Completing an Evaluation - WEB

Step 1: Click on Evaluate Team Member from the left-hand navigation menu.

Step 2: Evaluate.

Truvelop*	-	📑 🤑 👰 Danny Williams 🔻	Truvelop*	-
Dashboard	Evaluate Team Member	Select Team Member	Dashboard	Eva
Recognition Wall	Performance		Recognition Wall	P
💄 Team Member	1. Team Member's achievement of Key Performance Indicators (KPIs) or Assigned	Goals: ?	🐣 Team Member	1.
Evaluate Team Me	O Not Acceptable O Needs Improvement O Meets Expectations	O Exceeds Expectations O Exceptional	🗍 Evaluate Team Me 🔺	
Evaluation(s) In Draft	2. Quality of team member's work or production:		📴 Evaluation(s) In Draft	2
Active Survey	O Not Acceptable O Needs Improvement O Meets Expectations	O Exceeds Expectations O Exceptional	Active Survey	
4 Spark	3. Efficiency of team member's work:		4 Spark	3
, .	O Not Acceptable O Needs Improvement O Meets Expectations	O Exceeds Expectations O Exceptional	/	
	4. Demonstration of potential:			4
	O Not Acceptable O Needs Improvement O Meets Expectations	O Exceeds Expectations O Exceptional		
	5. Team member's impact on value of the business:			5
	O Not Acceptable O Needs Improvement O Meets Expectations	O Exceeds Expectations O Exceptional		
$\overline{\mathbf{T}}$	+			
A	Share performance comments with team mem	ber when sharing evaluation summary. No/Yes	June	

Select the Team Member you'd like to



Share performance comments with team member when sharing evaluation summary. No/Yes

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Step 3: Complete the 15 question Truvelop Evaluation. Add comments as needed.

 \bigcirc Truvelop*

Dashboard

Recognition Wall

(T) Evaluate Team Me...

Evaluation(s) In Draft

Team Member

Active Survey

4 Spark

Step 4:

				Danny Williams 💌						Danny Williams 💌
Evaluate Team Memb	ber		Fran	ncesca Allen 🔹 🤇	🕜 Dashboard	Evaluate Te				Francesca Allen
3. Requires additional att	tention:				Recognition Wall	3. Requires a	Email Preview			
O Never	Rarely	Occasionally	Frequently	O Consistently	Team Member	O Never		(\mathbf{T})	quently	
4. Impact on Company B	rand:				T Evaluate Team Me	4. Impact or				
O Extremely Positive	Positive	Neutral	Negative	O Extremely Negative	<u> </u>	O Extremel	Hi Francesca ,		ative	O Extremely Negative
5. Team Member is #1 Po	int of Frustration: ?				Evaluation(s) In Draft	5. Team Men	You have a new ev share the followin	valuation score. Danny Williams wants to g evaluation score and feedback with you.		
Never	Darohy		Grequently	Consistently	Active Survey	0.11	Evaluation Date:	Thursday, March 16, 2023		
) Never	Rarely	Occasionally	Frequentiy	Consistently	4 Spark	O Never	Summary: Details:	Steady Performer You are a steady performer and contributor	quently	 Consistently
+	Share maintenanc	e comments with team mer	nber when sharing evaluat	ion summary. No/Yes		+		to our organization. Self-reflect on where you could expand your impact or role within the organization. To further your development, review your day to day performance and your attitude towards	naring eval	uation summary. No/Yes
General Comment						General Con				
Great job this past perform	nance period! Let's discuss i	next steps		03/16/2023 2:37:19 PM		Great job this	✓ Select Submit, Send Email N Submit, Don't Send E	otification mail Notification		
0		Se	nd Summary	SUBMIT	()			Send Sumr	nary	

Ready to Submit your Evaluation? Determine if you'd like to Send Email Notification (share with Team Member), or Do Not Send Email Notification (do not share with Team Member).

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OPTIONAL Step 5:

Did you click "Do Not Send Email Notification"? Are you ready to share the Evaluation now?

Go to the Team Member Dashboard, scroll to Contextual Reporting. Click on Comments. This will show you all previous Evaluation comments.

Share the General Comment to share the Evaluation with the Team Member.





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D	¢	AVERAGE SCORE	4	LAST EVALUATION	SCORE TITLE	MANAGER	¢	LAST SPARK DATE	¢	TOTAL	¢	TRENDIN	Gŧ	ACTI	ON
		В		В	Steady Performer	Motivate		03/15/2023		21		\downarrow		$\widehat{\mathcal{A}}$	•
		В		B+	Rising Performer	Invigorate		03/15/2023		53				$\widehat{\mathcal{A}}$	~
		в		В	Steady Performer	Motivate		03/09/2023		41		÷		ନ	
		в		B+	Rising Performer	Invigorate		03/15/2023		48					
								03/09/2023		4				R	-
								03/09/2023		4				9	-

		Pann	y Williams 🔻
n Contraction	GENERATE REPORT	Find Team Member	۹ 🛛
porting			_
omments Reports			
			?
nents			Q
ny Williams 2023, 2:36:14 PM Steady Performer			∅ 🛈
General - Great job this past performance period! Let's discuss	next steps		
ny Williams 2023, 10:51:49 AM Steady Performer			⊘ ⑪
Performance - Great work on the project!			
General - CReat job this quarter.			