

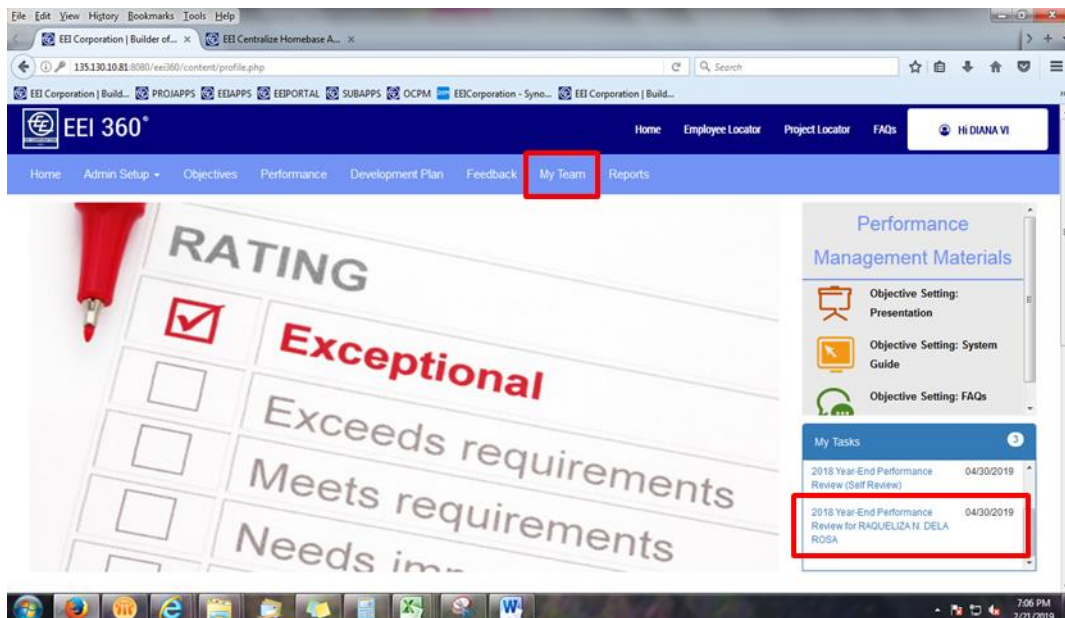
To All Reviewers:

At the start of the 2018 performance appraisal process, employees were asked to assess their performance against their 2018 objectives. These self-assessments were then reviewed by their superior/s and calibrated in subsequent meetings before submission to HR.

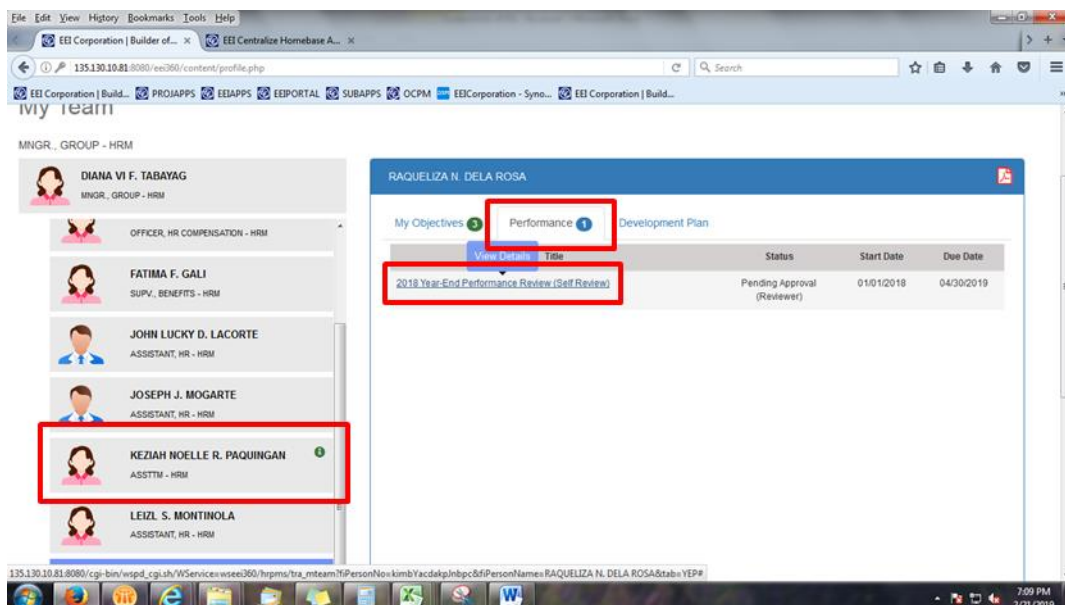
The deliberated 2018 ratings have now all been submitted to HR by the respective Department/ Division Heads and have since been uploaded in **myCompass**. With this, the Reviewer gets access to his/her appraisees' final, deliberated PA ratings, and is now tasked with aligning such ratings with the contents of their 2018 Performance Appraisal.

By alignment, the Reviewer is required to take the following steps:

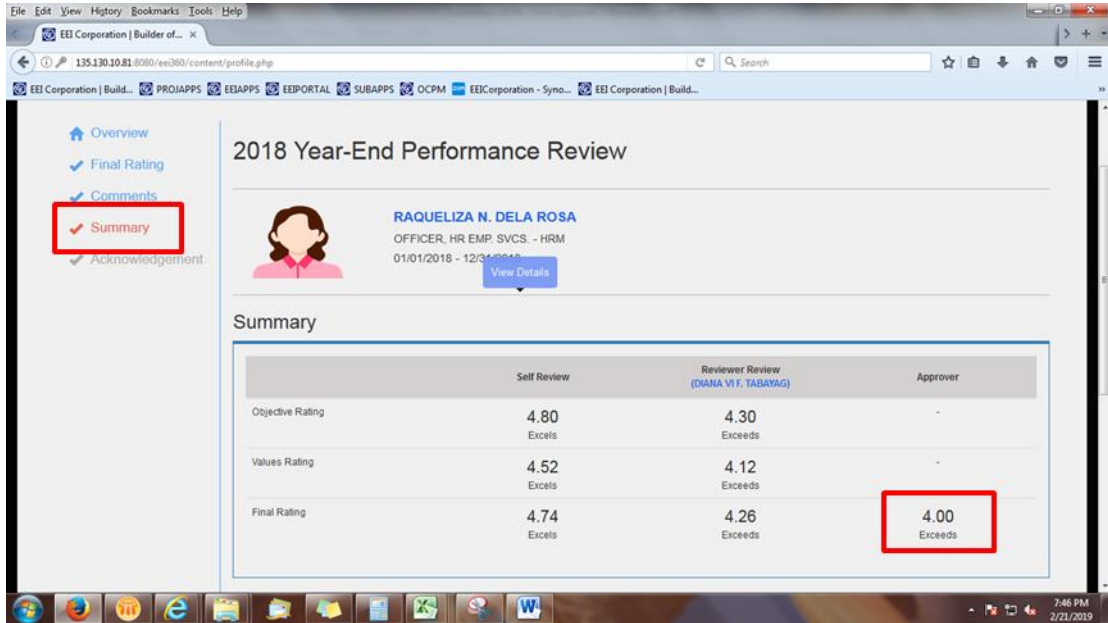
1. Click the My Team tab or the task under My Tasks.



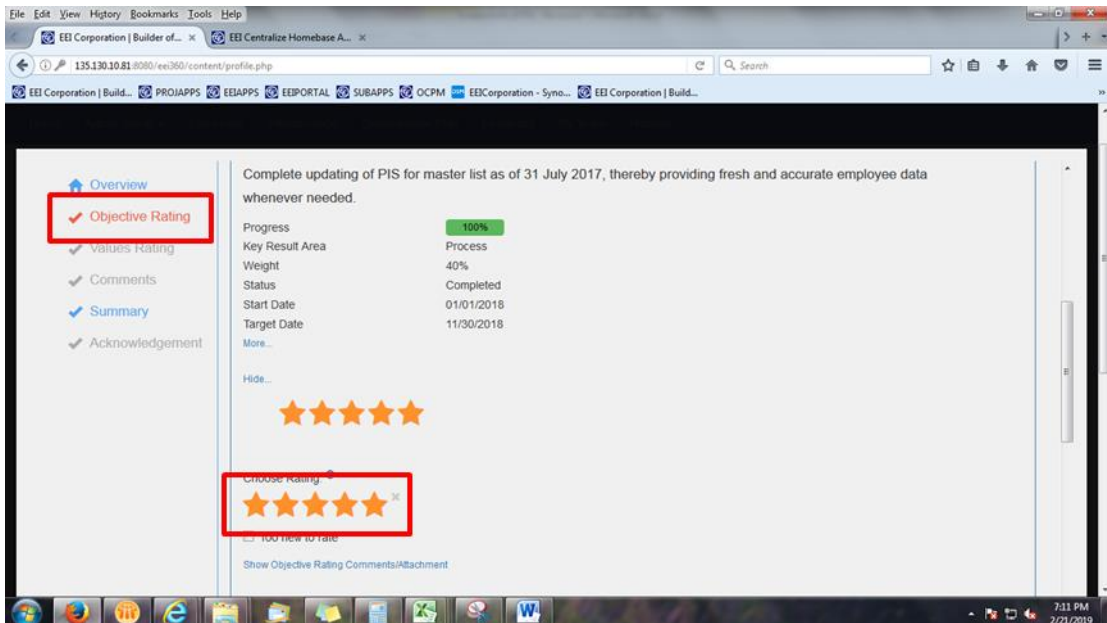
2. Select the name of the employee, then click the Performance Tab. Once there, click the “2018 Year-End Performance Review.”



3. Check the final rating under “Summary” found at the left side of the window.

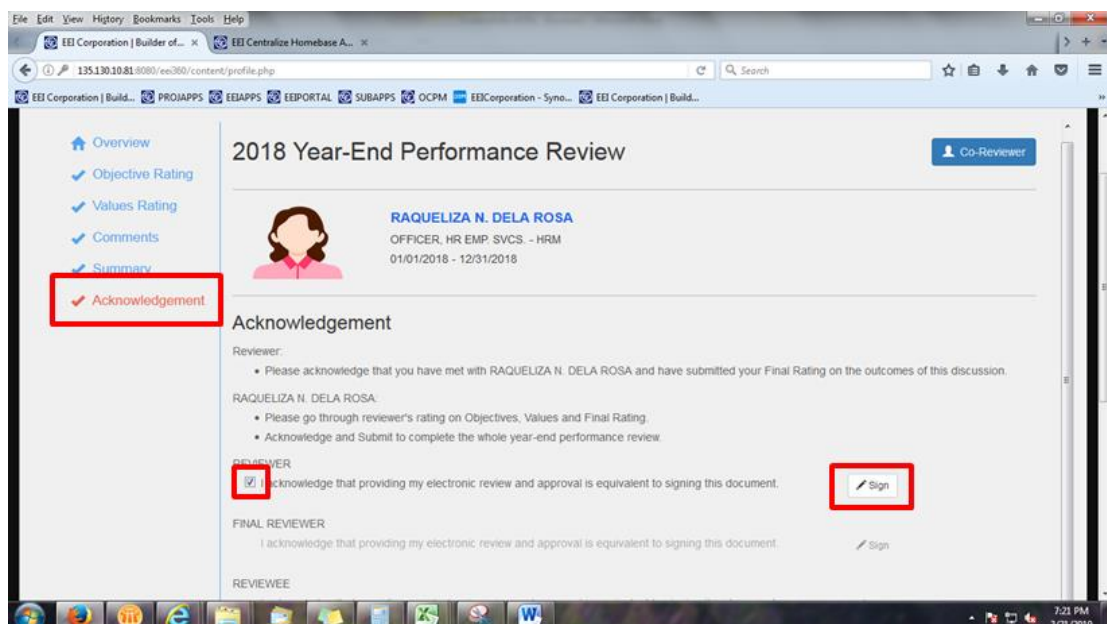


4. Go to Objective Rating. Adjust the ratings accordingly until you align them with the final rating provided. Do the same for Values Rating.



Please ensure that the final PA (adjective) rating is consistent with the calibrated rating. If not, then go back to the Objective and/or Values Rating module and further adjust the rating scores as needed.

5. Once done, continue to “Acknowledgement.” Tick the box, and then click the Sign button to pass the document on to the employee.



At this stage, the employee gains access to his/her final 2018 Performance Appraisal.

Please do not forget to discuss your staff's final rating to him/her. Furthermore, kindly take note of the following guidelines:

- I. Staff has no objectives**
Since there are no objectives to base from, discuss how his/her final rating was agreed upon the calibration.
- II. Staff has no self-rating**
Let the employee know that his/her final rating was based on the results of the calibration, taking into account the Reviewer Review and his/her objectives.
- III. Reviewer did not make his/her review**
As the reviewer, if you weren't able to make your initial rating, carefully discuss with the employee how you and the calibration attendees were able to arrive on the final rating.
- IV. Final Rating is different from the Reviewer Rating**
Inform the employee that the Reviewer Rating is basically the initial rating to be scrutinized during the calibration session. Whatever rating that will be agreed upon the calibration session is the culmination of the employee's objectives, the co-reviewer feedback, and the reviewer rating.

Given that, you are requested to please accomplish and complete the remaining pending phases of your department/division by **October 4, 2019** anchoring on the calibrated 2018 ratings.

We encourage you to labour in completing these pending items before we open the system for the 2019 Objective Setting.

Please don't hesitate to contact us if you have any concerns or inquiries.

HR Helpdesk:

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