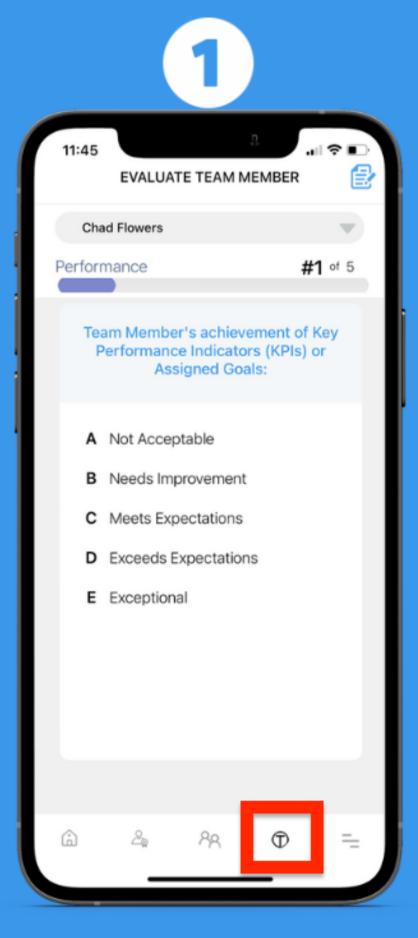
Completing an Evaluation - MOBILE

Step 1:

Tap on Evaluate Team Member from the bottom menu (Truvelop logo)

Step 2:

Select the Team Member that you'd like to Evaluate



EVALUATE TEAM MEMBER Chad Flowers #1 of 5 Performance Team Member's achievement of Key Performance Indicators (KPIs) or Assigned Goals: A Not Acceptable B Needs Improvement C Meets Expectations **D** Exceeds Expectations E Exceptional

Completing an Evaluation - MOBILE

Step 3:

Complete the 15 question Truvelop Evaluation. Add comments as needed.

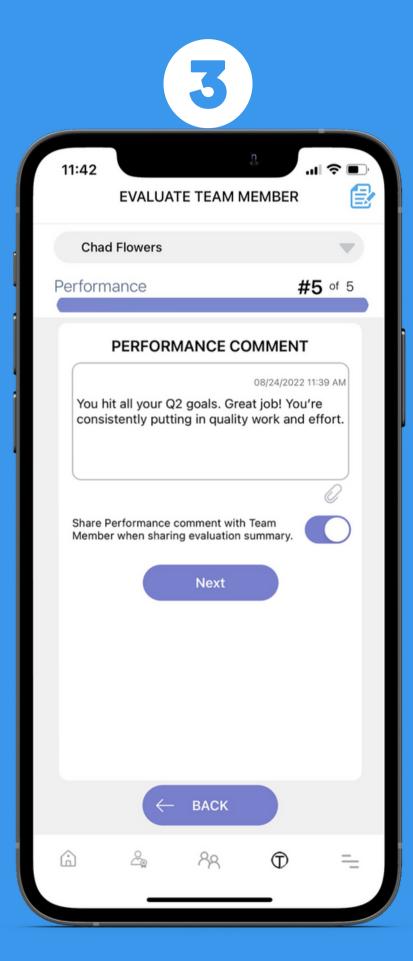
Step 4:

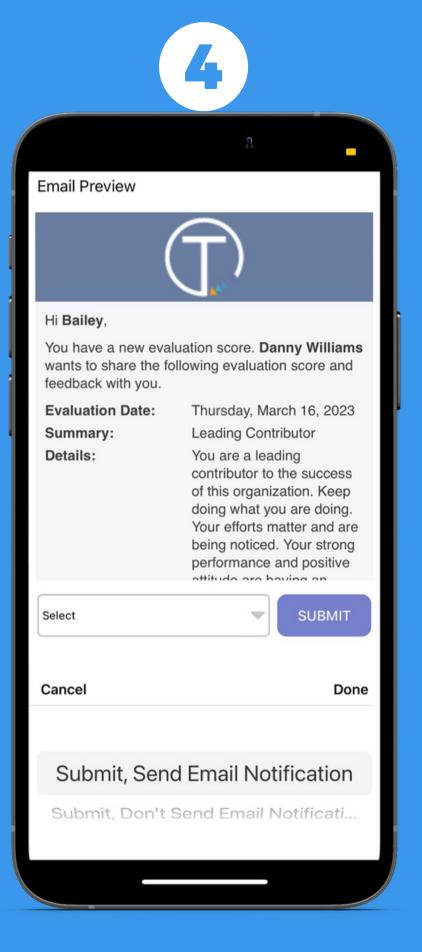
Ready to Submit your Evaluation?

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).





Completing an Evaluation - MOBILE

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.

