

Notification of an assigned evaluation is only sent via [support@reliantlive.com](mailto:support@reliantlive.com). You will **not** see a notification under your Peoplomatter account at this time if any evaluations are due. To view the evaluations needed to complete in PERFORM, log into PeopleMatter, select the PERFORM tab and you'll see on the "Evaluations Due" screen if there is anything to complete:

Need to Complete: Evaluations 1

### Evaluations Due

Module

Employee Name	Employee Location	Evaluation Name	Evaluation Date	Evaluation Form
Allen, James		Performance Evaluation - Hourly	09/17/2015	

Click on the form icon to open the Evaluation.

As you work on the form you have these options located at the bottom of the screen.

You can Spell Check, Save as Draft to complete later, or **SAVE AS COMPLETE** when ready to submit as final. If you do that too quickly, contact your Perform Admin.

### Performance Evaluation - Hourly

Employee Name: James Allen      Job Title:  
Employee ID      Date of Hire:  
Evaluation Date: 9/17/2015

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Please complete this form for the person listed above.

Ratings will be averaged for each competency group along the following guidelines. The specific choices vary for each question within the competency group.

1 point - Overall fails below the minimum job standards and expectations  
2 points - Sometimes meets the job standards and expectations  
3 points - Meets the job standards and expectations  
4 points - Consistently exceeds job standards and expectations  
5 points - Far exceeds job standards and expectations

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**Rate this person's Customer Service Skills**

Far exceeds job standards and expectations  
 Consistently exceeds job standards and expectations  
 Meets the job standards and expectations  
 Sometimes meets the job standards and expectations  
 Fails to meet minimum job standards and expectations

**Comments**