

Evalia

Run annual reviews, the simple way.

What it's for

Evalia structures the annual review end to end, from opening to signature. **The employee prepares**, the manager assesses and sets the course, **the hierarchy and HR validate**. A team view places each person on a performance and potential matrix.

The roles

EMPLOYEE

Fills in their part, reviews the assessment, signs the review.

MANAGER

Assesses performance and skills, sets the next year's objectives, signs and countersigns.

LEADERSHIP AND HR

Countersign, validate, and track the team through the matrix and dashboard.

The flow, in seven steps

01	02	03	04	05	06	07
Open	In progress	Submitted	Countersignature	Signatures	Signed	Validated

Each step moves the review forward, from opening to its final validation.

Getting started

- 1 Open the review**
Fill in the general information: company, role, employee, manager.
- 2 Review last year**
Assess the past year's performance and how far the objectives were met.
- 3 Set next year's objectives**
Define the coming year's objectives and how they will be measured.
- 4 Assess the skills**
Technical and cross-functional, from to-develop to above-standard.
- 5 Collect the signatures**
Employee, manager, hierarchy and HR. The review turns Validated, export the PDF.

Good to know

- ◇ **Performance and potential matrix.** Nine boxes, from 1A to 3C, to place each person.
- ◇ **Wellbeing check.** Work-life balance, workload and whether they would recommend the company.
- ◇ **PDF export.** The full review, ready to archive.
- ◇ **Team dashboard.** Progress, signed, wellbeing and recommendation per manager.
- ◇ **Structured skills.** Technical, plus safety, quality and environment.
- ◇ **Trilingual.** French, English and Italian.