



## Performance Review 2018 Supervisor Memo

August 2018

We are excited to announce that beginning this year and forward, all Mammoth companies will participate in the completion of annual performance reviews. This will exemplify our core value of **continuous improvement** by providing a framework for you to provide feedback to your employees and ensure their performance and goals are aligned with your own and the companies.

As a supervisor in our organization you will play a crucial role in this process and the purpose of this memo is to provide you an outline of the process and training opportunities available on how to effectively complete a performance review. **Please be sure to attend one of our live training sessions at the dates/times below or view our recorded webinar along with all the documents that will be used in this process at [www.mammothenergy.com/performancemanagement](http://www.mammothenergy.com/performancemanagement).**

### Training

All live training sessions will utilize the following link and dial-in information:

- *Link for ScreenShare:* <https://zoom.us/j/7076537294>
- *Phone Only:* +1 646 876 9923 Meeting ID: 707 653 7294

### Live Training Dates and Times

- Tuesday August 14<sup>th</sup> at 4:00pm Central Time
- Thursday August 16<sup>th</sup> at 9:00am Central Time
- Tuesday August 21<sup>st</sup> at 9:00am Central Time
- Thursday August 23<sup>rd</sup> at 4:00pm Central Time

### Eligibility

In order to qualify for a performance review employees must meet the following:

- 1) Employee must be actively employed for 6 months as of August 13, 2018
- 2) Employee must have not already received a review or compensation increase in the past 6 months from August 13, 2018

Human Resources and the operational leadership team will have a list available for your review beginning 8/13/2018 through 8/24/18 to confirm your employees which are eligible for reviews and answer any questions you may have.

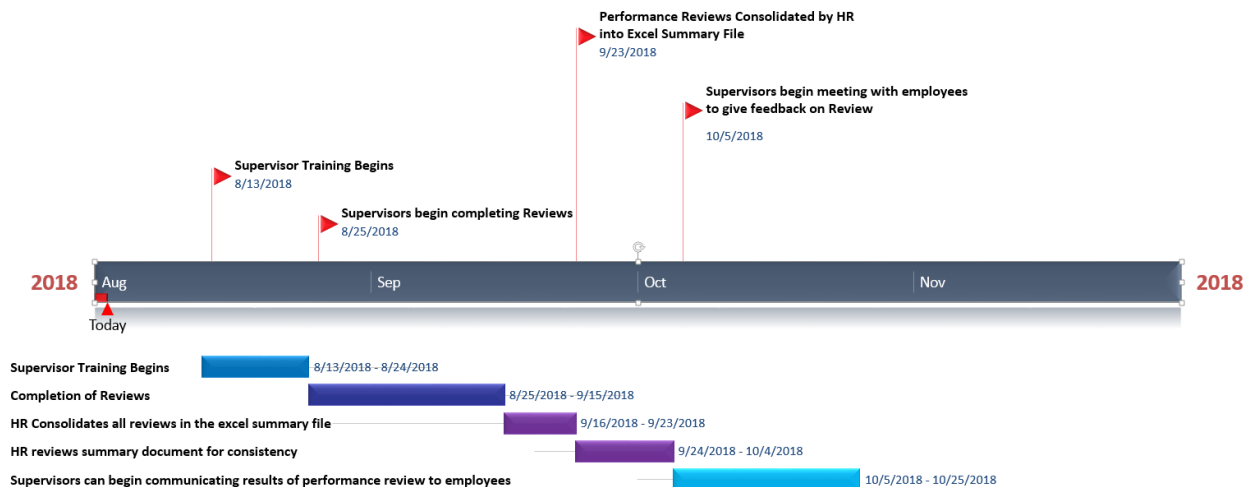


## Review Criteria

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| <b>Orderliness/Safety</b> - Consider the employee's ability to organize work and keep a safe work area.  |
| <b>Knowledge</b> - Consider knowledge of skills, procedures, methods, equipment, and materials required to do the job.   |
| <b>Productivity</b> - Consider the amount of work the individual produces during an extended period of time.   |
| <b>Quality</b> - Consider the accuracy and thoroughness of employee's work. Assess results in terms of rejections, errors, and overall neatness.   |
| <b>Initiative</b> - Consider the degree to which employee is a self-starter, can work with minimum supervision, and seeks new and better methods to do the job.  |
| <b>Cooperation</b> - Consider the effectiveness of the employee in accomplishing duties by working with others (peers, supervisors, customers). Respectful in all situations.  |
| <b>Dependability</b> - Consider the extent to which the employee can be relied upon to be available for work and to complete work properly.  |
| <b>Communication</b> - Consider the employee's ability to effectively present ideas and information orally or in written form.   |
| <b>Only complete the section below for Supervisors</b>   |
| <b>Planning and Organizing</b> - The ability to analyze work, set goals, develop plans of action, utilize time. Consider amount of supervision required and extent to which you can trust employee to carry out assignments conscientiously. |
| <b>Directing and Controlling</b> - The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action.  |
| <b>Decision Making</b> - The ability to make decisions and the quality and timeliness of those decisions.  |

## Timeline

Below is the timeline we will be utilizing for the 2018 reviews. This is a general outline, and more detail will be given as the steps begin and during the training opportunities.





- Supervisor Training 8/13/18 – 8/24/18
  - All supervisors that will be completing reviews must attend a live training session or review the recorded webinar online. If you view the recorded webinar, direct any questions to your Human Resources representative.
- Completion of Reviews 8/25/18 – 9/15/18
  - All supervisors with eligible employees will complete reviews as soon as possible, complete the consolidation file which will summarize the results of the reviews for all of your direct reports, and submit to their leadership team for review. Outcomes of the performance review are not shared with direct reports at this time.
- Supervisors Communicate Results 10/5/18 – 10/25/18
  - All supervisors will meet with employees to provide them the result of their performance review, allowing employees to add their own comments and feedback if desired, and collecting employee signature on the review form. Once complete and signed by employee, forms should be returned to Human Resources.

#### **Forms for Completion**

The performance appraisal forms, consolidation files, and training materials are all available at [www.mammothenergy.com/performancemanagement](http://www.mammothenergy.com/performancemanagement) and from your HR Representative.

If you have any questions at all regarding this process, please do not hesitate to contact your leadership team or Human Resources. We are excited to be beginning in this process and look forward to taking this step forward together as a company.