

SHOW ME HOW

to Complete a Performance Review Performance



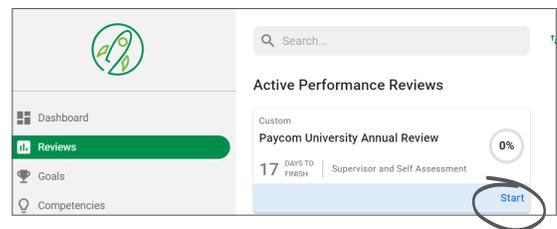
STEP 1

On the Performance tile in Employee Self-Service®, click "My Performance."



STEP 2

From the Reviews tab, click "Start."



STEP 3

Fill out the review. Then, click "Add Signature" to sign and date the review, and "Finalize" to submit the review to your supervisor.

+ Add Overall Comment

Employee Uploaded Documents

Upload a File
Select Here to Upload

Max 100 files per upload (20MB size limit per file) Allowed File Types

Signature

Employee Signature *

Add Signature

Supervisor Signature

N/A

Cancel Save Finalize

EMPLOYEES

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