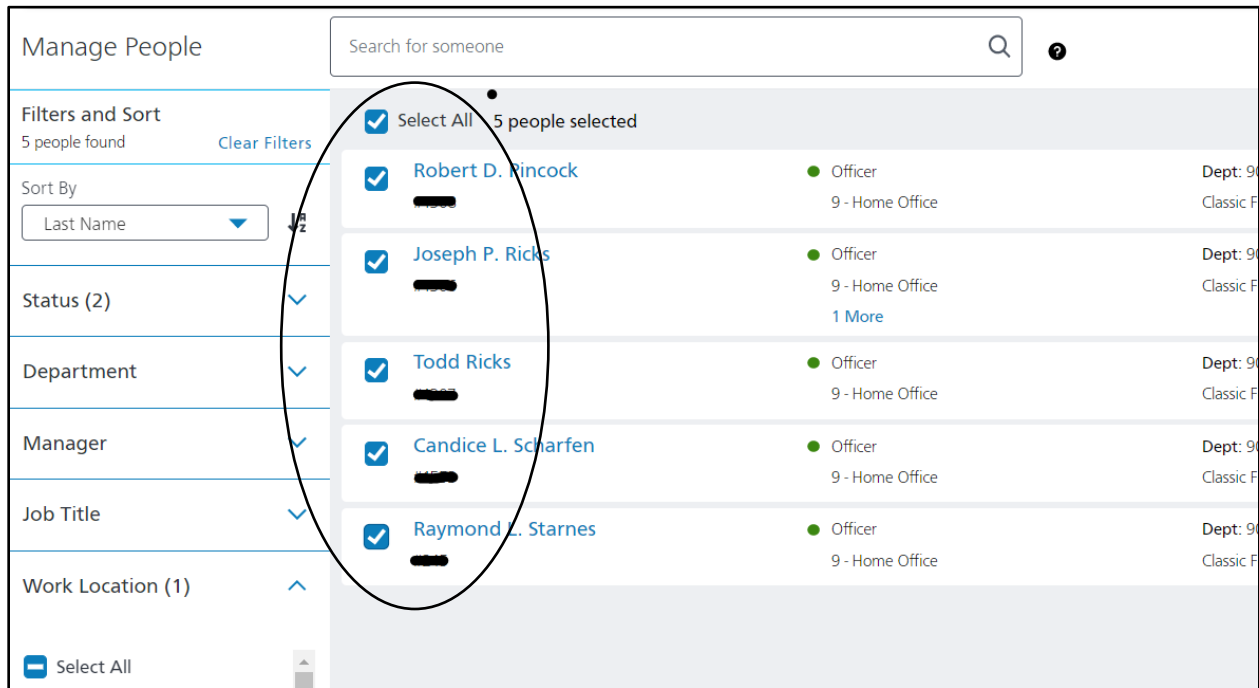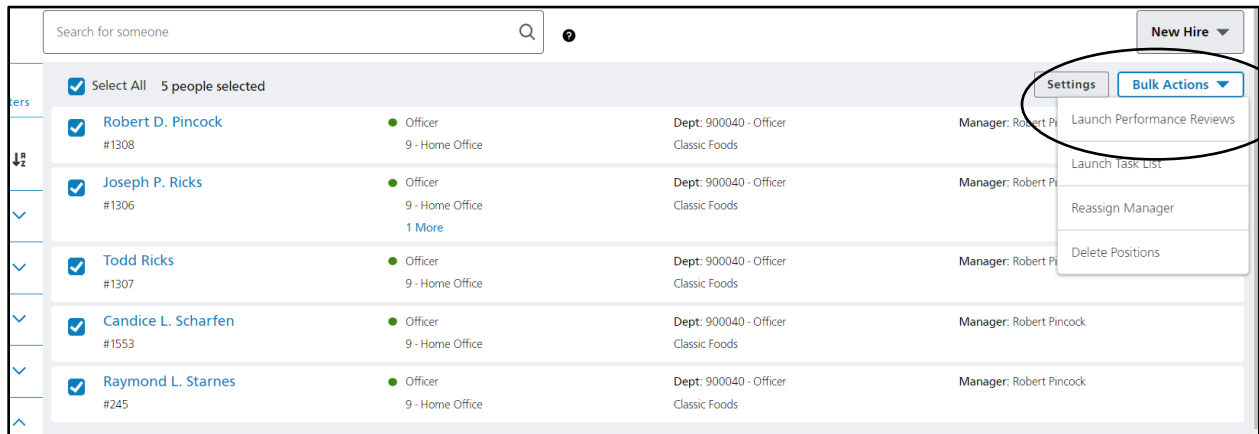# How to Launch and start the Performance Reviews

Step #1 Launch by check marking the managers you want to launch

Click on Bulk Actions and choose Launch Performance Review

Choose the following review, review Date and Review Period Dates, and click Launch

Review Name: 2024 Annual Manager Performance Review

Review Date: 03/03/2024

Start & End Date: 2/6/2023- 2/4/2024

Step #2 You and the Manager fill out the Review

You BOTH get an e-mail for confirmation. Click to begin in your tasks & Notification under Me

Answer the 3 sections of questions and then SAVE. You can then see the employee Answers and your Answers. Do NOT SUBMIT the review until the Sit Down and acknowledgment begins.