

Evaluation User Guideline (Sync)

Version: 1.0 12-23-2013

1. How to log into EEC

- 1) In IE browser, type the address below.
 Internal: <https://192.168.20.10/EECSystem>
 External: <https://61.130.10.180/EECSystem>
- 2) In **EEC Login Page**, type your **User Name**, **Password** and **Check Code**. (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.



<p>Who We are ...</p> <p>E&E Co., Ltd is a globally integrated company specializing in providing quality products for every lifestyle. From Home Fashion to Apparel, pet products to decorative accessories. we provide strategic market and design directions, manage production and distribution for our retail trade partners. From concept to final product, our global design and product development teams collaborate with each individual customer to create and source products, that not only meet their objective but consistently deliver strong profitability.</p> <p>Founded in 1993, E&E has grown rapidly. Our success begins with a unique business model that offers depth and breadth of capability unmatched in the industry. Our talented design team bring originality and freshness to each fashion season by researching and understanding market and trend evolution. From licensing to private label, our collective design experience and production execution are the foundations for our success at retail. Using innovative tools and strategies, E&E creates synergies in design, global sourcing and manufacturing.</p>	<table border="1"> <tr> <td>User Name</td> <td><input type="text"/></td> </tr> <tr> <td>Password</td> <td><input type="password"/></td> </tr> <tr> <td>Check Code:</td> <td><input type="text"/> 88NB6</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Remember User Name</td> </tr> <tr> <td colspan="2"> <input type="button" value="OK"/> <input type="button" value="Reset"/> </td> </tr> <tr> <td colspan="2"> <input type="button" value="Forgot Your Password?"/> </td> </tr> </table>	User Name	<input type="text"/>	Password	<input type="password"/>	Check Code:	<input type="text"/> 88NB6	<input type="checkbox"/> Remember User Name		<input type="button" value="OK"/> <input type="button" value="Reset"/>		<input type="button" value="Forgot Your Password?"/>	
User Name	<input type="text"/>												
Password	<input type="password"/>												
Check Code:	<input type="text"/> 88NB6												
<input type="checkbox"/> Remember User Name													
<input type="button" value="OK"/> <input type="button" value="Reset"/>													
<input type="button" value="Forgot 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)

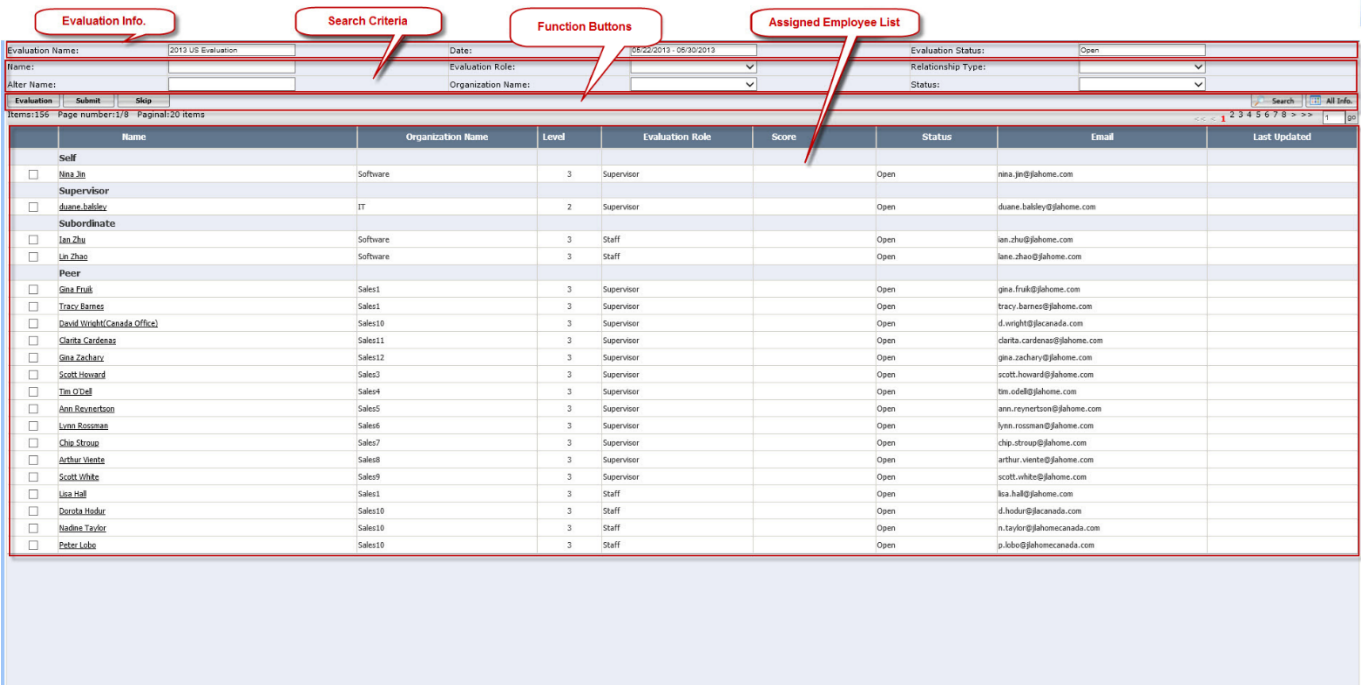


Figure 2-2 Evaluation Application Page Layout

3. How to do the Employee Evaluation

3.1 How to do Self Evaluation

You are required to do self-evaluation. It is **mandatory**.

1) Click your name under **Self** section.

	Name	Organization Name	Level
	Self		
<input type="checkbox"/>	Nina Jin	IT3 (Software)	3

2) It will open the Evaluation Application Detail Page. (See Figure 3-1)
 (See Appendix B for Evaluation Application Detail Page Layout Introduction)

The screenshot shows the 'Evaluation Application Detail Page' for employee Nina Jin. The page is divided into several sections:

- Employee Info:** Employee Name: Nina Jin, Organization Name: IT3 (Software), Evaluation Role: Supervisor.
- Evaluation Criterion:** A table with columns for Score Ranges, Level, and Description.

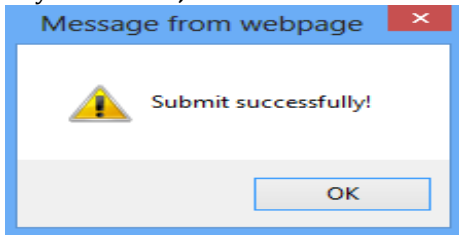
Score Ranges	Level	Description
10	Outstanding	Exceeds requirement
8-9	Exceeds Requirement	Consistency meets and occasionally exceeds requirement
5-7	Meet Requirement	Normally meets requirements, performs as expected
3-4	Needs Improvement	Has not performed as expected, improvement is needed
1-2	Does not meet requirement	Fails to meet requirements
- Evaluation Glossary:** A list of evaluation criteria with their respective weights, such as '1. Job Knowledge(20.00%)', '2. Quality of Work and Accuracy(20.00%)', etc.
- Score & Comment:** A column on the right for entering scores and comments for each criterion. The total score is shown as 0.
- Self Summary:** A text area for providing a self-summary.
- Suggestion:** A text area for providing suggestions.
- Buttons:** 'Save', 'Submit', and 'Save & Submit' buttons are located at the bottom.

Figure 3-1 Evaluation Application Detail Page Layout

3) Enter **Score** between **1** and **10** for each subject and write down **Self Summary** and **Suggestion** and click **Save**. (See Figure 3-2)

- ✧ **Comment** is required for the the score is lower than **4.5** or higher than **8.5**.
- ✧ The formula is Sum of (**Score** of each subject***Score Percentage** of each subject).
- ✧ Self summary is required and you can write it in Chinese or English. If it is Chinese, you need include a **brief English summary**. Suggestion is optional and can be in Chinese.

- ❖ 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](#))

- Once it is submitted, **Submit** and **Save** button will be grayed out and the status will also change to **“Close”**. You cannot make further changes.

	Name	Organization Name	Level	Evaluation Role	Score	Status
	Self					
<input type="checkbox"/>	Nina Jin	IT3 (Software)	3	Supervisor	7.49	Closed

3.2 How to do Supervisor / Subordinate / Peer Evaluation

- ❖ You are **HIGHLY** recommended to evaluate **Supervisor**. You can be assured that all your evaluation input will be kept 100% **ANONYMOUS**. (See [Evaluation Result](#))
- ❖ **Subordinates** evaluation is required.
- ❖ It is **not mandatory** to perform **peer** evaluation. However, your participation is highly recommended & appreciated. You can skip the peers who you are not familiar with, (See [How to Skip Peers](#)) or leave it without submit the evaluation if you will work with them in the near future.

- Click the name under **Supervisor (Or Peer, or Subordinate)** section

	Name	Organization Name	Level
	Self		
<input type="checkbox"/>	Nina Jin	IT3 (Software)	3
	Supervisor		
<input type="checkbox"/>	duane.balsley	IT	2

- It will open the **Evaluation Application Detail Page**. (See Figure 3-4) (See [Appendix B for Evaluation Application Detail Page Layout Introduction](#))

Employee Name:	Score Range:	Level	Description	Evaluation Role:
Self	1-19	Outstanding	Exceeds requirement	Supervisor
<input type="checkbox"/> Nina Jin	10-19	Exceeds requirement	Consistently meets and occasionally exceeds requirement	
<input type="checkbox"/> duane.balsley	5-9	Meets Requirement	Normally meets requirements, performs as expected	
	2-4	Needs Improvement	Has not performed as expected, improvement is needed	
	1-2	Does not meet requirement	Fails to meet requirements	

Criteria	Score	Comment
1. Job Knowledge (20.00%)	10	Person and Score all IT Technology
2. Quality of Work and Accuracy (20.00%)	12	
3. Work Focus and Efficiency (20.00%)	8.7	
4. Communication Skills (15.00%)	9.2	
5. Team Work/ Interpersonal Skills (10.00%)	13	
6. Attendance/Working Hours (7.50%)	8	
7. Pro-Company (7.50%)	4	
Total:	80	

Figure 3-4 Supervisor Evaluation Application Detail Page Layout

- 3) Follow the same steps as < **Self Evaluation** > **step 3 – 5**, to enter score in each required subject. Click **Save** to save the score, then, whenever you are ready you can submit to HR. ([See How to Submit Multiple Evaluations](#))

3.3 How to do Multiple Subordinate or Peer Evaluations

You can also select multiple **Subordinates** or **Peers** to do the multiple evaluations at once which can help you to compare and save time.

- 1) Put the multiple checks for names under **Subordinate** section or under **Peer** section, and click **Evaluation**. (See Figure 3-5)

The screenshot shows the 'Evaluation Application' form. At the top, there are fields for 'Evaluation Name', 'Date', 'Evaluation Status', 'Name', 'Evaluation Role', 'Relationship Type', 'Alter Name', 'Organization Name', and 'Status'. Below these are buttons for 'Evaluation', 'Submit', and 'Skip'. A table lists subordinates with columns for Name, Organization Name, Level, Evaluation Role, Score, Status, Email, and Last Updated. Two subordinates, 'Ian Zhu' and 'Lin Zhao', have their checkboxes checked under the 'Subordinate' section.

Name	Organization Name	Level	Evaluation Role	Score	Status	Email	Last Updated
Self							
<input type="checkbox"/> Nina Jin	IT3 (Software)	3	Supervisor	7.49	Closed	nina.jin@jahome.com	05/21/2013
<input type="checkbox"/> Duane Balsley	IT	2	Supervisor	8.96	Open	duane.balsley@jahome.com	05/22/2013
Subordinate							
<input checked="" type="checkbox"/> Ian Zhu	IT3 (Software)	3	Staff		Open	ian.zhu@jahome.com	
<input checked="" type="checkbox"/> Lin Zhao	IT3 (Software)	3	Staff		Open	lane.zhao@jahome.com	

Figure 3-5 Select Multiple Subordinates / Peer Selection

- 2) It will open the **Evaluation Application Score Detail page** for multiple subordinates. (See Figure 3-6) ([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', 'Score Ranges', 'Level', and 'Description'. Below this is a list of evaluation criteria. The main part of the page is a grid where scores are entered for two subordinates: 'Ian Zhu' and 'Lin Zhao'. Each criterion has a score input field and a comment box. A red box highlights the score input fields for 'Ian Zhu' and 'Lin Zhao' for the first criterion, showing scores of 9.5 and 9.8 respectively. A red arrow points to the 'Save' button at the bottom left.

Evaluation Criterion	Score Ranges	Level	Description	Score	Comment
1. Job Knowledge(20.00%)	10 8-9 5-7 3-4 1-2 *Special Attention*	Outstanding Exceeds Requirement Meet Requirement Needs Improvement Does not meet requirement Score must between 1 and 10	Exceeds requirement Consistency meets and occasionally exceeds requirement Normally meets requirements, performs as expected Has not performed as expected, improvement is needed Fails to meet requirements Score below 4.0 or above 9.5 requires a comment.		
1. Job Knowledge(20.00%)				9.5	The score below 4.0 requires a
1. Job Knowledge(20.00%)				9.8	The score above 9.5 requires a
2. Quality of Work and Accuracy(20.00%)				8	
2. Quality of Work and Accuracy(20.00%)				8.12	
3. Work Focus and Efficiency(20.00%)				7	
3. Work Focus and Efficiency(20.00%)				6.78	
4. Communication Skills(15.00%)				8	
4. Communication Skills(15.00%)				8.88	
5. Team Work/Interpersonal Skills(10.00%)				9	
5. Team Work/Interpersonal Skills(10.00%)				9	
6. Attendance/Working Manner(7.50%)				7	
6. Attendance/Working Manner(7.50%)				9	
7. Pro-company(7.50%)				9	
7. Pro-company(7.50%)				9	
Total				0	0

Figure 3-6 Evaluation Page for Multiple Subordinates Layout

- 3) Follow the same steps as < **Self Evaluation** > **step 3 – 5**, to enter score in each required subject. Click **Save** to save the score and then, whenever you are ready you can submit to HR. ([See How to Submit Multiple Evaluations](#)) Once it is submitted successfully, the checkbox for evaluation will be grayed out and status will change to "Closed".

Subordinate	Name	Organization Name	Level	Evaluation Role	Score	Status	Email	Last Updated
<input type="checkbox"/>	Ian Zhu	IT3 (Software)	3	Staff	6.70	Closed	ian.zhu@jahome.com	06/07/2013
<input type="checkbox"/>	Lin Zhao	IT3 (Software)	3	Staff	7.13	Closed	lane.zhao@jahome.com	06/07/2013

3.4 How to Submit Multiple Evaluations

To submit the multiple 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 3-7)

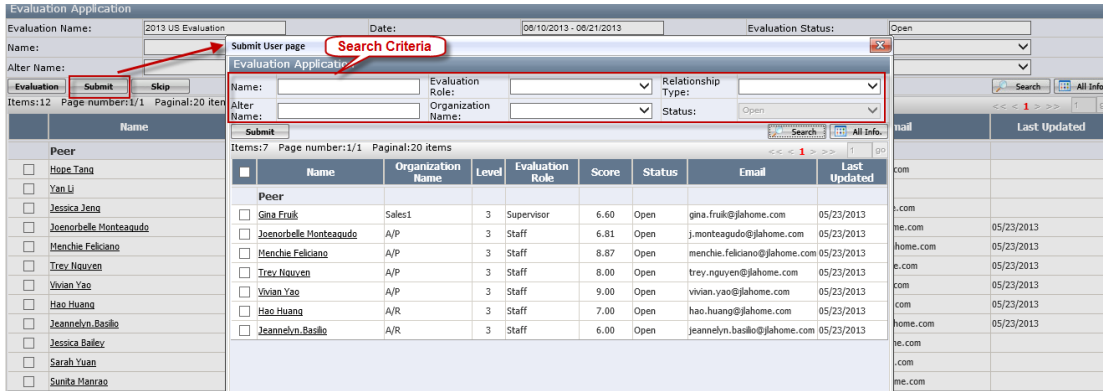


Figure 3-7 Submit User Page

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. (See Figure 3-7) Since the page layout is very similar as **Evaluation Application Page**, please see [Appendix A for Evaluation Application Page Layout Introduction](#).

- 2) Put the multiple checks for the names you want to submit the scores and click **Submit**. (See Figure 3-8) If you have more than one page, you can click the next page number to see the names you have saved scores.

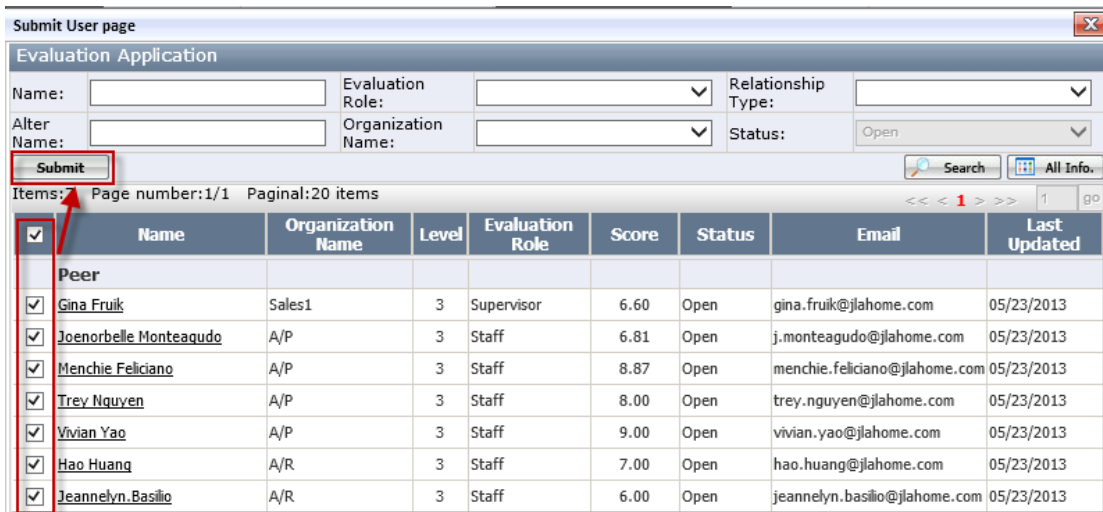
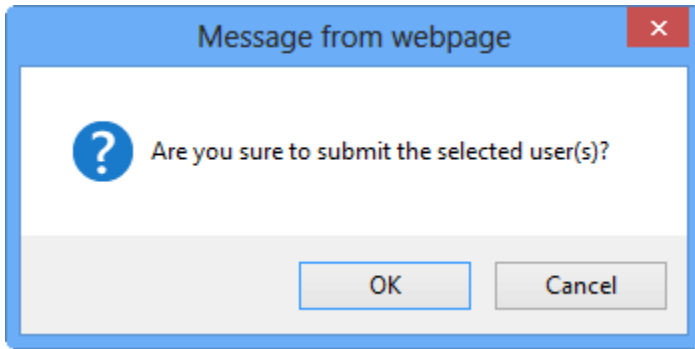
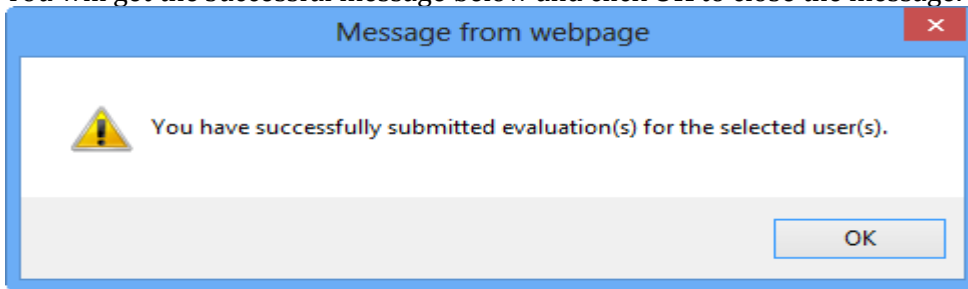


Figure 3-8 Submit User Page with Selected Names

- 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.



3.5 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 do not skip them and 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 3-9)

The screenshot shows the 'Skip User Page' with the following search criteria:

- Name: [Empty]
- Evaluation Role: [Empty]
- Relationship Type: [Empty]
- Alter Name: [Empty]
- Organization Name: [Empty]
- Status: Open

The main table lists peers to skip:

Name	Organization Name	Level	Evaluation Role	Score	Status	Email	Last Updated
<input type="checkbox"/> Hope Tang							
<input type="checkbox"/> Yan Li							
<input type="checkbox"/> Jessica Jeng							
<input type="checkbox"/> Joenorbelle Monteaqudo							
<input type="checkbox"/> Menchie Feliciano							
<input type="checkbox"/> Trey Nguyen							
<input type="checkbox"/> Vivian Yao							
<input type="checkbox"/> Hao Huang							
<input type="checkbox"/> Jeannelyn Basilio							
<input type="checkbox"/> Jessica Bailey							
<input type="checkbox"/> Tracy Barnes	Sales1	3	Supervisor		Open	tracy.barnes@jlahome.com	
<input type="checkbox"/> David Wright	Sales10	3	Supervisor		Open	davidwright@jlachina.com	
<input type="checkbox"/> Clarita Cardenas	Sales11	3	Supervisor		Open	clarita.cardenas@jlahome.com	
<input type="checkbox"/> Gina Zachary	Sales12	3	Supervisor		Open	gina.zachary@jlahome.com	
<input type="checkbox"/> Scott Howard	Sales3	3	Supervisor		Open	scott.howard@jlahome.com	
<input type="checkbox"/> Tim O'Dell	Sales4	3	Supervisor		Open	tim.odell@jlahome.com	
<input type="checkbox"/> Lynn Rossman	Sales6	3	Supervisor		Open	lynn.rossman@jlahome.com	
<input type="checkbox"/> Chip Stroup	Sales7	3	Supervisor		Open	chip.stroup@jlahome.com	

Figure 3-9 Skip Peer Page

This page will list peer names that do not have the scores. (See Figure 3-9) You can use the top **search criteria** to look for a particular employee you want to skip. In the below example, it only lists the sales organization peers. Since the page layout is very similar as **Evaluation Application Page**, please see [Appendix A for Evaluation Application Page Layout Introduction](#)).

- 2) Put the multiple checks for the names you want to skip and click **Skip**. (See Figure 3-10)

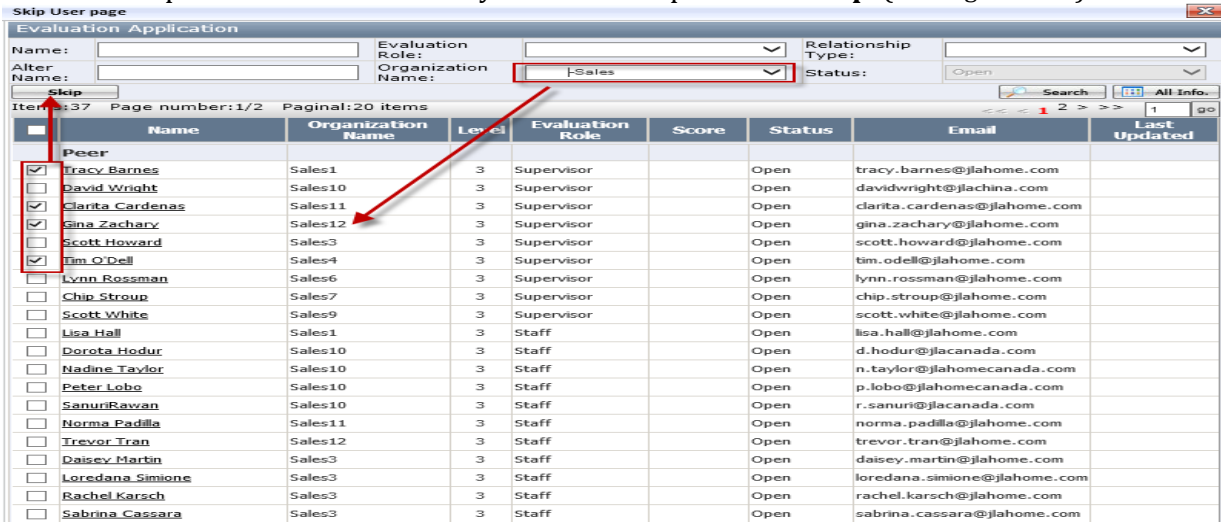
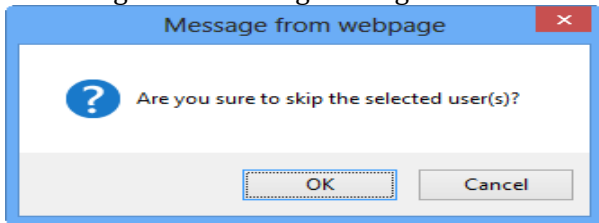
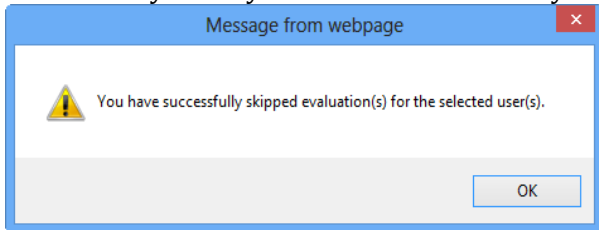


Figure 3-10 Skip Peer Page with Selected Name

- 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.



How to go to your Evaluation Result

- 1) Click **Self Review** page under **Evaluation Review** of **Evaluation Module** (See Figure 0-1)

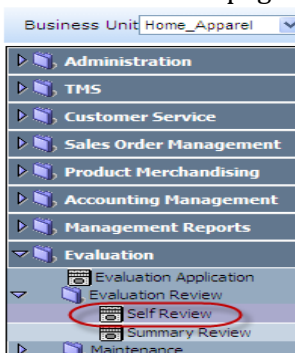


Figure 0-1 Self Score Page Path

2) It will open **Self Review** page. This page allows the employees to review the self score. (See Figure 0-2)

Employee Name: Nina Jin | **Report Dept.:** IT | **Evaluation Role:** Superior | **Evaluation Name:** 2013 Evaluation US

Score Ranges	Level	Description
10:	Outstanding	Exceeds requirement
8-9:	Exceeds Requirement	Consistency meets and occasionally exceeds requirement
5-7:	Meet Requirement	Normally meets requirements, performs as expected
3-4:	Needs Improvement	Has not performed as expected, improvement is needed
1-2:	Does not meet requirement	Fails to meet requirements

Evaluation From	Total Score	Job Knowledge 20.00%	Quality of Work and Accuracy 20.00%	Work Focus and Efficiency 20.00%	Communication Skills 15.00%	Team Work/Interpersonal Skills 10.00%	Attendance/Working Manner 7.50%	Pro-company 7.50%
Overall Score	6.71	6.87	7.47	5.40	6.87	7.33	6.13	7.13
Self	7.49	8.20	7.70	7.30	7.80	8.20	3.90	7.60
Peer Avg.	6.53	6.67	6.67	6.00	6.67	6.33	6.33	7.33
P1	6.58	7.00	6.00	5.00	7.00	8.00	7.00	8.00
P2	7.00	7.00	8.00	7.00	7.00	5.00	6.00	8.00
P3	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Supervisor Avg.	6.83	7.00	8.00	5.00	7.00	8.00	6.00	7.00
duane.basley	6.83	7.00	8.00	5.00	7.00	8.00	6.00	7.00

Comparison Type	Comparison Percentage
Self VS Peer	12.82%
Self VS Supervisor	8.81%

Score Type	Highest	Lowest	Average	Current Employee
Peer Avg. Score	7.00	6.19	6.57	6.53
Supervisor Avg. Score	7.28	6.00	6.73	6.83
Overall Score	7.17	6.08	6.67	6.71

Suggestion: 更多户外活动!!

Self Summary:
 suggestion for software development team and developmen procedure.On the one side,Share point is share plattform.We can write and quote useful technical articles as developing resource.We can write or copy some other categories articles if it is important or other reasons.On the other side,We can hold a technical discussion for our team on regular time.It is important and useful way to improve our business and technology level.For me,I need find better way to do the work.
 2007年很快就过去了,我们的EEC系统也在公司的业务运行中体现得越来越重要了,在这一年中,我做了很多的维护工作,并帮助用户和我们的技术支持处理不同的他们想要的的数据,我开发完成了普通面料报价和装饰布报价模块,包括面料库模块,同时,重写了所有关于订单系统的打印页面,现在,为使我们的系统看上去更专业,我在修改我们系统的外观风格,为提高我们系统的功能,我正在重读和重写代码,当然,这是一个集体整合的工作,随着时间的推移,越来越多的用户依靠这个系统,同时越来越希望用更有效的方法去处理的工作,我们不但要使系统支持简单的操作,而且要使系统具有更好的性能,2008年已经来临,我希望我们能做更多的项目,如果我们能得到其他新的项目,首先,我们应该关注项目

Figure 0-2 Self Review

Note: When the evaluation is in "Open" status, the evaluation result is not finalized. When the employee clicks this page, it will get a warning message below. If the employee clicks **OK**, it will open "Self Review" page. (See Figure 0-3) If it is in "Close" Status, it is the final & accurate score. If it is in "Complete" Status, the evaluation result has been archived by HR department and you cannot review it any more.

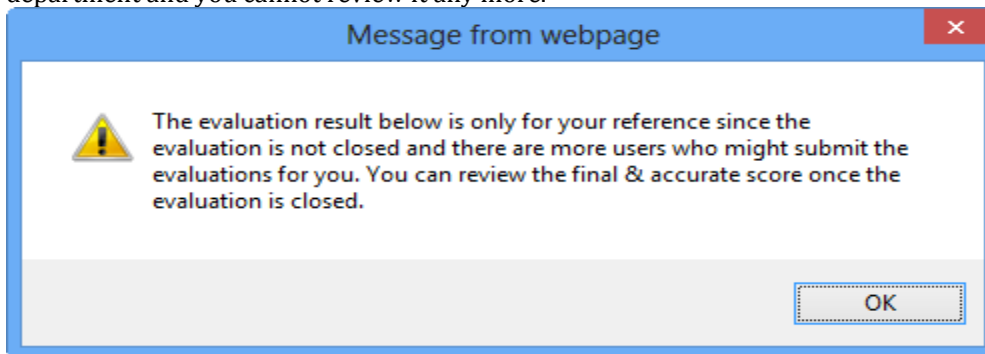


Figure 0-3 Self Review warning message for the open evaluation

3.6 How to read your Evaluation Result

3.6.1 Employee Info.

Report Dept.: It is used in **Compared Score** of **Evaluation Result**. For a **regular employee**, it is the report department they assigned to. (See Figure 0-4) For an **executive employee**, it is the role of “**Executive**” they assigned to. (See Figure 0-5)

Employee Name: Report Dept.: Evaluation Role: Evaluation Name:

Figure 0-4 Regular Employee Report Dept.

Employee Name: Report Dept.: Evaluation Role: Evaluation Name:

Figure 0-5 Executive Employee Report Dept.

3.6.2 Evaluation Result

You can see **Total Score** of **Overall Score**, **Self**, **Peer Ave.** and **Supervisor Avg.** and **Average Score** for each subject. (See Figure 0-6)

Evaluation Result:

Evaluation From	Total Score	Ref	Job Knowledge 20.00%	Quality of Work/Ac 20.00%	Work Focus/Efficiency 20.00%	Communication Skill 15.00%	Team Work/Interpersonal Skills 10.00%	Attendance/Working Manner 7.50%	Pro-company 7.50%
Overall Score	7.01		7.27	7.73	5.73	7.13	7.60	6.37	7.40
Self	7.49		8.20	7.70	7.30	7.80	8.20	3.90	7.60
Peer Avg.	7.29		7.67	7.33	6.83	7.33	7.00	6.93	8.00
P1	8.40	✓	8.00	8.50	8.80	7.50	9.00	9.00	8.50
P2	8.29		8.00	8.00	8.50	8.00	8.00	7.80	8.00
P3	7.00		7.00	8.00	7.00	7.00	5.00	6.00	8.00
P4	6.58		7.00	6.00	5.00	7.00	8.00	7.00	8.00
P5	6.00	✓	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Supervisor Avg.	6.83		7.00	8.00	5.00	7.00	8.00	6.00	7.00
Duane Balsley	6.83		7.00	8.00	5.00	7.00	8.00	6.00	7.00

Figure 0-6 Evaluation Result

1. Total Score

- ✧ **Peer Avg.** = (P1 Total Score + P2 Total Score + ... + PN Total Score)/N (N=Total Peer Number). P1 is Highest Score and PN is the lowest score. To be **ANONYMOUS** and **CONFIDENTIAL**, all subordinate scores will be accounted as a part of peer score. Peer names will be displayed as "P1", "P2" etc.
- ✧ **Supervisor Avg.** = (Supervisor1 Total Score + Supervisor2 Total Score + ... + SupervisorN Total Score)/N
- ✧ **Overall Score** = **Peer Avg.** * 40% + **Supervisor Avg.** * 60%
- ✧ **Self** = Sum of (Score of each subject* Score Percentage of each subject).

2. **[-] Collapse / [+ Expand]** Click them to hide or display the detail score of **Peer Avg.** or **Supervisor Avg.**. However, for **CONFIDENTIAL** purpose, the employee whose evaluation role is staff and have less than 5 peers, they cannot see the detail of **Peer Avg.** of "P1", "P2" etc. in their own **Self Review** Page.
3. **Ref.:** **Highest** and **Lowest** of **Peer Score** will have the checks for **Ref. (Reference Only)** if the employee has more than 4 peers since **Highest** and **Lowest Peer Score** will not be counted as part of **Peer Avg.**. In this example, the employee has 5 Peers. P1 and P5 have the check ✓ for **Ref.** to indicate their scores are reference only. (See Figure 0-6 Evaluation Result)
4. **Average Score** of each subject = Peer Avg. of each Subject * 40% + Supervisor Avg. of each Subject * 60%
5. **Comment Flag** If there is a comment for any score, it will have a red flag 🚩. You can click the score having the hyperlink to review the comment. The score less than 5.5 or higher than 8.5 will have a comment.

View Comment

Employee: Relation:

Subject	Score	Comment
Attendance/Working Manner(7.50%) A) Properly advises company of PTO for all personal time off in a timely fashion by own initiative. B) Adheres to established work hours and a schedule that enhances productivity. C) Demonstrate self-discipline by working without supervisor's oversight.	3.90	lower than min scores

6. Excel

It is used to export this employee evaluation result to an excel file.

3.6.3 Evaluation Comparison

You can click **Collapse** to hide to hide it.

Evaluation Comparison:	
Comparison Type	Comparison Percentage
Self VS Peer	2.67%
Self VS Supervisor	8.81%

Self VS Peer: (Self -Peer Avg.)/Self * 100%.

- 1) If the percentage is positive, it means Self-score is higher than Average Peer Score.
- 2) If the percentage is "0", it means Self-score is equal to the Average Peer Score.
- 3) If percentage is negative, it means Self-score is lower than Average Peer Score.

Self VS Supervisor: (Self -Supervisor Avg.)/Self * 100%.

- 1) If percentage is positive, it means Self-score is higher than Average Supervisor Score.
- 2) If the percentage is "0", it means Self-score is equal to the Average Supervisor Score.
- 3) If percentage is negative, it means Self-score is lower than Average Supervisor Score.

Note: If the employee has no **Self or Peer or Supervisor Score**, **Evaluation Comparison** will be blank.

3.6.4 Evaluation Overall

Score Type	Compared Score			Current Employee Score
	Highest	Lowest	Average	Current Employee
Peer Avg. Score	7.78	7.29	7.56	7.29
Supervisor Avg. Score	7.80	6.31	7.12	6.83
Overall Score	7.79	6.80	7.30	7.01

Figure 0-7 Evaluation Overall

Compared Score

It lists **Highest, Lowest and Average** of **Peer Avg. Score/ Supervisor Avg. Score / Overall Score**.

Note:

- For the **regular employee** whose the **Report Department** is not "Executive", it compares the employees having the same report department. For the **executive employee** whose **Report Department** is "Executive", it compares the employees having the same "Executive" role.

Employee Name: Report Dept.: Evaluation Role: Evaluation Name:

- If the employee is missing **Supervisor or Peer Score**, it will not be counted as part of **Highest, Lowest and Average** of **Peer Avg. Score/ Supervisor Avg. Score / Overall Score**.

Current Employee Score

See **Overall Score, Peer Ave. Score and Supervisor Avg. Score** in **Total Score** of **Evaluation Result**.

3.6.5 Self Summary & Suggestion

You can click **Collapse** to hide to hide it. It is the employee's self summary and suggestion for the company/department.

Suggestion: 更多户外活动!!	Self Summary: suggestion for software development team and developmen procedure.On the one side,Share point is share paitform.We can write and quote useful technical articles as developing resource.We can write or copy some other categories articles if it is important or other reasons.On the other side,We can hold a technical discussion for our team on regular time.It is important and useful way to improve our business and technology level.For me,I need find better way to do the work. 2007年很快就过去了,我们的EEC系统也在公司的业务运行中体现得越来越重要了,在这一年中,我做了很多的维护工作,并帮助用户和我们的技术支持处理不同的他们想要的数据库,我开发完成了普通面料报价和装饰布报价模块,包括面料库模块,同时,重写了所有关于订单系统的打印页面,为使我们的系统看上去更专业,我在修改我们系统的界面风格;为提高我们系统的功能,我正在重读和重写代码,当然,这是一个集体整合的工作,随着时间的推移,越来越多的用户依靠这个系统,同时越来越希望用更有效的方法来处理的工作,我们不但要使系统支持简单的操作,而且要使系统具有更好的性能,2008年已经来临,我希望我们能做更多的项目,如果我们能得到其他新的项目,首先,我们应该关注项目
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4. How to go to Your Team Evaluation Result

- 1) Click **Summary Review** under **Evaluation Review** of **Evaluation** Module. (See Figure 4-1)



Figure 4-1 Summary Review Page Path

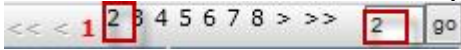
- 2) It will open **Summary Review** Page. (See Figure 4-2)

Search Criteria		Evaluation Result				Excel					
Evaluation Name:	E&E Corp.	Report Department:		Evaluation Role:							
Employee Name:		Organization Name:	IT3 (Software)	Level:							
Alter Name:		Missing Score:		Executive:							
Overall Avg.:	7.29	Supv. Avg.:	7.12	Responsible HR:							
Self Avg.:	7.70	Peer Avg.:	7.56								
Items:4 Page number:1/1 Paginal:20 items											
Employee Name	Ranking	Peer Count	Overall Score	Supervisor	Peer	Self	Organization	Level	Evaluation Role	Report Department	Email
Lane Zhao	1	1	7.79	7.80	7.78	7.60	IT3 (Software)	3	Staff	IT	lane.zhao@syncsoftinc.com
Jasmine Huang	2	2	7.57	7.54	7.62	8.13	IT3 (Software)	3	Staff	IT	jasmine.huang@syncsoftinc.com
Nina Jin	3	5	7.01	6.83	7.29	7.49	IT3 (Software)	3	Supervisor	IT	nina.jin@jlahome.com
Ian Zhu	4	1	6.80	6.31	7.54	7.56	IT3 (Software)	3	Staff	IT	ian.zhu@jlahome.com
Average			7.29	7.12	7.56	7.70					

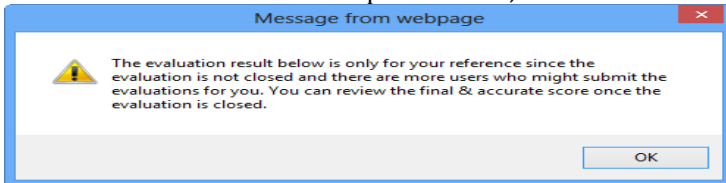
Figure 4-2 Summary Review Page Layout

4.1 How to read Your Team Evaluation Result

This page only allows the employee who has the “**Supervisor**” evaluation role to access. Each supervisor can only review their own organization/team evaluation result. HR Department can review the whole company evaluation result. If there are more than 20 employees, please click the next page number to see all evaluation result.



Note: When the evaluation is in “Open” status, the evaluation result is not finalized. When you click this page, it will get a warning message below. If you click **OK**, it will open “**Summary Review**” page. If it is in “Close” Status, it is the final & accurate evaluation result. If it is in “Complete” Status, the evaluation result has been archived by HR Department.



4.1.1 Search Criteria:

- ❖ **Report Department:** List the employee having the same report department.
- ❖ **Organization Name:** List the employee assigned to your organization.
- ❖ **Missing Score:** List the employee missing **Peer** or **Supervisor** or **Self Score**.
- ❖ **Level:** The level of the organization.
- ❖ **Executive:** List the employee having the executive role. For a regular employee, please select “No”.

4.1.2 Evaluation Result:

- ❖ **Flag:** Have a red flag for the employee missing **Peer** or **Supervisor** or **Self Score**.

Employee Name	Ranking	Peer Count	Overall Score	Supervisor	Peer	Self
Daniel Chen	1	0	0.00	0.00	0.00	0.00
Duane Balsley	2	0	0.00	0.00	0.00	0.00

- ❖ **Supervisor:** An Employee Supervisor Average Score. ([See detail in Self Review](#))
- ❖ **Peer:** An Employee Peer Average Score ([See detail in Self Review](#))
- ❖ **Self:** An Employee Self Score ([See detail in Self Review](#))
- ❖ **Overall Score:** = **Supervisor** * 60% + **Peer** * 40%. The overall score will be in red font if the employee is missing **supervisor** or **peer score**. ([See detail in Self Review](#))
- ❖ **Rank:** System automatically generated rank for **overall score** basic on your search result. In this example, it is the rank for 4 team members in the organization “IT3 (Software)”.

Employee Name	Ranking	Peer Count	Overall Score	Supervisor	Peer	Self
Lane Zhao	1	1	7.79	7.80	7.78	7.60
Jasmine Huang	2	2	7.57	7.54	7.62	8.13
Nina Jin	3	5	7.01	6.83	7.29	7.49
Ian Zhu	4	1	6.80	6.31	7.54	7.56
Average			7.29	7.12	7.56	7.70

- ❖ **Peer Count:** Total number of peers evaluated an employee.
- ❖ **Peer Avg.: Team Peer Avg.** = (Employee1 Peer Score + Employee2 Peer Score +... EmployeeN Peer Score)/N (N=Total Employee Number)

Overall Avg.:	7.29	Supv. Avg.:	7.12
Self Avg. :	7.70	Peer Avg.:	7.56

- ✧ **Supv. Avg.: Team Supervisor Avg.** = (Employee1 Supervisor Score + Employee2 Supervisor Score +... + Employee N Supervisor Score)/N (N=Total Employee Number)
- ✧ **Overall Avg.: Team Overall Avg.** = (Employee1 Overall Score + Employee2 Overall Score +... + Employee N Overall Score)/N
- ✧ **Self Avg.:** = (Employee1 Self Score + Employee2 Self Score +... + EmployeeN Self Score)/N excluding the employee missing **Self score**.

Note:

- ✧ **Peer Avg., Supv. Avg., and Overall Avg.** exclude the employee missing **Peer** or **Supervisor Score** since their scores are only for your team reference.
- ✧ **Peer Avg., Supv. Avg., and Overall Avg.** will match **Highest, Lowest** and **Average** in **Evaluation Overall** part of in **Self Review** page for a [regular employee](#) in **Self Review** Page only after you exclude the executive employees in your team by selecting **Executive "No"** in the top search criteria because the [regular employee](#) does not compare with the [executive employee](#) in **self review** page. ([See Evaluation Overall part in Self Review Page.](#))

4.1.3 Excel

It is used to export your team evaluation result to excel.

4.1.4 How to read Individual Employee Evaluation Result

You can click **Employee Name** to open the evaluation result for individual employee. [Please see detail in the self review page.](#) (See Figure 4-3)

Employee Name	Ranking	Peer Count	Overall Score	Supervisor	Peer	Self
Lane Zhao	1	1	7.79	7.80	7.78	7.60
Jasmine Huang	2	2	7.57	7.54	7.62	8.13
Nina Jin	3	5	7.01	6.83	7.29	7.49
Ian Zhu	4	1	6.80	6.31	7.54	7.56
Average			7.29	7.12	7.56	7.70

Self Review

Employee Name: Nina Jin Report Dept.: IT Evaluation Role: Supervisor Evaluation Name: 2013 Evaluation US

Evaluation Criterion:

Score Ranges	Level	Description
10:	Outstanding	Exceeds requirement
8-9:	Exceeds Requirement	Consistency meets and occasionally exceeds requirement
5-7:	Meet Requirement	Normally meets requirements, performs as expected
3-4:	Needs Improvement	Has not performed as expected, improvement is needed
1-2:	Does not meet requirement	Fails to meet requirements

Evaluation Result:

	Evaluation From	Total Score	Job Knowledge 20.00%	Quality of Work and Accuracy 20.00%	Work Focus and Efficiency 20.00%	Communication Skills 15.00%	Team Work/Interpersonal Skills 10.00%	Attendance/Working Manner 7.50%	Pro-company 7.50%
Overall Score		6.71	6.87	7.47	5.40	6.87	7.33	6.13	7.13
Self		7.49	8.20	7.70	7.30	7.80	8.20	<u>3.90</u>	7.60
Peer Avg.		6.53	6.67	6.67	6.00	6.67	6.33	6.33	7.33
P1		6.58	7.00	6.00	5.00	7.00	8.00	7.00	8.00
P2		7.00	7.00	8.00	7.00	7.00	5.00	6.00	8.00
P3		6.00	6.00	6.00	6.00	6.00	6.00	6.00	<u>6.00</u>
Supervisor Avg.		6.83	7.00	8.00	5.00	7.00	8.00	6.00	7.00
duane.balsley		6.83	7.00	8.00	5.00	7.00	8.00	6.00	7.00

Evaluation Comparison:

Comparison Type	Comparison Percentage
Self VS Peer	12.82%
Self VS Supervisor	8.81%

Evaluation Overall:

Score Type	Highest	Lowest	Average	Current Employee
Peer Avg. Score	7.00	6.19	6.57	6.53
Supervisor Avg. Score	7.28	6.00	6.73	6.83
Overall Score	7.17	6.08	6.67	6.71

Suggestion & Self Summary:

Suggestion:
更多户外活动！！

Self Summary:
suggestion for software development team and developmen procedure.On the one side,Share point is share plattform.We can write and quote useful technical articles as developing resource.We can write or copy some other categories articles if it is important or other reasons.On the other side,We can hold a technical discussion for our team on regular time.It is important and useful way to improve our business and technology level.For me,I need find better way to do the work.
2007年很快就过去了,我们的EEC系统也在公司的业务运行中体现得越来越重要了.在这一年中,我做了很多的维护工作,并帮助用户和我们的技术支持处理不同的他们想要的数据库.我开发完成了普通面料报价和装饰布报价模块,包括面料库模块.同时,重写了所有关于订单系统的打印页面.现在,为使我们的系统看上去更专业,我在修改我们系统的界面风格;为提高我们系统的功能,我正在重读和重写代码.当然,这是一个庞大整合的工作.随着时间的推移,越来越多的用户依靠这个系统,同时越来越希望用更有效的方法来处理的工作.我们不但要使系统支持简单的操作,而且要使系统具有更好的性能.2008年已经来临,我希望我们能做更多的项目.如果我们能得到其他新的项目,首先,我们应该关注项目

Figure 4-3 Self Review

5. 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 (China User) or eechelpdesk@jlahome.com (Corporate User) or you can always choose to contact HR for their assistant.

6. Appendix A: Evaluation Application Page Layout Introduction

(See Figure 2-2 Evaluation Application Page Layout)

6.1 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.

6.2 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 IT, you can simply select the organization "IT".

	Name	Organization Name	Level	Evaluation Role	Score	Status	Email	Last Updated
<input type="checkbox"/>	Self							
<input type="checkbox"/>	Mina Jin	Software	3	Supervisor		Open	mina.jin@jlahome.com	
<input type="checkbox"/>	Supervisor							
<input type="checkbox"/>	duane_balsley	IT	2	Supervisor		Open	duane_balsley@jlahome.com	
<input type="checkbox"/>	Subordinate							
<input type="checkbox"/>	lan_zhu	Software	3	Staff		Open	lan_zhu@jlahome.com	
<input type="checkbox"/>	lan_zhao	Software	3	Staff		Open	lan_zhao@jlahome.com	
<input type="checkbox"/>	Peer							
<input type="checkbox"/>	Wen Ong	EDI	3	Supervisor		Open	wen.ong@jlahome.com	
<input type="checkbox"/>	David Moore	Hardware	3	Supervisor		Open	david.moore@jlahome.com	

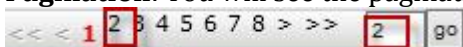
- ✧ **Relationship Type:** The relationship of the employees assigned to you such as "Peer", "Subordinate", "Supervisor" and "Self".
- ✧ **Status:** "Open" means the evaluation has not been submitted and "Close" means it has been submitted.

6.3 Function Button

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

6.4 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.



7. Appendix B: Evaluation Application Detail Page Layout Introduction

Employee Name:	Nina Jin	Organization Name:	IT3 (Software)	Evaluation Role:	Supervisor
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Score Ranges	Level	Description
10	Outstanding	Exceeds requirement
8-9	Exceeds Requirement	Consistency meets and occasionally exceeds requirement
5-7	Meet Requirement	Normally meets requirements, performs as expected
3-4	Needs Improvement	Has not performed as expected, improvement is needed
1-2	Does not meet requirement	Fails to meet requirements

Employee Info.

Evaluation Criterion

Evaluation Glossary

Score & Comment

Self Summary

Total Score

Total: 0

Save & Submit

❖ **Employee Info.:** Employee Name, assigned Organization Name and Evaluation Role.

❖ **Evaluation Criterion:** The score range for each subject. (See Figure 7-1) You can click / button to hide/show it.

Score Ranges	Level	Description
10	Outstanding	Exceeds requirement
8-9	Exceeds Requirement	Consistency meets and occasionally exceeds requirement
5-7	Meet Requirement	Normally meets requirements, performs as expected
3-4	Needs Improvement	Has not performed as expected, improvement is needed
1-2	Does not meet requirement	Fails to meet requirements
**Special Attention*		Score must between 1 and 10
		Score below 4.0 or above 9.5 requires a comment.

Figure 7-1 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 7-2)

The screenshot shows a table with the following structure:

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 & troubleshooting software & hardware for all company's application & 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 & equipment from outside hackers and virus.</p>

Figure 7-2 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 7-1 Evaluation Criterion)
- ✧ **Total Score:** System will automatically calculate it. The formula is Sum of (**Score** of each subject***Score Percentage** of each subject).
- ✧ **Self Summary and Suggestion:** Write down this year performance summary and future plans in self summary And also provide the suggestion for our company/department.
- ✧ **Save & Submit:** Save the score and submit it.