

### Step 1: Accessing the Form

Supervisors can find performance reviews for their direct reports in [SimonSays](#) under the My Workflows section.

- Fields such as employee name, ID, job title, supervisor, evaluation period and region are automatically filled in.

### Step 2: Rating Competencies

Each competency is rated on a scale of 1 to 5 using a drop-down menu. The overall score is calculated automatically.

### Step 3: Comments & Feedback

Supervisors should include clear, factual comments with specific examples to support each rating.

- Use "Save" to save your work and return later. The form is saved in the My Workflows of SimonSays.
- Use "Submit" to send the form to the next step of the process.

### Step 4: One-over-One Review

The one-over-one manager receives the form, makes any edits necessary, and submits the form once finalized.

### Step 5: Supervisor Final Review

The form returns to the supervisor for any final updates before meeting with the employee. This final submission will send the form to the 1:1 meeting step of the process.

### Step 6: 1:1 Meeting & Signatures

The supervisor meets with the employee to review the form. Both parties sign after the discussion.

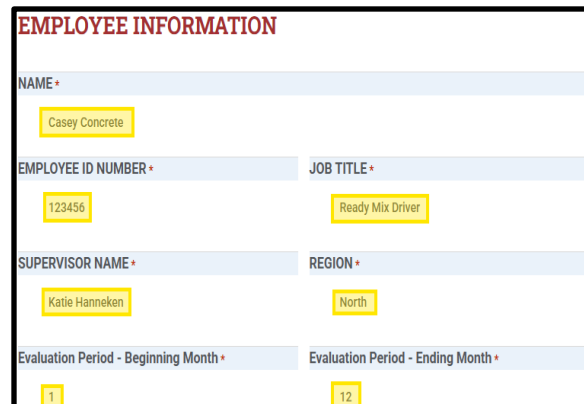
- After signing, click "Submit".

### Step 7: HR Notification

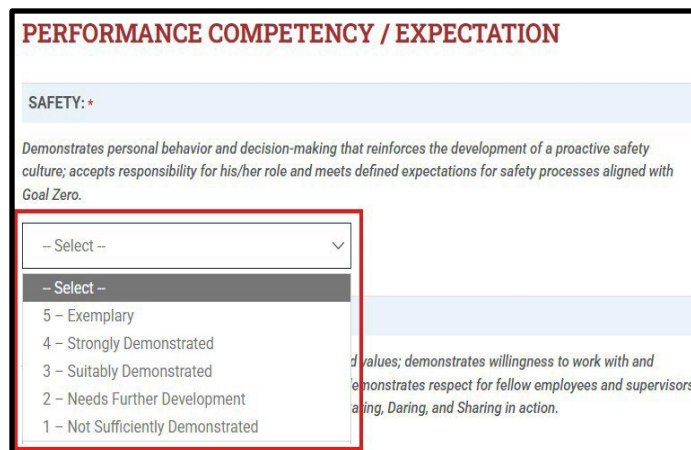
A copy of the signed form is automatically emailed to the Human Resources team.



The image shows the top navigation bar of the SimonSays application. It includes the SimonSays logo on the left and a series of navigation links on the right: LEADERS, SAFETY, HR, OPERATIONS, LINKS, and MY WORKFLOWS. The MY WORKFLOWS link is highlighted with a yellow border.



The image shows the 'EMPLOYEE INFORMATION' section of the form. It contains several fields with pre-filled values: NAME (Casey Concrete), EMPLOYEE ID NUMBER (123456), JOB TITLE (Ready Mix Driver), SUPERVISOR NAME (Katie Hanneken), and REGION (North). There are also fields for the Evaluation Period - Beginning Month (1) and Evaluation Period - Ending Month (12).



The image shows the 'PERFORMANCE COMPETENCY / EXPECTATION' section. It features a dropdown menu for rating, which is currently set to '5 - Exemplary'. The dropdown list shows the following options: 5 - Exemplary, 4 - Strongly Demonstrated, 3 - Suitably Demonstrated, 2 - Needs Further Development, and 1 - Not Sufficiently Demonstrated. Below the dropdown, there is a text area for comments, which includes a description of the competency: 'Demonstrates personal behavior and decision-making that reinforces the development of a proactive safety culture; accepts responsibility for his/her role and meets defined expectations for safety processes aligned with Goal Zero.'



The image shows the 'SUPPORTING COMMENTS & FEEDBACK' section. It contains two text areas for providing feedback. The first text area is labeled 'In what performance area(s) does the individual meet or exceed expectations and why?' and the second text area is labeled 'In what performance area(s) is there opportunity for improvement and/or development?'.



The image shows two buttons: a blue 'SAVE' button and a red 'SUBMIT' button.

