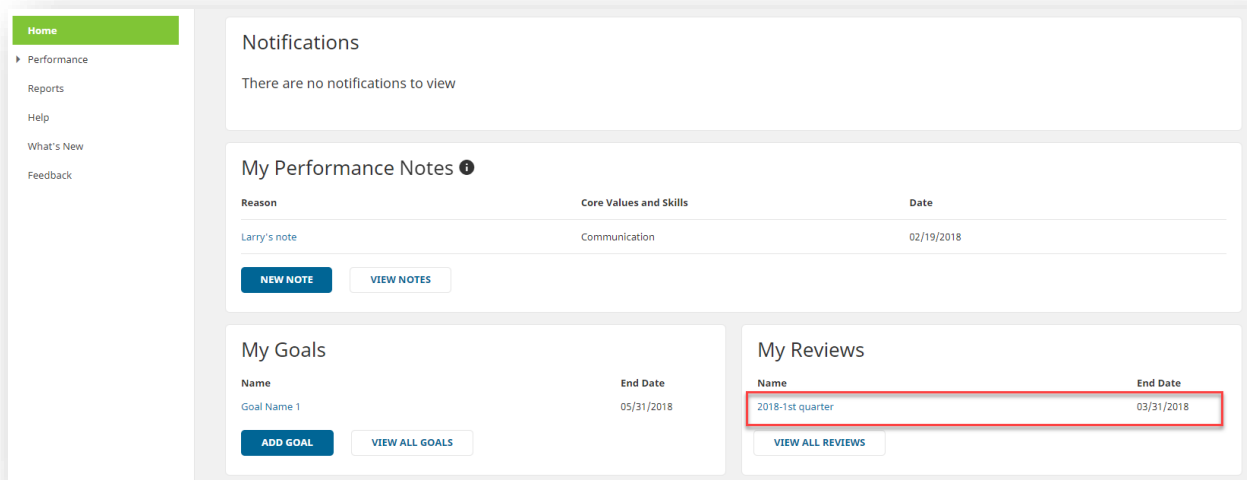


Quick Guide - Completing a Self-Review

Once a performance review has been initiated, you will get a notification to log in and complete your self-evaluation.

Navigation and Access

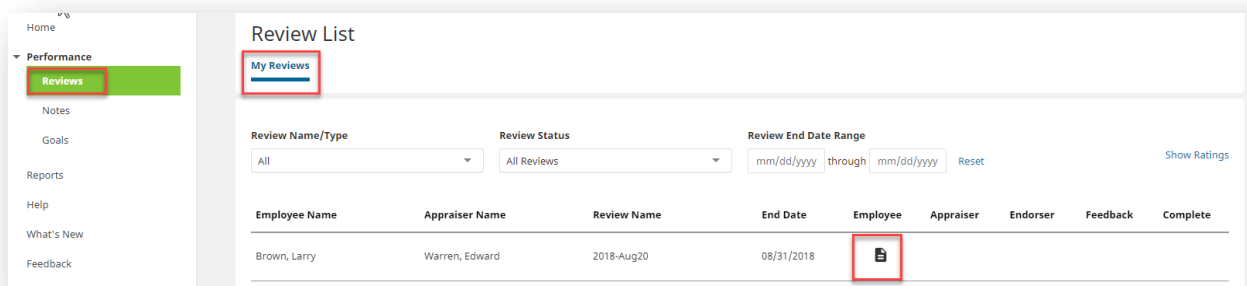
To access your self-evaluation, select the name of the review in **My Review** on the bottom of the screen.



The dashboard shows a sidebar with 'Home', 'Performance', 'Reports', 'Help', 'What's New', and 'Feedback'. The main content area includes:


- Notifications:** "There are no notifications to view"
- My Performance Notes:** A table with columns 'Reason', 'Core Values and Skills', and 'Date'. One entry: "Larry's note", "Communication", "02/19/2018". Buttons: "NEW NOTE", "VIEW NOTES".
- My Goals:** A table with columns 'Name' and 'End Date'. One entry: "Goal Name 1", "05/31/2018". Buttons: "ADD GOAL", "VIEW ALL GOALS".
- My Reviews:** A table with columns 'Name' and 'End Date'. One entry: "2018-1st quarter", "03/31/2018". Button: "VIEW ALL REVIEWS".

You can also access your self-evaluation by navigating to **Performance, Reviews**, and then **My Reviews**. Select the paper icon to enter into the performance review.



The 'Review List' page shows a sidebar with 'Home', 'Performance', 'Reviews', 'Notes', 'Goals', 'Reports', 'Help', 'What's New', and 'Feedback'. The main content area includes:

- Review List:** A section with a 'My Reviews' link highlighted by a red box.
- Filters:** 'Review Name/Type' (All), 'Review Status' (All Reviews), 'Review End Date Range' (mm/dd/yyyy through mm/dd/yyyy). Buttons: 'Reset', 'Show Ratings'.
- Table:**

Employee Name	Appraiser Name	Review Name	End Date	Employee	Appraiser	Endorser	Feedback	Complete
Brown, Larry	Warren, Edward	2018-Aug20	08/31/2018					

Completing Your Review

Navigation

In the review navigation pane, click on each section of the review. For the sections that need to be rated, select the appropriate rating and add supporting comments.

Dashboard

Employee Review: Employee In Progress

Dashboard

Russell Laster

Overall Employee Rating:
4.38 - Exceeds Job Requirements

2016 Annual Review:
01/01/2016 - 12/31/2016

Employee Information
View All

Employee Name	Review Period Start Date
Laster, Russell	01/01/2016
Job Title	Review Period End Date
Technical Support Ana...	12/31/2016
Organization Level	
Department	
Appraiser Name	
Osborne, Mary	

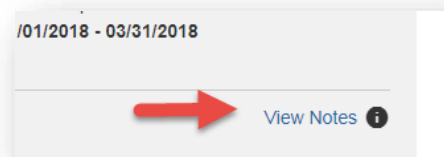
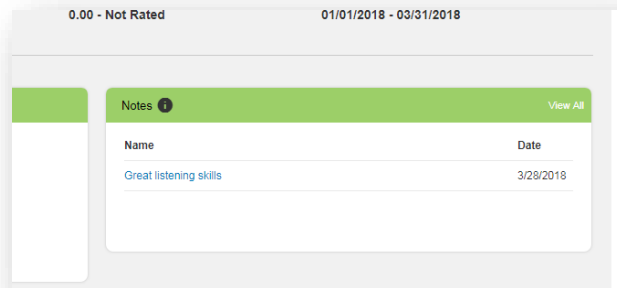
Notes
View All

Reason	Date
Client Recognition	11/4/2016
Positive Client Feedback	8/31/2016
Punctuality Noted	6/6/2016

SEND TO APPRAISER

Performance Notes

In any section of the review, you can view your performance and peer notes:

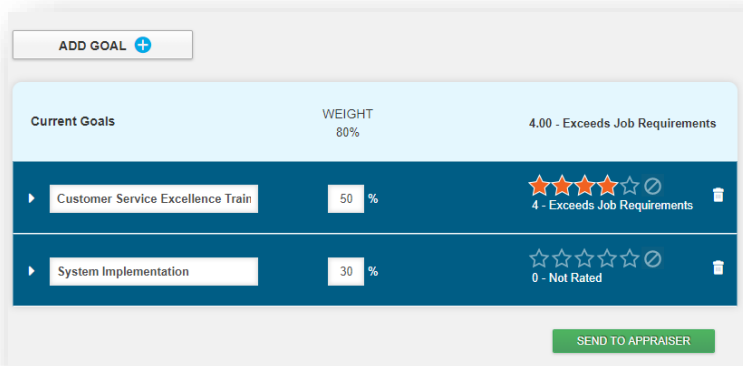


Current Goals

Current goals are the goals that have been created under the goals section of the system which have end dates falling within the period of performance being reviewed.

If your company has current goals as a part of their performance review, it is necessary that each goal is rated and weighted before you can submit your review to your appraiser. The total weight of all goals must add up to 100%.

You are able to add a goal in the review by selecting the **Add Goal** button. Please note, if a review is in progress, you can only add, delete, or edit goals *within* the review and not through the goals section in the left hand menu.








Performance Competencies

If your company has performance competencies as a part of their performance review, it is necessary that each competency is rated.

To rate the competency, click on the expand arrow to the left of the competency.

[View Performance Notes](#)

Performance Competencies	WEIGHT 100%	0.00 - Not Rated
▼ Adaptability	20 %	0.00 - Not Rated
Accepts criticism and feedback		☆☆☆☆☆  0 - Not Rated
Adapts to changes in the work environment		☆☆☆☆☆  0 - Not Rated
Changes approach or method to best fit the situation		☆☆☆☆☆  0 - Not Rated
Manages competing demands		☆☆☆☆☆  0 - Not Rated
EMPLOYEE COMMENTS 		
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>		
▶ Analytical Skills	20 %	0.00 - Not Rated

Each competency factor under each competency must be rated before you can submit your review to your appraiser.

Completing your Self Review

When you have completed your self-review, you can click **Send to Appraiser**.

SEND TO APPRAISER