## How to Launch and start the Performance Reviews

Manage People		Search for someone	Q	
Filters and Sort	Clear Filters	Select All 5 people selected	L. C.	
Cart Du	/	Robert D. Rincock	Officer	Dept: 90
Sort By			9 - Home Office	Classic F
Last Name	¥ż	Loseph P. Ricks	Officer	Dept: 9
			9 - Home Office	Classic F
Status (2)	$\sim$		1 More	
Department	~	Todd Ricks	<ul> <li>Officer</li> </ul>	Dept: 90
Department	Ť		9 - Home Office	Classic F
Manager		Candice L. Scharfen	Officer	Dept: 90
			9 - Home Office	Classic F
Job Title	$\checkmark$		- 11	-
		Raymond L. Starnes	Officer	Dept: 90
Work Location (1)	^	-/	9 - Home Office	Classic F
		$\smile$		
Select All	A			

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

Click on Bulk Actions and choose Launch Performance Review

	Search	for someone	Q		New Hire 🔻
ters	<b>S</b>	Select All 5 people selected			Settings Bulk Actions 🔻
18		Robert D. Pincock #1308	<ul> <li>Officer</li> <li>9 - Home Office</li> </ul>	Dept: 900040 - Officer Classic Foods	Manager: Robert Pi Launch Performance Reviews
<ul><li>✓</li></ul>		Joseph P. Ricks #1306	Officer     9 - Home Office     1 More	Dept: 900040 - Officer Classic Foods	Manager: Robert P Reassign Manager
~		Todd Ricks #1307	Officer     9 - Home Office	Dept: 900040 - Officer Classic Foods	Manager: Robert P
~		Candice L. Scharfen #1553	<ul> <li>Officer</li> <li>9 - Home Office</li> </ul>	Dept: 900040 - Officer Classic Foods	Manager: Robert Pincock
~		Raymond L. Starnes #245	<ul> <li>Officer</li> <li>9 - Home Office</li> </ul>	Dept: 900040 - Officer Classic Foods	Manager: Robert Pincock

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

Review Name: 2023 Manager Performance Review

**Review Date:** 03/01/2023

Start & End Date: 2/7/2022- 2/5/2023

Lau	nch Performance Reviews	×
Fill in t	the details below to launch performance reviews.	
Review	w Name*	
202	21 Semi Annual Manager Performance Review	
Review	w Date*	
09/0	וו/2021	
Revie	ew Period	
What Start	is the period of time you'll be looking back on / Date* End Date*	
.03/0	01/2021 🔳 08/31/2021 📳	
	al Laurah E Pet	

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

P	Pay Stubs	ď			
Tasks	Benefits				
	Profile Summary	Z			
My Active Tasks	Recognition	Z			
	Tasks & Notifications	Z.			
Details			<b>Т</b> Туре	T	Initiator
Details			Турс		Thudton

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.