Submitting Your Performance Evaluation on iRatio Platform

1 Personal profile, "Info" pag	je	
	Example Person2	
	All 会合合会会 All 会合合会会 All 合合合合会会 ABOUT Nothing here yet PHONE 5191234567 EMAIL	
	Examplepersonzen adocta DATE OF BIRTH January 6, 1992 (age 33) ADDRESS 123 example lane Example town, Alberta, EDXDMO Canada Edit: Profile	
	Current Employments Example business 123 Bample Drive, Example town, AB Example Food 100 Example 54, London, ON	
	Eack Home Henu	

2 Personal profile, "Summary" page.

(The number in brackets shows total amount of reviews.)

Example	Person2
4.1 ★★ Info Summa	★★☆ Ary Reports
Overall Per	formance
Assisting Others (5)	3.8 ****
Customer/Client Service & Support (5)	4.0☆☆☆☆☆ ☆
Friendliness (6)	4.5 ****
Knowledge (6)	4.5 ****
Patience (5)	4.4 *****
Professional Demeanor (6)	4.3 ★★★★☆☆
Dependability (5)	4.0 ★★★★ ★
Punctuality (5)	4.0 *** **
Working with Others (5)	4.0 ** * * *
Appearance (2)	4.0 ☆☆☆☆ ☆
Confidence (4)	4.0 ☆☆☆☆ ☆
Going Above & Beyond (4)	4.5 ***
Accuracy (2)	4.5 ***
Active Involvement (2)	4.5 ****
Adaptable to Change (2)	4.0 *** ***
Commitment (2)	3.5 ☆☆☆☆☆☆
Conscientious/Honest/Trustv (2)	vorthy 3.0 会会会会会
Critical Thinking (2)	4.0 ☆☆☆☆☆
Customer/Client Satisfaction	(1) 4.0 ★★★★☆
Detail Oriented (2)	4.0 *** ***
Back Hor	ne Menu

3 Personal profile, "Reports" page.

(Dispute review option is only available for 7 days after review is posted.)

	(
	4.2	☆☆☆☆ immary	Reports	
Ŧ		Show All		~
Sales F	Poor	2025 Ok	Good	Very Good
Appearance				~
Confidence			~	
Friendliness				\checkmark
Friendliness Going Above 8	k Beyond			
Friendliness Going Above 8 Knowledge	k Beyond			
Friendliness Going Above 8 Knowledge Professional D	Beyond			
Friendliness	k Beyond Demeanor Example Pr	erson		

	Info	People	Reports	
TYPE				
Marketing				
PHONE				
519123456	7			
EMAIL				
examplebu	siness@	iratio.ca		
WEBSITE				
www.exam	plebusi	ness.ca		
ADDRESS				
123 Exampl	e Drive			
Example to	wn, Alb	erta, E0X0	0N	
Canada				

5 Current employment "People" page. (Employee access)



6	Current employment "Reports" page. (Employee access)
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7 Current employment "Reports" page, select co-worker evals. (Employee access)

	Example business	
	Info People Reports	
¢	٩	
	Back To Reports	
Cowo	rker Evaluations	
63	Example Person4 Sales Rep, Customer support Due: 4/3/2025	
e	Example Person3 Marketing promoter, Customer support Due: 4/3/2025	
4	^	_
Back	Home	Menu

8 Select a co-worker to write evaluation. (Employee access)



9 Co-worker evaluation. (Employee access)

SUBMIT REPORT	1			
	Ex	ample Perso	n4	
	-	overall rating]☆☆☆☆	і Ф	
Very Poor	Poor	Ok	Good	Very Good
Dependability				N/A
Punctuality				N/A
Working with Othe	rs			N/A
COMMENTS				
Su	bmit		Cance	el
4				
Bad		Home	14	enu



		Exar	mple busin	ess		
	SUBMIT REPOR	RT				
- 1		Exa	ample Persor	14		
		4.0				
Yo	ur evaluation has been	submitted.				
Yo	u can make edits to the	evaluation until it l	has been process	ed as part of this p Clo	eerformance review o	cycle.
Yo	u can make edits to the Working with Oth	e evaluation until it i	has been process	ed as part of this p Clo	se	cycle.
Yo	U can make edits to the Working with Oth	e evaluation until it i	has been process	ed as part of this p Clo	se	cycle.
Yo	Working with Oth	e evaluation until it i	has been process	ed as part of this p	se N/A	cycle.
Yo	Working with Ot COMMENTS Example co-worl	evaluation until it i	has been process	ed as part of this p	se	cycle.
Yo	Working with Oth	evaluation until it i hers	has been process	ed as part of this p Clo	se NVA	sycle.
Yo	Working with Otd	evaluation until it i hers	In the second seco	ed as part of this p Clo Cancel	se se	aycle.
Yo	Working with Oth	ters	has been process	ed as part of this p Clo	se NVA	aycle.

Note! Select a co-worker, after evaluation is left to make changes.

(Employee access)

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10 Select manager to write evaluation. (Employee access)



11 Manager evaluation. (Employee access)

	Ev.	ample Derro		
	EX	ample Perso	115	
	-	overall rating]☆☆☆☆	1	
Very Poor	Poor	Ok	Good	Very Good
Dependability				
Confidence				
Multitasking				
Professionalism				
Patience				N/A
COMMENTS				
Sut	omit		Cance	el

12 For self evaluations. Go to Current employment, then "Reports" page.

(Employee access)

	Example business	
	Info People Reports	
٩		
Self I	Ample Person2 Sales Rep Evaluation due: 7/3/2025 Last Evaluation: 2/17/2025 Customer support Evaluation due: 7/3/2025 Last Evaluation: 2/17/2025	-
	Cancel	
\leftarrow	â	
Back	Home	Menu

13 Self evaluation. (Employee access)

SUBMIT REPOR	Eva T	male husir	ACC	
	Ex 4.5	ample Perso Sales Rep Show Description	n2	
Very Poor	Poor	Ok	Good	Very Good
Appearance				N/A
			\checkmark	
Confidence				N/A
				\checkmark
Friendliness				N/A
				\checkmark
Going Above & Be	yond			N/A
			\checkmark	
Knowledge				N/A
				\checkmark
Professional Dem	eanor			N/A
			\checkmark	
COMMENTS				
S	ubmit		Canc	el
85	ck	Home	M	enu



14 Current employment, "Reports" page. Leaving a performance review. Will show self evaluation. (Manager access)

Review Evaluati	ons			
		Self Others		
		4 2 . A A A A	4	
	t i	2/17/2025	2	
Very Poor	Poor	Ok	Good	Very Good
Assisting Others				
ū			\checkmark	
Customer/Client S	Service & Suppor	rt		
			\checkmark	
Friendliness				
				\checkmark
Knowledge				
				\checkmark
Patience				
			\checkmark	
Professional Dem	eanor			
			\checkmark	
Example celf evalua	tion			
example sell eValua	Next		Cance	el
<		â		
Bai	.X.	Nome	M	enu.

15 Current employment, "Reports" page. Leaving a performance review. Will show average of others evaluations, and each co-worker evaluation. (Manager access)

	1	Self Othe	ers	
D	ependability (2)		4.0 ☆☆☆	t ŵ
P	unctuality (2)		4.0 ****	141
v	Vorking with Others	(2)	4.0 ****	* \$
xample Persor 3.0 숯숯숯☆	14 ☆☆ 2/16/2025			
Very Poor	Poor	Ok	Good	Very Good
Dependability				
		\checkmark		
Punctuality				
		\checkmark		
Working with C	Others			
		\checkmark		
ixample eval 4 ixample Persor 5.0 会会会会会	13 ★ 2/16/2025			
Very Poor	Poor	Ok	Good	Very Good
Dependability				
				\checkmark
Punctuality				
				\checkmark
Working with C	Others			
				\checkmark
vample eval 3				

16 Current employment, "Reports" page. Leaving a performance review. Will show average of all evaluations. Manager has final choice. (Manager access)

	Ex	ample Perso	n2	
		Sales Rep Show Description		
		OVERALL RATING	5	
	4.2	***	174	
Very Poor	Poor	Ok	Good	Very Good
Appearance				N/P
			\checkmark	
Confidence				N/7
			\checkmark	
Friendliness				N.9
				\checkmark
Going Above & Be	yond			N
			~	
Knowledge				N/9
				\checkmark
Professional Dem	eanor			N/J
Assisting Others				N/9
			=	
Customer/Client S	iervice & Suppor	t		N/9
			=	
Patience				N/P
Dependability				NO
			=	
Punctuality				N/9
			=	
Working with Oth	ers			N/9
			=	
COMMENTS				
	ubmit		Carr	al.

17 After a performance review is left within 72 hours. (Manager access)



18 After a performance review is left. Self and co-worker evaluations are always available for reference, after 72 hours. (Manager access)

Example Person2				
Exam Custon	nple busin ner support	ness ?		
4.2 ☆☆☆☆	2/17/2	2025		
Very Poor	Poor	Ok	Good	Very Good
Assisting Othe	rs		\checkmark	
Customer/Clie	nt Service 8	Support		
			\checkmark	
Friendliness				
				\checkmark
Knowledge				
				\checkmark
Patience				
			\checkmark	
Professional D	emeanor			
			\checkmark	
Dependability				
			\checkmark	
Punctuality				
			\checkmark	
Working with (Others			
			\checkmark	
Reviewed by: I	Example Pe	erson5		
		ŝ		<u> </u>