

## 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.

Annual Reviews

Go Green Annual Review Plan 14 August 2016

Review ends in 26 days.

Rating distribution not available.

Next Deadline : Reviewer receives feedback from contributors

### How Do Managers Access the Performance Dashboard?

**Starting Point: My Team > Talent > Performance Dashboard**

Company Mission

My Time Off

As of today

REQUEST TIME OFF				
	TIME OFF POLICY	BALANCE	REQUESTS PENDING	REQUESTS SCHEDULED
	Floater Day...	0.00 H	0.00 H	0.00 H
	Sick/Maladie	120.00 H	0.00 H	0.00 H

My Team

- Employment
- Time Off
- Personal Information
- Talent
- Time & Attendance

Performance Dashboard

Performance Goals

Requisitions

Applications

## 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 is a navigation bar with 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', and 'REPORTS'. A search bar is on the right. Below the navigation bar, there is 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 is a timeline showing '13 DAYS' and '26 Days Remaining'. A table of reviews is shown below, with columns for 'EMPLOYEE', 'PROGRESS', 'EMPLOYEE RATING', 'REVIEWER RATING', and 'REVIEWER'. The table lists Edward Bonner and Peter Biggins, both with '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' (PRO DSTF - Production Staff) and a summary of the review sections: 2 Goals, 7 Questions, and 10 Competencies. A 'View Form' button is highlighted in the bottom right corner.

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**.