ADP Workforce Now®
Performance Dashboard: The Manager's Experience Quick Reference

A more human resource.℠

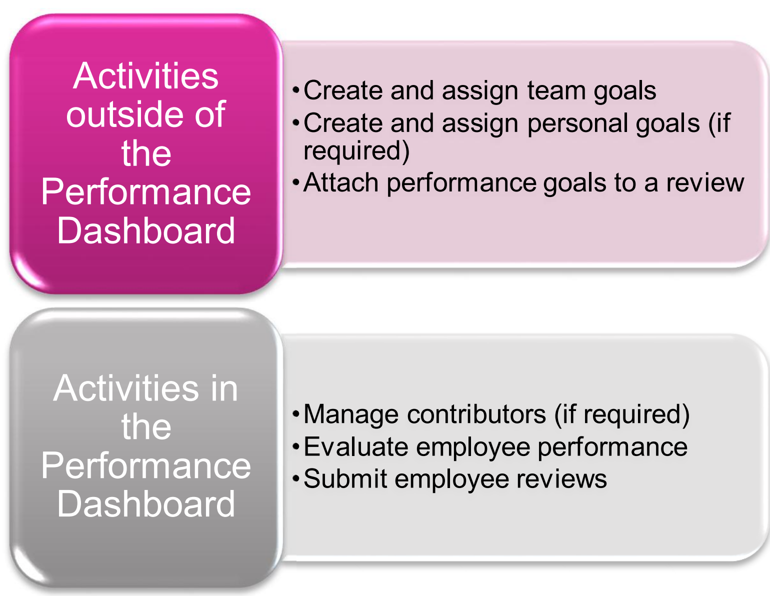
Overview of the Manager's Experience

What Does the Performance Review Cycle Look Like?

The Performance Review Cycle for a Manager consists of the four main activities identified in this graphic:

What Are the Manager's Activities in the Performance Review Cycle?

A Manager performs activities both outside and in the Performance Dashboard as summarized in this graphic:



Performance Goals

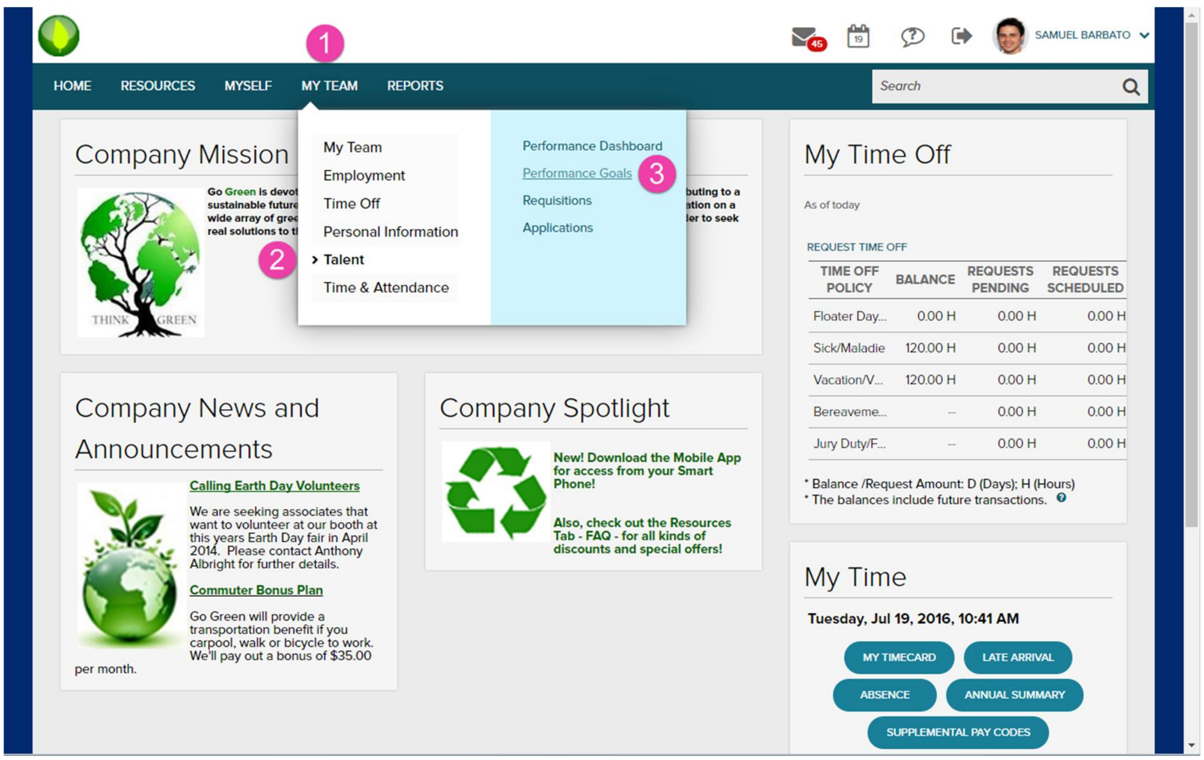
What Is a Performance Goal?

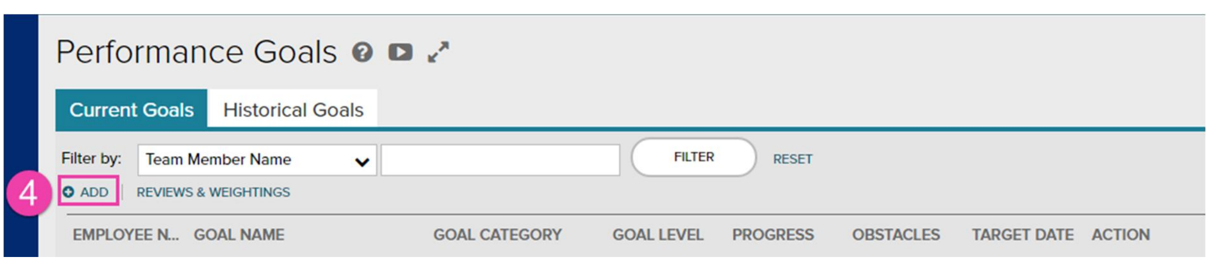
A performance goal is a target level of performance expressed as a tangible, measurable objective, against which to compare actual achievement.

In ADP Workforce Now Performance Dashbaord, Managers create and assign team goals, as well as track employees' progress toward completing them in performance reviews. Managers can also create personal goals on behalf of an employee.

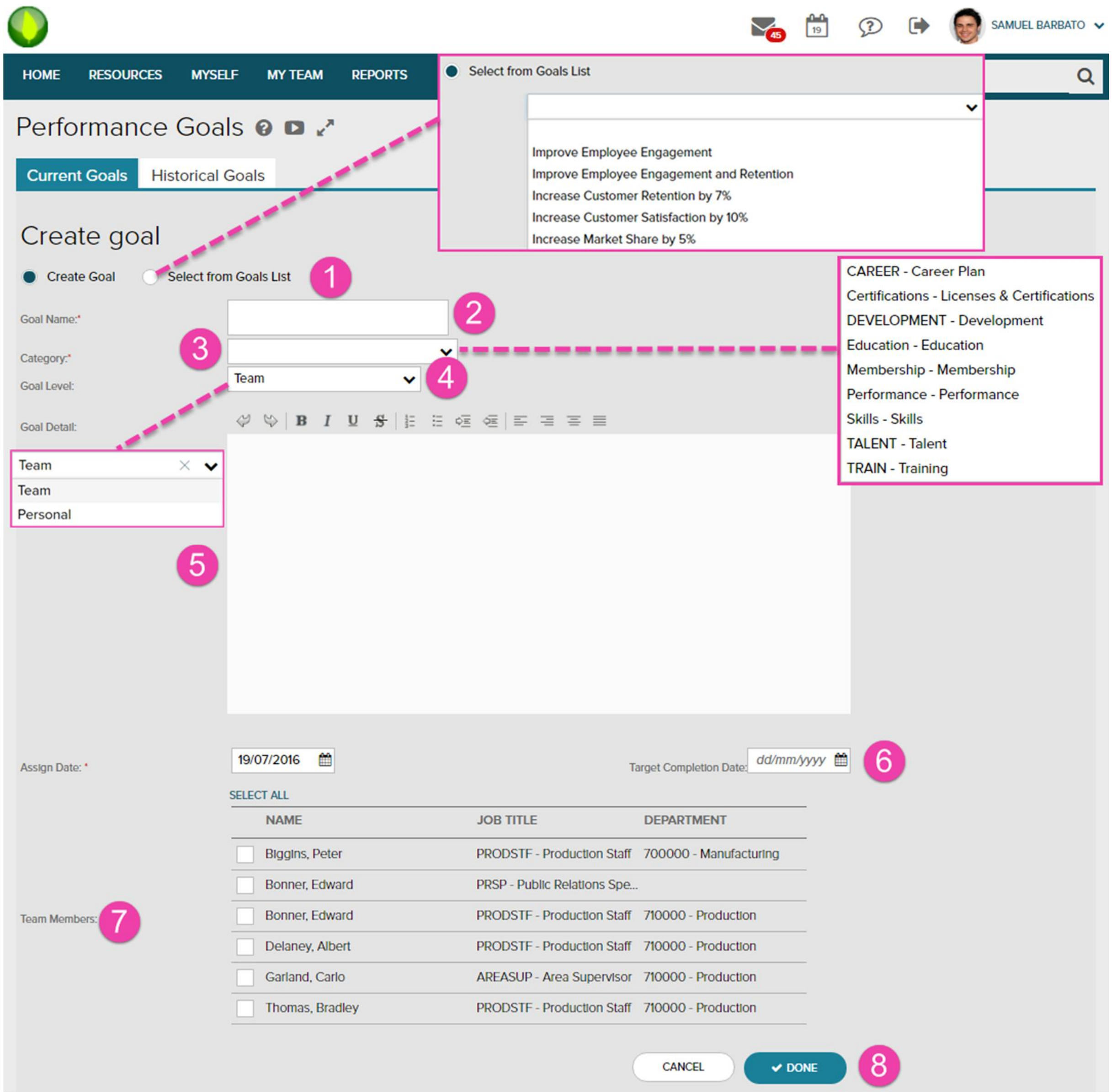
How Do Managers Access Performance Goals?

Starting Point: My Team > Talent > Performance Goals





How Do Managers Create and Assign Team and Personal Goals?

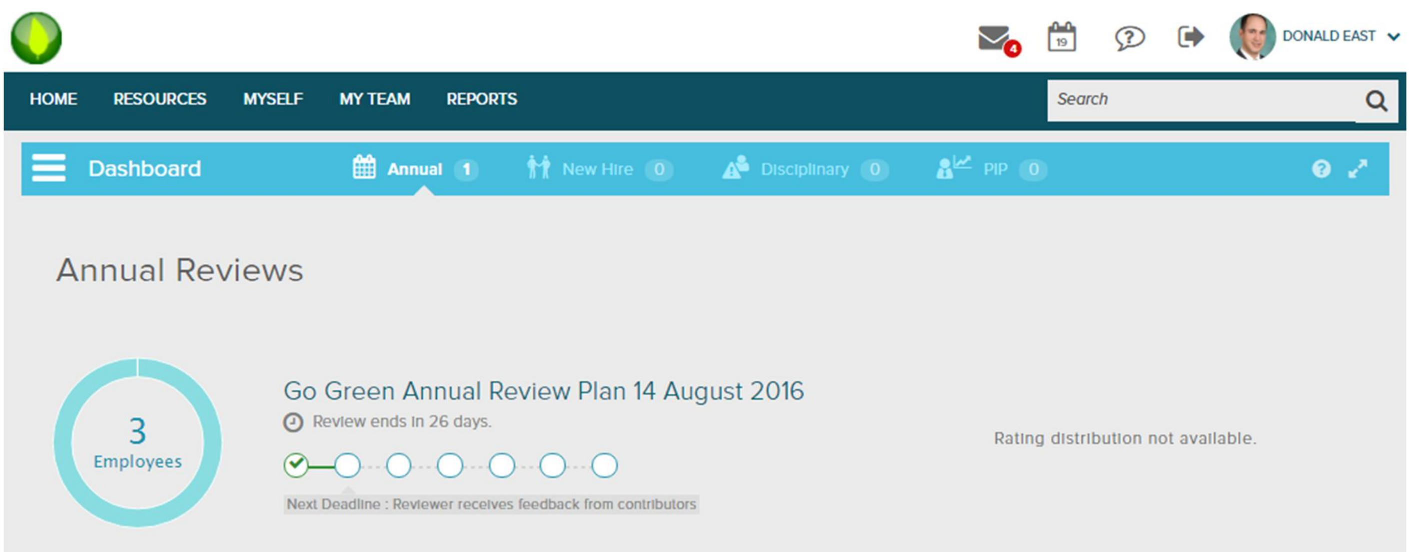


1. Create a new goal or select an organizational goal when you select from the Goals List.
2. Enter a **Goal Name** when you create a goal.
3. Select a **Category** when you create a Goal.
4. Select **Team** or **Personal** for the Goal Level.
5. Enter the **Goal Detail**.
6. Specify a **Target Completion Date**.
7. Select the **Team Members** to be assigned the goal.
8. Click **Done**.

The Performance Dashboard

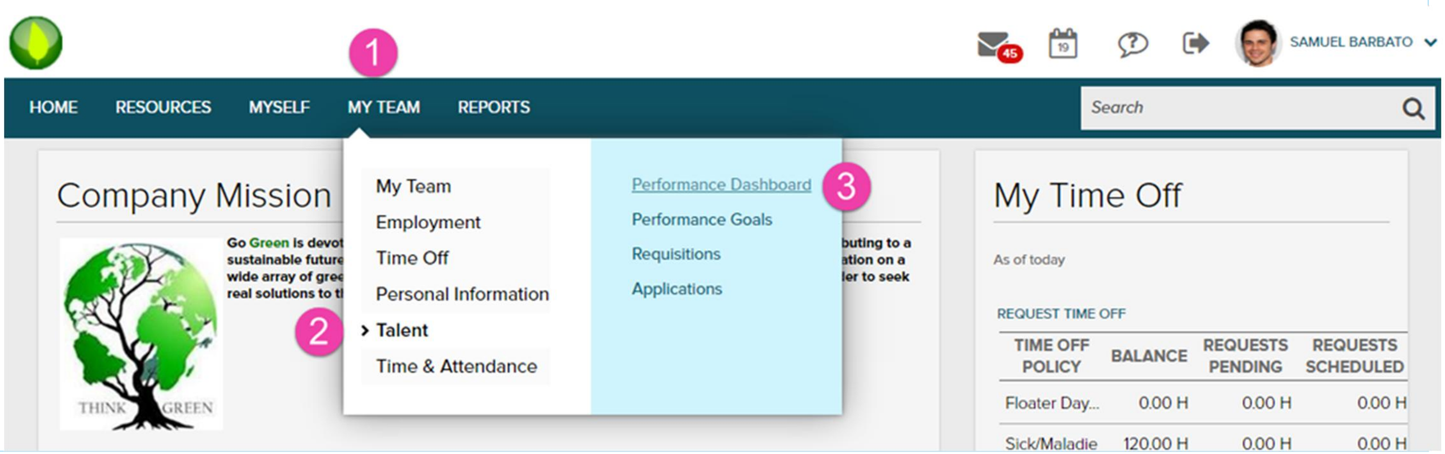
What Is the Performance Dashboard?

The Performance Dashboard is the landing page for all your performance review-related tasks. Administrators, reviewers and employees all see some version of the Performance Dashboard, which provides glimpses of information about performance reviews in which they are included.



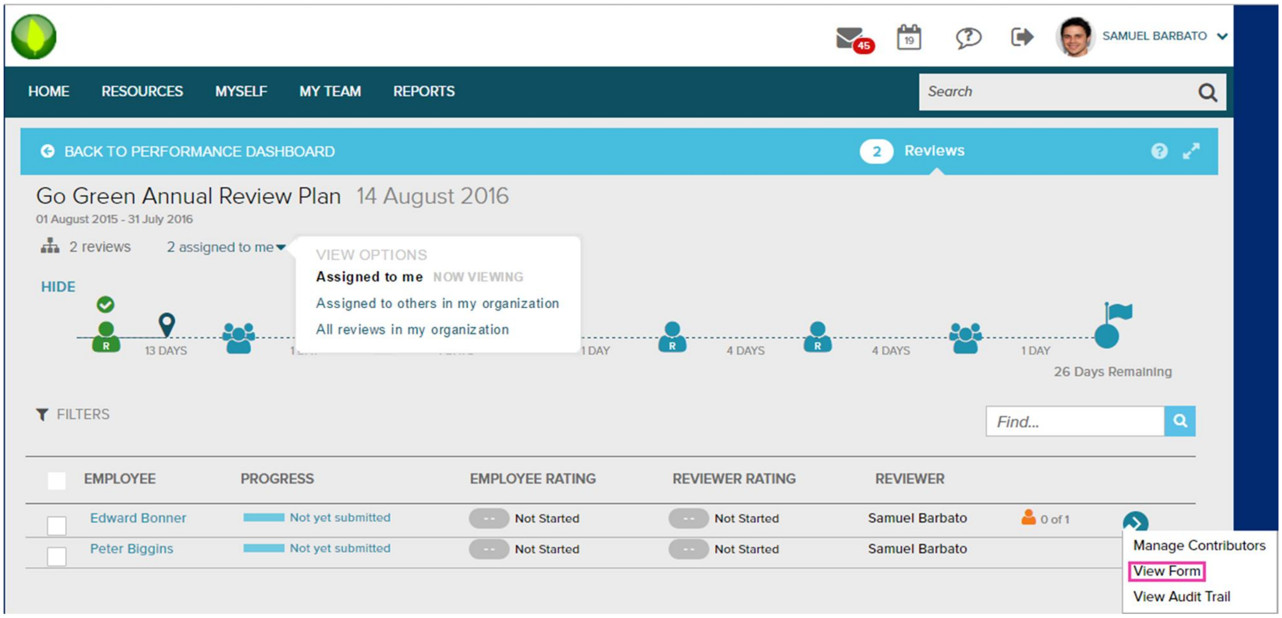
How Do Managers Access the Performance Dashboard?

Starting Point: My Team > Talent > Performance Dashboard

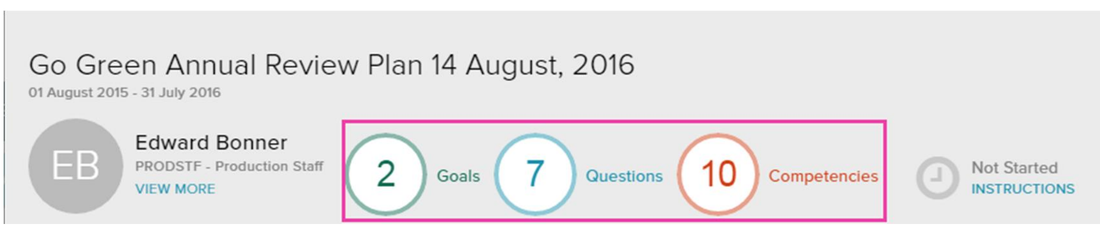


How Do Managers Evaluate an Employee's Performance and Submit a Completed Review?

1. On the Performance Dashboard, click the name of the review to open the Review Detail page.
2. On the Review Detail page, click **Assigned to Me** in the upper-left of the page to display the reviews that are assigned to you.
3. Click **View Form**, as shown here:



4. Refer to the data coins at the top of the review to see which sections are included in the review as shown here:



5. Complete all of the sections of the review, and assign ratings where indicated.
6. Scroll down to the Summary section of the review.
7. If a rating scale is used, assign a rating and enter any comments.
8. Scroll down to the Attachments section of the review.
9. Attach any applicable documents.
10. Click **Submit**.