

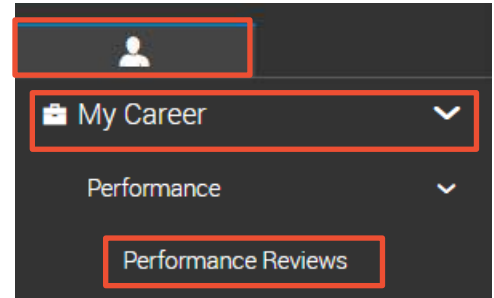


Viewing My Performance Reviews

My Performance Reviews allows you to review and make entries on your performance review. This job aid covers how to access and manage your performance reviews.

Accessing My Performance Reviews

- 1 Navigate to **My Info > My Career > Performance > Performance Reviews**.
- 2 Your performance reviews will be listed in the main workspace.
- 3 Click **View Performance Review** to view the current details for the applicable review. Once in here you will see any applicable instructions, information on the review and your ratings and review information.



← My Performance Reviews

Please open My To Do report to participate in the performance reviews.

Page 1 of 1 | 1-1 of 1 Rows | Saved: [System]

Name	Status	Approval Status	Scheduled Date	Period Start Date	Period End Date	Finalized Date
Grace Kent: First Performance Review Exercise (2019/01/01)	In Progress		01/01/2019	04/07/2014	12/31/2018	

Participate in Performance Reviews

- 1 Navigate to your My To Do area.
- 2 Locate your performance review in the list of your My To Do Items and select **Review**. Any performance reviews assigned to you can be accessed from the My To Do area.
- 3 Complete your review in the Ratings & Review tab. Note: Your tab label might be different.

Rows On Page 20 | 1 Row | Refresh Data

Full Screen | [Default] | Settings | Select Columns | Export

To Do Type	Description	Created
Workflow: Performance Review Request	Employee: Name: Grace Kent: First Performance Review Exercise (2019/01/01) Scheduled Date: 01/01/2019	08/26/2019 11:53a

REVIEW

← My Performance Review

GK Grace Kent (1013) | Status: In Progress

SAVE | SUBMIT


Information | Ratings & Review | Summary

Employee Instructions

A B C

D E F G

Important Information
 Features on this page may vary depending on your company policy and configuration.



A	Information tab: Tab contains a summary of the review including goals, status and an audit of the review history.
B	Ratings tab: Tab contains review fields to complete if your organization has activated this feature.
C	Summary tab: This tab contains a summary of the review that is active once submitted.
D	Supporting Documents: View any documents submitted as part of the review.
E	Notes tab: Tab to add notes to the review (if permission is granted).
F	Submit: All reviews must be submitted in order to be finalized in the system.
G	Print/Download: Select the ellipses to download a PDF of the review that can be printed.