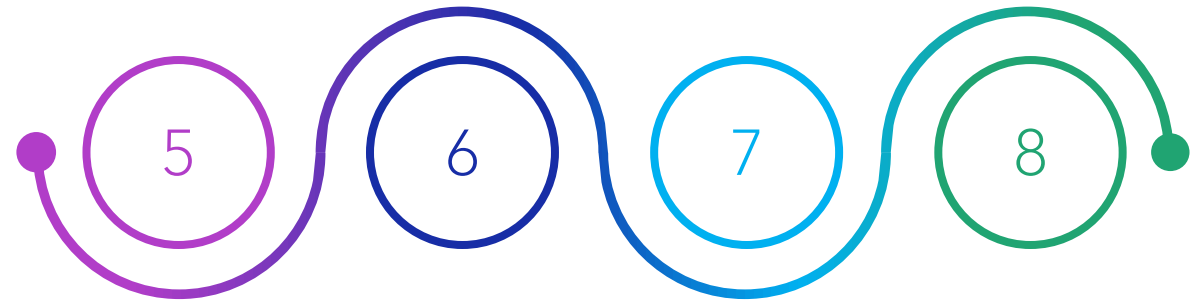
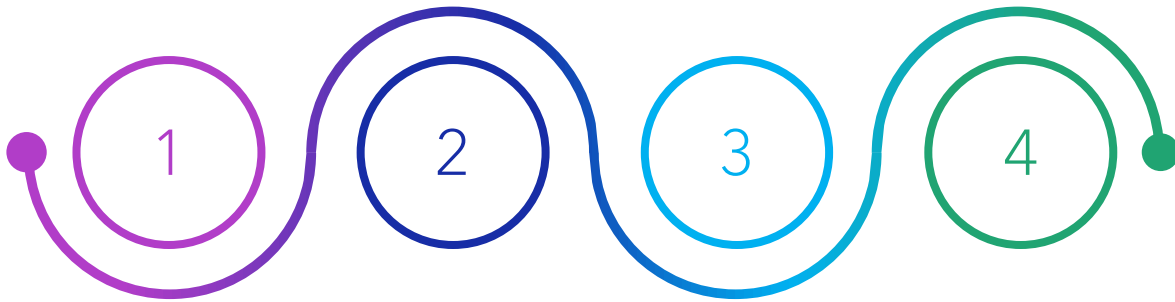


EMPLOYEE REVIEW PROCESS (PAYCOR)

Pre-Delivery of Employee Review

Post-Delivery of Employee Review



HR Launch Review

HR will assign the review to the manager/supervisor to complete in Paycor. Depending on level, they will send the template of the review to the manager or supervisor.

Manager/Supervisor Input

The manager/supervisor will complete the employee review through Paycor. Complete all questions but choose not to deliver to employee until a one-on-one meeting has been set up.

Admin. Approval

Once the manager/supervisor has completed writing the review, the review will be sent to the admin for approval and monetary increase if given.

Employee One on One

The manager/supervisor will then schedule a One on One with the employee and will conduct the review in person with printing off the review.

Employee Delivery

The manager/supervisor will meet with the employee and provide the review in person regarding their performance and provide an update on their rate if applicable.

Employee acknowledgement

Once the review has been delivered to the employee. Employee will log into Paycor and place any comments and will acknowledge the employee review.

HR to be notified

Once review has been acknowledged by employee, HR will update the rate of pay and will send an email to the employee for the effective date of pay and a copy of the review

Manager/Supervisor up with Goals set

The manager / supervisor must follow up with one on one's to ensure that employee is meeting goals / objectives every 3 months.