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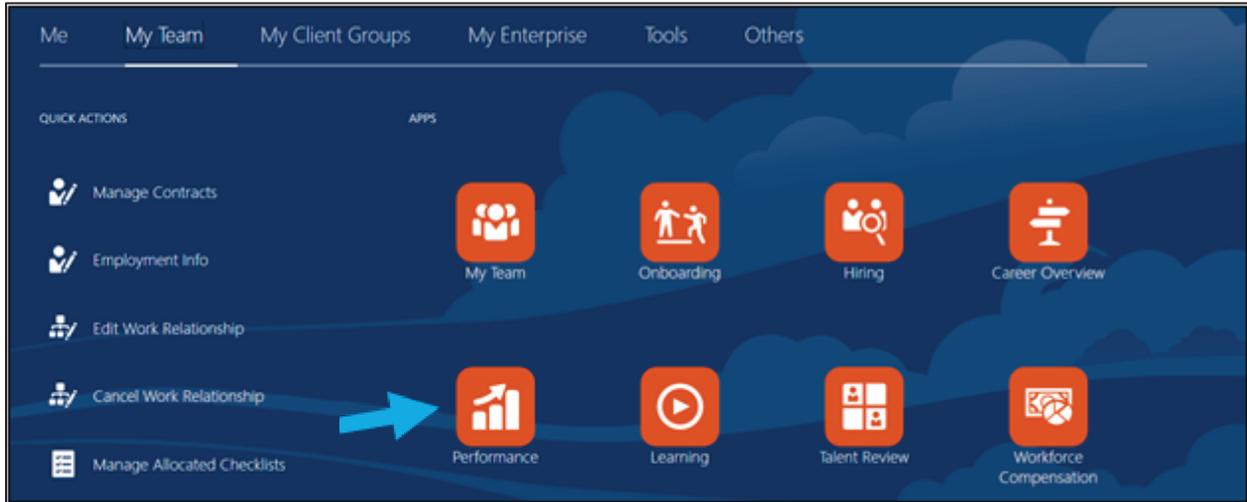
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Manager Evaluation of Employee

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.)



MyMAREK Performance Quick Guide

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

Document Details

Evaluation Topics

| Topic | Manager Calculated Rating | Employee Calculated Rating | Action |
|---|---------------------------|----------------------------|----------|
| Production Skills 1 of 17 rated 1 of 17 commented | (0.00) | (0.00) | Evaluate |
| Essential Skills 0 of 7 rated 0 of 7 commented | | | Evaluate |
| Attendance 0 of 1 rated 0 of 1 commented | | | Evaluate |
| Safety Violations 0 of 1 rated 0 of 1 commented | (0) | | Evaluate |
| 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 | Employee Proficiency Level |
|---------------------------|----------------------------|
| 3 - Exceeds Expectations | 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

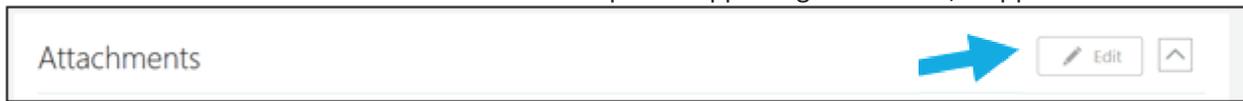
Show Proficiency Level Descriptions

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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.



At this point the evaluation is complete. Before hitting submit please make sure you have a rating in the overall summary. This step is crucial to the process

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

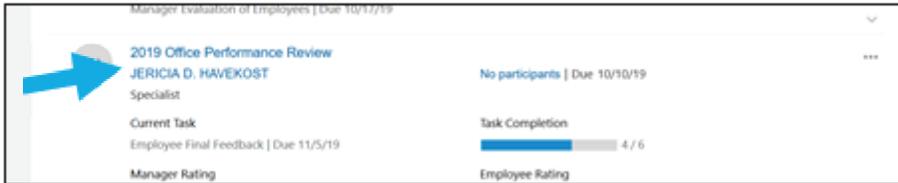


Manager Confirms Review Meeting Held

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.



Manager Evaluation of Employees | Due 10/17/19

2019 Office Performance Review

JERICIA D. HAVEKOST
Specialist

No participants | Due 10/10/19

Current Task
Employee Final Feedback | Due 11/5/19

Task Completion
Employee Rating

4 / 6

A blue arrow points to the employee name 'JERICIA D. HAVEKOST'.

Click **Indicate Meeting Held**.



Information
Select the date of the review meeting.

Indicate Meeting Held

A blue arrow points to the 'Indicate Meeting Held' button.

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



Confirms Review Meeting Held

IDEN

Submit

Details

*Meeting Held Date

10/25/19

A blue arrow points to the date '10/25/19' in the 'Meeting Held 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**.



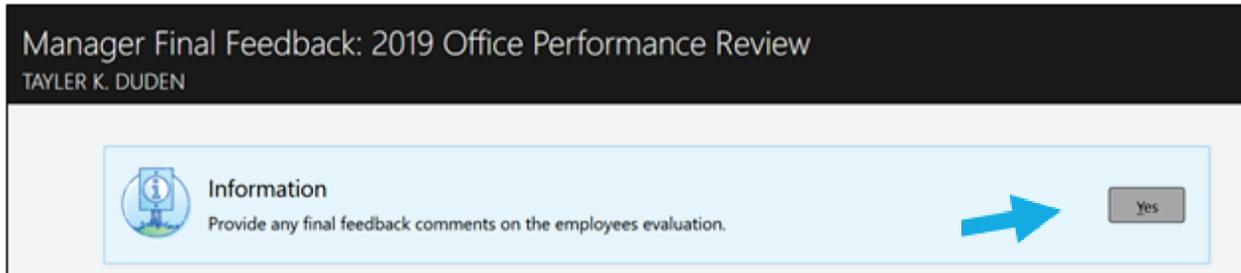
Manager Final Feedback

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.

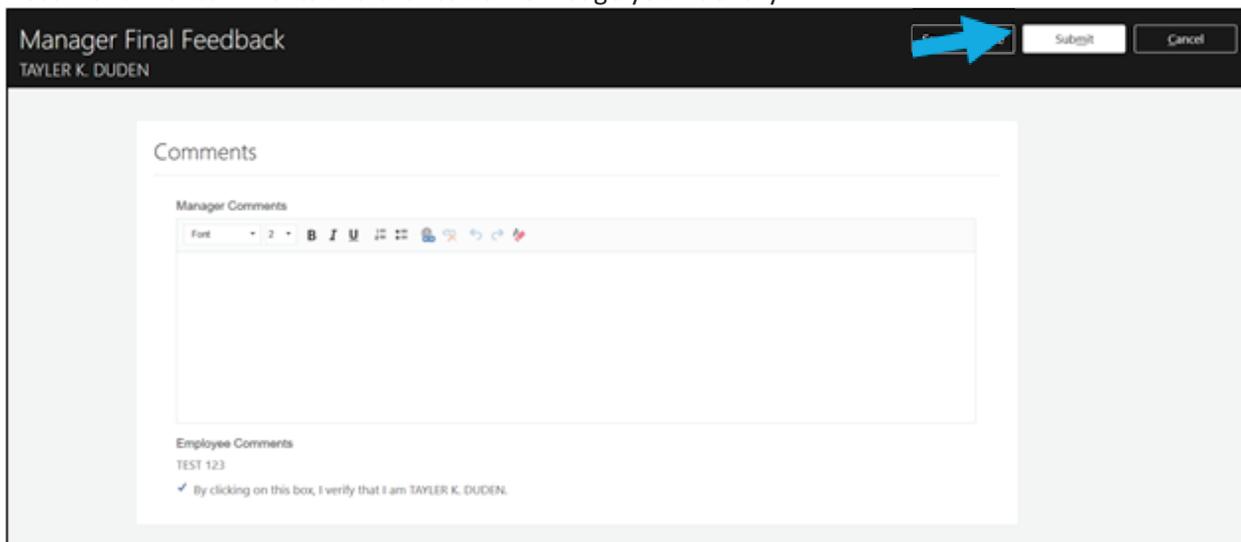
Navigate to 'My Team' Performance.

Select the performance document you want to complete.

Click **Yes**.



Document final comments and click to acknowledge your identify.



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

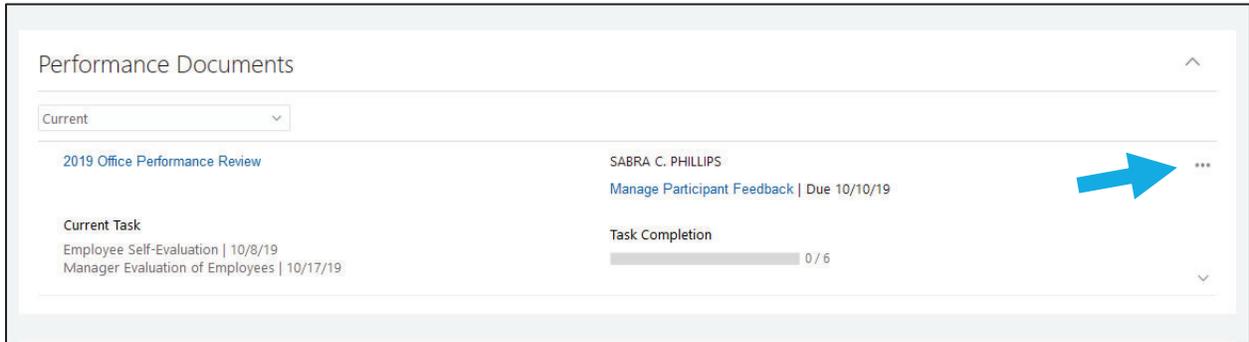
Click **Submit** to finalize the employee performance process.

Manage Participant Feedback

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

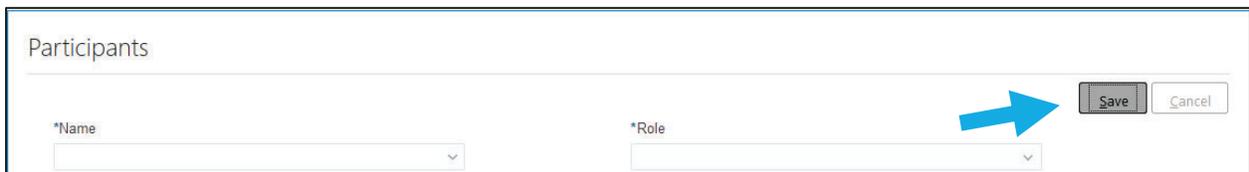
Navigate to the current performance document. Click the 



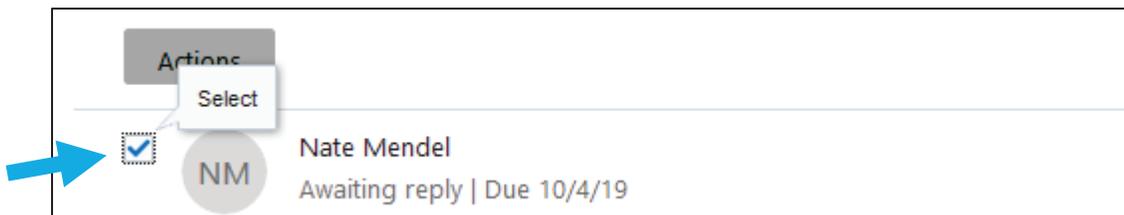
Click **Manage Participant Feedback**



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

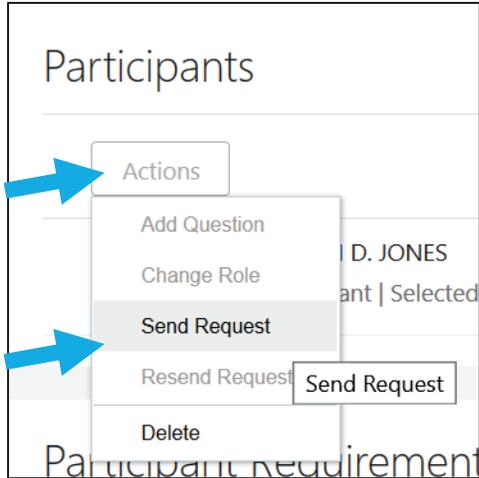


Select the check box next to the participant's name.



Click **Actions**.

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Click **Send Request**.

Select Due Date.

Enter message to participant.

Click **Submit**.

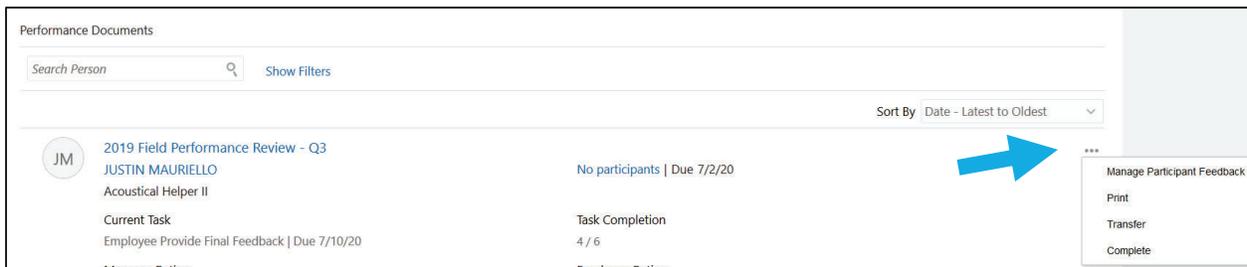
A screenshot of the 'Details' form in the MyMAREK interface. The form contains the following fields: 'Participants' (Nate Mendel), '*Due' (10/4/19), and 'Message to Participants' (a large text area). A blue arrow points to the 'Submit' button in the top right corner of the form.

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 



Performance Documents

Search Person Show Filters

Sort By Date - Latest to Oldest

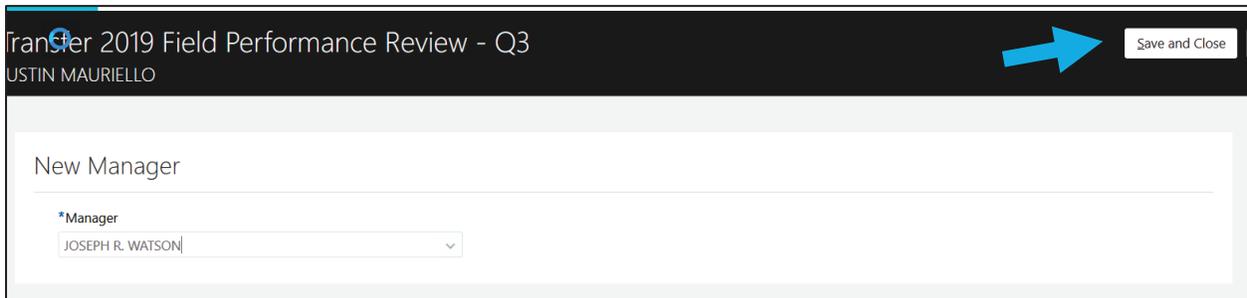
| | | |
|---|---|------------------------------|
|  | 2019 Field Performance Review - Q3 JUSTIN MAURIELLO Acoustical Helper II | No participants Due 7/2/20 |
| Current Task | Task Completion | |
| Employee Provide Final Feedback Due 7/10/20 | 4 / 6 | |
| Manager Rating | Employee Rating | |

- Manage Participant Feedback
- Print
- Transfer
- Complete

Click **Transfer**

Search and select for the new manager's name.

Click **Save and Close**.



Transfer 2019 Field Performance Review - Q3
JUSTIN MAURIELLO

New Manager

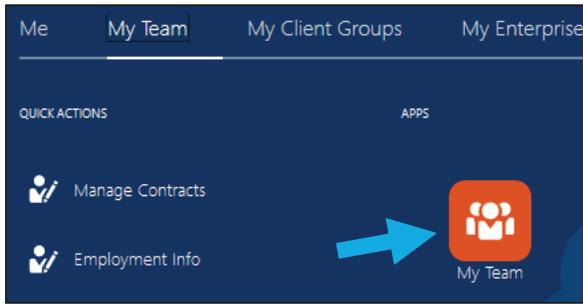
*Manager

Save and Close

Manager View Indirect Reports

Managers can view performance evaluations for their indirect reports through Person Spotlight.

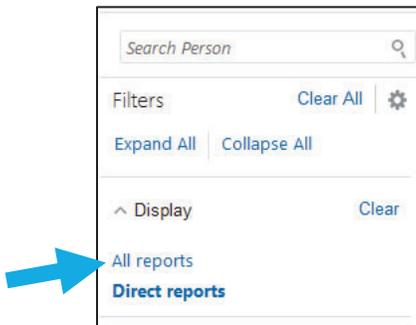
From My Team, click the 'My Team' icon.



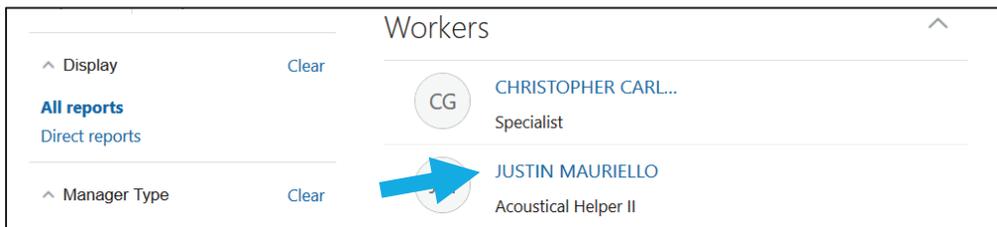
Click **Show Filters**.



Click **All reports**.

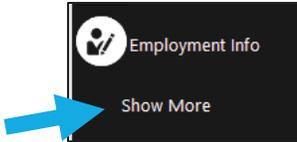


Click the **employee's name** for whom you want to view the performance document.

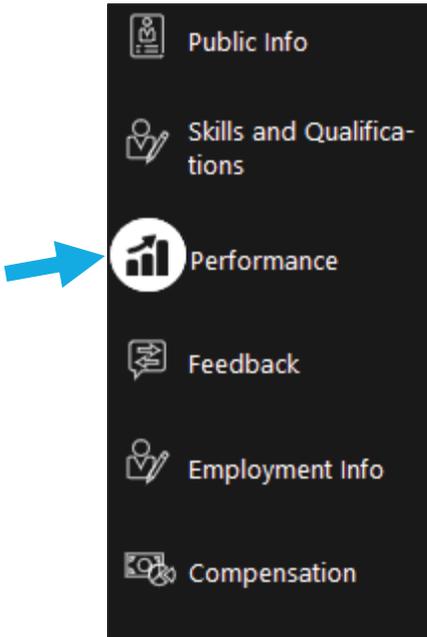


From the left navigation, click **Show More**.

MyMAREK Performance Quick Guide



Click **Performance**.



Click the document name **"Performance Review"** to access the employee's evaluation.

