Login to your Jamis account. From the company dashboard, select the Self-Service tab at the top. Select the Manager Self-Service link on the left side of the screen. Make sure your pop-up blocker is turned off. ATTIN .

DDC My Prime ERP Distribution	Help		
Dashboards Communication Time and Expenses	Self Service Preferences		
Self Service Type your query here Search	C DDC - Company Dasht	c DOCUMENTS AND FORMS FOR EMPLOYEES	
Employee Self Service Manager Self Service	 DDC Company Website SharePoint Portal Outlook Web Access for DDC Mailboxes Self-Service Password Reset Portal DDC Knowledge Base C THE DDC BLURB 	Company How to Enter Time Cards and Request Time Off How to Enter Expense Reports How to Enter a Purchase Request ALL Jamis Work Instructions on SharePoint (Requires a separate login) OSHA Documentation (Requires a separate login)	<
	My Accrual Balances		

You will be redirected to Manager Self-Service. Select the Performance link from the menu on the left side of the screen. The Performance Summary screen will be displayed. The top part of the screen will display the manager's PMR Status Summary information and the bottom part of the screen will display each of the manager's Direct Reports/Associates. Select the Review Goals Button to add Department level goals. These goals will be displayed for each employee.

							Status: IDLE (T
ee	Performance Help						
al	Cu	rrent Year: 2020 All Managers	Reset				
8							
	Performance - Summary Page						
nance «							
Handbooks and General		PMR Status Summary					
		Department Goals Created		15	Total Direct Reports	4	_
vigation		Manager Assessments in Progress		0	Self Assessments in Progress	0	
		Manager Assessments Complete		0	Self Assessments Complete	0	
iired Field		Manager Acknowledgement		0	Direct Report Acknowledgement	0	
A A A				To review add or make changes to your Goa	ale. Select the button below		
				Review Goals	is, select the button below		
	Employee		Hire Date	Job Title	Manager Status	Employee Status	
					Not Started	Not Started	Details
					Not Started	Not Started	Details
					Not Started	Not Started	Details

Select the Add Button to add a Goal and Measurement. Measurements are how, where, and/or by when the goal(s) will be completed.

A Bedemana Coole	
El Pertormance - Goals	
PMR Year: 2020 PMR Type: All Employees Manager:	
Goal Measurement Level	
Add Goal Return to Summary	
Performance Help	
Performance - Add/Change/Delete an Goal	
Goalt	
	~
Manuscrath	^
weasurement	0
Add Cancel	

To update or delete a goal, select Edit then select Update or Delete.

Performance Help			
Performance - Goals			
PMR Year: 2020 PMR Type: All Employees Manager:			
Goal	Measurement	Level	
		Dept	Edit
	Add Goal Return to	Summary	
Performance Help			
Performance - Add/Change/Delete an Goal			
		•	~
	Goal:		
			\sim
		D-	~
	Measurement		
			\sim
	L		
		Update Delete Cancel	

Once you have added your Department goals, you can begin completing each employee's performance evaluation. Select Details to begin.

ance - Summary Pag	e					
	PMR Status Summary					
	Department Goals Created		15	Total Direct Reports	4	—
	Manager Assessments in Progress		0	Self Assessments in Progress	0	
	Manager Assessments Complete	s Complete 0	0	Self Assessments Complete	0	
	Manager Acknowledgement		0	Direct Report Acknowledgement	0	
			To endow add as wells also as to see Co			
			Review Goals			
Employee		Hire Date	Job Title	Manager Status	Employee Status	
				Not Started	Not Started	Details
				Not Started	Not Started	Details
				Not Started	Not Started	Details
						-

The Employee Activity screen will be displayed. Select Current Review Employee Level Goals. These goals are specific to the employee.

Performance	Help					
Performance	ce - Employee Ac	vity				
PMR PMR Man Curr Emp Curr	R Year: R Type: ager: rent Status: Noyee: rent Status:	2020 All Employees Not Started	Goals Ass Goals Min Goals Max	igned: 0 imum: 0 imum: 50		
This Goal selec Plea	is the list of your ls" button below. ct a weighting ne: se Note! You mus	lepartment and/or individual direct report's Goals. To assign Goals to this Employee use the o add a new Goal that applies to multiple direct reports, click on "Return to Summary", sele to the Goal. SAVE your selections by pressing "Save Selections" at the bottom.	Submit Assessment Return to Summary View Assessment View Assessment	a new Goal for this in , click on "Details" ne	dividual direct repo xt to each employe	ort, click on the "Employee Level e in which this Goal applies, then
Go	als		Measurement		Level	Weighting
					Mngr	0 🗸
					Mngr	0 ~
	an a				Mngr	0 ~
		Curre	Save Selections A Review Employee Level Goals Next Review Employee Level Goals			

Select the Add Button to add a Goal and Measurement. Measurements are how, where, and/or by when the goal(s) will be completed.

Performance Help		
Performance - Goals		
PMR Year: 2020 PMR Type: All Employees Manager:		
Goal	Measurement	Level
	Add Goal Return to Summary	
Performance Help		
Performance - Add/Change/Delete an Goal		
	Goal:	
		~
		la la
		^
	measurements	<u>_</u>
		î
	Add Cancel	

To update or delete a goal, select Edit then select Update or Delete.

Performance Help						
Performance - Goals						
PMR Year: PMR Type: Manager:	2020 All Employees					
Goal		Measurement			Level	
					Dept	Edit
		Add Goal	Return to Summary			
Performance He	p					
Performance - A	d/Change/Delete an Goal					
						~
		Goal:				
						\sim
			The second se			~
		Measurement:				
			Update Delete C	ancel		

Select the weighting for each goal. The weightings you select must add up to 100. If you leave a goal with a weight of zero, it will not show on the assessment for the employee.

nce - Employee Ac	tivity				
IR Year: IR Type: mager: irrent Status: nployee:	2020 All Employees Not Started		Goals Assigned: Goals Minimum: Goals Maximum:	0 0 50	
rrent Status:	Not Started				
		Submit Assessment Return to Summary View Assessment			
is is the list of you als" button below. lect a weighting ne lase Note! You mus	r department and/or individual direct report's Goals. To assign Go . To add a new Goal that applies to multiple direct reports, click on xt to the Goal. st SAVE your selections by pressing "Save Selections" at the bott	als to this Employee use the drop down arrow to select the appriorate weighting. To remove a Goal select a "Return to Summary", select "Review Goals" from the PMR Summary page and click on "Add Goal". Once om.	weighting of "0". To add a new Goal the Goal has been added, click on "D	for this individual direct report letails" next to each employee	, click on the "Employee Le in which this Goal applies,
is is the list of you vals" button below. lect a weighting ne vase Note! You mu ioals	r department and/or individual direct report's Goals. To assign Go . To add a new Goal that applies to multiple direct reports, click on xt to the Goal. st SAVE your selections by pressing "Save Selections" at the bott	als to this Employee use the drop down arrow to select the appriorate weighting. To remove a Goal select a "Return to Summary", select "Review Goals" from the PMR Summary page and click on "Add Goal". Once om. Measurement	weighting of "0". To add a new Goal the Goal has been added, click on "D	for this individual direct report letails" next to each employee Level	; click on the "Employee Le in which this Goal applies, Weighting
is is the list of you lals" button below. lect a weighting ne case Note! You mu icals	r department and/or individual direct report's Goals. To assign Go . To add a new Goal that applies to multiple direct reports, click on xt to the Goal. st SAVE your selections by pressing "Save Selections" at the bott SHRM-CP	als to this Employee use the drop down arrow to select the appriorate weighting. To remove a Goal select a "Return to Summary", select "Review Goals" from the PMR Summary page and click on "Add Goal". Once om. Measurement To be completed by June 2020	weighting of "0". To add a new Goal the Goal has been added, click on "D	for this individual direct report letails" next to each employee Level Mngr	; click on the "Employee Le in which this Goal applies, Weighting
is is the list of you hals" button below. lect a weighting ne base Note! You mu ioals Jessica will get her : Keep creating work	r department and/or individual direct report's Goals. To assign Go To add a new Goal that applies to multiple direct reports, click on xt to the Goal. st SAVE your selections by pressing "Save Selections" at the bott SHRM-CP instructions for HR Generalist responsibilities	als to this Employee use the drop down arrow to select the appriorate weighting. To remove a Goal select a "Return to Summary", select "Review Goals" from the PMR Summary page and click on "Add Goal". Once om. Measurement To be completed by June 2020 Complete by June 2020	weighting of "0". To add a new Goal the Goal has been added, click on "D	for this individual direct report letails" next to each employee Level Mngr Mngr	click on the "Employee Ly in which this Goal applies, Weighting
is is the list of you hals" button below. lect a weighting ne ease Note! You mu coals Jessica will get her Keep creating work Continue working or	r department and/or individual direct report's Goals. To assign Go To add a new Goal that applies to multiple direct reports, click on xt to the Goal. st SAVE your selections by pressing "Save Selections" at the bott SHRM-CP instructions for HR Generalist responsibilities n HR processes	als to this Employee use the drop down arrow to select the appriorate weighting. To remove a Goal select a "Return to Summary", select "Review Goals" from the PMR Summary page and click on "Add Goal". Once om. Measurement To be completed by June 2020 Complete by June 2020 Complete by June 2020	weighting of "0". To add a new Goal the Goal has been added, click on "D	for this individual direct report letails" next to each employee Level Mngr Mngr Mngr	; click on the "Employee L in which this Goal applies Weighting

Once you have selected the appropriate weighting, select Submit Assessment. Employees may add additional goals in their self-assessment. If the additional goal that the employee added after you submitted the self-assessment should affect the overall score, you will need to select a weighting for it. You may leave the weighting at zero if the additional goal should not affect the overall score.

formance - Employee					
	Activity				
PMR Year: PMR Type: Manager: Current Status:	2020 All Employees Not Started		Goals Assigned: Goals Minimum: Goals Maximum:	0 0 50	
Employee: Current Status:	Not Started				
		Submit Assessment Return to Summary			
		View Assessment			
This is the list of yo Goals" button belo select a weighting <i>Please Note!</i> You n	ur department and/or individual direct report's Goals. To assign Goals w. To add a new Goal that applies to multiple direct reports, click on "R text to the Goal. ust SAVE your selections by pressing "Save Selections" at the bottom	to this Employee use the drop down arrow to select the appriorate weighting. To remov leturn to Summary", select "Review Goals" from the PMR Summary page and click on "/	e a Goal select a weighting of "0". To add a new Goal f Add Goal". Once the Goal has been added, click on "Do	or this individual direct report, tails" next to each employee i	click on the "Employee Level n which this Goal applies, then
Goals		Measurement		Level	Weighting
				Mngr	0 🗸
				Mngr	
				11.02	0 🗸
				Mngr	0 ~

Select Submit Self-Assessment.

er Name: 🔍
t Status: Not Started
2

The employee will receive an email notification that their self-assessment is ready for them to complete. Please refer employees to the Employee Self-Service Performance Review instructions on how to complete the self-assessment.

Self Assessment Sent



CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

PMR Assessment Notice

REGARDING			
Employee:			
Manager:			

Your manager has completed your objectives and has sent a Self assessment for you to complete!

You will see the manager and employee statuses change on the Performance Summary screen. Select Details to complete the manager portion of the assessment.

Performance Help					
	Current Year: 2020 All Managers	Reset			
Performance - Summary Page					
	PMR Status Summary				
	Department Goals Created	15	Total Direct Reports	4	
	Manager Assessments in Progress	1	Self Assessments in Progress	1	
	Manager Assessments Complete	0	Self Assessments Complete	0	
	Manager Acknowledgement	0	Direct Report Acknowledgement	0	
		To review, add or make changes t	o your Goals, Select the button below		
		Revi	w Goals		
Employee	Hire Date	3 Job Title	Manager Status	Employee Status	
			Not Started	Not Started	Details
			Ready to Begin	Received	Details
			Not Started	Not Started	Details
			Not Started	Not Started	Details

Select Complete Assessment.

Performance Help			
Performance - Emplo	e Activity		
PMR Year: PMR Type: Manager: Current Statu: Employee: Current Statu:	2020 All Employees Ready to Begin Received	0 0 50	
This is the list Goals" button select a weigh Please Note! \	Re-Submit Assessment Complete Assessment Return to Summary View Assessment view Assessment view Assessment view Assessment view Assessment view Goal that applies to multiple direct report's Goals. To assign Goals to this Employee use the drop down arrow to select the appriorate weighting. To remove a Goal select a weighting of "0". To add a new Goal for to ow. To add a new Goal that applies to multiple direct reports, click on "Return to Summary", select "Review Goals" from the PMR Summary page and click on "Add Goal". Once the Goal has been added, click or "Detail next to Ho Goal. must SAVE your selections by pressing "Save Selections" at the bottom.	his individual direct report, click s" next to each employee in wh	on the "Employee Level ich this Goal applies, then
Goals	Measurement	Level	Weighting
ţ		Mngr	0 ~
		Mngr	0 🗸
		Mngr	0 🗸
	Save Selections		

At the top of the screen you will see the DDC core values as well as a description of the ratings scale.

Performance Help				
Performance - Asse	essment Review			
Employee	Performance Review			Return
Employee Na	ame	Manager Name	Entity Dine Development Corporation	
Job Title		Department	Date Completed	
	DDC CORE	/alues reflect who we are and what we stand for as a company.		
	Heritage: Honor	our strong heritage, while boldly pursuing local and global business opportunities		
	Economic: Streng	hen and grow Dine economic well-being and capability for future generations		
	Leadership: Develo	o the Dine leaders necessary to realize business excellence		
	Performance: Capital	ze and expand scalable systems and infrastructure for future companies		
	Respect: Respe	t the Dine People, the environment, our diverse clients, employees & their families		
	In the tables	pelow, please evaluate the staff member based on the following scale		
	5 Outstanding Employee consist Justification req	entry exceeds the performance expectations as described in this performance review. Few opportunities for improvement exist. aired in comments section.		
	4 Exceeds Standa Employee regular	ds ly exceeds the performance expectations as described in this performance review. Opportunities for improvement may exist.		
	3 Meets Standards Employee meets	and sometimes exceeds the performance expectations as described in this performance review. Opportunities for improvement may	/ exist.	
	2 Needs Improven Employee meets	ent some of the performance expectations as described in this performance review. Emphasis should be placed on areas that need imp	rovement	
	1 Needs Significar Employee fails to Employees rated Justification req	t Improvement meet many or significant performance expectations as described in this performance review, and improvements are required. In this category will be provided specific guidelines on how to improve performance and will be re-evaluated within 90 days (exact dz aired in comments section.	ate at the discretion of the manager/supervisor).	
	N/A Not Applicable			

Select Edit for the first Performance/Knowledge category.

	Performance/Knowledge					
	Self - Assessment Rating Level - select appropriate rating	Employees detailed support of rating	Manager Rating Level - Select appropriate rating	Manager detailed support of rating		
Knowledge - Possesses skills and knowledge to perform the job competently.					Edit	
Planning - Plans and prioritizes work so that work can be performed in a timely and cost-effective manner.					Edit	
Quantity of Work - Maintains consistent performance/produces acceptable amount of work.					Edit	
Quality of Work - Produces work that is free from mistake or error.					Edit	
Verbal Communication - Clearly organizes and expresses ideas and information, using appropriate and efficient speech.					Edit	
Written Communication - Clearly organizes and expresses ideas and information, using appropriate and efficient methods.					Edit	
Initiative - As appropriate for position level: 1) Contributes, develops, and/or carries out new ideas or methods and 2) independently performs and accomplishes assignments.					Edit	
Problem Solving - Displays the ability to analyze and resolve complex issues and problems.					Edit	
Interpersonal Skills - Is sensitive to the needs, feelings and capabilities of others.					Edit	
Thoroughness - Produces work that is comprehensive in scope or detail.					Edit	
Adaptability - Alters activities/plans to meet the demands of new situations.					Edit	
Judgment - Capable of distinguishing the significant from the less significant in arriving at sound conclusions. Knows when to ask questions and obtain more information or input.					Edit	
Creativity - Makes contributions to improve methods or add to existing knowledge.					Edit	
Professional Competence - Demonstrates ability to meet deadlines and maintain professionalism under pressure.					Edit	
Work Ethic - Maintains high level of character and professional attitude and is able to conform and promote the Company's standards of conduct.					Edit	
Efficiency - Utilizes technology to improve efficiency.					Edit	
Attendance - Is dependable to be available for work and fulfill position responsibilities.					Edit	
Follows Directions - Meets situation demands, acts independently within established guidelines.	-				Edit	
	ui		2			
Performance/Knowledge Total:						

Select the rating from the drop down. If you select the ratings Outstanding or Needs Significant Improvement, a detailed support of the rating must be entered. Select Update when complete. Continue through each of the Performance/Knowledge categories.

Performance	Help			
Performance	e - Asses	sment Update		
PMR Y PMR 1 Manag Emplo	fear: Type: Jer: Yee:	2020 All Employees		
			Description:	Knowledge - Possesses skills and knowledge to perform the job competently.
			Rating:	Select Rating
		Detailed Supp	ort of Rating:	
				Cancel

Select Edit for the first Goal/Objective. Like the Performance/Knowledge categories, you will select a rating for each goal. If you select the ratings Outstanding or Needs Significant Improvement, a detailed support of the rating must be entered. Select Update when complete. Continue through each of the Goals/Objectives.

Goals/Objectives						
			Self-Assessment	ſ.	Manager Assessment	
	Weighting	Select Appropriate Rating	Accomplishments in support of rating	Select Appropriate Rating	Accomplishments in support of rating	
Goal -	40					Edit
Measurement ·	40					Lun
Goal - Contraction of the second seco	20					Calle
Measurement -						Eun
Goal -	20					Calit
Measurement -	1 30	5				Euk

Select Edit for the first Supervisory Skill category. Select a rating for each goal. If you select the ratings Outstanding or Needs Significant Improvement, a detailed support of the rating must be entered. Select Update when complete. Continue through each of the Supervisory Skills. *****NEXT SCREEN SHOT DISCUSSES** EMPLOYEES WHO DO NOT HAVE SUPERVISORY RESPONSIBILITIES ***

	Supervisory Skills					
	Self - Assessment Rating Level - select appropriate rating	Employees detailed support of rating	Manager Rating Level - Select appropriate rating	Manager detailed support of rating		
Economy - Controls costs and preserves budgetary limitations through economic utilization of staff time, materials, resources and equipment.					Edit	
Leadership - Guides people so that they work together toward a common objective.					Edit	
Organization - Arranges total activity into logical and practical assignments.					Edit	
Follow-up - Sees that plans and instructions are effectively carried out.					Edit	
Training - Develops personnel so that they are effective in their assignments.					Edit	
			54	8		
Supervisory Skills Total:						

If your employee does not have supervisory responsibilities, select Not Applicable. If no rating is selected, the system will not allow you to complete the assessment. This information is also given in the Employee Self-Service Performance Review instructions. Please reiterate this information to your direct reports. Selecting Not Applicable will not affect the overall score. Select Update when complete.

Performance	Help			
Performance	e - Asses	ssment Update		
PMR \ PMR 1 Manag Emplo	fear: Type: ger: oyee:	2020 All Employees		
			Description:	Economy - Controls costs and preserves budgetary limitations through economic utilization of staff time, materials, resources and equipment.
			Rating:	Not Applicable
		Detailed Su	pport of Rating:	
				Cancel

Select Edit for each Core Value category. Select a rating for each goal. If you select the ratings Outstanding or Needs Significant Improvement, a detailed support of the rating must be entered. Select Update when complete. Continue through each of the Core Values.

1	Core Values				
	Self - Assessment Rating Level - select appropriate rating	Employees detailed support of rating	Manager Rating Level - Select appropriate rating	Manager detailed support of rating	
Heritage - Honors Dine strong heritage, while boldly pursuing local and global business opportunities with respect, fairness and integrity.					Edit
Economic - Strengthens and grow Dine economic well-being and capability for future generations.					Edit
Leadership - Develops the Dine leaders necessary to realize business excellence.					Edit
Performance - Capitalizes and expands scalable systems and infrastructure for future companies.					Edit
Respect - Respect the Dine People, the environment, our diverse clients, employees and their families.					Edit
					an a
Core Values Total:			1		

Select Edit for the Summary Comments – Areas of Opportunity.

Areas of Opportunity		_
Control and the control of the contr		
Areas of Strength		Ť
Areas of Opportunity		7
Areas of Strength]
-	Areas of Strength Areas of Opportunity Areas of Strength	Areas of Strength Areas of Opportunity Areas of Strength

Enter the employee's Areas of Opportunity. Select Update when complete.

Performance Help			
Performance - Assessm	nent Update		
PMR Year: PMR Type: Manager: Employee:	2020 All Employees		
		Areas of Opportunity:	<u>`</u>

Select edit for the Summary Comments – Areas of Strength.

		Summary Comments	
Employee	Areas of Opportunity		
Comments:	Areas of Strength		İ
			-
Manager	Areas of Opportunity		Edit
Comments:	Areas of Strength		Edit
		Return	

Enter the employee's Areas of Strength. Select Update when complete.

Performance	Help				
Performanc	e - Asses	ssment Update			
PMR PMR Mana <u>u</u> Emplo	Year: Type: ger: oyee:	2020 All Employees			
			Areas of Strength:		\sim
				(Update) Cancel	

Once you have rated all areas, the scorecard will appear. If the employee has completed their self-assessment the option to complete the manager assessment will show for the manager. ***If the employee has not yet completed their self-assessment, the option to complete the manager assessment will not show ***If an area is missing a rating, the Complete option will not show ***

This assessment has already been saved. Once you Press the Complete Assessment button, you will no longer be able to edit this assessment.										
Complete Assessment Return										
Performance Management Review Scorecard										
Area	Weight	Employee Points	Employee Rating	Manager Points	Manager Rating					
Goals/Objectives Total	34%	.00	.00	4.00	1.36					
Performance/Knowledge Total	33%	.00	.00	4.00	1.32					
Supervisory Skills Total	n/a	.00	.00	.00	.00					
Core Values Total	33%	.00	.00	4.00	1.32					
Overall Manager Appraisal Score	4.00									
Overall Employee Self-Appraisal Score		1								
Final Comments (after one on one meeting)										
Employee Final Comments:										
Manager Final Comments:										
	Acknowledgements									
Employee Acknowledgement	Manager Ac	knowledgement								
Return to Previous Page										

You can check the status of the self-assessment on the Performance Summary screen.

Performance Help						
	Current Year: 2020 All Managers	Reset				
Performance - Summary Page						
	PMR Status Summary					
	Department Goals Created		15	Total Direct Reports	4	
	Manager Assessments in Progress		1	Self Assessments in Progress	1	
	Manager Assessments Complete		0	Self Assessments Complete	0	
	Manager Acknowledgement		0	Direct Report Acknowledgement	0	
			To review, add or make changes to your G	oals, Select the button below		
			Review Goals	8		
Employee		Hire Date	Job Title	Manager Status	Employee Status	
				Not Started	Not Started	Details
	1			In Progress	In Progress	Details
				Not Starled	Not Started	Details
				Not Started	Not Started	Details

Once the employee has completed their self-assessment, their status will show as submitted. Select Details.

mance - Summary Page	i.					
	PMR Status Summary					
	Department Goals Created		13	Total Direct Reports	5	
	Manager Assessments in Progress		4	Self Assessments in Progress	2	
	Manager Assessments Complete		0	Self Assessments Complete	2	
	Manager Acknowledgement		0	Direct Report Acknowledgement	0	
			To review, add or make changes to your Goa	als, Select the button below		
Employee		Hire Date	Job Title	Manager Status	Employee Status	
				In Progress	In Progress	D
				In Progress	Submitted	D
				Ready to Begin	In Progress	E
				In Progress	Submitted	I
						100

Select Complete Assessment.

Performance	Help									
Performan	ce - Employee Act	tivity								
PM PM Mai Cui Em Cui	R Year: R Type: hager: rent Status: oloyee: rent Status:	2019 All Employees In Progress Submitted	-					Goals Assigned: Goals Minimum: Goals Maximum:	4 0 50	
				I	Re-Open Assessment	Complete Assessment View Assessment	Return to Summary			

This is the list of your department and/or individual direct report's Goals. To assign Goals to this Employee use the drop down arrow to select the appriorate weighting. To remove a Goal select a weighting of "0". To add a new Goal for this individual direct report, click on the "Employee Level Goals" button below. To add a new Goal that applies to multiple direct reports, click on "Return to Summary", select "Review Goals" from the PMR Summary page and click on "Add Goal". Once the Goal has been added, click on "Detais" next to each employee in which this Goal applies, then select a weighting next to the Goal.

Please Note! You must SAVE your selections by pressing "Save Selections" at the bottom.

Goals	Measurement	Level	Weighting
This is the first Goal 5 30	Measure of the 1st goal	Dept	20 🗸
This is the 2nd Gcal	Measure of the 2nd goal	Dept	20 🗸
This is a third department goal.	Measure this goal when it is completed.	Dept	0 🗸
This is a fourth department Goal	This is the measurement for the fourth department goal.	Dept	0 ~
This is the First Employee level goal.	This is how I should be rated on my 1st goal.	Empl	35 🗸
This is an Employee Level goal added for Jessica	This is how the employee goal by the manager should be rated.	Mngr	25 🗸

Save Selections

Current Review Employee Level Goals Next Review Employee Level Goals

Select Complete Assessment.

This assessment has already been saved. Once you Press the Complete Assessment button, you will no longer be able to edit this assessment.										
Performance Management Review Scorecard										
Area		Weight	Employee Points	Employee Rating	Manager Points	Manager Rating				
Goals/Objectives Total		34%	.00	.00	4.00	1.36				
Performance/Knowledge Total		33%	.00	.00	4.00	1.32				
Supervisory Skills Total		n/a	.00	.00	.00	.00				
Core Values Total		33%	.00	.00	4.00	1.32				
Overall Manager Appraisal Score		4.00								
Overall Employee Self-Appraisal Score										
Final Comments (after one on one meeting)										
Employee Final Comments:										
Manager Final Comments:										
	Acknowle	dgements	-	-						
Employee Acknowledgement		Manager Ackr	nowledgement							
Return to Previous Page										

Select Release Assessment.

Performance Help										
Performance - Employee Activ	ity									
PMR Year: PMR Type: Manager: Current Status: Employee: Current Status: Final Score	2019 All Employees Ready to Release Submitted Coals Maximum: Goals Maximum: Add/ Assessments Assigned: Add/ Assessments for Progress: Add/ Assessments Complete:	4 0 50 0 0								
Once the PMR	This direct reports assessment is ready to be released! Please Note! Should you need to make further changes to this assessment, contact a member of HR Services. Once the PMR process has been finlalized please schedule a one-on-one meeting your direct report. A "Best Practice" is to provide ample time for your direct report to review prior to your annaul review meeting. Therefore, it is suggested that this assessment be released 24 – 48 hours prior to your scheduled meeting. When you are ready to release this assessment to your direct report, you may click the Release Assessment button. An email notification will be sent to your direct report that they may now log into ESS and view and acknowledge the completed assessment. Release Assessment									
	View Assessment Return to Employee									

The employee will receive an email notification that the manager assessment has been released.

Management Assessment Released



CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

PMR Assessment Notice

REGARDING	
Employee:	
Manager:	

Your manager has completed the Performance assessment for your review!

This is the time in the review process to meet with the employee and discuss your ratings as well as their self-assessment ratings. Select Details.

	Current Year: 2019 All Managers	Reset			
anaa Summani Dago					
ance - summary Page					
	PMR Status Summary				
	Department Goals Created	13	Total Direct Reports	5	
	Manager Assessments in Progress	3	Self Assessments in Progress	2	
	Manager Assessments Complete	1	Self Assessments Complete	2	
	Manager Acknowledgement	0	Direct Report Acknowledgement	0	
		To review add or make abor	nees to your Cools. Called the butter below		
		To review, and of make char	Review Goals		
Employee		Hire Date Job Title	Manager Status	Employee Status	
			In Progress	In Progress	
1897.4 W			Awaiting Acknowledgement	Submitted	
			Ready to Begin	In Progress	
			In Progress	Submitted	

Select View Assessment to see the employee and manager ratings. If it is decided that there are ratings that should be changed, you can re-open the assessment. Select Re-Open Assessment.

nce Help				
nance - Employee Activity				
PMR Year: 2019 PMR Type: All Employees Manager: In Progress		Goals Assigned: Goals Minimum: Goals Maximum:	4 0 50	
Employee: Current Status: Submitted				
This is the list of your department and/or individual direct report's Goals. To	Re-Open Assessment Complete Assessment Return to View Assessment view Assessme	to Summary select a weighting of "0". To add a new Goal for this indiv	ridual direct report, click on the "E	mployee Level Goals" butto
elow. To add a new Goal that applies to multiple direct reports, click on "Ro Goal. ?/ease Note! You must SAVE your selections by pressing "Save Selections" Goals	sturn to Summary", select "Review Goals" from the PMR Summary page and click on "Add Goal". Once the Go at the bottom. Measurement	al has been added, click on "Detais" next to each employ	vee in which this Goal applies, the Level	n select a weighting next to Weighting
This is the first Goal 5 30	Measure of the 1st goal		Dept	20 ~
This is the 2nd Gcal	Measure of the 2nd goal		Dept	20 🗸
This is a third department goal.	Measure this goal when it is completed.		Dept	0 🗸
This is a fourth department Goal	This is the measurement for the fourth department goal.		Dept	0 ~
This is the First Employee level goal.	This is how I should be rated on my 1st goal.		Empl	35 🗸
This is an Employee Level goal added for Jessica	This is how the employee goal by the manager should be rated.	2	Mngr	25 🗸

Save Selections

Current Review Employee Level Goals Next Review Employee Level Goals

Select Re-Open Self-Assessment. The employee will be able to change ratings in the self-assessment and / or the manager can change ratings in the manager assessment.

Performance Help					
Performance - Assessment Review					
	All I	Employees PMR Management Revie	w - Assigning Self Assessment		
Employee Na	ne:			Manager Name:	
Current Sta	us: Submitted			Current Status:	In Progress
7					
		Re-Open Self Assessment	Return to Employee		

Once the ratings are agreed upon, the employee has re-submitted the self-assessment, and you have completed and re-released the manager assessment, you will complete the Next Review Employee Level Goals with the employee. These goals are specific to the employee and will show in the following year's review. Select Next Review Employee Level Goals.

formance	leip							
erformance - E	Employee Activ	vity						
PMR Yea PMR Typ Manager Current S	nr: ne: ; Status:	2019 All Employees In Progress				Goals Assigned: Goals Minimum: Goals Maximum;	4 0 50	
Employe Current :	e: Status:	Submitted						
			Re-Open Assessment	Complete Assessment	Return to Summary			
				View Assessment				
This is th below. To Goal.	ne list of your d o add a new Go	department and/or individual direct report's Goals. To assign Goals to this Empl oal that applies to multiple direct reports, click on "Return to Summary", select	oyee use the drop down arrow to select "Review Goals" from the PMR Summary	the appriorate weighting. To re page and click on "Add Goal".	move a Goal select a weighting of "0 Once the Goal has been added, clicl	". To add a new Goal for this indivi on "Details" next to each employ	idual direct report, click on the "E ee in which this Goal applies, the	mployee Level Goals" button n select a weighting next to the
Please N	<i>lote!</i> You must	SAVE your selections by pressing "Save Selections" at the bottom.						
Goals			Measurement				Level	Weighting

This is a third department goal.	Measure this goal when it is completed.	Dept
This is a fourth department Goal	This is the measurement for the fourth department goal.	Dept
This is the First Employee level goal.	This is how I should be rated on my 1st goal.	Empl

Measure of the 1st goal

Measure of the 2nd goal

This is the first Goal 5 30

This is the 2nd Goal

Save 5

Dept

Dept

20 🗸

20 🗸

Current Review Employee Level Goals Next Review Employee Level Goals

Select the Add Button to add a Goal and Measurement. Measurements are how, where, and/or by when the goal(s) will be completed.

Performance	Help			
Performance	e - Goals			
PMR PMR Mana	Year: Type: ager:	2020 All Employees		
Goa	I	Measureme	nt Level	
		Add	d Goal Return to Summary	
_				
Performat	nce Help			
Perform	nance - Add/(hange/Delete an Goal		
		Goal:		
				~
		Measurement:		
				~
			Add Cancel	

To update or delete a goal, select Edit then select Update or Delete.

Performance Help		
Performance - Goals		
PMR Year: 2020 PMR Type: All Employees Manager:		
Goal	Measurement	Level
test test	Test test	Dept Edit
	Add Goal Return to Summary	
Performance Help		
Performance - Add/Change/Delete an Goal		
		~
	Goal:	
		~
		~
	Measurement:	
		~
	Update) Delet	te Cancel

Once you have added the employee's next review goals, you can acknowledge the assessment. The manager status will show Awaiting Acknowledgement. Select Details.

Performance Help					
	Current Year: 2019 All Managers	Reset			
Performance - Summary Page					
	PMR Status Summary				
	Department Goals Created	13	Total Direct Reports	5	
	Manager Assessments in Progress	3	Self Assessments in Progress	2	
	Manager Assessments Complete	1	Self Assessments Complete	2	
	Manager Acknowledgement	0	Direct Report Acknowledgement	0	
		To review, add or make change	jes to your Goals, Select the button below		
			Review Goals		
Employee	Hire (Date Job Title	Manager Status	Employee Status	
			In Progress	In Progress	Details
			Awaiting Acknowledgement	Submitted	Details
			Ready to Begin	In Progress	Details
			In Progress	Submitted	Details
			Not Started	Not Started	Details

Select Acknowledge Assessment.

Performance	Help							
Performan	e - Employee A	ctivity						
PMI PMA Mar Cur Em Cur	? Year: ? Type: ager: ent Status: vloyee: ent Status:	2019 All Employees Awaiting Acknowledgement Submitted				Goals Assigned: Goals Minimum: Goals Maximum:	4 0 50	
			Re-Open Assessment	Acknowledge Assessment	Return to Summary			

This is the list of your department and/or individual direct report's Goals. To assign Goals to this Employee use the drop down arrow to select the appriorate weighting. To remove a Goal select a weighting of "0". To add a new Goal for this individual direct report, click on the "Employee Level Goals" button below. To add a new Goal that applies to multiple direct reports, click on "Return to Summary", select "Review Goals" from the PMR Summary page and click on "Add Goal". Once the Goal has been added, click on "Details" next to each employee in which this Goal applies, then select a weighting next to the Goal.

Please Note! You must SAVE your selections by pressing "Save Selections" at the bottom.

Goals	Measurement	Level	Weighting
This is the first Goal 5 30	Measure of the 1st goal	Dept	20 🗸
This is the 2nd Goal	Measure of the 2nd goal	Dept	20 🗸
This is a third department goal.	Measure this goal when it is completed.	Dept	0 🗸
This is a fourth department Goal	This is the measurement for the fourth department goal.	Dept	0 ~
This is the First Employee level goal.	This is how I should be rated on my 1st goal.	Empl	35 🗸
This is an Employee Level goal added for Jessica	This is how the employee goal by the manager should be rated.	Mngr	25 🗸

Save Selections

Current Review Employee Level Goals Next Review Employee Level Goals

Acknowledge the assessment. Enter your final comments and select Save Electronic Acknowledgement and Comments.

Performance	Help			
Performance	e - Employee Activity			
PMR PMR Man Curr Emp Curr Fina	2 Year: ager: ager: rent Status: oloyee: rent Status: il Score:	2019 All Employees Awaiting Acknowledgement Submitted	Goals Assigned: Goals Minimum: Goals Maximum: Addi Assessments Assigned: Addi Assessments in Progress: Addi Assessments Complete:	4 0 50 0 0 0
÷			By clicking on the acknowledgement box below you are finalizing your portion of this direct reports assessment. You may enter some final comments in the box povided. Please Note! Once you have acknoweldged this direct reports assessment an email notificaiton will be sent to the employee for their acknowledgement.	
		Check here to acknowledge:		
		Final Comments:		
			Save Electronic Acknowledgement and Comments	
ά τ			View Assessment Return to Employee	

The employee will receive an email notification that they also need to acknowledge the assessment and enter any final comments. Assessment to be signed



CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

PMR Assessment Notice



Your manager has signed off on your assessment that was reviewed at your individual meeting. Please electronically sign your assessment and provide any final comments you may have!

The employee status will show as Awaiting Acknowledgement.

nance - Summary Page	9				
	PMR Status Summary				
	Department Goals Created	13	Total Direct Reports	5	
	Manager Assessments in Progress	3	Self Assessments in Progress	2	
	Manager Assessments Complete	1	Self Assessments Complete	2	
	Manager Acknowledgement	1	Direct Report Acknowledgement	0	
		To review, add or make changes to Review	o your Goals, Select the button below w Goals		
Employee	Hire Da	te Job Title	Manager Status	Employee Status	
			In Progress	In Progress	
			Completed	Awaiting Acknowledgement	
			Ready to Begin	In Progress	
NO NA MARCA MARCANES		The second se	In Progress	Submitted	

Once the employee acknowledges their assessment, the status will show as complete. Select Details.

Performance Help						
	Current Year: 2019 All Managers	Reset				
Performance - Summary Pag	e					
	PMR Status Summary					
	Department Goals Created	13		Total Direct Reports	5	
	Manager Assessments in Progress	3		Self Assessments in Progress	2	
	Manager Assessments Complete	1		Self Assessments Complete	2	
	Manager Acknowledgement	1		Direct Report Acknowledgement	1	
		Т	o review, add or make changes to your Goale	is, Select the button below		
			Notice Cours			
Employee		Hire Date	Job Title	Manager Status	Employee Status	
	D			In Progress	In Progress	Details
				Completed	Completed	Details
				Ready to Begin	In Progress	Details
				In Progress	Submitted	Details
				Not Started	Not Started	Details

Select View Assessment. It is suggested that you take a screen shot of the assessment and email to the employee for their records. The employee will not be able to view the review in Employee Self-Service until the review period has been closed.

Trop							
ance - Employee A	Activity						
MR Year: MR Type: lanager: Current Status:	2019 All Employees Completed				Goals Assigned: Goals Minimum: Goals Maximum:	4 0 50	
mployee: Surrent Status:	Completed						
his is the list of yo pelow. To add a ner	our department and/or individual direct report's Goals. To assign w Goal that applies to multiple direct reports, click on "Return to	Submit Asse n Goals to this Employee use the drop down ar o Summary", select "Review Goals" from the P	ssment Assessment Completed Re View Assessment row to select the appriorate weighting. To remove a MR Summary page and click on "Add Goal". Once I	turn to Summary Goal select a weighting of "0". he Goal has been added, click o	To add a new Goal for this indivic n "Details" next to each employe	dual direct report, click on the " ee in which this Goal applies, th	Employee Level Goals" br en select a weighting next
Joal.							
Vease Note! You m	nust SAVE your selections by pressing "Save Selections" at the	bottom.					
'lease Note! You m Goals	nust SAVE your selections by pressing "Save Selections" at the	bottom. Me	asurement			Level	Weighting
Vease Note! You m Goals	nust SAVE your selections by pressing "Save Selections" at the	bottom. Me	asurement asure of the 1st goal			Level	Weighting
Yease Note! You m Goals This is the first Go This is the 2nd Go	nust SAVE your selections by pressing "Save Selections" at the oal 5 30 oal	bottom. Me	asurement asure of the 1st goal asure of the 2nd goal			Level Dept Dept	Weighting
Vease Note! You m Goals This is the first Go This is the 2nd Go This is a third depa	nust SAVE your selections by pressing "Save Selections" at the oal 5 30 oal	bottom. Me Me	asurement asure of the 1st goal asure of the 2nd goal asure this goal when it is completed.			Level Dept Dept Dept Dept	Weighting 20 ~ 20 ~ 0 ~
Vease Note! You m Goals This is the first Go This is the 2nd Go This is a third depu This is a fourth dep	nust SAVE your selections by pressing "Save Selections" at the oal 5 30 cal cal cal cal	bottom. Me Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma	asurement assure of the 1st goal assure of the 2nd goal assure this goal when it is completed. is is the measurement for the fourth department goal.			Level Dept Dept Dept Dept Dept Dept	Weighting 20 v 20 v 0 v 0 v 0 v
Vease Note! You m Goals This is the first Go This is the 2nd Go This is a third depa This is a fourth dep This is a fourth dep	nust SAVE your selections by pressing "Save Selections" at the oal 5 30 oal partment goal. epartment Goal	bottom. Me Me Me Me Me Me Me Me Me Me	asure of the 1st goal asure of the 1st goal asure of the 2nd goal asure this goal when it is completed. is is the measurement for the fourth department goal.			Level Dept Dept Dept Dept Dept Empl	Weighting 20 v 20 v 0 v 0 v 35 v
Vease Note! You m Goals This is the first Go This is the 2nd Go This is a third dep This is a fourth dep This is a fourth dep This is the First En This is an Employe	nust SAVE your selections by pressing "Save Selections" at the oal 5 30 oal control of the selection of the	bottom. Me Me Me Me Me Me Me Me Me Me	asurement asure of the 1st goal asure of the 2nd goal asure of the 2nd goal asure this goal when it is completed. is is the measurement for the fourth department goal. is is how I should be rated on my 1st goal. is is how the employee goal by the manager should be	rated.		Level Dept Dept Dept Dept Empl Mngr.	Weighting 20 v 20 v 0 v 0 v 35 v 25 v

Managers can view the 2019 review in Manager Self-Service > Employee > Select employee from the drop-down. Employees are able to view their 2019 review in Employee Self-Service. Please refer employees to the ESS Performance Review Instructions.

Please send an email to hr@ddc-dine.com if you require assistance with the assessment process