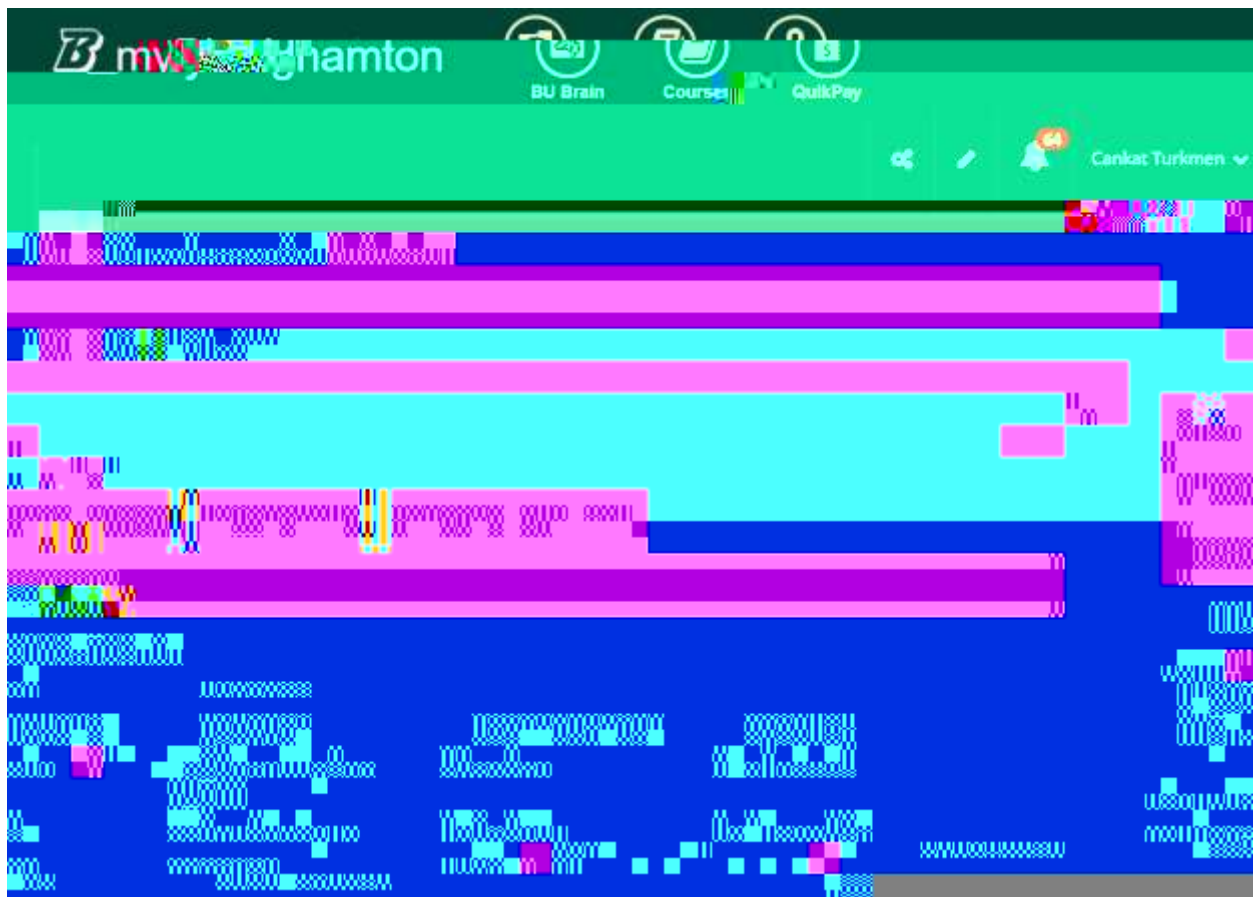
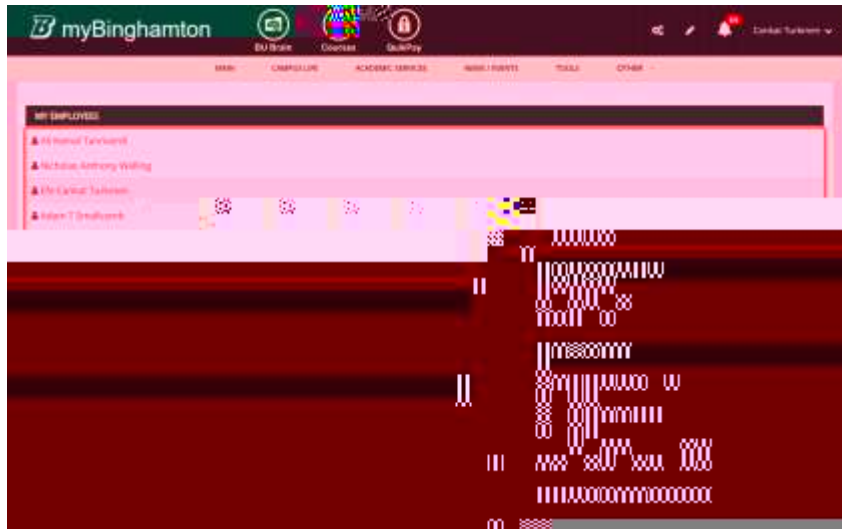


Performance Evaluation

Step 1

Choose an employee, and click the name



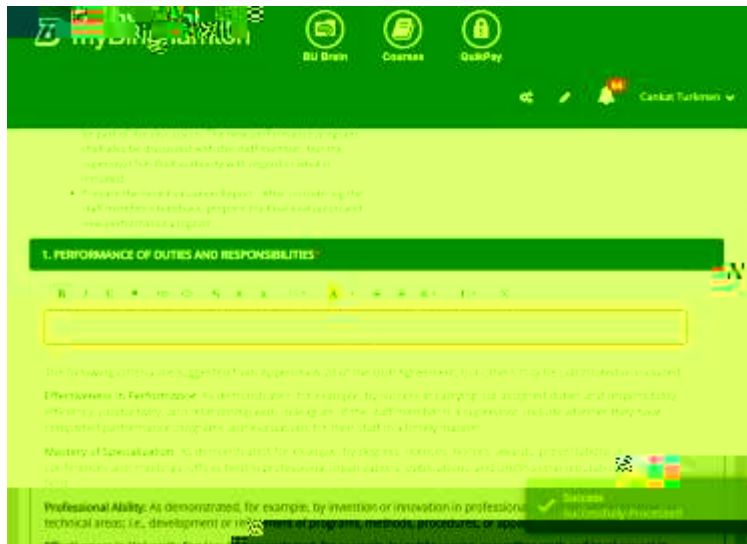
- **Select Month**

-Select Year

-

Step 2

Fill the sections

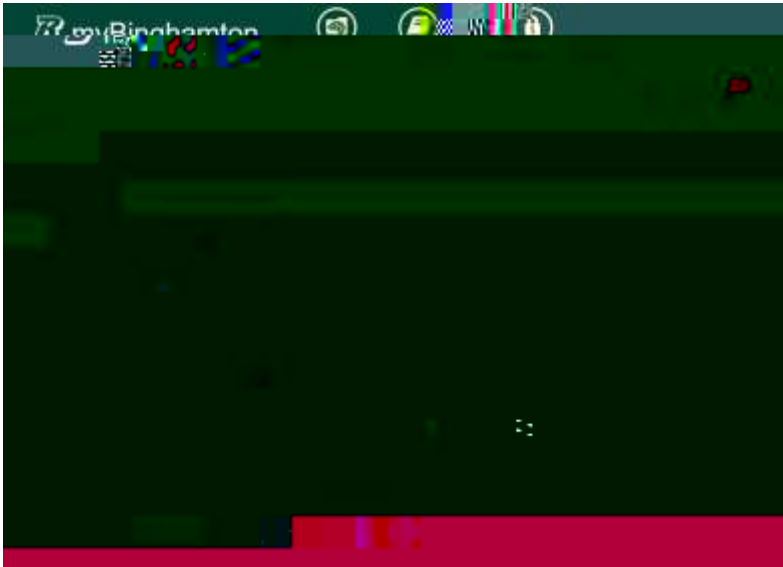


- Besides other documents, in the evaluation

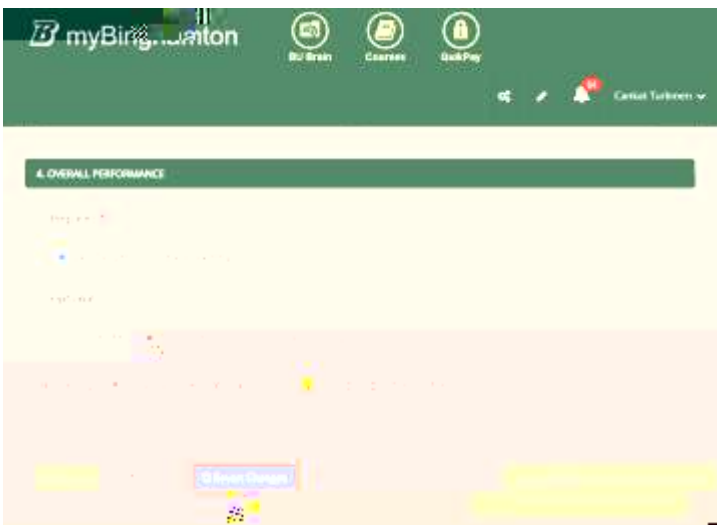
should consult with HR.



Otherwise, the second optional option will show up



(Optional)

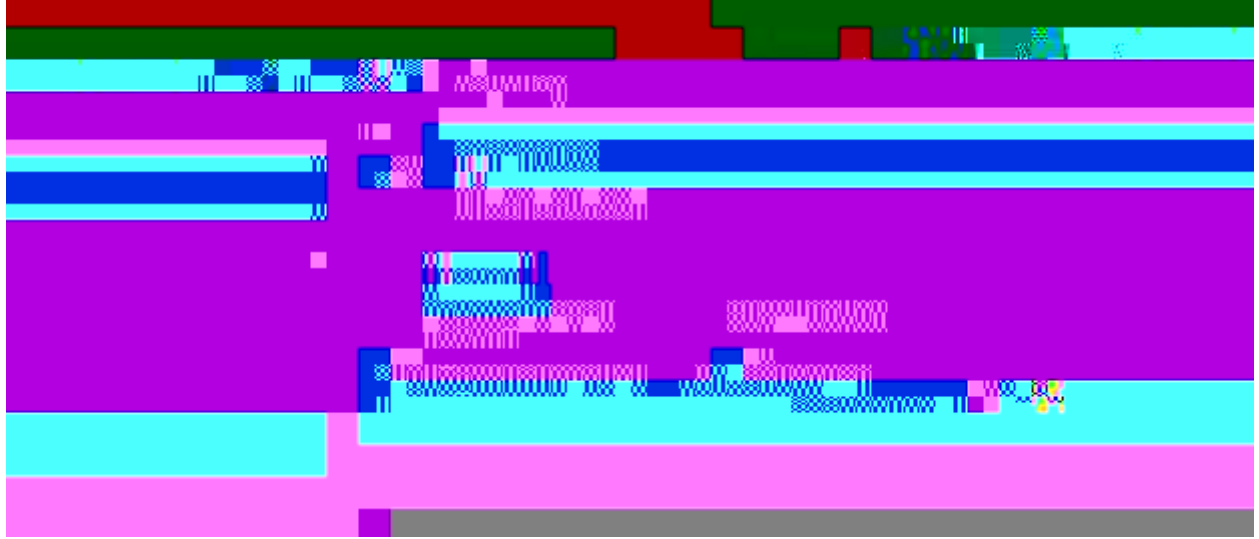


Step 3

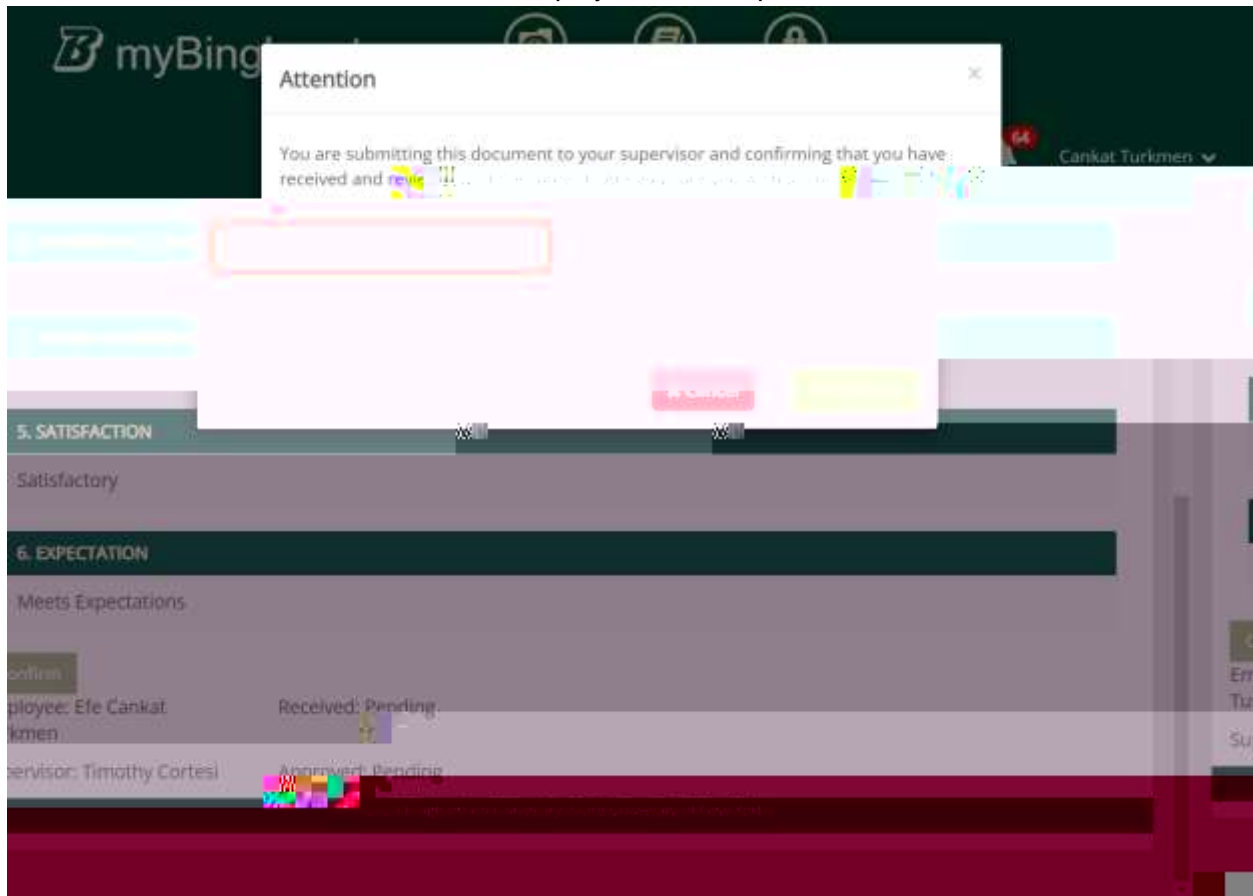
employee.

3. SUMMARY STATEMENT FROM SECONDARY SOURCES

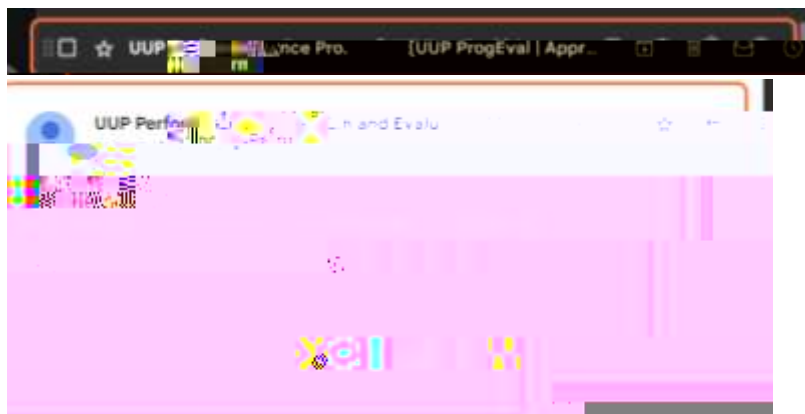
4. OVERALL PERFORMANCE

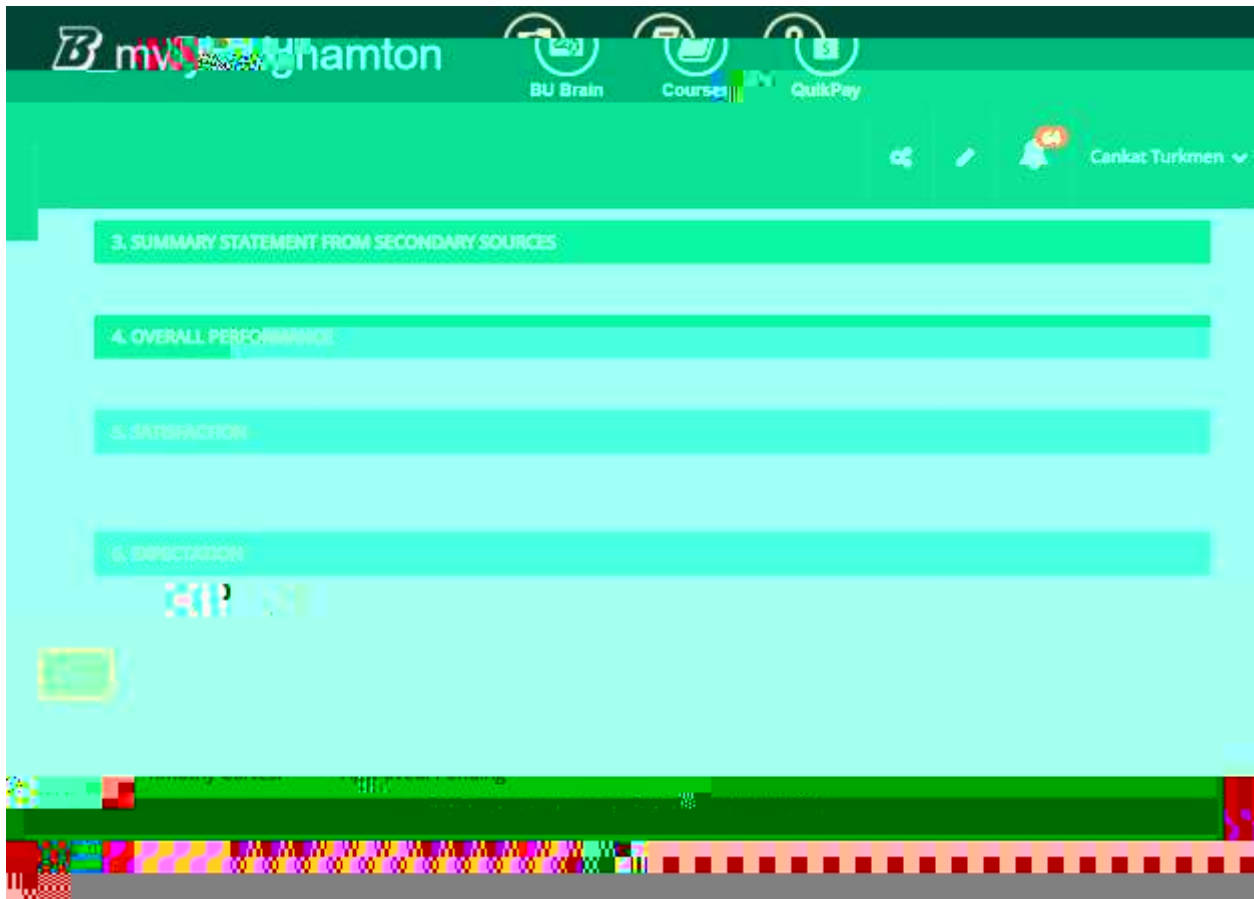


document should be reviewed with the employee & the supervisor.



-mails will be sent automatically.





This action also will send automatic e-mails.

