Department: ALL BigRedF Employees   Last Updated: 10/01/2018

Subject: PERFORMANCE REVIEW STEPS IN ADP   HID#:   031

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PURPOSE
Step-by-step process on how to complete your own 'Self Assessment' review within ADP

RESPONSIBILITY
All BigRedF Managers

HOW?
LOGIN TO ADP

If you have not already registered for ADP self service, please refer to the ADP self registration crib sheet

1. Go to this URL: https://workforcenow.adp.com/
2. Click the USER LOGIN tab; Click the TAB for ADMI LOGIN if you are an ADP admin user
3. Enter your user ID. [HINT: first letter of your first name, last name, @bigredf; *no spaces, no .com*]
4. Click SUBMIT
5. Enter your PASSWORD. [HINT: if you have forgotten your password, click 'Forgot your Password' for security question verification, activation code via email and password reset]

PERFORM SELF-ASSESSMENT/SELF-EVALUATION

1. Select MYSELF
2. *Under* TALENT, select PERFORMANCE DASHBOARD
3. You should see your Self Evaluation, CLICK Start Now
4. Enter your responses in the text boxes provided under each question; where applicable, Select a Rating from the drop down menu provided
5. SCROLL down to the SUMMARY Section to Select your Overall Rating and add Overall Comments
6. SCROLL down to the Attachment Section; you may add any documents, notes, etc that you would like your manager to review or attach to your evaluation
7. SCROLL down to the bottom of the form, click SAVE & EXIT to save your work and come back to the review form
8. Clicking SUBMIT will finalize and submit your self evaluation to your manager
9. NOTE: you can always view past self evaluation forms by clicking the HISTORICAL REVIEW tab
10. THANK YOU for your time and commitment!