



## Procedure

# Quarterly Touch Base for Manager

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DCN : PR 420 R0

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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 you are ready to begin the review process of the QTB.



**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. In *Section 1 - Short-Term Priorities*: Your direct report will have picked a short-term priority and listed the steps they would take to achieve it. As a manager, you may add additional short-term priorities or change the one your employee selected. In the rater response text box, comment on their response and make adjustments as necessary.

### Rater Response

Manager will enter their response here.

### Self Response

Employees will enter their short-term priorities here.

5. In *Section 2 – Self – Assessment of Responsibilities*: Your direct report will have answered three questions regarding what they should Start, Stop and Continue doing to enhance the effectiveness in their role. In the rater response text box, comment on their response and make adjustments as necessary.

6. In *Section 3 – Accountabilities*: Your direct report will have answered several questions and provided detailed explanations regarding what they are responsible and accountable for in their position. Review their job description with them to ensure they are performing the essential functions of the job. In the ‘About this Process’ section, click the ‘Click Here for Your Job Description’ link for a copy of the job description. In the rater response text box, comment on their response and make adjustments as necessary.

[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.

7. In *Section 4 – Core Values*: Your direct report will have answered several questions regarding the Company’s core values. Rate your direct report on how you feel they have incorporated the core values in their day to day duties. Explain to them the reasoning behind your rating. The core values are weighted and an average rating between your response and your employee’s response will be calculated for assessing their Personal Career Path.

Trusting relationships with our customers and our communities

### Rater Response

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

### Self Response

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

8. In *Section 5 – Personal Career Path*: Your direct report will have answered several questions regarding development of their Personal Career Path. Discuss their short term (1-3 years) and long term (4+ years) career aspirations with them. Use the Training Workbook to select training opportunities that would be most beneficial in achieving their Personal Career Path. If your employee is a high potential for the Company’s Succession initiatives, choose trainings that align with that future role. In the ‘About this Process’ Section, click the ‘Click Here for the Training Workbook’ link for a copy of the Training Workbook. You are not limited to the options presented in the Training Workbook, you may list additional trainings. In the text boxes, comment on their response and make adjustments as necessary.

[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
	CPR, 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	

9. When you have completed your responses, click 'FINISH LATER'. Schedule a meeting with your direct report for open discussion. If necessary, make adjustments. When you are both satisfied with the QTB, click 'SAVE AS COMPLETE'.



FINISH LATER

SAVE AS COMPLETE