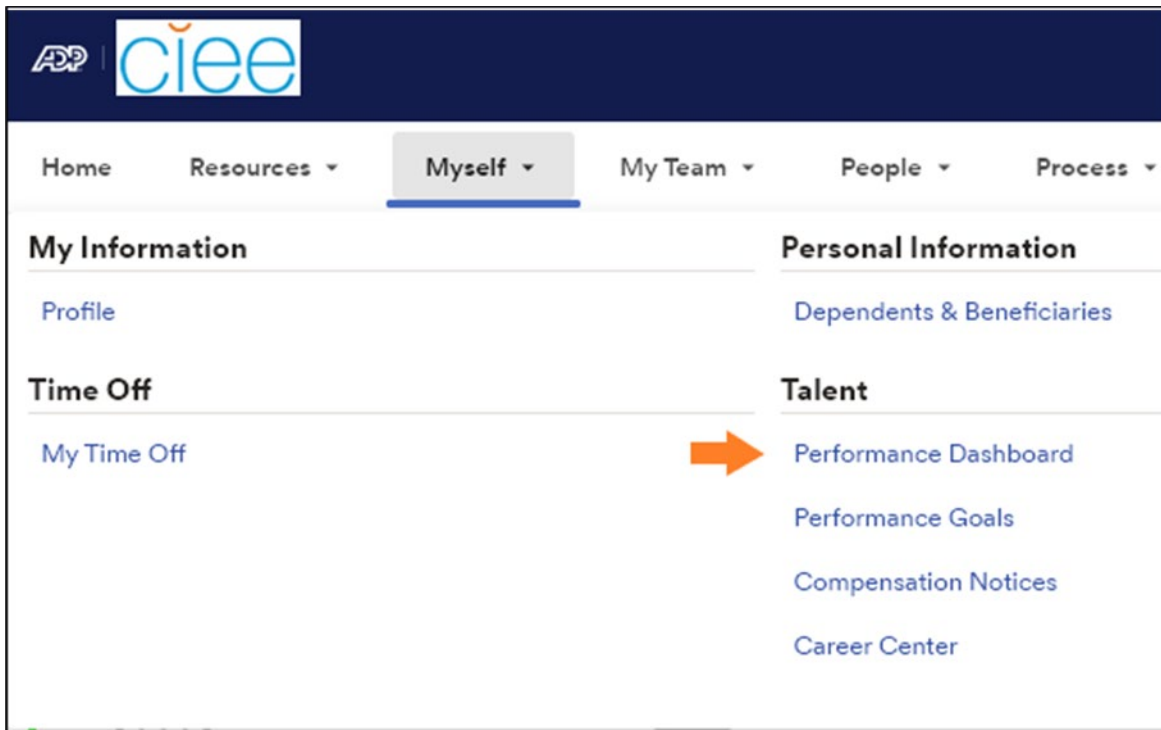


**HUMAN RESOURCES: PERFORMANCE MANAGEMENT**  
**EMPLOYEE ADP INSTRUCTIONS: COMPLETEING ANNUAL REVIEW**  
(UPDATED AUGUST 2022)

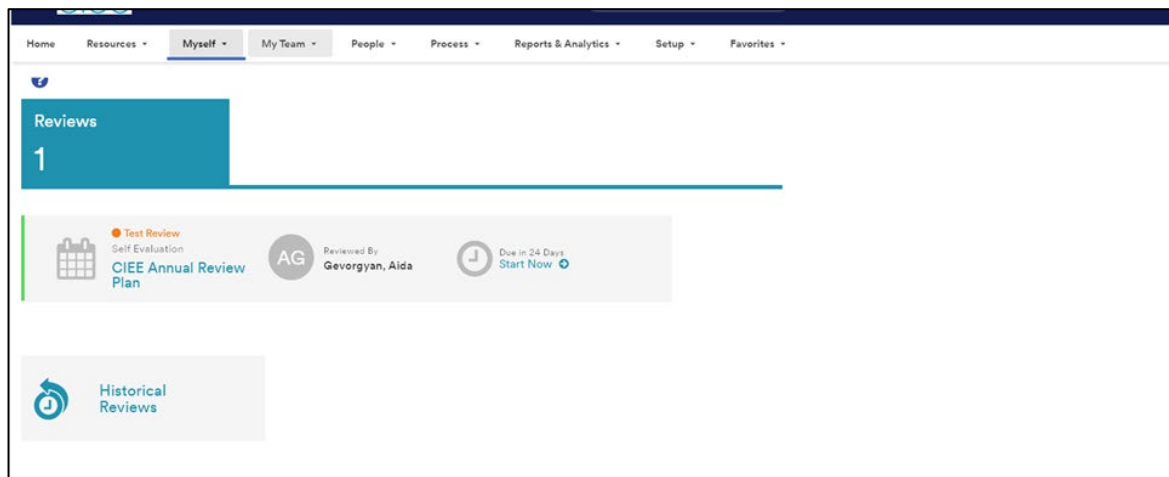
### Accessing your Review

- Login to [ADP Workforce Now](#)
- On the tabs at the top, click **Myself**
- Under Talent, click **Performance Dashboard**



### Performance Dashboard

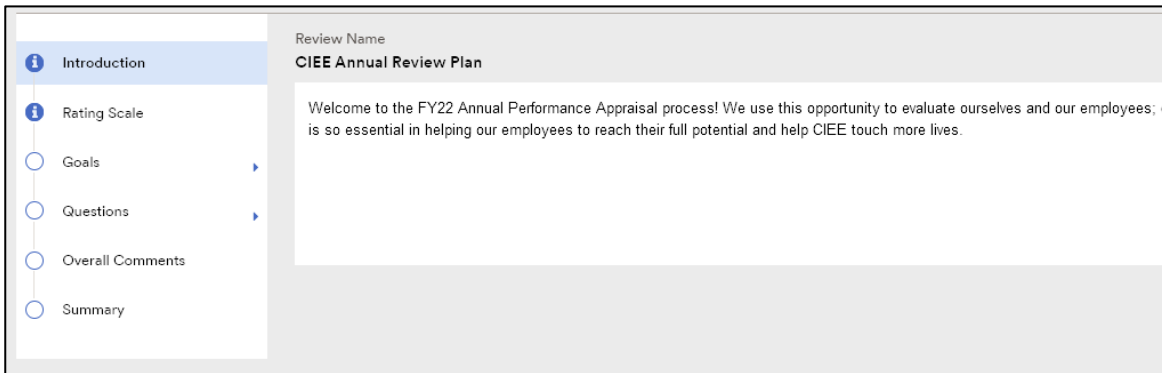
- This screen will list the reviews that are assigned to you.
- This page also shows who your review will be evaluated by and the due date.
- To complete the Fiscal Year 2022 review, click **CIEE Annual Review Plan** or click **Start Now**, near the due date.



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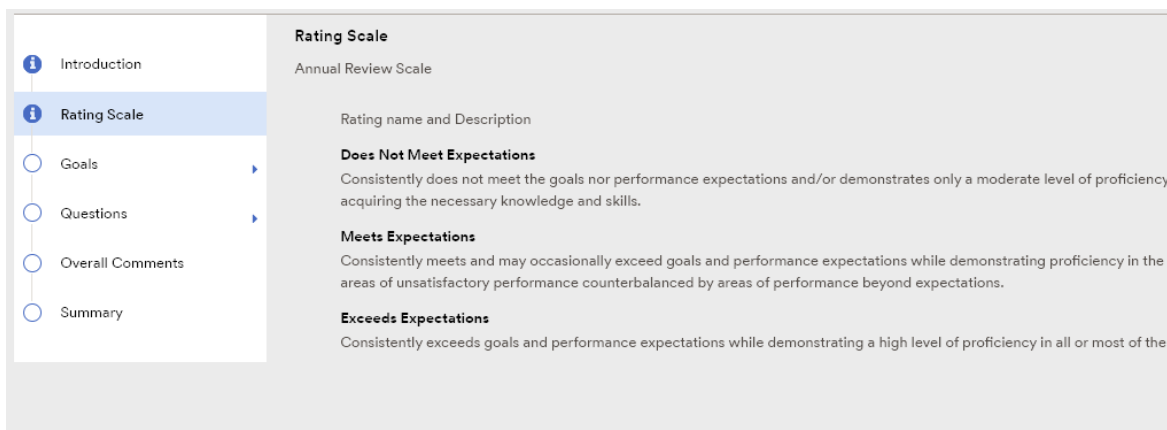
### Introduction Page

- After starting your review, the first page you see will be an introduction page.
- After you have read the introduction. Click Next at the bottom of the page.



### Rating Scale

- The rating scale defines the categories that you will use to rate yourself.
- Read over and understand the descriptions before clicking next.
  - **Does Not Meet Expectations:** Consistently does not meet the goals nor performance expectations and/or demonstrates only a moderate level of proficiency in the competencies required in the job. Achieves some, but not all, goals may be acquiring necessary knowledge and skills.
  - **Meets Expectations:** Consistently meets and may occasionally exceed goals and performance expectations while demonstrating proficiency in the competencies required in the job. Overall performance is satisfactory, minor areas of unsatisfactory performance counterbalanced by areas of performance beyond expectations.
  - **Exceeds Expectations:** Consistently exceeds goals and performance expectations while demonstrating a high level of proficiency in all or most of the competencies. Demonstrates leadership beyond specific role and exemplifies CIEE values daily.



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## Goals

- The first section has the instructions for the goals section of the review.
- After you have read the instructions, click **Next** at the bottom of the page.
- Normally ADP will pull your goals into your review for you however depending on when your goals were created and reviewed you may need to pull them in manually. There will be a yellow bar across the screen indicating you do not have goals attached if you need to manually add goals.
- To manually pull in your goals:
  - Click **Manage Goals**
  - Click **Attach Goals**
  - Click each goal that you want to add to the review. (All goals with a due date of 8/31/2022 should be added).
  - Click **Attach**
  - You do not need to enter weightings for the goals.
  - Click **Save**
  - Then click **Back** at the top of the screen.
  - This brings you back to the instruction page. The yellow warning should be gone.
  - Click **Next**.

## Review Each Goal:

- After clicking next, you will be able to review your first goal.
- Click **View Goal Description** to review the details of the goal.
- Rate your goal in the rating box
- Add a comment in the area provided.
  - Be sure to add meaningful comments (i.e., share what you accomplished, what barriers you have encountered, how your goals align with the company's mission and values, etc.)
- You can also click **Add Attachment** if there is a document or file that you would like to upload and submit with this goal.

The screenshot displays the ADP performance management interface for reviewing a goal. On the left, a navigation sidebar lists various sections: Introduction, Rating Scale, Goals, Instructions, Goal 1 (selected), Goal 2, Goal 3, Goal 4, Goal 5, and Questions. The main content area for 'Goal 1' shows the goal name, its weight (0%), and its type (Personal Goal). Below this, there is a 'Your Response' section with a 'Mark to do it later' checkbox. The 'Rating' section features a dropdown menu labeled 'Select a Rating' and a 'View rating description' link. The 'Comments' section includes a rich text editor with formatting options like bold, italic, underline, and text color.

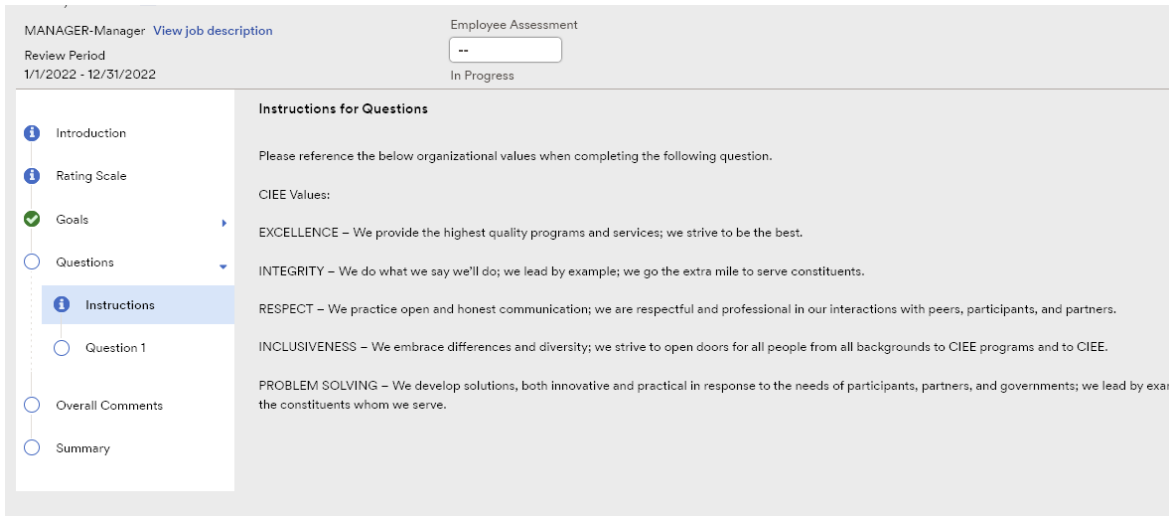
For questions or problems please reach out to Human Resources:  
US Staff: [hris@ciee.org](mailto:hris@ciee.org)  
International Staff: [awells@ciee.org](mailto:awells@ciee.org)

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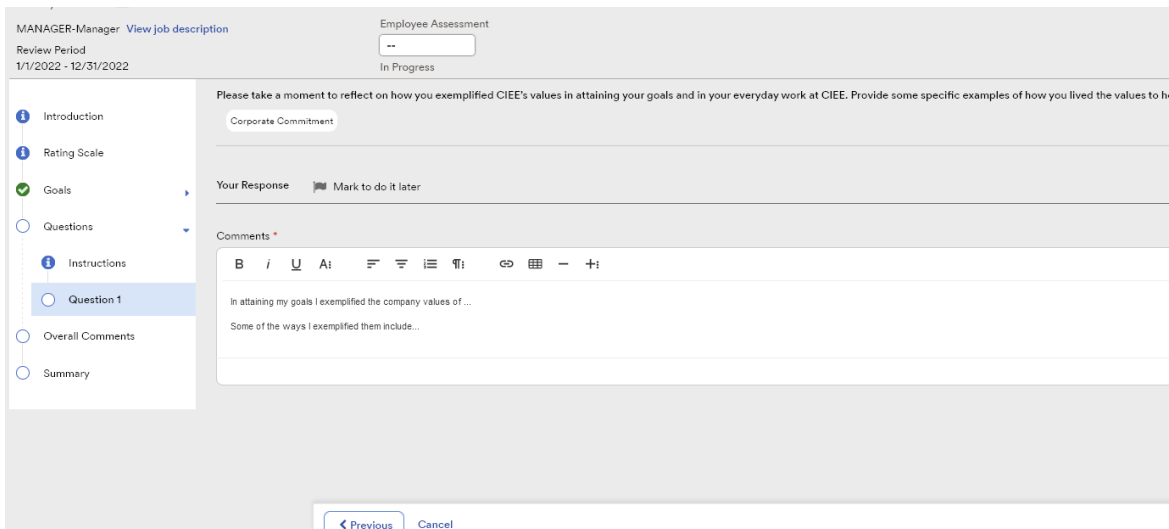
Repeat these steps for each goal.

## Questions

- Read the instructions for the question section.
- These are the company values that you will reference in the question that follows.
- You can also view them [here](#) or on the ADP homepage at any time.



Answer the question(s) for this review in the space provided then click **Next**.



For questions or problems please reach out to Human Resources:  
US Staff: [hris@ciee.org](mailto:hris@ciee.org)  
International Staff: [awells@ciee.org](mailto:awells@ciee.org)

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### Overall Performance

- In this section you will give yourself an overall rating from the dropdown box.
- Any other comments that you feel are relevant and would like to be included in your review can also be added here.

The screenshot shows the 'Overall Comments' section of an 'Employee Assessment' form. At the top, it displays 'MANAGER-Manager View job description', 'Employee Assessment', 'Review Period 1/1/2022 - 12/31/2022', and 'In Progress'. A left sidebar contains navigation links: Introduction, Rating Scale, Goals, Questions, Overall Comments (selected), and Summary. The main content area is titled 'Overall Comments' and includes a 'Your Response' section with a 'Mark to do it later' button. Below this is a 'Rating' dropdown menu with the text 'Select a Rating' and a 'View rating description' link. At the bottom is a 'Comments' text area with a rich text editor toolbar.

### Summary and Submission

This is a summary and review all the answers you have entered.

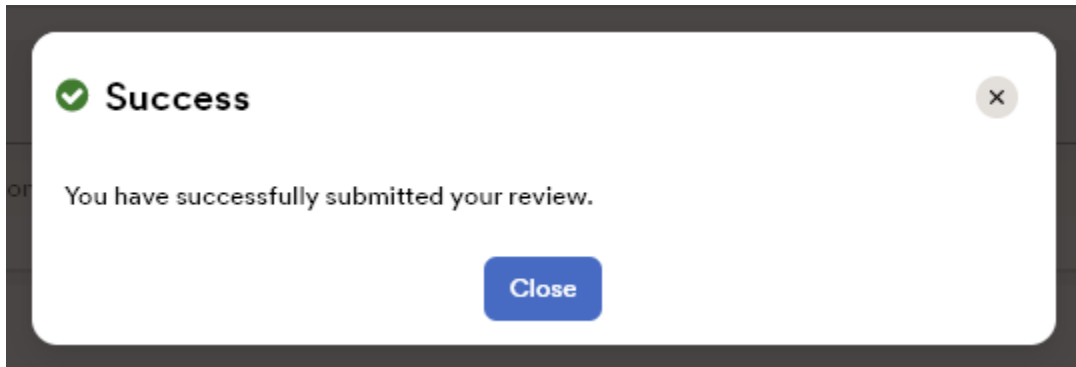
- There will be a green bar if you have answered everything required to submit your review.
- After reviewing, go back and make any changes, or click **Submit**.

The screenshot shows the 'Summary' section of the 'Employee Assessment' form. It displays 'MANAGER-Manager View job description', 'Employee Assessment', 'Review Period 1/1/2022 - 12/31/2022', and 'In Progress'. The left sidebar shows 'Introduction' and 'Rating Scale'. The main content area is titled 'Summary - CIEE Annual Review Plan' and features a prominent green bar with a checkmark icon and the text 'You can now submit this form.' A 'Meets Expectations' button is visible at the top right of the form area.

- A confirmation box will pop up. Make sure to confirm your submission by clicking **Yes** or **No**.

**You will receive a confirmation notification when you have successfully submitted your review!**

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### **Acknowledging a Review**

When your reviewer releases the performance review, you will receive a notification that the review has been released. After you acknowledge the review, your reviewer will receive an email message notifying the reviewer that you acknowledged the review.

- Access the performance review through the Performance Dashboard  
(**Myself → Talent → Performance Dashboard**)
- Click on the name of the review to read the full Annual Performance Review.
- Click Acknowledge Review at the top of this page
- Enter your full name in the **Employee Signature** field
- Enter any comments, if desired, in the **Employee Comments** field.
- Click Done