



Year-End Performance Review System Overview for Employees

2020 Talent Review Process Timeline

DATE	TALENT REVIEW PROCESS STEP
11/18/2020	Team Member Self-Review Launched
12/6/2020	Team Member Self-Review Due
12/6/2020	Manager Review Open
1/10/2021	Manager Review Due (Leave in Manager Assessment Complete Status)

Form Overview

Goals/Performance Form route map is outlined.

Select Rating and add Comments for each goal.

Add Overall Comments on Goal Achievement.

Add Overall Rating and Comments.

Click Send for Manager Review.

2016 Goals/Performance Form for Brer Rabbit_CB

unrated Overall Score

Route Map

Employee Goal Assessment → Manager Goal Assessment → Manager Signature → Signature → Employee Acknowledgement → Completed

Introduction

Welcome to the annual Dover Goals/Performance Form. Please assess your achievement of your goals and then your manager will provide an assessment. Be sure to complete all required fields below and contact your manager or HR representative with any questions.

Employee Information

Preferred First Name: Brer
Local Job Title: Corporate Insurance & Risk Manager
Department: Finance - Exec/Admin (DEPT_FIN-EXC-ADM)
Manager: Luke Cage_CB

Legal Last Name: Rabbit_CB
Division: Dover Corporation (DIV_CORP)
Location: New York 500 Fifth Avenue (LOC_USA_NY001)

Goals

This section is for evaluating goal achievement. Note that the goal weightings should add up to 100%.

Goals

Create a process for Corporate Training launched through LMS and have in effect by 10/1/18

20% of total score

Rating: Select a rating...

Nick Fischer Comments

Goal Details

Goal Name	Weight	Goal Description	Status	Goal Progress
Create a process for Corporate Training launched through LMS and have in effect by 10/1/18	20%	Create a process for Corporate Training launched through LMS and have in effect by 10/1/18	On Track	

Overall Comments on Goal Achievement

Brer Rabbit_CB Comments

Overall Summary

Rate this year's overall performance and provide supporting comments.

Overall Summary

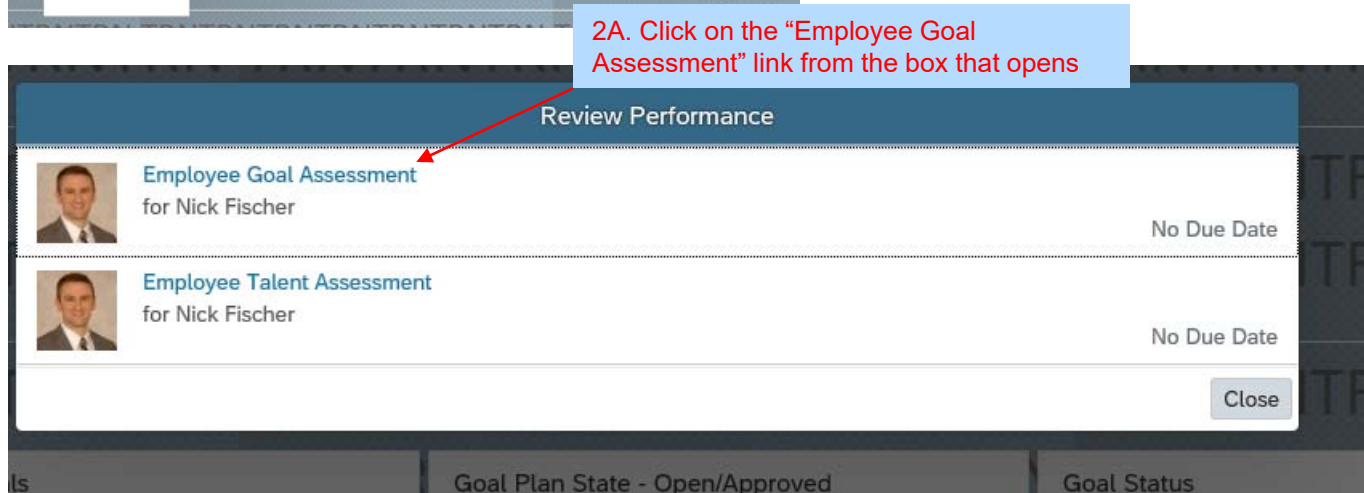
Rating: Select a rating...

Brer Rabbit_CB Comments

Click Send for Manager Review

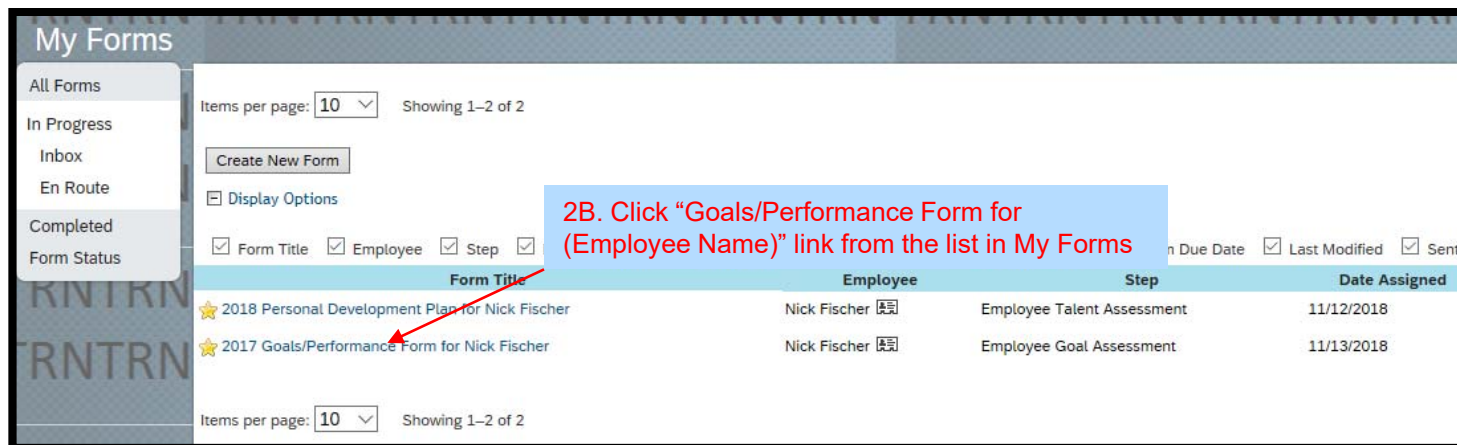
Accessing the Form

Option A



Accessing the Form

Option B



Goals Section

Goals

Increase number of LEAP participants by 25%

25% of total score
On-Track

* Rating ⓘ
Select a rating...

* Nick Fischer Comments

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Goal Details Other Details

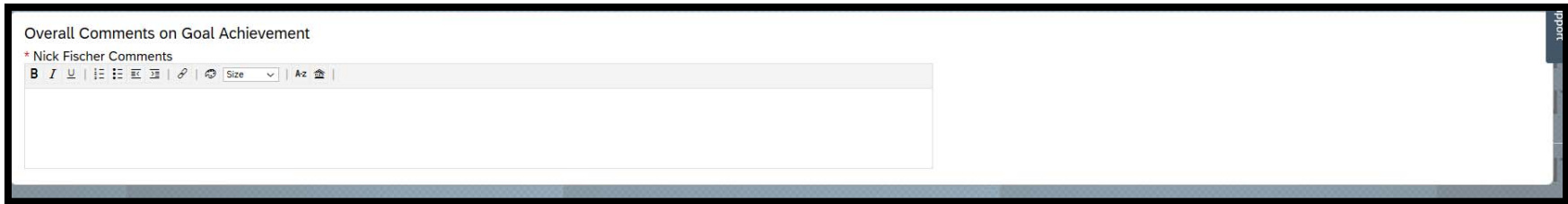
Goal Name	Increase number of LEAP participants by 25%	Goal Description	Increase number of LEAP participants by 25%
Weight	25%	Status	On-Track
% Complete	0.0%	Goal Progress	

Transferred from Goal Setting

When the Year-End Performance form is launched, goals are transferred to the form from what the employee has in his/her Goal Setting form. Employee must select a rating from the drop down and enter comments for each goal.

- Was the goal achieved?
- Was it on time?
- How did the goal get achieved?

Overall Comments on Goal Achievement

A screenshot of a web form titled "Overall Comments on Goal Achievement". The form has a header bar with the title and a tab labeled "Nick Fischer Comments". Below the header is a large, empty text area for entering comments. The text area has a light gray border and a small toolbar at the top left with icons for bold, italic, underline, list, link, unlink, and size. The form is set against a light gray background with a dark gray border on the right and bottom.

After entering comments for each Goal, employee must enter Overall Comments on Goal Achievement.

- How would you summarize Goal achievement for the year?
- Overall performance is in the next text box

Overall Summary



The screenshot shows a web form titled "Overall Summary". At the top, it says "Rate this year's overall performance and provide supporting comments." Below this is a section labeled "Overall Summary" containing a required field for "Rating" with a dropdown menu and a help icon. Below the rating field is a required field for "Nick Fischer Comments" with a rich text editor toolbar. At the bottom right of the form are three buttons: "Cancel", "Save and Close", and "Send to Manager for Review".

The last section is the Overall Summary. Select a rating from the dropdown and add supporting comments. For more definition of the ratings, click the icon next to Rating. Once complete click Send to Manager for Review. A legal scan and spell check will take place prior to moving it to your Manager.

Items to discuss here include, but not limited to:

- What were the key achievements or contributions outside of the planned goals?
- This can also be good place to capture areas of performance around behaviors like teamwork, organization, timeliness, etc.

Slide 8

FN1

Fischer, Nick, 11/15/2018

Route Map

Route Map

Hide

Assessment Signature Completed

1 Employee Goal Assessment 2 Manager Goal Assessment 3 Manager Signature 4 Employee Acknowledgement 5 Completed

Send to Manager for Review

You're about to send this form to the next person(s) specified in the workflow.

Forward Form to Amanda Stubenrauch

Email Notification Comments

Cancel & Return to Form Send to Manager for Review

The form does not move to the next step until the Employee clicks Send to Manager for Review on the Route Map page. Comments may be added by the Employee before sending but are not required.

Questions?