

# Introduction to PARS

## Performance Assessment & Review System

### A User Guide

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#### Welcome

If this is your first time to log in to your confidential **Performance Assessment & Review System (PARS)** user site, please read this instructional document thoroughly -- it will save you a lot of time throughout your total survey period as well as your ongoing future use of **PARS!**

#### Introduction

Your organization has selected **PARS** as its online employee performance appraisal process. You will find this web-based system convenient, time-efficient and an enhancement to your periodic employee review program. **PARS** has been designed with both your individual and your organization's needs in mind, and the overall process will support your organization's total human resource management strategy and its commitment to continuous performance improvement.

#### Confidentiality and Your Anonymity

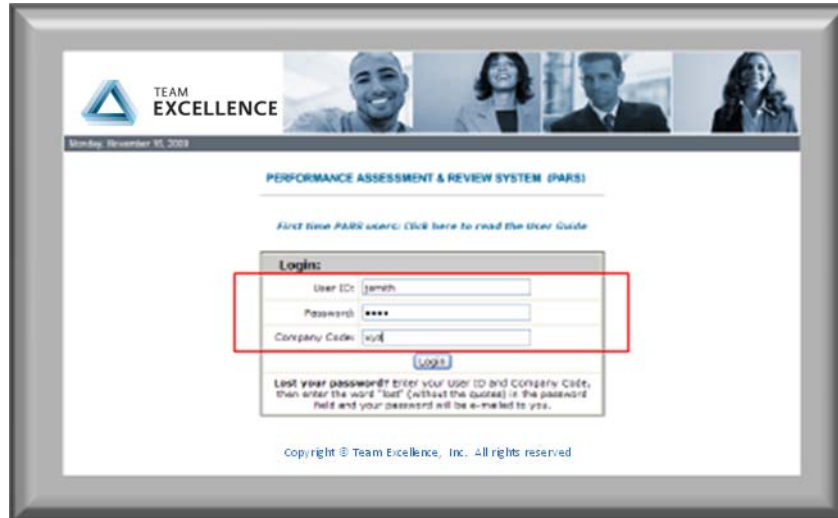
Your confidence in total confidentiality and anonymity of this third-party administered system is a critical factor in the success of **PARS**, especially when **PARS** is utilized as a 360 approach to performance evaluation. Your **PARS** process is being administered by Team Excellence, Inc., an independent, third-party consulting firm. **IMPORTANT POINT... YOUR INDIVIDUAL IDENTITY AND RESPONSES WILL REMAIN COMPLETELY ANONYMOUS, EXCEPT WHEN YOU ARE EVALUATING YOURSELF, OR, WHEN YOU ARE THE ONLY IMMEDIATE MANAGER OF THE EMPLOYEE BEING EVALUATED.** No other identities or responses will ever be individually disclosed or identified. Our professional reputation and credibility rely on honoring this commitment to you.

#### How to Log In to the System

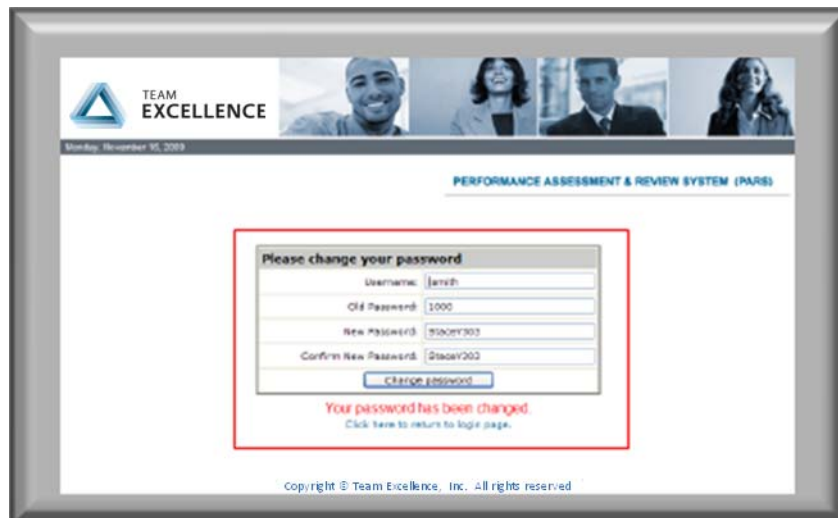
Once you are ready to log in to your personal and confidential **PARS** user site (as illustrated in *Examples #1 and #2*), you will be asked to provide your **User ID, Password and Company Code**. Please use the following instructions:

1. Your **User ID** will be your individual company email address.
2. Your initial **Password** by default is "1000" (without the quotation marks). When you log in to **PARS** for the first time, the system will require you to change this default password to a secret password of your own choice, one that will be easy for you to remember. This initial password step ensures you of total confidentiality of access to your individual user site.
3. Your **Company Code** is a unique code designating your organization, and will be provided to you by your HR Department.

Once you have entered your **User ID, Password, and Company Code**, please click "**Login**" or hit "**Enter**" on your keyboard to start the **PARS** process. **IMPORTANT POINT... YOU MAY LEAVE THIS INSTRUCTIONAL DOCUMENT OPEN TO USE AS A REFERENCE GUIDE WHILE WORKING ON YOUR ASSIGNED SURVEYS.**



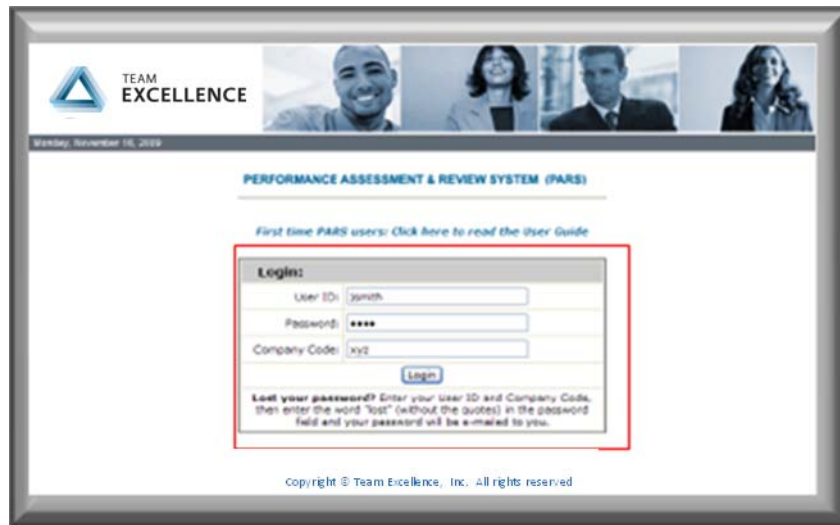
Example #1



Example #2

### If You Lose or Forget Your Password

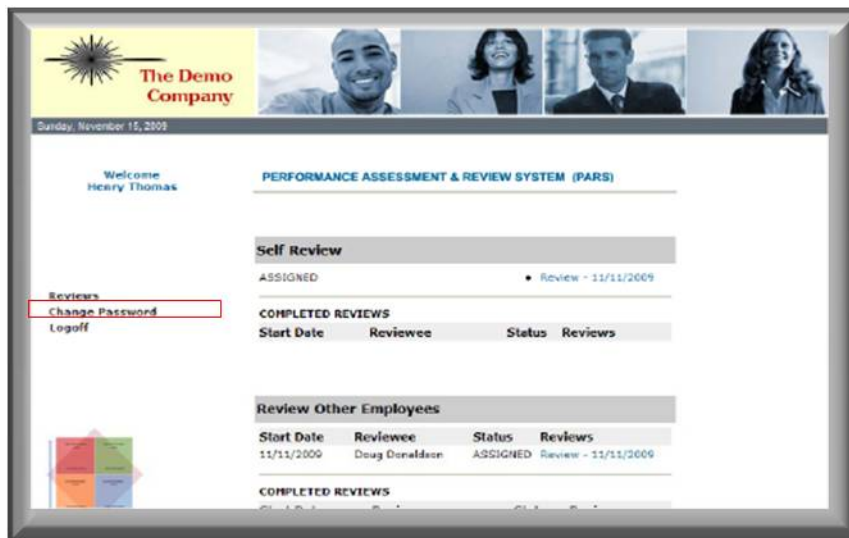
If you lose or forget your password after you initially log in, you can request a password reminder by entering your **User ID** and **Company Code** and typing "lost" (without the quotation marks) in the Password field (as illustrated in *Example # 3*). Your password will be emailed to you.



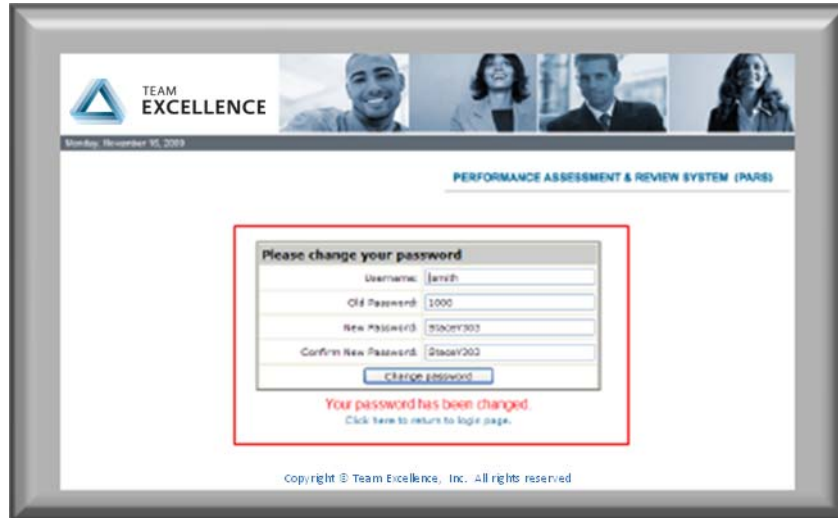
Example # 3

### Changing Your Password

You will also have the option to change your password at any time, once you have logged in to your user site by clicking on **“Change Password”** (as illustrated in *Example # 4*) and then completing all of the requested information (as illustrated in *Example # 5*).



Example # 4



Example # 5

## Completing Your Assigned Reviews

When you log in to **PARS**, you will see all of your assigned reviews. Your **Self Review** will be listed at the top of the page (as illustrated in *Example # 6*). Under **Self Review**, you will see a single review listed with a date beside it. This is the link necessary to complete your own performance assessment review. Further to the right, the status of your review is indicated, either as “**Assigned**” (before you begin your survey) or as “**Started**” (once you begin the survey). To start responding to your survey, click on the **review and date** link to begin.



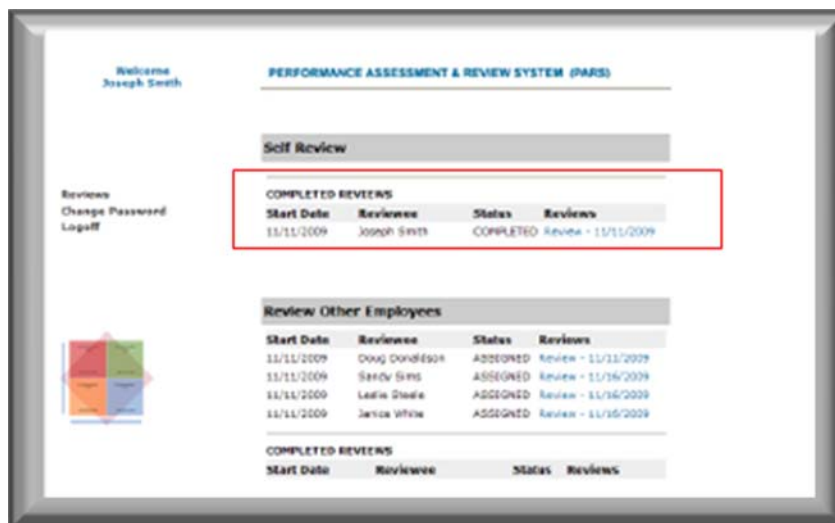
Example # 6

**IMPORTANT POINT...** If you need to temporarily stop your survey before you have totally completed it, **YOU MUST SCROLL TO THE BOTTOM OF THE PAGE AND CLICK “Save As Draft”**. When you return to the survey later, all of your responses will have been saved.

IF YOU DO NOT SAVE THE SURVEY AS A DRAFT, YOU WILL BE REQUIRED TO START THE SURVEY AGAIN FROM THE BEGINNING THE NEXT TIME YOU LOG IN.

**IMPORTANT POINT...** ONLY WHEN YOU HAVE COMPLETELY FINISHED YOUR SURVEY, click on “*Finalize*”. PLEASE REMEMBER: YOU WILL NOT BE ABLE TO RETURN TO YOUR SURVEY ONCE YOU SELECT THE “*Finalize*” BUTTON, SO PLEASE VERIFY THAT YOU ARE COMPLETELY FINISHED BEFORE SELECTING “*Finalize*”.

Once you have finished your **Self Review** survey, the survey review and date link will disappear and your survey will be moved to a “**Completed**” status (as illustrated in *Example # 7*).

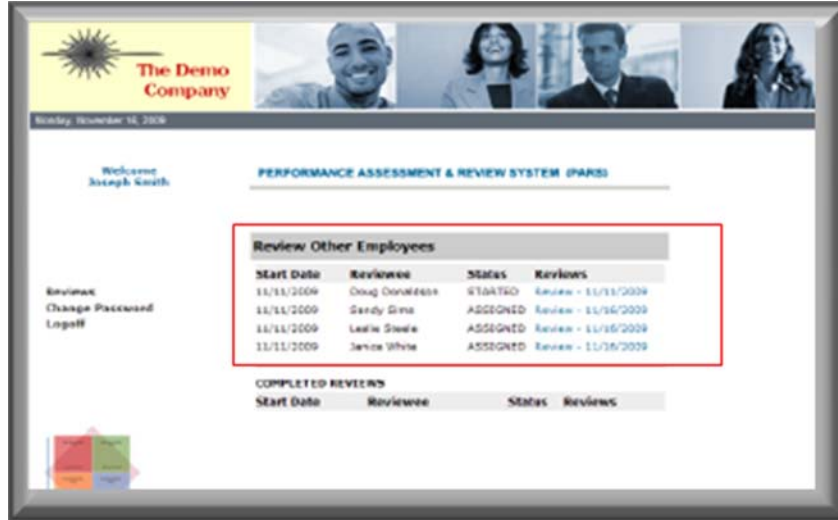


*Example # 7*

### Completing Reviews for Other Employees

When you are assigned reviews for other employees, these assignments will be listed at the bottom of the page beneath your **Self Review** (as illustrated in *Example # 8*). Under **Review Other Employees**, you will see a survey and date link for each individual survey that you have been assigned to complete. Your appropriate relationship and all the questions requiring your response have been automatically programmed into each survey. You will not have to make any further selections or provide additional demographic information about yourself.

The status of each review is indicated as either “**Assigned**” (before you begin a survey) or “**Started**” (once you have begun a survey). To start responding to a survey, click on the review and date link to begin.

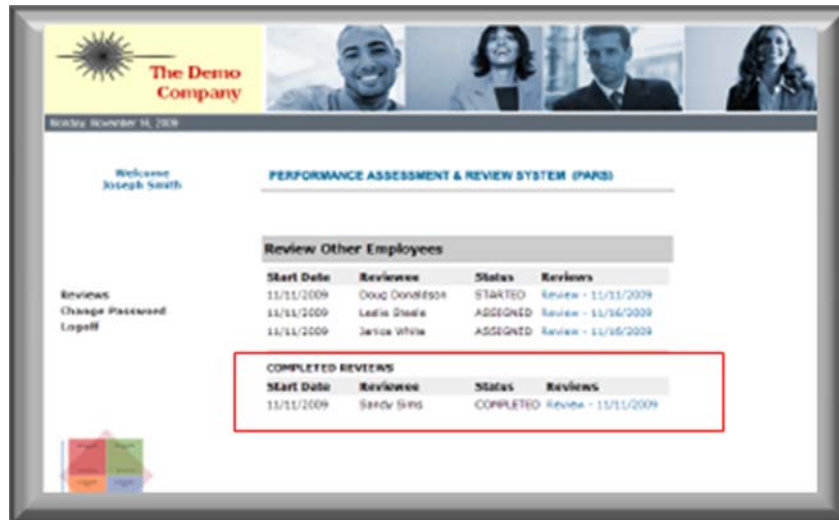


Example # 8

**IMPORTANT POINT...** Remember, if you need to stop your survey before you have totally completed it, YOU MUST SCROLL TO THE BOTTOM OF THE PAGE AND CLICK “Save As Draft”. When you return to the survey later, all of your responses will have been saved. IF YOU DO NOT SAVE THE SURVEY AS A DRAFT, YOU WILL BE REQUIRED TO START THE SURVEY AGAIN FROM THE BEGINNING THE NEXT TIME YOU LOG IN.

**IMPORTANT POINT...** ALSO REMEMBER, ONLY WHEN YOU HAVE COMPLETELY FINISHED THE SURVEY, click on “Finalize”. PLEASE REMEMBER: YOU WILL NOT BE ABLE TO RETURN TO THE SURVEY ONCE YOU SELECT THE “Finalize” BUTTON, SO PLEASE VERIFY THAT YOU ARE COMPLETELY FINISHED BEFORE SELECTING “Finalize”.

Once you finish each assigned survey, that survey’s review and date link will disappear and that survey will be moved to a “**Completed**” status (as illustrated in Example # 9).



Example # 9

## Using the Rating Scale

When completing an assessment survey on an employee, it is important and necessary to be as objective and fair as possible by focusing solely on that employee's individual performance, **DO NOT RANK OR COMPARE** that employee's performance with other employees. Please use the rating scale as follows (and as illustrated in *Example # 10*).

1. If an employee **consistently exceeds** the expectations of his/her assigned job and always out-performs his/her peers through continuous excellence in all aspects of the competency being evaluated, **his/her performance should be rated as choice "5"**, which means he/she **Always Exceeds Expectations**.
2. If an employee **occasionally or frequently exceeds** the expectations of his/her assigned job and typically out-performs his/her peers in the competency being evaluated, **his/her performance should be rated as choice "4"**, which means he/she **Sometimes Exceeds Expectations**.
3. If an employee **is performing at a satisfactory level** and meeting the expectations and requirements of his/her assigned job in the competency being evaluated (in other words doing the job he/she is being paid to do), **his/her performance should be rated as choice "3"**, which means he/she **Meets Expectations**.
4. If an employee **does not always meet** the expectation of his/her assigned job in the competency being evaluated, but is trying to perform at a satisfactory level and requires further training, yet is consistently motivated to do better, **his/her performance should be rated as choice "2"**, which means he/she **Sometimes Meets Expectations**.
5. If an employee **never meets** the expectations of his/her assigned job in the competency being evaluated; because they are not trained, not trying, or not competent to perform that specific job function, **his/her performance should be rated as choice "1"**, which means he/she **Never Meets Expectations**.
6. If you honestly **do not know** what an objective assessment of the individual being evaluated is in the competency being assessed, **you should select choice "6"**, but **please do not select this response simply to avoid taking a position on the individual's performance**.
7. In the unlikely event that you believe **a particular performance competency does not apply** to the individual being evaluated, then **you should select choice "7"**.

Rating Scale	
5	Always Exceeds Expectations
4	Sometimes Exceeds Expectations
3	Meets Expectations
2	Sometimes Meets Expectations
1	Never Meets Expectations
??	I Do Not Know
N/A	This Item Does Not Apply

*Example # 10*

**IMPORTANT POINT...** Although providing comments, in addition to the weighted-scale ratings, is encouraged throughout the survey, **your organization will determine which, if any, survey responses require a mandatory comment.** If mandatory comments are required, your organization will provide you with specific instructions about this requirement. When making any comments, please ensure that your suggestions are expressed with a professional and positive message, one that will encourage improved performance and provide specific feedback that will help the individual understand issues or behaviors where they can become more effective.

**IMPORTANT POINT...** If you want to protect your anonymity when making comments, consider how best to express your comment in a generic way that will not disclose your personal identity; and again, ensure that your comments are expressed with a professional and positive message.

### **Checking On Your Response Status**

By logging into your personal **PARS** user site and viewing both the **Review Self** and **Review Other Employees** assignment sections, you can determine at any time, 24/7, your current status on completing each of the surveys which you are responsible for completing. Additionally, you will receive automated email reminders throughout the survey period until you have completed all of your assigned surveys. These email reminders will instruct you to log in to your user site and, again, check your overall progress and status.

### **If You Need Additional Assistance**

If you require additional assistance or have questions regarding your participation in the **PARS** process, contact your company's PARS Administrator in your HR department.

### **Thank You for Your Participation**

This performance appraisal process plays a very important role in the growth, development and performance of each individual employee, as well as the overall success of your organization. It is important that you take your individual responsibility for participating in the **PARS** process as professionally as you can.

It is your responsibility to be fair, objective and honest in evaluating your own performance as well as the performance of other employees. By accepting this responsibility seriously, you contribute professionally to the total success that your organization achieves, including the ever-growing career opportunities available to all employees.

Thank you in advance for your participation in this important performance assessment program.