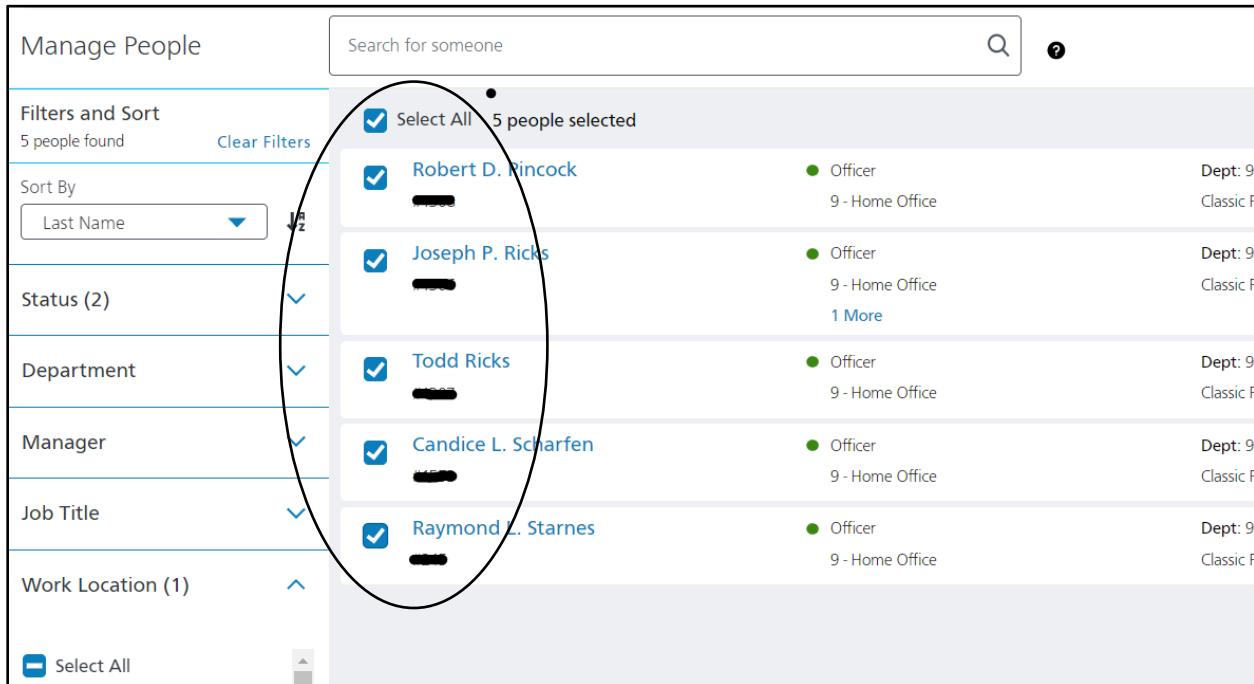


# How to Launch and start the Performance Reviews

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



Manage People

Search for someone

Filters and Sort

5 people found [Clear Filters](#)

Sort By [Last Name](#)

Status (2)

Department

Manager

Job Title

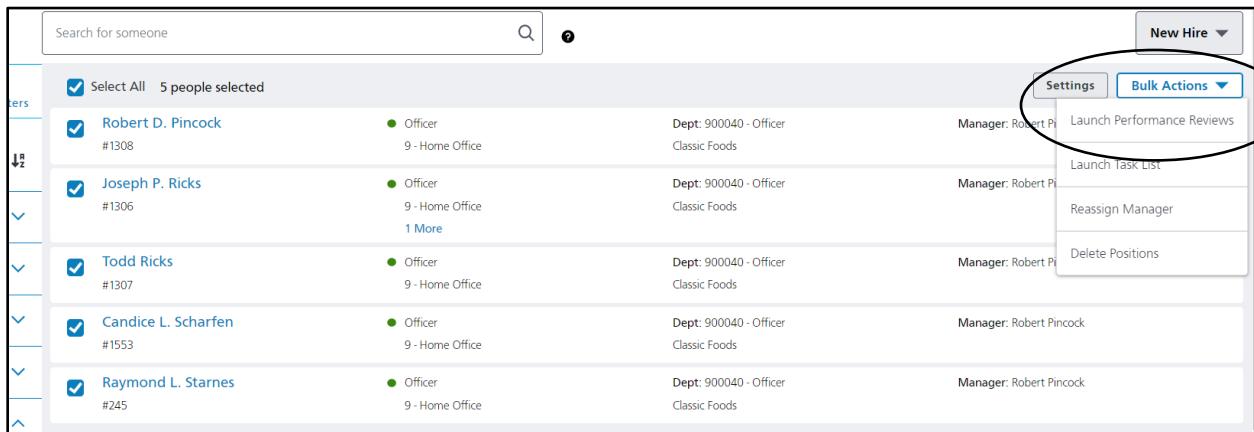
Work Location (1)

Select All 5 people selected

Manager	Job Title	Department	Work Location	Dept:	Class
Robert D. Pincock	Officer	9 - Home Office	9 - Home Office	900040 - Officer	Classic Foods
Joseph P. Ricks	Officer	9 - Home Office	9 - Home Office	900040 - Officer	Classic Foods
Todd Ricks	Officer	9 - Home Office	9 - Home Office	900040 - Officer	Classic Foods
Candice L. Scharfen	Officer	9 - Home Office	9 - Home Office	900040 - Officer	Classic Foods
Raymond L. Starnes	Officer	9 - Home Office	9 - Home Office	900040 - Officer	Classic Foods

Select All

Click on Bulk Actions and choose Launch Performance Review



Search for someone

New Hire

Select All 5 people selected

Manager	Job Title	Department	Work Location	Dept:	Class	Manager	Action
Robert D. Pincock	Officer	9 - Home Office	9 - Home Office	900040 - Officer	Classic Foods	Robert Pincock	Launch Performance Reviews
Joseph P. Ricks	Officer	9 - Home Office	9 - Home Office	900040 - Officer	Classic Foods	Robert Pincock	Launch Task List
Todd Ricks	Officer	9 - Home Office	9 - Home Office	900040 - Officer	Classic Foods	Robert Pincock	Reassign Manager
Candice L. Scharfen	Officer	9 - Home Office	9 - Home Office	900040 - Officer	Classic Foods	Robert Pincock	Delete Positions
Raymond L. Starnes	Officer	9 - Home Office	9 - Home Office	900040 - Officer	Classic Foods	Robert Pincock	

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

**Review Name:** 2026 Manager Performance Review 2/3/2025-2/1/2026

**Review Date:** 02/26/2026

**Start & End Date:** 2/3/2025- 2/1/2026

Launch Performance Reviews

Fill in the details below to launch performance reviews.

Review Name\*  
2021 Semi Annual Manager Performance Review

Review Date\*  
09/01/2021

Review Period  
What is the period of time you'll be looking back on?

Start Date\*  
09/01/2021

End Date\*  
08/31/2021

Cancel

Launch 5 Reviews

## 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

Employees Me Resources

Tasks

My Active Tasks Tasks & Notifications

Details

	Type	Initiator
Complete 2021 Semi Annual Manager Performance Review for Joseph P...	Complete Performance Review	Pincock, Robert

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.