

## Introduction

Employees may have up to two required activities related to Performance Reviews:

- Complete a self-review
- Acknowledge a review completed by your manager – your manager has completed the review, and you must review the ratings and respond.

## Completing a Self-Review

When an employee’s manager completes a review, the employee is also scheduled to complete a review of the same review type and template.

1. Log into Employee Self-Service (ESS).
2. Navigate to **Employee Self-Service > Performance Review History**.
3. Highlight the review to be completed
4. Click **Start** to begin the Performance Review.



The screenshot shows a table titled "Performance Review History" with a "Start" button highlighted in a red box. The table has columns for Scheduled Review Date, Review Type, Review Period, Reviewer, Date Completed, Status, Overall Rating, Overall Total Points, and Scaled Score. The first row shows a review scheduled for 11/15/2024, which is not started.

| Scheduled Review Date | Review Type              | Review Period           | Reviewer           | Date Completed | Status      | Overall Rating | Overall Total Points | Scaled Score |
|-----------------------|--------------------------|-------------------------|--------------------|----------------|-------------|----------------|----------------------|--------------|
| 11/15/2024            | Employee Self-Review     | 09/16/2024 - 11/15/2024 | Billy Billson      |                | Not Started |                |                      |              |
| 7/13/2021             | Quarterly Review         |                         | Nicholas J Paulson | 4/7/2022       | Complete    |                |                      |              |
| 6/1/2020              | Annual Employment Review |                         | Zork Bork          | 4/5/2022       | Complete    | 3.43           | 24/30                | 80/100       |

5. Click **NEXT** to begin



The screenshot shows a detail view of a performance review. It includes navigation buttons for "Previous", "Next", and "View". The review details are as follows:

- Review Date: 11/15/2024
- Period Start Date: 9/16/2024
- Period End Date: 11/15/2024
- Review Type: Employee Self-Review
- Review: 60-day Self Review
- Reviewer: Billy Billson

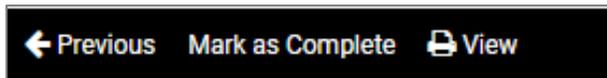
6. Review the question
7. Select the rating from the dropdown menu
8. Add comments (if applicable)
9. Click **Next** to move to the next question



**Note:** You may skip a question and return to it using the **Previous** button. Leave the review at any point by logging out or navigating to other Self-Service functions. isolved saves your entries and marks the review with a status of "In Progress." To restart the review, select it from **Employee Self-Service > Performance Review History** or **Employee Self-Service> Pending Reviews**.

10. Continue this process until the end of the review, when the option to **Mark as Complete** appears. You have three options:

- **Not Complete:** Additional information is needed for a rating or comment (if applicable).
  - Once information is available, use the **Previous** button to return to the screen where additional information is needed. Once entered, use the **Next** button to return to the end of the review and click on **Mark as Complete**.
  - If you are still waiting for the information, no action is required. The review is saved with an “In Progress” status when you log out or browse to a different screen. Follow steps 1 – 5 to complete the review later.
- **Mark as Complete:** If no changes or additional information is needed, select **Mark as Complete**. The review status has been updated to “Complete,” and a copy will be available under **Performance Review History**.
- **View:** Clicking the **View** button opens the review in PDF format. The review may be printed from this view window.



## Acknowledging a Review

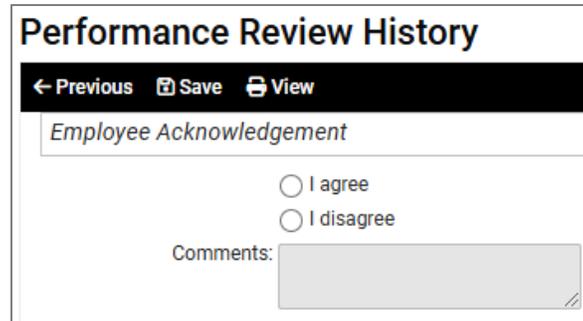
Once a Performance Review has been scheduled for an employee, it appears on the **Performance Review History** screen with a status of either “Not Started,” “In Progress,” or “Pending EE Acknowledgement,” depending on whether it is a self-review or a manager-completed review.

| Review History <span style="float: right;">isolved University</span> |                          |                         |                   |                |                            |                |                      |              |
|--|--------------------------|-------------------------|-------------------|----------------|----------------------------|----------------|----------------------|--------------|
| Next <span>View</span>   |                          |                         |                   |                |                            |                |                      |              |
| Status: All  |                          |                         |                   |                |                            |                |                      |              |
| Scheduled Review Date  | Review Type              | Review Period           | Reviewer          | Date Completed | Status                     | Overall Rating | Overall Total Points | Scaled Score |
| 11/15/2024   | Annual Employment Review |                         | Billy Billson     |                | Pending EE Acknowledgement | 4.5            | 9/10                 | 90/100       |
| 5/1/2024   | Annual Employment Review | 04/01/2023 - 04/01/2024 | Daisy A Durken    |                | In Progress                | 4              | 4/5                  | 80/100       |
| 2/29/2024  | Annual Employment Review | 01/01/2023 - 12/31/2023 | Billy Billson     |                | Not Started                |                |                      |              |
| 2/29/2024  | Annual Employment Review | 01/01/2023 - 12/31/2023 | Charles M Winston | 2/7/2024       | Complete                   | 4              | 24/30                | 80/100       |
| 2/29/2024  | Annual Employment Review | 01/01/2023 - 12/31/2023 | Daisy A Durken    |                | Not Started                |                |                      |              |

1. Log in to Employee Self-Service.
2. Navigate to **Employee Self-Service > Pending Reviews** or **Employee Self-Service> Performance Review History**.
3. Highlight the review with a **Status** of “Pending EE Acknowledgement.”

| Review History <span style="float: right;">isolved University</span> |                          |               |               |                |                            |                |                      |              |
|--|--------------------------|---------------|---------------|----------------|----------------------------|----------------|----------------------|--------------|
| Next <span>View</span> <span>Re-Open</span>                          |                          |               |               |                |                            |                |                      |              |
| Status: All  |                          |               |               |                |                            |                |                      |              |
| Scheduled Review Date  | Review Type              | Review Period | Reviewer      | Date Completed | Status                     | Overall Rating | Overall Total Points | Scaled Score |
| 11/15/2024   | Annual Employment Review |               | Billy Billson |                | Pending EE Acknowledgement | 4.5            | 9/10                 | 90/100       |

4. Click **Next**.
5. The **Review Wizard** steps you through the review one screen at a time. Click **Next** to advance to the next screen. You can view the evaluation question or statement and the manager's rating and comments (if available). Some screens may include a **Comments** text box for you to enter comments related to the question/statement on the screen.
6. At the end of the review, the following displays:



The screenshot shows a web interface titled "Performance Review History". At the top, there is a navigation bar with three buttons: "← Previous", "Save", and "View". Below this is a section titled "Employee Acknowledgement". It contains two radio button options: "I agree" and "I disagree". Below these options is a text input field labeled "Comments:", which is currently greyed out. A small cursor icon is visible in the bottom right corner of the text box.

Select one of the options and enter **Comments**, if desired.

**Note:** The **Comments** field is greyed out until an option is selected.

7. Click **Save**. The review **Status** changes to "Complete." The choices made and comments entered are stored and available for both the employee and manager. Clicking **View** on any of the Performance Review screens opens the review in PDF format, allowing you to print a copy.