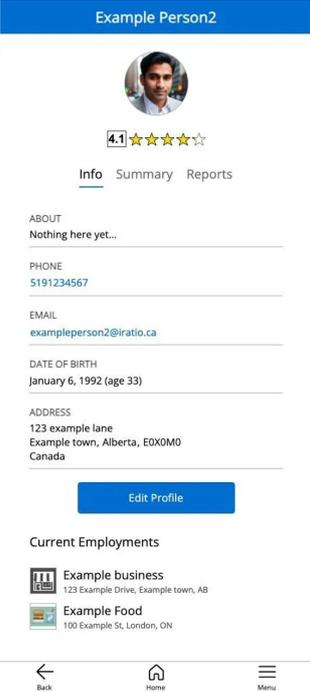


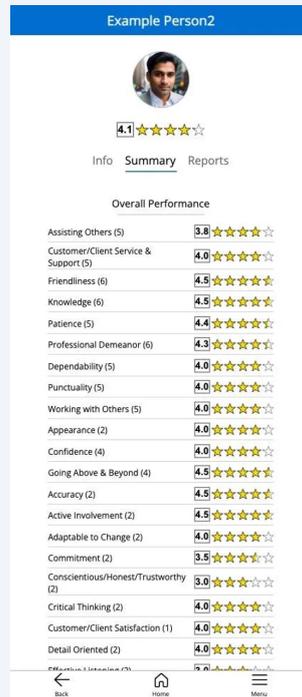
Submitting Your Performance Evaluation on iRatio Platform

1 Personal profile, "Info" page



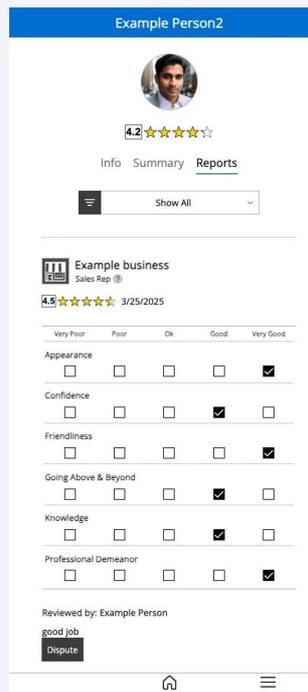
2 Personal profile, "Summary" page.

(The number in brackets shows total amount of reviews.)

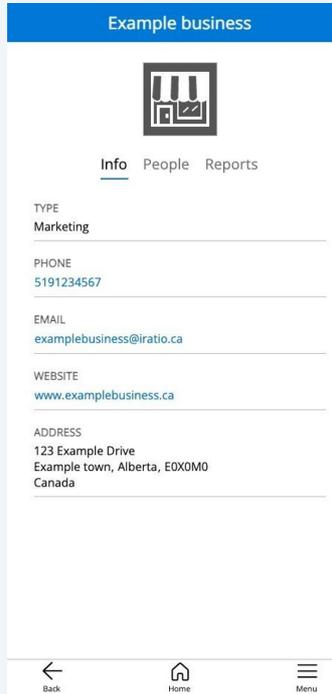


3 Personal profile, "Reports" page.

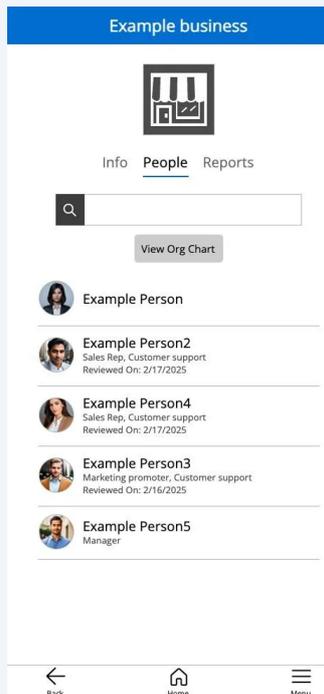
(Dispute review option is only available for 7 days after review is posted.)



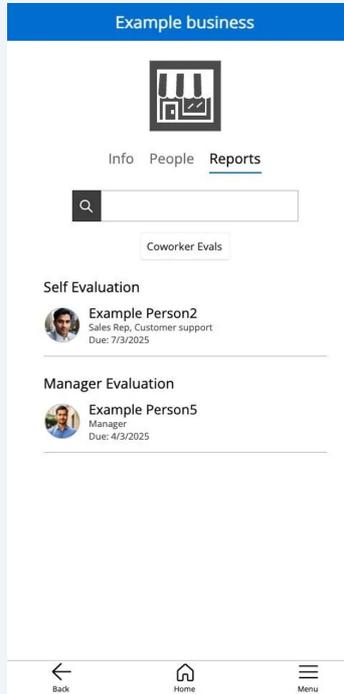
4 Current employment "Info" page. (Employee access)



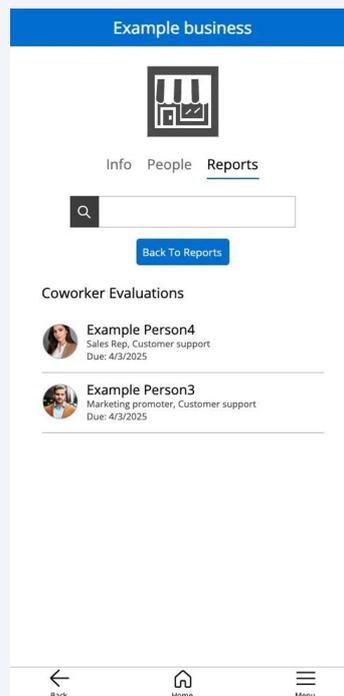
5 Current employment "People" page. (Employee access)



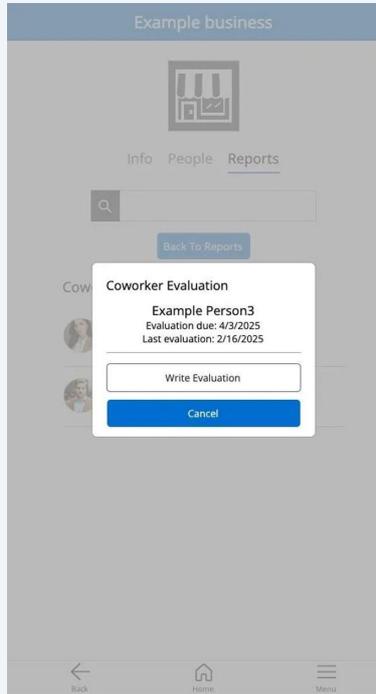
6 Current employment "Reports" page. (Employee access)



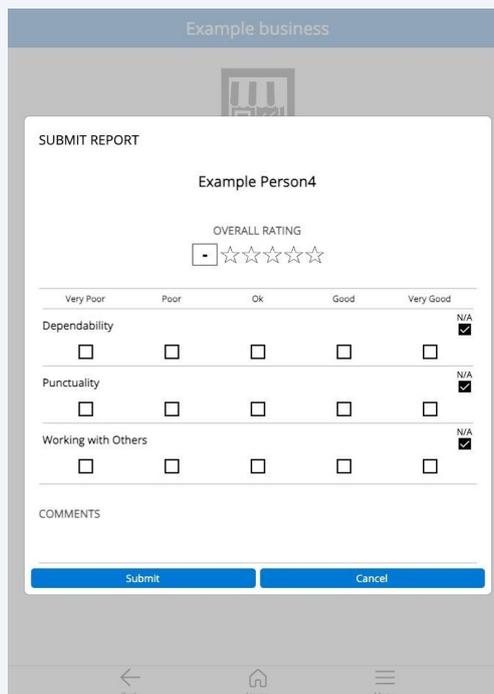
7 Current employment "Reports" page, select co-worker evals. (Employee access)



8 Select a co-worker to write evaluation. (Employee access)

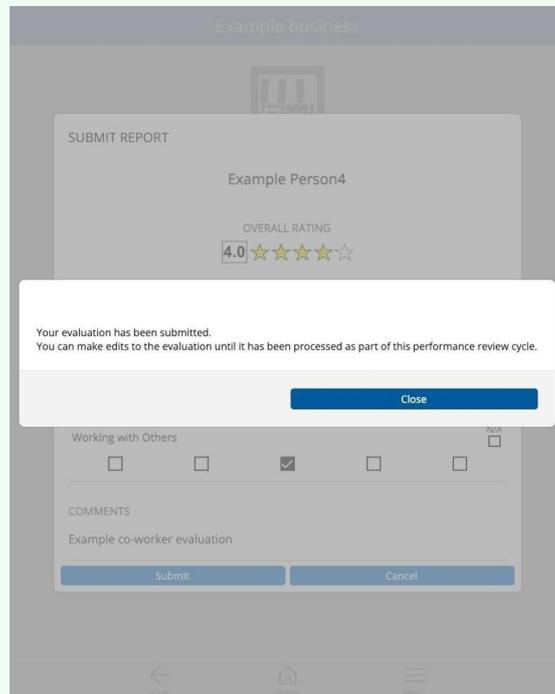


9 Co-worker evaluation. (Employee access)



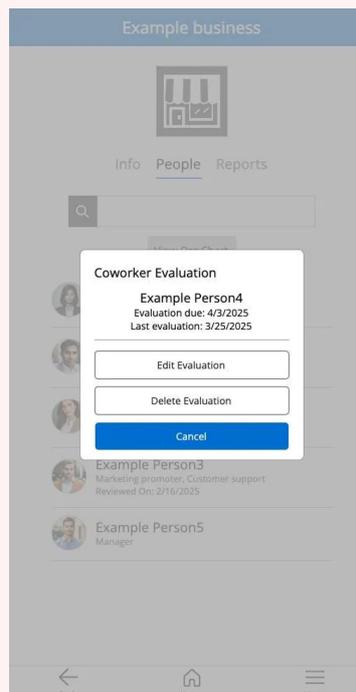


Tip! Once a review has been processed as part of this performance review cycle, it can no longer be edited.

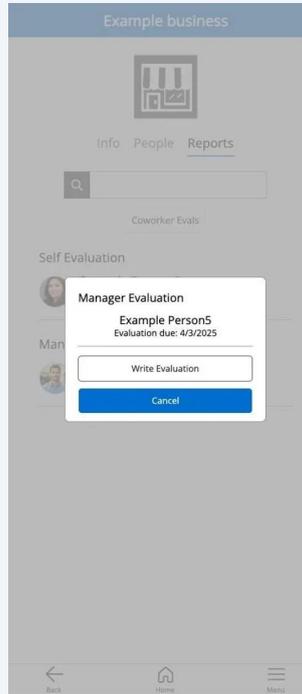


Note! Select a co-worker, after evaluation is left to make changes.

(Employee access)



10 Select manager to write evaluation. (Employee access)

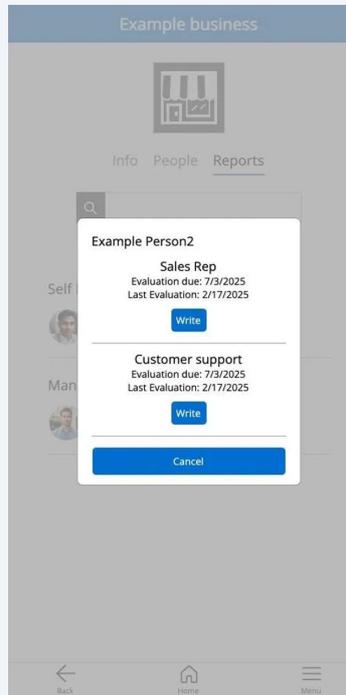


11 Manager evaluation. (Employee access)

| | Very Poor | Poor | Ok | Good | Very Good | |
|-----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| Dependability | <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Confidence | <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Multitasking | <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Professionalism | <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Patience | <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |

12 For self evaluations. Go to Current employment, then "Reports" page.

(Employee access)



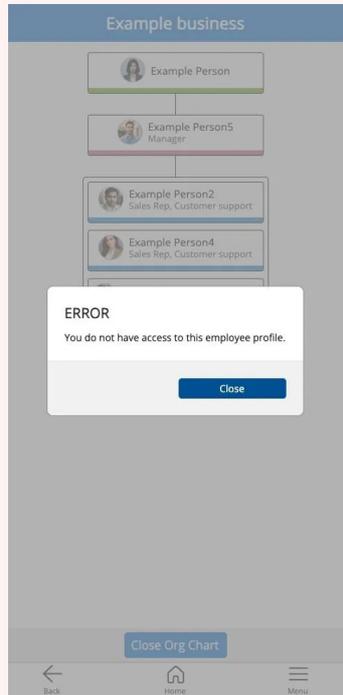
13 Self evaluation. (Employee access)

The screenshot shows a 'SUBMIT REPORT' form for 'Example Person2', a Sales Rep. The form includes an overall rating of 4.5 stars (5 stars total). Below the rating is a table for rating various categories. The categories are: Appearance, Confidence, Friendliness, Going Above & Beyond, Knowledge, and Professional Demeanor. Each category has five rating options: Very Poor, Poor, Ok, Good, and Very Good. The 'Good' option is selected for Appearance, Confidence, Going Above & Beyond, and Professional Demeanor. The 'Very Good' option is selected for Friendliness and Knowledge. There is also an 'N/A' option for each category. At the bottom of the form is a 'COMMENTS' section and two buttons: 'Submit' and 'Cancel'.

| | Very Poor | Poor | Ok | Good | Very Good | N/A |
|-----------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Appearance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Confidence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Friendliness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Going Above & Beyond | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Knowledge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Professional Demeanor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

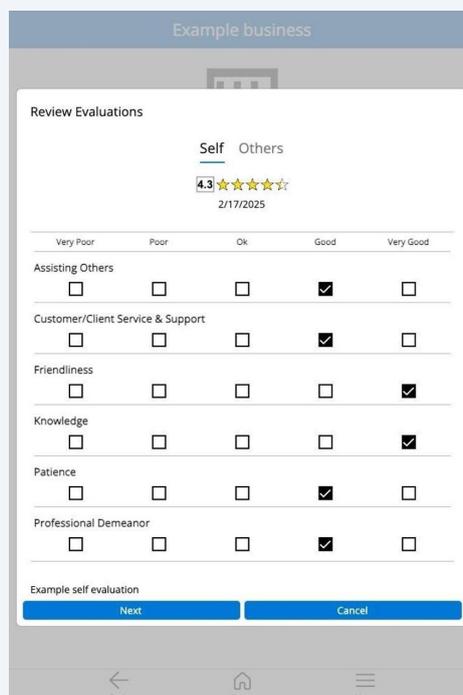


Note! NO ACCESS to anyone in same tier or above. (Employee access)



14

Current employment, "Reports" page. Leaving a performance review. Will show self evaluation. (Manager access)



15

Current employment, "Reports" page. Leaving a performance review. Will show average of others evaluations, and each co-worker evaluation. (Manager access)

Review Evaluations

Self Others

Dependability (2) 4.0 ★★★★★

Punctuality (2) 4.0 ★★★★★

Working with Others (2) 4.0 ★★★★★

Example Person4
3.0 ★★★★★ 2/16/2025

| | Very Poor | Poor | Ok | Good | Very Good |
|---------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| Dependability | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Punctuality | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Working with Others | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

example eval 4

Example Person3
5.0 ★★★★★ 2/16/2025

| | Very Poor | Poor | Ok | Good | Very Good |
|---------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| Dependability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Punctuality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Working with Others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Example eval 3

Next Cancel

16

Current employment, "Reports" page. Leaving a performance review. Will show average of all evaluations. Manager has final choice. (Manager access)

Example business

SUBMIT REPORT

Example Person2
Sales Rep
[Show Description](#)

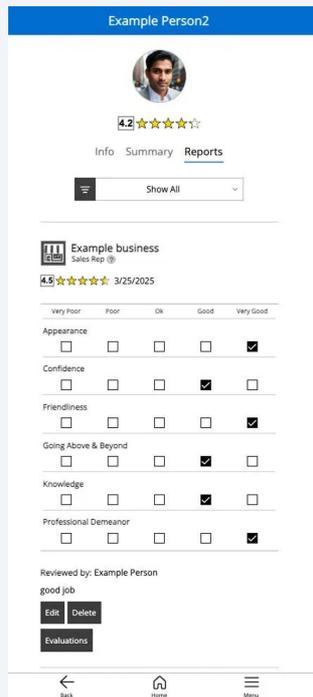
OVERALL RATING
4.2 ★★★★★

| | Very Poor | Poor | Ok | Good | Very Good |
|-----------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Appearance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Confidence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Friendliness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Going Above & Beyond | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Knowledge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Professional Demeanor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Assisting Others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Customer/Client Service & Support | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Patience | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dependability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Punctuality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Working with Others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMENTS

Submit Cancel

17 After a performance review is left within 72 hours. (Manager access)



18 After a performance review is left. Self and co-worker evaluations are always available for reference, after 72 hours. (Manager access)

