

# Evaluation User Guideline

Version: 1.0 12-13-2013

## 1. How to log into EEC

- 1) In IE browser, type EEC System address: <https://eecsystem.cn/>
- 2) In **EEC Login Page**, type your **User Name, Password**. (See Figure 1-1). EEC Helpdesk will send you user name and password if you do not have an account. If you have a user ID but forgot the password, please click **Forgot Your Password?** to reset your password.



Figure 1-1 EEC Login Page

## 2. How to go to Evaluation Application

- 1) Click **Evaluation Application** under **Evaluation**. (See Figure 2-1)



Figure 2-1 Evaluation Application Page Path

- 2) It will open **Evaluation Application Page**. (See Figure 2-2)  
(See Appendix A for Evaluation Application Page Layout Introduction)

A screenshot of the 'Evaluation Application' page. The page title is 'Evaluation Application'. It features a form with the following fields: 'Evaluation Name' (2014年终评估), 'Date' (12/15/2014 - 12/31/2014), 'Status' (Open), 'Name', 'Evaluation Role', 'Relationship', 'Job Position', 'Organization Name', and 'State'. Below the form are buttons for 'Evaluate', 'Submit', and 'Skip'. A table below the form displays a list of employees. The table has columns for 'Name', 'Organization Name', 'Level', 'Evaluation Role', 'State', 'Email', 'Last Updated', and 'Self Score'. The table is annotated with red circles and labels: 'Evaluation Infor.' points to the form fields, 'Search Criteria' points to the 'Evaluation Role' dropdown, 'Function Buttons' points to the 'Evaluate', 'Submit', and 'Skip' buttons, and 'Assigned Employee List' points to the table.

	Name	Organization Name	Level	Evaluation Role	State	Email	Last Updated	Self Score
<b>Peer</b>								
<input type="checkbox"/>	Wan Jiamin	Acct & EDI	3	Supervisor	open	wanjiamin@jlachina.com		
<input type="checkbox"/>	Jessie Hu	BDM	2	Supervisor	open	hulinjuan@jlachina.com		
<input type="checkbox"/>	Amy Wang	Acct	4	Staff	open	wangmengyi@twhome.com.cn		
<input type="checkbox"/>	Daisy Liu	Acct	4	Staff	open	liudan@twhome.com.cn		
<input type="checkbox"/>	Rita Shentu	Acct	4	Staff	open	shenturun@jlachina.com		
<input type="checkbox"/>	Xue Tianhui	Acct	4	Staff	open	xuetianhui@scmhome.com		

Figure 2-2 Evaluation Application Page Layout

### 3. How to do the Employee Evaluation

#### 3.1 How to do Multiple Peer Evaluations

You can click the employee name to do the individual peer evaluation and also you can select multiple peers to do peer comparison evaluation.

- Put the checks for names you want to evaluate under **Peer** section, and click **Evaluation**. (See Figure 3-1)

The screenshot shows the 'Evaluation Application' form. At the top, there are fields for 'Evaluation Name', 'Date', 'Status', 'Name', 'Evaluation Role', 'Relationship', 'Job Position', 'Organization Name', and 'State'. Below these fields are buttons for 'Evaluate', 'Submit', and 'Skip'. A red box highlights the 'Evaluate' button. Below the buttons, there is a table with columns: Name, Organization Name, Level, Evaluation Role, Score, State, Email, Last Updated, and Self Score. The table lists several peers, with checkboxes in the 'Name' column. A red arrow points to the 'Evaluate' button, and a red box highlights the checkboxes for 'Amy Wang', 'Daisy Liu', 'Rita Shentu', and 'Xue Tianhui'.

Name	Organization Name	Level	Evaluation Role	Score	State	Email	Last Updated	Self Score
<input type="checkbox"/> Wan Jiamin	Acct & EDI	3	Supervisor		open	wanjiamin@jlachina.com		
<input type="checkbox"/> Jessie Hu	BDM	2	Supervisor		open	hulinjuan@jlachina.com		
<input checked="" type="checkbox"/> Amy Wang	Acct	4	Staff		open	wangmengyi@twhome.com.cn		
<input checked="" type="checkbox"/> Daisy Liu	Acct	4	Staff		open	liudan@twhome.com.cn		
<input checked="" type="checkbox"/> Rita Shentu	Acct	4	Staff		open	shenturun@jlachina.com		
<input checked="" type="checkbox"/> Xue Tianhui	Acct	4	Staff		open	xuebianhui@scmhome.com		

Figure 3-1 Select Multiple Peers to Evaluate

If you have more than one page peers to evaluate, you can use the top **search criteria** to only list the peer you want to evaluate. In the above example, it only lists BDM organization peers. (See Appendix A for Evaluation Application Page Layout Introduction).

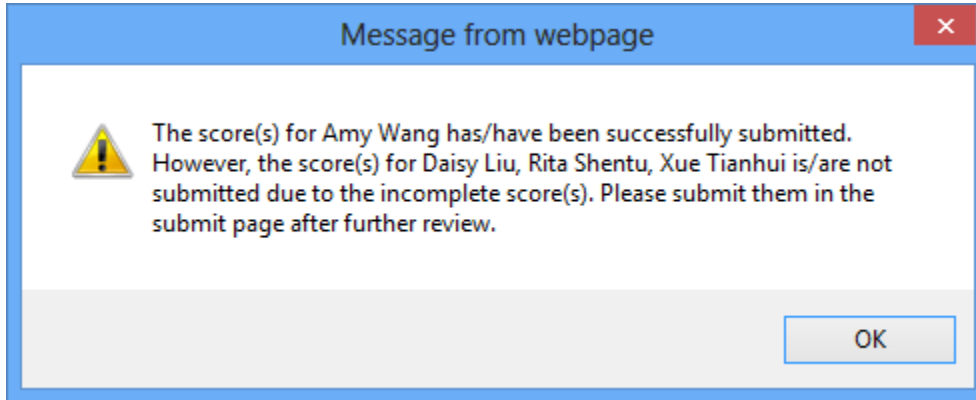
- It will open the **Evaluation Application Score Detail page** for multiple peers. (See Figure 3-2) (See Appendix B for Evaluation Application Detail Page Layout Introduction) By default, it depends on your computer screen, you may only see the first three or four names. If you have more people than it displays, you can simply move the horizontal scroll bar to right in order to see & enter score for more names. There is no Max names you can select to do multiple evaluations.

The screenshot shows the 'Evaluation Application Score Detail' page. It features a table with columns for 'Evaluation Criterion', 'Amy Wang', 'Daisy Liu', 'Rita Shentu', and 'Xue Tianhui'. The 'Evaluation Criterion' column lists five categories: 1. Job Acknowledge, Technical Skill & Creativity (10.00%), 2. Job Quality & Accuracy (10.00%), 3. Working Attitude & Professional Dedication (10.00%), 4. Problem Solving Skill & Ability, Independence (10.00%), and 5. Self-Motivation, Discipline, Initiatives (10.00%). Each category has a 'Score' and 'Comment' field for each peer. A red box highlights the 'Score' and 'Comment' fields for all peers across all categories. At the bottom, there are 'Save' and 'Submit' buttons.

Evaluation Criterion	Amy Wang	Daisy Liu	Rita Shentu	Xue Tianhui
1. Job Acknowledge, Technical Skill & Creativity (10.00%)	Score: <input type="text"/>	Score: <input type="text"/>	Score: <input type="text"/>	Score: <input type="text"/>
2. Job Quality & Accuracy (10.00%)	Score: <input type="text"/>	Score: <input type="text"/>	Score: <input type="text"/>	Score: <input type="text"/>
3. Working Attitude & Professional Dedication (10.00%)	Score: <input type="text"/>	Score: <input type="text"/>	Score: <input type="text"/>	Score: <input type="text"/>
4. Problem Solving Skill & Ability, Independence (10.00%)	Score: <input type="text"/>	Score: <input type="text"/>	Score: <input type="text"/>	Score: <input type="text"/>
5. Self-Motivation, Discipline, Initiatives (10.00%)	Score: <input type="text"/>	Score: <input type="text"/>	Score: <input type="text"/>	Score: <input type="text"/>

Figure 3-2 Evaluation Page for Multiple Peers Layout

- 3) Enter **Score** between **1** and **10** for each subject and click **Save**. (See Figure 3-2)
- ❖ **Comment** is required for the the score is lower than **5.5** or higher than **8.5**.
  - ❖ The **total** score formula is Sum of (**Score** of each subject \* **Score Percentage** of each subject).
  - ❖ You can leave score blank if you are familiar with the certain evaluation glossary subjects of an employee. However, the total score for this employee will be in red.
  - ❖ You will get below warning message if submitting the incomplete score evaluation applications. You can go to Submit Page to submit them. ([See How to Submit Evaluations](#))



- 4) Once it is saved successfully, you can review the system automatically calculated **total** score at the bottom right. (See Figure 3-3)

Evaluation Criterion:	Score Ranges	Level	Description
	10	Perfection	Perfect, no improvement can be made at all.
	8.5-9.99	Excellent	Outstanding performance, Excellent, exceeding job requirement in most areas.
	7-8.4	Satisfactory	Meet Job requirement, Good - Fair in performance, growth & improvement still needed.
	5.6-6.9	Acceptable	Meet entry level job requirement, limited in performance, improvement needed.
	4.5-5.5	Need Improvement	Unsatisfactory performance, need major improvement.
	1-4.4	Unsatisfactory, Failed	Fail to meet requirement, lacking satisfactory performance, Major improvement needed.
	*Special Attention*	Score must be between 1 and 10	Score is less than 5.5 or higher than 8.5, the comment is required.

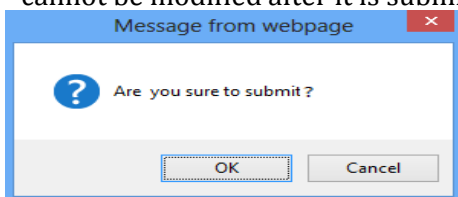
  

Evaluation:	Amy Wang	Daisy Liu	Rita Shentu	Xue Tianhui
7. Reliability & Integrity (诚实守信 - 诚实守信及责任感) (10.00%) A) Taking responsibility for assignment, follow through on projects B) Work with strong principles and working ethics C) Always reliable and accountable for each job assignment	Score: 5.90 Comment:	Score: Comment:	Score: Comment:	Score: Comment:
8. Working Efficiency, Focus & Productivity (工作成果, 工作效率及专注程度) (10.00%) A) Ability to focus & execute assignment effectively with great efficiency B) Ability to organize and prioritize on tasks & use resource wisely C) Ability to work with high productivity	Score: 5.80 Comment:	Score: Comment:	Score: Comment:	Score: Comment:
9. Team Spirit & Cooperation, Interpersonal Skills (团队合作精神及人际关系) (10.00%) A) Willingness to offer unconditional help whenever there is a need in the team B) Put team's best interest at heart and respect team's decision & direction C) Genuinely care for other team members, and communicate with team member with great respect	Score: 6.20 Comment:	Score: 5.90 Comment:	Score: 6.50 Comment:	Score: 6.30 Comment:
10. Pro-Company Consciousness (支持及服务公司, 公司至上的意识) (10.00%) A) Ability to demonstrate a positive attitude towards company decisions B) Willingness to support and follow company rules C) Able to always set a positive tone on behalf of the company D) Company's best interest at heart and company's best interest come first	Score: 6.20 Comment:	Score: Comment:	Score: 5.70 Comment:	Score: Comment:
<b>Total:</b>	6.06	2.46	2.44	1.89

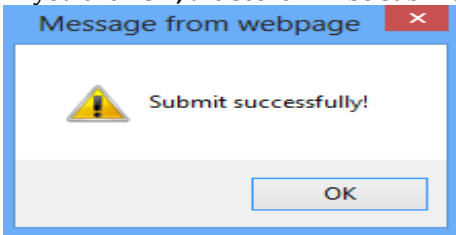
Figure 3-3 Evaluation Page for Multiple Peers with Total Score

**Note:** If there is any subjects missing the scores, total score will be in red.

- 5) Click **Submit** to submit the score. You will get the warning message below since the evaluation application cannot be modified after it is submitted.



- ✧ If you click **OK**, the score will be submitted and you will get the successfully submit message below.



- ✧ If you click **Cancel**, it will be not submitted. You can make further changes and submit it to HR whenever you are ready. (See [How to Submit Multiple Evaluations](#))

- 6) Once it is submitted, the checkbox for evaluation will be grayed out and the status will change to **“Close”**. You cannot make further changes. (See Figure 3-4)

Evaluation Application									
Evaluation Name:	2014年终评估	Date:	12/15/2014 - 12/31/2014		Status:	Open			
Name:		Evaluation Role:			Relationship:				
Job Position:		Organization Name:	BDM,Acct & EDI,Acct,EDI,MacroIs.E		State:				
Job Title:									
<input type="button" value="Evaluate"/> <input type="button" value="Submit"/> <input type="button" value="Skip"/>					<input type="button" value="Search"/> <input type="button" value="All Info"/>				
Items:6 Page number:1/1 Paginal:20 Items									
	Name	Organization Name	Level	Evaluation Role	Score	State	Email	Last Updated	Self Score
<b>Peer</b>									
<input type="checkbox"/>	Wan Jiamin	Acct & EDI	3	Supervisor		open	wanjiamin@jlachina.com		
<input type="checkbox"/>	Jessie Hu	BDM	2	Supervisor		open	hulinjuan@jlachina.com		
<input type="checkbox"/>	Amy Wang	Acct	4	Staff	6.06	Close	wangmengyi@twhome.com.cn	12/15/2014	
<input type="checkbox"/>	Daisy Liu	Acct	4	Staff	2.46	open	liudan@twhome.com.cn	12/15/2014	
<input type="checkbox"/>	Rita Shentu	Acct	4	Staff	2.44	open	shenturun@jlachina.com	12/15/2014	
<input type="checkbox"/>	Xue Tianhui	Acct	4	Staff	1.89	open	xuetianhui@scnhome.com	12/15/2014	

Figure 3-4

## 3.2 How to Submit Multiple Evaluations

To submit the evaluations which you have only saved, but have not been submitted to HR yet.

- 1) Click **Submit**, it will open the **Submit User Page**. (See Figure 3-5)

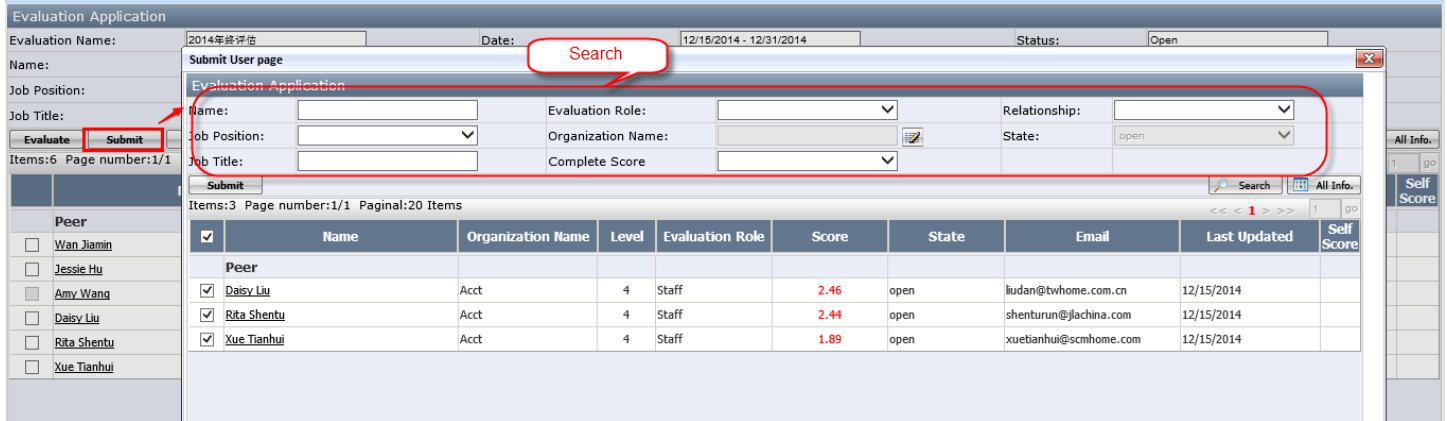


Figure 3-5 Submit User Page

This page will list all employees you have saved the scores before. You can use the top **Search Criteria** to look for a particular employee to submit. (Figure 3-5) Since the page layout is very similar as **Evaluation Application Page**, please see [Appendix A for Evaluation Application Page Layout Introduction](#).

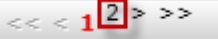
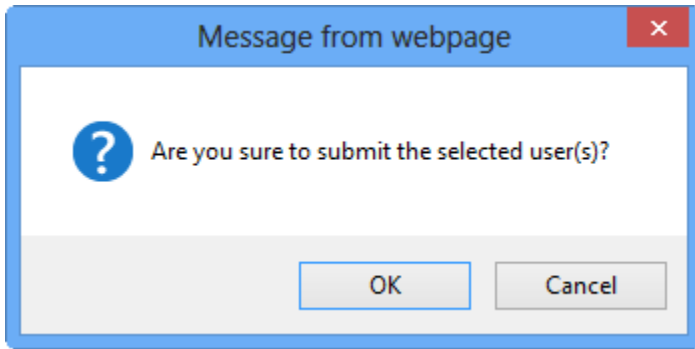
- 2) Put the checks for the names you want to submit the scores and click **Submit** (See Figure 3-6). If you have more than one page, you can click the next page number to see the names you have saved scores. 

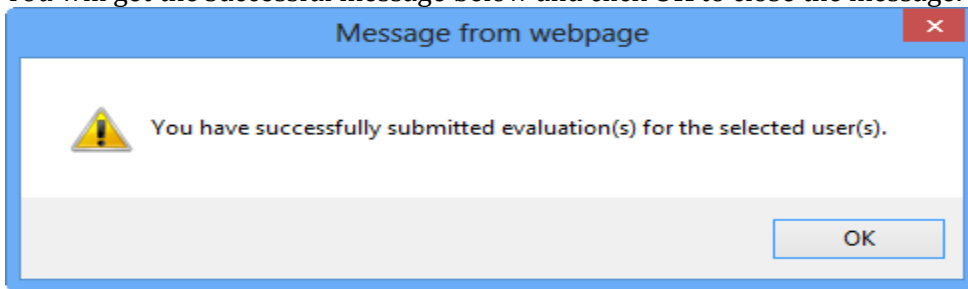


Figure 3-6 Submit User Page with Selected Names

- 3) You will get the warning message as below since the evaluation cannot be modified once it is submitted.



4) You will get the successful message below and click **OK** to close the message.



### 3.3 How to Skip Peers

For the peer that you are not familiar with, you can remove them from your peer list by skipping them or d just do not do their evaluations since you might work with them in the near future. You can only skip peers which do not have the scores.

1) Click **Skip**, it will open **Skip User Page**. (See Figure 3-7)

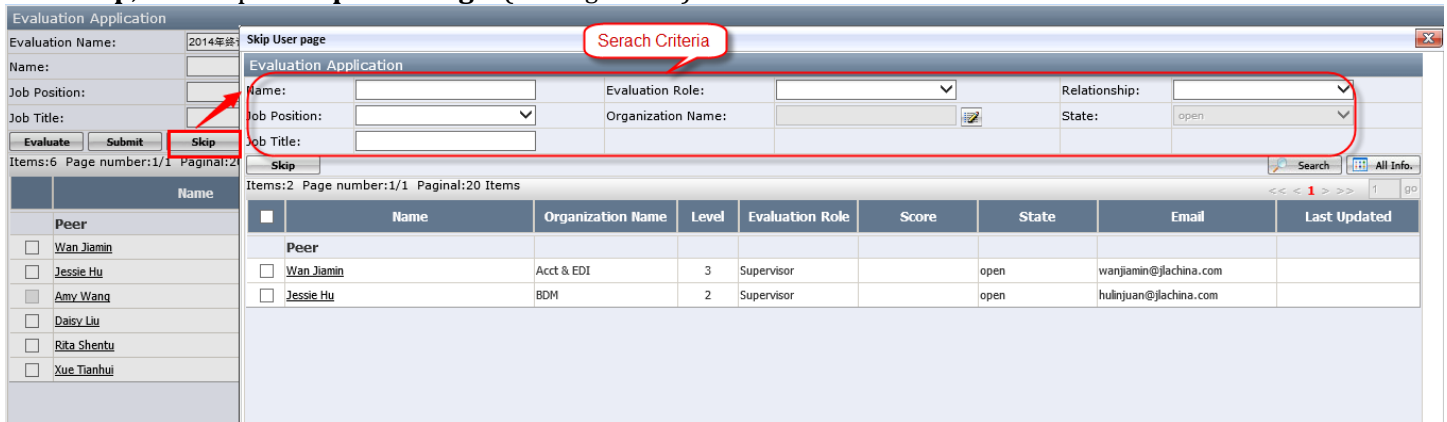


Figure 3-7 Skip Peer Page

This page will list peer names that do not have the scores. (See Figure 3-7) You can use the top **search criteria** to look for a particular employee you want to skip. Since the page layout is very similar as **Evaluation Application Page**, please see [Appendix A for Evaluation Application Page Layout Introduction](#).

2) Put the checks for the names you want to skip and click **Skip**. (See Figure 3-8)

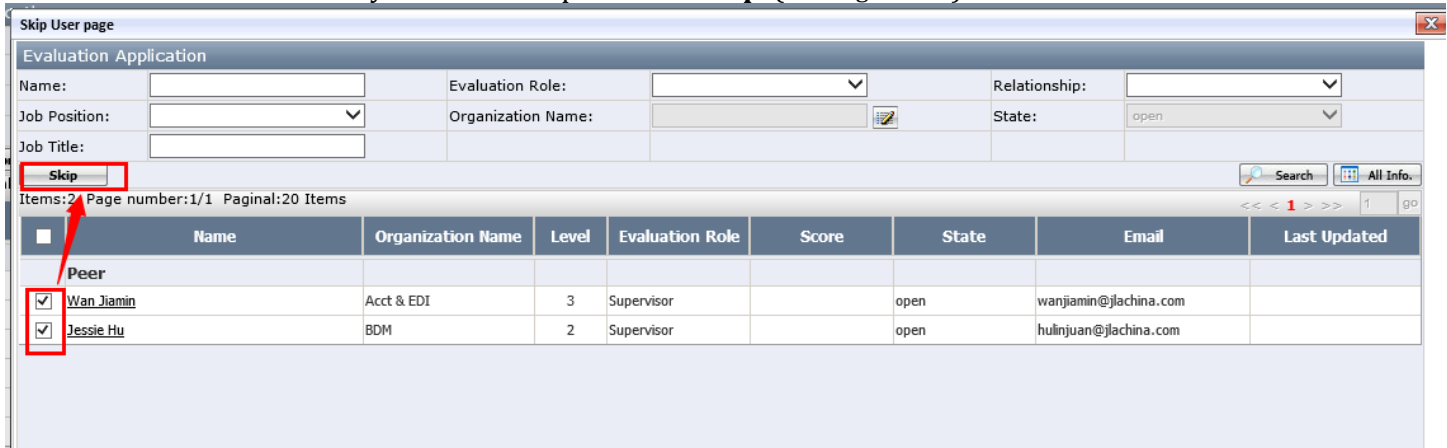
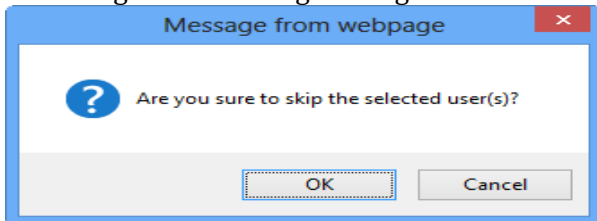
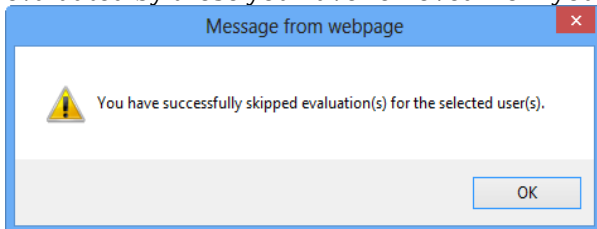


Figure 3-8 Skip Peer Page with Selected Names

3) You will get the warning message below and click **OK**.



4) Once it is successfully skipped, you will see the message below. System will automatically remove them from your peer list. However, your name will not be removed from their peer list. Therefore, you will still be evaluated by those you have removed from your peer list.



## 4. Where to get the help if you have question or problem

If you have any questions and issues during the evaluation process, please send email directly to [eechelpdesk@syncsoftinc.com](mailto:eechelpdesk@syncsoftinc.com) (China User) or [eechelpdesk@jlahome.com](mailto:eechelpdesk@jlahome.com) (Corporate User).

## 5. Appendix A: Evaluation Application Page Layout Introduction

The screenshot shows the 'Evaluation Application' page. At the top, there are three callouts: 'Evaluation Infor.' pointing to the 'Evaluation Name' and 'Date' fields; 'Search Criteria' pointing to the 'Evaluation Role' and 'Organization Name' dropdowns; and 'Function Buttons' pointing to the 'Evaluate', 'Submit', and 'Skip' buttons. Below the form is a table titled 'Assigned Employee List' with columns: Name, Organization Name, Level, Evaluation Role, State, Email, Last Updated, and Self Score. The table lists several employees under the 'Peer' category.

Name	Organization Name	Level	Evaluation Role	State	Email	Last Updated	Self Score
<input type="checkbox"/> Wan Jiamin	Acct & EDI	3	Supervisor	open	wanjiamin@jlachina.com		
<input type="checkbox"/> Jessie Hu	BDM	2	Supervisor	open	hulinjuan@jlachina.com		
<input type="checkbox"/> Amy Wang	Acct	4	Staff	open	wangmengyi@tvhome.com.cn		
<input type="checkbox"/> Daisy Liu	Acct	4	Staff	open	liudan@tvhome.com.cn		
<input type="checkbox"/> Rita Shentu	Acct	4	Staff	open	shenturun@jlachina.com		
<input type="checkbox"/> Xue Tianhui	Acct	4	Staff	open	xuetianhui@scmhome.com		

Figure 5-1 Evaluation Application Page Layout

### 5.1 Evaluation Info

- ✧ **Evaluation Name:** Name of Annual Employee Performance Evaluation.
- ✧ **Date:** Start date and end date of Annual Employee Performance Evaluation.
- ✧ **Status:** The status of Annual Employee Performance Evaluation. If it is in **Open** status, you can submit the evaluation application. If it is in **Close** or **Pending** status, you can have the read only access. If it is in **Complete** status, you cannot access it since it has been archived by HR.

### 5.2 Search Criteria

You can search for a particular employee you want to do the evaluation.

- ✧ **Evaluation Role:** It is the evaluation role assigned to each employee such as **Staff** and **Supervisor**.
- ✧ **Organization Name:** It's the organization which the employee belongs to. If you want to see all employees under BDM, you can simply select the organization "BDM".

The screenshot shows the 'Evaluation Application' page with a search criteria dialog box open. The dialog box has a tree view of search criteria. The 'BDM' organization is selected, and its sub-criteria 'Acct & EDI' and 'Ecom & Dist' are also selected. The background shows the same 'Assigned Employee List' table as in Figure 5-1.

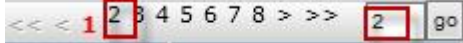
- ✧ **Relationship Type:** The relationship of the employees assigned to you such as “Peer”, “Subordinate”, “Supervisor” and “Self”.
- ✧ **Status:** “Open” means the evaluation has not been submitted and “Close” means it has been submitted.

### 5.3 Function Button

- ✧ **Evaluation:** [See How to do Multiple Peer Evaluations](#)
- ✧ **Submit:** [See How to Submit Multiple Evaluations](#)
- ✧ **Skip:** [See How to Skip Peers](#)

### 5.4 Assigned Employee List

- ✧ **Checkbox:** Used to select the employees to do the multiple evaluations. It will be grayed out once the evaluation application is submitted.
- ✧ **Name:** Employee name and you can open the employee evaluation page by clicking it.
- ✧ **Level:** It is the level of the **organization name**.
- ✧ **Score:** The score given to an assigned employee.
- ✧ **Pagination:** You will see the pagination if you have more than 20 employees assigned to you.



## 6. Appendix B: Evaluation Application Detail Page Layout Introduction

Name:	Jessie Hu	Organization Name:	BDM	Evaluation Role:	Supervisor
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Score Ranges	Level	Description
10	Perfection	Perfect, no improvement can be made at all.
8.5-9.99	Excellent	Outstanding performance, Excellent, exceeding job requirement in most areas.
7-8.4	Satisfactory	Meet Job requirement, Good - Fair in performance, growth & improvement still needed.
5.6-6.9	Acceptable	Meet entry level job requirement, limited in performance, improvement needed.
4.5-5.5	Need Improvement	Unsatisfactory performance, need major improvement.
1-4.4	Unsatisfactory, Failed	Fail to meet requirement, lacking satisfactory performance, Major improvement needed.
*Special Attention*	Score must be between 1 and 10	Score is less than 5.5 or higher than 8.5, the comment is required.

Job Knowledge, Technical Skill & Creativity (专业知识及技术能力, 创新能力) (10.00%)	Score:
A) Technical acknowledges & Skills Levels B) Job Creativity & Talents C) Ability in adopting & learning new industry technology	<input type="text"/> <input type="text"/>
2. Job Quality & Accuracy (工作品质及精确度) (10.00%)	Score:
A) Provide quality job, pay attention to details B) Work for perfection & have high accuracy level C) Ability to provide high satisfactory work result	<input type="text"/> <input type="text"/>
3. Working Attitude & Professional Dedication (工作态度及敬业程度) (10.00%)	Score:
A) Have a positive & dedicated working attitude B) Willingness in taking on new tasks and challenges C) Honest & willing to accept other's critics	<input type="text"/> <input type="text"/>
4. Problem Solving Skill & Ability, Independence (解决问题能力, 技巧及独立工作能力) (10.00%)	Score:
A) Be able to work independently and identify key issues B) Be able to find problem, and resolve it independently	<input type="text"/> <input type="text"/>
5. Self-Motivation, Discipline, Initiatives (工作积极性主动性及自律性) (10.00%)	Score:
A) Self-Disciplined on attendance, and all company policy without supervision B) Self-Motivated with new challenges & new tasks C) Taking initiatives in new assignments, suggestions	<input type="text"/> <input type="text"/>
6. Communication Skill & Ability (书面及口头沟通的能力及技巧) (10.00%)	Score:
A) Clear & precise communication verbally with co-worker B) Clear & precise written communication & documentation C) General communication Skill in day to day work assignment	<input type="text"/> <input type="text"/>
7. Reliability & Integrity (职业素养, 职业道德及责任心) (10.00%)	Score:
A) Taking responsibility for assignment, follow through on projects B) Work with strong principles and working ethics C) Always reliable and accountable for each job assignment	<input type="text"/> <input type="text"/>
8. Working Efficiency, Focus & Productivity (工作成果, 工作效率及专注程度) (10.00%)	Score:
A) Ability to focus & execute assignment effectively with great efficiency B) Ability to organize and prioritize on tasks & use resource wisely C) Ability to work with high productivity	<input type="text"/> <input type="text"/>
9. Team Spirit & Cooperation, Interpersonal Skills (团队合作精神及人际关系) (10.00%)	Score:
A) Willingness to offer unconditional help whenever there is a need in the team B) Put team's best interest at heart and respect team's decision & direction C) Genuinely care for other team members, and communicate with team member with great respect	<input type="text"/> <input type="text"/>
10. Pro-Company Consciousness (支持及服务公司, 公司至上的意识) (10.00%)	Score:
A) Ability to demonstrate a positive attitude towards company decisions B) Willingness to support and follow company rules C) Able to always set a positive tone on behalf of the company D) Company's best interest at heart and company's best interest come first	<input type="text"/> <input type="text"/>

Save    Submit    **Save & Submit**    Total Scores    Total:

Figure 6-1 Evaluation Application Detail Page Layout

- Employee Info.: Employee Name, assigned Organization Name and Evaluation Role.
- Evaluation Criterion: The score range for each subject. (See Figure 6-2) You can click / button to hide/show it.

Evaluation Criterion:	Score Ranges	Level	Description
	10	Perfection	Perfect, no improvement can be made at all.
	8.5-9.99	Excellent	Outstanding performance, Excellent, exceeding job requirement in most areas.
	7-8.4	Satisfactory	Meet Job requirement, Good - Fair in performance, growth & improvement still needed.
	5.6-6.9	Acceptable	Meet entry level job requirement, limited in performance, improvement needed.
	4.5-5.5	Need Improvement	Unsatisfactory performance, need major improvement.
	1-4.4	Unsatisfactory, Failed	Fail to meet requirement, lacking satisfactory performance, Major improvement needed.
	*Special Attention*	Score must be between 1 and 10	Score is less than 5.5 or higher than 8.5, the comment is required.

Figure 6-2 Evaluation Criterion

- ✧ **Evaluation Glossary:** The evaluation glossary assigned to each organization. The glossary contains several **subjects**. Each **subject** has several **Contents**. The **Score Percentage** for each subject is located at the end of the subject. Supervisor and staff might have the different glossaries. (See Figure 6-3)

Subject	Score Percentage	Content
1. Job Knowledge	20.00%	<p>A) Complete knowledge of the functions of each department within the organization as well as company's culture.</p> <p>B) Knowledge of installing &amp; troubleshooting software &amp; hardware for all company's application &amp; equipment. (Computers, servers, and etc.)</p> <p>C) Knowledge of company's operating systems, server system and back up system.</p> <p>D) Knowledge of maintaining company's email system through email provider.</p> <p>E) Knowledge of technical security to protect company's data &amp; equipment from outside hackers and virus.</p>

Figure 6-3 Glossary Definition

- ✧ **Score & Comment:** It is required to enter the score for each subject. The score must be between **1** and **10**. If the score is lower than **5.5** and higher than **8.5**, the comment is required. (See Figure 6-2 Evaluation Criterion)
- ✧ **Total Score:** System will automatically calculate it. The formula is Sum of (**Score** of each subject\***Score Percentage** of each subject).
- ✧ **Save & Submit:** Save the score and submit it.