

Team Member Evaluation Form (Team Member Guide)







Overview: Performance 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





- 1 To-Do Tile to navigate to your evaluation form or (b) Click the next to **Home** to view your menu options and select **Performance**. You'll be taken to your Inbox and will see a list of forms available to you.

Performance Evaluation Action Buttons:

- 2
 - Click the  icon to enable spell check, legal scan, or to view information for the form.
 - 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.

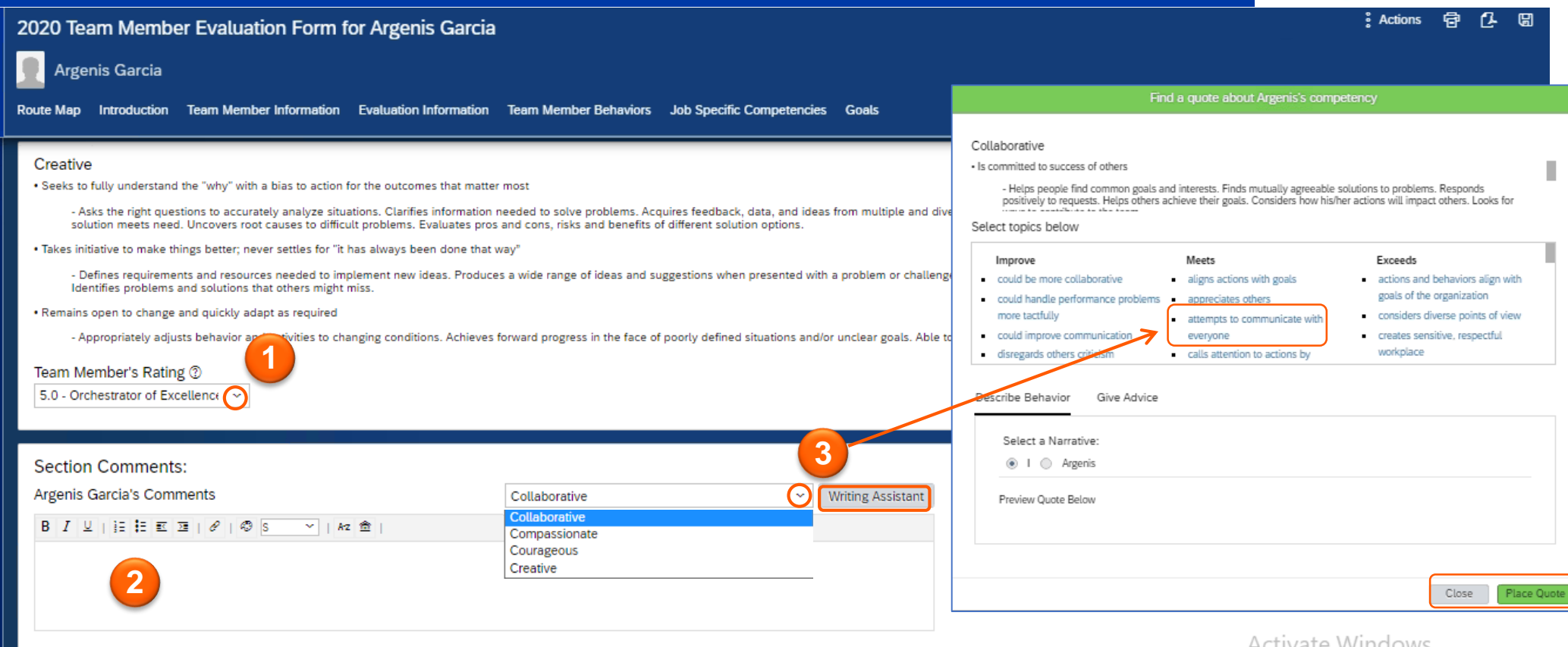
- 3 **Performance Evaluation Sections:** Select an option to jump directly to that section of the performance evaluation form. **Note:** The section you are in will be bold and highlighted.

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

- 4
 -  - 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, when users may be completing their self-evaluation or providing feedback.
 -  - 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 can (and 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 the form. 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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2020 Team Member Evaluation Form for Argenis Garcia


Argenis Garcia

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

Creative


- Seeks to fully understand the "why" with a bias to action for the outcomes that matter most
 - Asks the right questions to accurately analyze situations. Clarifies information needed to solve problems. Acquires feedback, data, and ideas from multiple and diverse solution meets need. Uncovers root causes to difficult problems. Evaluates pros and cons, risks and benefits of different solution options.
- Takes initiative to make things better; never settles for "it has always been done that way"
 - Defines requirements and resources needed to implement new ideas. Produces a wide range of ideas and suggestions when presented with a problem or challenge. Identifies problems and solutions that others might miss.
- Remains open to change and quickly adapt as required
 - Appropriately adjusts behavior and activities to changing conditions. Achieves forward progress in the face of poorly defined situations and/or unclear goals. Able to

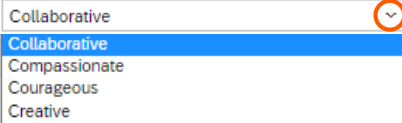
Team Member's Rating 

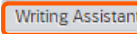
5.0 - Orchestrator of Excellence 

Section Comments:

Argenis Garcia's Comments







Find a quote about Argenis's competency

Collaborative

- Is committed to success of others
 - Helps people find common goals and interests. Finds mutually agreeable solutions to problems. Responds positively to requests. Helps others achieve their goals. Considers how his/her actions will impact others. Looks for

Select topics below



Improve	Meets	Exceeds
<ul style="list-style-type: none">could be more collaborativecould handle performance problems more tactfullycould improve communicationdisregards others criticism	<ul style="list-style-type: none">aligns actions with goalsappreciates othersattempts to communicate with everyonecalls attention to actions by	<ul style="list-style-type: none">actions and behaviors align with goals of the organizationconsiders diverse points of viewcreates sensitive, respectful workplace

Describe Behavior Give Advice


Select a Narrative:

I Argenis



Preview Quote Below

Evaluate HMH Team Member Behaviors

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

2 Section Comments: Enter comments related to the 4 C's. There is only 1 Comments box for the Behaviors section. 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 (scans for potentially inappropriate 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.

