

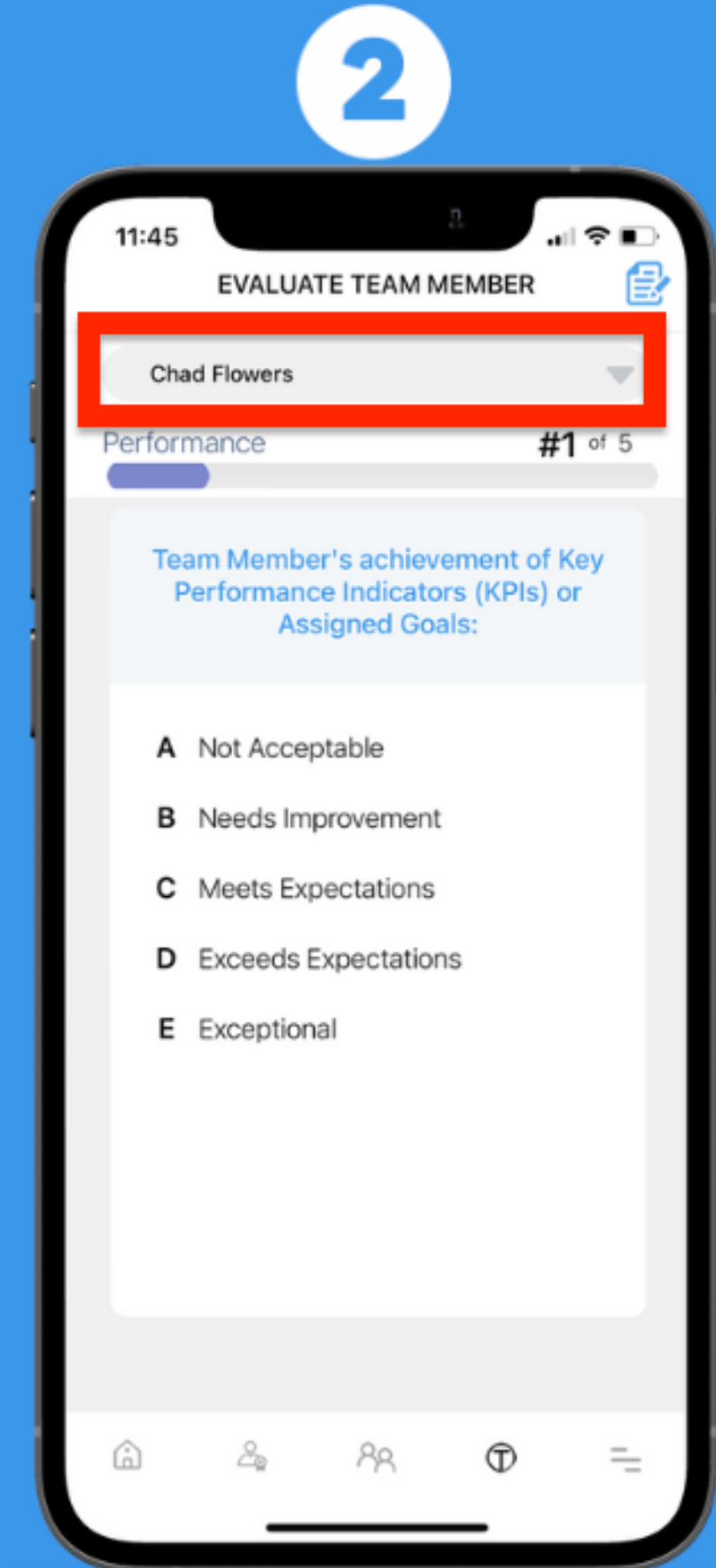
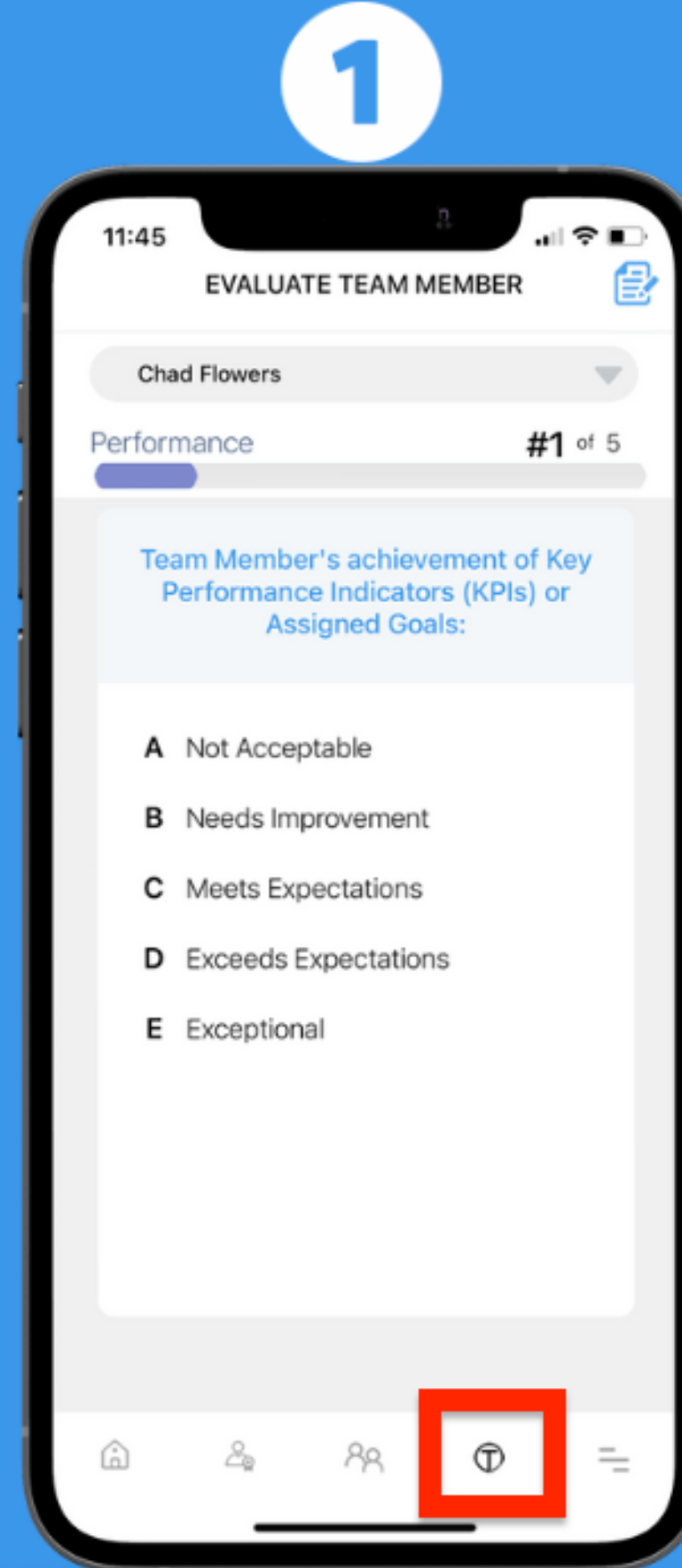
Completing an Evaluation - MOBILE

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



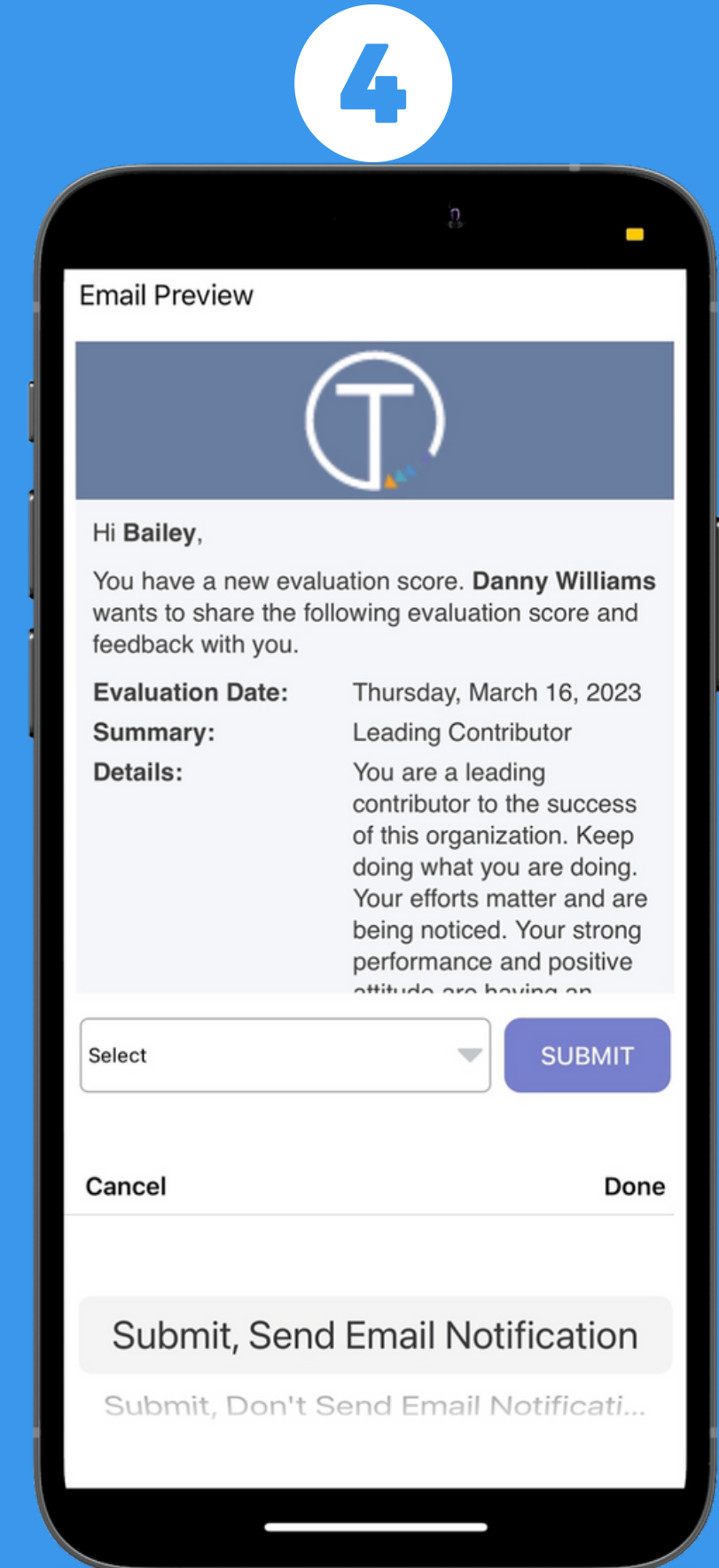
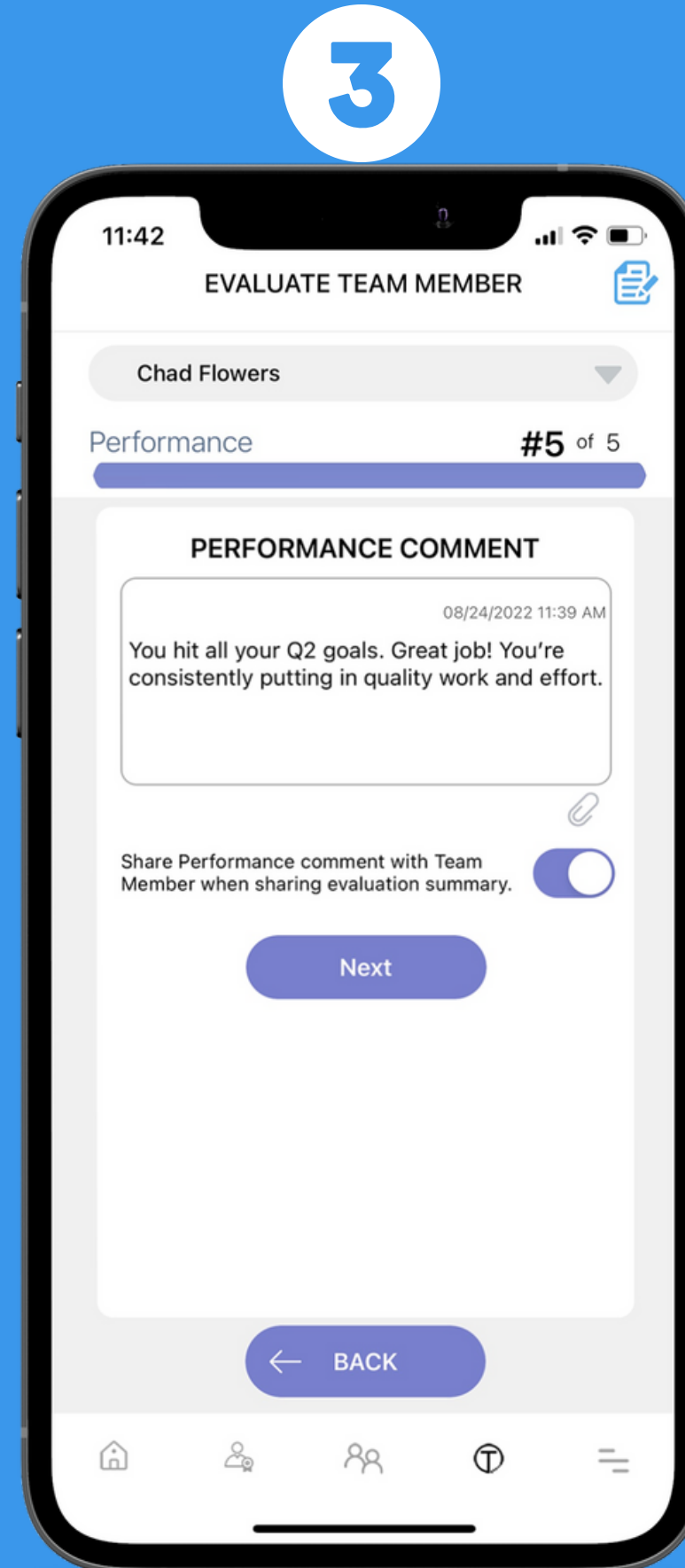
Completing an Evaluation - MOBILE

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.

