

Evaluation User Guideline

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 your login 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 Introduction](#))

Evaluation Application Page

Evaluation Info: Evaluation Name: 2018 Syncsoft, Date: 04/25/2018 - 06/02/2018, Status: Open

Search Criteria: Name, Job Position, Job Title, Evaluation Role, Organization Name, Relationship, State

Function Buttons: Evaluate, Submit, Skip

Assigned Employee List:

	Name	Organization Name	Level	Evaluation Role	Score	State	Email	Last Updated	Self Score
Self									
<input type="checkbox"/>	Zhu Wenting	Global System Support	4	Staff		Open	zhuwenting@scmhome.com		
Supervisor									
<input type="checkbox"/>	Jessie Hu	Administration Center	2	Supervisor		Open	hulinjuan@syncsoftinc.com		
Peer									
<input type="checkbox"/>	Zhang Qing	China System Support	4	Supervisor		Open	zhangqing@scmhome.com		
<input type="checkbox"/>	Richard Ye	Global Project Dept-1	4	Supervisor		Open	yexiaomiao@syncsoftinc.com		
<input type="checkbox"/>	Jade Feng	Global Project Dept-2	4	Supervisor		Open	fengjing@syncsoftinc.com		
<input type="checkbox"/>	Meteor Zhou	QA-1	3	Supervisor		Open	zhouyafei@syncsoftinc.com		
<input type="checkbox"/>	Steffi Ye	Global Project Dept-1	4	Staff		Open	yelinxia@syncsoftinc.com		
<input type="checkbox"/>	Penghouqiong	Global System Support	4	Staff		Open	penghouqiong@jlachina.com		
<input type="checkbox"/>	Alisa Qian	QA-1	3	Staff		Open	qianyhui@syncsoftinc.com		
<input type="checkbox"/>	Ding Yi	QA-1	3	Staff		Open	dingyi@scmhome.com		
<input type="checkbox"/>	Tang Yaping	QA-1	3	Staff		Open	tangyaping@scmhome.com		

Figure 2-2 Evaluation Application Page

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 to 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. At the top, it shows 'Employee Name: Nina Jin', 'Organization Name: IT3 (Software)', and 'Supervisor'. Below this is a table of 'Evaluation Criteria' with columns for 'Score Ranges', 'Level', and 'Description'. The criteria include 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 Hours (7.50%), and Pro-company (7.50%). Each criterion has a list of sub-items (A, B, C, D) with checkboxes. A 'Save & Submit' button is visible next to the first criterion. On the right side, there are input fields for 'Score' and 'Comment' for each criterion, and a 'Total Score' field at the bottom right showing '0'. Red callouts point to various elements: 'Employee Info.' (top right), 'Evaluation Criterion' (table header), 'Evaluation Glossary' (right side), 'Score & Comment' (right side), and 'Save & Submit' (button).

Figure 3-1 Evaluation Application Detail Page Layout

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

- ✧ **Comment** is required for the the score is lower than **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:	IT3 (Software)	Evaluation Role:	Supervisor
Evaluation Criteria:	Score Ranges	Level	Description		
	10	Outstanding	Exceeds requirement		
	9-9	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: Save Submit					
1. Job Knowledge(20.00%)					
A) Complete knowledge of the functions of each department within the organization as well as company's culture.				Score:	8.20
B) Knowledge of installing & troubleshooting software & hardware for all company's application & equipment. (Computers, servers, and etc.)				Comment:	
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.					
2. Quality of Work and Accuracy(20.00%)					
A) Time and accuracy to diagnosis, troubleshoot & resolve company issues related to usage, networking and connectivity.				Score:	7.70
B) The Accuracy rate to provide remote tech support to out of state offices in a timely fashion.				Comment:	
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.					
3. Work Focus and Efficiency(20.00%)					
A) Be able to solve the problem in a timely manner.				Score:	7.30
B) Ability to execute assigned department project effectively with a satisfactory end result.				Comment:	
C) Ability to respond and resolve technical issues within 24 hours of occurrences.					
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).					
4. Communication Skills(15.00%)					
A) Clear, concise, and timely daily communications with colleague on all technical issues (US & China)				Score:	7.80
B) Ability to maintain a smooth interactive relationship with colleagues and vendors on company's network/communication system.				Comment:	
C) Ability to proactively provide alternative and constructive solutions to manager of technical issues.					
5. Team Work/Interpersonal Skills(10.00%)					
A) Willingness to follow company's teamwork direction and uphold politics.				Score:	8.20
B) Willingness to offer unconditional help whenever there is a need.				Comment:	
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.					
6. Attendance/Working Manner(7.50%)					
A) Properly advises company of PTO for all personal time off in a timely fashion by own initiative.				Score:	8.00
B) Adheres to established work hours and a schedule that enhances productivity.				Comment:	Lower than min score
C) Demonstrate self-discipline by working without supervisor's oversight.					
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.				Score:	7.80
B) Willingness to support and follow company's guidelines.				Comment:	
C) Able to always set a positive tone on behalf of the company.					
				Total:	

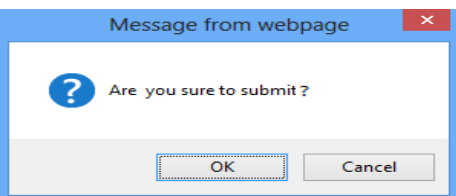
Figure 3-2 Self Evaluation Page with the entered score

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

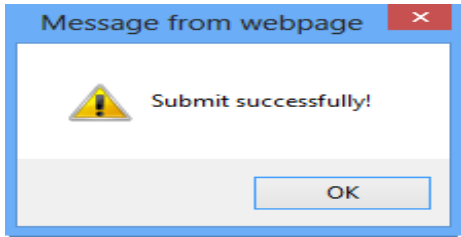
Employee Name:	Nina Jin	Organization Name:	IT3 (Software)	Evaluation Role:	Supervisor
Evaluation Criteria:	Score Ranges	Level	Description		
	10	Outstanding	Exceeds requirement		
	9-9	Exceeds Requirement	Consistency meets and occasionally exceeds requirement		
	5-7	Meet Requirement	Normally meets requirements, 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: Save Submit					
1. Job Knowledge(20.00%)					
A) Complete knowledge of the functions of each department within the organization as well as company's culture.				Score:	8.20
B) Knowledge of installing & troubleshooting software & hardware for all company's application & equipment. (Computers, servers, and etc.)				Comment:	
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.					
2. Quality of Work and Accuracy(20.00%)					
A) Time and accuracy to diagnosis, troubleshoot & resolve company issues related to usage, networking and connectivity.				Score:	7.70
B) The Accuracy rate to provide remote tech support to out of state offices in a timely fashion.				Comment:	
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.					
3. Work Focus and Efficiency(20.00%)					
A) Be able to solve the problem in a timely manner.				Score:	7.30
B) Ability to execute assigned department project effectively with a satisfactory end result.				Comment:	
C) Ability to respond and resolve technical issues within 24 hours of occurrences.					
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).					
4. Communication Skills(15.00%)					
A) Clear, concise, and timely daily communications with colleague on all technical issues (US & China)				Score:	7.80
B) Ability to maintain a smooth interactive relationship with colleagues and vendors on company's network/communication system.				Comment:	
C) Ability to proactively provide alternative and constructive solutions to manager of technical issues.					
5. Team Work/Interpersonal Skills(10.00%)					
A) Willingness to follow company's teamwork direction and uphold politics.				Score:	8.20
B) Willingness to offer unconditional help whenever there is a need.				Comment:	
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.					
6. Attendance/Working Manner(7.50%)					
A) Properly advises company of PTO for all personal time off in a timely fashion by own initiative.				Score:	8.00
B) Adheres to established work hours and a schedule that enhances productivity.				Comment:	Lower than min score
C) Demonstrate self-discipline by working without supervisor's oversight.					
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.				Score:	7.80
B) Willingness to support and follow company's guidelines.				Comment:	
C) Able to always set a positive tone on behalf of the company.					
				Total:	7.49

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 greyed 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.balslev	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](#))

Employee Name:	duane.balslev	Organization Name:	IT	Evaluation Role:	Supervisor
<input checked="" type="checkbox"/> Evaluation Criteria:	Score Ranges	Level	Description		
	10	Outstanding	Exceeds requirement		
	8-9	Exceeds Requirement	Consistently meets and occasionally exceeds requirement		
	5-7	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		
<p>1. Job Knowledge (24.000%)</p> <p>A) Complete knowledge of the functions of each department within the organization as well as company's culture. B) Knowledge of multiple IT 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.</p> <p>2. Quality of Work and Accuracy (20.000%)</p> <p>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 rest of state offices in a timely fashion. C) Ability to effectively maintain company's computer systems (desk top & laptops) D) Be able to address up and coming technologies to update and improve company's communication technologies. E) Ability to assist in resolving issues with Hicoba & ECC connectivity to company's computers.</p> <p>3. Work Paces and Efficiency (20.000%)</p> <p>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 produce 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).</p> <p>4. Communication Skills (15.000%)</p> <p>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.</p> <p>5. Team Work/Interpersonal Skills (10.000%)</p> <p>A) Willingness to follow company's Teamwork direction and adopt pattern. 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.</p> <p>6. Attendance/Working Hours (7.500%)</p> <p>A) Properly adhere company's 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.</p> <p>7. Pro-company (7.500%)</p> <p>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.</p>					
	Score:			Score:	10
	Comment:			Comment:	peers and know all IT Technology
	Score:			Score:	0.12
	Comment:			Comment:	
	Score:			Score:	0.87
	Comment:			Comment:	
	Score:			Score:	0.2
	Comment:			Comment:	
	Score:			Score:	0.13
	Comment:			Comment:	
	Score:			Score:	0.0
	Comment:			Comment:	
	Score:			Score:	0.4
	Comment:			Comment:	
				Total:	0

Figure 3-4 Supervisor Evaluation Application Detail Page Layout

3) Follow the same step 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 Filter the Team or Employee to Evaluate

➤ Filter the Team

1) Click the organization selection icon in Search Criteria.

2) Select an organization(s) which you would like to evaluate in the popup window and click **OK**.

3) Click **Search** button and the grid will list all the employees who are under the selected organization(s).

➤ Filter the employee

1) Put the name in Name field.

2) Click Search button, the employee will list in the grid.

There are other criteria can be used to search user. More Detail, please see [Search Criteria](#).

3.4 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.

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

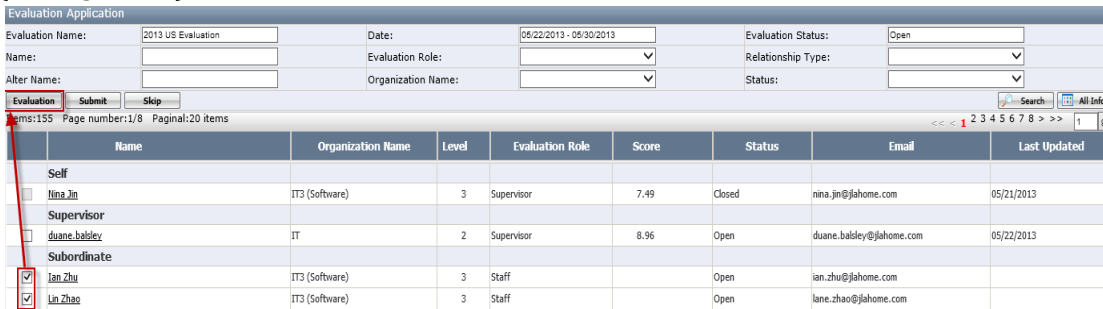


Figure 3-5 Select Multiple Subordinates / Peer Selection

- It will open the **Evaluation Application Score Detail page** for multiple subordinates. (See Figure 3-6) 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.

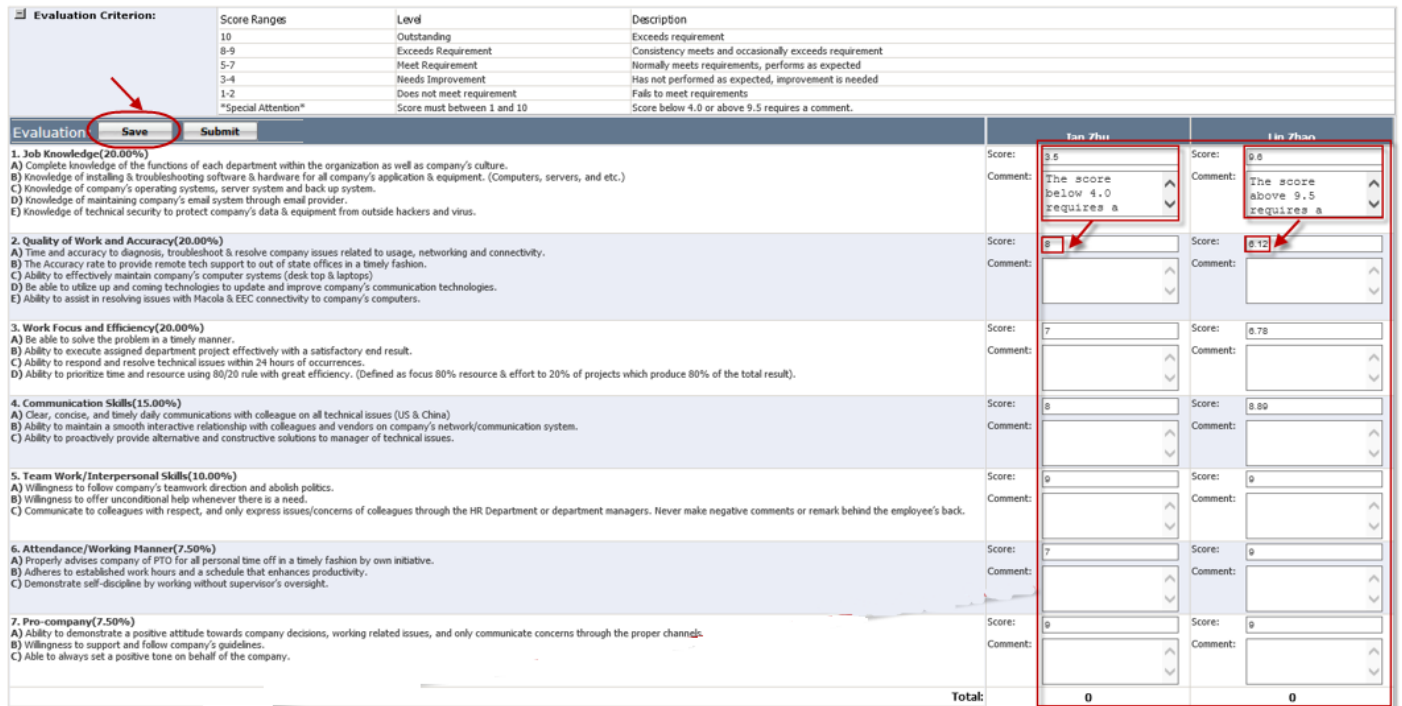


Figure 3-6 Evaluation Page for Multiple Subordinates Layout

- Follow the same step 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](#))

3.5 How to Submit Multiple Evaluations

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

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

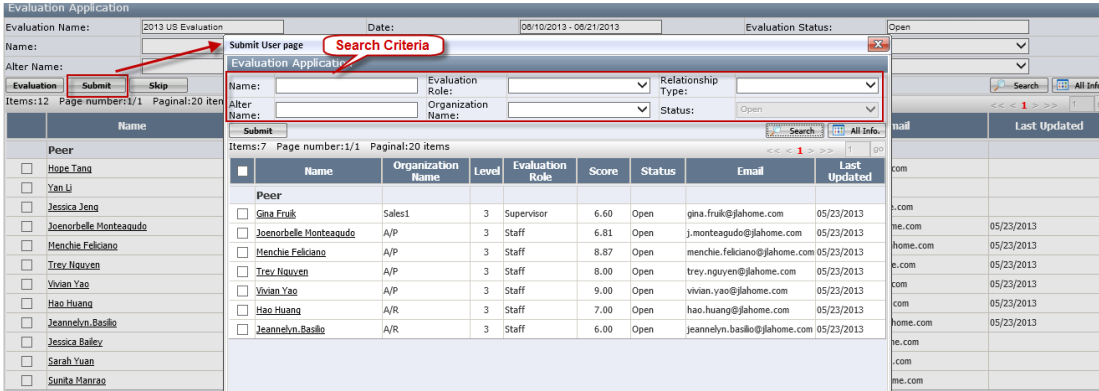


Figure 3-7 Submit User Page

- 2) 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 Detail Page, please see [Appendix B for Evaluation Application Detail Page Layout Introduction](#).
- 3) 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.

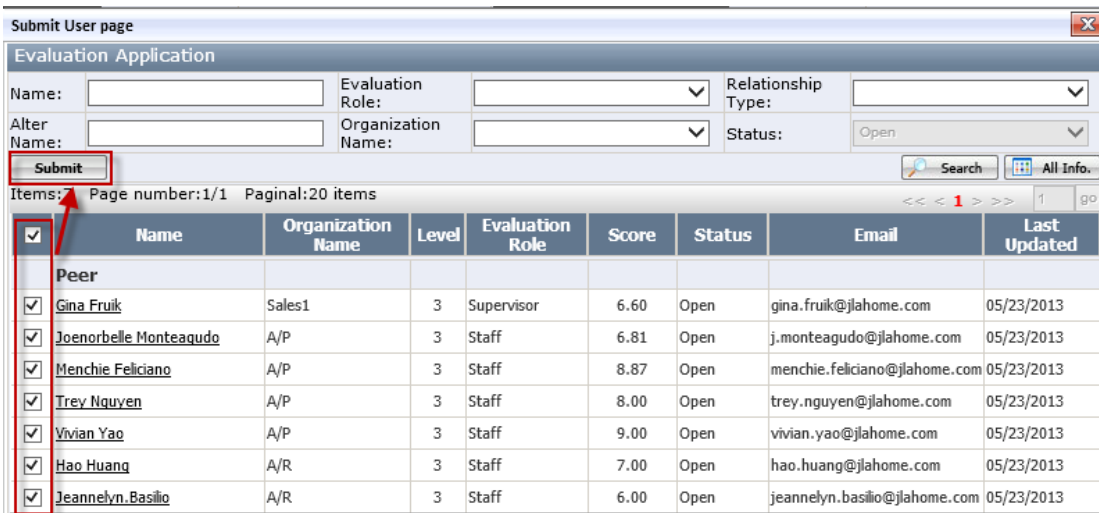
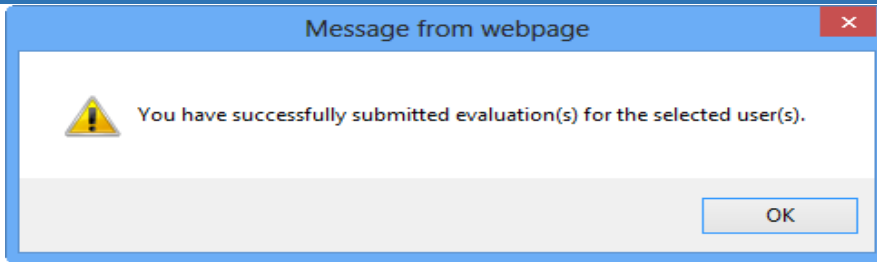


Figure 3-8 Submit User Page with Selected Names

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



3.6 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)

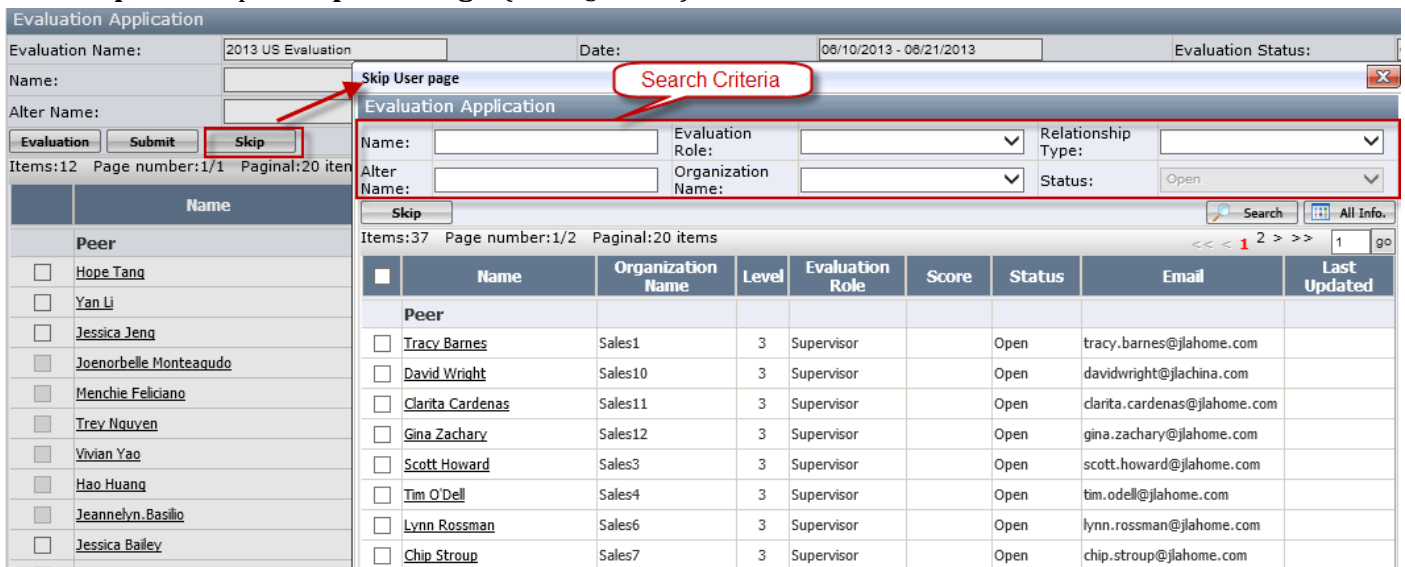


Figure 3-9 Skip Peer Page

- 2) This page will list peer names who 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 list the sales organization peers. Since the page layout is very similar as Evaluation Application Detail Page, please see [Appendix B for Evaluation Application Detail Page Layout Introduction](#).
- 3) Put the multiple checks for the names you want to skip and click **Skip**. (See Figure 3-10)

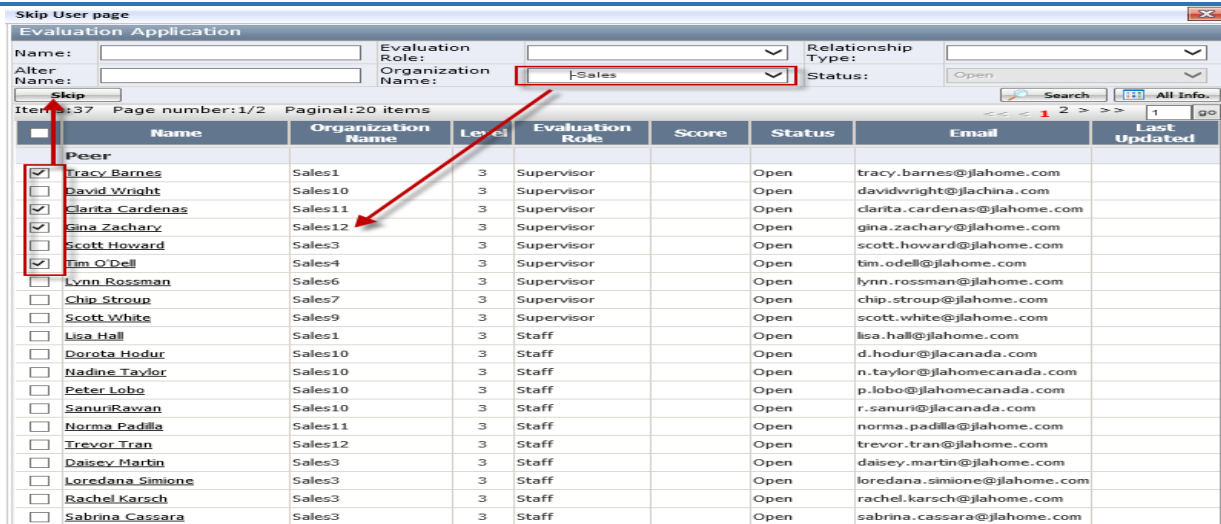
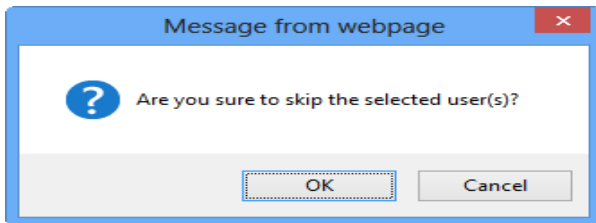
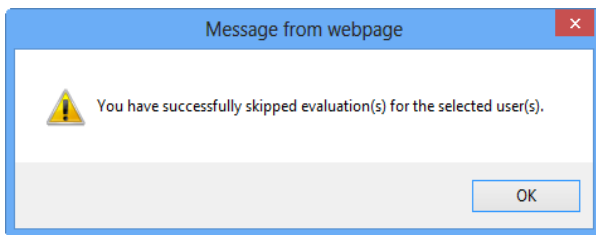


Figure 3-10 Skip Peer Page with Selected Name

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



5) 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)

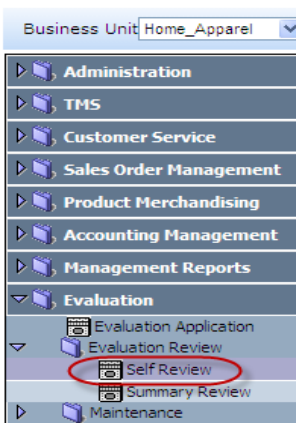


Figure 4-1 Self Score Page Path

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

Self Score

Employee Name: Nina Jin Organization Name: IT3 (Software) Evaluation Role: Supervisor 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.balsley	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

Figure 4-2 Self Review

Note: When the evaluation is in "Open" status, the score is not finalized. When the employee click this page, it will get a warning message below. If the employee click **OK**, it will open "**Self Review**" page. (See Figure 4-3). If it in "Close" Status, it is the final & accurate score. If it in "Complete" Status, the score is archived and you cannot review it any more.

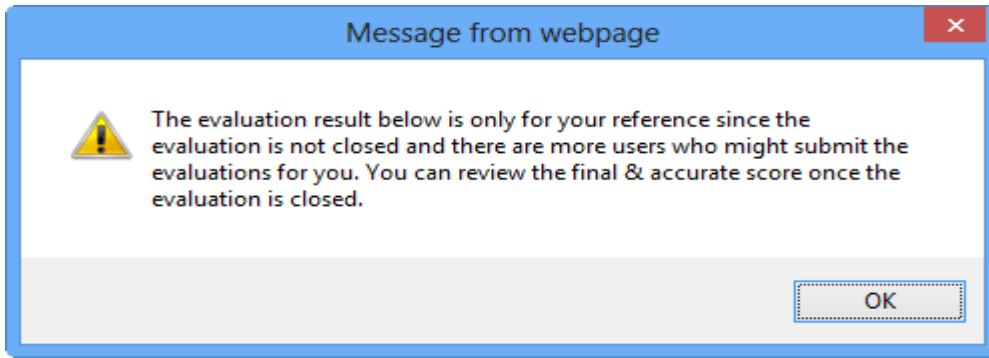


Figure 4-3 Self Review warning message for the open evaluation.

4.1 How to read your Evaluation Result

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

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	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.balsley	6.83	7.00	8.00	5.00	7.00	8.00	6.00	7.00		

Figure 4-4 Evaluation Result

1) Total Score

Peer Avg. = (P1 total+P2 total+...)/Total Peer Number

Supervisor Avg. = (Supervisor1total+Supervisor2 total+...)/Total Supervisor Number

Overall Score = **Peer Avg.** * 40% + **Supervisor Avg.** * 60%

Self = Sum of (**Score** of each subject v* **Score Percentage** of each subject).

Note: To keep the evaluation result to be 100% **ANONYMOUS**, all subordinate scores will account as a part of peer score. Peer names will displayed as "P1", "P2" etc.

2) **Average Score** for each subject = Peer Avg. of each Subject * 40% + Supervisor Avg. Of each Subject * 60%

3) Comment Flag

If there is any score has a comment, it will have a red flag (🚩). You can click the score which has the hyperlink to review the comment. (See **Error! Reference source not found.**). The score is less than 4.0 or higher than 9.5 will have a comment.

View Comment		
Employee:	Nina Jin	Relation: 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

4) Collapse / Expand

Click / icon to hide or display the detail score for **Peer Avg.** or **Supervisor Avg.**

5) **Excel**

It is used to export Self Score to an excel file.

4.2 Evaluation Comparison

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

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

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

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

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

4.3 Evaluation Overall

Evaluation Overall:	Compared Score			Current Employee Score
	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

Figure 4-5 Evaluation Overall

Compared Score

It will list the **Highest, Lowest and Average** of **Peer Avg. Score/ Supervisor Avg. Score / Overall Score.**

Note: For the **Regular Employee**, it compares the employees having the same report department. For the **Executive**

employee, it compares the employees having the same “Executive” role.

Current Employee Score

See [Overall Score, Peer Ave. Score and Supervisor Avg. Score](#) in **Total Score of Evaluation Result**.

5. Where to Get the Help If You Have Question or Problem

If you have any questions and issues during the evaluation process, please sent email directly to eechelpdesk@jlahome.com or you can always chose to contact HR at hrdept@jlahome.com for their assistant.

6. Appendix A: Evaluation Application Page 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.

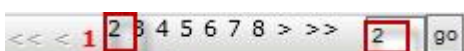
- ✧ **Evaluation Role:** It is the evaluation role assigned to each employee such as **Staff** and **Supervisor**.
- ✧ **Organization Name:** It’s the organization which the employee belongs to. If you want to see all employee under IT, you can simply select the organization “IT”.

Name	Organization Name	Level	Evaluation Role	Score	Status	Email	Last Updated
Self							
<input type="checkbox"/> Nina Jin	Software	3	Supervisor		Open	nina.jin@jlahome.com	
Supervisor							
<input type="checkbox"/> Duane Batsley	IT	2	Supervisor		Open	duane.batsley@jlahome.com	
Subordinate							
<input type="checkbox"/> Ian Zhu	Software	3	Staff		Open	ian.zhu@jlahome.com	
<input type="checkbox"/> Ian Zhao	Software	3	Staff		Open	lane.zhao@jlahome.com	
Peer							
<input type="checkbox"/> Wee Ong	EDI	3	Supervisor		Open	wee.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 Assigned Employee List



- ✧ **Checkbox:** Use to select the employees to do the multiple evaluation. It will be greyed 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

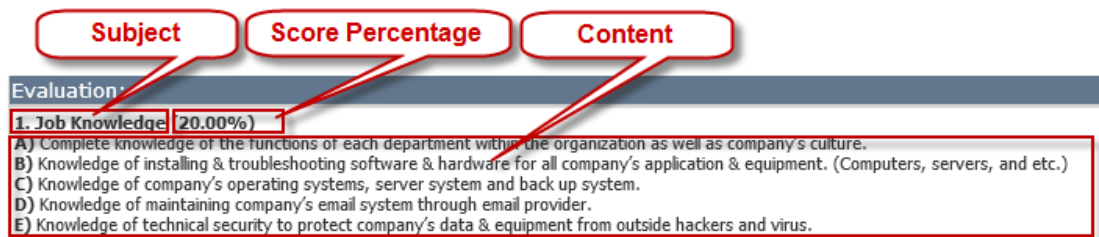
(See Figure 3-1 Evaluation Application Detail Page Layout)

- ✧ **Employee Info.:** **Employee Name**, assigned **Organization Name** and **Evaluation Role**.
- ✧ **Evaluation Criterion:** The score range for each **subject**. (See Figure 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 an evaluation entry for "1. Job Knowledge" with a score percentage of "20.00%". Three callout boxes point to the "Subject", "Score Percentage", and "Content" fields. The content lists five sub-items (A-E) related to job knowledge.

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 **4.0** and higher than **9.5**, 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).
- ✧ **Save & Submit:** Save the score and submit it.