled 'Details' and contains the following fields:

- Participants:** Nate Mendel
- *Due:** 10/4/19
- Message to Participants:** A large text area for entering a message.

A blue arrow points to the 'Submit' button in the top right corner of the form.