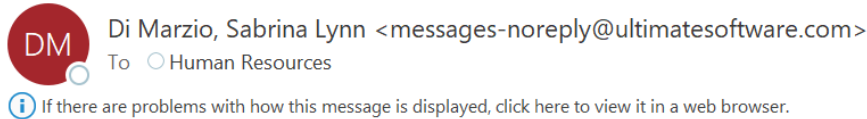


Performance Reviews – Employee Assessment

- Employee Assessment Notification
 - Once a review has assigned an email will be sent requesting Employee Assessment

Notification: Employee Assessment



CAUTION: This email originated from outside your organization. Do not click links, open attachments or follow instructions unless you

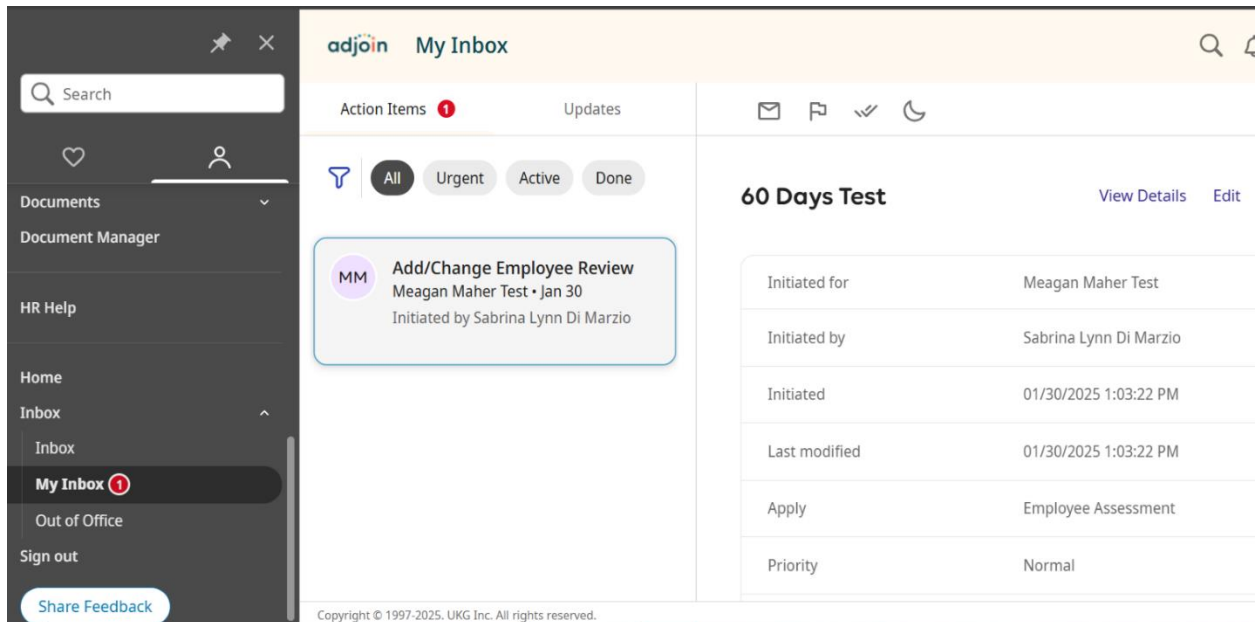
The Employee Assessment task for Test, Meagan Maher is available for you to evaluate and complete.

Please note that this task is due by 02/04/2025 11:59:59 PM.

You can access the review from the Myself, Jobs, Reviews or from Menu, Inbox and the "edit" link.

How to Navigate to the Review Summary Page

- Navigation: Menu > Inbox > My Inbox > Select the task “Add/Change Employee Review” > Edit Button



- Navigation: Menu > Myself > Jobs > Reviews > Select Review

The screenshot shows the 'adjoin Reviews' web application. On the left is a dark navigation menu with a search bar and a list of options: Myself, Personal, My Company, Jobs, Job Summary, Compensation, Job History, **Reviews** (highlighted), and Other Company Info. The main content area has a header 'adjoin Reviews' and a 'Reviews' title. Below the title are 'In Progress' and 'History' sections, each with a table.

In Progress Table:

Effective ↑	Review Name	Type	Job	Status
02/01/2025	60 Days Test	60 Day	Case Manager	Employee Assessment

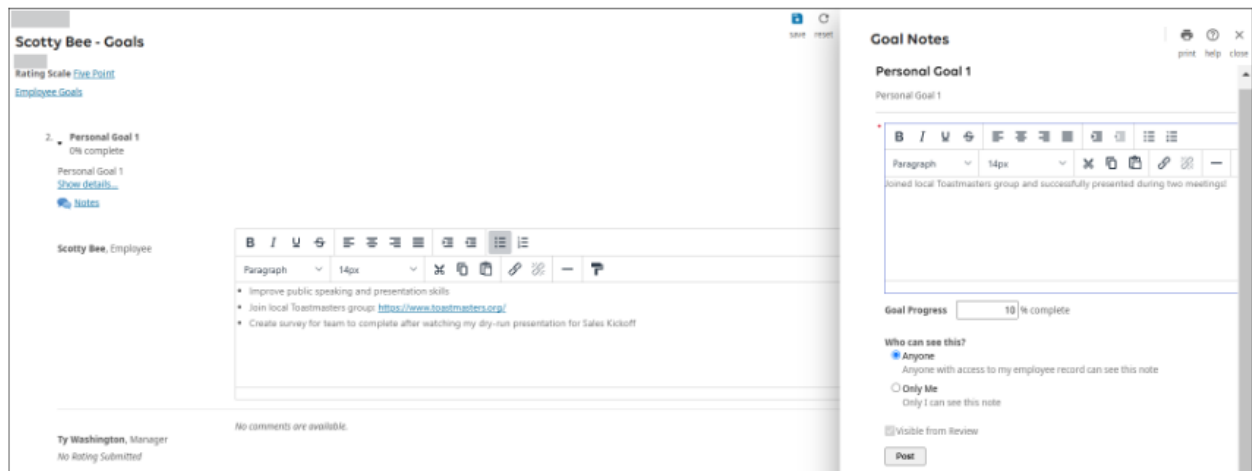
History Table:

Effective ↑	Type	Job	Rating	Reviewer	Additional Details	Notes

1. From “The Review Summary Page”.

- The **Employee Notes** link, located beside the employee’s name, allows you to view or enter notes.
- Review sections do not have to be completed all at once or in any order. Once review information is entered, it can be saved and can be edited up until it is sent to the next contributor.
- The final score appears only after the **Goals** and **Competencies** sections are completed.
- A review cannot be sent to the next contributor until all required sections are complete.

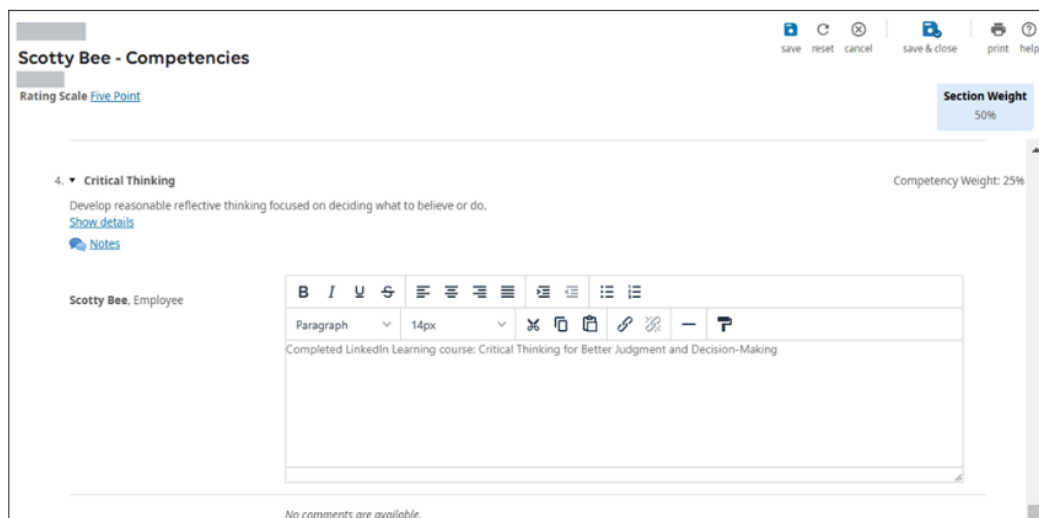
- To add a note to an existing goal, select the **Goal Notes** link.
2. At each goal, select a rating and enter any applicable comments.
 3. Select **Save** to continue entering review information.
 4. Select **Save & Close** when you have completed all entries in this page. The **Review Summary** page appears.



Manage Competencies

1. Competencies appear on the **Review Summary** page. Complete one of the following:
 - To begin rating competencies, select the **Start** button at the **Competencies** section. The **Competencies** page displays the employee's assigned competencies.
 - To edit competency ratings, select the **Edit** button in the **Competencies** section. The **Edit** button appears only after the section has been started. The **Edit** button appears even if the review ratings are completed. You can modify the review ratings as the current contributor until the review has been sent to the next contributor.
 - To add a note to an existing competency, select the **Competency Notes** link.

- Employee ratings are required
 - The **Rating Scale** link indicates the rating scale that is assigned to this review. You can select the link to view the scale descriptors.
 - The **Show Details** link indicates the competency type. You can select the link to display the competency type associated with the competency.
 - The **Competency Notes** link allows you to view or enter notes for each competency.
 - The **Section Weight** indicates the percentage assigned to the **Competencies** section, if applicable. Each competency weight is also listed.
2. At each competency, select a rating and enter any applicable comments.
 3. If configured by your administrator, minimum job competency proficiency levels may be available for reference when rating each competency. Select the **Show Details** link to view the level for each competency.
 4. Select **Save** to continue entering review information.
 5. Select **Save & Close** when you have completed all entries on this page. The **Review Summary** page appears.



Manage Open Ended Questions

1. From the **Review Summary** page, select one of the following from the open ended question section:
 - Start - enables you to begin answering the questions.
 - Edit - enables you to edit answers that have been entered previously.
 - View - enables you to review answers that were entered.
2. Enter the answers to each question.
3. Select **Save** to continue entering review information.
4. Select **Save & Close** when you have completed all entries on this page. The **Review Summary** page appears.
 - When all required questions are answered, the section displays a Completed status.

The screenshot shows a web application interface for managing open-ended questions. At the top left, it says "60 Days Test" and "Meagan Maher Test - Open Ended Questions". On the top right, there are navigation buttons: "save", "reset", "cancel", "save & close", "print", and "help". Below this, a question is listed: "1. What challenges have come up in the first 60 Days, and how were they addressed?". The question is associated with "Meagan Maher Test, Employee". Below the question is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and insert. The text area of the editor contains the word "test".

Manage Developmental Comments

1. From the **Review Summary** page, complete one of the following:
 - To begin entering comments, select **Start** in the **Developmental Comments** section.

- To edit comments, select the **Edit** in the **Developmental Comments** section. The **Edit** button appears only after the section has been started. The **Edit** button appears even if the comments are completed. You can modify comments as the current contributor until the review has been sent to the next contributor.
2. For self-assessments, employees enter comments in the **Employee Comments** box. For manager assessments, managers enter comments in the **Manager Comments** box. When completing a matrix manager assessment, enter comments in the **Comments** box.
 3. To access the employee's development plan, select the **View Personal Development Plan** link.
 4. Select **Save** to continue entering review information.
 5. Select **Save & Close** when you have completed all entries on this page. The **Review Summary** page appears.

60 Days Test

Meagan Maher Test - Developmental Comments

save reset cancel | save & close print help >

Enter comments outlining development plans, action steps to accomplish them, and desired outcomes. [View Personal Development](#)

Employee Comments

B	<i>I</i>	<u>U</u>	↶	≡	≡	≡	≡	↶	↷	☰	☷
Paragraph	14px	✂	📄	🗑	🔗	🔗	—	🔧			
test comment											

Manage Overall Comments

1. From the **Review Summary** page, complete one of the following:
 - To begin entering comments, select the **Start** button in the **Overall Comments** section.

- To edit comments, select the **Edit** button in the **Overall Comments** section. The **Edit** button appears only after the section has been started. The **Edit** button appears even if the comments are completed. You can modify comments as the current contributor until the review has been sent to the next contributor.
- Enter your comments in the **Comment** box
 - Select **Save** to continue entering review information.
 - Select **Save & Close** when you have completed all entries on this page. The **Review Summary** page appears.

60 Days Test save reset cancel save & close print help >

Meagan Maher Test - Overall Comments

This comment is for any other feedback you wish to provide. It may be further clarification on goals and competencies or it may be something unrelated that you just want to make sure is included. This comment will be viewable as part of the approved review.

Comment:

B I U

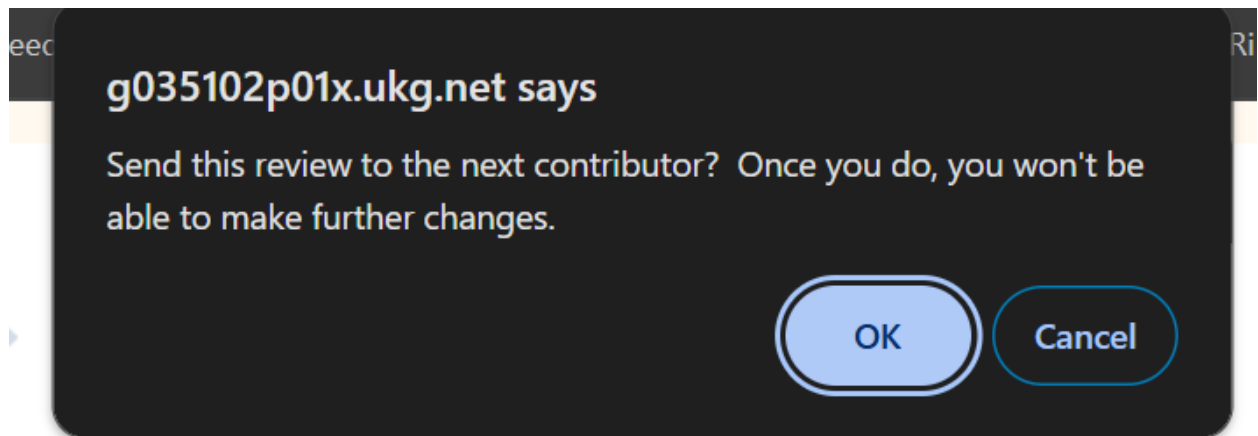
Paragraph 14px

overall feedback

Send the Review

- From the **Review Summary** page, review each section to ensure accuracy.
 - If a review section is required, the section appears as **Incomplete** or **Completed**.
 - The final score appears only after the **Goals** and **Competencies** sections are completed. If enabled, **Not Applicable** ratings are not included in the final score calculation.

- If final scores are not available, the review may be configured for comments only.
 - A review cannot be sent to the next contributor until all required sections are complete.
1. Enter any comments regarding the routing of the performance review to the next reviewer. Select **Send**. A confirmation pop-up window appears.



2. Select **OK**. The review is submitted to the next contributor in the review.

Acknowledge a Review

1. From the **Review Summary** page, review each section of the Performance Review to ensure accuracy.
2. In the **Sign and Complete** section, enter any final comments you would like to save in the review.
3. Select **Sign and Complete**. A confirmation pop-up window appears.
4. Select **OK** to confirm the completion of the review.
 - All your performance reviews can be viewed in the **Reviews** page (**Menu > Myself > Jobs > Reviews**).

Review Summary

← | 🖨️ | ?
back | print | help

60 Days Test

Meagan Maher Test, Case Manager [Employee Notes](#)
Effective Date 02/01/2025

The performance evaluation is to provide employees with feedback to their performance for the current review period and to set goals for the upcoming review period. Managers and employees will have the opportunity to discuss job tasks, identify developmental areas, encourage and recognize strengths, and develop an action plan for meeting future goals.

Contributors

Meagan Maher Test → Vince Gong → Sabrina L Di Marzio
Due Date 02/04/2025 Due Date 02/07/2025

Review sections

	Employee Rating	Manager Rating	
✔️ Goals Completed	4.00 - Superior/Highly Effective Performance	4.00 - Superior/Highly Effective Performance	View
✔️ Competencies Completed	3.09 - Fully Successful/Effective Performance	2.55 - Partially Successful/Needs Improvement	View
Open Ended Questions	N/A	N/A	View
Developmental Comments	N/A	N/A	View
Overall Comments	N/A	N/A	View
Final Score	3.36 - Fully Successful/Effective Performance	2.98 - Partially Successful/Needs Improvement	

Sign & Complete

Send to the next contributor.

[Sign & Complete](#)

g035102p01x.ukg.net says

Are you sure you want to Sign & Complete this review?

Signing and completing this review will prevent further changes.

OK

Cancel