

grow with
RALLY HOUSE



PERFORMANCE REVIEWS

This document provides

- Performance review purpose
- Workday Performance Review Process





Performance Review Overview

Review Eligibility

Individual Contributors and Leaders will take part in and be assigned the Annual Performance Review process at the time of their anniversary.

Performance Review Process

01

Self Review: Review is automatically initiated to the Team Member for them to write their Self-Review

02

Manager Review: After the team member submits their self-review the Manager will have a task to write the review.

*Request 360 feedback by sending feedback requests

*Review with 2 up leader before submitting to HR

03

HR Review: After the manager submits the review it will go to HR to review. HR can send back to the manager if edits need made, or approve it for the manager to move forward.

04

Manager Comments and Acknowledgement: In this stage the manager should set up a meeting with the team member to discuss the performance review. Once discussed the manager can add any final comments and acknowledge the discussion happened.

05

Team Member Comments and Acknowledgement: This allows the team member to add any comments based on the face to face discussion and acknowledge to finalize the review.

How will performance reviews be completed

- Reviews will be initiated in Workday and will appear as a Task assigned to the team member
- **Performance reviews are OBJECTIVE**, fact based evaluations, with examples provided in the comments to support the performance rating given.

Performance Review Purpose

Performance reviews are meant to encourage structured feedback between leaders and their direct reports. They should be:

- fact-based and objective
- reflect highlights of individual's performance
- be forward-looking to motivate, empower, engage and retain
- connect on current role and future in the company



Performance Measures

Performance Measures are based on each individual's **job responsibilities** for GWC and Rally House Core Values, and for field team members a scorecard element is included.

GWC

Get It?

The team member's natural understanding of their role and the tasks they need to perform. It encompasses their ability to intuitively grasp the requirements and expectations of their position.

- **Understanding of Role:** The employee understands their job duties and responsibilities without needing excessive explanation.
- **Problem-Solving:** They can identify and solve problems related to their work efficiently. **Decision Making:** They make appropriate decisions within their role's scope.
- **Quick Adaptation:** They can quickly adapt to new information and changing circumstances related to their job.

Want It?

The Team Member's genuine desire and motivation to perform their role. This criterion assesses their passion, drive, and willingness to take on the responsibilities of their position.

- **Enthusiasm:** The employee is enthusiastic about their job and responsibilities.
- **Proactive Attitude:** They take initiative and go beyond the minimum requirements.
- **Commitment:** They are committed to the organization's goals and missions.
- **Engagement:** They are engaged and show a positive attitude towards their work and colleagues.

Have Capacity?

The team member's ability to handle the job's requirements in terms of skills, time, and mental and physical capacity. It includes having the necessary talent, resources, and bandwidth to perform their duties effectively.

- **Skills and Experience:** The employee has the necessary skills, knowledge, and experience to perform their job.
- **Time Management:** They can manage their time effectively to meet deadlines and handle workload.
- **Mental and Physical Stamina:** They have the mental and physical ability to sustain the demands of their role.
- **Resource Availability:** They have access to the necessary resources (tools, support, training) to do their job.

Rally House Core Values

Play Hard

- Do whatever it takes
- Leave it all on the field
- Be relentless to pursue goals
- It's more than a game to us

Question Everything

- Assume nothing; learn first, then constructively challenge assumptions
- Be curious; entrepreneurial curiosity
- There is no status quo
- Be a student of the game

Fail Forward

- Share the failure
- Take responsibility
- Put issues in front of us, not in between or behind us
- Failures are tuition; we will pay the tuition if you will learn the lesson
- Turn the losses into future wins

Scorecard

- For store operators and Multi-Unit Leaders, there is a scorecard component that makes up 40% of your total Performance Review Rating



Workday Review Process

All fields are required to be filled in

Input information in all fields. Examples to support the face to face review conversation should be a look back on the entire year.

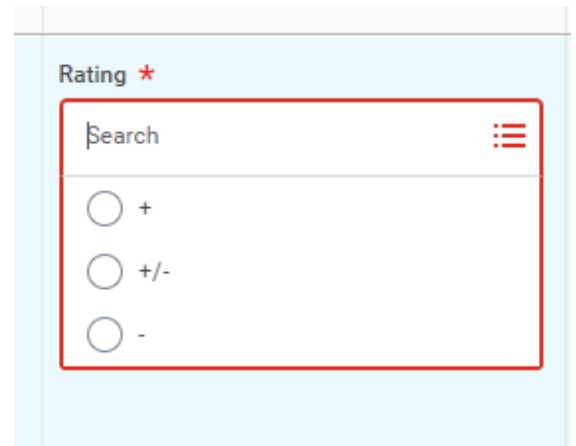
1 Rally House Core Values and GWC (and Scorecard)

Refer to the rating definitions to delineate the rating scale

Performance ratings enable us to identify and differentiate levels of performance among team members. They also allow team members to know where they stand verses expectations and provide insight as to how they may improve and develop.

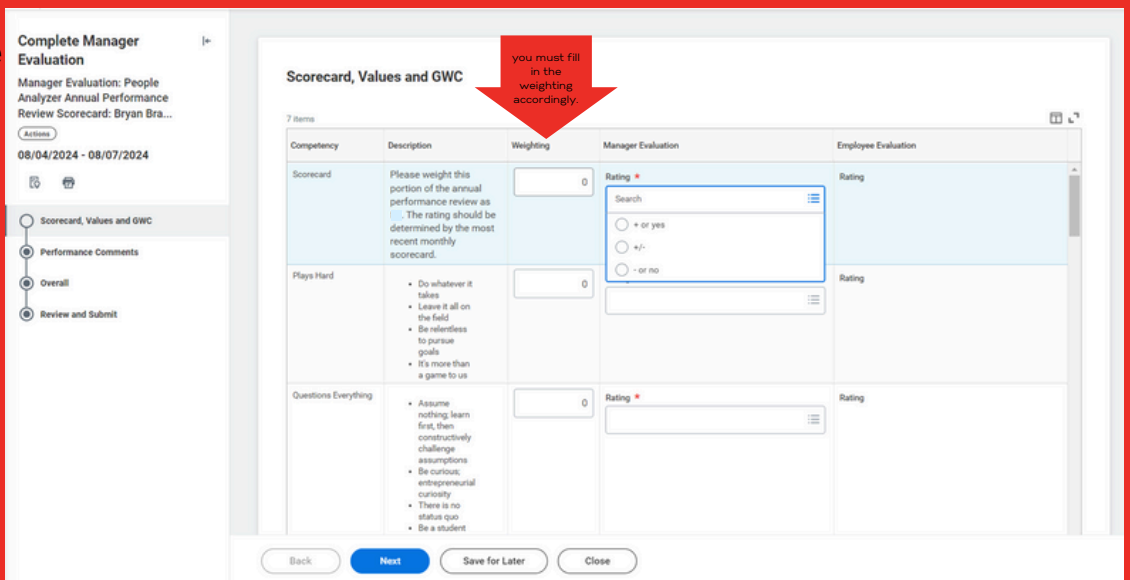
Input Ratings per question using the drop down.

- +, they demonstrate these things most or all of the time
- +/-, they demonstrate these things some of the time
- -, they do not demonstrate these things most or some of the time



For Store and Multi-Unit Leaders with a Scorecard Element

You must input the weighting as indicated when completing the review.
Scorecard = 40
Plays Hard, Questions Everything, Fails Forward, Gets It, Wants It and Has Capacity = 10 each





Workday Review Process

2 Questions

The questions section is for reflecting on the team members performance related specifically to their job responsibilities and strengths and opportunities. Provide at least 3 examples to support each question. Comments and examples should align with the assessment ratings you assigned during the Values and GWC.

Performance Comments

Question What are strengths and accomplishments that this team member displayed over the past year?

Manager

Answer *

Format **B** *I* U

Question What are the performance areas which need to improve?

Manager

Answer *

Format **B** *I* U

Question What is the plan of action toward improved performance?

Manager

Answer *

Format **B** *I* U

3 Review and Submit

After completing each step in the review process, you can review your answers before submitting to the next step in the process.