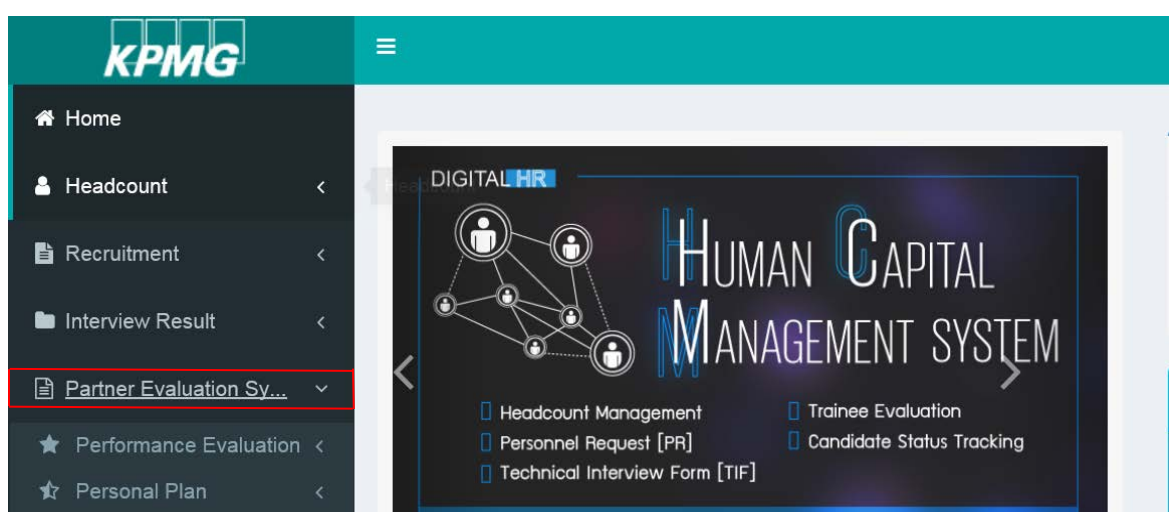


Guide to Performance Evaluation 2018-2019 For Partners and Directors Thailand/Myanmar/Laos


How to complete your 2018-2019 Performance Evaluation Form

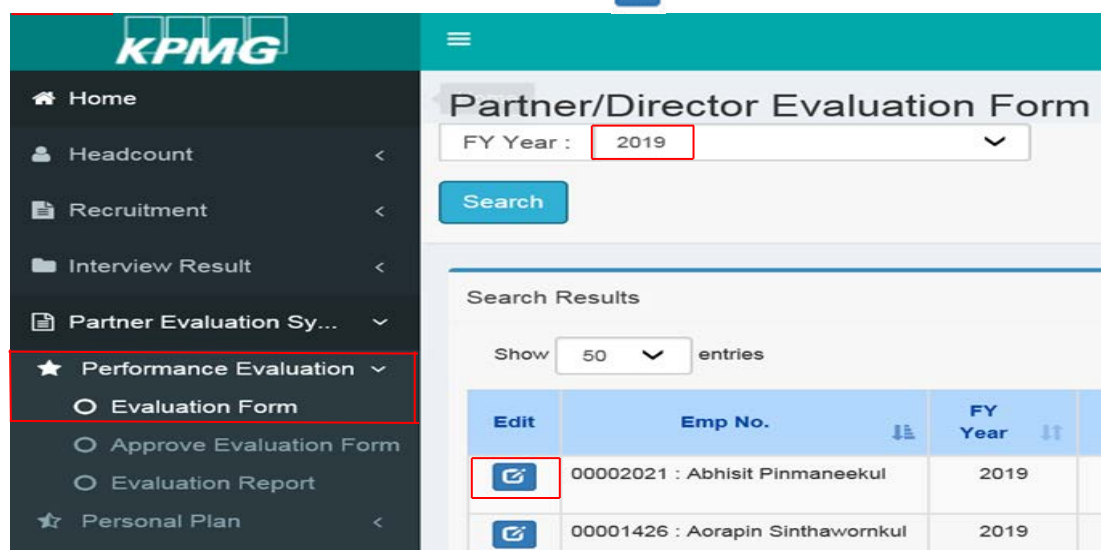
1. Access your Performance Evaluation Form via “PES”

- You can access PES from Human Capital Management System (HCM) database at Thailand Portal (PPC) or by clicking this [link](#).
- Go to menu bar and click “**Partner Evaluation System**” and choose “**Performance Evaluation**”.



2. Create your Performance Evaluation Form

- Select “**Evaluation Form**” from the menu bar, **choose year “2019”** from the drop down menu and click “**Search**” button. Your Performance Evaluation Form will be appeared on the screen as example below. Click at  to load the form.



3. To complete your Performance Evaluation Form

- Please read the instructions before completing the form.
- Please complete section 1 to 3.
- Section 4: Appendix is to be completed by BU Head/Group Head, HOP, DCEO and CEO use only.
- Once completing the form, click **“Submit”** to send the form to your approver for further approval (the system will automatically route your form to your BU Head/Group Head/Practice Head, DCEO and CEO respectively).
- Click **“Save Draft”** to complete the form later.
- After clicking “Submit” form, an email notification will be sent to the next approver.
- Once the final approval process has been done, an email notification will be sent to the partner/director.

4. To approve the Form (For BU Head/Group Head/Practice Head/DCEO/CEO only)

- Go to menu, select **“Approve Evaluation Form”**, the partners and directors' evaluation form in your BU/Group will be appeared in the list, select the form to review and approve before submitting to the next approver.
- For Appendix 4, please tick relevant boxes to use as guiding principle for conclusion of the evaluation.
- You can ask the partner/director to revise the form by clicking **“Revise”** button.

PES Hotline:

- *Technical Problem:* Contact Khun Darunee (IT) at ext. 2026 or Khun Teeraphon (IT) at ext. 2033
 - *Questions on the Form:* Contact Khun Sithakarn at ext. 2960
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