
Department: ALL BigRedF Managers

Last Updated: 10/1/2018

Subject: MANAGER'S PERFORMANCE REVIEW STEPS IN ADP

HID#: 030

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PURPOSE

Step-by-step process on how a manager completes their employee's review within ADP

RESPONSIBILITY

Managers with Direct Reports [Assistant Managers, Sous, KMs, Bar Managers]

HOW?

LOGIN TO ADP

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

1. ADP URL: <https://workforcenow.adp.com/>

COMPLETE THE REVIEW and/or VIEW/PRINT EMPLOYEE'S SELF ASSESSMENT IN ADP

1. Once employee has completed their self evaluation, login to ADP
2. Select MY TEAM
3. *Under* TALENT, select PERFORMANCE DASHBOARD
4. CLICK the name of the review you'd like to open
5. If you would like print the review, CLICK the Review Participants Button (on the right side of the web page), then SELECT the print option (print blank form, individual responses or all participants responses)
6. Add your comments to the review form: for each question, you can add your comments/responses to the 'Your Response' section underneath the Employee Response
7. SAVE & EXIT to save your work and come back to the review form
8. Clicking SUBMIT will finalize the review (you can re-open if necessary)

NOTE: Content must be added to the comments boxes and overall rating sections in order to complete/submit the review. See attached ADP Manager Quick Reference Guide for additional information

FINALIZE AND SUBMIT REVIEW IN ADP

1. Once you have completed the in-person review meeting – add/edit any responses, notes from the in-person meeting, etc; now you can finalize the review in ADP
2. Select MY TEAM
3. *Under* TALENT, select PERFORMANCE DASHBOARD
4. CLICK the name of the review you'd like to open
5. ADD additional comments, notes, things to work on, etc.
6. SCROLL down to the Attachment Section; If employee and manager comments were not in ADP, you may attach a scan of your printed review at this time [NOTE: you must still add content to the each comments section and select a rating]
7. SCROLL down to the bottom of the form and click SAVE
8. WARNING: Do not click SUBMIT REVIEW until you have had meeting with your employee and all comments and goals are captured here.
 - When form is completed, SCROLL down to the bottom of the form to click SUBMIT REVIEW
 - Your employee will be able to review and add any last comments before acknowledging