

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



Overview of the Manager's Experience

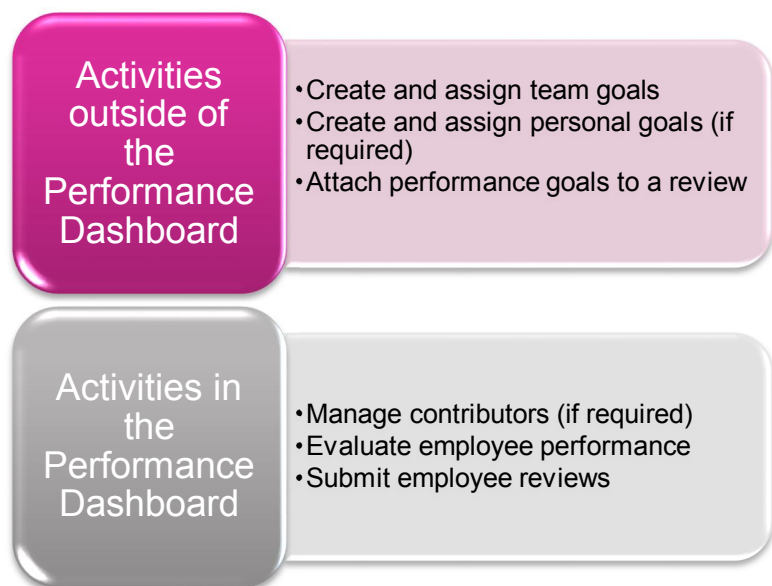
What Does the Performance Review Cycle Look Like?

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 Dashboard, 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

The screenshot shows the ADP Workforce Now interface. At the top, there is a navigation bar with 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', and 'REPORTS'. A search bar is on the right. A user profile for 'SAMUEL BARBATO' is visible. A dropdown menu is open under 'MY TEAM', showing options like 'My Team', 'Employment', 'Time Off', 'Personal Information', 'Talent', and 'Time & Attendance'. The 'Performance Dashboard' and 'Performance Goals' options are highlighted with a pink circle '3'. A pink circle '2' is next to the 'Talent' option. A pink circle '1' is next to the 'MY TEAM' tab. On the right, there is a 'My Time Off' section with a table of requests and a 'My Time' section with buttons for 'MY TIMECARD', 'LATE ARRIVAL', 'ABSENCE', 'ANNUAL SUMMARY', and 'SUPPLEMENTAL PAY CODES'.

The screenshot shows the 'Performance Goals' section. It has tabs for 'Current Goals' and 'Historical Goals'. Below the tabs, there is a 'Filter by:' dropdown set to 'Team Member Name' and a search input field. A 'FILTER' button and a 'RESET' button are next to it. A pink circle '4' is next to an 'ADD' button. Below the filter section, there is a table header with columns: 'EMPLOYEE N...', 'GOAL NAME', 'GOAL CATEGORY', 'GOAL LEVEL', 'PROGRESS', 'OBSTACLES', 'TARGET DATE', and 'ACTION'.



How Do Managers Create and Assign Team and Personal Goals?

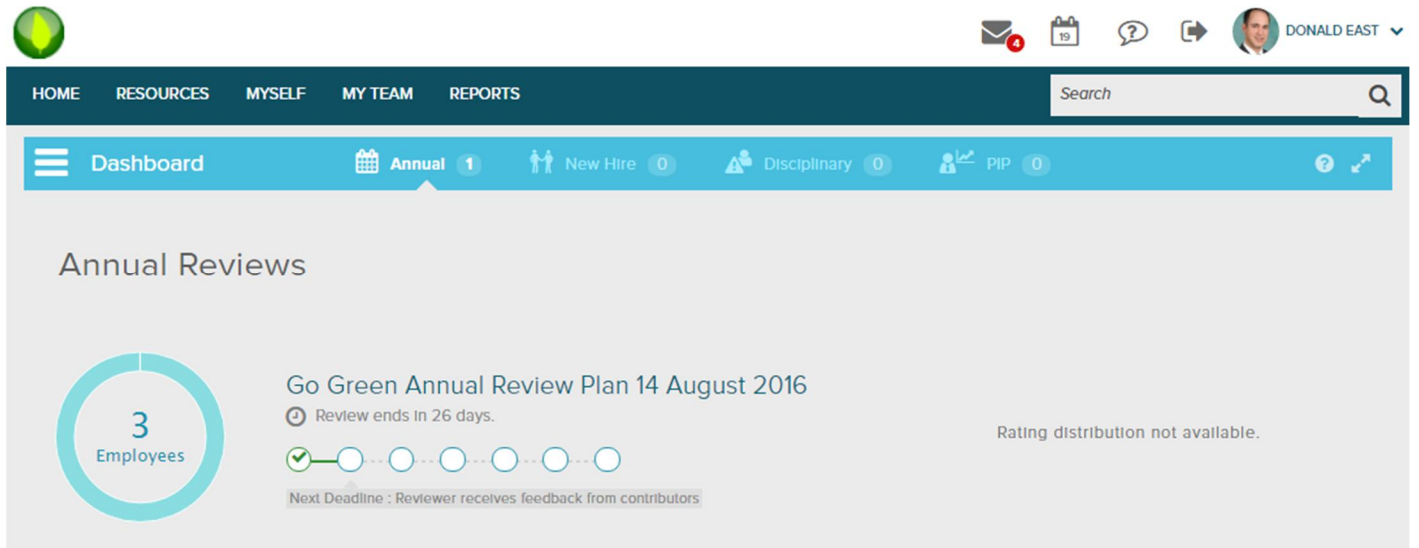
The screenshot shows the 'Performance Goals' creation page. At the top, there are navigation tabs: HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. The user profile 'SAMUEL BARBATO' is visible in the top right. The main heading is 'Performance Goals' with sub-tabs for 'Current Goals' and 'Historical Goals'. Below this is the 'Create goal' section with two radio buttons: 'Create Goal' (selected) and 'Select from Goals List' (1). A 'Select from Goals List' dropdown is open, showing options like 'Improve Employee Engagement' and 'Increase Customer Retention by 7%'. The 'Goal Name' field (2) is empty. The 'Category' dropdown (3) is set to 'Team'. The 'Goal Level' dropdown (4) is also set to 'Team'. A 'Goal Detail' text area (5) is empty. Below the text area is the 'Assign Date' field (6) set to '19/07/2016' and the 'Target Completion Date' field (6) set to 'dd/mm/yyyy'. A 'Team Members' section (7) contains a table with columns for NAME, JOB TITLE, and DEPARTMENT, listing several employees with checkboxes. At the bottom, there are 'CANCEL' and 'DONE' buttons (8).

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

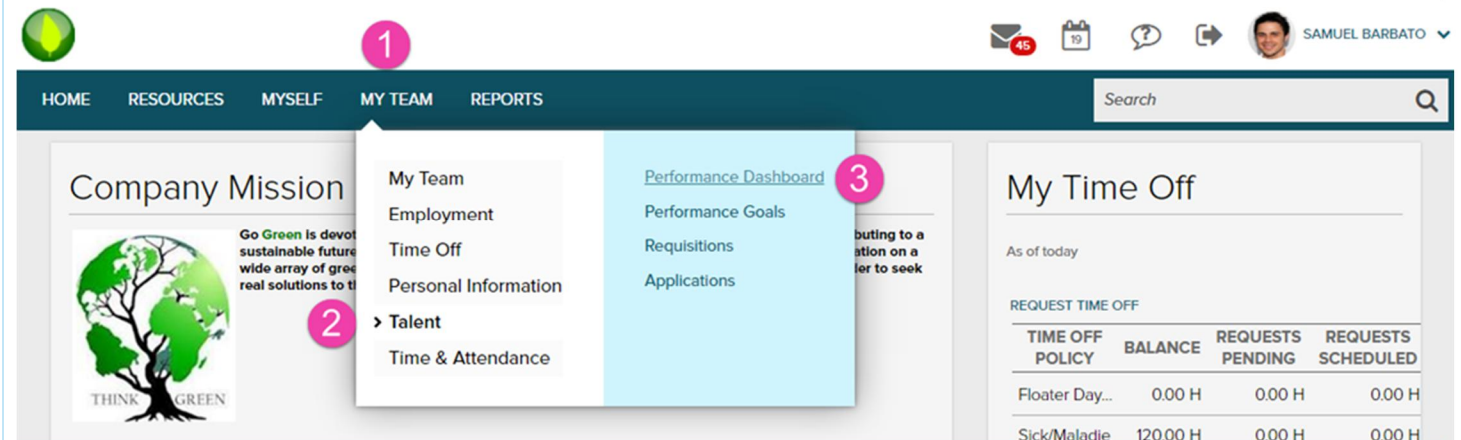
What Is the Performance Dashboard?

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:

The screenshot shows the ADP Performance Dashboard. At the top, there's a navigation bar with 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', and 'REPORTS'. A search bar is on the right. Below the navigation bar, there's a 'Reviews' section for the 'Go Green Annual Review Plan 14 August 2016' (01 August 2015 - 31 July 2016). It shows '2 reviews' and '2 assigned to me'. A 'VIEW OPTIONS' dropdown menu is open, showing 'Assigned to me' (NOW VIEWING), 'Assigned to others in my organization', and 'All reviews in my organization'. Below this, there's a timeline showing review progress for two reviewers: Edward Bonner and Peter Biggins. Both have 'Not yet submitted' progress and 'Not Started' ratings. A 'View Form' button is highlighted in the bottom right corner.

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

The screenshot shows the review detail page for 'Go Green Annual Review Plan 14 August, 2016' (01 August 2015 - 31 July 2016). It displays the employee's name 'Edward Bonner' and their role 'PRO DSTF - Production Staff'. Three data coins are highlighted: '2 Goals', '7 Questions', and '10 Competencies'. A 'Not Started INSTRUCTIONS' button is also visible.

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**.