

Evaluation User Guideline

Version: 1.0 12-23-2013

1. How to log into EEC

- 1) In IE browser, type the address www.eecsystem.com
- 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.



Who We are ...

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.

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.

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)

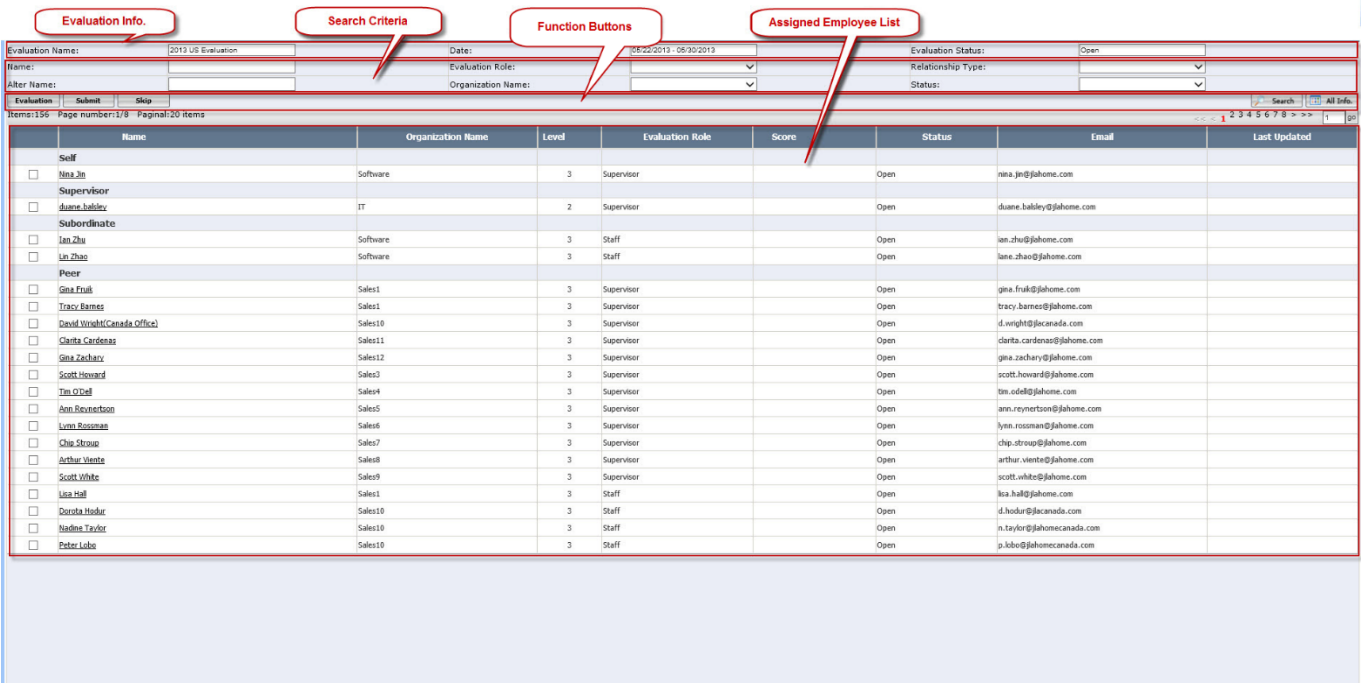


Figure 2-2 Evaluation Application Page Layout

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 displays the 'Evaluation Application Detail Page' for employee Nina Jin. It includes a table of evaluation criteria with columns for Score Ranges, Level, and Description. Below this is a detailed list of evaluation items (1-7) with their respective percentages and sub-criteria. To the right, there are input fields for 'Score' and 'Comment' for each item. At the bottom, there is a 'Self-Review Summary & Suggestion' section with a 'Total Score' field showing 0 and a 'Save & Submit' button.

Figure 3-1 Evaluation Application Detail Page Layout

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

- ❖ **Comment** is required for the the score is lower than **4.0** or higher than **9.5**.
- ❖ The **total** score formula is Sum of (**Score** of each subject * **Score Percentage** of each subject).
- ❖ **Self-Review Summary** and **Comments & Suggestion** are optional.

Employee Name:	Nina Jin	Organization Name:	ITS (Software)	Evaluation Role:	Supervisor																								
<table border="1"> <thead> <tr> <th>Evaluation Criterion:</th> <th>Score Ranges</th> <th>Level</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>10</td> <td>Outstanding</td> <td>Exceeds requirement</td> </tr> <tr> <td></td> <td>9-9</td> <td>Exceeds Requirement</td> <td>Consistently meets and occasionally exceeds requirement</td> </tr> <tr> <td></td> <td>8-7</td> <td>Meets Requirement</td> <td>Normally meets requirements, performs as expected</td> </tr> <tr> <td></td> <td>3-4</td> <td>Needs Improvement</td> <td>Has not performed as expected, improvement is needed</td> </tr> <tr> <td></td> <td>1-2</td> <td>Does not meet requirement</td> <td>Fails to meet requirements</td> </tr> </tbody> </table>						Evaluation Criterion:	Score Ranges	Level	Description		10	Outstanding	Exceeds requirement		9-9	Exceeds Requirement	Consistently meets and occasionally exceeds requirement		8-7	Meets 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 Criterion:	Score Ranges	Level	Description																										
	10	Outstanding	Exceeds requirement																										
	9-9	Exceeds Requirement	Consistently meets and occasionally exceeds requirement																										
	8-7	Meets 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:																													
1. Job Knowledge(20.00%) A) Complete knowledge of the functions of each department within the organization as well as company's culture. B) Knowledge of installing & troubleshooting software & hardware for all company's application & equipment. (Computers, servers, and etc.) C) Knowledge of company's operating systems, server system and back up system. D) Knowledge of maintaining company's email system through email provider. E) Knowledge of technical security to protect company's data & equipment from outside hackers and virus.					Score: 8.20 Comment:																								
2. Quality of Work and Accuracy(20.00%) A) Time and accuracy to diagnosis, troubleshoot & resolve company issues related to usage, networking and connectivity. B) The Accuracy rate to provide remote tech support to out of state offices in a timely fashion. C) Ability to effectively maintain company's computer systems (desk top & laptops) D) Be able to utilize up and coming technologies to update and improve company's communication technologies. E) Ability to assist in resolving issues with MacOs & EEC connectivity to company's computers.					Score: 7.70 Comment:																								
3. Work Focus and Efficiency(20.00%) A) Be able to solve the problem in a timely manner. B) Ability to execute assigned department project effectively with a satisfactory end result. C) Ability to respond and resolve technical issues within 24 hours of occurrence. D) Ability to prioritize time and resource using 80/20 rule with great efficiency. (Defined as focus 80% resource & effort to 20% of projects which produce 80% of the total result).					Score: 7.30 Comment:																								
4. Communication Skills(15.00%) A) Clear, concise, and timely daily communications with colleague on all technical issues (US & China) B) Ability to maintain a smooth interactive relationship with colleagues and vendors on company's network/communication system. C) Ability to proactively provide alternative and constructive solutions to manager of technical issues.					Score: 7.80 Comment:																								
5. Team Work/Interpersonal Skills(10.00%) A) Willingness to follow company's teamwork direction and abolish politics. B) Willingness to offer unconditional help whenever there is a need. C) Communicate to colleagues with respect, and only express issues/concerns of colleagues through the HR Department or department managers. Never make negative comments or remark behind the employee's back.					Score: 8.20 Comment:																								
6. Attendance/Working Hanner(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.					Score: 3.90 Comment: lower than min score Comments:																								
7. Pro-company(7.50%) A) Ability to demonstrate a positive attitude towards company decisions, working related issues, and only communicate concerns through the proper channels. B) Willingness to support and follow company's guidelines. C) Able to always set a positive tone on behalf of the company.					Score: 7.60 Comment:																								
Total:																													
Self-Review Summary 2014 is also a refresh year, we launched our new DL website, redesigned the VIM system, we are also re-launching new QILIAA website. Keep optimizing our business system, make it more efficient and stable, we launched new convey system and replenishment system for drop ship business. We developed company evaluation system and did a successful companywide evaluation. As the team leader, I do my best to make sure projects launch on schedule, make sure our system running smoothly, I listen attentively to our users, make a good effort to design our system, make sure our designer is reasonable, has same style, and avoid redundancy. 2014 is coming, I have lots of expectation for me and our team.																													
Comments & Suggestion (We value your all comments & input ! All your words will be well listened and kept confidential!) More outgoing Activities																													
<input type="button" value="Save"/> <input type="button" value="Submit"/>																													

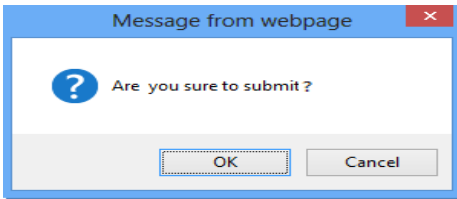
Figure 3-2 Self Evaluation Page with the entered score

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

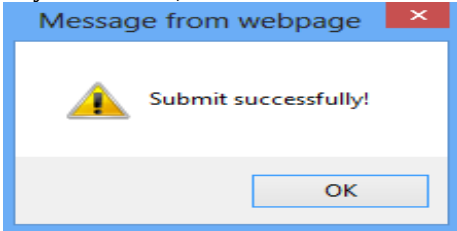
Employee Name:	Nina Jin	Organization Name:	ITS (Software)	Evaluation Role:	Supervisor																								
<table border="1"> <thead> <tr> <th>Evaluation Criterion:</th> <th>Score Ranges</th> <th>Level</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>10</td> <td>Outstanding</td> <td>Exceeds requirement</td> </tr> <tr> <td></td> <td>9-9</td> <td>Exceeds Requirement</td> <td>Consistently meets and occasionally exceeds requirement</td> </tr> <tr> <td></td> <td>8-7</td> <td>Meets Requirement</td> <td>Normally meets requirements, performs as expected</td> </tr> <tr> <td></td> <td>3-4</td> <td>Needs Improvement</td> <td>Has not performed as expected, improvement is needed</td> </tr> <tr> <td></td> <td>1-2</td> <td>Does not meet requirement</td> <td>Fails to meet requirements</td> </tr> </tbody> </table>						Evaluation Criterion:	Score Ranges	Level	Description		10	Outstanding	Exceeds requirement		9-9	Exceeds Requirement	Consistently meets and occasionally exceeds requirement		8-7	Meets 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 Criterion:	Score Ranges	Level	Description																										
	10	Outstanding	Exceeds requirement																										
	9-9	Exceeds Requirement	Consistently meets and occasionally exceeds requirement																										
	8-7	Meets 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:																													
1. Job Knowledge(20.00%) A) Complete knowledge of the functions of each department within the organization as well as company's culture. B) Knowledge of installing & troubleshooting software & hardware for all company's application & equipment. (Computers, servers, and etc.) C) Knowledge of company's operating systems, server system and back up system. D) Knowledge of maintaining company's email system through email provider. E) Knowledge of technical security to protect company's data & equipment from outside hackers and virus.					Score: 8.20 Comment:																								
2. Quality of Work and Accuracy(20.00%) A) Time and accuracy to diagnosis, troubleshoot & resolve company issues related to usage, networking and connectivity. B) The Accuracy rate to provide remote tech support to out of state offices in a timely fashion. C) Ability to effectively maintain company's computer systems (desk top & laptops) D) Be able to utilize up and coming technologies to update and improve company's communication technologies. E) Ability to assist in resolving issues with MacOs & EEC connectivity to company's computers.					Score: 7.70 Comment:																								
3. Work Focus and Efficiency(20.00%) A) Be able to solve the problem in a timely manner. B) Ability to execute assigned department project effectively with a satisfactory end result. C) Ability to respond and resolve technical issues within 24 hours of occurrence. D) Ability to prioritize time and resource using 80/20 rule with great efficiency. (Defined as focus 80% resource & effort to 20% of projects which produce 80% of the total result).					Score: 7.30 Comment:																								
4. Communication Skills(15.00%) A) Clear, concise, and timely daily communications with colleague on all technical issues (US & China) B) Ability to maintain a smooth interactive relationship with colleagues and vendors on company's network/communication system. C) Ability to proactively provide alternative and constructive solutions to manager of technical issues.					Score: 7.80 Comment:																								
5. Team Work/Interpersonal Skills(10.00%) A) Willingness to follow company's teamwork direction and abolish politics. B) Willingness to offer unconditional help whenever there is a need. C) Communicate to colleagues with respect, and only express issues/concerns of colleagues through the HR Department or department managers. Never make negative comments or remark behind the employee's back.					Score: 8.20 Comment:																								
6. Attendance/Working Hanner(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.					Score: 3.90 Comment: lower than min score Comments:																								
7. Pro-company(7.50%) A) Ability to demonstrate a positive attitude towards company decisions, working related issues, and only communicate concerns through the proper channels. B) Willingness to support and follow company's guidelines. C) Able to always set a positive tone on behalf of the company.					Score: 7.60 Comment:																								
Total:																													
7.49																													
Self-Review Summary 2014 is also a refresh year, we launched our new DL website, redesigned the VIM system, we are also re-launching new QILIAA website. Keep optimizing our business system, make it more efficient and stable, we launched new convey system and replenishment system for drop ship business. We developed company evaluation system and did a successful companywide evaluation. As the team leader, I do my best to make sure projects launch on schedule, make sure our system running smoothly, I listen attentively to our users, make a good effort to design our system, make sure our designer is reasonable, has same style, and avoid redundancy. 2014 is coming, I have lots of expectation for me and our team.																													
Comments & Suggestion (We value your all comments & input ! All your words will be well listened and kept confidential!) More outgoing Activities																													
<input type="button" value="Save"/> <input type="button" value="Submit"/>																													

Figure 3-3 Self Evaluation Page with Total Score

- 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, **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.

1) 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

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

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)

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

Evaluation Criteria:	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.

Evaluation:	Ian Zhu	Lin Zhao
1. Job Knowledge(20.00%) A) Complete knowledge of the functions of each department within the organization as well as company's culture. B) Knowledge of installing & troubleshooting software & hardware for all company's application & equipment. (Computers, servers, and etc.) C) Knowledge of company's operating systems, server system and back up system. D) Knowledge of maintaining company's email system through email provider. E) Knowledge of technical security to protect company's data & equipment from outside hackers and virus.	Score: 3.5 Comment: The score below 4.0 requires a	Score: 9.0 Comment: The score above 9.5 requires a
2. Quality of Work and Accuracy(20.00%) A) Time and accuracy to diagnosis, troubleshoot & resolve company issues related to usage, networking and connectivity. B) The Accuracy rate to provide remote tech support to out of state offices in a timely fashion. C) Ability to effectively maintain company's computer systems (desk top & laptop) D) Be able to utilize up and coming technologies to update and improve company's communication technologies. E) Ability to assist in resolving issues with Macola & EEC connectivity to company's computers.	Score: 8 Comment:	Score: 6.12 Comment:
3. Work Focus and Efficiency(20.00%) A) Be able to solve the problem in a timely manner. B) Ability to execute assigned department project effectively with a satisfactory end result. C) Ability to respond and resolve technical issues within 24 hours of occurrence. D) Ability to prioritize time and resource using 80/20 rule with great efficiency. (Defined as focus 80% resource & effort to 20% of projects which produce 80% of the total result).	Score: 7 Comment:	Score: 6.78 Comment:
4. Communication Skills(15.00%) A) Clear, concise, and timely daily communications with colleague on all technical issues (US & China) B) Ability to maintain a smooth interactive relationship with colleagues and vendors on company's network/communication system. C) Ability to proactively provide alternative and constructive solutions to manager of technical issues.	Score: 8 Comment:	Score: 8.88 Comment:
5. Team Work/Interpersonal Skills(10.00%) A) Willingness to follow company's teamwork direction and abolish politics. B) Willingness to offer unconditional help whenever there is a need. C) Communicate to colleagues with respect, and only express issues/concerns of colleagues through the HR Department or department managers. Never make negative comments or remark behind the employee's back.	Score: 9 Comment:	Score: 9 Comment:
6. 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.	Score: 7 Comment:	Score: 9 Comment:
7. Pro-company(7.50%) A) Ability to demonstrate a positive attitude towards company decisions, working related issues, and only communicate concerns through the proper channels. B) Willingness to support and follow company's guidelines. C) Able to always set a positive tone on behalf of the company.	Score: 9 Comment:	Score: 9 Comment:
Total:	0	0

Figure 3-6 Evaluation Page for Multiple Subordinates Layout

- 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								
<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

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

The screenshot shows the 'Submit User Page' for an evaluation application. At the top, it displays 'Evaluation Name: 2013 US Evaluation', 'Date: 06/10/2013 - 06/21/2013', and 'Evaluation Status: Open'. Below this, there are fields for 'Alter Name' and 'Evaluation Application' with a 'Search Criteria' button. A 'Submit' button is highlighted with a red box. The main area contains a table of subordinates for evaluation:

Name	Organization Name	Level	Evaluation Role	Score	Status	Email	Last Updated
<input type="checkbox"/> Gina Fruik	Sales1	3	Supervisor	6.60	Open	gina.fruik@jahome.com	05/23/2013
<input type="checkbox"/> Joenorhelle Monteaudo	A/P	3	Staff	6.81	Open	j.monteaudo@jahome.com	05/23/2013
<input type="checkbox"/> Menchie Felciano	A/P	3	Staff	8.87	Open	menchie.felciano@jahome.com	05/23/2013
<input type="checkbox"/> Trev Nguyen	A/P	3	Staff	8.00	Open	trev.nguyen@jahome.com	05/23/2013
<input type="checkbox"/> Vivian Yao	A/P	3	Staff	9.00	Open	vivian.yao@jahome.com	05/23/2013
<input type="checkbox"/> Hao Huang	A/R	3	Staff	7.00	Open	hao.huang@jahome.com	05/23/2013
<input type="checkbox"/> Jeannelyn Basilio	A/R	3	Staff	6.00	Open	jeannelyn.basilio@jahome.com	05/23/2013

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](#).

- 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.



Submit User page

Evaluation Application

Name: Evaluation Role: Relationship Type:

Alter Name: Organization Name: Status:

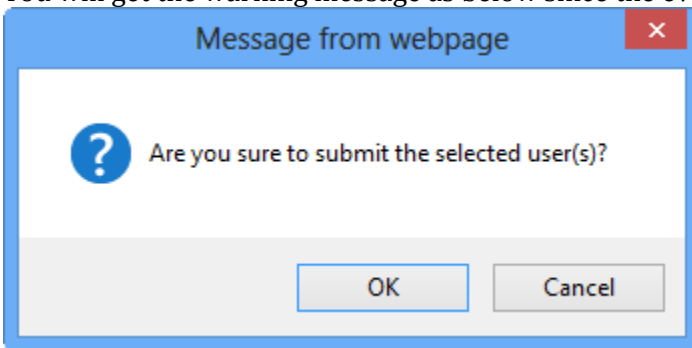
Submit Search All Info

Items: Page number: 1/1 Paginal: 20 items

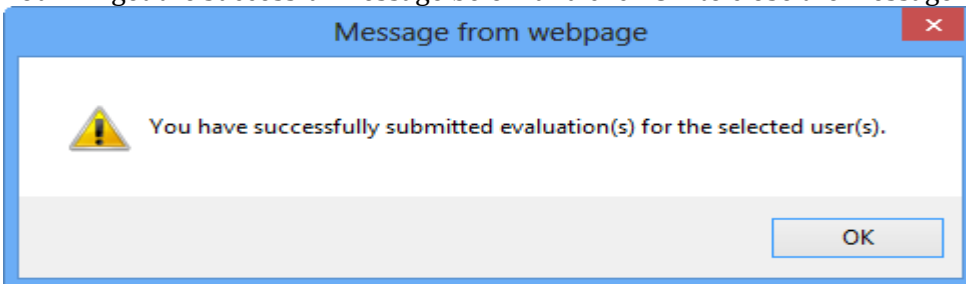
<input type="checkbox"/>	Name	Organization Name	Level	Evaluation Role	Score	Status	Email	Last Updated
<input type="checkbox"/>	Peer							
<input checked="" type="checkbox"/>	Gina Fruik	Sales1	3	Supervisor	6.60	Open	gina.fruik@jlahome.com	05/23/2013
<input checked="" type="checkbox"/>	Joenorbel Monteagudo	A/P	3	Staff	6.81	Open	j.monteagudo@jlahome.com	05/23/2013
<input checked="" type="checkbox"/>	Menchie Feliciano	A/P	3	Staff	8.87	Open	menchie.feliciano@jlahome.com	05/23/2013
<input checked="" type="checkbox"/>	Trey Nguyen	A/P	3	Staff	8.00	Open	trey.nguyen@jlahome.com	05/23/2013
<input checked="" type="checkbox"/>	Vivian Yao	A/P	3	Staff	9.00	Open	vivian.yao@jlahome.com	05/23/2013
<input checked="" type="checkbox"/>	Hao Huang	A/R	3	Staff	7.00	Open	hao.huang@jlahome.com	05/23/2013
<input checked="" type="checkbox"/>	Jeannelyn Basilio	A/R	3	Staff	6.00	Open	jeannelyn.basilio@jlahome.com	05/23/2013

Figure 3-8 Submit User Page with Selected Names

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



- 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)

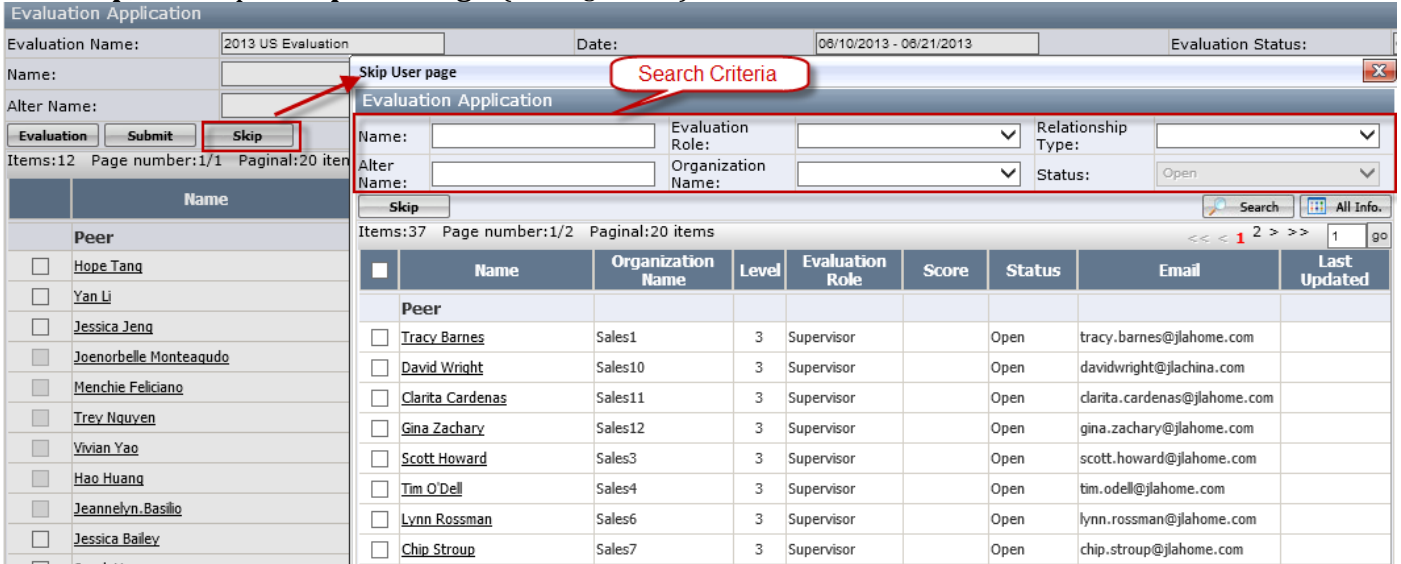


Figure 3-9 Skip Peer Page

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)

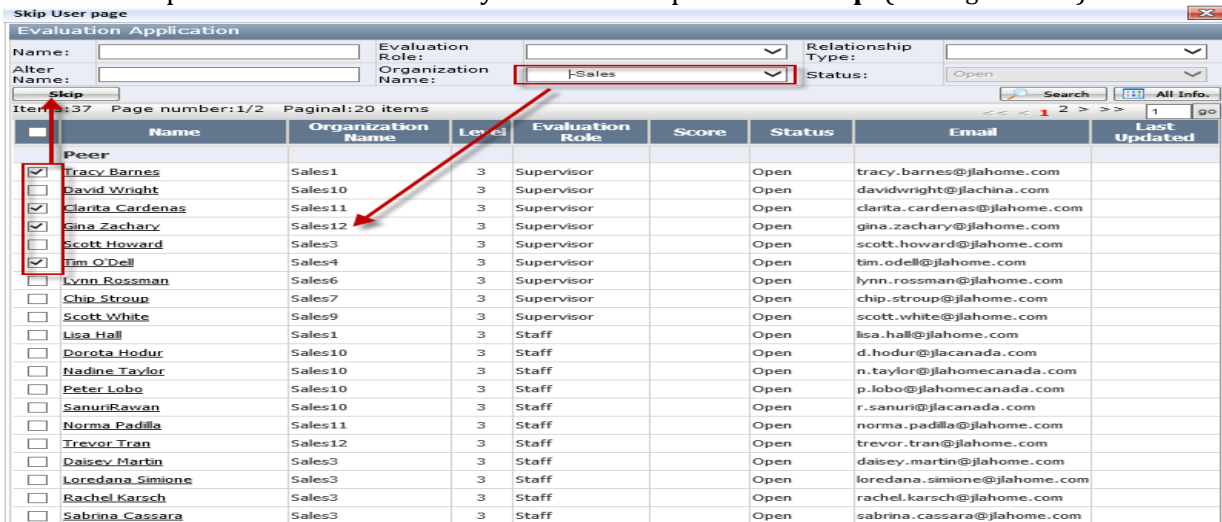
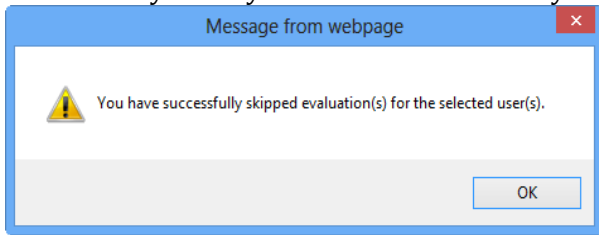


Figure 3-10 Skip Peer Page with Selected Name

- 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.



4. How to go to your Evaluation Result

- 1) Click **Self Review** page under **Evaluation Review** of **Evaluation** Module (See Figure 4-1)

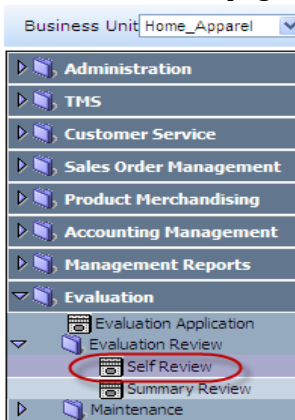


Figure 4-1 Self Review Page Path

- 2) It will open **Self Review** page. This page allows the employees to review the self score. (See Figure 4-2)

Employee Info: Employee Name: Nina Jin, Report Dept.: IT, Evaluation Role: Supervisor, Evaluation Name: E&E Corp.

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
Special Attention	Score must be between 1 and 10	Score is less than 4.0 or higher than 9.5, the comment is required.

Evaluation Result:

Evaluation From	Total Score	Ref.	Job Knowledge 20.00%	Quality of Work/Accuracy 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	▼	9.00	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

Evaluation Comparison:

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

Evaluation Overall:

Score Type	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

Comments & Suggestion: More outgoing Activities

Self-Review Summary: 2014 is also a refresh year, we launched our new DL website, redesigned the VIN system, we are also re-launching new Ollix website. Keep optimizing our drop ship business system, make it more efficient and stable, we launched new convey system and replenishment system for drop ship business. We developed company evaluation system and did a successful companywide evaluation. As the team leader, I do my best to make sure projects launch on schedule, make sure our system running smoothly. I listen attentively to our users. Make a good effort to design our system, make sure our designer is reasonable, has same style, and avoid redundancy. 2014 is coming. I have lots of expectation for me and our team.

Figure 4-2 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 4-3) 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.

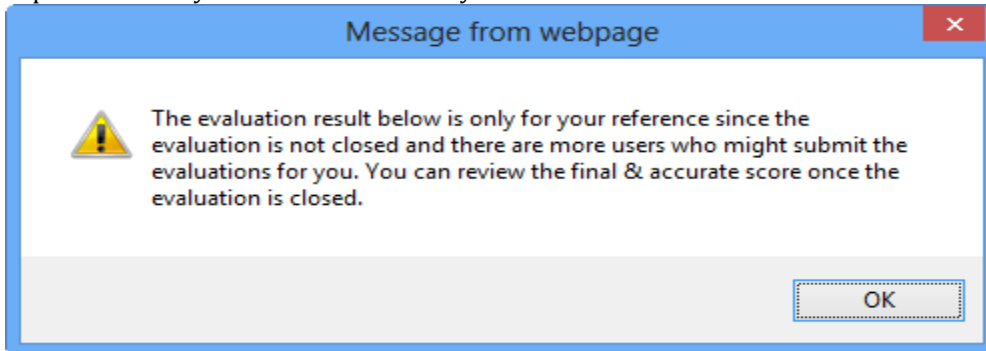


Figure 4-3 Self Review warning message for the open evaluation

4.1 How to read your Evaluation Result

4.1.1 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 4-4) For an **executive employee**, it is the role of "**Executive**" they assigned to. (See Figure 4-5)

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

Figure 4-4 Regular Employee Report Dept.

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

Figure 4-5 Executive Employee Report Dept.

4.1.2 Evaluation Result


You can see **Total Score** of **Overall Score**, **Self**, **Peer Ave.** and **Supervisor Avg.** and **Average Score** for each subject. (See Figure 4-6)

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%	Excel
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		9.00	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 4-6 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 4-6 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 4.0 or higher than 9.5 will have a comment.

View Comment X

Employee:	<input type="text" value="Nina Jin"/>	Relation:	<input type="text" value="Self"/>
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.

4.1.3 Evaluation Comparison

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.

4.1.4 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 4-7 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**.

4.1.5 Comments & Suggestion and Self-Review Summary

You can click **Collapse** to hide to hide it. It is the employee’s Self-Summary and Comments & Suggestion for the company.

Comments & Suggestion:	Self-Review Summary:
More outgoing Activities	2014 is also a refresh year, we launched our new DL website, redesigned the VIN system, we are also re-launching new Ollix website. Keep optimizing our drop ship business system, make it more efficient and stable, we launched new convey system and replenishment system for drop ship business. We developed company evaluation system and did a successful companywide evaluation. As the team leader, I do my best to make sure projects launch on schedule, make sure our system running smoothly. I listen attentively to our users. Make a good effort to design our system, make sure our designer is reasonable, has same style, and avoid redundancy. 2014 is coming. I have lots of expectation for me and our team.

5. How to go to Your Team Evaluation Result

- 1) Click **Summary Review** under **Evaluation Review** of **Evaluation** Module. (See Figure 5-1)



Figure 5-1 Summary Review Page Path

2) It will open **Summary Review** Page. (See Figure 5-2)

Search Criteria

Summary Review

Evaluation Name: 2013 US Evaluation

Report Department: Sales

Evaluation Role:

Level:

Executive:

Rank By: Level

Overall Avg.: 7.42

Self Avg.: 7.33

Supv. Avg.: 7.66

Peer Avg.: 7.06

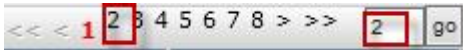
Score Comparison

Employee Name	Ranking	Peer Count	Overall Score	Supervisor	Peer	Self	Organization	Level	Evaluation Role	Report Department	Email
Employee A	1	19	8.08	8.23	7.86	7.11	Sales	3	Supervisor	Sales	nina.jin@lahome.com
Employee B	1	2	7.74	7.99	7.37	7.60	Sales	3	Staff	Sales	sunxiaohu@jiachina.com
Employee C	2	7	7.50	7.84	6.99	8.28	Sales	3	Staff	Sales	lane.zhao@syncsoftinc.com
Employee D	3	7	7.41	7.63	7.09	7.50	Sales	3	Staff	Sales	jasmine.huang@syncsoftinc.com
Employee E	4	15	6.37	6.63	5.99	6.18	Sales	3	Staff	Sales	ian.zhu@lahome.com
Average			7.42	7.66	7.06	7.33					

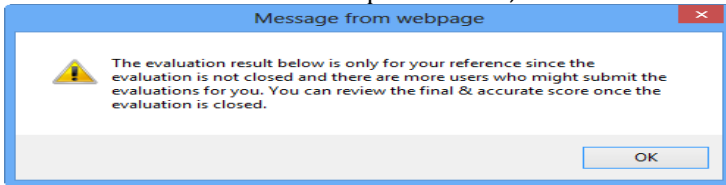
Figure 5-2 Summary Review Page Layout

5.1 How to read Your Team Evaluation Result

This page only allows the employee who has the **“Supervisor”** evaluation role to access excluding HR Department. Each supervisor can only review their own organization/team evaluation result. HR Department can review the assigned organization 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.



5.1.1 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".
- ❖ **Rank by:** Default to **Level**, it will affect the ranking in the search result. click **Ranking** to see more detail

Rank By:	Level
Overall Avg.:	Overall score
Self Avg. :	Peer Score
	Report Department
	Supervisor Score

Level: Ranking is by the same **Level** first and the same **Evaluation Role** second and **Overall Score** third

Overall score: Ranking is by **Overall Score**

Peer Score: Ranking is by **Peer Score**

Report Department: Ranking is by the same **Report Department** first and **Evaluation Role** second and **Overall Score** third

Supervisor Score: Ranking is by **Supervisor score**

5.1.2 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 Balslev	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](#))
- ❖ **Ranking:** System automatically generated rank basic on **Rank by** selection (See [Rank by](#)). In the below example for sales organization in the same level 3, since the default **Rank by** is “**Level**”, for supervisor “Employee A” the ranking starts at 1 and for staff “Employee B” to the ranking restarts at 1.

Rank By: Level Responsible HR: Search All Info

Overall Avg.: 7.42 Supv. Avg.: 7.66
Self Avg.: 7.33 Peer Avg.: 7.06

Score Comparison

Items:5 Page number:1/1 Paginal:20 items

Employee Name	Ranking	Peer Count	Overall Score	Supervisor	Peer	Self	Organization	Level	Evaluation Role	Report Department
<input type="checkbox"/> Employee A	1	19	8.08	8.23	7.86	7.11	Sales	3	Supervisor	Sales
<input type="checkbox"/> Employee B	1	2	7.74	7.99	7.37	7.60	Sales	3	Staff	Sales
<input type="checkbox"/> Employee C	2	7	7.50	7.84	6.99	8.28	Sales	3	Staff	Sales
<input type="checkbox"/> Employee D	3	7	7.41	7.63	7.09	7.50	Sales	3	Staff	Sales
<input type="checkbox"/> Employee E	4	15	6.37	6.63	5.99	6.18	Sales	3	Staff	Sales
Average			7.42	7.66	7.06	7.33				

Ranking by "Level" is basic on the same 1 and 2 and then by 3.

3: Overall Score

2: The same Level

1: The same Evaluation Role

- ❖ **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.:	7.42	Supv. Avg.:	7.66
Self Avg.:	7.33	Peer Avg.:	7.06

- ❖ **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.](#))

5.1.3 Score Comparison

- Put the check for the employee name you want to see compared score by subject and click **Score Comparison**.

Employee Name	Ranking	Peer Count	Overall Score	Supervisor	Peer	Self	Organization	Level	Evaluation Role
<input checked="" type="checkbox"/> Employee A	1	19	8.08	8.23	7.86	7.11	Sales	3	Supervisor
<input checked="" type="checkbox"/> Employee B	1	2	7.74	7.99	7.37	7.60	Sales	3	Staff
<input checked="" type="checkbox"/> Employee C	2	7	7.50	7.84	6.99	8.28	Sales	3	Staff
<input checked="" type="checkbox"/> Employee D	3	7	7.41	7.63	7.09	7.50	Sales	3	Staff
<input checked="" type="checkbox"/> Employee F	4	15	6.37	6.63	5.99	6.18	Sales	3	Staff
Average			7.42	7.66	7.06	7.33			

- It will open Score Comparison page. Supervisor will list on the top and staff will list at the bottom. The default sort for each evaluation role is by [Total Score](#).

Supervisor	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%
Employee A	8.08	7.77	8.30	8.03	7.98	8.15	7.23

Staff	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%
Employee B	7.74	8.20	8.50	7.20	6.80	7.30	8.30
Employee C	7.50	8.28	8.10	7.14	6.63	7.06	6.92
Employee D	7.41	6.83	7.43	7.68	7.12	8.22	7.14
Employee D	6.37	6.07	5.87	6.17	6.12	7.11	7.41

- You can click **Excel** to export the compared score to excel.

5.1.4 Excel

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

5.1.5 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.](#)

Employee Name	Ranking	Peer Count	Overall Score	Supervisor	Peer	Self
<input type="checkbox"/> Employee A	1	19	8.08	8.23	7.86	7.11
<input type="checkbox"/> Employee B	1	2	7.74	7.99	7.37	7.60
<input type="checkbox"/> Employee C	2	7	7.50	7.84	6.99	8.28
<input type="checkbox"/> Employee D	3	7	7.41	7.63	7.09	7.50
<input type="checkbox"/> Employee F	4	15	6.37	6.63	5.99	6.18
Average			7.42	7.66	7.06	7.33

6. 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.

7. Appendix A: Evaluation Application Page Layout Introduction

(See Figure 2-2 Evaluation Application Page Layout)

7.1 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.

7.2 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
Self							
<input type="checkbox"/> Nina Jin	Software	3	Supervisor		Open	nina.jin@jahome.com	
Supervisor							
<input type="checkbox"/> duane.baldley	IT	2	Supervisor		Open	duane.baldley@jahome.com	
Subordinate							
<input type="checkbox"/> Ian Zhu	Software	3	Staff		Open	ian.zhu@jahome.com	
<input type="checkbox"/> Lin Zhao	Software	3	Staff		Open	lin.zhao@jahome.com	
Peer							
<input type="checkbox"/> Wee Ong	EDI	3	Supervisor		Open	wee.ong@jahome.com	
<input type="checkbox"/> David Moore	Hardware	3	Supervisor		Open	david.moore@jahome.com	

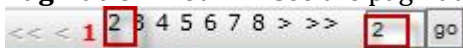
- ✧ **Relationship Type:** The relationship of the employees assigned to you such as "Peer", "Subordinate", "Supervisor" and "Self".
- ✧ **Status:** "Open" means the evaluation has not been submitted and "Close" means it has been submitted.

7.3 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](#)

7.4 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.



8. Appendix B: Evaluation Application Detail Page Layout Introduction

(See Figure 3-1 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 8-1) 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 8-1 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 8-2)

The screenshot shows an evaluation entry for '1. Job Knowledge' with a score percentage of '20.00%'. Below the subject name is a list of five content items (A-E) describing the knowledge required. Red callout boxes point to the subject name, the score percentage, and the content list.

Figure 8-2 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 **4.0** and higher than **9.5**, the comment is required. (See Figure 8-1 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.