

**Note: This form is used ONLY for Hourly, Non-Supervisory employees who do not have a form launched in ColasWay.**

1. Access the form via this link:

<https://simonsays.team/hourly2024/>

2. Enter your information (Supervisor Information) and the Employee Information; then click "Begin"

3. On the DocuSign Page, review the tool tip, and click the yellow "Continue" button to proceed.

4. Complete the Employee Information in the fields at the top of the form

5. Select ratings for each competency; the overall rating will automatically calculate

6. Include comments and feedback to support your ratings. (Important: focus on facts and provide specific examples).

7. To save your work and revisit the form later, select "Finish Later" in the ribbon at the top of the screen. You will receive an email with link to access the form.

8. Once the form is complete AND you have held a 1:1 meeting with the employee, enter the date/time of meeting and sign. Employee signature not required – your signature certifies that you have reviewed with the employee

9. After signing, click the "Finish" button at the bottom of the page. You will be redirected to a confirmation page indicating "Signing Complete!"

10. A copy of the completed/signed form will be e-mailed to you AND Human Resources. The subject line will include the employee's name.