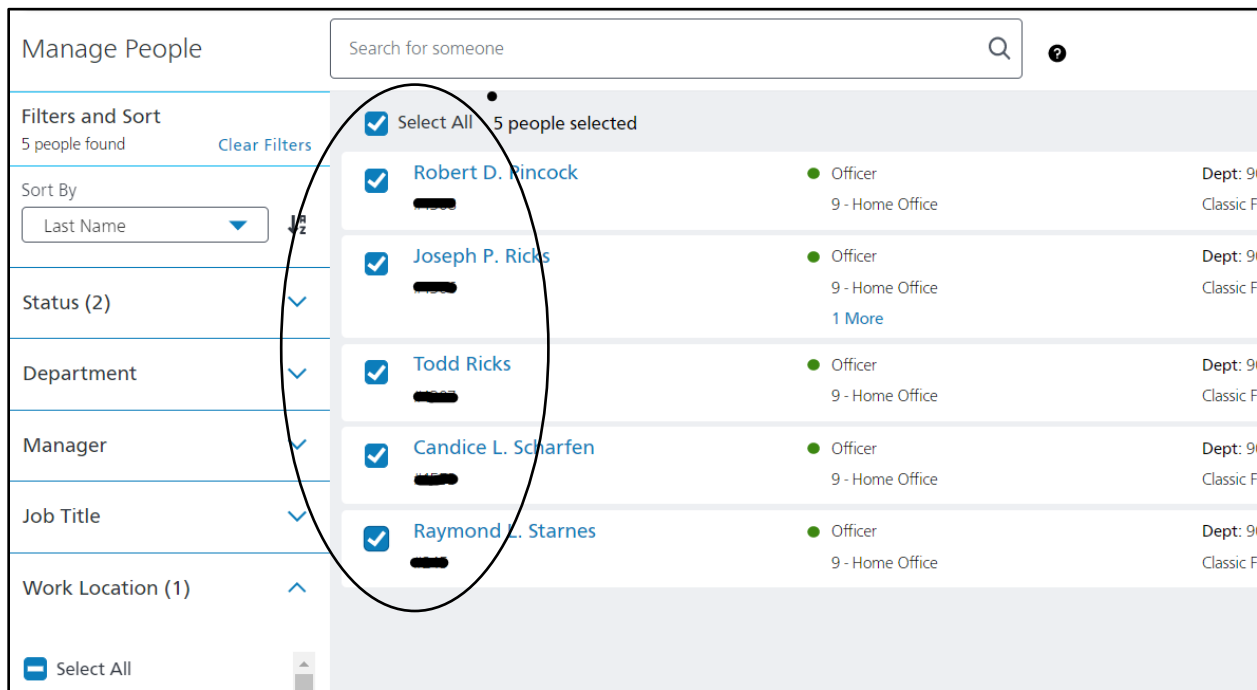
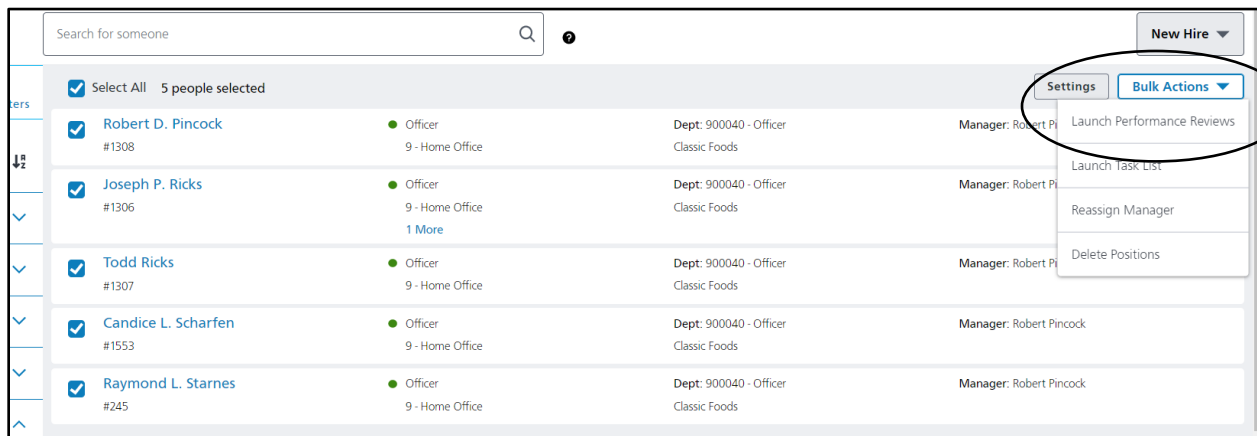


How to Launch and start the Performance Reviews

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: 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*
03/01/2021

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

Details

Pay Stubs

Benefits

Profile Summary

Recognition

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.