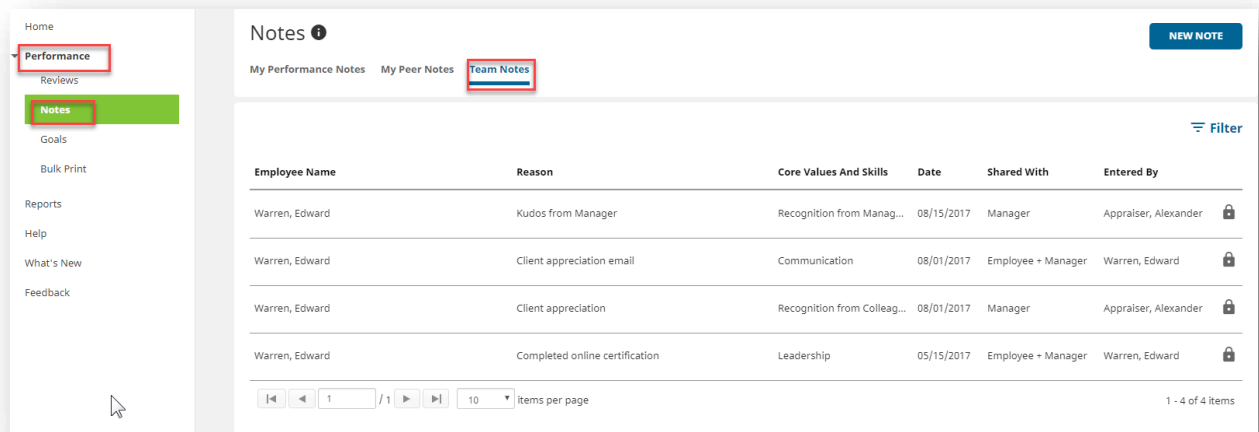# Quick Guide – Adding Performance Notes for Your Employees

Performance Notes are a great way to quickly note events that have occurred throughout the year for your employees, such as recognition or coaching. These notes can be available to view in your performance review if the date of the note falls within the period of performance being reviewed.

Navigation

Go to **Performance** in the left-hand menu and click on the **Notes**. To access your team's notes, click on **Team Notes**.
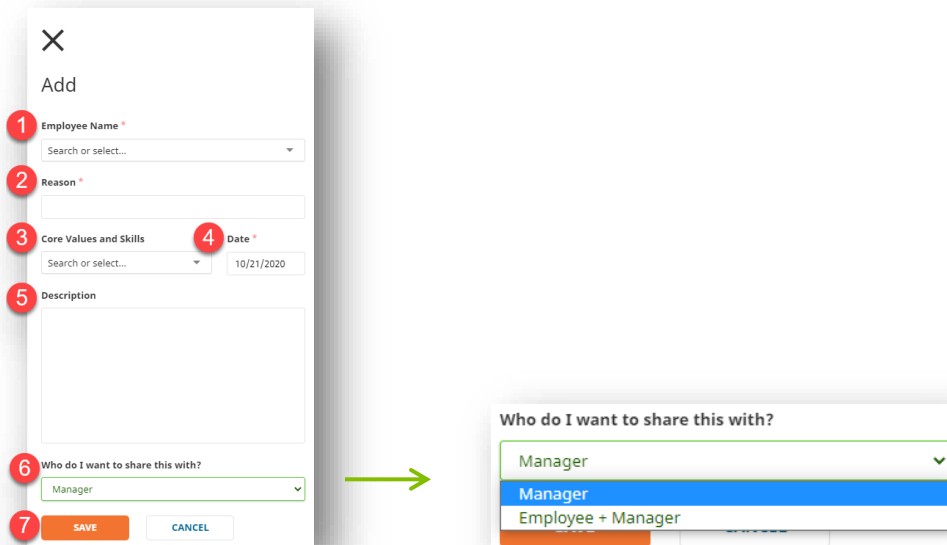

Adding a Performance Note

To add a performance note for your employee, click on **New Note** button and select **For My Team Member**.

Enter the following Information in the note window:

① Use **Select Employee** to choose from a list of your direct reports.

② Enter the **Reason** for the note you would like to add.

③ *Optional*: Choose a **Core Values and Skills** category for the note from the drop-down box.

④ Enter *the* **Date** of the note. The date will determine if the note will be available to view in a performance review.

⑤ *Optional:* Add a **Description** of the note.

⑥ **Who do I want to share this with?** You can choose to share the note with your employee by selecting **Employee + Manager** or you can keep the note private and only viewable to **Manager**.

⑦ **Save** your employee's performance note.