

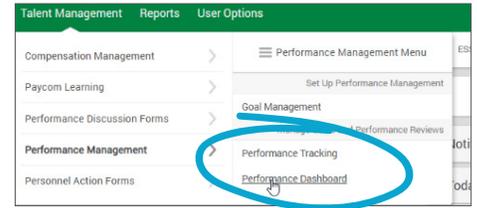
# SHOW ME HOW

to Review an Employee's Performance Review  
Performance Management



## STEP 1

Navigate to Talent Management >  
Performance Management >  
Performance Dashboard.



## STEP 2

In the Active Reviews section, click the name of the employee to review their performance.

Active Reviews (5)

Review Plan: Paycom University Annual Review

Supervisor Review: 3 Employees in Review (1 Not Started, 2 Completed)

Overall Scores: 100% Performing (3.00 - 3.99)

Employee	Supervisor	Supervisor Review	Supervisor Can See	Actions
BERG, LAURA (A01Z) Internal Communications Specialist	Smith, Katie	3.33	Both Reviews	Waiting On Finalized-View History
<b>HADAD, DAVI (A001)</b> Internal Communications Specialist	Smith, Katie	Not Started	Both Reviews	Waiting On Smith, Katie
LIMA, YASMIN (A01Y) Internal Communications Specialist	Smith, Katie	Not Started	Both Reviews	Waiting On Smith, Katie

# SHOW ME HOW

## to Review an Employee's Performance Review Performance Management



### STEP 3

Leave a rating, when prompted.

You can also enter a comment and click "Add Comment" to save it.

Paycom University Annual Review

Weight 100.00% 0% ^

**Communications** Tracking Comments

Employee exhibits strong written and verbal communications skills. Weight 33.34%

Supervisor Rating \*  
Excelling

Comments

B I U | | | | | Ω

Your commitment to excellence is clear in everything you communicate – be it in writing, over the phone or in a meeting.

body p

Cancel Add Comment

Employee Rating  
Excelling

Comments

HADAD, DAVI 10/13/2021  
I rate myself as "Excelling" as the quality in my communications is visible from the content I create for our internal audience, to how I set and manage stakeholder expectations, to how I communicate with subject matter experts to learn more about the communication topic.



### STEP 4

Click "Add Signature" to sign and date the review.

*You may be prompted to type a signature or use your mouse to create one.*

Click "Save" to save your changes to the review.

Signature

Employee Signature

*Davina Hadad*

DAVINA HADAD 10/13/2021

Supervisor Signature \*  
Add Signature

Send

Cancel Save

# SHOW ME HOW

## to Review an Employee's Performance Review Performance Management



### STEP 5

Click "Send to Next Level!"

DAVINA HADAD 10/13/2021  
Supervisor Signature \*  
*Katie Smith*  
Katie Smith  
**Send to Next Level**



### STEP 6

Use the "Decision" and "Next Reviewer" drop-down menus to approve or deny the review and choose to whom to send the review, respectively.

When done, click "Submit" to send to the next reviewer or "Submit and Email" to send to the next reviewer and include a notification email.

Send to Next Level X

HADAD, DAVI  
Internal Communications Specialist

**Send to Next Level**

Due Date: 10/31/2021      Days To Finish: 18

Current Reviewer: Smith, Katie

Decision \*  
Approved

Next Reviewer \*  
Hopkins, Kristina (khopkins)

Note

Cancel      **Submit and Email**      **Submit**