

Hourly Performance Review Process

2026 Performance Review Campaign



Agenda

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Performance Management Purpose

➤ The form is the tool. The conversation and quality of feedback are the real purpose.



Know Before You Go



Hourly employee performance reviews become available in SimonSays.

*If layoff comes before this date, then complete the review before the layoff begins!

All hourly performance reviews are due in SimonSays.



Laborers

Carpenter

Operators

Concrete Finishers

Drivers

Electricians

Mechanics

Welders

SimonSays Performance Review Process



1

View Employee Form in SimonSays

- Watch for the SimonSays email notification.
- Open the link in the email, or
- Go to My Workflows in SimonSays.

Simon 2025 Employee Performance Feedback Form Assigned - Elias Granger



Simon Says <no-reply@simonsays.team>

To HANNEKEN, Katie (SIMON - North SD)

Retention Policy Colas 3 months (Default) (90 days)

Expires 12/8/2025



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Tue 9/

Warning : Message sent from Internet with visible sender address not matching real one bounces+54366663-1fb4-khanneken=simonteam.com@em5020.simonsays.team

Do not click on the links or attachments unless you are sure of the sender's address.

A new Simon 2025 Employee Performance Feedback Form for **Elias Granger** has been assigned to you.

Simon Supervisor: please complete the form. Once you click *Submit*, the form will be sent to your manager **Kamy** for review and collaboration on this employee feedback form.

You can access this form from your **Simon Says Workflow Inbox** or directly from this link:

<https://simonsays.team/workflow-inbox/?page=gravityflow-inbox&view=entry&id=157&lid=29155>



LEADERS SAFETY ▾ HR ▾ OPERATIONS ▾ LINKS ▾ MY WORKFLOWS

Form Collaboration

Search Inbox

ID	Form	Submitter	Step	Submitted
29151	Employee Performance - 2025 Feedback Form	172.211.195.181	Supervisor Review	9 seconds ago

2 Complete the Supervisor Review

- Rate each competency separately.
- Add comments that explain and support the ratings.
- Save your progress if you need to return later.
- Submit the form for N+2 manager review.

Rating System



1 = Not Sufficiently Demonstrated 2 = Needs Further Development
3 = Successfully Demonstrated 4 = Strongly Demonstrated 5 = Exemplary

Comments Matter

COMMENTS PROVIDE CONTEXT THAT A RATING ALONE CANNOT.

- For positive performance:
 - Behavior + Example or Impact + Continue
 - Describe what the employee does, explain why it matters, and identify what should continue.
- For performance that needs improvement:
 - Behavior or Concern + Example or Impact + Expectation
 - Describe what occurred, explain the effect on the work or team, and clearly state what needs to change.

Positive Performance:

“Demonstrates dependability by arriving prepared and ready to work each day. This helps the crew start operations on time and minimizes downtime during paving activities. Continue maintaining this level of reliability and preparation.”

Needs Improvement:

“Equipment inspections and maintenance documentation have not been completed consistently, which has delayed repairs and created communication gaps between crews. Moving forward, all required documentation must be completed accurately and on time.”

3

N+2 Manager Collaboration

- After the supervisor submits the review:
 - The N+2 manager receives an email notification and can also access the review in the My Workflows tab.
 - The N+2 manager reviews the ratings/comments and can make edits, if necessary, before submitting back to the direct supervisor.
 - The form returns to the direct supervisor for final review.

ID	Form	Submitter	Step	Submitted
29151	Employee Performance - 2025 Feedback Form	172.211.195.181	Manager Collaboration	25 minutes ago

Simon Corrective Action Form - Collaboration Needed - Mckinzie

Simon Says <no-reply@simonsays.team>
To: HANNEKEN, Katie (SIMON - North SD)

Retention Policy: Colas 3 months (Default) (90 days)

Expires: 12/21/2025

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Mon 9/22

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Do not click on the links or attachments unless you are sure of the sender's address.

A Simon Corrective Action form for **Malikai Mckinzie** has been submitted and is now on the collaboration step.

Simon HR Team: please review the form and make any adjustments. Once you click Submit, the form will be sent back to Donald Chavez for final review and completion.

You can access this form from your Simon Says *Workflow Inbox* or directly from this link:

<https://simonsays.team/workflow-inbox/?page=gravityflow-inbox&view=entry&id=9&lid=29224>

4

Employee 1:1 Conversation

NOTHING WRITTEN IN THE REVIEW SHOULD SURPRISE THE EMPLOYEE.

- Before meeting with the employee:
 - Review the final ratings and comments.
 - Prepare specific examples.
 - Identify strengths to recognize.
 - Be ready to explain improvement expectations.
 - Consider needed support, training, or follow-up.
 - Plan time for employee feedback and questions.
- During the meeting:
 - Review the employee's overall performance.
 - Discuss expectations and goals for the next season.
 - Confirm follow-up and next steps.
 - Complete the required electronic signatures.





Live Demo

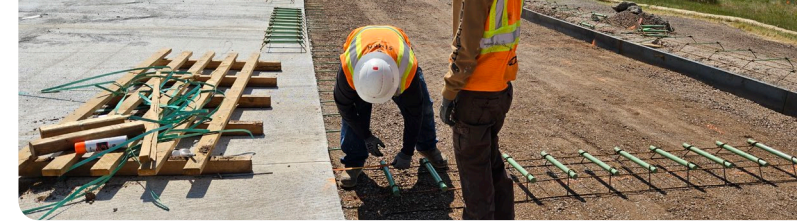
Seasonal Layoff Process

LINK → SEASONAL LAYOFF REQUEST | SIMONSAYS

1. Complete the employee's performance review.
2. Complete the Seasonal Layoff Request form in SimonSays.
3. HR receives the request and processes the employee's status change.

Key Reminders:

- Notify the employee of their expected layoff date.
- Ensure the layoff date is accurate, as it affects benefits, payroll deductions, and unemployment eligibility.
- Employees should contact their local Workforce Center or Unemployment Office regarding unemployment benefits.



Recap

- 1** Reviews open in SimonSays on October 1
- 2** Complete all reviews by October 30
- 3** Forms are found in the emails sent by SimonSays email and under the “My Workflows” tab
- 4** Use the Performance Management Toolbox and HR team for support

