Manager Self-Service: Performance Review Instructions

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.

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.

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:
[   ]

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	
████████	████████	Dept	Edit

Add Goal   Return to Summary

| Performance | Help |

Performance - Add/Change/Delete an Goal

Goal: ████████

Measurement: ████████

Update   Delete   Cancel

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

| 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	0	Self Assessments in Progress	0
Manager Assessments Complete	0	Self Assessments Complete	0
Manager Acknowledgement	0	Direct Report Acknowledgement	0

To review, add or make changes to your Goals, Select the button below

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
▓▓▓▓▓▓▓	▓▓▓	▓▓▓▓	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 - Employee Activity

PMR Year:	2020		
PMR Type:	All Employees		
Manager:	▬▬▬▬▬▬▬		
Current Status:	Not Started		
Employee:	▬▬▬▬▬▬		
Current Status:	Not Started		

Goals Assigned:	0
Goals Minimum:	0
Goals Maximum:	50

Submit Assessment   Return to Summary

View Assessment

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
▬▬▬▬▬	▬▬▬▬▬	Mngr	0 ⌄
▬▬▬▬▬▬▬	▬▬▬▬	Mngr	0 ⌄
▬▬▬▬	▬▬▬▬▬	Mngr	0 ⌄

Save Selections

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 - 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:

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	
▬▬▬	▬▬▬	Dept	Edit

Add Goal   Return to Summary

Performance	Help

Performance - Add/Change/Delete an Goal

Goal: ▬▬▬

Measurement: ▬▬▬

Update   Delete   Cancel

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.

| Performance | Help |

⊞ Performance - Employee Activity

PMR Year:	2020		Goals Assigned:	0
PMR Type:	All Employees		Goals Minimum:	0
Manager:	▉▉▉▉▉▉▉▉▉		Goals Maximum:	50
Current Status:	Not Started			
Employee:	▉▉▉▉▉▉▉▉▉			
Current Status:	Not Started			

[Submit Assessment]   [Return to Summary]

[View Assessment]

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 approirate 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
Jessica will get her SHRM-CP	To be completed by June 2020	Mngr	0 ∨
Keep creating work instructions for HR Generalist responsibilities	Complete by June 2020	Mngr	0 ∨
Continue working on HR processes	Complete by end of Q4 2019	Mngr	0 ∨

[Save Selections]

[Current Review Employee Level Goals]   [Next Review Employee Level Goals]

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.

Select Submit Self-Assessment.

△ **Performance - Assessment Review**

All Employees PMR Management Review - Assigning Self Assessment

Employee Name: ███████████   Manager Name: ███████████

Current Status: Not Started   Current Status: Not Started

You are about to submit this assessment to your direct report for self assessment. PLEASE NOTE: By submitting this self-assessment to your direct report you will not be able to EDIT the Goals or weightings.

Submit self-assessment   Return to Employee

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

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 to your Goals, Select the button below

Review Goals

Employee	Hire Date	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.

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

⊟ Performance - Assessment Review

Return

Employee Performance Review

Employee Name	Manager Name	Entity
▉▉▉▉▉▉	▉▉▉▉▉▉	Dine Development Corporation
Job Title	**Department**	**Date Completed**
▉▉▉▉▉▉	▉▉▉▉	

DDC CORE Values 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: Strengthen and grow Dine economic well-being and capability for future generations

Leadership: Develop the Dine leaders necessary to realize business excellence

Performance: Capitalize and expand scalable systems and infrastructure for future companies

Respect: Respect the Dine People, the environment, our diverse clients, employees & their families

In the tables below, please evaluate the staff member based on the following scale

5   Outstanding
Employee consistently exceeds the performance expectations as described in this performance review. Few opportunities for improvement exist.
Justification required in comments section.

4   Exceeds Standards
Employee regularly 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 Improvement
Employee meets some of the performance expectations as described in this performance review. Emphasis should be placed on areas that need improvement.

1   Needs Significant Improvement
Employee fails to meet many or significant performance expectations as described in this performance review, and improvements are required.
Employees rated in this category will be provided specific guidelines on how to improve performance and will be re-evaluated within 90 days (exact date at the discretion of the manager/supervisor).
Justification required in comments section.

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
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 - Assessment Update**

PMR Year: 2020
PMR Type: All Employees
Manager: ████████████████████

Employee: ████████████████)

Description: *Knowledge* - Possesses skills and knowledge to perform the job competently.

Rating: Select Rating ▾

Detailed Support of Rating:

Update   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.

		Self-Assessment		Manager Assessment		
	Weighting	Select Appropriate Rating	Accomplishments in support of rating	Select Appropriate Rating	Accomplishments in support of rating	
Goal - ██████████████ Measurement - ████████	40					Edit
Goal - ██████████ Measurement - ██████████	30					Edit
Goal - ████████████████████ Measurement - ████████	30					Edit

Goals/Objectives (table title)

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
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 - Assessment Update

PMR Year: 2020
PMR Type: All Employees
Manager:

Employee:

Description: *Economy* - Controls costs and preserves budgetary limitations through economic utilization of staff time, materials, resources and equipment.

Rating: Not Applicable ▾

Detailed Support of Rating:

Update   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.

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
Core Values Total:					

Select Edit for the Summary Comments – Areas of Opportunity.

Summary Comments				
Employee Summary Comments:	Areas of Opportunity			
	Areas of Strength			
Manager Summary Comments:	Areas of Opportunity			Edit
	Areas of Strength			Edit

Return

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

Performance	Help

⊟ Performance - Assessment Update

PMR Year: 2020
PMR Type: All Employees
Manager: ████████████████████

Employee: ████████████████

Areas of Opportunity: [   ]

[Update] [Cancel]

Select edit for the Summary Comments – Areas of Strength.

Summary Comments				
Employee Summary Comments:	Areas of Opportunity			
	Areas of Strength			
Manager Summary Comments:	Areas of Opportunity			Edit
	Areas of Strength			Edit

[Return]

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

Performance	Help

⊡ Performance - Assessment Update

PMR Year: 2020
PMR Type: All Employees
Manager: ████████████████████████████

Employee: ████████████████

Areas of Strength:

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					

Final Comments (after one on one meeting)

Employee Final Comments:	
Manager Final Comments:	

Acknowledgements

Employee Acknowledgement		Manager Acknowledgement	

Return to Previous Page

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

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

Select Complete Assessment.

Performance - Employee Activity

PMR Year:	2019
PMR Type:	All Employees
Manager:	████████████████
Current Status:	In Progress
Employee:	████████████████
Current Status:	Submitted

Goals Assigned:	4
Goals Minimum:	0
Goals Maximum:	50

Re-Open Assessment   **Complete Assessment**   Return to Summary

View Assessment

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 appropriate 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

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.

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					

Final Comments (after one on one meeting)

Employee Final Comments:	
Manager Final Comments:	

Acknowledgements

Employee Acknowledgement		Manager Acknowledgement	

Return to Previous Page

Select Release Assessment.

⊟ Performance - Employee Activity

PMR Year:	**2019**		*Goals Assigned:*	**4**
PMR Type:	**All Employees**		*Goals Minimum:*	**0**
Manager:	▬▬▬▬▬		*Goals Maximum:*	**50**
Current Status:	**Ready to Release**			
			Addl Assessments Assigned:	**0**
Employee:	▬▬▬▬▬		*Addl Assessments in Progress:*	**0**
Current Status:	**Submitted**		*Addl Assessments Complete:*	**0**
Final Score:	▬▬▬			

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 notificaiton 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.

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 changes 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 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.

Performance | Help

⊟ Performance - Employee Activity

PMR Year: 2019   Goals Assigned: 4
PMR Type: All Employees   Goals Minimum: 0
Manager: ▇▇▇▇▇▇▇▇▇▇▇   Goals Maximum: 50
Current Status: In Progress

Employee: ▇▇▇▇▇▇▇▇▇
Current Status: Submitted

Re-Open Assessment   Complete Assessment   Return to Summary
View Assessment

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

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.

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.

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:

Measurement:

[Add] [Cancel]

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

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 changes 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 - Employee Activity**

PMR Year:	2019		**Goals Assigned:**	4
PMR Type:	All Employees		**Goals Minimum:**	0
Manager:	▓▓▓▓▓▓▓▓		**Goals Maximum:**	50
Current Status:	Awaiting Acknowledgement			
Employee:	▓▓▓▓▓▓▓▓			
Current Status:	Submitted			

Re-Open Assessment   **Acknowledge Assessment**   Return to Summary

View Assessment

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 - Employee Activity

PMR Year:	2019	
PMR Type:	All Employees	
Manager:	▉▉▉▉▉▉▉▉▉▉▉▉	
Current Status:	Awaiting Acknowledgement	
Employee:	▉▉▉▉▉▉▉▉▉▉	
Current Status:	Submitted	
Final Score:	▉▉▉	

Goals Assigned:	4
Goals Minimum:	0
Goals Maximum:	50
Addl Assessments Assigned:	0
Addl Assessments in Progress:	0
Addl Assessments Complete:	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

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

From: [redacted]
To: [redacted]

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: [redacted]
Manager: [redacted]

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.

Performance	Help

Current Year: 2019   All Managers [redacted]   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	1	Direct Report Acknowledgement	0

To review, add or make changes to your Goals, Select the button below

Review Goals

Employee	Hire Date	Job Title	Manager Status	Employee Status	
[redacted]	[redacted]	[redacted]	In Progress	In Progress	Details
[redacted]	[redacted]	[redacted]	Completed	Awaiting Acknowledgement	Details
[redacted]	[redacted]	[redacted]	Ready to Begin	In Progress	Details
[redacted]	[redacted]	[redacted]	In Progress	Submitted	Details
[redacted]	[redacted]	[redacted]	Not Started	Not Started	Details

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

| Performance | Help |

▣ Performance - Employee Activity

PMR Year: 2019
PMR Type: All Employees
Manager:
Current Status: Completed

Employee:
Current Status: Completed

Goals Assigned: 4
Goals Minimum: 0
Goals Maximum: 50

Submit Assessment   Assessment Completed   Return to Summary
View Assessment

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

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