



## Procedure

# Quarterly Touch Base for Employee

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### 1. Introduction / Background

The Quarterly Touch Base (QTB) is a tool that aligns with one of our Core Values of Helping Good People Succeed. Russell Standard Corporation/Hammaker East is committed to developing our employees and improving performance through open communication between employees and their managers.

### 2. Scope / Purpose

The purpose of the QTB is to provide a simplistic framework for employees to discuss performance on a frequent basis. Formal documentation and submission is required on a quarterly basis to promote consistency in discussions and provide clarity for employees. Employees and managers will receive reminders when submissions are required. Certain portions of this touch base will reference the employee's job description and Training Workbook, which can be accessed during the process while connected to the network server.

### 3. Definitions

**Personal Career Path** – Workforce development strategy to identify areas of growth for employees, either in their current position or in preparation for future roles.

**Short-Term Priorities** – Projects, tasks or assignments to be completed in the immediate future that align with the company quarterly priorities.

**Training Workbook** – A document of available company training opportunities.

### 4. Instructions

#### Completing Quarterly Touch Base



1. Direct internet browser to <https://portal.birddoghr.com/Auth/Login?ReturnUrl=%2f>

2. Login using the proper credentials. If this is the first time logging on, use the following:  
Username: Your Email Address (Ex. Laura.Olshefski@russellstandard.com)  
Password: Password1

3. The Evaluation-Home page will appear. Under the Evaluations Due tab, click the Evaluation Form Icon. The evaluation will populate and



Evaluations Due   Completed Evaluations   My Evaluations   Pending Approvals

EMPLOYEE NAME	EMPLOYEE LOCATION	EVALUATION NAME	EVALUATION DATE	EVALUATION FORM
Tester, Employee	Mars	TESTING Quarterly Touch Base - Example Plant Manager	12/09/2016	
Tester, Employee	Mars	Quarterly Touch Base - Professional	01/19/2017	

4. The Evaluation will populate. Please read the instructions.

5. In *Section 1 - Short-Term Priorities*: Pick at least one short-term priority that aligns with the company quarterly priorities, if applicable. In the Short-Term Priorities text box, list the steps you are going to take to achieve your priority.

6. In *Section 2 – Self – Assessment of Responsibilities*: You will find three questions regarding what you should Start, Stop and Continue doing to enhance the effectiveness in your role. In the comments text box, self-evaluate your job duties and provide detailed examples.

7. In *Section 3 – Accountabilities*: You will find several questions regarding what you are responsible and accountable for in your position. Use your job description for review to ensure you are performing the essential functions of the job. In the ‘About this Process’ section, right click the ‘Click Here for Your Job Description’ link and open in a new tab for a copy of your job description. In the comments text box, provide detailed explanations.

[Click Here for Your Job Description](#)

[Click Here for The Training Workbook](#)



#### Job Description: Plant Manager

Classification: Salaried/Exempt  
Reports To: Emulsions Operation Manager  
Direct Reports: Plant Operator, Mill Operator, Truck Loader, Laboratory Technician, Laborer, Administrative Assistant

**POSITION PURPOSE:** Manages day-to-day operational functions of asphalt emulsion plant/asphalt terminal to ensure that quality product is delivered on time and within specifications to all customers. Provides effective leadership to all plant personnel and ensures that all Corporate and Safety policies and procedures are adhered to.

#### ESSENTIAL FUNCTIONS:

- Plans, directs and supervises all personnel associated with processing and distribution of plant products.
- Ensures compliance with quality control documentation (i.e. lab results) and all local, state and federal governmental agency regulations.
- Determines schedules, material quantities and coordinates assigned work.

8. In *Section 4 – Core Values*: You will find several questions regarding the Company’s core values. Rate yourself on how you feel you have incorporated them into your day to day duty. The core values are weighted. An average between your response and your manager’s response will be calculated for assessing your Personal Career Path.

#### SECTION 4 - COMPETENCIES

**Safety Focus - Seeks to meet or exceed *safety for our employees, our customers and the general public* to demonstrate one of our Core Values.**

- ☐ Clear Strength
- ☐ At Standard
- ☐ Development Opportunity

9. In *Section 5 – Personal Career Path*: You will find several questions regarding development of your Personal Career Path. You will have the opportunity to provide your short term (1-3 years) and long term (4+ years) career aspirations. Use the Training Workbook to select training opportunities that would be most beneficial in achieving your Personal Career Path. In the ‘About this Process’ Section, right click the ‘Click Here for the Training Workbook’ link to open in a new tab for a copy of the Training Workbook. You are not limited to the options presented in the Training Workbook, you may list additional trainings.

[Click Here for Your Job Description](#)

[Click Here for The Training Workbook](#)

Management Training			
See Dale Carnegie, Fred Pryor, TBR, TrainHR, and Viewpoint tabs for supplemental training			
	Safety	Core	Soft
EMULSION PLANT MANAGER	Air Quality Training	Business Ethics	Antitrust
	Confined Spaces	Conflict Resolution	Emulsion 101
	CPB, First Aid, AED	Delegation	Microsoft Office
	Cut Back Training	Developing Emotional Intelligence	MS Tickets
	EPA Inspection	EEO and Harassment	PTO Entry
	Forklift Certification	General Management	Viewpoint
	Hearing Conservation	How Managers Become Great Leaders	Viewpoint Reports
	Hot Work Permit Program	How to Deal w/ Unacceptable Behavior	
	Incident and Investigation	HR Compliance 101 For Non HR Managers	
	LOTO	Leadership	
	Machinery and Machine Guarding	Management	
	Materials Handling and Storage	Managing Emotions	
	OSHA 10	Project Management	

10. When you are satisfied with your QTB, click ‘SAVE AS COMPLETE’. This will notify your manager that you have completed your portion. Your manager will then complete their portion of your QTB and a meeting should be scheduled.

FINISH LATER

SAVE AS COMPLETE