SELF-SERVICE | Completing the Ashley Performance Self-Appraisal

Follow the steps outlined below to complete the self-appraisal.

STEP 1: Log into Your Self-Service and click the **My Reviews** link on the left side of the screen or the **My Performance** option from the Home page scroll.



STEP 2: Place a check mark in the box next to the *Ashley Performance Appraisal* form and click the **Start Appraisal** link (or **Continue Appraisal** link if already in progress) in the upper right corner of the screen.

Employee~	\equiv Performance Appraisals								
Michael Hastings	Active Acknowledge Completed								
◓▱ਁ⊎▯◙๔	Active			⊘ Start Appraisal					
	Appraisal Form	Status Next Step	Period Begin Period End ≑	Estimated % Complete					
Q Search	2021 NON-OFFICE	Draft Click the Start button to begin.	1/1/2021 12/31/2021	0 %					

STEP 3: Read through each Core Value and click the **radio button** of the applicable rating from the listed options.

O Evaluate Criteria ^	Evaluate Criteria Previous Next
O Core Values	1 Core Values: Honesty and Integrity
O Growth Values	 Without hesitation, uses candor and is direct in communication. Is tough-minded in working in and meeting the demands of reality. Always tells the truth and follows through on commitments.
O Performance	Generally Does Not Meet
	O Generally Meets
 Evaluate Goals 	O Generally Exceeds
O Raves	O Not Applicable
Querall Evaluation	2 Core Values: Continuous Improvement
O Comments	1) Fights to take costs and waste out of the system.
	2) Seeks to understand "why" something works the way it does, and through study and improvement determines how to better all processes
	3) Strives for more in all areas of work by developing measurements, setting goals and then working on ways to exceed goals through problem solving methods that look beyond the obvious.

STEP 4: Click the Next link to advance to the Growth Values section. (*NOTE: Doing so will save your entered responses.)

🚊 Michael Hastings- Performance Appraisal: Ashley Performance Appraisal 2021: Non-Office				←] Apprais	
🔿 Evaluate Criteria 🔨	Evaluate Criteria ^{Core Values}			Previous	Next

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STEP 5: Use the same process outlined in **STEP 3** and **STEP 4** to complete the *Growth Values* evaluation criteria and advance to the next section.

O Evaluate Criteria ^	Evaluate Criteria Previous Core Values	Next
O Core Values	1 Core Values: Honesty and Integrity	
O Growth Values	 Without hesitation, uses candor and is direct in communication. Is tough-minded in working in and meeting the demands of reality. Always tells the truth and follows through on commitments. 	
O Performance	O Generally Does Not Meet	
⊘ Evaluate Goals	 Generally Meets Generally Exceeds 	
O Raves	O Not Applicable	
O Overall Evaluation Comments	 2 Core Values: Continuous Improvement 1) Fights to take costs and waste out of the system. 2) Seeks to understand "why" something works the way it does, and through study and improvement determines how to better all pr and systems. 	rocesses

STEP 6: Read through the *Performance* criteria and click the **radio button** of the applicable rating from the listed options. Click the **Next** link to advance to the next section.

Evaluate Criteria	Evaluate Criteria Previous Performance Previous	Next
Ore Values	1	
 Growth Values 	The action or process of carrying out or accomplishing an action, task or function. Achieved the set expectations of the jobs. Assisted team members to achieve goals and performance expectation of the department. Assisted in deve improving processes within my work area.	loping or
0.00	Generally Does Not Meet	
	Generally Meets	
Overall Evaluation	O Generally Exceeds	
Comments	O Not Applicable	

STEP 7: If your form has a *Goals* section, click the **Self Rating** field and select the applicable rating for each listed goal. When you've selected a rating for each listed goal, click the **Next** link, in the upper right corner, to save your responses and advance to the *Overall Evaluation Comments* section. (*NOTE: If your appraisal does not have a *Goals* section, advance to **STEP 8**.)

⊘ Evaluate Criteria 🔨	E	Prev	vious Next			
 Core Values 	Ra	ated			√ <u>_</u> C	omplete
Growth Values		-	Goal	% Complete	Self Rating	Status
Performance			95% completion of all supervisor to employee weekly team mee $Weight:~0.00~\%$	0%	Generally Does Not	▼ Meet
○ Evaluate Goals ^			Completion Date:		Generally Meets	
) Goals			100% compliance on all employee and supervisor safety traini Weight: 0.00 %	0%	Generally Exceeds	Active
Overall Evaluation			Completion Date:			

STEP 8: On the Raves tab, you can review all raves that were submitted for you for the current year. Once you have reviewed them, click **Next**.

O Growth Values	I=	I≓ Raves					
O Performance	My R	aves					
⊘ Evaluate Goals ∧		Recogni	Recognized By	Recognition Category			
⊘ Goals		1/4/2023	Forman, Jonathan S.	Passion, Drive & Discipline			
		1/9/2023	Fuqua, Joseph	Boundaryless			
O Raves		2/9/2023	Garcia-Hall, Raquel M.	Boundaryless			

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STEP 9: Use the **Comments** field of the *Overall Evaluation Comments* section to provide a summary of your overall performance or to add any remaining self-appraisal information you would like your manager to consider. Then, click the **Finish** link located in the upper right corner of the screen.

O Evaluate Criteria ^		Finish
O Core Values	Querell comments summerizing Core and Crowth Values, performance, accomplishments	a n d
O Growth Values	growth opportunities for the year. Please explain any Generally Exceeds or Generally Does N	Not
O Performance	Meet ratings. *Comments:	
⊘ Evaluate Goals ∧	NormalText ▼ B / U S A ▼ Ξ Ξ 44 ⅔ ≔ ∞ 12 A TML	
⊘ Goals		
O Raves		
Overall Evaluation Comments		

*NOTE: At any point in the process, you can click the **Save** or **Save and Close** icons (*located in the upper right corner of the screen*) to save your progress and return to complete the appraisal at another time.

STEP 10: To submit the document to your supervisor for review, place a check mark in the box located on the left side of your performance appraisal, and click the **Send to Manager** link in the upper right corner of the screen.

Ξ										
	Active	Acknowledge Completed								
A	ctive					Q.	Continue Appraisal	√_ Send To Manager	← View Full Appraisal	
	2	Appraisal Form	Status	Next Step	Period Begin	Period End 🗢	Estimated % Complete	(C		
		2021 NON-OFFICE	In Progress	Appraisal is now complete	1/1/2021	12/31/2021	100 %			