

HMH Leader Form (Team Member Guide)



2020 Leadership Evaluation Form for Argenis Garcia

Argenis Garcia

Route Map Introduction Team Member Information Evaluation Information Team Member Behaviors Job Specific Competencies Goals

Route Map

1 Evaluations Created

2 Self-Evaluation & Leader Draft

3 Get Feedback & Finalize Evaluation Due 01/31/2021

4 Executive Review/Calibration

5 Performance Discussion & Leader Signature


Due 04/19/2019
Ann Conway (Leader)

In this step, ratings and evaluations have been approved. Leaders must hold performance discussions BEFORE clicking 'Sign' button as that will make evaluation visible to the Team Member.





Introduction

The HMH Performance Management process involves ongoing performance coaching and feedback throughout the year. This annual performance evaluation form serves as an overall summation of the individual; the leader assigns a rating for each of the following criteria: team member behaviors and job specific competencies. If goals exist, they may be rated Met/Not Met.

Overview: Leadership Evaluation Form

Getting Started: On the Home Page, you'll see a To-Do tile for any modules that have pending tasks assigned to you. Either **(a)** Click on the To-Do Tile to navigate to your evaluation form or **(b)** Click the  next to **Home** and select **Performance**. You'll be taken to your Inbox and will see a list of forms available to you.





Action Buttons:

- 1 Click the  icon to enable spell check, legal scan, or to view information for the form.
- 2 Click the  icon to print the evaluation.
- Click the  icon to save the evaluation as a PDF.
- Click the  icon to save the form. **Note:** The system autosaves the form every 15 to 20 seconds.

Leadership Evaluation Sections: Select an option to jump directly to that section of the leadership evaluation form. **Note:** The section you're in will be bold and highlighted.

Additional Sections: Click **More** or the  icon to see additional sections that are available in the form.

Route Map: The steps in the leadership evaluation process are listed here.

-  - The current step is green. Remember to check here to see if the step has a Step Due Date.
-  - All completed steps will have a small green check to the right of the step number.
-  - The group icon indicates multiple people may be involved in a step, for example, users may be able to complete their self-evaluation or provide feedback, while the leader is still the "owner" of the form.
-  - Click the information icon to see a description of the step, including responsibilities and the participants involved in the step.

Note: In Step 2, Leader may begin drafting the evaluation without ratings/comments being visible to the Team Member, and the Team Member should complete their self-evaluation, without having to send form back and forth to each other. However, they cannot access the form at the same time. When exiting the form, each user must click "Save and Close," otherwise the other user must wait 60 minutes before accessing it. In Step 3, Leader may send form back to Team Member to edit self-evaluation, or to other Leaders to collect Feedback, but Leader cannot access form again until user returns it to the Leader.

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Creative

• Challenges the status quo

- Questions existing methods, practices, and assumptions and encourages other to do the same. Scans the environment for opportunities to grow business or accelerate opportunities.

• Champions new ideas and change

- Supports people in their efforts to try new things. Encourages people to take chances to drive the business forward. Maintains a positive attitude in the face of change conditions. Enthusiastically participates in new change initiatives and programs. Focuses on reasons why changes will work and how they will be beneficial.

• Reviews lessons learned for continuous improvement

- Practices methods to monitor and improve performance of systems and processes. Utilizes specialized techniques for continuous improvement. Owns mistakes and Openly discusses his/her actions and their consequences, both good and bad.

Team Member's Rating

5.0 - Orchestrator of Excellence

Section Comments:

Argenis Garcia's Comments

B I U L List Bulleted Link Undo Redo Spell Check Az Home

- Compassionate
 - Collaborative
 - Compassionate
 - Courageous
 - Creative
- Writing Assistant

Find a quote about Argenis's competency

Compassionate

- Connects people to purpose in rounding, huddles and meetings
- Tailors message to fit the interests and needs of the audience. Delivers information in a manner that is interesting and compelling to the listener. Lets people know why their work is important and how it will benefit themselves

Select topics below

Improve	Meets	Exceeds
<ul style="list-style-type: none">allows work issues to interfere with life outside of work and/or vice versaassumes people are motivateddismisses or downplays non-work	<ul style="list-style-type: none">communicates regularly with team memberscompletes work as requiredconveys enthusiasmeffectively manages and resolves	<ul style="list-style-type: none">always helps internal customersalways seeks to listen and understand firstcommunicates well with customerscommunicates work and non-work

Describe Behavior Give Advice


Select a Narrative:

I Argenis

Preview Quote Below

Close Place Quote

Evaluate Leader Behaviors

1 Behavior Ratings: Select a rating for each "C". Click the down arrow to show a list of the rating options. Click the  icon to see a definition of each rating. **Note:** Different sections of the form may have different rating scales.

2 Section Comments: Enter comments based on performance related to the 4 C's. You can format comments and include a list or highlight with available Rich Text Features.

- Click on  to spell check your comments.
- Click on  to complete a legal scan, checking for potentially inadvisable words.

3 Writing Assistant: Click the Writing Assistant button to view text suggestions specific to the "C" shown in the drop-down menu. Select a different "C" to see writing assistant options for the other C's. Choose a behavioral statement from one of the columns (Improve, Meets, Exceeds) that best describes your performance. Click **Place Quote** to add the comment to your performance evaluation. Click **Close** to cancel or when you are finished adding text. **Note:** You can edit the quote once it has been placed in the comments box.

How to Edit a Goal

Edit Goal

Edit your goal below.
Fields marked with * are required.

Category :

* Goal Description: Manage Budget Variance for Approved Budget between \$5,000,000 - \$9,999,999

* Metric/Unit of Measure: Budget Variance

Define Success: (i.e. What results must be achieved for a given rating?)

* 1) No Accomplishment: <= -0.1% variance

* 2) Baseline or Below Threshold: 0.0 to 0.9% variance

* 3) Threshold: 1.0 to 2.1% variance

* 4) Target: 2.2 to 2.4% variance


* 5) Maximum (Extraordinary Success): >= 2.5% variance

: Minimum weight is 10%

* Weight: 25.0%

* Start: 01/01/2018

* Due: 12/31/2018

Status:  **1**

Quarterly Strategy: [+ Add](#) **2**

Year-end Results: **3** [spell check...](#) [legal scan...](#)

4

- 1 Goal Status:** Select the appropriate progress status for goal completion. Click the down arrow to show a list of the status choices. The updated status will display on the evaluation form.
- 2 Quarterly Strategy:** Click the **Add** icon to add quarterly goals or edit existing goals. Quarterly goal, start date, action steps, and results can be edited at any time.
- 3 Year-end Results:** Enter the details for the Year-end Results.
- 4 Save Changes:** Click **Save Changes** to apply the goal updates to your form. Changes here are dynamic and will also update your goal plan with these changes.