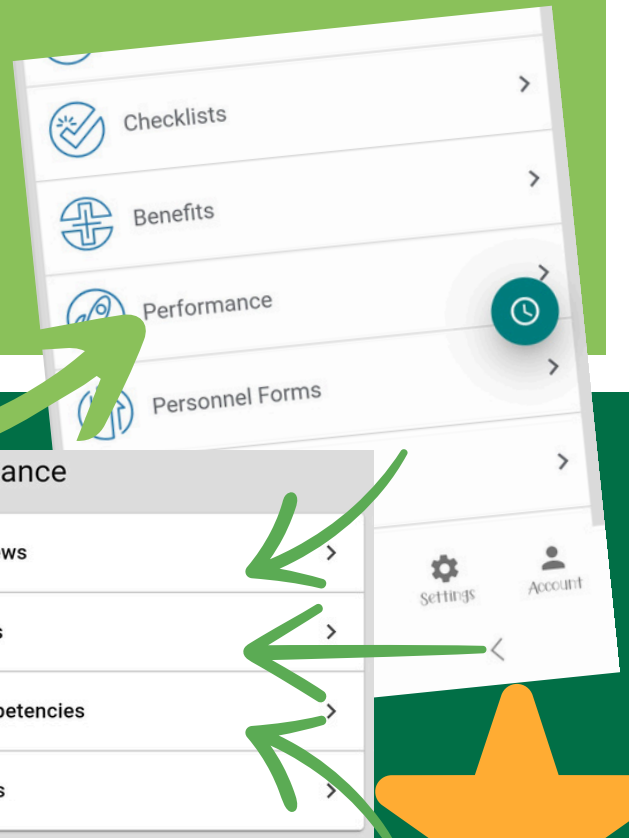


# PERFORMANCE

## REVIEWS

1. Open the Paycom app on device.
2. Navigate to the Performance tab.
3. To complete annual performance reviews, choose the Reviews tab and fill out all pertinent information.
4. To establish goals or check on them, choose Goals.
5. Competencies are things your reviews are based off of. Take a peek and see what the rating scale looks like .
6. Notes is a section you can add any notes for any reviews, or even things your supervisor can leave for you as well.



## PERFORMANCE BASED BONUSES

Exceptional Foresters Inc. (EFI) offers discretionary, performance-based bonuses to recognize employee contributions, but bonus amounts are not guaranteed and depend on available funding and leadership approval.

To be eligible, employees must have at least 12 months of continuous employment, no recent disciplinary action, and a completed annual performance review, and must be actively employed at the time of payout.

Bonuses are determined based on a combination of performance scores and tenure, with higher performance resulting in larger payouts.

Approved bonuses are typically paid in December.

For more information, check out Policy & Procedure #703